

## Advantage Northampton FTP Service – Customer Instructions

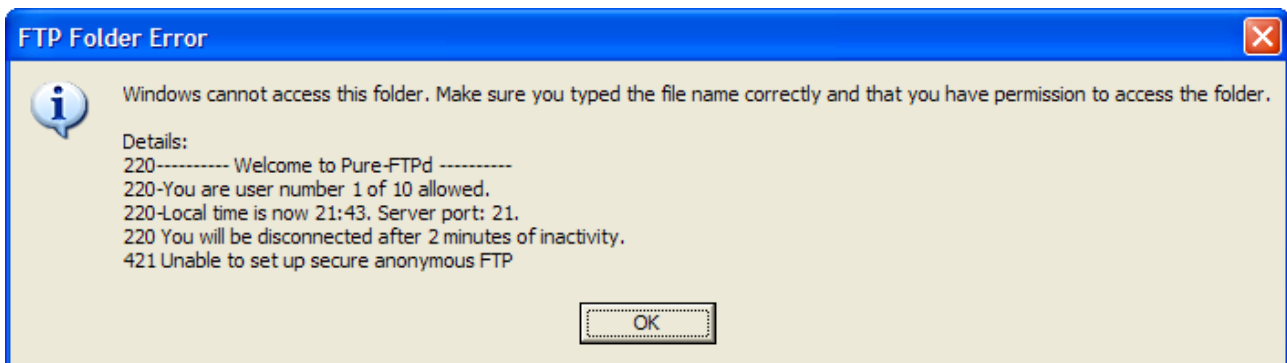
**\*\* You must have a broadband connection to use this service, as dial-up is too slow \*\***

1. As this is a secure service we do not leave the FTP server turned on. Therefore, before beginning the below process, **you must telephone us on 01604 469933 (or email us)** to let us know that you want to access the server and we will switch it on for you to use.
2. Open **Windows Explorer** NOT Internet Explorer (See APPENDIX 'A' if you do not know how to)
3. Either type in or Copy & Paste the below text into the address bar (See APPENDIX 'B' if it's not visible), then press the 'Enter' key:

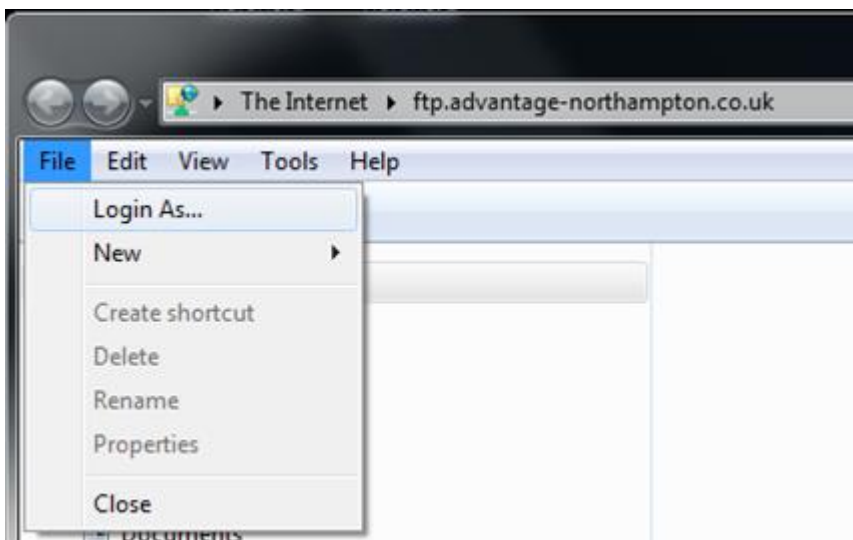
**ftp://ftp.advantage-northampton.co.uk/**



4. The following error message box will appear on the screen, this is normal:

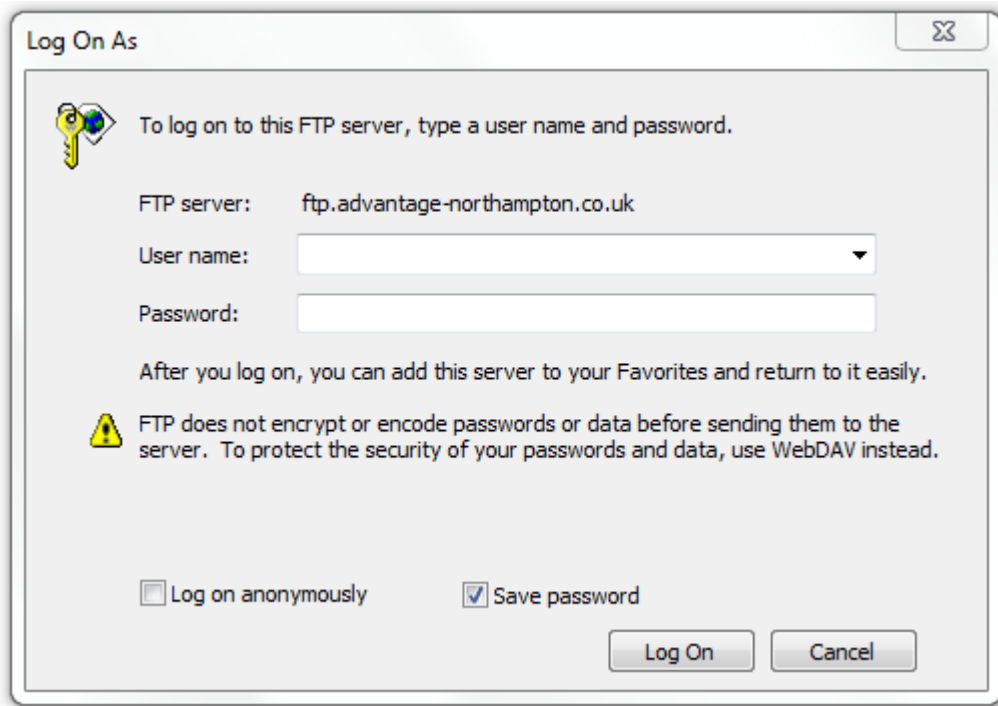


5. Click on the 'OK' button
6. Select 'File' from the Menu Bar and then 'Login As...'



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7. The following prompt box appears:



8. In the '**User Name:**' field, enter the name provided to you by Advantage Northampton Ltd.

9. In the '**Password:**' field, enter the password provided to you by Advantage Northampton Ltd.

10. Ensure the '**Save password**' box is NOT checked. Now click on the '**Log On**' button.


11. You are now connected directly to the Advantage Northampton Ltd FTP Service.

You can drag and drop files from your digital dictation device or computer directly onto the secure (FTP) server.

12. When you have finished, simply close Windows Explorer and your connection will be terminated.

13. Now you have successfully uploaded all files ready for transcription, please contact Advantage Northampton by phone (01604 469933) or e-mail ([sales@advantage-northampton.co.uk](mailto:sales@advantage-northampton.co.uk)) so they can copy your files off and turn off the FTP server.

### APPENDIX 'A'

Windows Explorer can be found under 'Start', 'All Programs', 'Accessories' or launched by using Windows XP keyboard shortcut combination of pressing and holding down the Windows Start key  and then also pressing key 'E'

### APPENDIX 'B'

If the address bar is not visible in Windows Explorer, from the menu select 'View', 'Toolbars', 'Address Bar'

# **Advantage Northampton FTP Service – Customer Instructions**

*Thank you for using our FTP Service*