Using FTP:

Before using FTP, make a note of the IP address of your NTB. If you do not know the IP address, consult the person who administers your network or reboot the NTB: it displays its IP address during the boot up process.

Note: You need to have FTP Read/Write permissions on the NTB to upload using FTP. FTP may also be disabled on your network for security reasons. If you have difficulty using FTP, check with the person who administers your NTB or network.
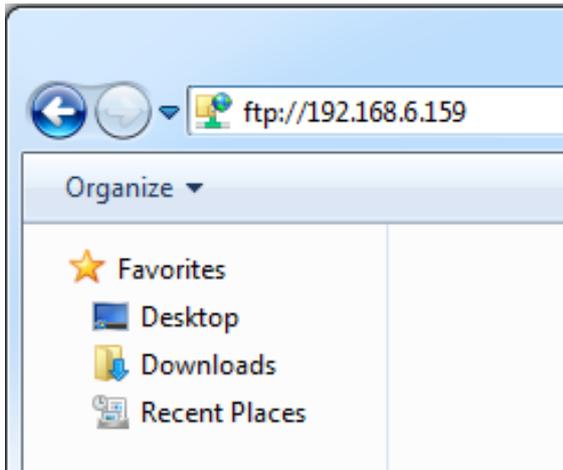
You can upload using a dedicated FTP program. A quick alternative is to use Windows Explorer (or similar file-management program):
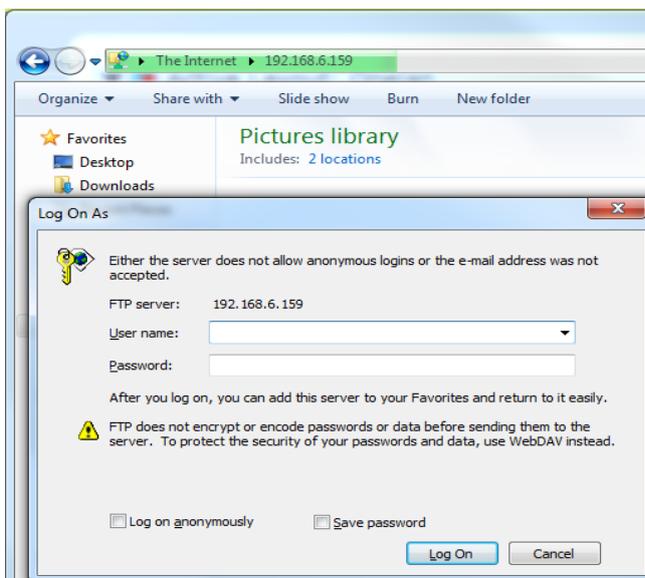
Open two copies of Windows Explorer.

In the first copy, navigate to the folder with the content you want to upload.

In the second copy, type ftp:// and the IP address of your NTB in the address bar (for example, ftp://192.168.0.254) and press the Enter key.
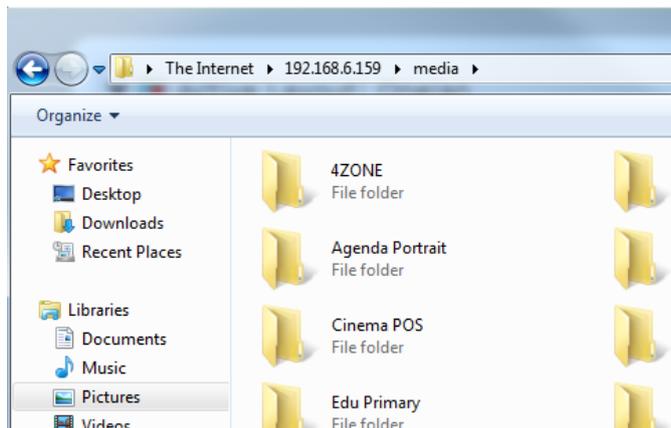
When prompted, enter your NTB username and password. Windows Explorer now displays your default NTB folder location.

Navigate to the Media folder. Do not add or modify files in any other folder as this may render the NTB unusable.

As required, create further folders under the Media folder. It is good practice to create separate folders for each layout and sub-folders for each zone (for example, media/Layout_reception/Zone_A).

To upload content to the NTB, drag-and-drop or copy-and-paste folders and files from the first copy of Windows Explorer to the second copy of Windows Explorer.

Note: If the FTP page does not refresh, press the F5 key or click Refresh to update it.

When you have connected Windows Explorer to your NTB with FTP, you can also:

Rename and delete files on the NTB.

Download files from the NTB to your PC using drag-and-drop or copy-and-paste.

You cannot move files from one folder to another using FTP. Instead, download the file to your PC and then upload it to the other NTB folder. Alternatively, move files using the Media > Files & Folders page.