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CAS

Quality Focused

FTP

File Transfer Protocol

A Method to Send and Receive Files via the Internet.

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This document has been prepared for use by employees and clients of CAS, Inc.

Definition - FTP File Transfer Protocol

File Transfer Protocol (hereby referred to as FTP) is a process at which one can send and receive files over a internet or intranet connection using the TCP/IP protocol stack between dissimilar computer operating systems. FTP predates the World Wide Web by several years, and has a reliable track record.

File Transfer Protocol RFC959 is the IETF specification for client-server file transfer, universally known as FTP. Prior to the introduction of the World Wide Web, FTP was the primary method of exchanging files with a remote server via the Internet. It is still used where:

- uploading and downloading of data files
- restricted access may be required

Specifications for use of FTP delivery with CAS, Inc.:

- The CAS, Inc. FTP Server address is: **ftp.cas-online.com**
- CAS, Inc. does not recommend transferring a file larger than **500,000,000 bytes (500 Meg)** for performance reasons
- Should you wish to send us files larger than **500 meg**, please consider 3480/3490 cartridge or CD-ROM as the media.
- All incoming files should be compressed (ie. PKZIP, WinZIP, GZip)
- All outgoing files will be compressed using PKZIP
- PGP encryption of files is available upon request and must be setup and approved prior to transfer

CAS, Inc. offers Standard FTP. Standard FTP requires an account username and password to be setup beforehand, which can be provided by your account rep if wish to use this method.

"Zipping" a file using PKZIP, WINZIP, Gzip or any of the ZIP programs available will reduce your file transfer time considerably. PKZIP for most computers can be found at <http://www.pkware.com>. Winzip is available at <http://www.winzip.com> for the Windows platform. Macintosh users may use StuffIt Expander from Aladdin Systems at <http://www.aladdinsys.com> to unzip files.

Contact your Company's Support Personnel on how to install and operate your FTP client software. CAS, Inc. cannot provide support for your FTP client and/or server.

CAS, Inc. cannot provide support for the use of a Web Browser (Internet Explorer, Netscape, Mozilla, Opera, Safari, Konquerer) to send and retrieve files. We recommend the use of an FTP client software package which provides all the features of FTP. A listing of packages is below.

Please use these recommended FTP Client software packages:

Filezilla is a full-featured, free FTP GUI Client software package for the Windows OS.

<http://filezilla.sourceforge.net/>

NcFTP is a full-featured, free FTP command line Client software package for Windows/Linux/Mac OSX.

<http://www.ncftp.com/ncftp/>

AbsoluteFTP is a full-featured, FTP GUI Client software package for the Windows OS.

<http://www.vandyke.com/products/absoluteftp/>

This document is available on the CAS, Inc. Website at:

<http://www.cas-online.com/resource/ftp.html>

How to access Standard FTP via a Command Line FTP :

If you have Windows 9x/ME/2000/XP with the TCP/IP protocol installed, a command line FTP program is be available for use. (command line ftp is virturally the same on most computer systems. Step 1 applies to Windows systems)

Command line FTP may not work if you are behind a proxy or firewall, depending on how your network is setup. Please have your Company's Support Personel help you with any problems you may encounter. Enabling Passive Mode for your FTP client may alleviate any problems you may have.

Access to the CAS, Inc. Standard FTP server requires that you have an account and password. Your Account Rep can provide you with an account if you wish to use this service..

1. To start Command Line FTP, open a MS-DOS Prompt (sometimes called a "DOS Window" or "Command Prompt").

2. Change into the directory you wish to use. For this example, we will use c:\temp. You should start FTP in the directory location you wish to receive or send your file(s).

```
cd c:\temp
```

3. Next, we need to start the ftp program. A simple command will start this function.

```
ftp ftp.cas-online.com
```

Where **ftp** is the name of the program and **ftp.cas-online.com** is the location you wish to connect to.

You will then have the following prompt:

```
Connected to ftp.cas-online.com.
220-
#####          #####          #####          CAS, Inc.
##             ##             ##             10303 Crown Point Avenue
##             ##             ##             Omaha, NE 68134-1061
##             ##             ##             402.964.9998
##             #####          ##             402.963-2100 fax
##             ##             ##             http://www.cas-online.com
##             ##             ##             ##
##             ##             ##             ##
#####          ##             ##          #####
```

All Transfers are logged.

220 ProFTPD 1.2.4 Server (CAS, Inc. FTP Server) [cas.cas-online.com]

Name (ftp.cas-online.com:none):

4. At the User (cas.cas-online.com:none): prompt type your *username*. It should appear like this:

Name (ftp.cas-online.com:none): username

5. Next, you need to enter your password. Your password is unique to your account.. You must enter this to gain access to our Standard FTP server!

331 Password required for username.

Password:

Your next prompt will look similar to this. You have successfully connected to our Standard FTP site.

230-

#####

Welcome to the CAS FTP site - ftp.cas-online.com

If you have problems with this server, contact your account representative in email or by phone at 800-524-0908.

You may download files in a web browser by using the following URL:

ftp://username@ftp.cas-online.com/filename.zip

where username is replaced by your username
and

where filename.zip is replaced by the name of your file.

Filenames are case sensitive and provided by your Account Rep.

For more information, see <http://www.cas-online.com/resource/ftp.html>

#####

6. To receive a file: (to send a file, go to step 8)

We must first change the transfer mode. This is done by typing *binary* and pressing **<ENTER>**. This will ensure your file is transferred correctly. Failure to set binary mode will result in corrupted / unusable data.

binary

200 Type set to I.

ftp>

The response 200 Type set to I. confirms that Binary mode has been selected.

7. To get a file from our ftp site, simply enter the following command:

```
get filename.zip
```

(where **filename.zip** is the name of your file)

You will then see the following occur:

```
200 PORT command successful.
```

```
150 Opening BINARY mode data connection for filename.zip (880760 bytes).
```

This message will appear when you have successfully downloaded your file.

```
226 Transfer complete.
```

```
xxxxx bytes received in x.xx seconds (xxx.xx Kbytes/sec)
```

```
ftp>
```

8. To send a file:

If you are not already connected to the CAS, Inc. Standard FTP server, please repeat steps 1 - 5.

We must first change the transfer mode. This is done by typing **binary** and pressing **<ENTER>**. This will ensure your file is transferred correctly. Failure to set binary mode will result in corrupted / unusable data.

```
binary
```

```
200 Type set to I.
```

```
ftp>
```

The response 200 Type set to I. confirms that Binary mode has been selected.

9. Using the put command, you can send files to the CAS, Inc. ftp site.

```
put filename.zip
```

(where **filename.zip** is the name of your file)

The following will occur:

```
200 PORT command successful.
```

```
150 Opening BINARY mode data connection for filename.zip.
```

Your file is done uploading when you see the following message:

```
226 Transfer complete.
```

```
xxxxx bytes sent in x.xx seconds (xxx.xx Kbytes/sec)
```

```
ftp>
```

10. To exit ftp, type bye and press enter.

```
bye
```

```
221 Goodbye.
```

Note: Please send your files in PKZIP format. This will greatly reduce your transfer time.

Programs Available

There are many Graphic User Interface (aka "GUI") FTP packages available. As such, CAS, Inc. cannot provide support for these software packages as their GUI varies from package to package.

Programs such as [FileZilla](#), [WS FTP](#), [CuteFTP](#), and [Absolute FTP](#) are GUI based tools good for FTP.

FileZilla is a fast and reliable FTP client with many features and an intuitive interface. It is a free, open source program for the Windows OS.

Documentation is available at <http://filezilla.sourceforge.net/documentation/>

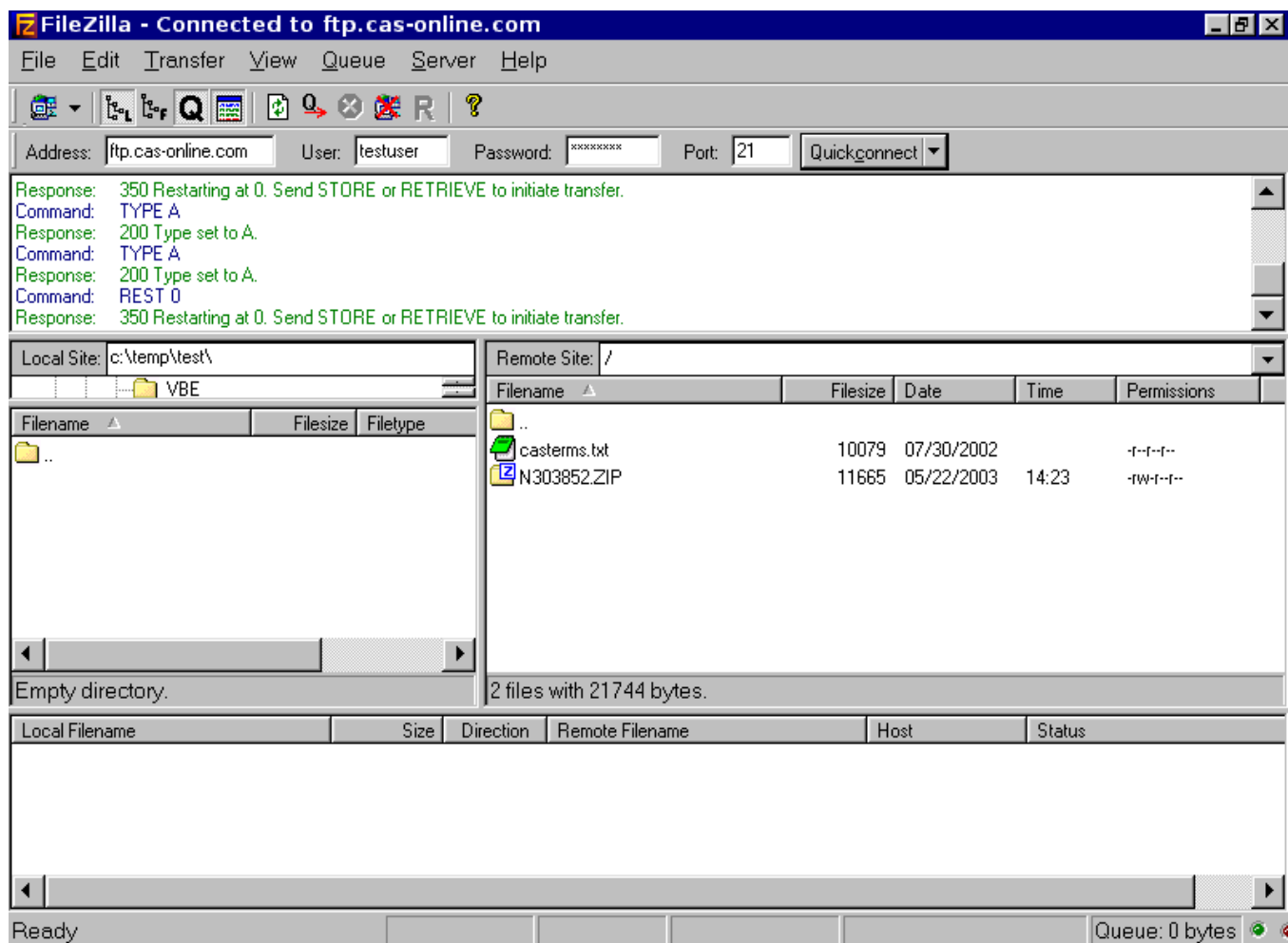


Fig. 1 – Filezilla connected into the CAS, Inc. FTP Server

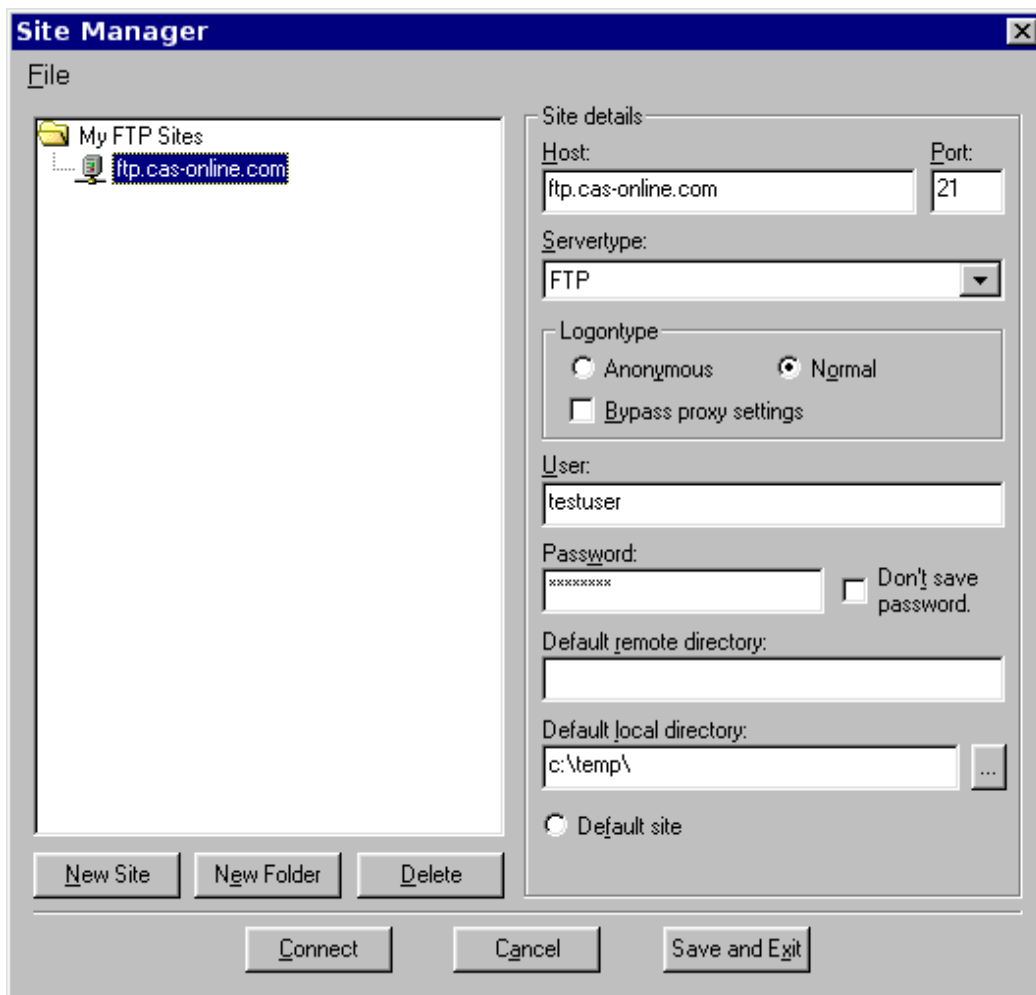


Fig. 2 – FileZilla Connection Manager