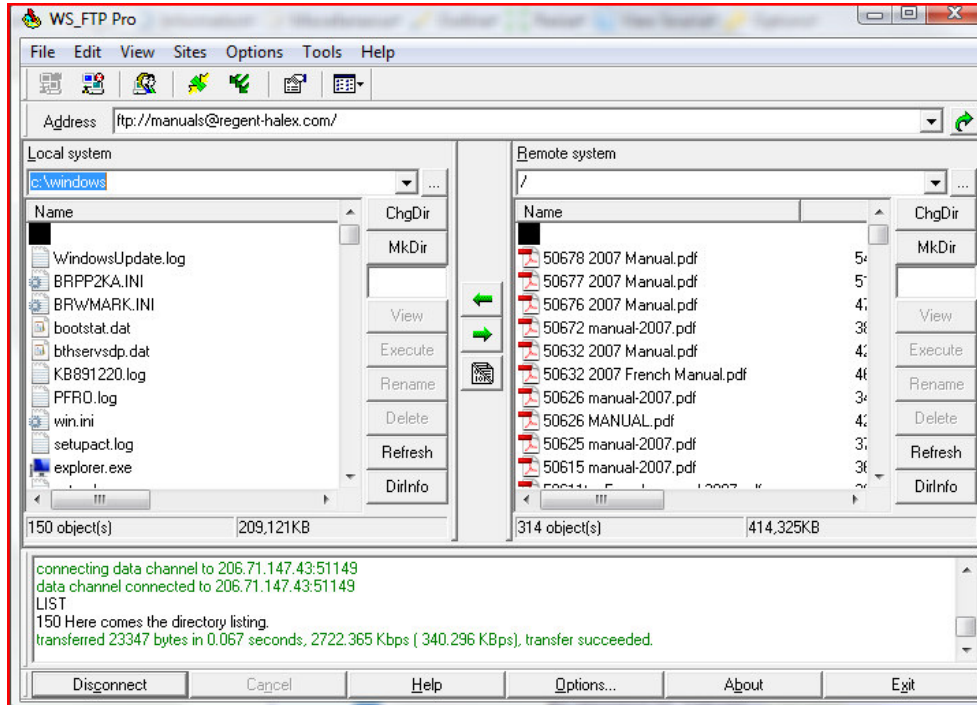
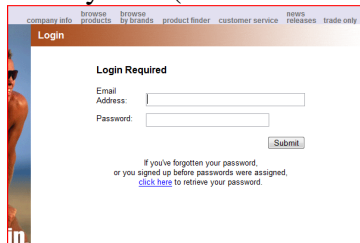


## Updating instruction sheets on Regent-Halex.Com

1. Connect to regent-halex.com using ftp ID manual and the password 98man56e (current as of 12-2007). If you are using WS\_FTP pro, your screen should resemble the one below:



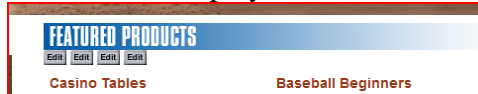
2. Navigate using the left window to locate the PDF files on your local computer.
3. Review the names of the PDF files to make sure they are descriptive and include the model numbers, as in the example in the right hand screen above.
4. Transfer the PDF files from your computer to the server (from left to right window in the above screen) by using the arrow that points to the right to transfer a file.
5. Repeat the above step for each PDF file you need to transfer.
6. IMPORTANT: follow the next steps using Internet Explorer (not firefox)
7. Log in to the admin control panel of the website (<http://www.regent-halex.com/admin.html>). Username [webhelp@regent-halex.com](mailto:webhelp@regent-halex.com) password v01leyba22 (current as of 12-2007).



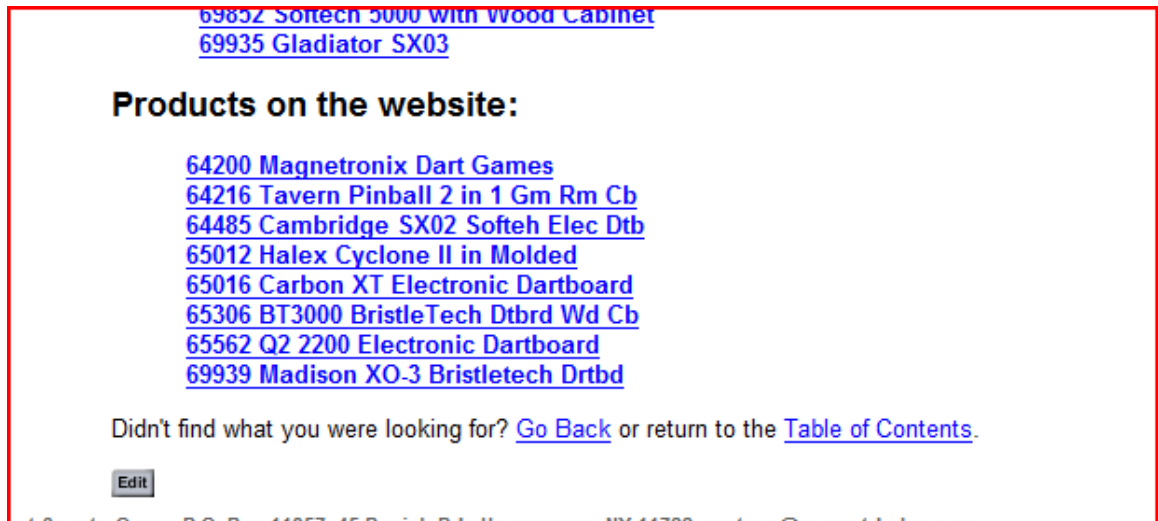
8. You should now see an 'admin menu'. Click the home button located at the very bottom of the screen:



9. You should now be at the home page, in 'edit' mode, as indicated by the edit buttons now displayed:

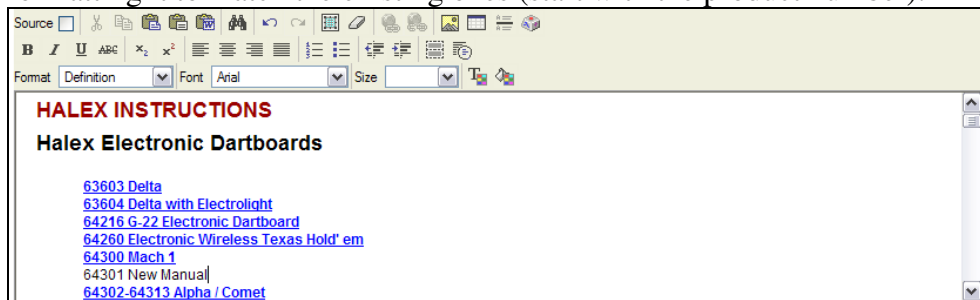


10. Using the website's menu at the top of the screen, navigate to the customer service/instruction sheet section and locate the web page that you need to add the instruction sheet for. Notice that is an edit button on the very bottom of the screen.

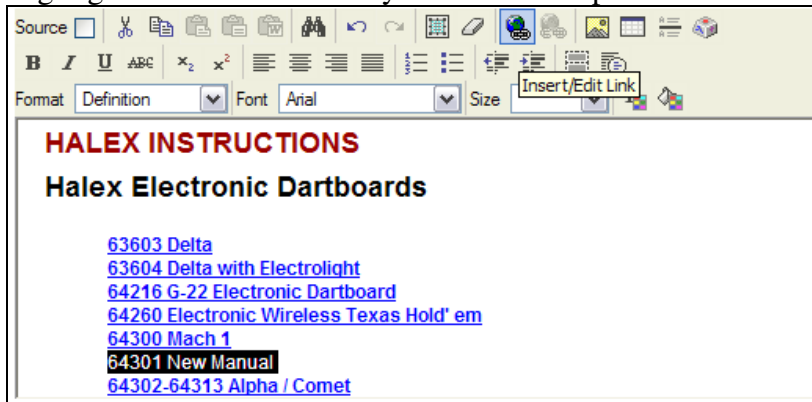


11. Press the 'edit' button and you should see the mini-word processor as in the below diagram.

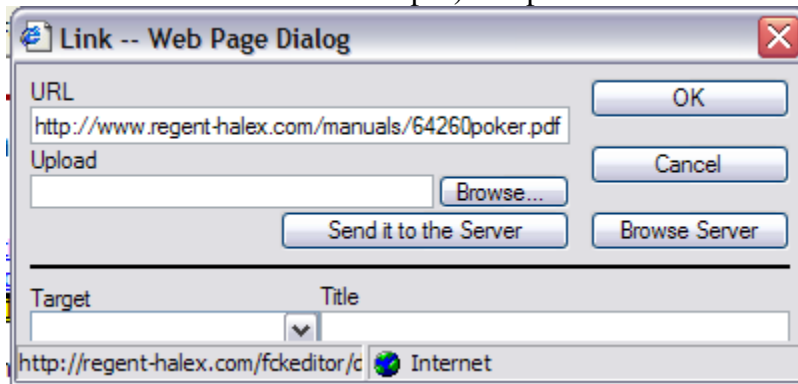
12. Using the mini-word processor, add a line (SHIFT-ENTER) where you want to add a PDF file and type the name as you want this to appear to the website visitor, formatting it to match the existing ones (start with the product number):



13. Highlight the entire new line you created and press the 'link' icon



14. In the next screen enter the URL in the following form (<http://www.regent-halex.com/manuals/NEWFILE.pdf>) and press OK:



15. Repeat the above three steps for the remaining manuals/PDF files you have to add  
16. Finally, log in to the live website and check each manual to make sure it is available to the public.