

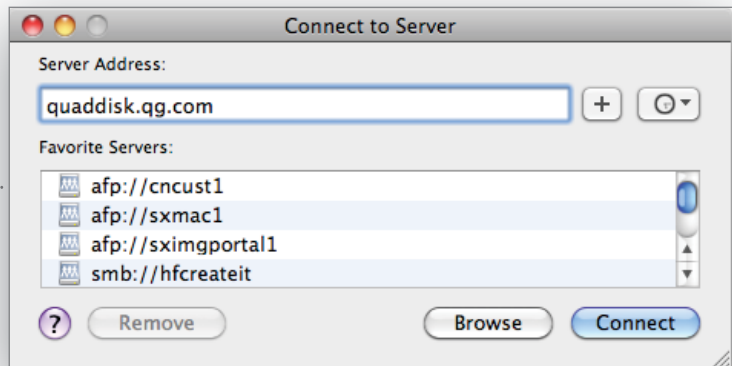


## WHAT IS QUAD/DISK?

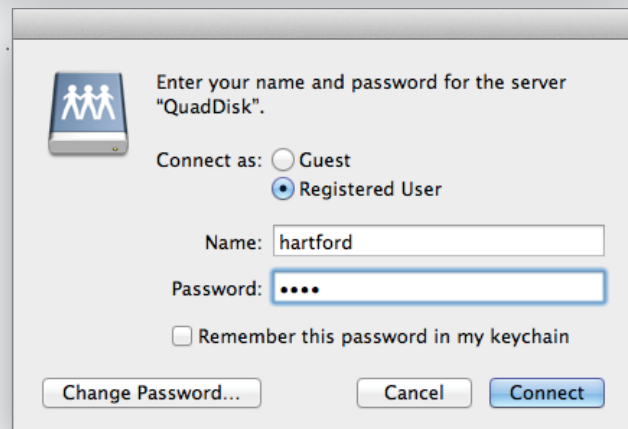
Quad/Disk is a file transfer option designed to send, receive, share, and view your low or high-resolution files through the Macintosh Operating System. There is no need to compress files prior to sending them to Quad/Graphics.

## SENDING / RECEIVING YOUR FILES

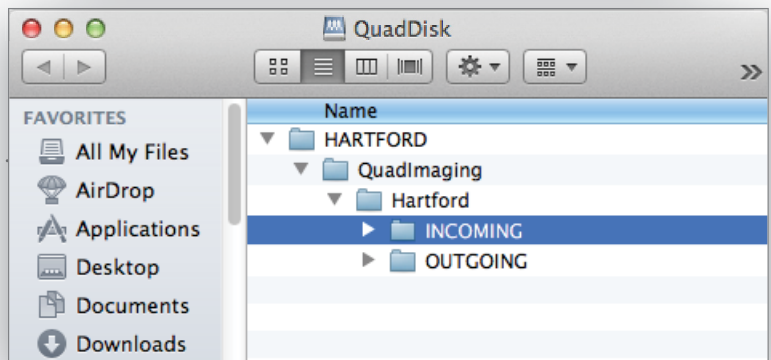
- From the Finder, select Go Menu > Connect to Server.....
- Enter quaddisk.qg.com and click Connect



- Enter your Username and Password and click connect.....
- NOTE: If you do not know your designated Username and Password, please contact your Quad/Graphics ISR.



- Select Quad/Disk volume and click OK.
- Double-click on the newly mounted Quad/Disk server on your desktop.
- Open the appropriate Quad/Imaging location folder and click OK.



- To send files to Quad/Graphics just drag and drop your files onto the Incoming folder.....
- To pick up your files, double-click on the Outgoing folder and drag them to your desktop.