
Versa Press, Inc.



FTP file transfer instructions for PC


Step 1

- In order to logon to Versa Press FTP site you will have to obtain a User ID and Password from your sales person at Versa Press, Inc.

Step 2

- Once you have received your User Name and Password use the URL <ftp://ftp.versapress.com> to access our FTP site. It will bring up the following dialog box.

Log On As


 Either the server does not allow anonymous logins or the e-mail address was not accepted.

FTP server: ftp.versapress.com

User name:

Password:

After you log on, you can add this server to your Favorites and return to it easily.

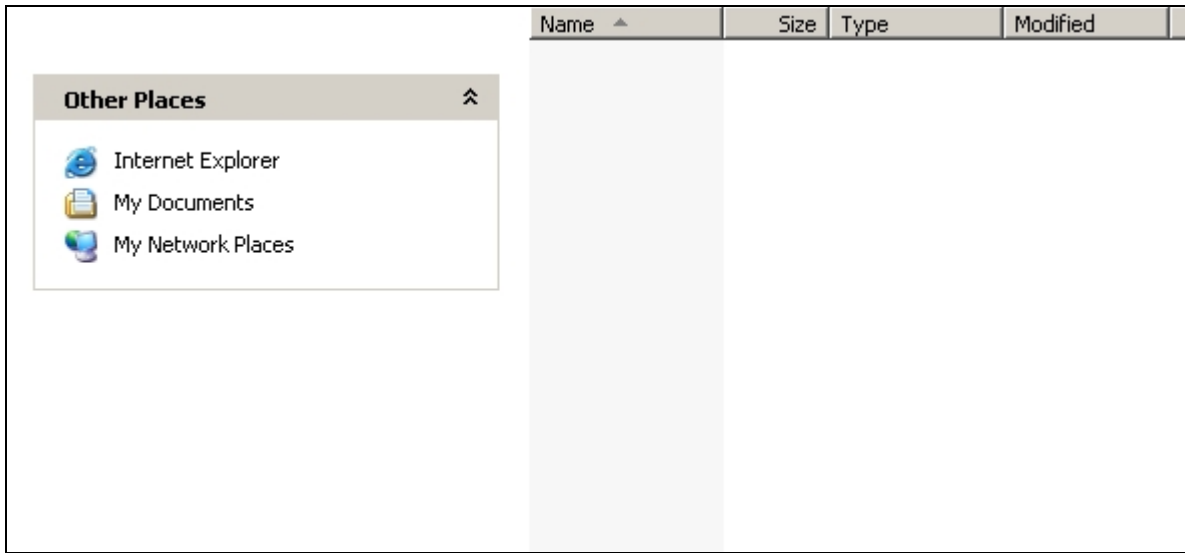
 FTP does not encrypt or encode passwords or data before sending them to the server. To protect the security of your passwords and data, use Web Folders (WebDAV) instead.

Learn more about [using Web Folders](#).

Log on anonymously Save password

Step 3

- Enter the username and password then press the logon button. The following screen will appear.



Step 4

- Drag the file or files you would like to transfer on to the open area of the dialog box.
- When the files have transferred they will appear in the open area.
- Below is an example of a file transfer for Docuement1.pdf.

