

The following are directions to Phototype Columbus's servers. They will allow you to view, send and retrieve your assets over an internet connection. There are 2 server functions that are currently active. First is our digital asset management system called Telescope. Telescope allows you to view your files via the browser. Secondly is our FTP site, which allows you to send and retrieve files over the Internet or through the chooser IP (Internet Protocol).

To View: To enter the Phototype Columbus Telescope database: Log onto the website <http://www.phototype.com> and hit the client log-on link, then hit the Photoscope digital asset link, then press Photoscope Columbus connect. Enter your username/password * to access your files.

To Send and Retrieve files (3 options)

Option 1, Best Method, Mac to Mac: If you have AppleShare version 3.7, or later, it is possible to log on through the chooser. Select the chooser from the apple menu bar and select AppleShare. Press the Server IP Address button, then enter Phototype's ftp address, which is 38.223.153.2 (some firewalls will not allow the routing of TCP/IP directly, so if the server does not allow access through this method go to option 2). Put in your username/password* (usernames and passwords are case sensitive), then press the connect button. Your client # will be black as the other client #'s will be grayed out. Double click the client # and you will see your client # server Icon, (for future use, make an alias of the Icon by selecting it and going to File/Make Alias from the menu bar) Double click the server Icon and your companies folders will appear. You can copy to and from these folders just as they were on your own desktop.

Option 2, Internet access: Go into any web browser and type a specific URL address. The format for entering this address is as follows **ftp://username:password@38.223.153.2** You will see a list of clients and a guest folder. Select your client #. You will then see your folders as links in the browser window. Bookmark this page so you will not need to put this info into the URL again.

To send Phototype a file using this method you must first compress your files into a .sea, .bin or .sit file format. Phototype has a copy of DropStuff, compression software, in the guest folder. Once your files have the correct file extension just click on the file(s) and drag them onto the browsers window, (Netscape is the only browser to support FTP transfers, therefore sending files to an FTP site must be done only in Netscape).

To retrieve files with this method just click on the link of the files you wish to retrieve and drag it to your desktop. Netscape will show you the correct file name because it supports FTP transfer and Explorer may not because it currently does not support FTP transfer. In either case you must unstuff the file, either by double clicking on it or unstuffing it through a program like StuffitExpander. Phototype has a copy of StuffitExpander, decompression software, in the guest folder.

In option 1, you are going from Mac to Mac and therefore do not need to put your files in a compressed file format whether you are sending or retrieving (another bonus for option 1).

Option 3, Guest folder access: Guests can log onto Phototype's ftp without a username/password*. This allows any user access to Phototype's ftp site without giving out client information. In option 1, after you enter Phototype's ftp address in the server IP address field you log on as a guest and you will see folders labeled to_phototype and from_phototype. In option 2, the address would be **ftp://38.223.153.2/guests** Follow the same direction to send and retrieve files as above.

* Phototype Columbus has usernames/passwords for select accounts. Please call a representative for your account information.