

FTP SERVER

USER MANUAL



BALATON ŠTAMPA doo



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INSTRUCTIONS FOR USE OF BALATON STAMPA COMPANY FTP SERVER

Aiming to update and simplify communication with our clients, we have decided to setup an **FTP server**. Nowadays, when computers and the internet have become a part of our everyday lives, this type of communication has become a standard.

If you happen to come across this means of communication for the first time, with this manual, we will try to make it as easy as possible to use the **FTP server**.

In order to access the **FTP server**, apart from expressing your wish to use this kind of communication, you need to have the following parameters as follows:

User name – or your user name that we will send you after agreeing on use of this service

Password – your password for use of this service that we have to provide you with

Host name – our server address

The aim of setting up of the **FTP server** is **quicker exchange of data with clients i.e. the data download** and **data upload**.

INSTRUCTIONS FOR CREATION OF CONNECTION FOR **DATA UPLOAD AND DOWNLOAD TO AND FROM FTP SERVER BY USE OF FILEZILLA PROGRAMME**

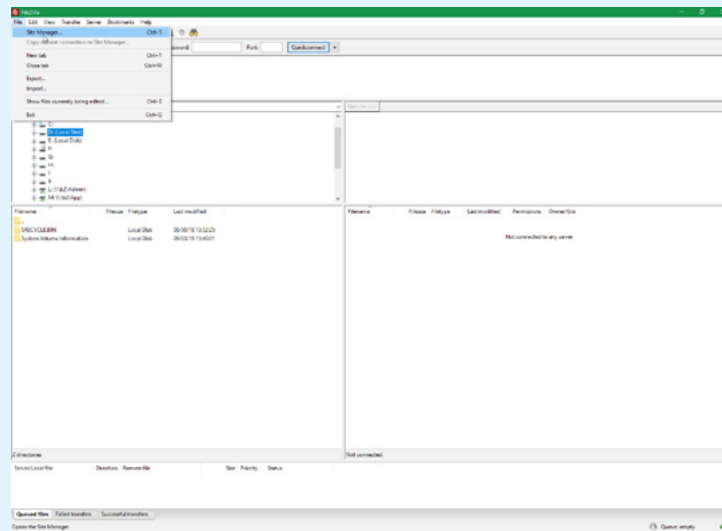
For download and upload of data to an **FTP server are used specialized programmes**. We will use this opportunity to recommend the **FileZilla** programme, specialized for exchange of data via **FTP server, which is completely free of charge**. **Following pages** provide the instructions for upload of data to a FTP server by use of this programme.

The required data for connection are your username, your password, **Port** and the number of the **FTP server** (Hostname: **sftp.balatonstampa.com**).

Once you start the programme, the connection will be created in only a few steps.

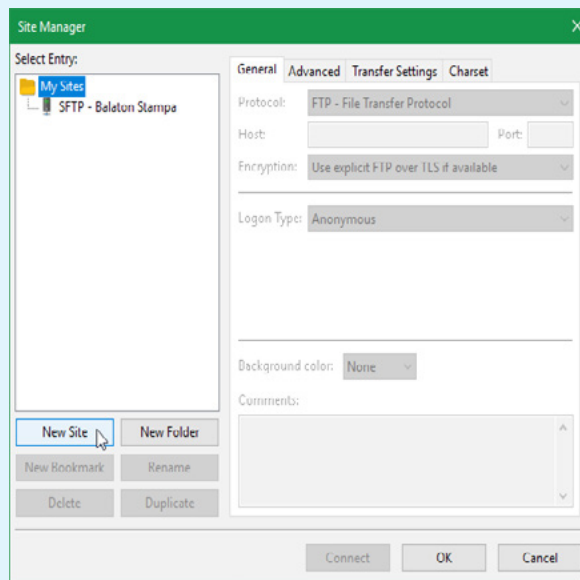
01) When you open FileZilla click on the dropdown menu **File** where you will find the option **Site Manager**.

Site Manager



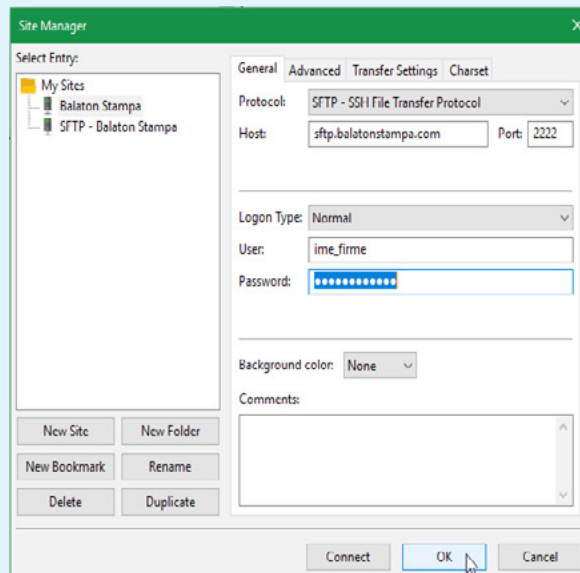
02) Once Site Manager window opens, you will see the option **New Site**.

New Site



03) When this option has been initiated, you will get a new folder, below the title My Sites, which represents a new connection that you will name by the server you are connecting to (Balaton stampa). On the right becomes active a window in which you first have to select **Protocol: SFTP – SSH File Transfer Protocol**, and then to enter **Host** and **Port**. **In order to be able to enter User and Password**, in the option **Logon Type** must be checked the option **Normal**.

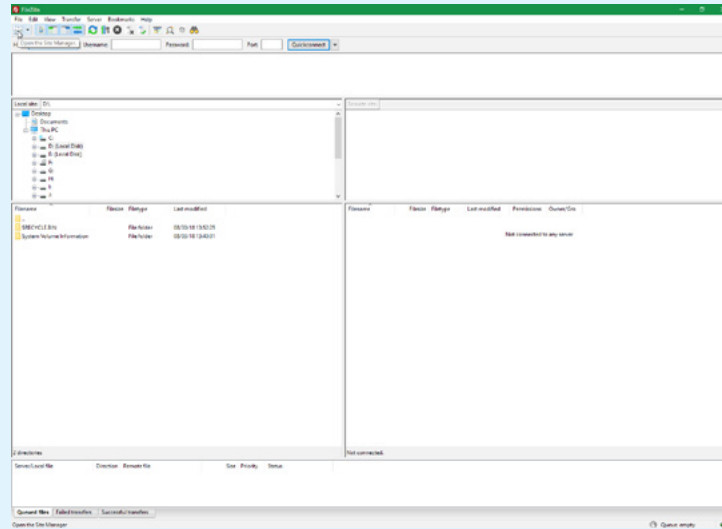
Site Manager,
personal data



Once you have filled in the required parameters, select the option **OK** and leave the editor.

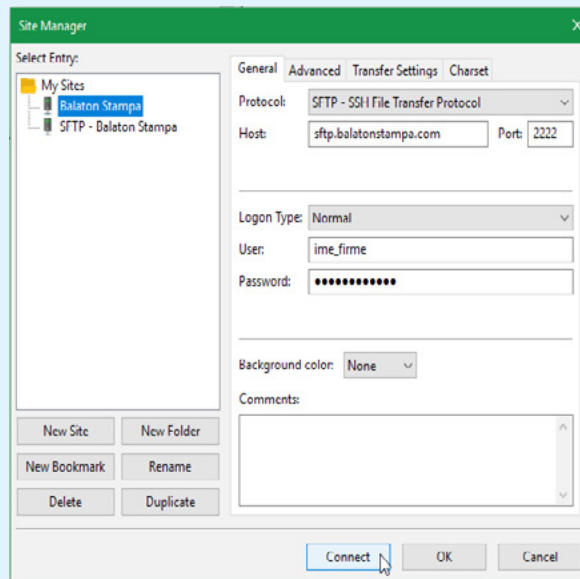
04) After creating the connection, in order to establish the connection, under the **File** tab you have to select option **Open the Site Manager** which is marked by the cursor in the picture below. After activation of this option, you will get the window **Site Manager**, in which your connection will be created.

Site Manager



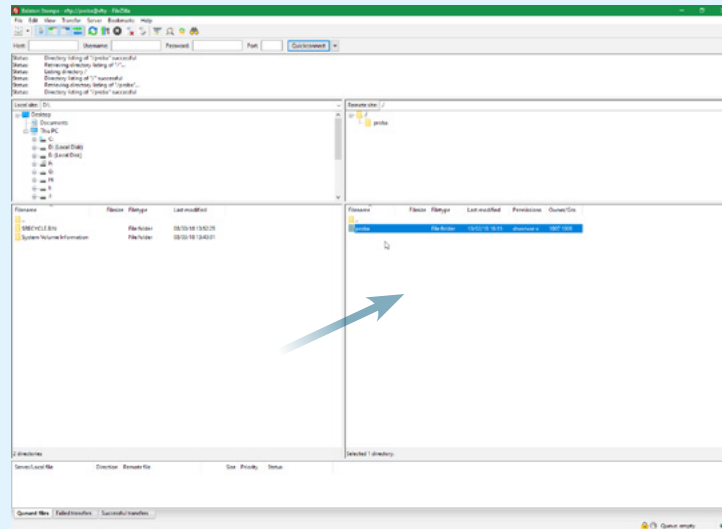
05) By Selecting your connection and clicking on the option **Connect**, communication with our FTP server will commence.

Connect settings



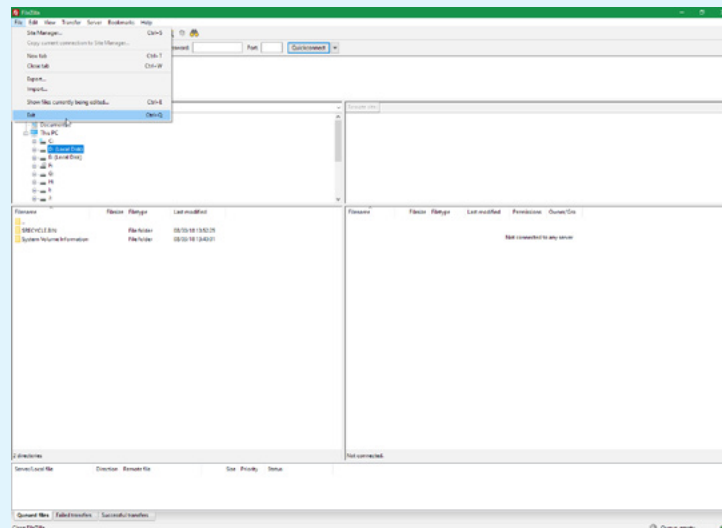
Connection is executed as per the described scenario, and data transfer by simple dragging from one window to the other (from left to right, since your computer is in the left window and FTP server in the right one).

Data transfer



After data transfer, or when you would like to disconnect, select tab File and option Exit in it. Activation of this option automatically terminates your connection with or FTP server.

Connection termination



We would like to thank you in advance for your show of confidence in us, and we look forward to successful use of this service and further development of our cooperation.

Yours sincerely,

