

Lehigh Phoenix FTP Help

Mac users

We strongly recommend using an FTP client (i.e. Cyber Duck, Fetch, Interarchy)

Settings to access public folder

Server [ftp.lehighphoenix.com](ftp://ftp.lehighphoenix.com)

User: (blank)

Password: (blank)

Folder: phoenix

Settings to access customer folders

Server [ftp.lehighphoenix.com](ftp://ftp.lehighphoenix.com)

User: (supplied username)

Password: (supplied password)

Folder: blank

Windows XP/Vista users

We recommend Internet Explorer

Public Folder:

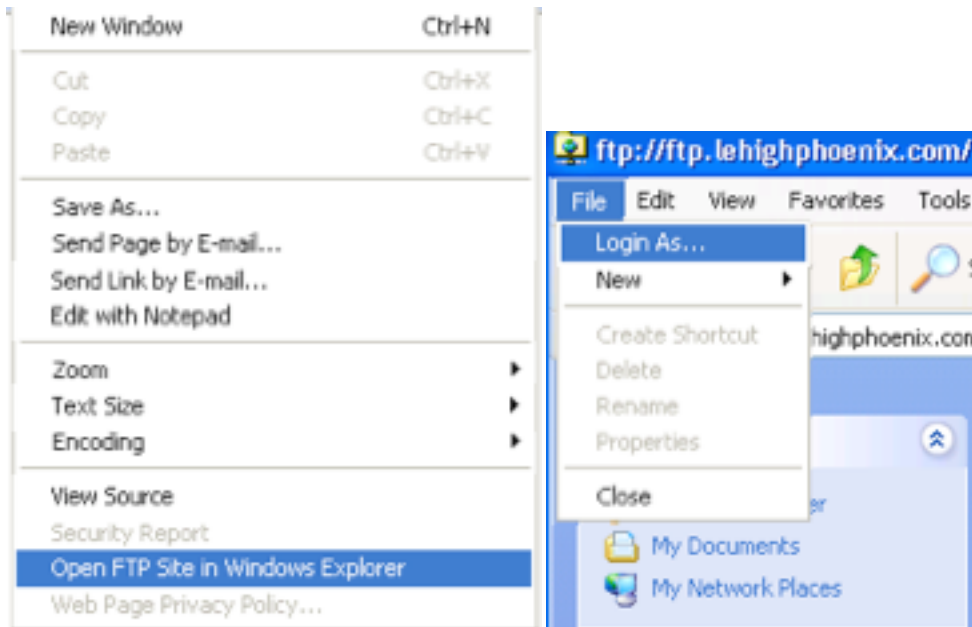
Address: <ftp://ftp.lehighphoenix.com/phoenix>

To upload files in Explorer, and access Customer folders:

From the "Page" menu select "Open FTP Site in Windows Explorer"

From the File menu select "Login As...", then enter your username and password.

Uploads to the public phoenix folder do not need to log in.



Please note:

- If possible, compress your files (i.e. zip, stuff)
- If spaces are needed use underscores (_).
- If you have uploaded a file **notify your CSR of the filename and time/date the file was sent.**