Cloud File Server User's Guide

Version 2.20 Apr 6, 2023 FUJITSU LIMITED

<Change history>

version	Issue date	Changed contents	
First edition	Jan. 8 th 2013	_	
1.1	July 16 th 2013	• "7.3. Internet Explorer Settings" (11).	
		Login screen is modified to support English menu.	
		• "9.1. Changing Initial Password" (3), (4).	
		Login screen is modified to support English menu.	
1.2	Aug. 21 st 2013	•"11.0. Points of Concern" (1).	
		PC time setting is modified.	
1.3	Sep. 25 th 2013	•"6. System Requirements"	
		Add Microsoft Windows8 Pro/Enterprise to supported OS.	
		Add Internet Explorer 10 to browser.	
		•"7.3. Internet Explorer Settings" (8).	
		Add "Uncheck [Do not save encrypted pages to disk] check box,	
		if checked." with Internet Explorer10.	
		•"10. Supported language"	
		Add to support English menu.	
2.0	Oct. 10 th 2013	\cdot "4. Understanding the User composition and the basic functions	
		of the file server"(2)	
		Add file name search to the User function.	
		Add file locking to the User function.	
		\cdot "5.1. the composition of file management" (2) .	
		Add a file name search to the functions available to the User	
		upon his/her access to the drawer.	
		Add a file lock to the functions available to the User upon	
		his/her access to the drawer.	
2.1	Nov. 20 th 2013	•"6.System Requirements"	
		Add network requirement for PC.	
		\cdot "11.Points of Concern(Please read by all means)"	
		Add About network setting.	
2.2	Apr. 10 th 2014	\cdot "4.Understanding User Structure and General Functions of the	
		File Server" (2)	

		Add Revision Control, Operating Environment	
		•"6. Operating Environment"	
		Add Microsoft Windows8.1 Pro/Enterprise to OS	
		Add Microsoft Internet Explorer11 to Browser.	
		•"7.3 Internet Explorer Settings" (8)	
		Add Internet Explorer11.	
		•"11.Points of Concern (Read carefully) "	
		Add Connection FAQ to Support Portal.	
2.3	Apr. 13 th 2014	•"6 System Requirements"	
		It deletes it for the support stop of Windows XP of OS.	
2.4	Aug. 05 th 2014	•"4. Understanding User Structure and File Server General	
		Functions"(1)	
		The setting of the use existence of the version management is	
		added.	
		\cdot "4. Understanding User Structure and File Server General	
		Functions"(2)	
		The version management and the folder tree of the file are	
		added to the user facility.	
		•"6 System Requirements"	
		Software is changed from Microsoft .NET Framework4 to	
		Microsoft .NET Framework4 or more.	
		•"5.1 File Management Structure"(2)	
		The version management and the folder tree of the file are	
		added to the function that can be used by the access authority to	
		the drawer.	
2.5	Oct. 08 th 2014	•"4. Understanding User Structure and File Server General	
		Functions"(1) Administrator Functions	
		Setting of optional service.	
		•"4. Understanding User Structure and File Server General	
		Functions"(1) Cabinet Owner Functions	
		Setting of access authority to backup option service	
		•"8.1 Procedure for File Server Administrator"	
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•"7.3. Internet Explorer Settings (Web App Edition)" (8)			•"7.3. Internet Explorer Settings (Web App Edition)" (3)(10)
			Welcome screen updated.
Statement about Internet Explorer 8, 9, 10 removed.			•"7.3. Internet Explorer Settings (Web App Edition)" (8)
			Statement about Internet Explorer 8, 9, 10 removed.
"9.1. Changing Initial Password of File Server Administrator" (2			•"9.1. Changing Initial Password of File Server Administrator" (2)
Welcome screen updated.			Welcome screen updated.

\cdot "9.2. Change Initial Password of Regular User" (2)
Welcome screen updated.
\cdot "10.1. Switch the language displayed on Welcome Screen"
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Welcome screen updated.
\cdot "10.2. Switch the language of Login Screen and After Logging
Screen" (1)
Welcome screen updated.
•"12. Use of Desktop App Edition" added.
\cdot "13.1. System requirements of backup option service"
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Microsoft Windows8 Pro/ Enterprise
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- Microsoft Windows8.1[32bit/64bit]
Chrome excluded. (As of Chrome 49, not support Windows
8 mode any more)
- iOS7, iOS8, iOS9 excluded, and iOS12 added.
- Android5.x, Android6.x, Android7.x added.
[PC]
- Microsoft Windows 7[32bit/64bit]
Chrome 50 not supported any more, 72 only supported.
Fire Fox 45 not supported any more, 62 only supported.
- Microsoft Windows 8.1 [32bit/64bit]
Chrome 50 not supported any more, 72 only supported.
Fire Fox 45 not supported any more, 62 only supported.

		 Microsoft Windows 10[32bit/64bit] Edge 25 not supported any more, 41 only sported. Chrome 50 not supported any more, 72 only supported.
		Fire Fox 45 not supported any more, 62 only supported.
		- Mac OS X (v10.10, v10.11) excluded.
		- Mac OS X (v10.12) excluded.
		- macOS(10.14) added.
		• "13.3. System requirements of optional service for Network
		Drive" added.
2.15	Feb. 19 th 2020	The following item was updated.
		\cdot "3. Position of the Guide"
		In the following items, descriptions on supported operating
		systems or internet browser versions were updated.
		•"6. System Requirements"
		\cdot "12.1. System requirements of Desktop APP Edition"
		\cdot "13.1. System requirements of backup option service"
		\cdot "13.2. System requirements of optional service for tablet"
		\cdot "13.3. System requirements of optional service for Network
		Drive"
2.16	Jan 26 th 2021	In the following items, descriptions on supported operating
		systems or Internet browser versions were updated.
		•"6. System Requirements"
		\cdot "12.1. System requirements of Desktop APP Edition"
		\cdot "13.2. System requirements of optional service for tablet"
2.17	Sep 28 th 2021	Added "(4) About open source software" to the following chapter.
		•"11. Points of Concern"
		In the following items, descriptions on supported operating
		systems or internet browser versions were updated.
		•"6. System Requirements"
		\cdot "13.1. System requirements of backup option service"
		\cdot "13.2. System requirements of optional service for tablet"
2.18	May 30 th 2022	In the following items, descriptions on supported operating

		systems or internet browser versions were updated.		
		•"6. System Requirements"		
		•"12.1. System requirements of Desktop App Edition"		
		"13.1. System requirements of backup option service"		
		•"13.2. System requirements of optional service for tablet"		
		•"13.3. System requirements of optional service for Network		
		Drive"		
2.19	Jan 10 th 2023	In the following items, descriptions on supported operating		
		systems or internet browser versions were updated.		
		•"6. System Requirements"		
		\cdot "12.1. System requirements of Desktop App Edition"		
		•"13.1. System requirements of backup option service"		
		•"13.2. System requirements of optional service for tablet"		
		•"13.3. System requirements of optional service for Network		
		Drive"		
2.20	Apr 6 th 2023	In the following items, descriptions on supported operating		
		systems or internet browser versions were updated.		
		•"6. System Requirements"		
		\cdot "12.1. System requirements of Desktop App Edition"		
		•"13.1. System requirements of backup option service"		
		•"13.2. System requirements of optional service for tablet"		
		•"13.3. System requirements of optional service for Network		
		Drive"		

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This Guide was prepared based on information available up to Apr 6^{th} , 2023. Content of the Guide is subject to change without prior notice.

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1. Getting Started

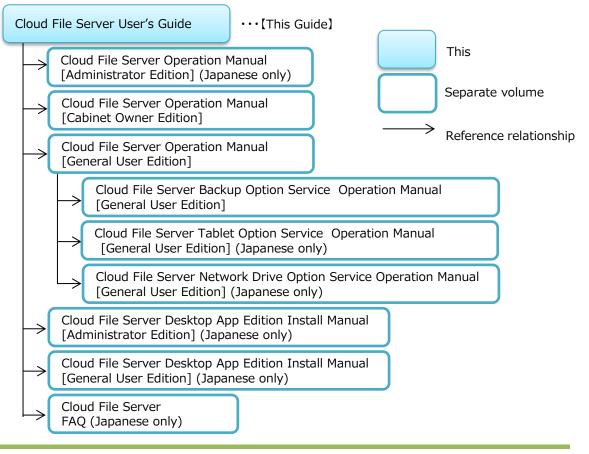
Cloud File Server (hereafter File Server) is a files storage / sharing service using Cloud Computing technology.

2. Objectives of the Guide

The objective of this Guide is to introduce functions provided by File Server and its system requirement and to provide preliminary knowledge for reading Operation Manuals, separate volumes of the Guide. Please read this Guide before reading Operating Manuals.

3. Position of the Guide

Reference relationship between this Guide and the other documents is shown below. According to the need, please refer to relevant document. Please see "Cloud file server operation manual [Cabinet Owner Edition]" about cabinet owner's operation.

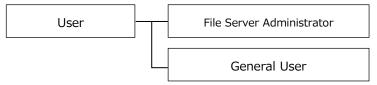


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4. Understanding User Structure and File Server General Functions

In this chapter, you will learn User structure and general functions of the File Server. For details and operation methods, please refer to Operation Manuals.

File Server User of the File Server can be divided into two categories: User with Administrator Rights (hereafter File Server Administrator) and User without Administrator Rights (hereafter General User). File Server Administrator or General User can work as Cabinet Owner (hereafter Cabinet Owner) with Cabinet Owner Rights permitted *File Server*



Following functions are available to the File Server User with respective rights.

Rights	Administrator Functions	User Functions	Cabinet Owner Functions
Administrator Rights	0	0	×
Cabinet Owner Rights	×	0	0
Administrator Rights	0	0	0
and Cabinet Owner Rights			
No rights	×	0	×

(1) User

User is the general term for all File Server Users: e.g. General User and File Server Administrator

(2) File Server Administrator

File Server Administrator is a User administrating File Server. This term refers to User with Administrator Rights. Administrator Rights may be granted to more than one User. The File Server Administrator is accessible to Administrator functions and User functions (e.g. uploading, downloading, and creating folder).

(3) General User

This term refers to User without Administrator Rights. The General User is accessible to User functions.

(4) Cabinet Owner

Cabinet Owner manages a cabinet, a file storage created within the File Server. Cabinet Owner is selected for each cabinet from File Server Administrator and General User. User chosen to be Cabinet Owner is accessible to Cabinet Owner functions. More than one Cabinet User can be set for each cabinet. For details of cabinet, please refer to *5. Understanding File Management of File Server* of this Guide.

The File Server provides following functions File Server

(1) Administrator Functions

These functions are for File Server management. Following functions are accessible after logging in through Administrator Portal's URL.

- Issuing User ID
- · Setting File Server volume size of the File Server and number of User
- · Setting of access authority to file server
- · Setting of use existence of version management
- · Creating Cabinets and setting Cabinet Owner
- · Referring to the volume size File Server and number of User
- Checking User Operation Logs
- Setting of optional service

For details of the Administrator Functions, please refer to "<u>Cloud File Server Operation</u> Manual [File Server Administrator Edition] (Japanese only)".

(2) User Functions

These functions are for storing/sharing files. Following functions are accessible after logging in through the User Portal's URL

• Uploading files and folders

- Downloading files and folders
- Directly Editing files
- Deleting files and folders (move to Recycle Bin)
- · Copying files and folders within File Server
- Moving files and folders within File Server
- \cdot file locking
- Restoring deleted files and folders (Restore from Recycle Bin)
- Emptying Trash Box
- file name research function
- Setting Communication Environment
- Setting File Double Click Operation
- Setting folder tree
- Version management of file

For details of the User Functions, please refer to "<u>Cloud File Server Operation Manual</u> [General User Edition]".

(3) Cabinet Owner Functions

These functions are for Cabinet management. Following functions are accessible after logging in through the User Portal's URL.

- Assigning User access to cabinet
- Creating drawers and sub-drawers
- Group registration
- Setting Drawer or Sub-Drawer Access Rights for User and Group
- · Setting of access authority to backup option service

For more details of drawer and sub-drawer, refer to *5. Understanding File Management of File Server* of this Guide.

For details of Cabinet Owner Functions, refer to "<u>Cloud File Server Operation Manual [Cabinet</u> <u>Owner Edition]</u>".

5. Understanding File Management of File Server

In this chapter, you will learn file management of the File Server

5.1. File Management Structure

File Server manages files following structure: [Cabinet] – [Drawer] – [Sub-Drawer] (optional) – [Folder] (optional) – [File].

[Cabinet]	
[Drawer]	
[Folder] File File File File File	
[Sub-Drawer]	
[Folder] - [Folder] - File ; [Folder] - File File File	
File Server	/

(1) Cabinet

Cabinet is a root directory placed top of the file management structure. Within the File Server, multiple cabinets can be created for sharing files according to the purpose of User, such as using the File Server as a file sharing server for each department, internal and external project, working group and others. User is assigned to each cabinet. Only the assigned User can access their cabinet.

Cabinets can be classified as public cabinets and private cabinets.

Public cabinet is for storing and sharing files among assigned User. Private cabinet is for individuals. Other Users cannot access private cabinet.

(2) Drawer

Drawer is a sub-directory created within cabinet and is placed the second layer of the File Server structure. It subdivides cabinet into smaller units, enabling User to classify and manage files and folders. It is possible to create multiple drawers in one cabinet, and for each drawer access rights (hereafter Drawer Access Rights) can be set respectively. The Drawer Access Rights can be set to the Cabinet User. It is also possible to create a Group from the Cabinet User (hereafter Group) and set Drawer Access Rights to the Group.

User and Group can access only the drawers which they are permitted to access by the Drawer Access Rights.

There are two kinds of the Drawer Access Rights: Read Rights and Write Rights. Depending on the Rights, User is able to operate following functions.

Quandian	Decid Diskte	White Diskte
Operation	Read Rights	Write Rights
Upload	×	0
Download (Open)	0	0
Download (Save)	0	0
Direct Edit	×	0
file locking	×	0
Delete (Move to Recycle Bin)	×	0
Rename	×	0
Create Folder	×	0
Сору	×	0
Move	×	0
Explore Recycle Bin	×	0
Restore from Recycle Bin	×	0
(Move to original location)		
Empty Recycle Bin (Delete completely)	×	0
search by file name	0	0
Folder tree display	0	0
Version management of file	0	0

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 \bigcirc : Accessible \times : Not accessible

Depending on the purpose of use, it is possible to create sub-drawer within drawer optionally. It is not possible to create another sub-drawer within sub-drawer. Drawer can be composed of up to 2 layers including sub-drawer. Sub-drawer can store folders and files in the same way as drawer.

(3) Folder

Folder can be created within drawer, sub-drawer or another folder. It subdivides drawer or sub-drawer into smaller units, enabling User to classify and manage files. Drawer Access Rights of the drawer apply to its subsidiary folder.

(4) File

It is possible to store various file such as Microsoft Office file.

File can be stored under folder, drawer and sub-drawer. Drawer Access Rights of the drawer apply to subsidiary file.

5.2. Creating Layer Structure

Quota for the numbers of cabinet, drawer, sub-drawer, folder and file is as follows.

Layer	Necessity	User able to create	Number Limit
Cabinet	Necessary	File Server Administrator	no limit
Drawer	Necessary	Cabinet Owner	no limit
Sub-Drawer	Optional	Cabinet Owner	no limit *1
		File Server Administrator	no limit * ²
Folder	Optional	General User	
		Cabinet Owner	
		File Server Administrator	no limit
File	Optional	General User	
		Cabinet Owner	

- *1 Sub-drawer is created within drawer. "No limit" of sub-drawer refers to number of sub-drawers that can be created within drawer. It is not possible to create another sub-drawer within sub-drawer.
- *² Folder is created within drawer, sub-drawer or other folder. There is no limit to the number of folders.

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6. System Requirements

In this chapter, you learn Client PC (hereafter PC) requirements for using File Server.

PC requirements

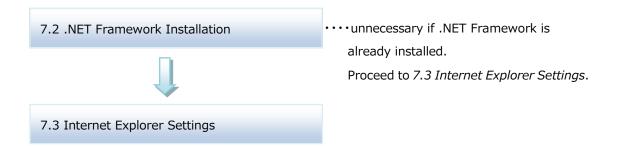
OS	Microsoft Windows10 Pro/Enterprise [32bit/64bit] (Japanese/English)
00	Microsoft Windows11 Pro[32bit/64bit](Japanese/English)
Browcor	Microsoft Edge (IE mode)
Browser	Microsoft Edge (IE mode)
*Web App	
Edition	
Software	Microsoft .NET Framework4.5 or later
Memory	1GB or more
Screen resolution	1024×768 or higher
Hard Disk	While uploading and downloading, file encryption and decryption is executed
space	on the PC. Free space larger than the total size of files uploaded or
	downloaded at one time is required.
CPU	Should meet system requirements for running the OS and the internet
	browser. No other requirements.
Network	Must Connect with connection destination information (URL) described in the
	"Set-up Report".
	- When the connection destination from the PC is limited with Firewall or
	others in the customer environment, the administrator should do the setting
	that permits the connection to connection destination information (URL)
	described in the "Set-up Report".
	- The "Set-up Report" is sent to the teller who uses this service.
Thin-client	Not supported.
terminals	
Software for	Microsoft Word 2016/2019/Microsoft 365
use of "Direct	Microsoft Excel 2016/2019/Microsoft 365
Edit Function"	Microsoft PowerPoint 2016/2019/Microsoft 365
	Windows Notepad
	** For Excel, files cannot be saved when the "Share Workbook" feature is
	enabled.

7. PC System Settings and Installation

In this chapter, you learn Microsoft .NET Framework (hereafter .NET Framework) installation on your PC and Internet Explorer settings required for using the File Server.

If the .NET Framework is already installed on the PC, there is no need to perform 7.2 .NET Framework Installation.

7.1. PC System Environment Settings Procedure



7.2. .NET Framework Installation

.NET Framework installation is performed by Administrator of Windows OS. After logging into the Windows OS as Administrator, perform following steps to install .NET Framework.

- Launch Internet Explorer and access the User Portal's URL.
 For the User Portal's URL, refer to "Set-up Report" issued by Fujitsu.
- (2) Welcome Screen will appear.

If .NET Framework is not installed on the PC, [Install .NET Framework] link will be displayed. Click [Install .NET Framework].

If .NET Framework is already installed, this screen will not be displayed and there is no need to perform following procedures of *7.2* .*NET Framework Installation*.

Cloud FileServer
Welcome to Cloud File Server
Introduction
Please notice that .NET Framework is required to use this application. Click here to install .NET Framework
After successful installation please refresh this page.

(3) .NET Framework installation screen will appear. Click [Run].

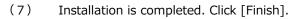
Do you want to run or save dotNetFx40_Full_setup.exe (868 KB) from download.microsoft.com?	Run	Save 🔻	Cancel	x
--	-----	--------	--------	---

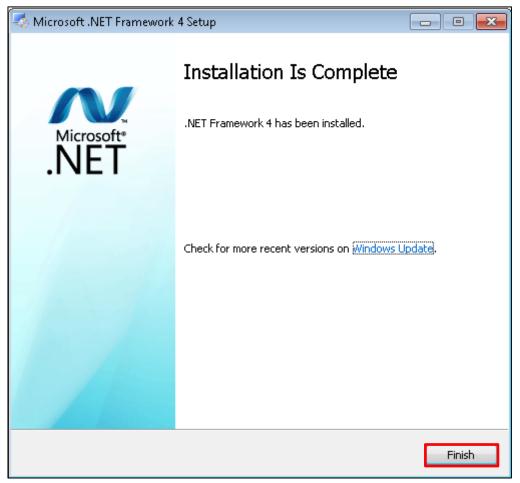
- (4) .NET Framework installation (Allow changes to computer) confirmation pop-up dialog box will appear.
 Click [Yes].
- (5) .NET Framework Setup Screen will be displayed. Check [I Agree] click [Install].

🔩 Microsoft .NET Framework 4 Se	tup	[- • -		
.NET Framework 4 Setup Please accept the license term	s to continue.	Micros .NE			
MICROSOFT SO	OFTWARE		•		
I have read and accept the	license terms.		3 🔒		
Download size estimate: Download time estimates:	54 MB Dial-Up: 132 minutes Broadband: 9 minutes				
		Install	Cancel		

(6) .NET Framework installation will start.

🍜 Microsoft .NET Framework 4 Setup	
Installation Progress Please wait while the .NET Framework is being installed.	Microsoft NET
Download progress:	c
Downloading netfx_Core.mzz	
Installation progress:	<
Installing .NET Framework 4 Client Profile	
	Cancel





(8) Close the internet browser. Again, after accessing the User Portal's URL, User screen saying "Welcome to Cloud File Server" (hereafter Welcome Screen) will be displayed.

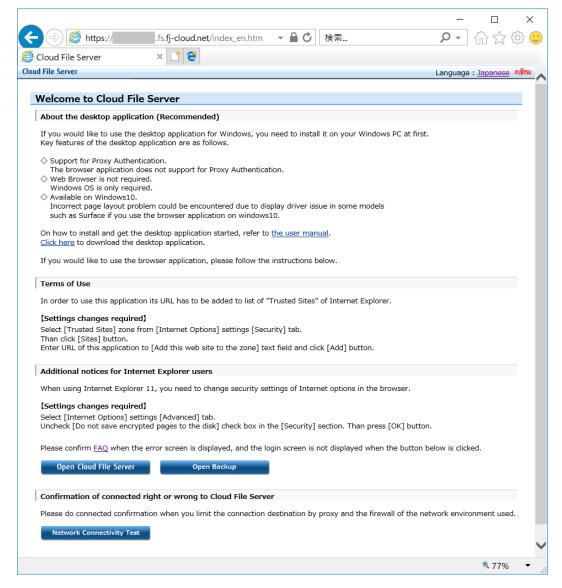
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Please do connected confirmation when you limit the connection destination by proxy and the firewall of the network environment used.	Open Cloud File Server	Open Back	kup						
Network Connectivity Test	Confirmation of connecte	d right or wrong to Clou	ıd File Server						
	Please do connected confirm	nation when you limit the	connection de	stination by	proxy and the	firewall of the net	work enviro	nment use	d.
<u>€</u> 770⁄. ▼	Network Connectivity Tes	t							
€ 770/ ▼		_							
								3 77%	

.NET Framework4 installation is finished.

7.3. Internet Explorer Settings (Web App Edition)

(1) Launch internet browser.

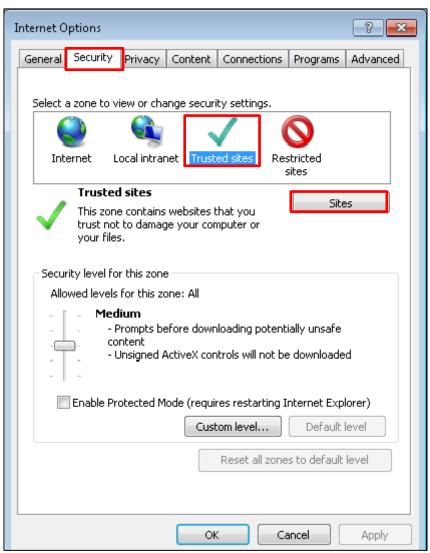
- (2) Access the URL provided with "Set-up Report" issued by Fujitsu.The User or Cabinet Owner accesses the User Portal's URL.
- (3) Welcome Screen will be displayed. The Welcome Screen is shown as below.



File Edit View Favorites	Tools Help	
Cloud FileServer	Delete browsing history	Ctrl+Shift+Del
	InPrivate Browsing	Ctrl+Shift+P
	Tracking Protection	
Welcome to Clou	ActiveX Filtering	
	Diagnose connection problems	
Terms of Use	Reopen last browsing session	
In order to use this a	Add site to Start menu	
F =	View downloads	Ctrl +J
(Settings changes)	Pop-up Blocker	•
Select [Trusted Site Than click [Sites] bu	SmartScreen Filter Manage add-ons	Þ
Enter URL of this ap	Compatibility View	
	Compatibility View settings	
Additional notices f	Subscribe to this feed	
Using Internet Explo	Feed discovery	•
	Windows Update	
Settings changes (· ·	
Select [Internet Opt	F12 developer tools	
Mark [Do not save e	Internet options	

(4) From Internet Explorer Menu Bar, select in following order: [Tools] – [Internet Options].

(5) Internet Options dialog box will appear. From Internet Options dialog box, select in following order: [Security] – [Trusted Sites] – [Site].



(6) Trusted Sites dialog box will appear. Make sure that the "User Portal's URL" is displayed in [Add this website to the zone] field within the box, and click [Add] button. In case the URL is not displayed, enter the "User Portal's URL" in [Add this website to the zone] field, and click [OK].

For Web Application	https://*.fs.fj-cloud.net
For Network Drive Option	file://*.fs.fj-cloud.net@ssl
Trusted sites	
You can add and remove webs this zone will use the zone's se	sites from this zone. All websites in scurity settings.
Add this website to the zone:	
https://www.fs.fj-cloud.net	Add
Websites:	
	Remove
Require server verification (https:)	for all sites in this zone
	Close

(7) Make sure that the "User Portal's URL" is added to [Websites] field.Click [Close].

Trusted sites	—		
You can add and remove websites from this zor this zone will use the zone's security settings.	ne. All websites in		
Add this website to the zone:			
	Add		
Websites:			
https://www.fs.fj-cloud.net	Remove		
Add this website to the zone: Add Websites:			
	Close		

- (8) User using Internet Explorer11 must execute following settings.
 - ① From Internet Options dialog box, select [Advanced] tab.
 - ② Uncheck [Do not save encrypted pages to disk] check box, if checked.

Internet Options				
General Security Privacy Content Connections Programs Advanced				
Settings				
 Allow active content from CDs to run on My Computer* Allow active content to run in files on My Computer* Allow software to run or install even if the signature is inv. Block unsecured images with other mixed content Check for publisher's certificate revocation Check for server certificate revocation* Check for signatures on downloaded programs Do not save encrypted pages to disk Empty Temporary Internet Files folder when browser is clc Enable DOM Storage Enable Integrated Windows Authentication* Enable native XMLHTTP support Enable SmartScreen Filter 				
*Takes effect after you restart Internet Explorer				
Restore advanced settings				
Reset Internet Explorer settings				
Resets Internet Explorer's settings to their default Reset				
You should only use this if your browser is in an unusable state.				
OK Cancel Apply				

(9) Click [Apply] or [OK] button, and close Internet Options dialog box.

Internet Options	×				
General Security Privacy Content Connections Programs Advanced	ł				
Settings					
Allow active content from CDs to run on My Computer* Allow active content to run in files on My Computer* Allow software to run or install even if the signature is inv. Block unsecured images with other mixed content Check for publisher's certificate revocation Check for server certificate revocation* Check for signatures on downloaded programs Check for signatures on downloaded programs Check for signatures tiles folder when browser is ck Empty Temporary Internet Files folder when browser is ck Enable DOM Storage Finable Integrated Windows Authentication* Enable native XMLHTTP support Finable SmartScreen Filter					
*Takes effect after you restart Internet Explorer					
Restore advanced settings					
Reset Internet Explorer settings Resets Internet Explorer's settings to their default condition. You should only use this if your browser is in an unusable state.					
OK Cancel Apply					

(10) When you access the "User Portal's URL", Welcome Screen will be displayed. Click [Open Cloud File Server].

						×
- < 🥖 🥭 https://	.fs.fj-cloud.net/index_en.htm	- 🗎 🗘	検索	, Q -	$\widehat{\Omega}$	() (<u>(</u>)
Cloud File Server	× 📑 😋					
ud File Server				Language	: Japanese	FUព្រែទប
	-					
Welcome to Cloud File	Server					
About the desktop application	on (Recommended)					
If you would like to use the de Key features of the desktop ap	sktop application for Windows, you plication are as follows.	need to insta	ll it on your Window	/s PC at first.		
♦ Web Browser is not required	es not support for Proxy Authenticat d.	tion.				
Windows OS is only require Available on Windows10.	d.					
	em could be encountered due to dis he browser application on windows		sue in some models			
On how to install and get the one of the description of the descriptio	lesktop application started, refer to sktop application.	the user man	ual.			
If you would like to use the bro	owser application, please follow the	instructions b	elow.			
-						
Terms of Use						
In order to use this application	its URL has to be added to list of "	Trusted Sites'	of Internet Explore	۲.		
[Settings changes required]						
Select [Trusted Sites] zone fro Than click [Sites] button.	m [Internet Options] settings [Secu	ırity] tab.				
	[Add this web site to the zone] te	kt field and cli	ck [Add] button.			
Additional notices for Intern	et Explorer users					
When using Internet Explorer	11, you need to change security set	ttings of Inter	net options in the b	rowser.		
[Settings changes required]						
Select [Internet Options] settir Uncheck [Do not save encrypt	ngs [Advanced] tab. ed pages to the disk] check box in t	he [Security]	section. Than press	[OK] button.		
Please confirm <u>FAQ</u> when the	error screen is displayed, and the lo	gin screen is	not displayed when	the button below is click	ed.	
Open Cloud File Server	Open Backup					
Confirmation of connected r	ight or wrong to Cloud File Serve	r				
Please do connected confirmat	ion when you limit the connection o	lestination by	proxy and the firew	all of the network enviro	onment use	ed.
Network Connectivity Test						
					® 77%	•

(11) User Login Page will appear.

Cloud File Server			English	•
	User ID: Password:		Login	
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8. Procedures for Starting Work with File Server

In this chapter, you learn operations performed by File Server Administrator and Cabinet Owner.

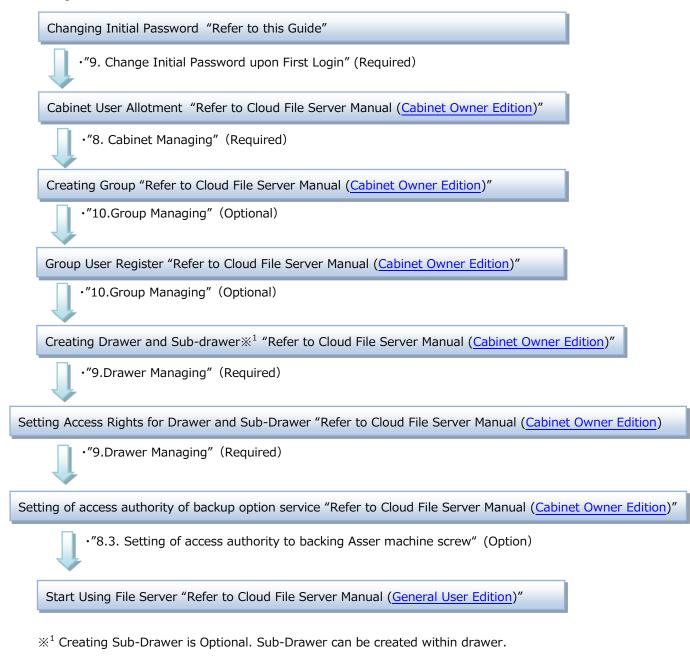
8.1. Procedure for File Server Administrator

File Server Administrator connects to URL Administrating Functions. Login using User ID and Initial Password and performs following steps .



8.2. Procedure for Cabinet Owner

Cabinet Owner accesses the File Server through the User Portal's URL. Login to the User Portal using User ID set by File Server Administrator and Initial Password. Then, follow steps below to start using the File Server.



9. Changing Initial Password at First Login

In this chapter, you learn procedure of changing initial password when logged in to the File Server for the first time.

All Users that login to the File Server for the first time have to change their initial password. General User changes their initial password after login to User Portal.

9.1. Changing Initial Password of File Server Administrator

The operational screens of Administrator Functions are provided only in Japanese-language.

9.2. Change Initial Password of Regular User

(1) Launch Internet Browser and access the File Server using User Portal's URL

(2) File Server Welcome Screen will be displayed. Click [Open Cloud File Server].

Welcome to Cloud File Server About the desktop application (Recommended) If you would like to use the desktop application for Windows, you need to install it on your Windows PC at first. Key features of the desktop application are as follows. Support for Proxy Authentication. The browser application does not support for Proxy Authentication. Web Browser is not required. Windows OS is only required. Available on Windows10. Incorrect page layout problem could be encountered due to display driver issue in some models such as Surface if you use the browser application on windows10. On how to install and get the desktop application. If you would like to use the browser application. If you would like to use the browser application, please follow the instructions below.		FUJITSU
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<u>Click here</u> to download the desktop application. If you would like to use the browser application, please follow the instructions below.		
Terms of Use		
In order to use this application its URL has to be added to list of "Trusted Sites" of Internet Explorer.		
[Settings changes required] Select [Trusted Sites] zone from [Internet Options] settings [Security] tab.		
Than click [Sites] button.		
Enter URL of this application to [Add this web site to the zone] text field and click [Add] button.		
Additional notices for Internet Explorer users		
When using Internet Explorer 11, you need to change security settings of Internet options in the browser.		
[Settings changes required]		
Select [Internet Options] settings [Advanced] tab.		
Uncheck [Do not save encrypted pages to the disk] check box in the [Security] section. Than press [OK] button.		
Please confirm FAQ when the error screen is displayed, and the login screen is not displayed when the button be	ow is clicked.	
Open Cloud File Server Open Backup		
Confirmation of connected right or wrong to Cloud File Server		
Please do connected confirmation when you limit the connection destination by proxy and the firewall of the netw		i.
Network Connectivity Test	vork environment used	
	vork environment used	
	vork environment used	

(3) File Server Login dialog box will appear.

	Cloud File Se	erver	
	User ID: Password: Language:	English	
С	opyright 2014 FU	JITSU LIMITED	FUĴĨTSU

(4) In [User ID] and [Password] fields of Login dialog box, enter your User ID and initial password. Then click [Login].

C	loud File Se	rver		
	User ID: Password: Language:	English	Login	
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(5) Change Password dialog box will be displayed.

Old Password	
New Password	
New Password (Confirm)	
ОК	Cancel
	Cancel

(6) Enter the initial password in [Old Password] field

Old Password	•••••
New Password	
New Password (Confirm)	
ОК	Cancel

(7) Enter new password in [New Password] field.

The password must consist of 8 \sim 32 half-width characters. You can use all alphabets, numerals and symbols. Capital letters and small letters are distinguished. You must use one of the following combinations when setting password.

- Alphabets and numerals
- Numerals and symbols
- Alphabets, numerals and symbols

Old Password	•••••
New Password	
New Password	
New Password (Confirm)	
ОК	Cancel

(8) To confirm, again enter new password in [New Password (Confirm)] field.After filling in [Old Password], [New Password] and [New Password (Confirm)], click[OK] button.

Old Password	•••••
New Password	•••••
New Password (Confirm)	•••••
ОК	Cancel

(9) If the password is changed correctly, Password Change Complete pop-up dialog box will be displayed. Click [OK] button in Password Change Complete pop-up dialog box and close Change Password dialog box.

Cloud File Server	x
Password has been changed.	
ОК	

Login to Administrator Functions System. If the initial password has been changed in the User Functions, initial password dialog box will be not displayed. Initial Password at First Login in is now completed.

10. Supported language

In this chapter, you learn supported language and procedure switching displayed language.

Function	Language		
	Japanese	English	
Management function	0	×	
User function	0	0	
Cabinet Owner function	0	0	

各機能で表示できる言語は、次のとおりです。 Each function can display the following languages.

The subjects of switching language screen are following.

- Welcome Screen
- Login Screen
- After Logging Screen and Control Menu (hereafter After Logging Screen)

Welcome Screen, Login Screen and After Logging Screen are automatically displayed in Japanese with Japanese OS. They are automatically displayed in English with English OS.

Welcome Screen and Login Screen can change displayed language with each screen. After Logging Screen is displayed in language of Login Screen. You cannot change language on After Logging Screen.

Furthermore, Japanese language pack is required to be installed to display Japanese with English OS.

10.1. Switch the language displayed on Welcome Screen

(1) Launch internet browser and access file server from user function URL.

(2) Welcome screen will be displayed.

Click [Japanese] of Language tab.

Welcome to Cloud File Server About the desktop application (Recommended) If you would like to use the desktop application for Windows, you need to install it on your Windows PC at firs Key features of the desktop application are as follows. Support for Proxy Authentication. The browser application does not support for Proxy Authentication. Windows OS is only required. Windows OS is only required. Available on Windows10. Incorrect page layout problem could be encountered due to display driver issue in some models such as Surface if you use the browser application on windows10.	t.
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If you would like to use the browser application, please follow the instructions below.	
Terms of Use	
[Settings changes required] Select [Trusted Sites] zone from [Internet Options] settings [Security] tab. Than click [Sites] button. Enter URL of this application to [Add this web site to the zone] text field and click [Add] button.	
Additional notices for Internet Explorer users	
When using Internet Explorer 11, you need to change security settings of Internet options in the browser.	
[Settings changes required] Select [Internet Options] settings [Advanced] tab. Uncheck [Do not save encrypted pages to the disk] check box in the [Security] section. Than press [OK] butto	on.
Please confirm FAQ when the error screen is displayed, and the login screen is not displayed when the button	below is clicked.
Open Cloud File Server Open Backup	
Confirmation of connected right or wrong to Cloud File Server	
Please do connected confirmation when you limit the connection destination by proxy and the firewall of the n used.	etwork environmen
Network Connectivity Test	

(3) The display will be changed in Japanese.

[Language] will be changed to [English] at the same time. If you click [English], again English will be displayed.

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 プラウザブルケーション版は対応していません。 ◇ブラウガは必要かりません。 ◇ブラウガはのションのたや利用できます。 ◇Windows10で利用できます。 ◇Windows10で利用できます。 プラウザアブルケーション版では、一部隙種(Surfaceなど)のWindows100 ディスフレイドライバに起因する問題で正しく表示されない場合があります。 ご利用を開始するには、ごちらのマニュアルにしたが、イイントールして下さい。 一般利用者およびキャビネットオーナー機能のデスクトップ版のアプリケーションはごちらからダウンロードできます。 プラウザアブルケーション版をご利用の場合は、以下をご参照下さい。 ご利用にあたって 本サービスをご利用いただためには、本サービスのURLをInternet Explorerの 「信頼済みサイト」に登録する必要があります。 ご特用にあたって 【合参方法】 【イシターネットオブション]の[ビキュリティ]で[信頼済みサイト]を溢択し、 [サイト] ボタンをクリックします。 【合参方法】 【イシターネットオブション]の[ビキュリティ]で[信頼済みサイト]を溢択し、 [サイト] ボタンをクリックします。 【のwebサイトをジーンに追加する] に本画面のURLを入力し、[追加] ボタンをクリックします。 【アクーネットオブション]の[詳細設定]を溢択します。 【ジェク方法】 【イシターネットオブション]の[詳細設定]を溢択します。 【クターネットオブション]の[詳細設定]を溢択します。 【シターネットオブション]の[詳細設定]を溢択します。 【シターネットオブション]の[詳細設定]を溢択します。 「たまコリティ」の「暗号」にされたページをディスクに保存しない」のチェックを外し、[OK] ボタンをクリックします。 アのボタンをクリックした際にエラー画面が表示され、ログイン画面が表示されない場合はFAQ もご確認ください。 クラウドファイルサーバーへの接続可否の確認 ご利用になるネットワーク環境のプロキシやファイアウォールで接続先を制限している場合は、接続確認を行ってください。 		
 ◇ブラウザは必要かりません。 Windows OSのみで利用できます。 ジジサブアリケーション版では、一部機種(Surfaceなど)のWindows100 ディスフレイドライバに起因する問題で正いく表示されない場合があります。 ご利用を開始するには、ごちのマニュアルにしたがいインストールして下さい。 一般利用者およびキャビネットオーナー機能のデスクトップ版のアプリケーションはごちらからダウンロードできます。 ブラウザアカリケーション版をご利用の場合は、以下をご参照下さい。 ご利用にあたって エサービスをご利用の広だためには、本サービスのURLをInternet Explorerの 「信頼済みサイトリ」で登録する必要があります。 (1ターネットオブラコン]の[ゼキュリティ]で[信頼済みサイト]を選択し、 [ゲイト・オットオブラコン]の[ゼキュリティ]で[信頼済みサイト]を選択し、 [ゲイト・オットオブラコン]の[ゼキュリティ]で[信頼済みサイト]を選択し、 [ゲイト] ポタンをクリックします。 「ロternet Explorer ご利用の際の注意事項 Internet Explorer ご利用の際は、インターネットオブラコンの詳細設定を変更する必要があります。 「女子方法】 「インターネットオブラコン]の[詳細設定]を選択します。 [設定]のツリーで、「ゼキュリティ」の「暗号化されたページをディスクに保存しない」のチェックを外し、[OK] ポタンをクリックします。 フラドファイルサーバーを開く バックアップを開く クラウドファイルサーバーへの接続可否の確認 ご利用になるネットワーク環境のプロキシやファイアウォールで接続先を制限している場合は、接続確認を行ってください。 		
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 Windows10で利用できます。 プラウザアガットション版では、一部機種(Surfaceなど)のWindows10の ディスレイドライバに起因する問題で正しく表示されない場合があります。 ご利用を開始するには、ごちらのマニュアルにしたが、インストールして下さい。 一般利用者およびキャビネットオーナー機能のデスクトッガ版のアガリケーションはごちらからダウンロードできます。 プラウザアガッケーション版をご利用の場合は、以下をご参照下さい。 ご利用にあたって 本サービスをご利用いただためには、本サービスのURLをInternet Explorerの [信頼済みガイト]に登録する必要があります。 【営場方法】 [インターネットオブション]の[ビキュリティ]で[信頼済みサイト]を選択し、 [インターネットオブション]の[ビキュリティ]で[信頼済みサイト]を選択し、 [インターネットオブション]の[ビキュリティ]で[信頼済みサイト]を選択し、 [オクノーネットオブション]の[ビキュリティ]で[信頼済みサイト]を選択し、 [オクノーネットオブション]の[ビキュリティ]で[信頼済みサイト]を選択し、 [オクノーネットオブション]の[ビキュリティ]で[信頼済みサイト]を選択し、 [なの) ポタンをクリックします。 [ごのWebサイトをソーンに追加する] に本画面のURLを入力し、[追加] ボタンをクリックします。 【プクーネットオブション]の[詳細設定]を選択します。 [設定]のツリーで、「ビキュリティ」の「暗号化されたべージをディスクに保存しない」のチェックを外し、[OK] ボタンをクリックします。 下のボタンをクリックに接触で上す。 「クラウドファイルサーバーを聞く パックアシリを引くし、		
ディスプレイドライバに起因する問題で正しく表示されない場合があります。 ご利用を開始するには、ごち <u>らのマニュア</u> ルにしたがいインストールして下さい。 一般利用者およびキャビネットオーナー機能のデスクトップ版のアプリケーションは <u>ごちらからダウンロード</u> できます。 ブラウザアプリケーション板をご利用の場合は、以下をご参照下さい。 ご利用にあたって 本サービスをご利用いただくためには、本サービスのURLをInternet Explorerの 「信頼済みサイト」に登録する必要があります。 ご登録方法】 [インターネットオブション]の[ゼキュリティ]で[信頼済みサイト]を選択し、 [インターネットオブション]の[ゼキュリティ]で[信頼済みサイト]を選択し、 [サイト] ポタンをグリックします。 [このWebサイトをゾーンに追加する] に本画面のURLを入力し、[追加] ポタンをグリックします。 Internet Explorer ご利用の際 は、インターネットオブションの詳細設定を変更する必要があります。 「な更方法】 [インターネットオブション]の[詳細設定]を選択します。 [設定]のツリーで、「ゼキュリティ]の「暗号化されたページをディスクに保存しない]のチェックを外し、[OK] ポタンをクリックします。 下のポタンをクリックした際にエラー画面が表示され、ログイン画面が表示されない場合はFAQもご確認ください。 クラウドファイルサーバーを開く パックアップを開く プ利用になるネットワーク環境のプロキシやファイアウォールで接続先を制限している場合は、接続確認を行ってください。		
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ご利用にあたって 本サービスをご利用いただくためには、本サービスのURLをInternet Explorerの [信頼済みサイト]に登録する必要があります。 (日報方法) [インターネットオブション]の[ゼキュリティ]で[信頼済みサイト]を選択し、 [サイト] 水タンをクリックします。 [このWebサイトをゾーンに追加する] に本画面のURLを入力し、[追加] ボタンをクリックします。 Internet Explorer ご利用の際は、インターネットオブションの詳細設定を変更する必要があります。 (グターネットオブション]の[詳細設定]を選択します。 [設定]のツリーで、「ゼキュリティ」の「暗号化されたページをディスクに保存しない」のチェックを外し、[OK] ボタンをクリックします。 下のボタンをクリックした際にエラー画面が表示され、ログイン画面が表示されない場合はFAQもご確認ください。 クラウドファイルサーバーを開く パックアップを開く グラウドファイルサーバーへの接続可否の確認 ご利用になるネットワーク環境のプロキシやファイアウォールで接続先を制限している場合は、接続確認を行ってください。		ンロードできます。
ご利用にあたって 本サービスをご利用いただくためには、本サービスのURLをInternet Explorerの [信頼済みサイト]に登録する必要があります。 (日報方法) [インターネットオブション]の[ゼキュリティ]で[信頼済みサイト]を選択し、 [サイト] 水タンをクリックします。 [このWebサイトをゾーンに追加する] に本画面のURLを入力し、[追加] ボタンをクリックします。 Internet Explorer ご利用の際は、インターネットオブションの詳細設定を変更する必要があります。 (グターネットオブション]の[詳細設定]を選択します。 [設定]のツリーで、「ゼキュリティ」の「暗号化されたページをディスクに保存しない」のチェックを外し、[OK] ボタンをクリックします。 下のボタンをクリックした際にエラー画面が表示され、ログイン画面が表示されない場合はFAQもご確認ください。 クラウドファイルサーバーを開く パックアップを開く グラウドファイルサーバーへの接続可否の確認 ご利用になるネットワーク環境のプロキシやファイアウォールで接続先を制限している場合は、接続確認を行ってください。		
本サービスをご利用いただくためには、本サービスのURLをInternet Explorerの 「信頼満みサイト」に登録する必要があります。 【 営殺方法】 【インターネットオブション]の[ゼキュリティ]で[信頼満みサイト]を選択し、 [サイト] ボタンをクリックします。 [このWebサイトをソーノに追加する] に本画面のURLを入力し、[追加] ボタンをクリックします。 Internet Explorer ご利用の際の注意事項 Internet Explorer 11 をご利用の際は、インターネットオブションの詳細設定を変更する必要があります。 【 交更方法】 【インターネットオブション]の[詳細設定]を選択します。 [設定]のツリーで、「ゼキュリティ」の「暗号化されたページをディスクに保存しない」のチェックを外し、[OK] ボタンをクリックします。 下のボタンをクリックした際にエラー画面が表示され、ログイン画面が表示されない場合はFAQもご確認ください。 クラウドファイルサーバーを開く パックアップを開く クラウドファイルサーバーへの接続可否の確認 ご利用になるネットワーク環境のプロキシやファイアウォールで接続先を制限している場合は、接続確認を行ってください。	フラウザアフリケーション版をご利用の場合は、以下をご参照下さい。	
本サービスをご利用いただくためには、本サービスのURLをInternet Explorerの 「信頼満みサイト」に登録する必要があります。 【 営殺方法】 【インターネットオブション]の[ゼキュリティ]で[信頼満みサイト]を選択し、 [サイト] ボタンをクリックします。 [このWebサイトをソーノに追加する] に本画面のURLを入力し、[追加] ボタンをクリックします。 Internet Explorer ご利用の際の注意事項 Internet Explorer 11 をご利用の際は、インターネットオブションの詳細設定を変更する必要があります。 【 交更方法】 【インターネットオブション]の[詳細設定]を選択します。 [設定]のツリーで、「ゼキュリティ」の「暗号化されたページをディスクに保存しない」のチェックを外し、[OK] ボタンをクリックします。 下のボタンをクリックした際にエラー画面が表示され、ログイン画面が表示されない場合はFAQもご確認ください。 クラウドファイルサーバーを開く パックアップを開く クラウドファイルサーバーへの接続可否の確認 ご利用になるネットワーク環境のプロキシやファイアウォールで接続先を制限している場合は、接続確認を行ってください。	ご利用にあたって	
「信頼済みサイト」に登録する必要があります。 【受録方法】 [インターネットオブション]の[セキュリティ]で[信頼済みサイト]を選択し、 [サイト] 水タンをクリックします。 [このWebサイトをゾーンに追加する] に本画面のURLを入力し、[追加] ボタンをクリックします。 Internet Explorer ご利用の際は、インターネットオブションの詳細設定を変更する必要があります。 【交更方法】 [インターネットオブション]の[詳細設定]を選択します。 [設定]のツリーで、「セキュリティ」の「暗号化されたページをディスクに保存しない」のチェックを外し、[OK] ボタンをクリックします。 下のボタンをクリックした際にエラー画面が表示され、ログイン画面が表示されない場合はFAQもご確認ください。 クラウドファイルサーバーを開く パックアップを開く グラウドファイルサーバーへの接続可否の確認 ご利用になるネットワーク環境のプロキシやファイアウォールで接続先を制限している場合は、接続確認を行ってください。		
【登録方法】 【インターネットオブション]の「セキュリティ]で[信頼済みサイト]を選択し、 [サイト] ボタンをクリックします。 【コンターネットオブション]の「セキュリティ]で[信頼済みサイト]を選択し、 [地本] ボタンをクリックします。 【このWebサイトをゾーンに追加する] に本画面のURLを入力し、[追加] ボタンをクリックします。 Internet Explorer ご利用の際の注意事項 Internet Explorer 11 をご利用の際の注意事項 【ロマーネットオブション]の[詳細設定]を選択します。 [設定]のツリーで、「セキュリティ」の「暗号化されたページをディスクに保存しない」のチェックをクトレ、[OK] ボタンをクリックします。 下のボタンをクリックした際にエラー画面が表示され、ログイン画面が表示されない場合はEAQもご確認ください。 クラウドファイルサーバーを開く バックアップを開く クラウドファイルサーバーへの接続可否の確認 ご利用になるネットワーク環境のプロキシやファイアウォールで接続先を制限している場合は、接続確認を行ってください。		
【インターネットオブション]の[セキュリティ]で[信頼資みサイト]を選択し、 【サイト】ボタンをクリックします。 [このWebサイトをゾーンに追加する] に本画面のURLを入力し、[追加] ボタンをクリックします。 Internet Explorer ご利用の際は、インターネットオブションの詳細設定を変更する必要があります。 【交更方法】 [インターネットオブション]の[詳細設定]を選択します。 [設定]のツリーで、「ビキュリティ」の「詳細設定」を選択します。 「設定]のツリーで、「ビキュリティ」の「皆号化されたページをディスクに保存しない」のチェックを外し、[OK] ボタンをクリックします。 下のボタンをクリックした際にエラー画面が表示され、ログイン画面が表示されない場合はFAQもご確認ください。 クラウドファイルサーバーを開く パックアップを開く グラウドファイルサーバーへの接続可否の確認 ご利用になるネットワーク環境のプロキシやファイアウォールで接続先を制限している場合は、接続確認を行ってください。	「信頼済みサイト」に登録する必要かあります。	
「サイト] ボタンをクリックします。 「このWebサイトをゾーンに当め加する] に本画面のURLを入力し、[追加] ボタンをクリックします。 Internet Explorer ご利用の際の注意事項 Internet Explorer ご利用の際の注意事項 「れernet Explorer 11 をご利用の際は、インターネットオブションの詳細設定を変更する必要があります。 (変更方法) [インターネットオブション]の[詳細設定]を選択します。 [設定]のツリーで、「セキュリティ」の「暗号化されたページをディスクに保存しない」のチェックを外し、[OK] ボタンをクリックします。 下のボタンをクリックした際にエラー画面が表示され、ログイン画面が表示されない場合はFAQもご確認ください。 クラウドファイルサーバーを開く バックアップを開く クラウドファイルサーバーへの接続可否の確認 ご利用になるネットワーク環境のプロキシやファイアウォールで接続先を制限している場合は、接続確認を行ってください。	【登録方法】	
 「このWebサイトをゾーンに追加する」に本画面のURLを入力し、[追加] ボタンをクリックします。 Internet Explorer ご利用の際の注意事項 Internet Explorer ご利用の際は、インターネットオブションの詳細設定を変更する必要があります。 【変更方法】 [インターネットオブション]の[詳細設定]を選択します。 [設定]のツリーで、「セキュリティ」の「暗号化されたページをディスクに保存しない」のチェックを外し、[OK] ボタンをクリックします。 下のボタンをクリックした際にエラー画面が表示され、ログイン画面が表示されない場合はFAQもご確認ください。 クラウドファイルサーバーを開く バックアップを開く クラウトファイルサーバーへの接続可否の確認 ご利用になるネットワーク環境のプロキシやファイアウォールで接続先を制限している場合は、接続確認を行ってください。 	「インターネットオプション]の「セキュリティ]で「信頼済みサイト]を選択し、	
Internet Explorer ご利用の際の注意事項 Internet Explorer 11 をご利用の際は、インターネットオブションの詳細設定を変更する必要があります。 (公理方法) [インターネットオブション]の[詳細設定]を選択します。 [設定]のツリーで、「セキュリティ」の「暗号化されたページをディスクに保存しない」のチェックを外し、[OK] ボタンをクリックします。 下のボタンをクリックした際にエラー画面が表示され、ログイン画面が表示されない場合はEAQもご確認ください。 クラウドファイルサーバーを開く バックアップを開く クラウドファイルサーバーへの接続可否の確認 ご利用になるネットワーク環境のプロキシやファイアウォールで接続先を制限している場合は、接続確認を行ってください。		
Internet Explorer 11 をご利用の際は、インターネットオブションの詳細設定を変更する必要があります。 (次更方法) [インターネットオブション]の[詳細設定]を違択します。 [設定]のツリーで、「セキュリティ」の「暗号化されたページをディスクに保存しない」のチェックを外し、[OK] ボタンをクリックします。 下のボタンをクリックした際にエラー画面が表示され、ログイン画面が表示されない場合はEAQもご確認ください。 クラウドファイルサーバーを開く バックアップを開く クラウドファイルサーバーへの接続可否の確認 ご利用になるネットワーク環境のプロキシやファイアウォールで接続先を制限している場合は、接続確認を行ってください。	[このWebサイトをゾーンに追加する] に本画面のURLを入力し、[追加] ボタンをクリックします	す。
【変更方法】 [インターネットオブション]の[詳細設定]を選択します。 [設定]のツリーで、「セキュリティ」の「暗号化されたページをディスクに保存しない」のチェックを外し、[OK] ボタンをクリックします。 下のボタンをクリックした際にエラー画面が表示され、ログイン画面が表示されない場合は <u>FAQ</u> もご確認ください。 クラウドファイルサーバーを開く バックアップを開く クラウドファイルサーバーへの接続可否の確認 ご利用になるネットワーク環境のプロキシやファイアウォールで接続先を制限している場合は、接続確認を行ってください。	Internet Explorer ご利用の際の注意事項	
【変更方法】 [インターネットオブション]の[詳細設定]を選択します。 [設定]のツリーで、「セキュリティ」の「暗号化されたページをディスクに保存しない」のチェックを外し、[OK] ボタンをクリックします。 下のボタンをクリックした際にエラー画面が表示され、ログイン画面が表示されない場合は <u>FAQ</u> もご確認ください。 クラウドファイルサーバーを開く バックアップを開く クラウドファイルサーバーへの接続可否の確認 ご利用になるネットワーク環境のプロキシやファイアウォールで接続先を制限している場合は、接続確認を行ってください。	Internet Explorer 1.1 をご利用の際は、インターネットオプションの詳細設定を変更するが	要があります。
 【インターネットオブション】の「詳細設定」を選択します。 【設定】のツリーで、「セキュリティ」の「暗号化されたページをディスクに保存しない」のチェックを外し、[OK] ボタンをクリックします。 下のボタンをクリックした際にエラー画面が表示され、ログイン画面が表示されない場合はFAQもご確認ください。 クラウドファイルサーバーを開く バックアップを開く クラウトファイルサーバーへの接続可否の確認 ご利用になるネットワーク環境のプロキシやファイアウォールで接続先を制限している場合は、接続確認を行ってください。 		2.5.0000.00
 [設定]のツリーで、「セキュリティ」の「暗号化されたページをディスクに保存しない」のチェックを外し、[OK] ボタンをクリックします。 下のボタンをクリックした際にエラー画面が表示され、ログイン画面が表示されない場合はEAQもご確認ください。 クラウドファイルサーバーを開く バックアップを聞く クラウドファイルサーバーへの接続可否の確認 ご利用になるネットワーク環境のプロキシやファイアウォールで接続先を制限している場合は、接続確認を行ってください。 		
下のボタンをクリックした際にエラー画面が表示され、ログイン画面が表示されない場合は <u>FAQ</u> もご確認ください。 クラウドファイルサーバーを開く バックアップを開く クラウドファイルサーバーへの接続可否の確認 ご利用になるネットワーク環境のプロキシやファイアウォールで接続先を制限している場合は、接続確認を行ってください。		
クラウドファイルサーバーを開く バックアップを開く クラウドファイルサーバーへの接続可否の確認 ご利用になるネットワーク環境のプロキシやファイアウォールで接続先を制限している場合は、接続確認を行ってください。	[設定]のツリーで、「セキュリティ」の「暗号化されにペーンをティスクに保存しない」のナエックを外	い、[OK] ボタンをクリックします。
クラウドファイルサーバーを開く バックアップを開く クラウドファイルサーバーへの接続可否の確認 ご利用になるネットワーク環境のプロキシやファイアウォールで接続先を制限している場合は、接続確認を行ってください。	下のボタンをクリックリンを際にエラー両面が手テナれ、ログノン画面が手テナれたい担合けものの	ナプロテアノドナー
クラウドファイルサーバーへの接続可否の確認 ご利用になるネットワーク環境のプロキシやファイアウォールで接続先を制限している場合は、接続確認を行ってください。	「のパランをフラフロに来にエラー画面のなべでれてロライフ画面のなべでれない場合は「人文	OCAEBO//CCA.0
ご利用になるネットワーク環境のプロキシやファイアウォールで接続先を制限している場合は、接続確認を行ってください。	クラウドファイルサーバーを開く バックアップを開く	
ご利用になるネットワーク環境のプロキシやファイアウォールで接続先を制限している場合は、接続確認を行ってください。		
	クラウドファイルサーバーへの接続可否の確認	
	ご利用になるネットワーク環境のプロキシやファイアウォールで接続先を制限している場合は、 お	純素確認を行ってください。
接続を確認する	これがロビネットション アネネッシュコンドンドイナジオールで1支持力でも非常しているの目は、13	COUPERS'ET J > C V/CCV %
	接続を確認する	

10.2. Switch the language of Login Screen and After Logging Screen

(1) Click [Open Cloud File Server] on Welcome Screen.

File Server	Language : <u>Japan</u> e
Velcome to Cloud File Server	
About the desktop application (Recommended)	
If you would like to use the desktop application for Windows, you need to install it on your Windows Key features of the desktop application are as follows.	PC at first.
 Support for Proxy Authentication. The browser application does not support for Proxy Authentication. Web Browser is not required. Windows OS is only required. Available on Windows10. Incorrect page layout problem could be encountered due to display driver issue in some models such as Surface if you use the browser application on windows10. 	
On how to install and get the desktop application started, refer to <u>the user manual</u> . <u>Click here</u> to download the desktop application.	
If you would like to use the browser application, please follow the instructions below.	
Terms of Use	
[Settings changes required] Select [Trusted Sites] zone from [Internet Options] settings [Security] tab. Than click [Sites] button. Enter URL of this application to [Add this web site to the zone] text field and click [Add] button.	
Additional notices for Internet Explorer users	
When using Internet Explorer 11, you need to change security settings of Internet options in the bro	owser.
[Settings changes required] Select [Internet Options] settings [Advanced] tab. Uncheck [Do not save encrypted pages to the disk] check box in the [Security] section. Than press	[OK] button.
Please confirm FAQ when the error screen is displayed, and the login screen is not displayed when t	he button below is clicked.
Open Cloud File Server Open Backup	
Confirmation of connected right or wrong to Cloud File Server	
Please do connected confirmation when you limit the connection destination by proxy and the firewa used.	all of the network environme
Network Connectivity Test	

(2) Login Screen will be displayed. Choose [Japanese] with the list box.

C	Cloud File Server		
C			
	User ID:		
	Password:		
	Language:	English	-
		English Japanese	
		Japanese	
Co	pyright 2014 FUJ	ITSU LIMITED	FUĴĨTSU

(3) Login Screen will be changed to display in Japanese.

Enter [User ID] and [Password], and click [Login]. If you choose [English] with the list box, you can change Login Screen displayed in English.

5	ラウドファイ	イルサーバー	
	ユーザーID : パスワード : 言語 :	Japanese	 ログイン
Ca	Copyright 2014 FUJITSU LIMITED		

11. Points of Concern (Please read by all means)

In this chapter, you learn points of concern related to using the File Server.

(1) About PC time settings

Before you start using the Service, you have adjust your PC time to the accurate time setting in some way, such as synchronizing with NTP server. You may not be able to login to the Service if your PC time is not adjusted to the accurate time setting.

(2) About network disconnection

If your PC is disconnected from the network, application performing on internet browser may be terminated. In such case, login to the File Server again.

(3) About network setting

When the connection destination from the PC is limited with Firewall or others in the customer environment, the administrator should do the setting that permits the connection to connection destination information (URL) described in the "Set-up Report".

The "Set-up Report" is sent to the teller who uses this service

(4) About open source software

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Name	Version	License
.NET Framework	4.5~	MIT License ※1
Knockout	2.1.0	MIT License ※2
Json.NET	5.0.8	MIT License %3
Entity Framework	5.0.0	Entity Framework 5 License ※4

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12. Use of Desktop App Edition

Desktop application allows you to use functions for general user without any internet browsers, which becomes available once installed on the PC.

(1) .NET Framework Installation

If .NET Framework is not installed on the PC, see "7.2 .NET Framework Installation" for a detailed description on how to install it.

(2) Desktop App Installation

Open the following welcome page with your internet browser, and then click the link "<u>Click here</u> to download the desktop application." stated in the section saying "About the desktop application" to download a ZIP file containing the installer. After unzipping the ZIP file, just double-click setup.exe to start installation.

	Welcome page for general user
Download page	https://***.fs.fj-cloud.net/

*** indicates subdomain name of your site.

(3) Launch Desktop App

Navigate from "Cloud File Server" to "Cloud File Server User" on the Windows Start Menu to launch Desktop app.

12.1. System requirements of Desktop App Edition

In this chapter, you learn Client PC (hereafter PC) requirements for using Desktop App Edition.

PC requirements

Microsoft Windows10 Pro/Enterprise [32bit/64bit] (Japanese/English)		
Microsoft Windows11 Pro[32bit/64bit](Japanese/English)		
Microsoft .NET Framework4.5 or later		
1GB or more		
1024×768 or higher		
While uploading and downloading, file encryption and decryption is executed		
on the PC. Free space larger than the total size of files uploaded or		
downloaded at one time is required.		
Should meet system requirements for running the OS. No other		
requirements.		
Must Connect with connection destination information (URL) described in the		
"Set-up Report".		
- When the connection destination from the PC is limited with Firewall or		
others in the customer environment, the administrator should do the settin		
that permits the connection to connection destination information (URL)		
described in the "Set-up Report".		
- The "Set-up Report" is sent to the teller who uses this service.		
Not supported.		
Microsoft Word 2016/2019/Microsoft 365		
Microsoft Excel 2016/2019/Microsoft 365		
Microsoft PowerPoint 2016/2019/Microsoft 365		
Windows Notepad		
stFor Excel, files cannot be saved when the "Share Workbook" feature is		
enabled.		

13. Use of optional service

Optional service is a value added function of the file server. Optional service offers the following function.

(1) Backup option service

The data such as the cabinet preserved in the file server, the drawer, [Sub-drawer], folders, and files is backed up. The average user can restore the folder and the file backed up from the backup operation screen. The backup can be kept until three generations or less. The file server manager sets "Use it" from "Optional service management" menu of the management function and the backup option service can be used. In addition, the access authority of each cabinet to the backup data can be set by the cabinet owner function. Only the user to whom the access authority is given can access the backup data of a cabinet concerned. URL to access the backup option service is similar to URL in the user facility.

Administrator	Steps	1) In "Administrator Functions", click [オプションサービス管理] -	
		[バックアップ] - "利用する", and then click "設定".	
		2) Set values for "開始時間", "曜日", "保持世代数", and then	
		click "保存".	
	Manual	Cloud File Server Operation Manual [Administrator Edition]	
		(Japanese Only)	
		16.1. バックアップオプションサービスの利用設定を行う	
Cabinet Owner	Steps	1) In "User Functions", click "Management" – "Cabinet	
		" - "User Allocation", and then select the "Backup	
		Access" option for the user who is granted the access	
		rights.	
		%Available only when the backup option is set to be	
		enabled.	
	Manual	Cloud File Server Operation Manual [Cabinet Owner	
		Edition]	
		8.3. Setting access authority to the cabinet backed up	
User	Steps	1) In the Welcome screen, click "Open Backup". Otherwise	
		click "Option" to choose "Backup" in the login screen of	

<Operational steps and references>

	the Desktop Edition.
	2) Type your user-ID/password, and then click "Login".
	*Access rights are necessary for use of the backup
	function. For details, contact your Cloud File Server
	administrators.
Manual	Cloud File Server Backup Option Service Operation Manual
	[General User Edition]

(2) Optional service for tablet

The browser of the tablet can operate the function of the average user of the file server. Neither the administrative function, the cabinet owner function of the file server manager nor the access to the backup data can be done. The function offered by optional service for the tablet becomes the following function of the user facilities.

Menu	Function
Upload	The file preserved in the tablet is uploaded to the file server. The file of
	100MB or less can be uploaded.
Download	The file preserved in the file server is preserved in the tablet or it
	displays it.
Rename	The name of the file and the folder is changed.
Delete The file and the folder are deleted.	
Create New Folder The folder is made.	
File Lock	The file is locked. It is obstructed for other users to edit a file
	concerned directly, and to preserve the superscription by uploading,
	the copy, and the movement.
Refresh	The screen is refreshed. The file and the folder preserved in the file
	server are displayed.

<Operational steps and references>

Administrator	Steps	1) In <i>"Administrator Functions",</i> click [オプションサービス管理]
		- <i>[</i> タブレット] - "利用する", and then click "設定".
		2) Add users to "ネットワークドライブ利用ユーザー".
	Manual	Cloud File Server Operation Manual [Administrator Edition]
		(Japanese Only)

		16.2. タブレット対応オプションサービスの利用設定を行う	
User	Steps	 Start a Web browser to open the URL below. http://***.fs.fj-cloud.net/mobile %Using the Microsoft Office Upload Center, configuration is required so that the cache is cleared when your office document is closed. The need of the configuration depends on your operational environments. 	
	Manual	Cloud File Server Tablet Option Service Operation Manual [General User Edition] (Japanese Only)	

(3) Network drive option service

The User Functions can be mapped as a network drive. Mapping a network drive in your computer makes your operational environments easier and more comfortable.

When using the network drive, all the file types supported by "Direct Edit Function" can be handled.

Administrator	Steps	1) In "Administrator Functions", click [オプションサービス管理] - [ネットワークドライブ] - "利用する", and then click "設定".
	Manual	 2) Add users to "ネットワークドライブ利用ユーザー". <u>Cloud File Server Operation Manual [Administrator Edition]</u> (Japanese Only) 16.3 ネットワークドライブ対応オプションサービスの利用設定を行う
User	Steps	 Add the following URL to "Trusted sites" of Internet Explorer. file://*.fs.fj-cloud.net@ssl Map the following URL as a network drive. https://***.fs.fj-cloud.net/dav **Using the Microsoft Office Upload Center, configuration is required so that the cache is cleared when your office document is closed. The need of the configuration depends on your operational environments.

< Operational steps and references>

Manual	Cloud File Server Network Drive Option Service Operation
	Manual [General User Edition] (Japanese Only)

<Caution!>

≻	When using the network drive option service, cabinet, drawer, or sub-drawer	
	names including special characters (for example, an underscore "_") are not	
	displayed on the screen. For details on precautions and prohibited characters, refer	
	to the manual above.	
≻	The network drive option service is not allowed depending on your contract	

conditions.

13.1. System requirements of backup option service

In this chapter, you learn Client PC (hereafter PC) requirements for using backup option service.

OS	Microsoft Windows10 Pro/Enterprise[32bit/64bit](Japanese/English)			
	Microsoft Windows11 Pro[32bit/64bit](Japanese/English)			
Browser	Microsoft Edge (IE mode)			
Software	Microsoft .NET Framework4.5 or more			
Memory	1GB or more			
Screen resolution	1024×768 or higher			
Hard Disk	While uploading and downloading, file encryption and decryption is executed			
space	on the PC. Free space larger than the total size of files uploaded or			
	downloaded at one time is required.			
CPU	Should meet system requirements for running the OS and the internet			
	browser. No other requirements.			
Network	Must Connect with connection destination information (URL) described in the			
	"Set-up Report".			
	- When the connection destination from the PC is limited with Firewall or			
	others in the customer environment, the administrator should do the setting			
	that permits the connection to connection destination information (URL)			
	described in the "Set-up Report".			
	- The "Set-up Report" is sent to the teller who uses this service.			
Thin-client	Not supported.			
terminals				

PC requirements

13.2. System requirements of optional service for tablet

In this chapter, you learn tablet terminal or PC (desktop/laptop) requirements for using optional service for tablet.

OS	Browser
Microsoft Windows10 [32bit/64bit](Japanese)	Microsoft Edge 111
	Google Chrome 111
	Mozilla Firefox 111
Microsoft Windows11 [32bit/64bit](Japanese)	Microsoft Edge 111
	Google Chrome 111
	Mozilla Firefox 111
macOS Big Sur 11 (Japanese)	Safari 14
macOS Monterey 12 (Japanese)	Safari 15
macOS Ventura 13 (Japanese)	Safari 16
iPadOS 14 (Japanese)	Safari 14
iPadOS 15 (Japanese)	Safari 15
iPadOS 16 (Japanese)	Safari 16
Android 11 (Japanese)	Google Chrome 111
Android 12 (Japanese)	Google Chrome 111
Android 13 (Japanese)	Google Chrome 111

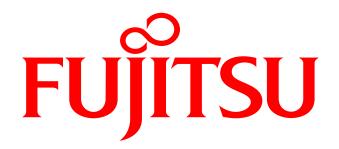
The combinations of OS and browser are as follows:

13.3. System requirements of optional service for Network Drive

In this chapter, you learn Client PC (hereafter PC) requirements for using optional service for Network Drive.

PC requirements

OS	Microsoft Windows10 Pro/Enterprise [32bit/64bit] (Japanese/English)	
	Microsoft Windows11 Pro[32bit/64bit](Japanese/English)	
Memory	1GB or more	
CPU	Should meet system requirements for running the OS and the internet	
	browser. No other requirements.	
Network	Must Connect with connection destination information (URL) described in the	
	"Set-up Report".	
	- When the connection destination from the PC is limited with Firewall or	
	others in the customer environment, the administrator should do the setting	
	that permits the connection to connection destination information (URL)	
	described in the "Set-up Report".	
	- The "Set-up Report" is sent to the teller who uses this service.	
Proxy server	v server Network drive is not available under the network environment where prox	
	authentication is required.	
	WebDAV HTTP methods need to be allowed by the proxy server on your side.	



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