

VISTAGRAPHICS INFORMATION TECHNOLOGY  
FILE TRANSFER SERVICE AND FTP INSTRUCTIONS  
Valid as of 08/29/08

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Instructions for uploading and downloading files from VistaGraphics FTP server and File Services.

**PRIMARY METHOD**

File Service

Please make sure caps lock is off, cookies are enabled and point your web browser to:

<http://vgnet.com/files>

Login: ftpvista

Password: vgftp17

Follow instructions on the screen.

**SECONDARY METHOD**

FTP Client Software

Please point your preferred FTP software to:

<ftp.vgnet.com>

Login: ftpvista

Password: vgftp17

Select a folder for drop off or pickup.

**Assistance and Support**

Weekdays, 8:30am until 5:00pm

757-422-8979

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Thank You!