



File transfer via PC

Creating a Windows FTP Connection.

- 01** **Double-click** on the My Network Places icon located on the desktop, or choose Start-My Network Places, or you can double-click the My Computer icon on the desktop and choose My Network from the side-bar. There are numerous ways to access the My Network functionality in the various Windows operating systems. Choose the one that works for you, or contact your IT department for assistance.
- 02** In the **Windows Explorer** screen that opens up, double-click the Add Network Place icon in the browser window, or choose Add a New Network from the side-bar.
- 03** At the **“Welcome”** screen click Next.
- 04** At the **“Where do you want to create this network place?”** screen, click “Choose another network location” and then click Next.
- 05** At the **“What Address”** screen enter the ftp address: **ftp://ftp.colorimage.com** and then click Next.
- 06** At the **“User Name and Password”** screen uncheck the “Log on anonymously” box, please contact your **Colorimage Account Manager** for the user name.
- 07** At the **“What do you want to name this place?”** screen enter Colorimage in the “Enter A Name” field then click Next.
- 08** At the next screen click Finished.
- 09** A **“Log On As”** dialog box will pop up. Username will default to what you were given by your account manager. Click in the password field and enter the password given to you by your **Colorimage Account Manager**.
- 10** Drag and drop your files in the **“Incoming”** folder.
- 11** Once the files have been fully transferred please alert your Account Manager via E-mail or phone that you have uploaded files.