

# How to connect to ReproGraphic Services' ReproDropOff server

## Connecting through Microsoft Windows

1. Launch Windows Explorer
2. In the address bar, type:  
`\\repro.sdsu.edu\reprodropoff`, and hit the *Return* key



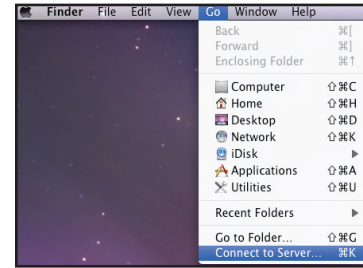
3. If you are presented with a dialog box; enter the username and password  
username: repro  
password: print1!!



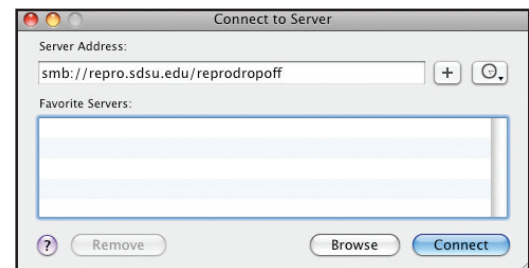
4. Create a folder with your job title or Repro Job number
5. Drag/copy your collected files to your new folder.

## Connecting through Mac OS X

1. Connect to Server from the Finder menu



2. In the Server Address bar, type:  
`smb://repro.sdsu.edu/reprodropoff` or  
`smb://130.191.120.184/reprodropoff`



3. If you are presented with a dialog box; enter the username and password  
username: repro  
password: print1!!  
**For OS 10.6 (Snow Leopard) or higher**  
username: reprodropoff/repro  
password: print1!!



4. Create a folder with your job title or Repro Job number
5. Drag/copy your collected files to your new folder.

Once file transfer is complete, you will need to submit a job ticket; indicate the name of your folder/file(s); and submit a black & white/color proof of your artwork. Please note, that although you have transferred your files to *ReproDropOff*, ReproGraphics will not begin working on your order until we have received your ticket.