



**Using a web browser**

**Or**

**FTP client software**

- 1.** <http://65.103.56.112:8081> and hit enter/return
- 2.** A window will pop up asking for both:  
User Name: Customers  
Password: mwprint  
(*info is case sensitive*)  
Click OK.
- 3.** Uploading to our server: On the left side of the screen you can click "browse" to go to your computer and get one file at a time (folders cannot be sent), then click "send file". Depending on the file size and connection speed, it may take a while to send. Please make sure the window changes to say "the file has been successfully sent". Hit return to send more files or "logout" once done.

Downloading from our server: Right click to "save file as" or "save target as" and download it to your computer. The file(s) can also be deleted using the del on the far right of each file. Click "Logout" once done.

- 1.** Make sure in the preferences for the software you are using that passive mode is "off" or is unchecked.
- 2.** Server: 65.103.56.112 (or you can use ftp.maqweb.com if the numbers do not work)
- 3.** User Name: Customers  
(*info is case sensitive*)
- 4.** Password: mwprint
- 5.** Upload/download files there.
- 6.** Disconnect once done.