

FTP INSTRUCTIONS

Please read prior to File Transfer

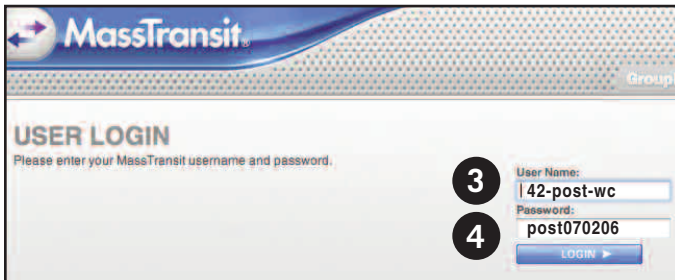
- **Stuff or Zip your file(s) prior to transfer**
- **Emailing your files** – Stuffed or Zipped attachments must be under 4mb in size to be sent via email.
- **File names must be under 31 characters** – 90% of problems uploading is due to long file names.
- **File names must not contain spaces or special characters such as %^&*\$#**
- **A plug-in will need to be installed for Safari users, you will be prompted at the initial log in.**
- **Tell us when transfer is complete** – Notify your Sales Representative or your CSR once the file has been uploaded.
- **Need Help?** If assistance is needed contact scott.engen@rrd.com or call 262.338.6101

1. Open browser.
2. <http://mtwin01.rrd.com>
(copy and paste into web browser)
3. **Username:** 42-post-wc
4. **Password:** post070206
5. Click on **'Transfer Files'** tab
6. Click on **'Drop Off'** tab
7. **'Send To:'** drop down: choose "RRD-Post-General"
8. Use **'Select Files'** button to search for files to upload or drag files to this pane.
9. An upload window will pop up and show progress.
10. When upload is complete click on 'logout'


1  **Windows PC Users – Use Internet Explorer browser**

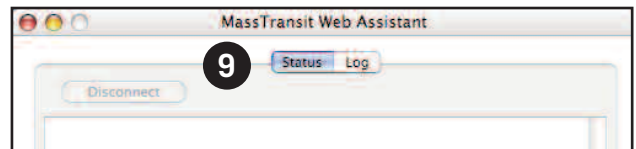
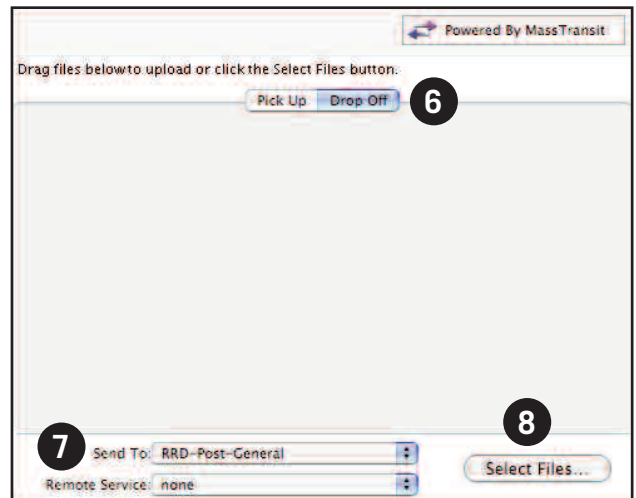
 **Mac Users – Use Safari browser**

2 <http://mtwin01.rrd.com>
(copy and paste this into web browser)



5 

 **Security Notice:** Only we will have access to your data once it is uploaded.



Individual FTP Directories for High Volume, Custom Workflow Clients: Customers who transfer large amounts of data electronically can have individual directories set up, with automated email notifications to production, sales and client. This allows for better files management and process control. Contact your account representative for set-up information.

RR DONNELLEY

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For more information about file transfers,
contact a customer service representative at **262-338-6101**