



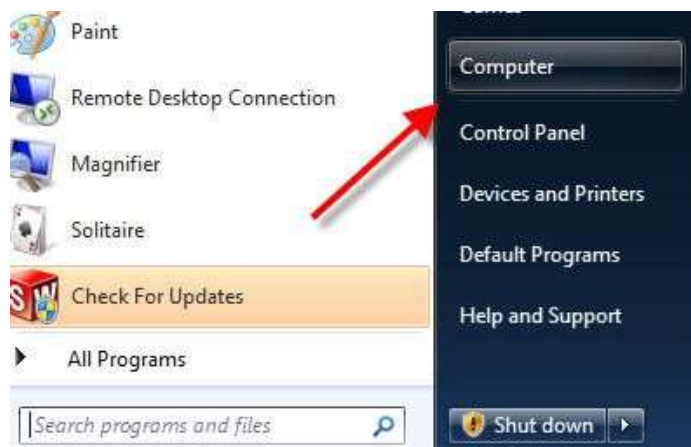
Guide to FTP Process

This guide shows how to access or submit files through the Alignex FTP system. This is helpful whenever larger files need to be transferred.

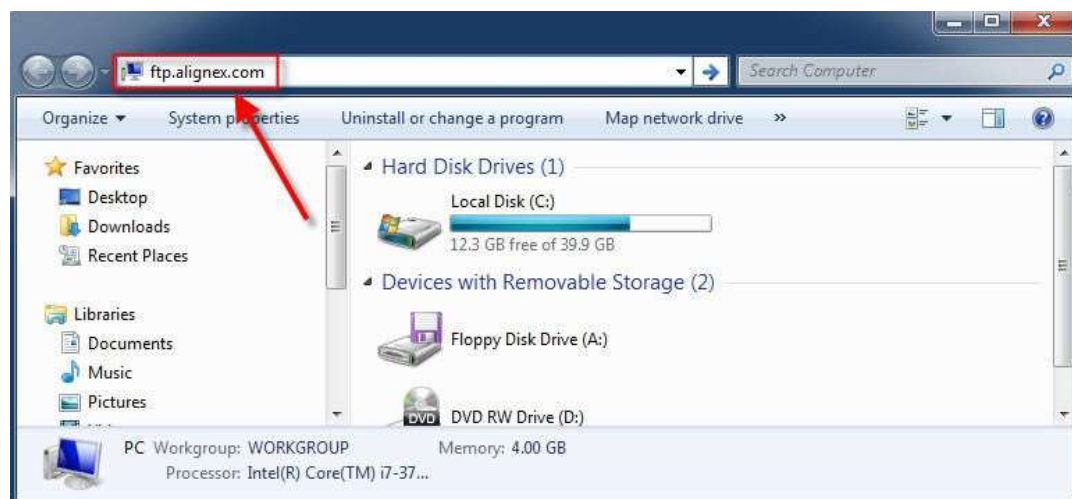
***Note:** This guide refers to Windows Explorer, which is the file window found by opening Computer from the Start menu (see figure in Step 2). This is different from the Internet Explorer web browser window.

Part 1: Send Files

STEP 1: From the Start Menu, click the **Computer** button or (Windows key + E):



STEP 2: Type **ftp.alignex.com** in the Windows Explorer URL bar and hit **Enter**:



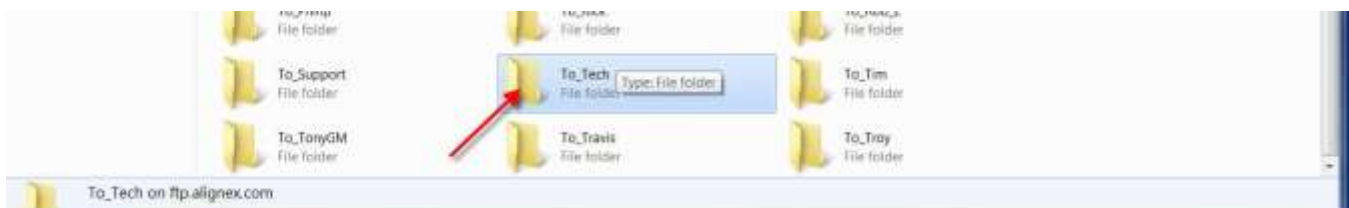
STEP 3: Please contact the Alignex Help Desk at (952) 224-5334 or support@alignex.com to retrieve login credentials. Enter username and password, then click **Log On** (this may take a few seconds):



STEP 4: When the FTP Root folder page opens, select the corresponding folder (ex. **Incoming**):

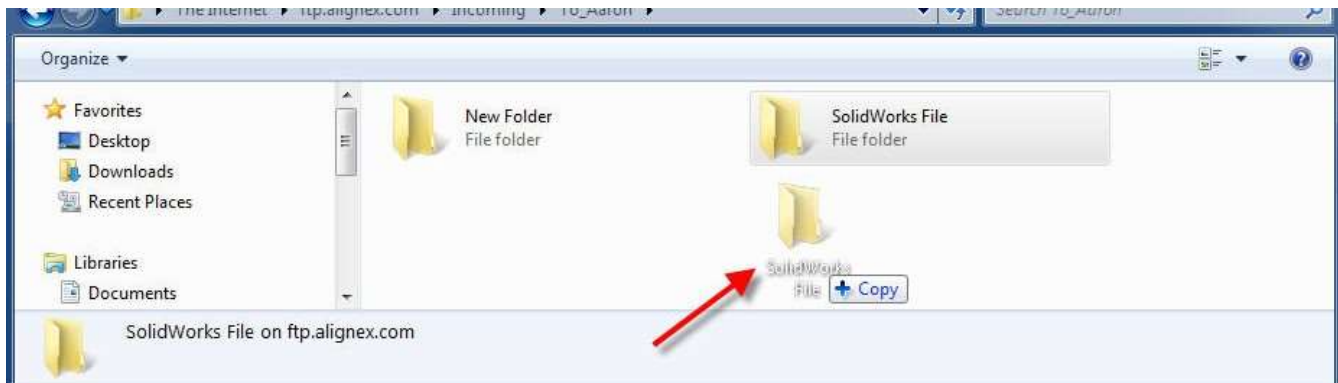


STEP 5: Select the folder of the Alignex Technician to be reached (ex. **To_Tech**):



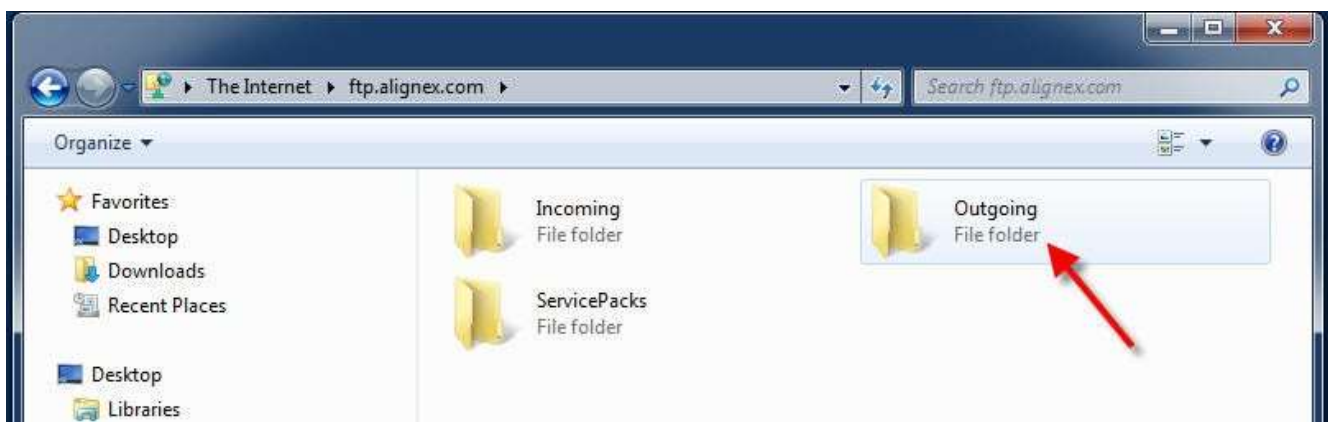
STEP 6: Drag and drop any files required for transfer such as **SolidWorks File**:

***Note:** It's only possible to copy to this location and not from.

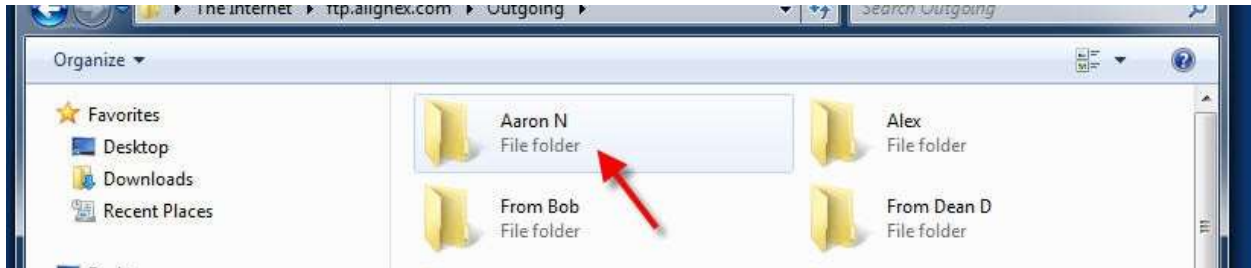


Part 2: Receive Files

STEP 1: Repeat Steps 1-3 if not logged in, then choose **Outgoing** (this is where you can retrieve files sent from our technicians):



STEP 2: Browse to select your technician's folder (ex. Aaron):



STEP 3: Select file (ex. SolidWorks File):



STEP 4: Click and drag onto Desktop (or desired location):

