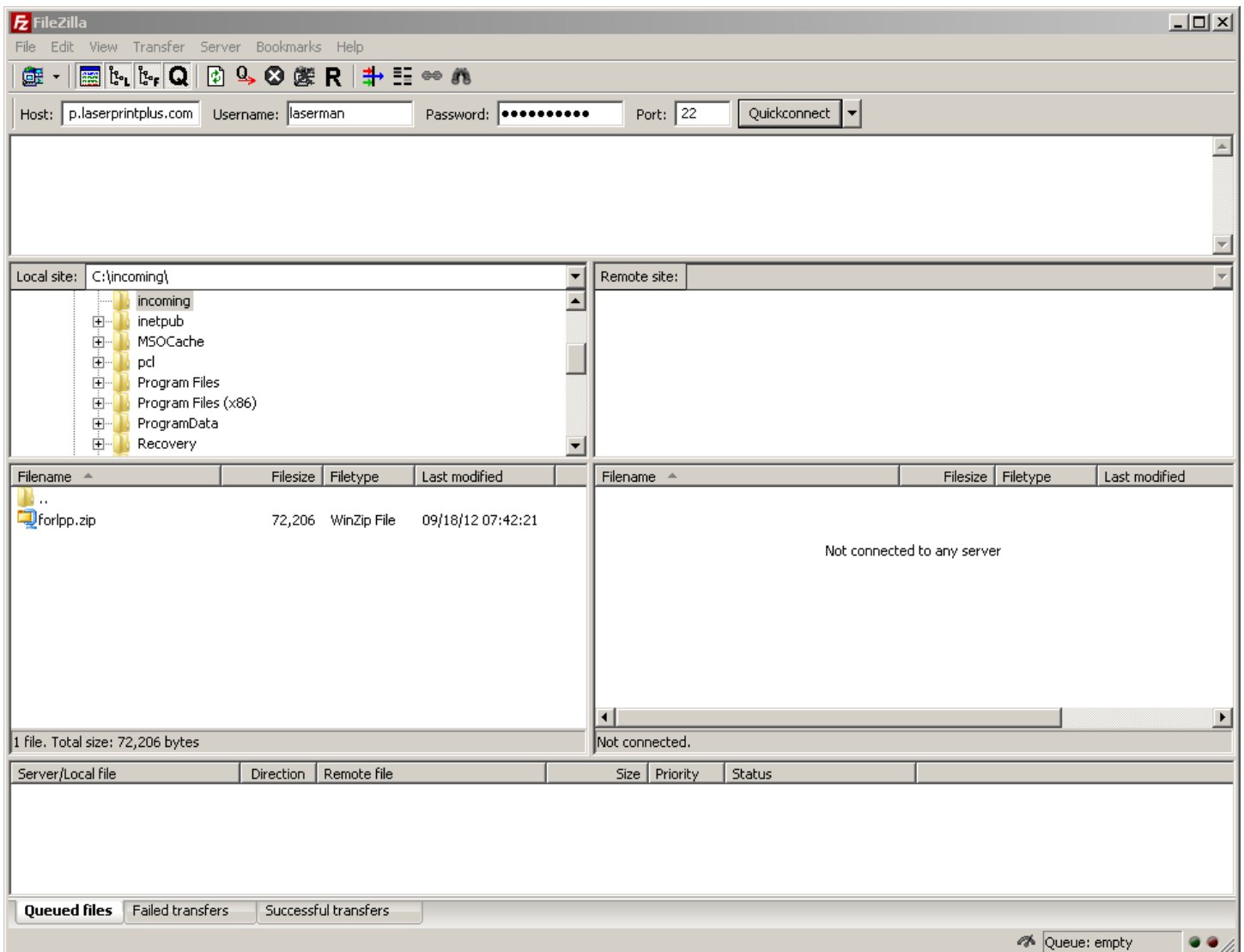


How to upload files securely to Laser Print Plus

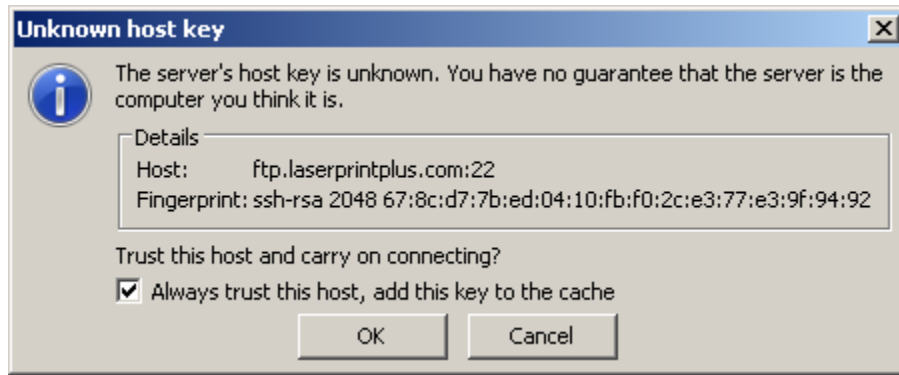
Software required: Filezilla (free), click to [download](#)

1. Download and install Filezilla ftp client
2. Run Filezilla and connect to LPP FTP server:
 - a. Host: <ftp.laserprintplus.com>
 - b. Username: <your username>
 - c. Password: <your password>
 - d. Port: 22 (**IMPORTANT!**)
3. Click 'Quickconnect' to connect to LPP FTP Server



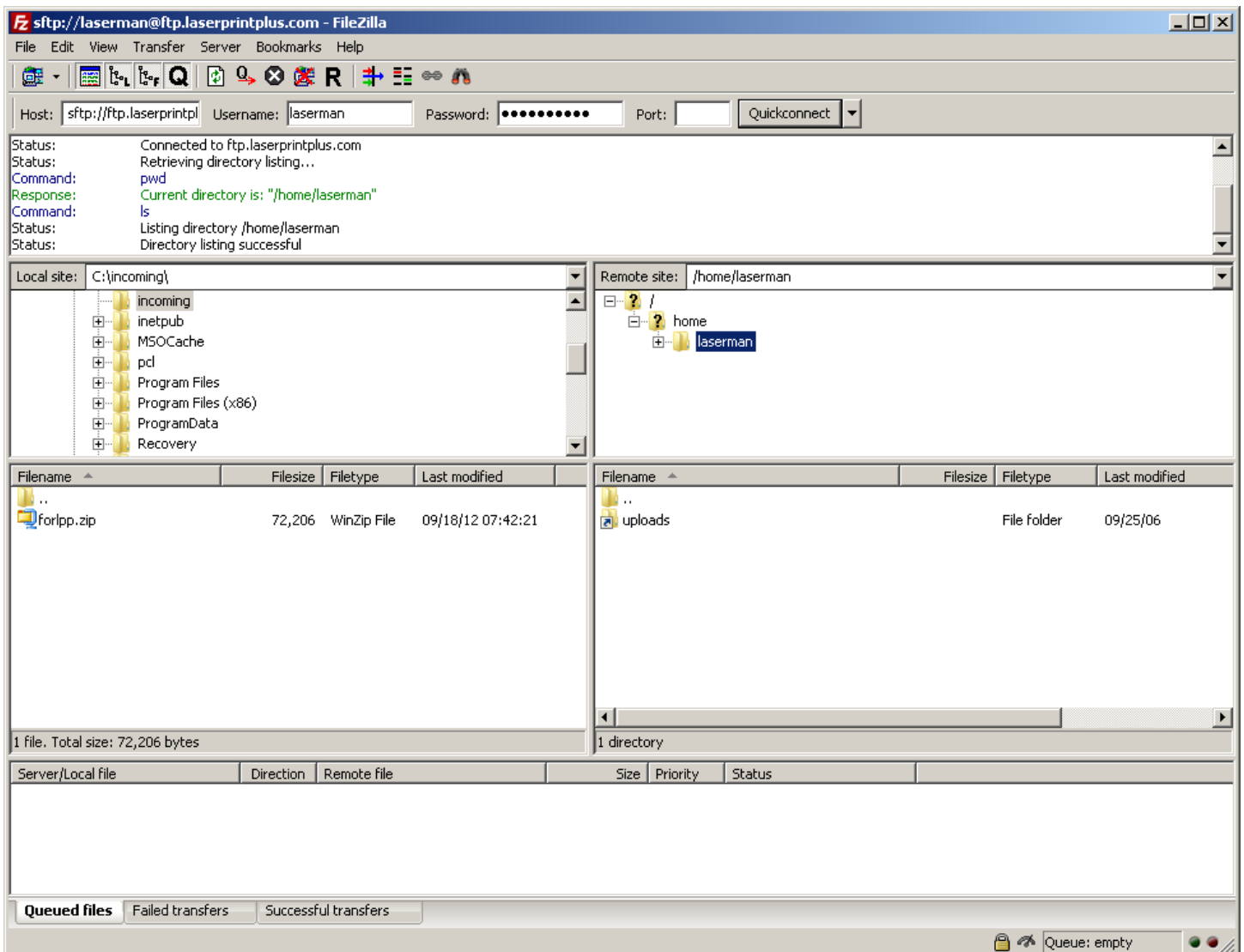
The first time you use Filezilla it will display an 'Unknown Host Key' warning.

You must 'trust' the key, it's LPP' SFTP server key:



Place a check in 'Always trust this host...' and click 'ok'

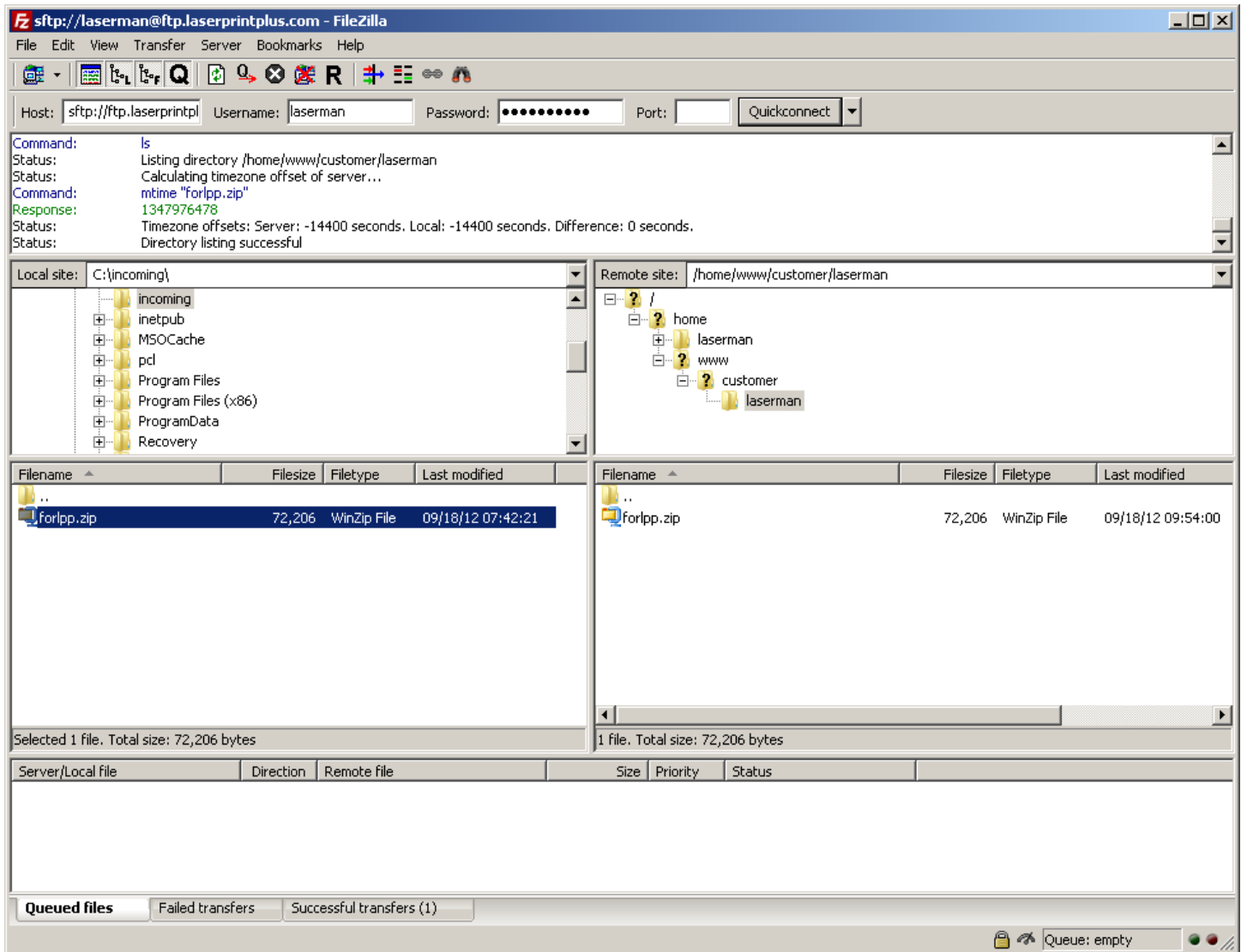
The left hand pane displays files on your PC, the right hand pane displays the FTP server folders.



4. double click on 'uploads' folder on the right hand side.

Files MUST be uploaded ONLY into the uploads folder – Anywhere else will not be processed by the automation software.

5. Navigate to the file on the left hand side that you wish to upload.
6. Double click on file on left hand side to upload.



Once the file is uploaded it will appear in the right hand pane. This may take a while depending on file size and network conditions. During upload, progress information is displayed in the bottom pane.

Various other SFTP software clients can be used. The setup procedure should not be significantly different.

DO NOT CREATE ANY FOLDERS – They will not be processed