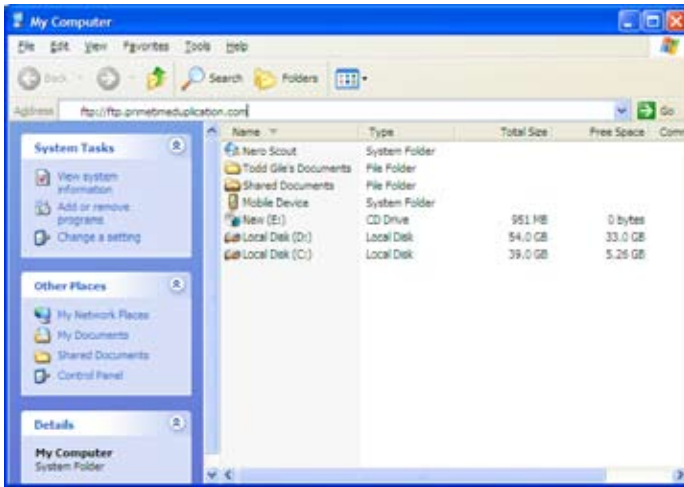


PrimeTime Duplication FTP Instructions

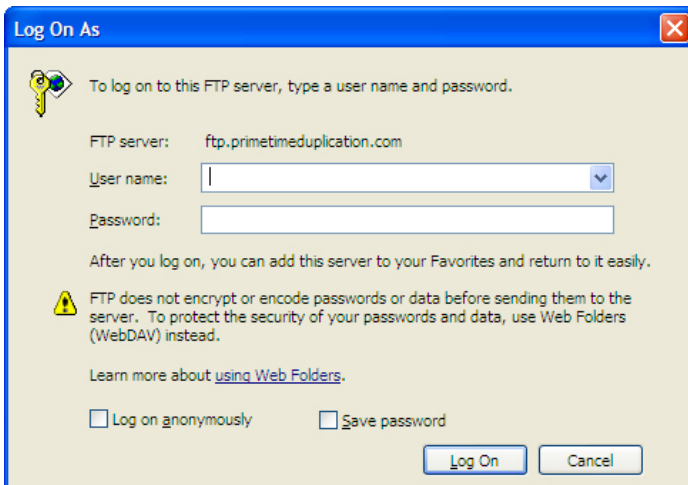
This instruction set is for Windows users. First open a Windows Explorer window (not an Internet Explorer or Netscape or Firefox window) on your desktop. Clicking on the “My Computer” icon will accomplish this easily. Once opened you need to type in the URL window the following:



ftp://ftp.primetimeduplication.com

Then press “enter” on your keyboard or click the “go” button on your browser window.

If the login screen (left center) does not automatically popup, go to “File” and select “Login”. Enter the proper information into the login screen and be sure to save your settings for future use.



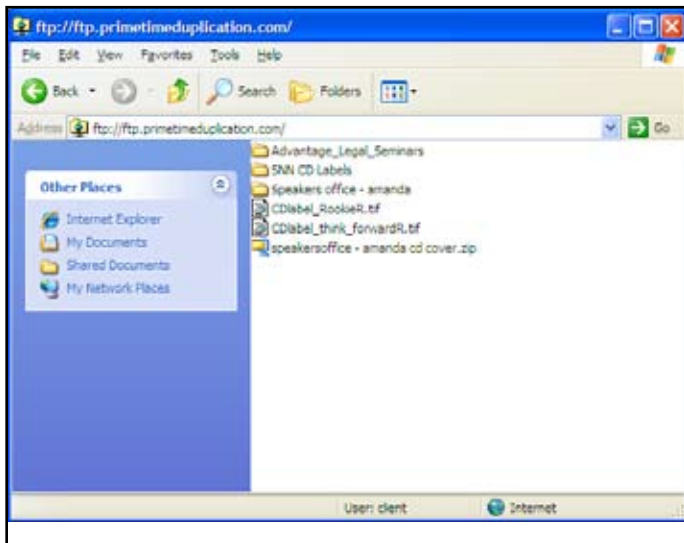
These are the proper login items to use.

User name: client

Password: audio1

Don't forget to check the password check box so you don't have type in the information each time.

Click the “Log On” button and the main directory folder will open up. You can drag and drop your files directly into the folder.



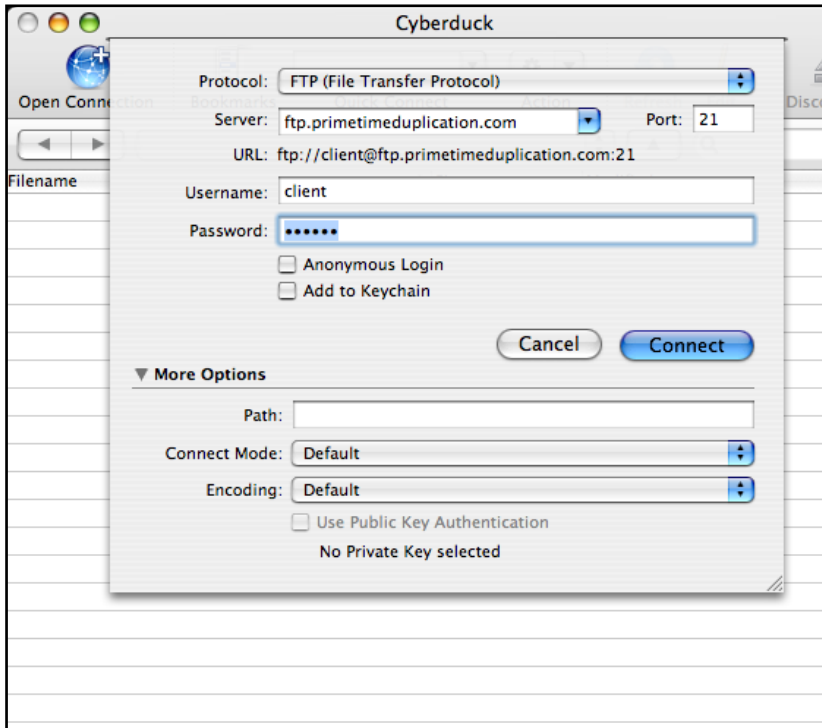
To upload new content, create a new folder on your computer first with your name, project name and date. Fill it with the items you wish to upload and then drag and drop the entire folder onto the browser window to begin the upload process

Before you close the window, add this to your favorites list and the next time you want to log in to the FTP site you only have to choose the favorite and the window will log in automatically from the saved information.

For all users:

After uploading files to our site please email us at production@PrimeTimeDuplication.com to alert our staff that we have files waiting to be downloaded for your project.

If there are any questions or problems with the FTP service, please feel free to contact us by phone at 1.800.554.9252. This instruction set is for MAC users. Download and install an FTP client onto your computer. You can obtain a free FTP client at <http://cyberduck.ch/>



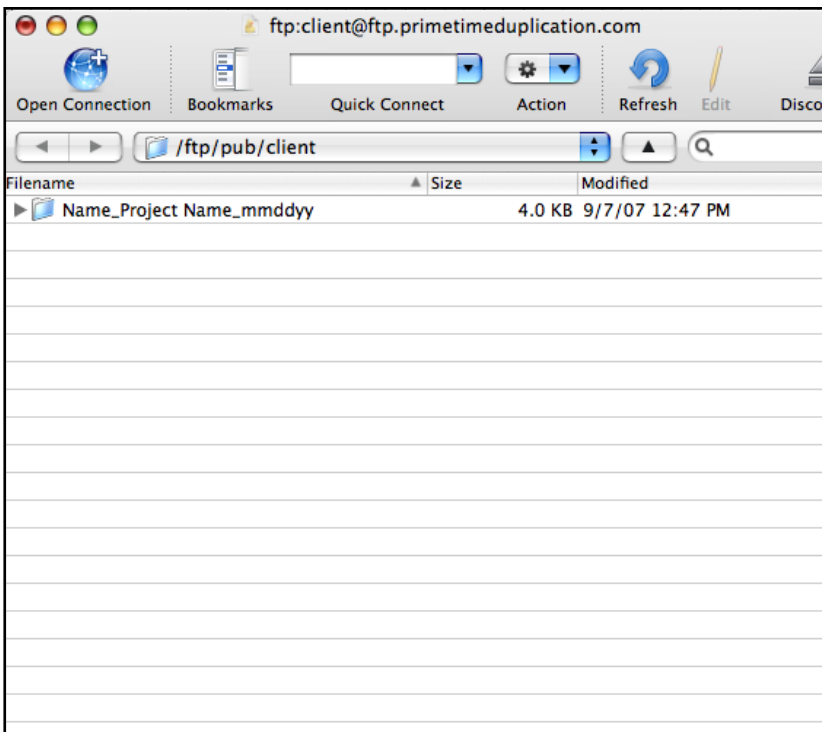
Launch the FTP client and click the “Open Connection” button at left. The site information will appear and you need to enter in the appropriate userid and password.

server = ftp.primetimeduplication.com

Username = client

Password = audio1

Click “Connect” and the window at the lower left will appear.



To upload new content, create a new folder on your computer first with your name, project name and date. Fill it with the items you wish to upload and then drag and drop the entire folder onto the browser window to begin the upload process.

Once the uploading is complete you can disconnect from the server and close the FTP client.

For all users:

After uploading files to our site please email us at production@PrimeTimeDuplication.com to alert our staff that we have files waiting to be downloaded for your project.

If there are any questions or problems with the FTP service, please feel free to contact us by phone at 1.800.554.9252.

