

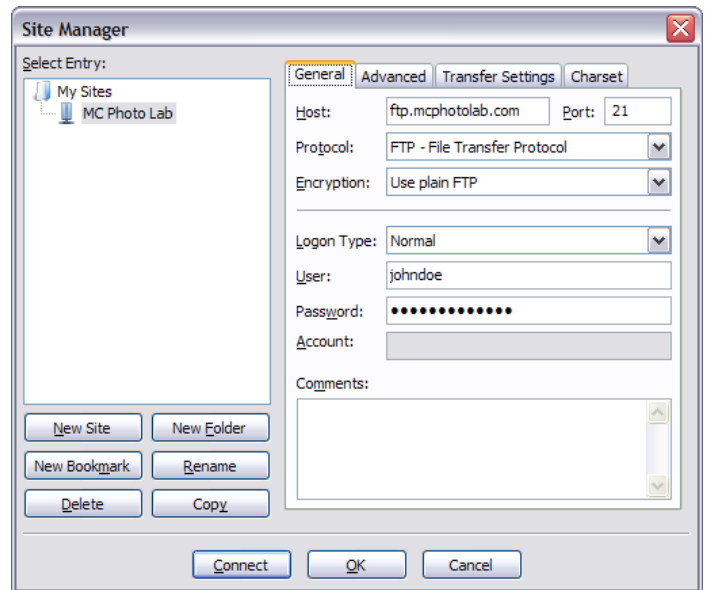
# FileZilla Instructions by: Digital MC Photo Lab Inc.

## Before you begin

1. Have your account information ready. To create a free user account visit [www.mcphotolab.com/ftp.htm](http://www.mcphotolab.com/ftp.htm)
2. Install FileZilla on your computer.
3. Make sure your computer is connected on the Internet.

## Configuring FileZilla

1. Launch FileZilla
2. From the File Menu select Site Manager
3. Select New Site and label it **MC Photo Lab**
4. In the host box, enter **ftp.mcphotolab.com**
5. In the port box, enter **21**
6. Change the Logon Type to Normal
7. In User box, enter your username that was given to you by email.
8. In the Password box, enter your password that was given to you by email.
9. Go to the Transfer Settings tab.
10. Select Limit number of simultaneous connections to **2**.
11. Your configuration should look like the example on the right. Click OK



## Connecting to MC Photo Lab

To connect to our server, go to the Site Manager from the File menu. Select the MC Photo Lab site that you just created, and press the connect button.

Once connected, you will see the message “Directory listing successful” in Section A. If you see the message “Critical Error” instead, make sure you have entered all the information correctly in the site manager and try again. If you continue to get an error message, contact us for assistance.

## Uploading photos

1. Browse your computer (Sections B & C) to find your photos.
2. The contents of the folders you browse in Section B will be displayed in section C.
3. Sections D & E represent the MC Photo Lab FTP server. You can create folders on the server by right clicking in section E and selecting create directory. You can browse all the created folders on the FTP from section D.
4. Select an entire folder or individual files from section B or C, right click on them, and select upload.
5. Browse the different tabs in section F to see the status of the uploads.
6. Sometimes the files you upload might not be displayed in the FTP section until you refresh it. To refresh the FTP server, right click on section E and press on refresh.

