

# Client FTP Access

Keystone Displays offers a secure FTP Server for uploading and downloading artwork / production files. There is no limit on the number of files or file sizes. Expect longer transfer times for larger files. Review details below for submitting files via our FTP site.

## access Information

**ADDRESS / HOST:** ftp.kestonedisplays.com

**USERNAME:** kdclients  
*note: username is case sensitive*

**PASSWORD:** ClientAccess09  
*note: password is case sensitive*

### using Microsoft Windows

**PROGRAM:** Windows Explorer  
*note: web browsers such as Internet Explorer, Mozilla FireFox, Google Chrome, and Apple Safari are not fully compatible with FTP access. Please see 'using FileZilla' if you experience any trouble.*

**INSTRUCTIONS:** 1. Open a "My Computer" window by clicking on the Start Menu and selecting "My Computer". A new window will appear.

2. In the "Address bar", enter the **ADDRESS** shown above and press "enter".

3. You will then be prompted for a **USERNAME** and **PASSWORD**. Enter the information exactly as shown above.

4. Once connected you see a list of directories and files that are available, You can now upload / download files by copying and pasting or dragging and dropping into the folder.

### using Mac OS X 10.2+

**PROGRAM:** Connect to Server  
*note: web browsers such as Internet Explorer, Mozilla FireFox, Google Chrome, and Apple Safari are not fully compatible with FTP access. Please see 'using FileZilla' if you experience any trouble.*

**INSTRUCTIONS:** 1. From Finder, select "Connect to Server" from the "Go" menu.

2. Enter the **ADDRESS** shown above in to the "Address" field at the bottom of the "Connect to Server" window, where name-of-ftp-server is.

3. Click Connect and you will be prompted for the **USERNAME** and **PASSWORD**. Enter the information exactly as shown above.

4. Once connected the FTP server will appear on the desktop as a disk and may now be treated like any other disk on the computer. You can now upload / download files.

5. When you're done, you eject the disk by control+clicking on it and selecting "Eject" from the pop-up menu.

### using FileZilla FTP Client

**PROGRAM:** FileZilla  
*note: this is a free, third party application for transferring files via FTP. In some cases IT administrators block the ability to download and install such programs for security reasons. You may need to contact your IT department for assistance.*

**INSTRUCTIONS:** 1. Using your web browser visit the following website to download the program:  
<http://filezilla-project.org/download.php>

2. After downloading and installing the correct version of the program (either Windows or Mac OS X) you will need launch FileZilla.

3. At the top of the screen you will see **HOST**, **USERNAME**, and **PASSWORD** fields. Enter the information exactly as shown above and click the "Quickconnect" button.

4. Once connected you will see two columns, the left column represents files and folders on your system. The right column represents files on our FTP server. You can then drag and drop files or folders from one column to the next to download / upload.

## follow up After Transfer

Once all of your files have been completely transferred and are ready for download an email must be sent to [art@kestonedisplays.com](mailto:art@kestonedisplays.com). This email is to alert the Creative Services Department of the status of your files.

**Questions?** Please contact us directly:



230 South Second Street  
Wormleysburg, PA 17043  
phone: 717.612.0340  
[www.KeystoneDisplays.com](http://www.KeystoneDisplays.com)

Supporting All Your Trade Show & Marketing Needs.

**Carrie Knapp**  
Design & Graphics  
Production Manager  
[Carrie@KeystoneDisplays.com](mailto:Carrie@KeystoneDisplays.com)



**Creative Services**

**Chris Foreacre**  
Digital Media Developer  
& IT Services  
[Chris@KeystoneDisplays.com](mailto:Chris@KeystoneDisplays.com)