



In order to serve you better, we have installed a new file transfer system. With a more user friendly approach, this system proves to be faster than email, while managing larger files more efficiently.

We invite you to use this system immediately.

Following these few easy steps, you will be able to drop your documents in a secured an orderly method.

Team MiniMedia

FTP ACCESS

Address : <http://printsys.net/>

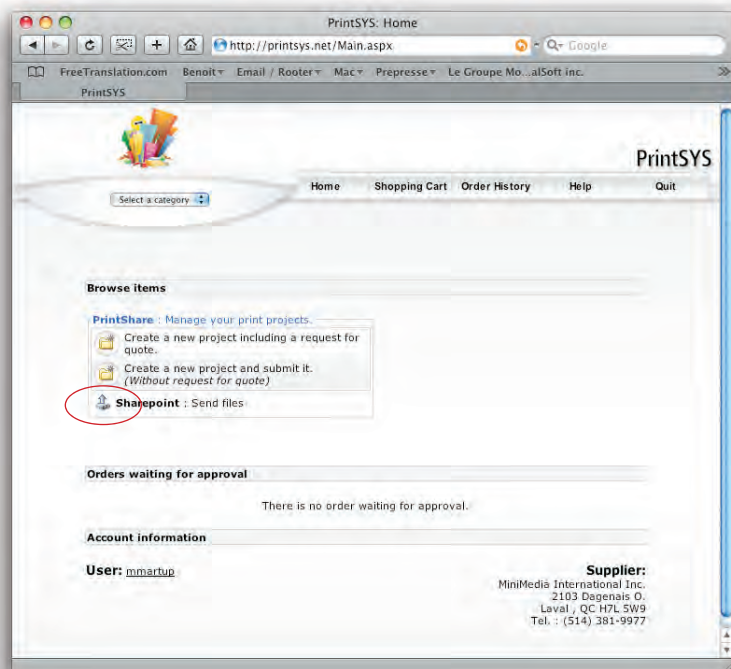
User : **mmartup** Password : **92181**

Step 1



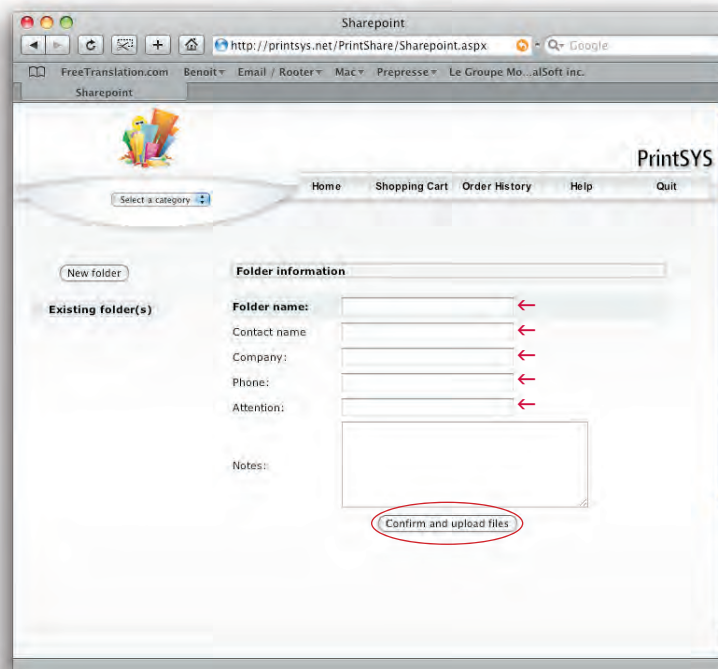
Enter username: **mmartup**
Enter password: **92181**

Step 2



Click on the upload icon at the left of Sharepoint to choose "Sharepoint"

Step 3



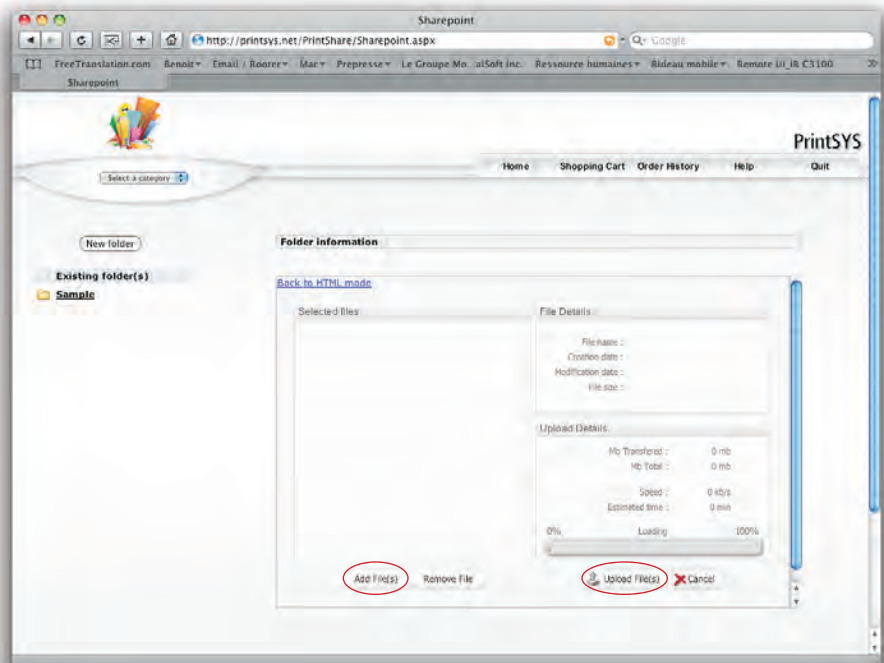
Under Folder information, key in information (all fields are required – except "Notes" - in order to proceed). Click on "Confirm and upload files" to proceed to next step

FTP ACCESS

Address : <http://printsys.net/>

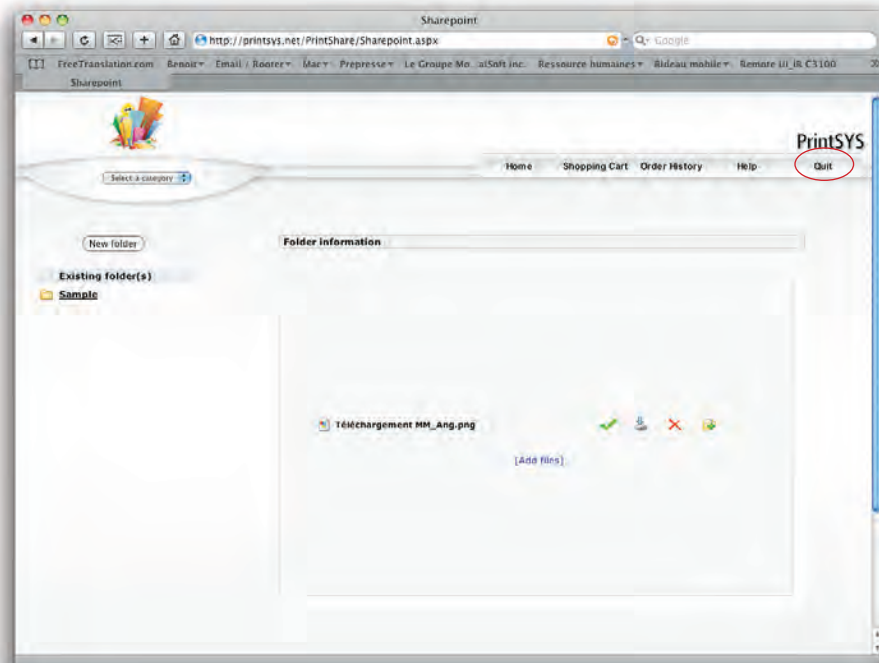
User : **mmartup** Password : **92181**

Step 4



Click on **“Choose File”** to select document to be uploaded on FTP site. Click on **“Upload file (s)”** to upload file (s)

Step 5



At this point, you may add or delete files; when you are done, click on **“Quit”** at the top left-hand side; a message will automatically be sent to graphic department. Thank you!