

## H&S Manufacturing Co.

### FTP Instructions

1. Download an FTP Client from the web.  
Recommended Programs:
  - CuteFTP (<http://www.cuteftp.com>)
  - FTP Explorer (<http://www.ftpx.com>)
  - FTP Voyager (<http://ftpvoyager.deerfield.com>)
2. Install the FTP client that was downloaded.
3. Open Program (different instructions for each program below)

#### CuteFTP

- FTP Site Manager should open when the program does, if not Click on FTP in the menu at the top left, then Site Manager.
- Click the Add Site button.
- Site Label is H & S Manufacturing (or whatever you choose to use, so you know what it is).
- Host Address is <ftp.hsmfg.com>
- User ID is the user name you were given
  - Contact Jody for an account
    - [jkey@hsmfg.com](mailto:jkey@hsmfg.com)
    - 972-475-4747
  - Use **misc** as User ID if you are a new user
- Password is the password you were given
  - Use **972** as Password for new user
- Click the Ok button
- Highlight the site name in the right window and click the connect button.
- The left window is your computer, and the right window is the remote computer. Navigate to the directories as you would in Windows on both computers to where the file transfers will occur.
- To download a file to your computer, double click on it in the remote (right) computer window.
- To upload a file to the remote computer, double click on it in your computer's window (left).

#### FTP Explorer

- The Connect window should open with the program, if not Click on the Tools menu, then Connect.
- Click the Add button.
- Profile Name is H & S Manufacturing (or whatever you choose to use, so you know what it is).
- Host Address is <ftp.hsmfg.com>

- Login is the user name you were given
  - Contact Jody for an account
    - [jkey@hsmfg.com](mailto:jkey@hsmfg.com)
    - 972-475-4747
  - Use **misc** as Login if you are a new user
- Password is the password you were given
  - Use **972** as Password for new user
- Click the Save button
- Double Click on the Profile Name in the Connect window and then click connect.
- The left window is your computer, and the right window is the remote computer. Navigate to the directories as you would in Windows on both computers to where the file transfers will occur.
- To download a file to your computer, double click on it in the remote (right) computer window.
- To upload a file to the remote computer, double click on it in your computer's window (left).

### **FTP Voyager**

- The FTP Site Profile Manager should open with the program, if not Click Edit, then Site Profiles.
- In the left window, click the Personal folder, then click the Add Site button.
- Name is H & S Manufacturing (or whatever you choose to use, so you know what it is).
- FTP Site is <ftp.hsmfg.com>
- Uncheck the Anonymous Login box.
- User ID is the user name you were given
  - Contact Jody for an account
    - [jkey@hsmfg.com](mailto:jkey@hsmfg.com)
    - 972-475-4747
  - Use **misc** as User ID if you are a new user
- Password is the password you were given
  - Use **972** as Password for new user
- Double Click on the Name in the left window to open the site.
- The left window is your computer, and the right window is the remote computer. Navigate to the directories as you would in Windows on both computers to where the file transfers will occur.
- To download a file to your computer, double click on it in the remote (right) computer window.
- To upload a file to the remote computer, double click on it in your computer's window (left).