

There are three (3) different options for instructions listed below. Please choose whichever one works best for you.

Web Browser FTP instructions:

Recent versions of web browsers allow you to upload files by FTP relatively easily. You may need to upgrade your browser in order to use it to FTP your feed.

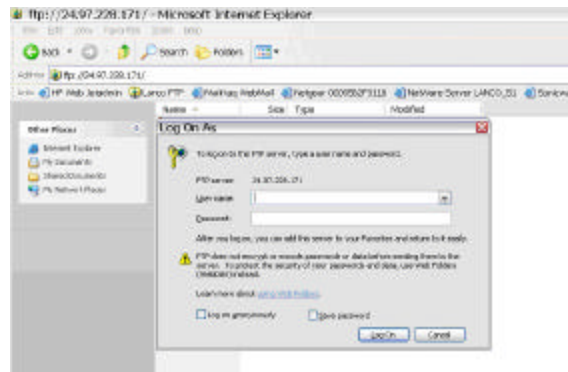
Note: If you're using version 7.0 of Internet Explorer, uploading via FTP will not work with the steps below.

Here are links to the latest versions of popular web browsers:

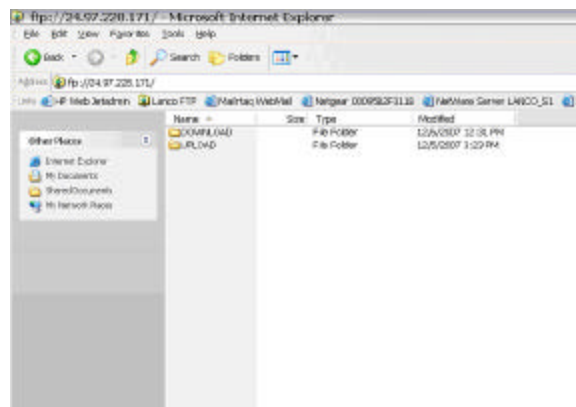
- [Internet Explorer](#)

To upload via FTP within your browser:

1. Open a browser window.
2. Type <ftp://24.97.228.171/> into the address bar and click Enter.
3. You will be prompted to enter your FTP username and password. Enter this information and select Log on. If you do not know this information, please contact the Network Administrator at LANCO. You will probably see a blank window. However, you will be connected to the FTP server. Now simply drag and drop your feed into the browser window, and wait for the file to transfer. Once you have sent your file, the icon for the file will appear in the Internet Explorer window. The file is now uploaded.



4. Should you not get the "Log On As" prompt, then you may be logged in Anonymously, you should then see two folders. The folders will look like this....



5. At this point you can either stay logged in Anonymously or you can go to FILE and choose "Login As". If you stay logged in Anonymously you may double click on one of the folders to enter, depending on if you are uploading or downloading files. Whether you are logged in Anonymously or with a User Name and Password, you can simply drag and drop into the browser window, and wait for the file to transfer. Once you have sent your file, the icon for the file will appear in the Internet Explorer window. The file is now uploaded.

FTP using an FTP program:

To use this method, you will need to have an FTP program, also known as an FTP client, installed on your computer. If you do not already have an FTP client, you can download one from the web. The following FTP clients are free to try. (Depending on your usage, you may have to pay for these programs after your trial runs out.) Click on one of these links to download the program from the web.

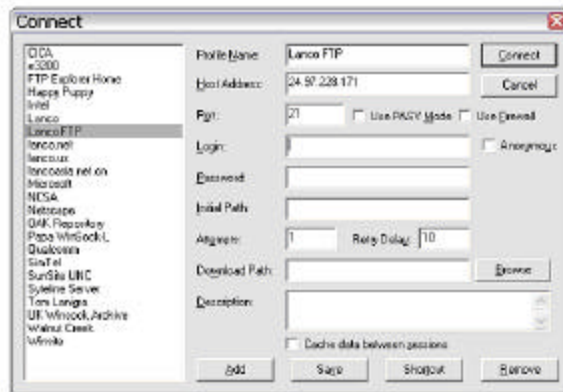
- <http://smartftp.com/> (Windows)
- Click [here](#) to find alternate FTP clients on the web.

After you have downloaded and installed your FTP program, you will need to configure it so that you can connect to our FTP server. Your FTP client will need the following settings:

- **Profile Name:** Is a name that you choose
- **Host Address / Name:** 24.97.228.171 this is our FTP server.
- **User / Login:** The username you received from LANCO
- **Password:** The password you received from LANCO
- **Logon type:** Should be set to normal, Uncheck anonymous, if it is checked.

Note: You may have to change this setting before you will be able to enter your username and password.

If you're using an FTP Client, the configuration settings in the FTP program should look similar to this:



Note: Other FTP clients will have different interfaces. Refer to your to your FTP client's documentation for instructions.

Command line FTP instructions:

A command line FTP utility exists on Windows and Mac OS X and can be used without installing additional software. Command line FTP is a reliable tool for transferring files and can also be used for testing when troubleshooting problems. The instructions provided below show you how to use the command line FTP utility for Windows.

Note: These instructions provide basic instructions for using the command line FTP utility. For more detailed information, consult the documentation for your operating system.

Windows:

- 1 To launch command line FTP utility, go to Start > Run and enter "cmd" into the Open field of the run dialog box. Click OK or press enter.

Note: If using Windows 98/95/Me, enter "command" instead of "cmd".

- 2 To change to a local directory that contains your site files, type cd followed by the path to the desired directory after the prompt.

Example: If your site files are stored in c:\sites\my_site, enter cd c:\sites\my_site.

- 3 At the prompt, enter ftp + FTP IP address and press enter.

```
Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.
```

```
C:\>ftp 24.97.228.171
Connected to 24.97.228.171.
220 Welcome to Lanco Assembly Systems FTP Site. Please enter your User Name and Password.
Thank you.
User (24.97.228.171:(none)):
```

- 4 You will then be prompted to enter a username. Following the prompt, enter the username for the FTP account and press enter. You will then be prompted to enter a password. Enter the password for the FTP account and press enter.

Note: If you are connecting to an FTP server that allows anonymous FTP, you don't need a valid account. However, you do need to use the pre-configured account called ftp (ftp is the same as anonymous) to access the server.

- 5 When the 'Login successful' message appears, you have successfully connected. At this point, you know that the ftp server is up and running and that you can successfully connect to it from your machine. At the ftp> prompt, you can run any FTP commands. To get a listing of acceptable FTP commands, simply enter a question mark (?) and press enter.

Note: You will still see a list of FTP commands even if you are not successfully connected to the FTP server.

Commonly used FTP commands:

ls: directory listing equivalent to dir.
ls -l: long directory listing, more detail.
pwd: display the name of current directory.
cd: change directory.
lcd: change the local current directory.
get: to download the file from the FTP server.
put: to transfer file and place it on the FTP server.
mget: to download multiple files from the FTP server.
mput: to transfer multiple files to the FTP server.
prompt: to turn on/off interactive mode.
binary: to turn on binary mode.
ascii: to turn on ascii mode.
delete: to turn a file on FTP server.
status: to display how the current FTP session is configured.
mkdir: to make directory on FTP server.
quit/close/bye/disconnect: to disconnect from the FTP server.

Note: All FTP commands are case sensitive and should be in lower case