

Direct Access to Olympus FTP Server

Public FTP Account Information

Username: public

Password: LK7b3Sde (password is case sensitive)

*** PLEASE NOTE: One minute after files are uploaded they are moved to another secure location. Because the public FTP account is used by many customers Olympus Group wants to ensure your files are protected and confidential. The Upload folder is protected from being able to download files from as another measure of protection.

FTP Client

Connect string is [ftp.olympusgrp.com](ftp://ftp.olympusgrp.com)

Upload

1. Navigate to Upload Folder
2. Upload files into Upload Folder
3. Disconnect

Download

1. Navigate to Download Folder
2. Choose files and download to local PC or Network
3. Disconnect
- 4.

Windows Explorer – Windows 7

1. Open up Windows Explorer
2. In the Address Bar enter <ftp://ftp.olympusgrp.com>
3. After the Log On As window appears
 - a. Enter the User Name and Password
4. Click Log On
5. After logging in there will be a Upload and Download folder

Upload

1. Double click to open the Upload folder
2. Drag and Drop directly or Copy and Paste into the folder

Download

1. Double click to open the Download folder
2. Drag and Drop directly or Copy and Paste from the folder



Web Browser – Olympus Group recommends using either Chrome or Firefox.

Need to have Flash and Java installed

1. Open Browser
2. In Address Bar enter <http://ftp.olympusgrp.com:8080>
3. Enter Username and Password

Upload

1. Double click Upload folder to open folder
2. Click the Browser Uploader in the Menu Bar
 - a. This will open a separate window
3. In new window you can
 - a. Click Choose Files and select the files to Upload
 - i. Multiple Files can be selected (no folders)
 - b. Click Advanced Browse to select Files or Folders to Upload
4. The Files or Folders selected will appear in the window
5. Click Start Uploading
6. When completed click on the Red X in the upper right hand corner to close the uploader window
7. Click Logout to close session

After you have disconnected an email is generated internally to alert our sales staff that a file has been uploaded

Download

1. Double click Download folder to open
2. If the file(s) are relatively small you can
 - a. Click on the file and it will start downloading
 - i. Depending on the browser and settings it may or may not ask for a save location
3. If it is a large file(s)
 - a. Check the checkbox next to the files to download
 - b. Click on ZipDownload
 - i. This will put the files into a archive.zip folder and compress them before downloading
 1. Depending on the browser and settings it may or may not ask for a save location
4. After done downloading files click Logout

If you choose one file to download it will save to your location as that file name.

If you choose more than 1 file to download the system will automatically make them a ZIP file and then download that Zip file.

