

# CAS Associates, Inc.

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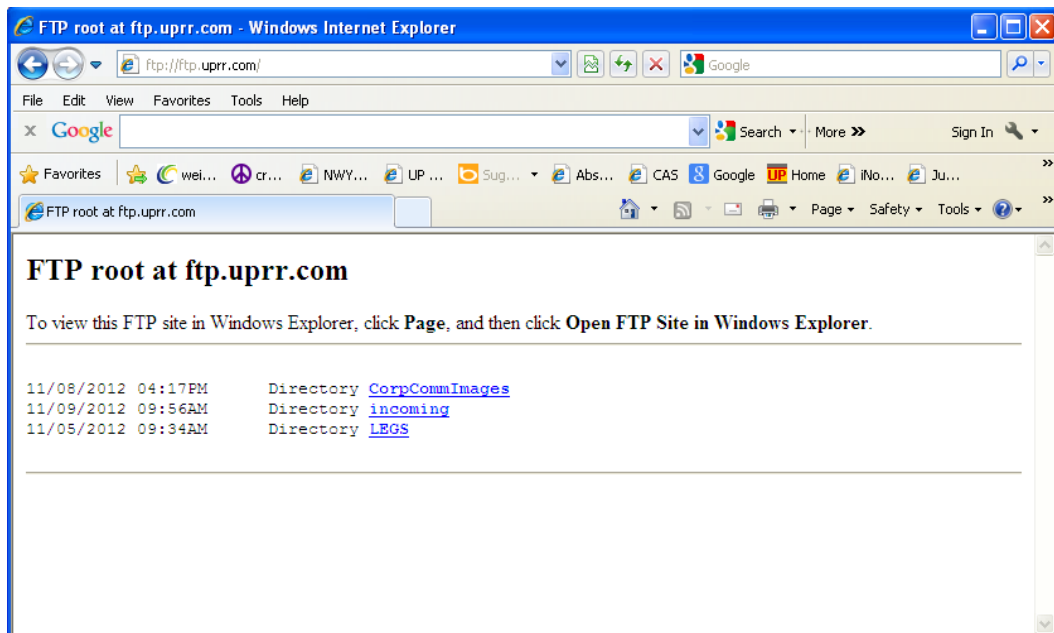
First, two notes:

- 1) Liberty recorder must be all the way closed down to upload. The recorder will automatically save their audio file – usually out in their C Drive.
- 2) Wireless generally does not work. Must be connected to land line.

## Instructions to send audio files through ftp site:

Open Internet Explorer  
Type in <ftp://ftp.uprr.com>

*A page will open that says FTP root at ftp.uprr.com*



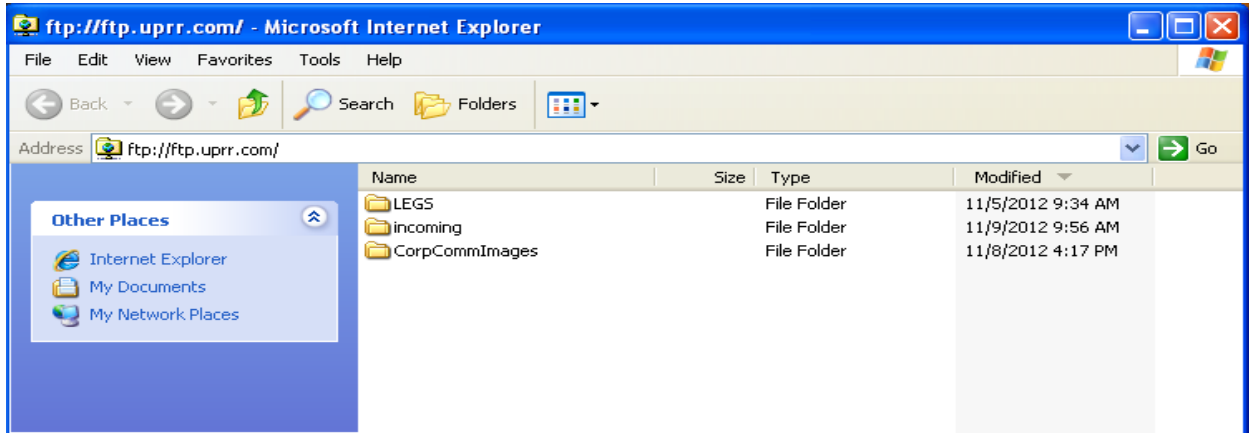
Press your "Alt" key once (located to the left of your space bar)  
Click on View (at top of the page)

Click Open FTP site in Windows Explorer

If you don't have this option the follow these steps:

- Click on Tools
- Internet Options
- Click on the “advanced” tab
- Under Browsing – there should be a check mark in “enable FTP folder view outside of Internet Explorer”
- click “OK”.
- you will have to re-click the Alt/View again after these steps.

A box with three file folders will come up. You will want to go out to your computer and click and drag your audio file into the “Incoming” file folder. (If the click and drag doesn't work please try doing a copy/paste into the incoming file)



Please call us at 712-527-4577 and ask for Kendra or Deanna to let us know you have uploaded into the site. Also, if you have any issues, we will assist you.