



OmahaPrint
Get There. Faster.

Connecting to OmahaPrint FTP Site

- Procedures for Windows XP

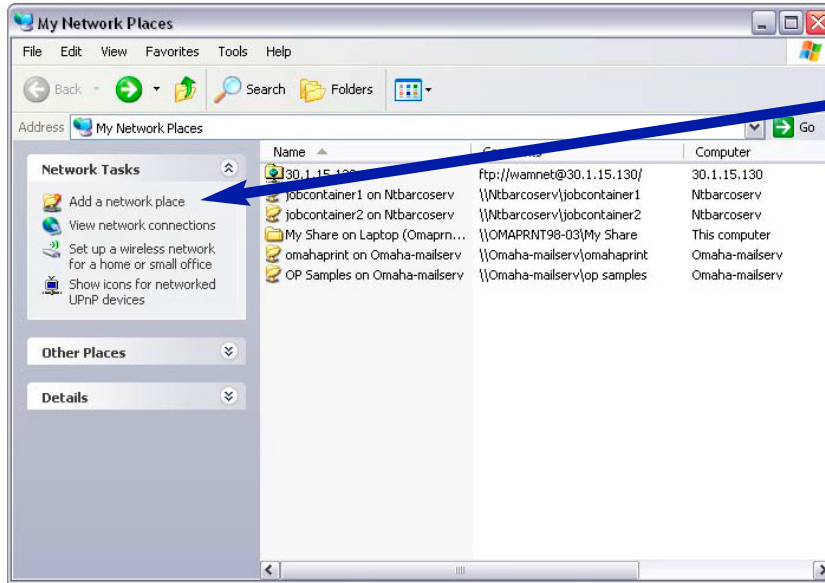
To do these procedures, you must have an account set up with OmahaPrint. If you do not have an account and would like one, contact your Account Executive at OmahaPrint.

Some internal networks and firewalls may not allow you to do these procedures. Please contact your System Administrator.

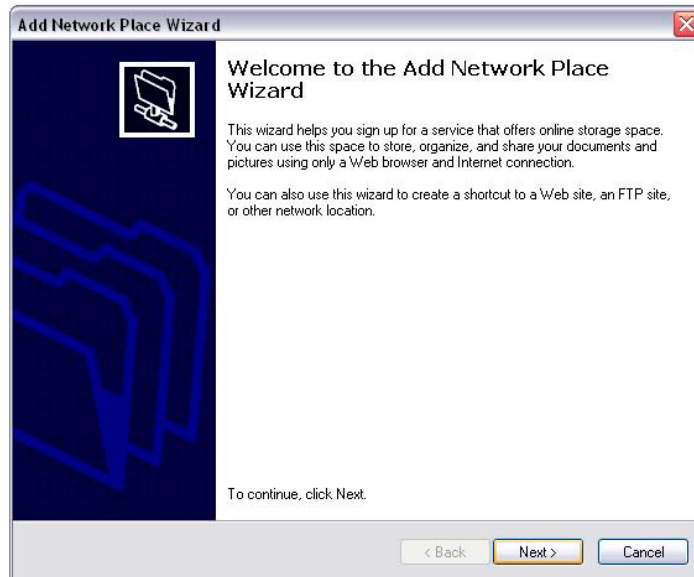
When sending large and multiple files, please Stuff or ZIP your files.

CONNECTING TO FTP SITE WINDOWS XP

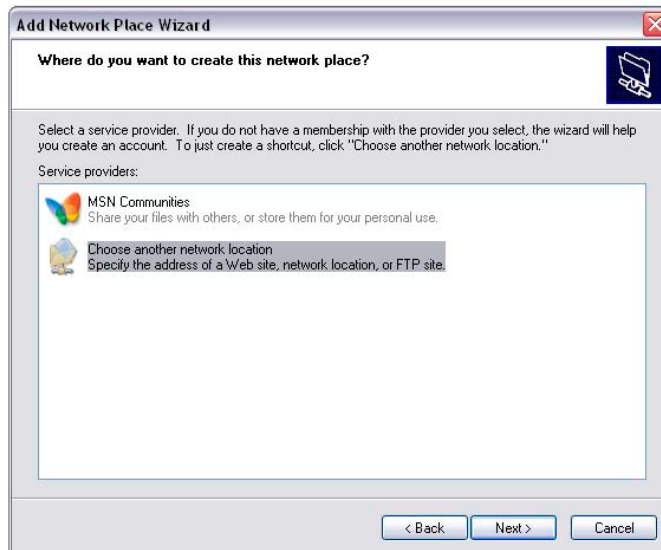
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Select "My Network Places", then select "Add a Network Place"



Press Next



Select "Choose another network location"

Press Next

CONNECTING TO FTP SITE WINDOWS XP

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Add Network Place Wizard

What is the address of this network place?

Type the address of the Web site, FTP site, or network location that this shortcut will open.

Internet or network address:

[View some examples.](#)

< Back Next > Cancel

Type in:
"ftp://filetransfer.oma
haprint.com".

Press Next

Add Network Place Wizard

User Name and Password
Some sites require you to specify a password and user name.

Most FTP servers allow users to log on anonymously with limited access to the server. Do you want to log on anonymously?

Log on anonymously

User name:

You will be prompted for your password when you connect to the FTP server.

< Back Next > Cancel

You will be prompt-
ed to type in your
username, you will
need your pass-
word later

Your username and
password are going
to be the ones that
you gave
OmahaPrint to set
up your account.

Press Next

Add Network Place Wizard

What do you want to name this place?

Create a name for this shortcut that will help you easily identify this network place:
ftp://filetransfer.omahaprint.com.

Type a name for this network place:

< Back Next > Cancel

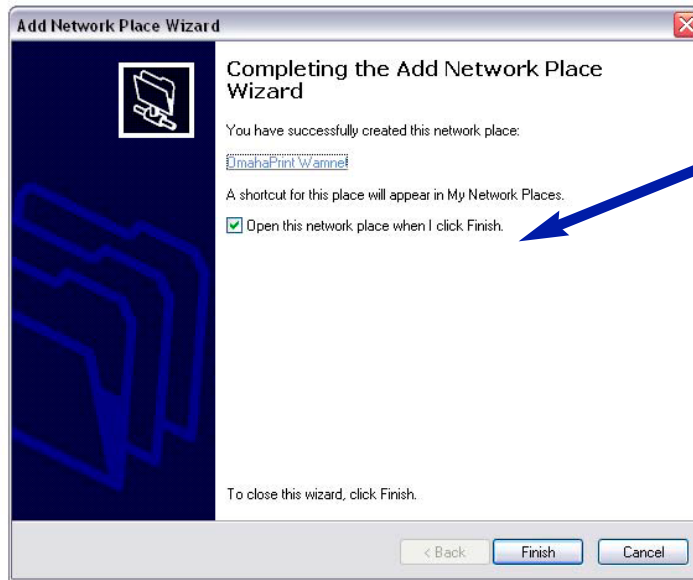
You may use any
name to identify
your connection.

Press Next

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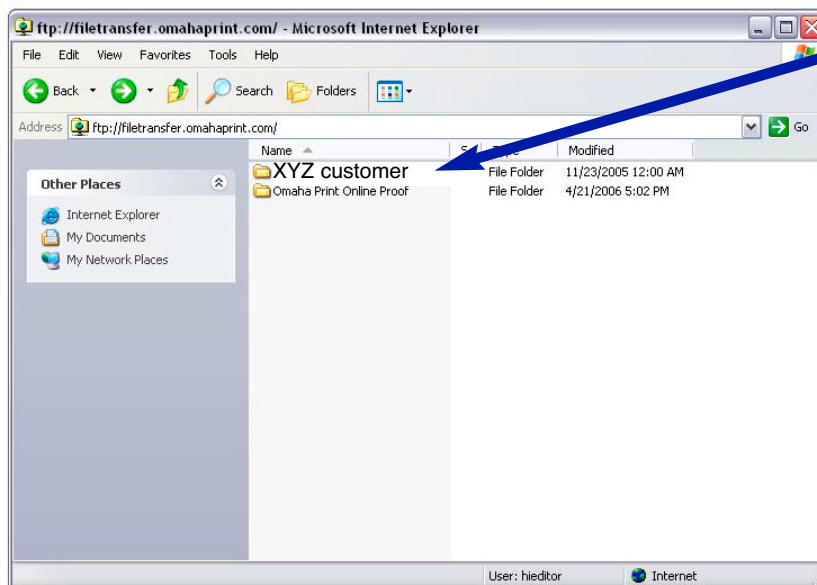


Select the checkbox, then click Finish.



Your connection will now prompt you for your password.

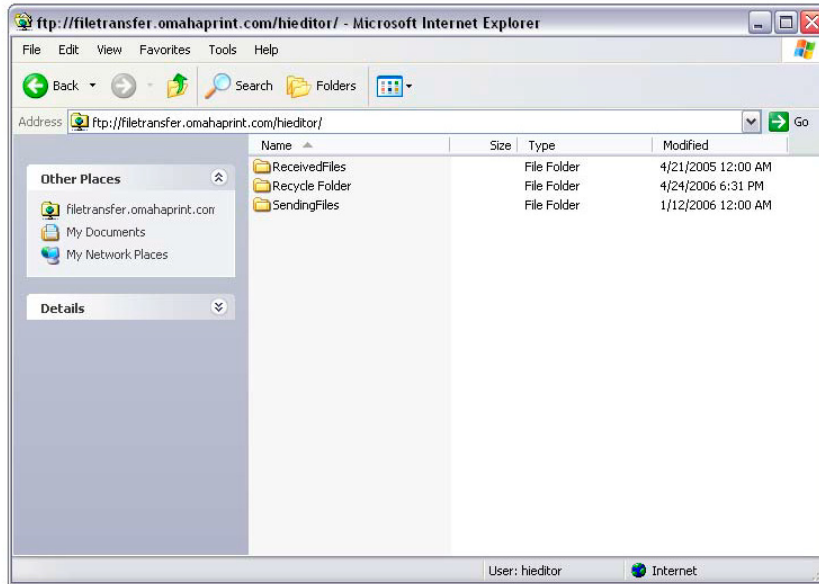
Press LOGON



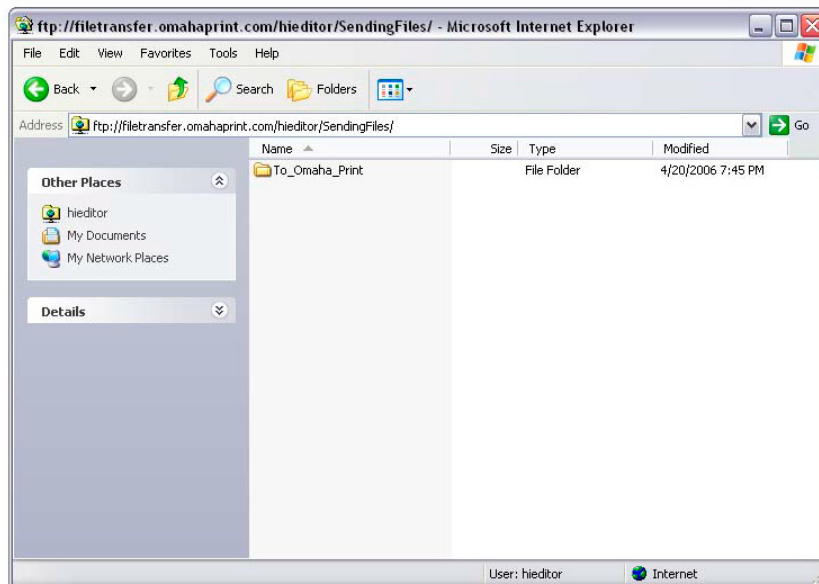
Select your volume

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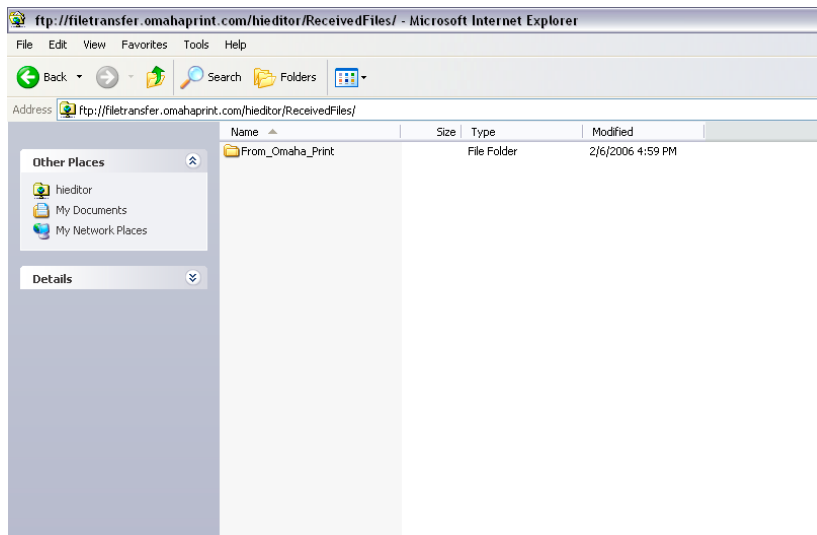


You will now see various folders.



To send files to OmahaPrint, open the "SendingFiles" folder.

Drag your files to the "To OmahaPrint" folder



To receive files from OmahaPrint, open the "Receive Files" folder.

Open the "From OmahaPrint" folder and drag your files to your desktop.