



# How To Send Files

*We make it easy to choose  
how you want to send your  
project to us!*

- **FTP**

- Drag and drop to our FTP site
- Please follow with an email notification to **uniprintcustserv@osu.edu** so we know the file has posted.

- **ftp://Public@128.146.201.32/**

- User - Public
- Password - 07w!Public
- Please call 292-3450 if you have any questions or need help.

\*\*Passwords are subject to change. If you are experiencing problems with the ftp site, please contact customer service at 292-3450 for assistance.\*\*

- **Email**

- You can email files via our departmental email address **uniprintcustserv@osu.edu** or send directly to your customer service or sales representative.
- If your file is over 5MB please use the FTP site.

- **Disk or thumb drive**

- We can arrange for pick-up of your job through our courier service or you may drop off your job at either our Tuttle location on campus or the Production Facility on Kenny Road.