

www.rpefire.com

FTP ACCESS instructions

Use [Contact Us](#) page to request your FTP access credentials.

The following two steps are required in order to setup Windows Explorer to access rpefire.com FTP site via your local computer. This only works if you have Windows XP or later; older versions of Windows do not support this.

[Before You Begin](#) section will guide you through the process of checking Internet Explorer settings. These are normally part of default settings but we recommend checking them just in case. Skip this step and go directly to [FTP Access Setup](#) if you are not using Internet Explorer.

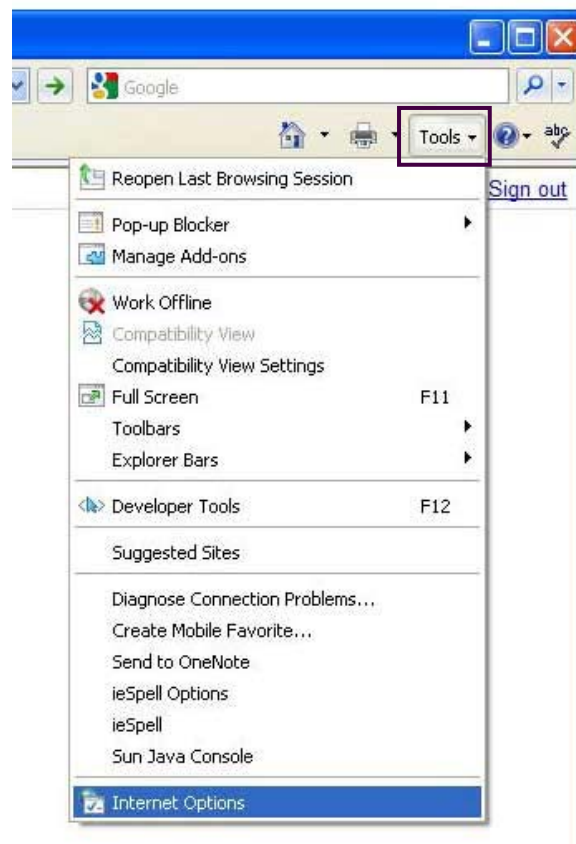
The second, [FTP Setup](#) section will take you through simple procedure of activating Windows Explorer FTP client capabilities.

Please fill free to [Contact Us](#) if you have any questions.

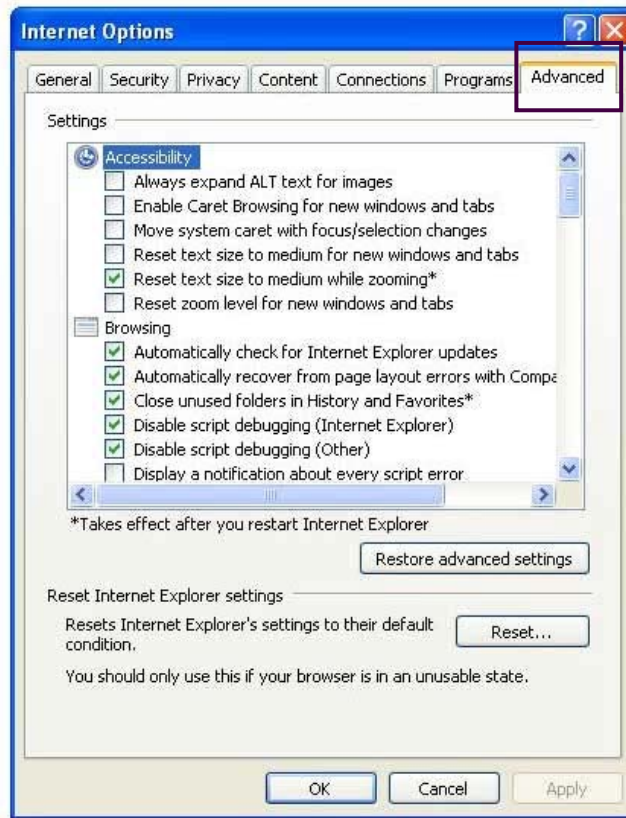
BEFORE YOU BEGIN

Check Internet Explorer settings before activating FTP client.

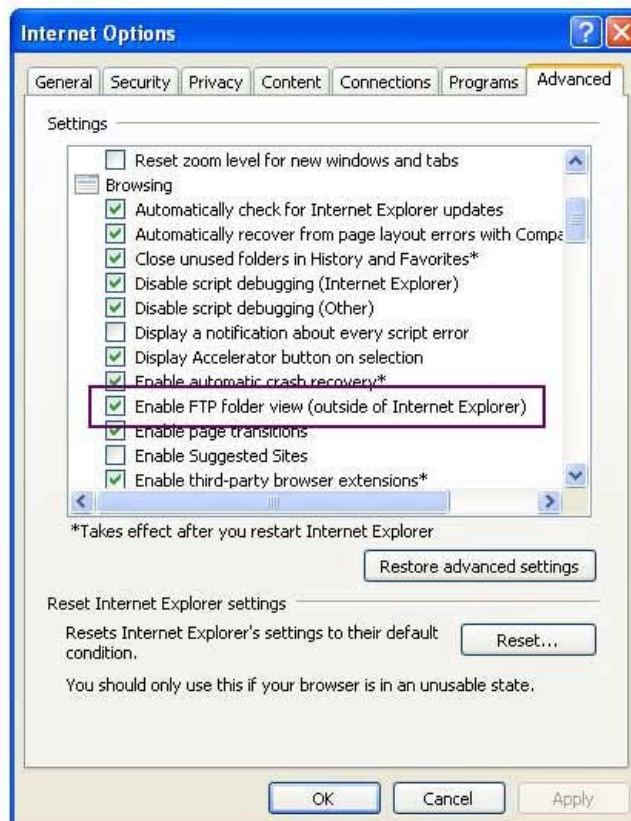
Step 1. Open *Internet Options* in *Tools* menu.



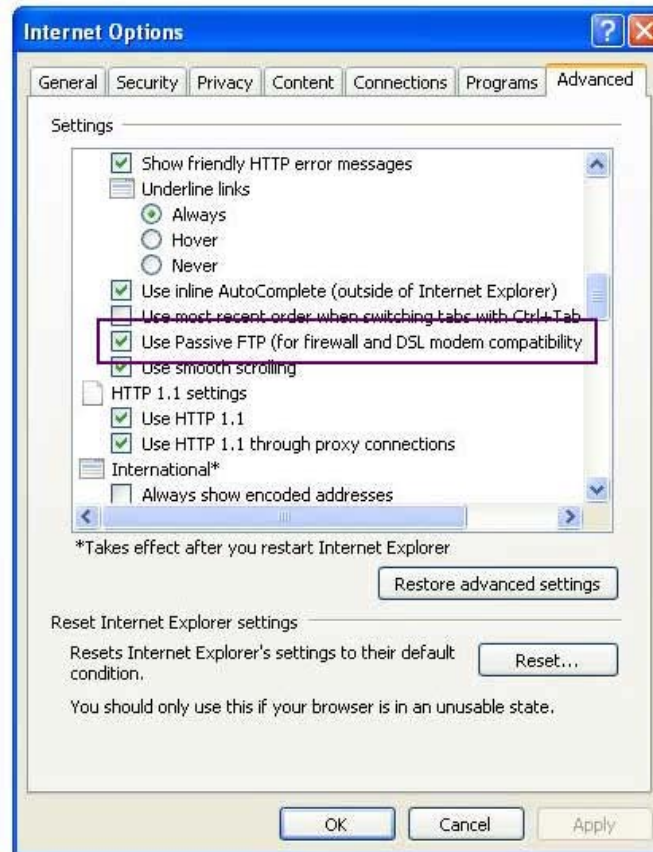
Step 2. Click *Advanced* tab.



Step 3. Scroll down. *Enable FTP folder view* option must be checked.



Step 4. Scroll down. *Use Passive FTP* option must be checked.



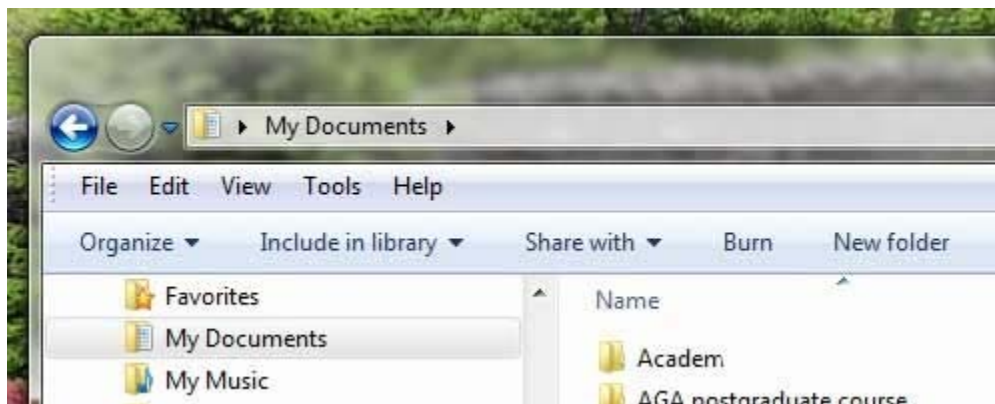
Step 5. Click OK to exit.

FTP ACCESS SETUP

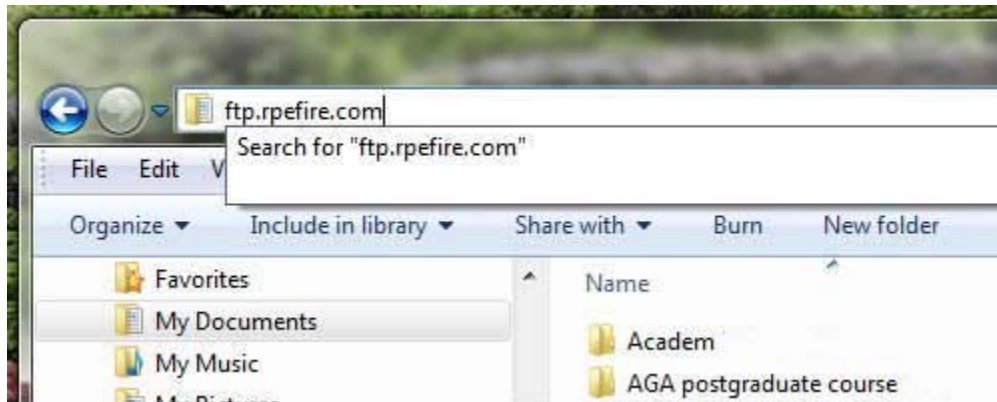
Use this procedure to setup FTP access using Windows Explorer.

!!! ATTENTION: Do not use INTERNET EXPLORER !!!

Step 1. Open any folder in Windows Explorer. *My Documents* folder is used as an example.

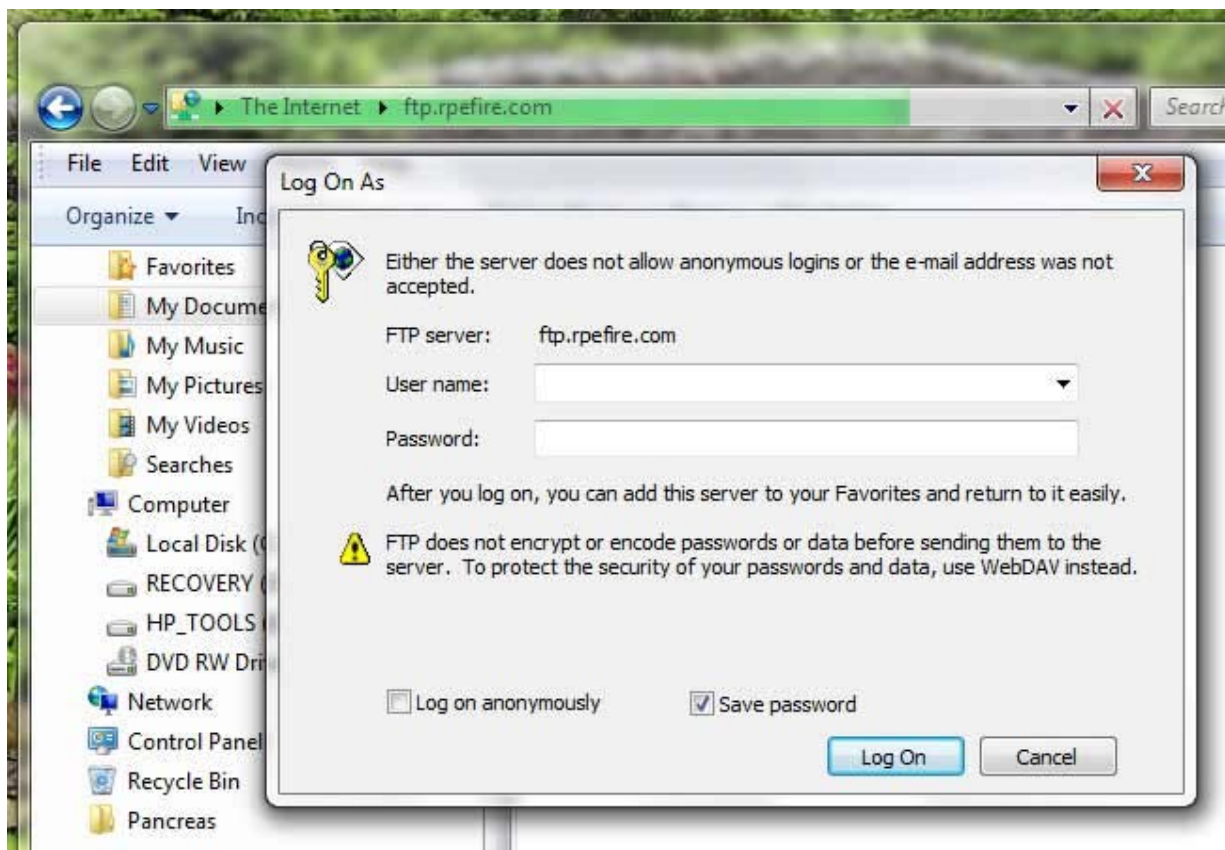


Step 2. Type server name *ftp.rpefire.com* in address bar and hit Enter.



Step 3. Enter your *User Name* and *Password*. Check *Save password* box for future use.

If you are using public computer *Save password* box must be unchecked. Click Log On.



Step 4. Use standard Windows procedures to create new directory (mouse right-click) and upload/download files ("drag and drop").

To get FTP access any time, repeat Steps 1 and 2 above.