

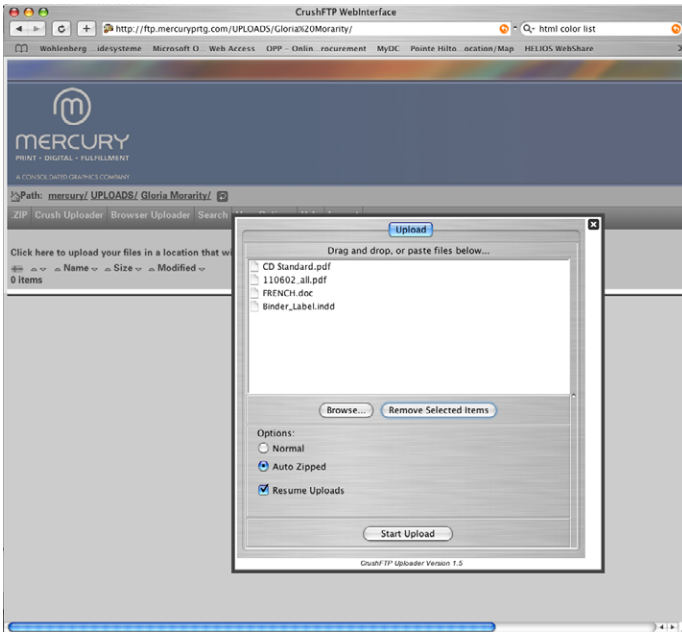
FTP Site Directions

To login use the following

User Name: mercury

Password: print

Choose UPLOADS and select the folder with the name of your CSR. Select CRUSH UPLOADER and allow the java client to launch, trusting the applet if prompted. Once the client is open choose browse and locate your files that you wish to upload, or drag and drop the files into the java window. Multiple files can be selected at one time.



After all of the files are displayed in the java window you have the option to leave the files uncompressed or to auto zip. We suggest that you leave the auto zip button selected. Click Start Upload and you are asked to name your item, name it in a way that your CSR will know it is from you. The auto zip will take your multiple files and compress them into a more secure file structure to reduce the possibility of corruption. A progress bar will appear and once finished you will receive a brief message of a successful upload. Do not be alarmed if you do not see your files after the upload, for privacy reasons no files are viewable except by authorized Mercury Printing employees.

