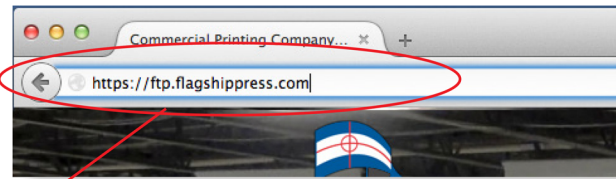




## Flagship Press FTP Instructions (file transfer protocol)

### Using a Web Browser:

You can also access the Flagship FTP site using an ftp client.

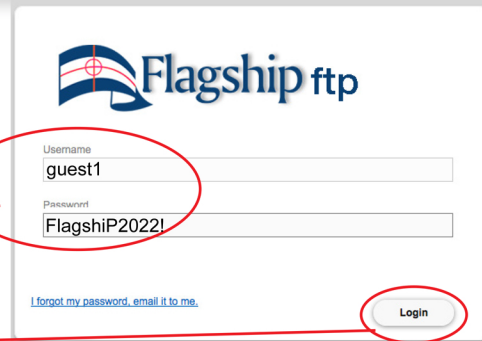


### 1. Enter the following URL in your browser:

https://ftp.flagshippress.com

### 2. Enter User Name & Password:

- a. User Name: guest1 (all lower case, no spaces)
- b. Password: FlagshiP2022! (no spaces)
- c. Click on Login

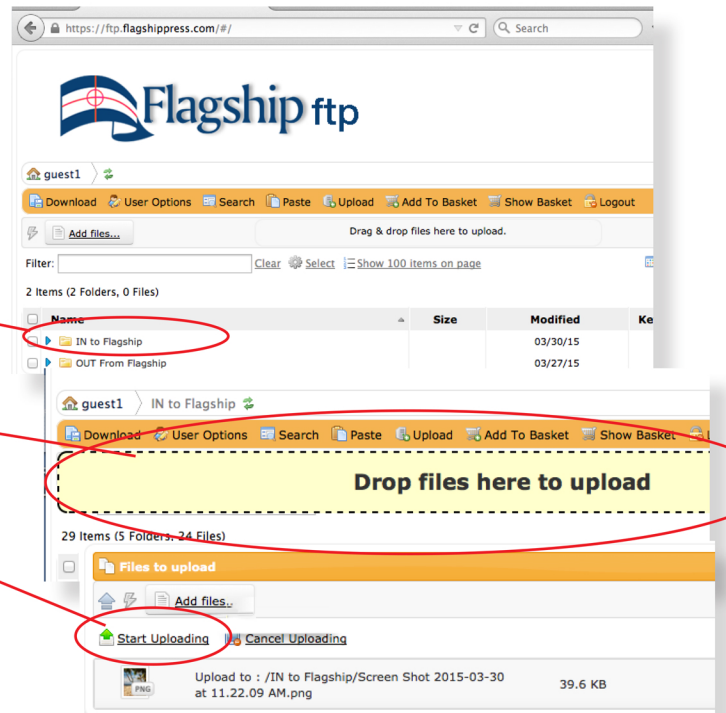


Once you connect to the Flagship ftp site you will see two folders:

- In To Flagship
- Out From Flagship

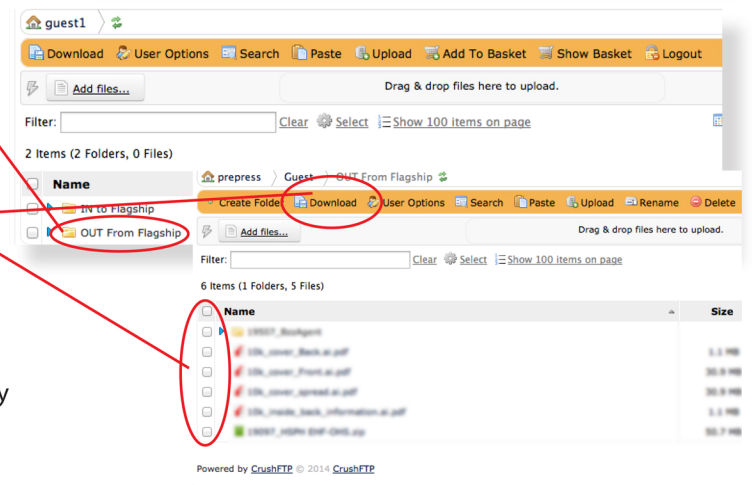
### 3. TO UPLOAD FILES

- A. Click On The In To Flagship Folder.
- B. Drop clearly labeled, stuffed or zipped files here to upload.
- C. Once all files have been added to the queue, Click on Start Uploading.



### 4. TO DOWNLOAD FILES.

- A. Click On The Out From Flagship Folder.
- B. Select the file to download.
- C. Select Download in the menu bar.



If you would like your own secure folder on our FTP site please contact your Flagship Sales Representative and we will be happy to accommodate you.



## Flagship Press FTP Instructions (file transfer protocol)

### Using an FTP Client:

You can also access the Flagship FTP site using a web browser.

Please use Fetch or Cyberduck for the Mac or Cute ftp for the PC.

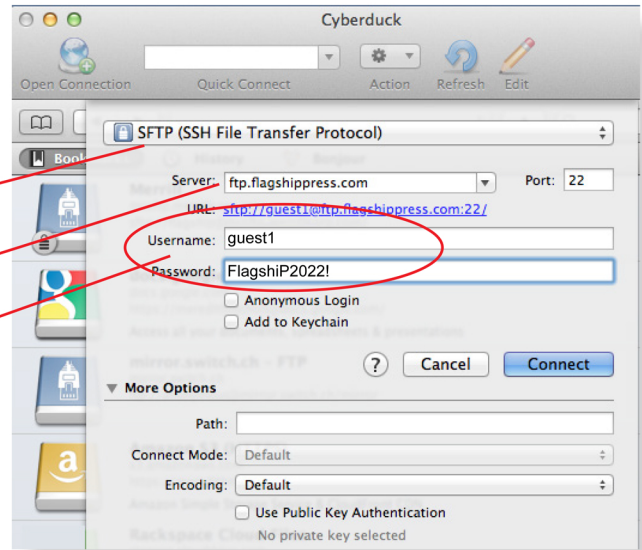
### 1. Please use the following information to connect to the public section of the Flagship ftp site.

SFTP (SSH File Transfer Protocol)

Server: ftp.flagshippress.com (all lower case)

User Name: guest1 (all lower case, no spaces)

Password: FlagshiP2022! (no spaces)

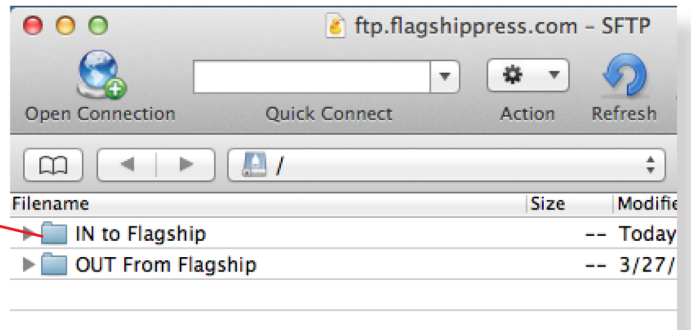


### 2. Once you connect to the Flagship ftp site you will see two folders:

- In To Flagship
- Out From Flagship

#### TO UPLOAD FILES

1. Double click on the *In To Flagship Folder*.
2. Please upload clearly labeled, stuffed or zipped files inside the *In To Flagship Folder*.



#### TO DOWNLOAD FILES

1. Double click on the *Out From Flagship Folder*.
2. Select your file to download

Should you need final files after your project is complete or a hi-res PDF, we will place them in the Out From Flagship Folder.

If you would like your own secure folder on our FTP site please contact your Flagship Sales Representative and we will be happy to accommodate you.

