



Option 1: Web Browser (Internet Explorer) FTP Access

BEFORE YOU BEGIN...

The first time you access Last-Deck's FTP through your web browser, you will need to make sure your internet options are set accordingly. Follow the instructions below:

1. Open Internet Explorer.
2. Go to TOOLS and then click on INTERNET OPTIONS.
3. On the Internet Options windows, click on the ADVANCED tab.
4. Verify that there is a check in the box next to "Enable FTP Folder View" (Image 1). If there is not, click in the box to place a check mark.
5. While still on the advanced tab, scroll down to verify that there is NOT a check in the box next to "Use Passive FTP" (Image 2). If there is, click in the box to remove the check mark.

Image 1

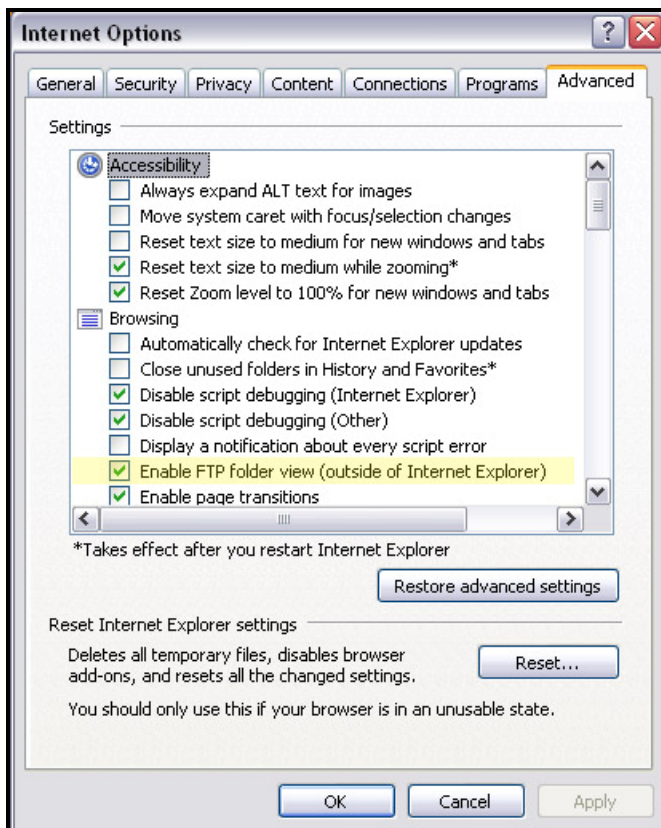
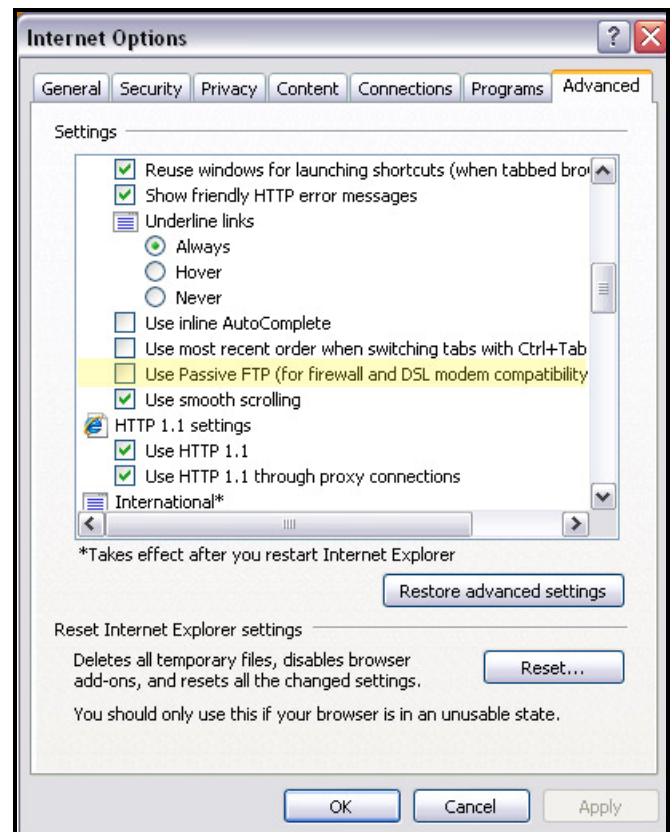


Image 2



6. Click APPLY and then Click OK.
7. Close Internet Explorer for the settings to take.
8. Your settings should now allow you to access our FTP through your web browser. Open Internet Explorer and follow the "Access Last-Deck's FTP" instructions found on the next page of this guide.

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NOW THAT YOUR SETTINGS ARE CORRECT...

1. Open Internet Explorer and type the following into the address bar:

<ftp://lastdeck.com>

2. When prompted, enter your username and password.

USERNAME	
PASSWORD	

3. If the FTP site is displayed in Windows Explorer, please skip to step 4. If the FTP site is displayed in Internet Explorer as it is in Image 3, follow these steps:

- Go to PAGE and click on OPEN FTP SITE IN WINDOWS EXPLORER.
- Windows Explorer will be open. If prompted, enter your username and password, again and click LOG ON. You are now in Last-Deck's web browser based FTP (see Image 4).

Image 3

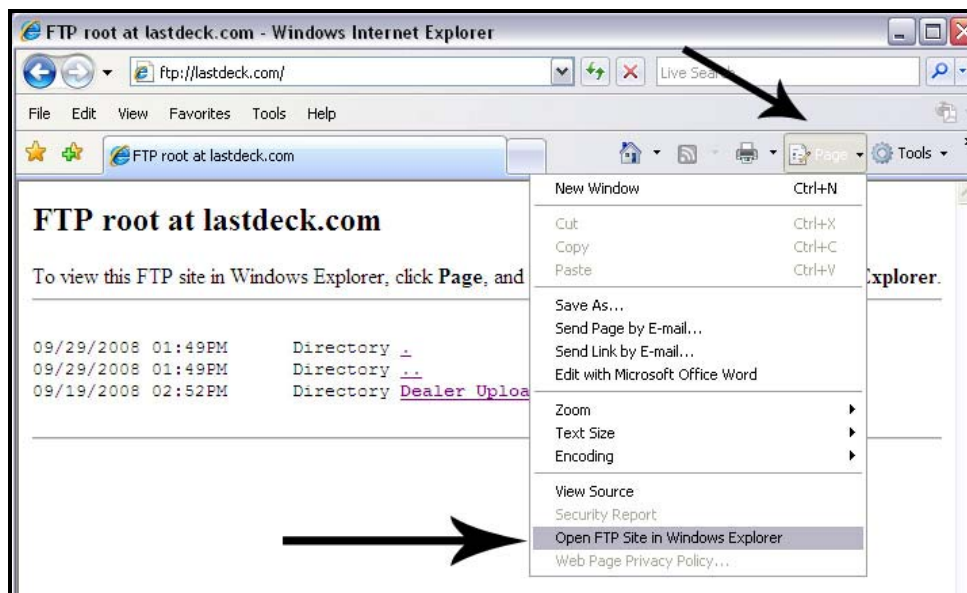
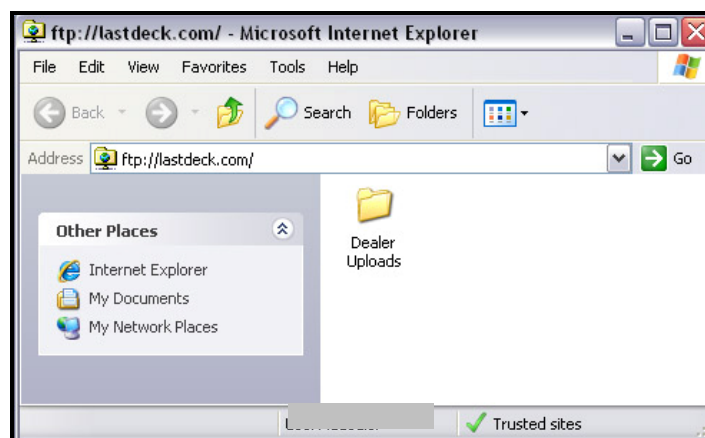


Image 4

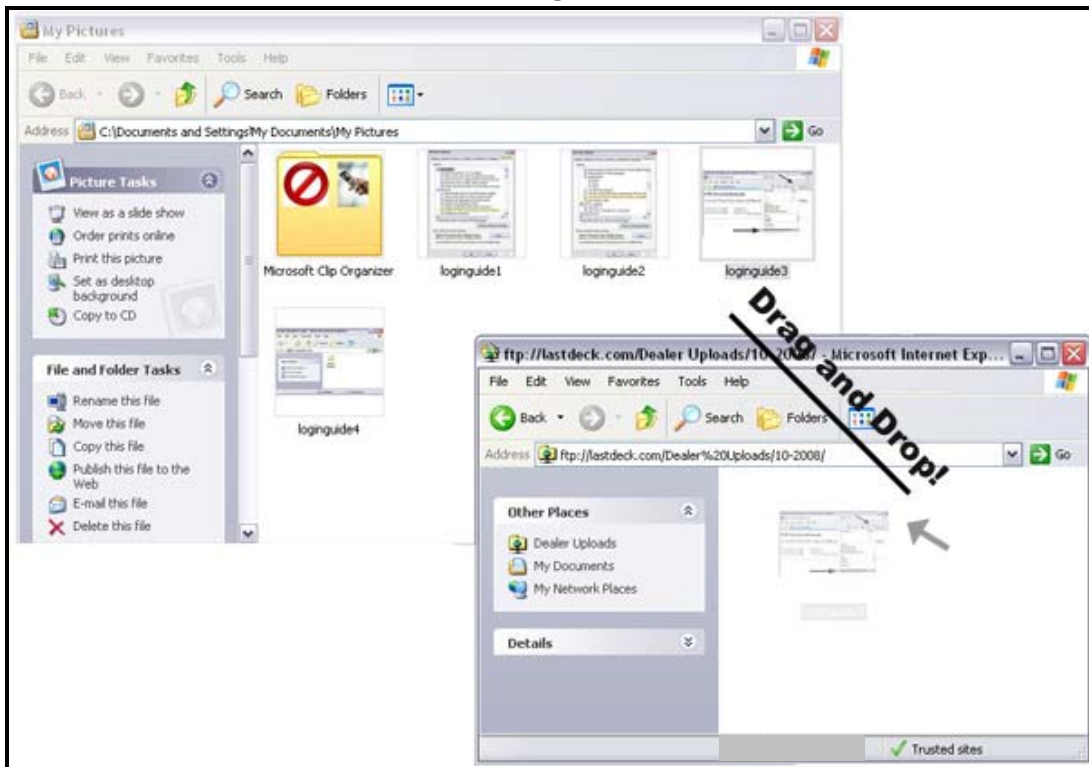


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CONTINUED...

4. Now that Windows Explorer is displaying Last-Deck's FTP you will see our DEALER UPLOADS folder. Double click this file to open.
5. Locate the folder for this current month (Example: October 2008 is 10/2008) and double click to open. There may or may not be any files within this folder. Do not worry either way.
6. With Windows Explorer displaying Last-Deck's FTP still open, go to your START menu and open a folder that contains the images you wish to upload such as MY PICTURES. NOTE: Do not go to the folder that contains your images through Windows Explorer that is displaying Last-Deck's FTP.
7. Once you have located your desired image(s), simply drag and drop them into Windows Explorer to have them copied to Last-Deck's FTP (Image 5).
8. When all desired images have been uploaded, close Windows Explorer and the Internet Explorer displaying <ftp://lastdeck.com> to end your FTP session.

Image 5



Option 2: FTP Client Access

MUST HAVE AN FTP CLIENT INSTALLED ON YOUR COMPUTER...

Enter the following information to set-up FTP access on your FTP client:

FTP Host Address	
FTP Username	
FTP Password	

1. Open DEALER UPLOADS file.
2. Open the folder for this current month (Example: October 2008 is 10/2008).
3. Transfer files as usual.

NOTE: If you do not have an FTP client and do not wish to purchase one, you can download one for free from Core FTP: <http://www.coreftp.com>.

***Have you misplaced your username and/or password?
Contact Last-Deck, Inc today!
1-866-527-8332***