

Accessing Lanco's FTP:

FTP (file transfer protocol) is a way to access files that anyone can download from a server on the Internet. When **Lanco** clients need information fast, we recommend using our FTP server to transfer files from the client to **Lanco**, or vice versa.

The FTP upload process is quite simple; however, a customer needs a program that supports FTP (file transfer protocol). Here are a few options depending on your operating system.

The instructions below are designed to assist you with using FTP to send us your files. It is impossible for us to take into account the differences in network and browser configurations amongst all of our customers, so we have included contact info for you in case this generic set of instructions does not help you. The instructions below are for using our "Anonymous" log-in. If you would prefer a user name and password, then you **MUST** contact your Lanco representative.

PC FTP Instructions

One of the easiest programs already available on a PC, which supports FTP, is Internet Explorer. Preferably 6.0 or higher.

Step 1: Launching Internet Explorer:

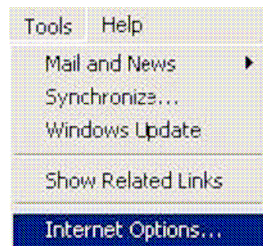
Internet Explorer installs in a program group in "Programs" under the Windows START button called Internet Explorer. Simply click on the icon to launch the program. Internet Explorer is also commonly located on your PC Desktop.

STEP 2: Connecting to Lanco:

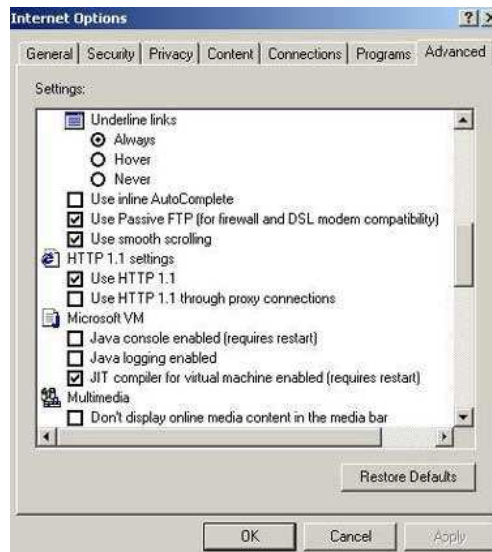
Once Internet Explorer is running, the user needs to type in the address of Lanco's web-site, <http://www.lanco.net>. Once you are there you may follow a link called "Lanco FTP". The links located on this page will allow you to connect to the site both "Anonymously" and with a user name and password, which is provided by Lanco. Once a login box appears, check the "Anonymous" box and under password enter your e-mail address. This will allow you to connect "Anonymously" without using any special names or passwords. If a login box does not appear, you may have been automatically logged-in "Anonymously" depending on your operating system. Should you want to connect using a user name and password, then you will need to get in touch with your Lanco contact or the Network Administrator.

NOTE: If you receive an error while attempting to connect to the FTP site, please click "**Tools**" on Internet Explorer's menu and then "**Internet Options**", otherwise proceed to step 3.

(Internet Explorer 6 is demonstrated below. Older versions of IE may have this option depicted differently).

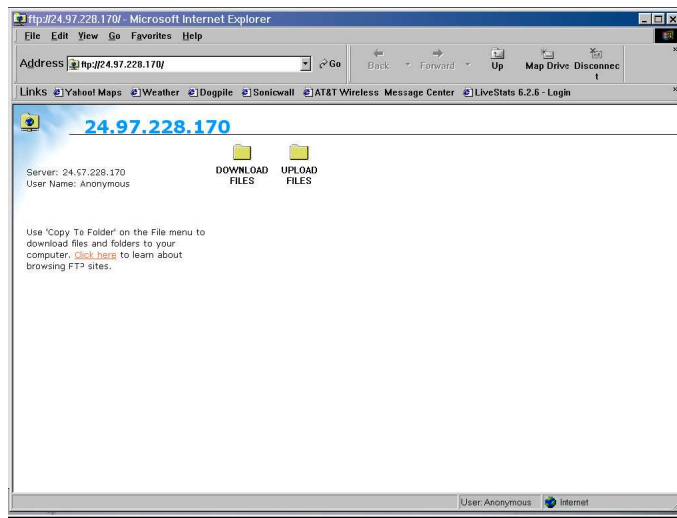


Click on **Advanced** tab, place a check in the box beside "**Use Passive FTP (for firewall or DSL modem compatibility)**" and try connecting to the FTP site again.



If you still do not connect, please consult your Network Administrator or call your Lanco contact.

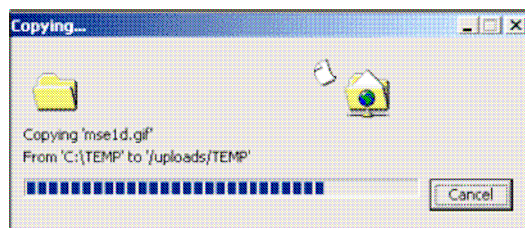
Once connected, you will see a box, similar to the one below



STEP 3: Uploading Files:

The file upload process is very easy, requiring just a few mouse clicks. Once connected to the FTP site, click the "Uploads" folder icon to enter the "Uploads" section of the FTP site. From here, and only from here, will you be able to upload files and or folders. Once you have completed your upload, you will then be able to see a listing of files and folders currently residing in the folder.

The user must know in which folder or directory their files/folder is located, either locally or on a network drive, in order to transfer it to the FTP site. For locating documents/folders on disk, refer to your Windows users manual. You can simply drag and drop your files and or folders into the Internet Explorer Window. A status indicator may pop-up and display the progress of the transfer depending on the speed of your connection. For smaller files/folders, it may merely flash across the screen



NOTE: Existing files/folders must not be overwritten! If there is a file/folder that has the same name as the one being sent, you **MUST** rename the file first and then transfer it.

Upon successful transfer, you can scroll through the file listing to verify your file and or folder was sent successfully. Once you see your files/folders in the "uploads" directory, the file transfer is complete.

STEP 4: Logging Off:

To log off, simply close Internet Explorer or go to another Web site or FTP location. If you should need further assistance, please call Lanco at 207-773-2060, and ask to speak to our Network Administrator or your Lanco contact.