



Quad/Disk for Macintosh OS X

A file transfer option designed to send, receive, share, and view your files

What is Quad/Disk?

Quad/Disk is a point of access that enables you to send and receive low or high-res files through the Macintosh Operating System™. There is no need to compress files prior to sending them using Quad/Disk.

Sending/Receiving Your Files

1. From the Finder, select **Go Menu > Connect to Server**.
2. Enter **quaddisk.qg.com** and click **Connect**.
3. Enter your **Username** and **Password** and click **Connect**. NOTE: If you do not know your User Name and Password, please contact your your Quad/Graphics ISR.
4. Select Quad/Disk volume and click **OK**.
5. Double-click on the newly mounted Quad/Disk server on your desktop.
6. Open the appropriate Quad/Imaging location folder and click **OK**.
7. To send files to Quad/Graphics just drag and drop your files onto the **Incoming** folder.
8. To pick up your files, double-click on the **Outgoing** folder and drag them to your desktop.

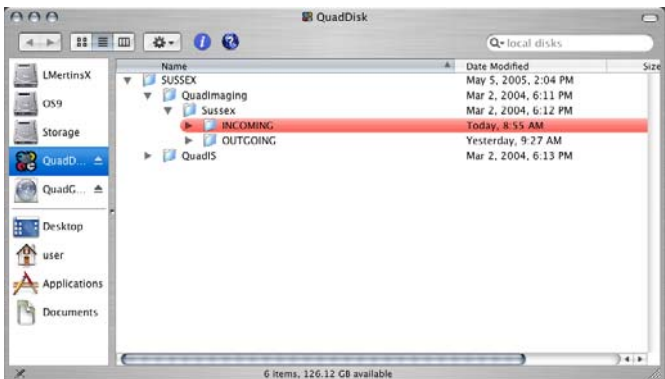
Step 2



Step 3



Steps 5-7





Quad/Disk for Macintosh OS 9

Quad/Disk: a file transfer option designed to send, receive, view and share your files

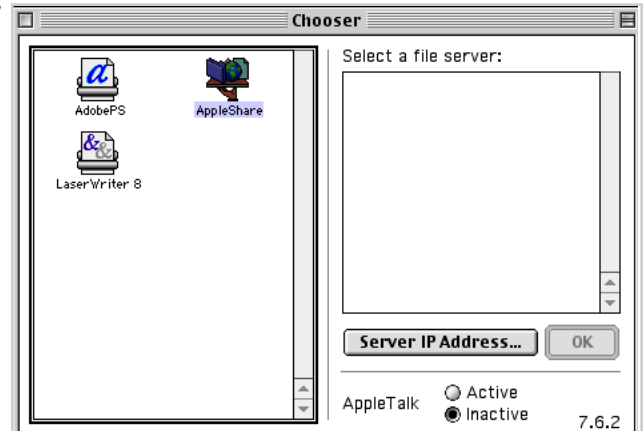
What is Quad/Disk?

Quad/Disk is a point of access that enables you to send and receive low or high-res files through the Macintosh Operating System™. Using Quad/Disk, there is no need to compress files prior to sending them.

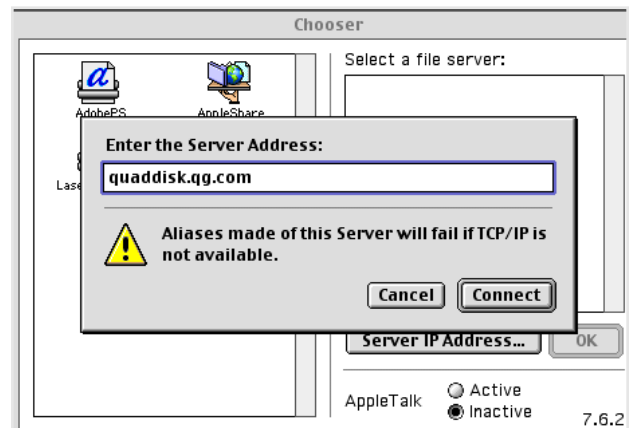
Sending/Receiving Your Files

1. Under the Apple menu, select **Chooser**.
2. Select the **AppleShare** icon.
3. Click on the **Server IP Address** button.
4. Enter **quaddisk.qg.com** and click **Connect**.
5. Enter the **User Name** and **Password** and click **Connect**. NOTE: If you do not know your User Name and Password, please contact your Quad/Graphics ISR.
6. Select Quad/Disk **volume** and click **OK**.
7. Double-click on the newly mounted Quad/Disk server on your desktop.
8. Open the appropriate Quad/Imaging location folder and click **OK**.
9. To send files to Quad/Graphics just drag and drop your files on the **Incoming** folder.
10. To pick up your files, double-click on the **Outgoing** folder and drag them to your desktop.

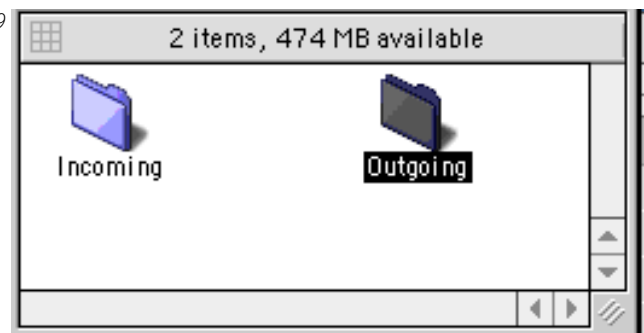
Steps 2 and 3



Step 4



Steps 8 and 9





Quad/Disk for Windows

Quad/Disk: a file transfer option designed to send, receive, view and share your files

What is Quad/Disk?

Quad/Disk is a point of access that enables you to send and receive low or high-res files utilizing the ease of Microsoft® Internet Explorer 5.0 (or higher).

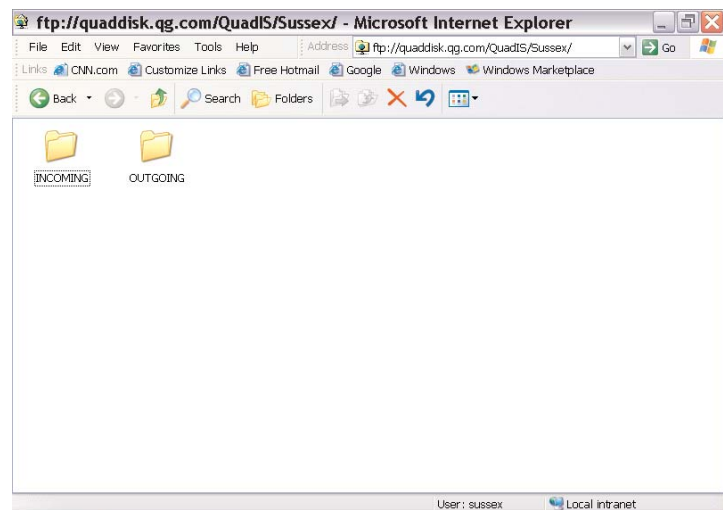
Using Quad/Disk, there is no need to compress files prior to sending them.

Sending/Receiving Your Files

1. Enter **ftp://[your username]@quaddisk.qg.com** in the address field and press the **Enter** key.
2. Enter your **User Name** and **Password**. NOTE: If you do not know your User Name and Password, please contact your Quad/Graphics ISR.
3. Double-click on the appropriate **Quad department folder** (e.g. Quad/Imaging).
4. Double-click on the appropriate **Quad/Imaging location folder**.
5. To pick up your files, double-click on the **Outgoing** folder and drag them to the desktop.
6. To send files to Quad/Graphics just drag-and-drop your files onto the **Incoming** folder.



*Step 1 - On the QG.com home page, enter ftp://[yourusername]@quaddisk.qg.com in the address field and press the **Enter** key.*



*Steps 6 and 7 - To **pick up files**, double-click on the **Outgoing** folder to open it, then simply drag the files to your desktop. To **send files to Quad**, simply drag and drop them onto the **Incoming** folder.*