Directions To Access Callas Contractors FTP Site (Outside Of The Office)

Start Internet Explorer

Click on tools, internet options, advance tab

Under settings, check the box that states "Enable FTP Folder View" (outside of internet explorer)

The items above only need to be performed one time.

Restart your internet explorer

Clear your address window and enter "ftp://ftp.callascontractors.com"

Enter user name "callasftp"

Enter password "callas-2008"

Proceed into FTP site

The site will look generic, there will be a message on the screen as stated below

"To view this FTP site in Windows Explorer, click Page, and then click Open FTP Site in Windows"

Perform the above task, you will have to re-enter your user name & password

Once you have access to the FTP site add the site to your favorites

Find the project that you intend to bid

At this point you can copy all of the bid documents and/ or selected documents to your computer

Do not open files on the FTP site

To copy all documents, right click your mouse on the project folder

A window will open on your screen, select the copy command

Minimize the windows on your screen to view your desktop

Right click either on your desk top or a folder on your computer & select the paste command

The selected files will be copied to your computer to be viewed or printed thru Adobe Reader

If you have any questions, please do not hesitate to contact Larry Myers 301-739-8400