

Using My Order Desk as a Secure, User-Friendly FTP Site

The following step-by-step instructions will show you how to transmit files to us by logging into My Order Desk using your e-mail address and password. If you would rather not set up a user account, you can use the "Express Lane" option however, each time you want to use the system, you'll need to enter your contact information (unlike those who set up user accounts).

1. In your Internet browser, go to <http://www.myorderdesk.com/quantumgraphix> which will take you to this screen...

JB Graphics, Inc.
10302 N. College Avenue
Indianapolis, IN 46280
Ph 317.819.0008

QUANTUMGRAPHIX
PRINTING & COPY CENTRE
Toll Free 866.493.6933

2130 Watterson Trail Louisville, KY 40299 Ph 502.493.5933

10302 N. College Avenue Indianapolis, IN 46280 Ph 317.819.0009

231 Main Street Vestal, NY 13850 Ph 607.484.0086

Customer Services & Print Driver **Send Files & Orders** My Jobs My Account Sign In

Estimate
Order
Re-Order
Send File

Welcome to our Online Order Center!

If you'd like to simply upload a file, click on the "Send File" button to the left.

You can also use our custom-built print driver to submit ANY file (MAC or Windows) to us in PDF format. To use our print driver to submit ready-to-print PDFs, simply follow the instructions below, and download our "QuantumGraphix" print driver. From then on, you can submit your files to us directly from your computer. Simply open and "print" the file just as you would print to any printer in your office - except you'll select your new printer called QuantumGraphix. This will send your file directly to us in PDF format.

Once you have downloaded the print driver (Step 1 below), open up your program (Word, Publisher, Corel etc.), open the file, and select the File menu's Print option (just like you already do when you print to your inkjet or laser printer). Then change the printer to the one named "QuantumGraphix" and click OK or Print. That's it! If your Internet browser isn't already

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[Company Info](#)
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[Help](#)

2. Click on the SEND FILES & ORDERS tab – that will take you to this screen...

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Customer Services & Print Driver **Send Files & Orders** My Jobs My Account Sign In

Send Files, Place Orders.

[Help](#)

Make a selection from the list below...

- [File Upload \(FTP\)](#)
- [Request an Estimate](#)

Returning Customers...

[Sign In](#)

[Get Help or Contact Support](#)


QuantumGraphix, 2130 Watterson Trail, Louisville, KY 40299 United States of America
Tel: 502-493-5933 Fax: 502-493-8360 Send email to [QuantumGraphix](mailto:QuantumGraphix@quantumgraphix.com)

[Privacy and Refund Policies](#) | [Terms of Service](#)

3. Click the SIGN IN button to get to the following screen where you will enter your e-mail address and your password...

The screenshot shows the QuantumGraphics website header with logos for JB Graphics, Inc. and QuantumGraphics. A navigation bar contains buttons for Customer Services & Print Driver, Send Files & Orders, My Jobs, My Account, and Sign In. Below the navigation bar, the text "Send Files, Place Orders." is followed by a "Help" link. The main content area is divided into two sections: "Make a selection from the list below..." with links for "File Upload (FTP)" and "Request an Estimate", and "Returning Customers..." with a "Sign In" button circled in blue. The sign-in form includes fields for "Email Address" (myorderdesk@quantum) and "Password" (*****), a "Sign In" button, and links for "Forgot your password?", "Sign-In Help", and "New to our site? Start Here". A "Close this" link is also present.

4. Click SIGN IN to go to the following screen...

The screenshot shows the QuantumGraphics website header with logos for JB Graphics, Inc. and QuantumGraphics. Below the navigation bar, the text "Welcome First Name Last Name" is displayed. The navigation bar contains buttons for Customer Services & Print Driver, Send Files & Orders, My Jobs, My Account, and Logout. The main content area displays "Next Step: Select a form for this job." with a list of options: "File Upload (FTP)" (circled in blue) and "Request an Estimate". Below this is a "Software Utilities" section with a dropdown menu for "Software Downloads & Utilities" and a "Get Help or Contact Support" link. The footer includes a "TOP" link, contact information for QuantumGraphics, and links for "Privacy and Refund Policies" and "Terms of Service". A "VeriSign Secured" logo is also present.

5. Click FILE UPLOAD (FTP) which will take you to the following screen where you will complete a short form. All required fields must be filled in with something (N/A will suffice if you don't have actual information to enter)...



* = Required information.

Your Contact Information: [Review or change your contact information.](#)

Most of the following information is required. Please supply as much information as possible. If a field doesn't apply to you, please put "n/a." Thank you.

Confirm Your E-mail Address *

Project Name or Purchase Order # *

QuantumGraphix Estimate # *

Quantity *

Job Due Date *

Preferred Type of Proof *

Your Contact at QuantumGraphix *

(If you don't know who your QuantumGraphix contact is, you don't have one, please put "n/a" as this is a required field. Thank you.)

Please use the space provided below in "Notes and Additional Information" to tell us as much information as possible about your job and to provide us with special instructions including but not limited to special shipping instructions, special billing instructions, etc.

Notes or Additional Information

Last Step: Attach & Send Your Files or Information

- Attach Files - Uses automatic File Compression for speed & safety
- Attach Files
- Send - No Files to attach

We recommend you ZIP or STUFF multiple files into one *.zip or *.sit file prior to uploading. If you do this, then you will select the 2nd Attach Files button (above the green SEND button).

If you'd like to upload multiple files without compressing them, then you'll select the 1st Attach Files button. This feature (with the use of LAUNCH! Web Helper) will allow you to browse and select multiple files for upload and will submit 1 zip file to us which will contain all of the files you selected.

In order to use the 1st Attach Files option, you'll need to download/install LAUNCH! Web Helper if you haven't already.

6. Once you click the green SEND button, you'll see a transfer progress screen which will disappear after the upload is complete and you will see the following screen...



Welcome First Name Last Name

[Customer Services & Print Driver](#)

[Send Files & Orders](#)

[My Jobs](#)

[My Account](#)

[Logout](#)

Your Job Tracking #: **1437126**

Confirmation: In a few minutes you will receive confirming email with a **job link**. Use that link to

- review what you sent, or
- print a copy for your records, or
- review the status, or
- post a message in the job's History

Safe Sender: Add michellew@quantumgraphix.net to your "safe senders" list to ensure the confirming email is not processed as junk mail or spam.

Order again? [Use the same order form](#)
[Use a different order form](#)

Home: [Go to our main Home page](#)

[Get Help or Contact Support](#)



QuantumGraphix, 2130 Watterson Trail, Louisville, KY 40299 United States of America
Tel: 502-493-5933 Fax: 502-493-8360 Send email to [QuantumGraphix !\[\]\(c1168d6a8b365d11e842ece304635fa7_img.jpg\)](mailto:QuantumGraphix@qg.com)

[Privacy and Refund Policies](#) | [Terms of Service](#)

Your file upload is officially complete – you can now click on the MY JOBS tab to see a listing of all of your completed transactions.