

OAI's FTP site will accept individual files or compressed folders (using Winzip or Stuff-It).

PC USERS

1. Using Internet Explorer 5.5 or later, enter the FTP domain name: <ftp://publicftp.oaicorp.com> in the address bar.
2. Find your account representative's folder.
3. Copy your file or compressed folder into your account representative's folder.

OR

1. Go to OAI's website: www.oai-beyondordinary.com.
2. Go to the E-Business page.
3. From the navigation bar on the left hand-side, click on **FTP**.
4. From the **FTP** page, click on the link that reads: <ftp://publicftp.oaicorp.com>.

TROUBLE-SHOOTING

If you encounter issues while attempting to connect to the FTP site, they may be resolved by making a couple of setting adjustments to Internet Explorer.

1. From the menu bar in Internet Explorer, click on **Tools**.
2. Click on **Internet Options**.
3. Click on the **Advanced** tab.
4. Make sure the **Enable FTP** checkbox is marked.
5. Make sure the **Use Passive FTP** checkbox is unmarked.

MAC USERS

You must have Fetch to access OAI's FTP site. Fetch is an FTP client for the Macintosh operating system. Fetch can be downloaded for free at: www.fetchsoftworks.com.

1. Open a new connection to Fetch.
2. Enter the FTP domain name: [publicftp.oaicorp.com](ftp://publicftp.oaicorp.com) in the Host address bar.
3. Find your account representative's folder.
4. Copy your file or compressed folder into your account representative's folder.

After transferring your file(s) or compressed folder(s), please notify your customer service representative by email. Indicate the name of the file(s) or folder(s).



If you need assistance, please contact your customer service representative or any of our graphic artists at 800-783-9187.