

# GARDENTONE

## CLIENT FILE TRANSFER INSTRUCTIONS

As a **Gardentone** client, there is a good chance that at some point you'll need to exchange files with us. To do this, we've set up a simple FTP system for you to upload and download files quickly and securely.

Before you start you'll need an FTP client. There are many great FTP clients out there available for free for Mac, Windows, and Linux. If you don't already have a client try one of these:

MAC OS X: <http://cyberduck.ch/>

WINDOWS: <http://filezilla-project.org/download.php>

LINUX: <http://filezilla-project.org/download.php>

Download and install the appropriate application.

In order to connect to our file server you will need to use the information below as well as the username and password we have given to you specifically.

SERVER (FTP SERVER): ftp.stephenaudio.com

SERVER PORT: 21

Create a new connection in your FTP program using your username, password, and the FTP info above.

The directory you are taken to will be your private directory where you can upload files for us. You can be sure that no one else will have access to them. In a similar manner we'll put files here for you to download as well, where they'll be safe from prying eyes.