

## MONSTERBOX<sup>SM</sup>

### Who needs this User Guide?

Customers who request LOGIX Monsterbox<sup>SM</sup>. LOGIX Monsterbox<sup>SM</sup> is a simple and secure\* way to share large files. Share your architectural drawings, medical records, photographs, graphics files and music with your employees and/or clients.

### Why this User Guide?

This guide will take you through the simple, step-by-step details to set up and use LOGIX Monsterbox<sup>SM</sup>.

LOGIX will provide you:

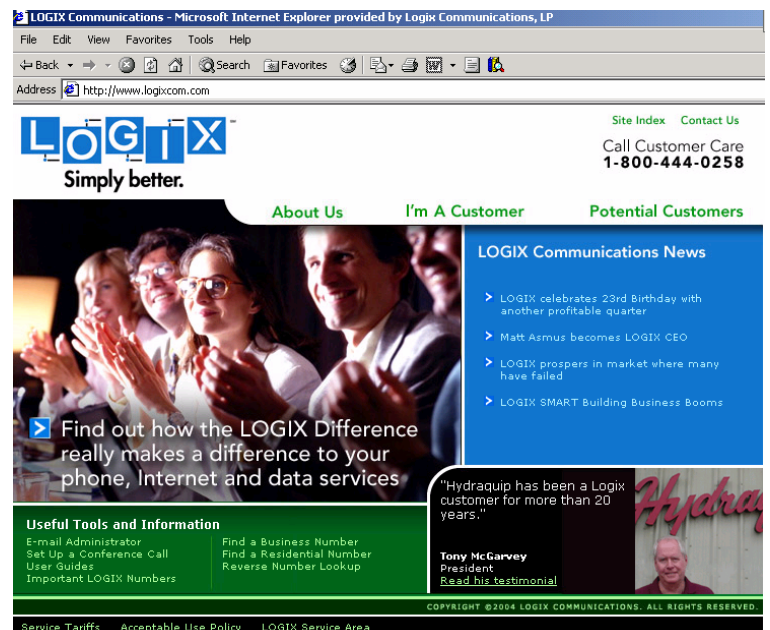
1. One Personal FTP IP Address
2. One Primary & One Secondary User Name
3. One Primary & One Secondary Password

## STEP 1

Open Internet Explorer.

In the address bar enter your FTP IP address in the following format.

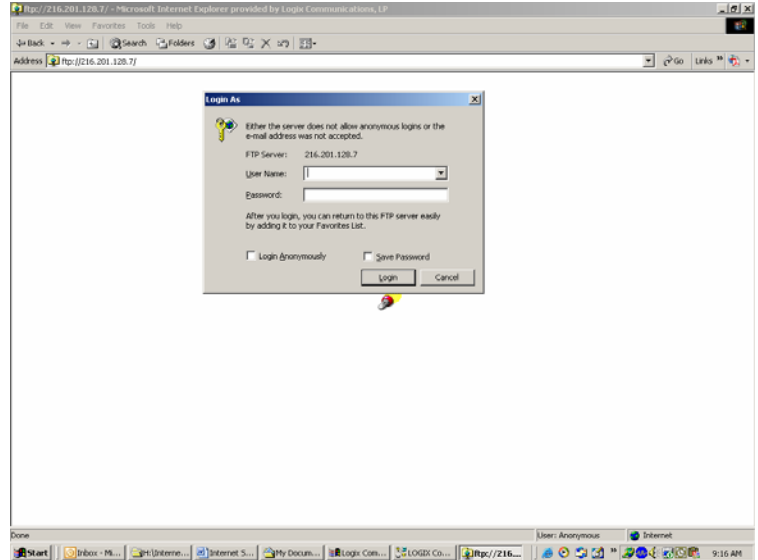
*Example: ftp://216.201.128.7*



\*Security is a function of those who have access to the secondary user name and password.

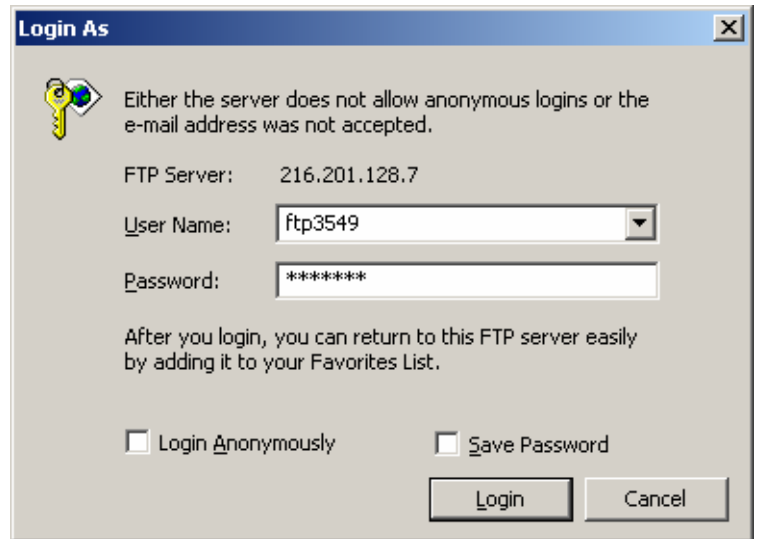
**STEP 2**

Once you have entered the IP address click Go or press Enter and the following box will appear.



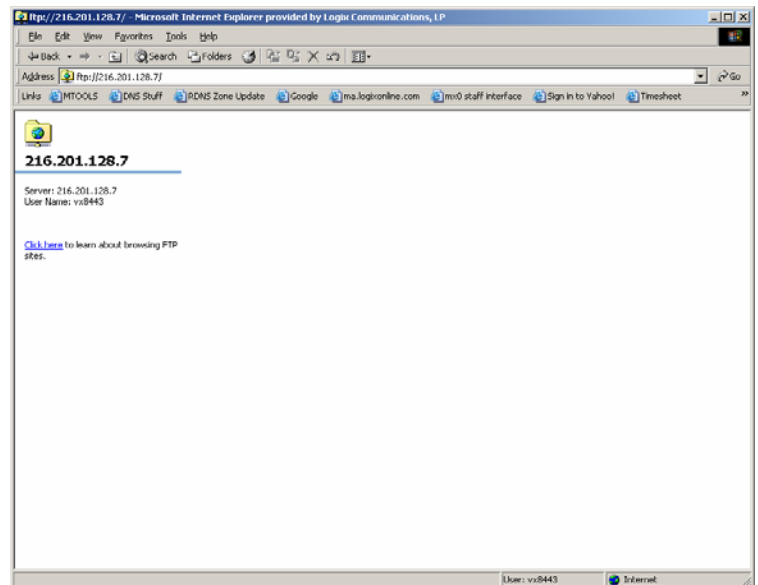
**STEP 3**

Enter your User Name and password. The Login Anonymously and Save Password boxes should remain unchecked.



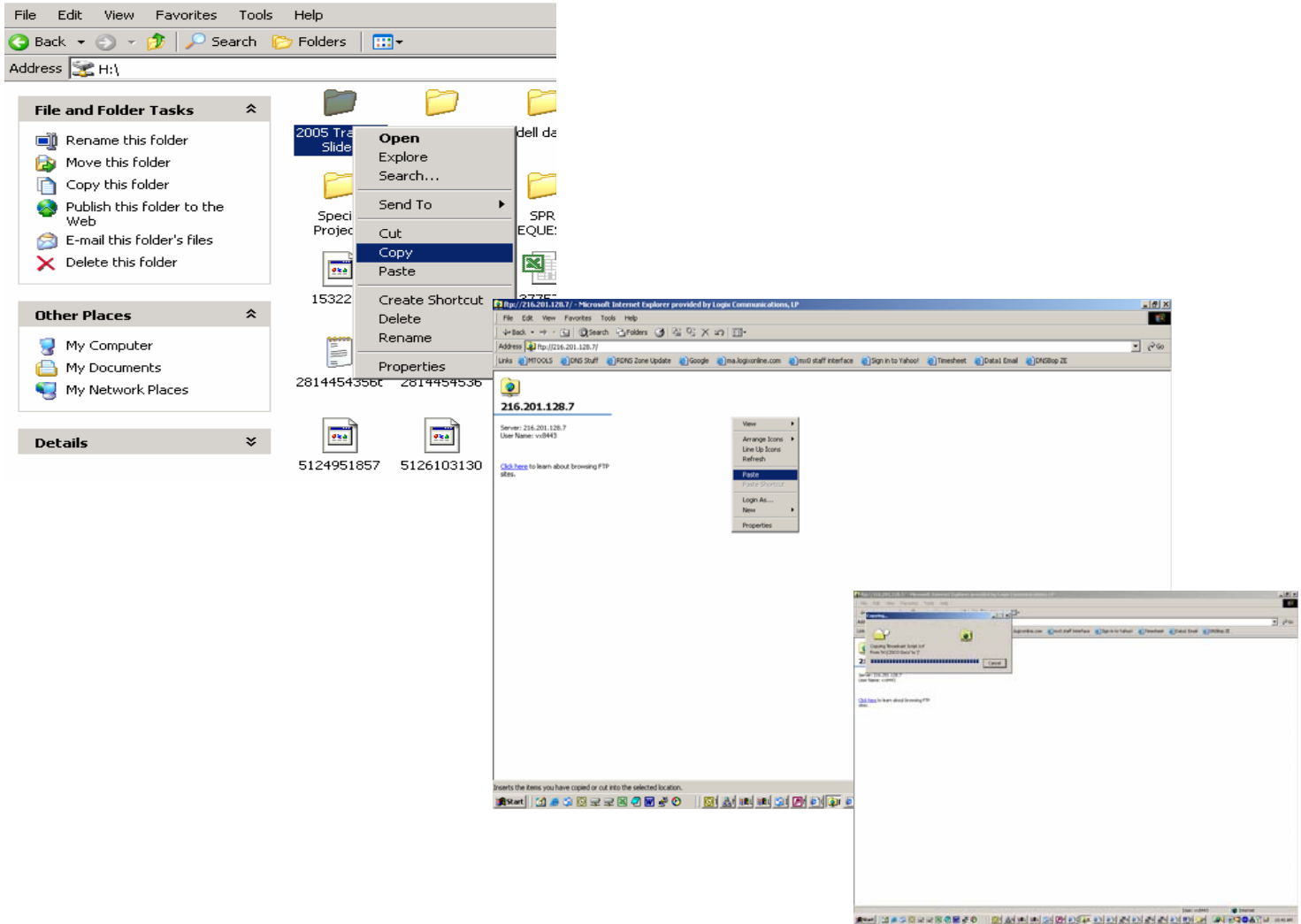
**STEP 4**

Click "Login" and the following screen will appear:



## STEP 5

Locate the files you wish to upload. Right click on the file, and scroll down, and left click on "Copy." Go back to your FTP screen. Right click in the FTP window, and left click on "Paste."



Congratulations, you have successfully uploaded your files!

If you need to upload additional files repeat Step 5.