



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 Microsoft Internet Explorer. There is no need to compress files prior to sending them to Quad/Graphics.

SENDING / RECEIVING YOUR FILES

- Enter **ftp://quaddisk.qg.com** in the address field and press Enter.
- Enter your **User name** and **Password** and click Log on
NOTE: If you do not know your 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.
- Navigate to the appropriate Quad/Imaging location folder and open it.



- 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.

