

SANDY ALEXANDER INC. - FILE TRANSFER INFORMATION

1. **FTP SITE:** For the quickest transfer of appropriately sized files, Sandy Alexander has a T-1 (1,544 kbps) connection to the internet. As long as you have internet access, you can send and retrieve files from us. The speed of transfer will depend on the size of the file, the service you carry with your ISP and the traffic on the internet (up to 10mb per minute).

Remember, not all files are appropriate to send via FTP. Generally, the larger the file, the longer the transfer time. In some cases, it may be more efficient to load a CD or DVD with your files and messenger them or overnight them to us. See the tips below to help make your file transfer as streamlined a process as possible.

FTP Instructions for Use:

Internet Address - Host: <ftp.sandyinc.com>

Login: guest

Password: !@#\$% (or, 12345 while holding shift key down)

TO UPLOAD FILES : to SA's FTP site use the PUT YOUR FILES HERE folder.

This is a secure directory. You will NOT be able to view files in this directory.

If you are sending several files make sure each file has a different name and please be sure to e-mail the exact names of the files to desktop@sandyinc.com and aearyley@sandyinc.com

TO DOWNLOAD FILES: from SA's FTP site, please open the

TAKE YOUR FILES FROM HERE folder. This is where you will be retrieving files from us.

Tips to Remember:

Compress directory or folder with documents,

ie: if using a Mac, "binhex" the file; if using Windows, "zip" the file; etc. It is also recommended, if you are sending several files, that you put them into one folder and compress that folder.

If you experience problems connecting go into the preferences, and under "firewall" select or deselect 'passive mode.'

Listed are a few applications that are frequently used for transferring files:

Fetch ,Transmit,

Your favorite web browser.

2. **Sandy Alexander Website:** www.sandyinc.com

To upload files 100mb and under (compressed size), go to customer utilities/send a file.

Fill out required forms and attach file.

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