Cloud File Server User's Guide

Version 2.20

Apr 6, 2023

FUJITSU LIMITED

<Change history>

version	Issue date	Changed contents
First edition	Jan. 8th 2013	－
1.1	July 16th 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. 21st 2013	・"11.0. Points of Concern" (1). PC time setting is modified.
1.3	Sep. 25th 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. 10th 2013	・"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. ・"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. 20th 2013	・"6.System Requirements" Add network requirement for PC. ・"11.Points of Concern（Please read by all means）" Add About network setting.
2.2	Apr. 10th 2014	・"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. 13th 2014	・"6 System Requirements" It deletes it for the support stop of Windows XP of OS.
2.4	Aug. 05th 2014	・"4. Understanding User Structure and File Server General Functions"(1) The setting of the use existence of the version management is added. ・"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. 08th 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"

		Add "Setting of optional service"
		・"8.2 Procedure for Cabinet Owner"
		Add "Setting of access authority to backup option service"
		・"12. Use of optional service"
		"16. Use of optional service" added.
2.6	May. 1st 2015	・"12.2. System requirements of optional service for tablet "
		iOS8 is added to the support OS.
2.7	Oct. 20th 2015	・"6. Operating Environment"
		Add Microsoft Windows10 Pro/Enterprise to OS
		・"12.1. System requirements of backup option service"
		Add Microsoft Windows10 Pro/Enterprise to OS
2.8	Jan. 13th 2016	・"12.2. System requirements of optional service for tablet"
		iOS9 is added to the support OS.
2.13	Feb. 2nd 2016	・"12.2. System requirements of optional service for tablet "
		Mac OS X is added to the support OS.
2.14	Apr. 01th 2019	・"6. System Requirements"
		OS
		The following operating systems excluded.
		Microsoft Windows Vista Ultimate/Business/Enterprise SP2
		Microsoft Windows8 Pro/ Enterprise
		Browser *Web App Edition
		The following browsers excluded.
		Microsoft Internet Explorer8
		Microsoft Internet Explorer9
		Microsoft Internet Explorer10 for desktop
		・"7.2. .NET Framework Installation" (8)
		Welcome screen updated.
		・"7.3. Internet Explorer Settings (Web App Edition)" (3)(10)
		Welcome screen updated.
		・"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)
		Welcome screen updated.

		·"9.2. Change Initial Password of Regular User" (2)
		Welcome screen updated.
		·"10.1. Switch the language displayed on Welcome Screen"
		(2)(3)
		Welcome screen updated.
		·"10.2. Switch the language of Login Screen and After Logging
		Screen" (1)
		Welcome screen updated.
		·"12. Use of Desktop App Edition" added.
		·"13.1. System requirements of backup option service"
		OS
		The following operating systems excluded.
		Microsoft Windows Vista Ultimate/Business/Enterprise SP2
		Microsoft Windows8 Pro/ Enterprise
		Browser
		The following browsers excluded.
		Microsoft Internet Explorer8
		Microsoft Internet Explorer9
		Microsoft Internet Explorer10 for desktop
		·"13.2. System requirements of optional service for tablet"
		[Tablet]
		- 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. 19th 2020	The following item was updated. ・"3. Position of the Guide" 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"
2.16	Jan 26th 2021	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" ・"13.2. System requirements of optional service for tablet"
2.17	Sep 28th 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" ・"13.1. System requirements of backup option service" ・"13.2. System requirements of optional service for tablet"
2.18	May 30th 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 10th 2023	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"
2.20	Apr 6th 2023	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"

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Contents

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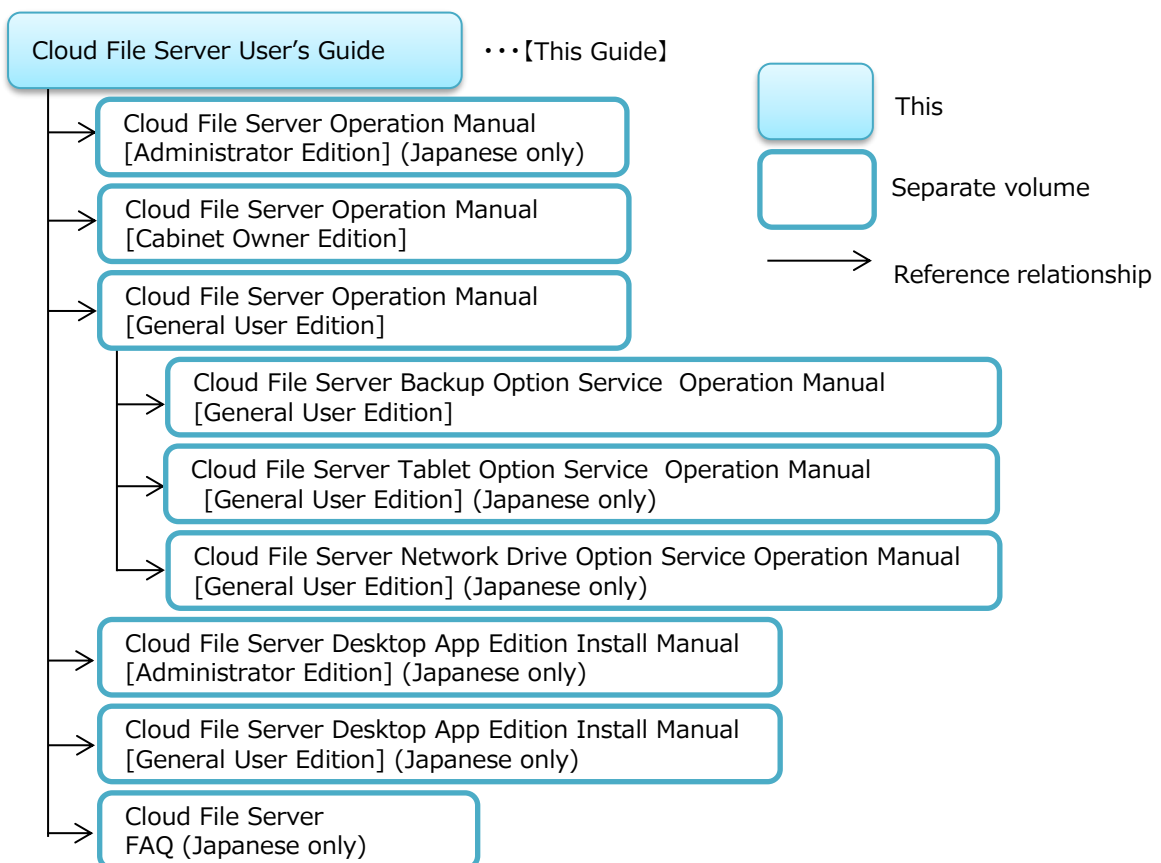
1. Getting Started

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.
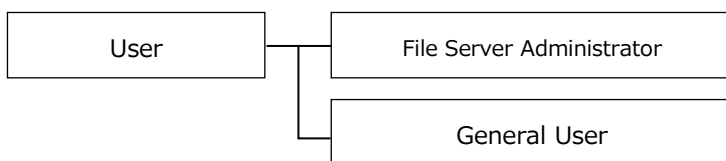
3. Position of the Guide

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.

Cloud File Server User's Guide ・・・【This Guide】

This

Separate volume

Reference relationship

Cloud File Server Operation Manual [Administrator Edition] (Japanese only)

Cloud File Server Operation Manual [Cabinet Owner Edition]

Cloud File Server Operation Manual [General User Edition]

Cloud File Server Backup Option Service Operation Manual [General User Edition]

Cloud File Server Tablet Option Service Operation Manual [General User Edition] (Japanese only)

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

Cloud File Server Desktop App Edition Install Manual [Administrator Edition] (Japanese only)

Cloud File Server Desktop App Edition Install Manual [General User Edition] (Japanese only)

Cloud File Server FAQ (Japanese only)

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*

```
┌──────────────┐   ┌──────────────────────────┐
│     User     │───│  File Server Administrator │
└──────────────┘   └──────────────────────────┘
                   ┌──────────────────────────┐
                   │       General User        │
                   └──────────────────────────┘
```

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

Rights \ Function	Administrator Functions	User Functions	Cabinet Owner Functions
Administrator Rights	◯	◯	×
Cabinet Owner Rights	×	◯	◯
Administrator Rights and Cabinet Owner Rights	◯	◯	◯
No rights	×	◯	×

（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 "Cloud File Server Operation 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
- 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 "Cloud File Server Operation Manual [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 "Cloud File Server Operation Manual [Cabinet Owner Edition]".

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].
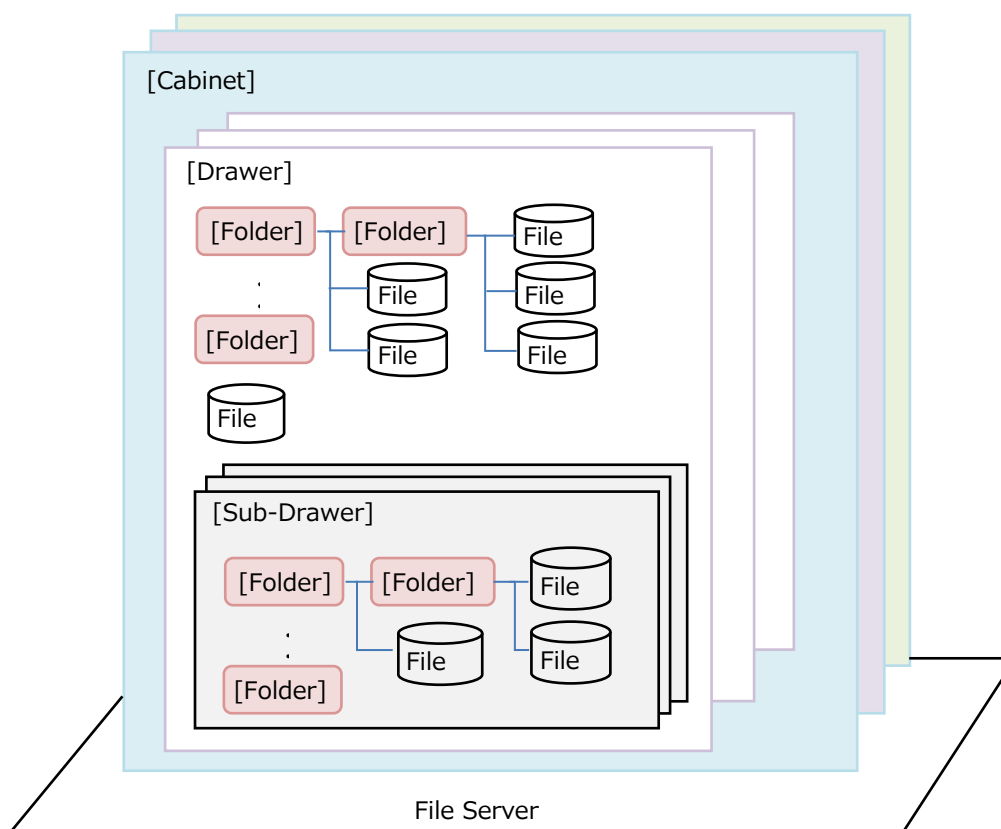
File Server

（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.

○ : Accessible　　× : Not accessible

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

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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}
Folder	Optional	File Server Administrator General User Cabinet Owner	no limit ^{*2}
File	Optional	File Server Administrator General User Cabinet Owner	no limit

^{*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.

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)
	Microsoft Windows11 Pro【32bit/64bit】(Japanese/English)
Browser *Web App Edition	Microsoft Edge（IE mode）
Software	Microsoft .NET Framework4.5 or later
Memory	1GB or more
Screen resolution	1024×768 or higher
Hard Disk space	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.
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 terminals	Not supported.
Software for use of "Direct Edit Function"	Microsoft Word 2016/2019/Microsoft 365 Microsoft Excel 2016/2019/Microsoft 365 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

····unnecessary if .NET Framework is already installed.

Proceed to *7.3 Internet Explorer Settings*.

7.3 Internet Explorer Settings
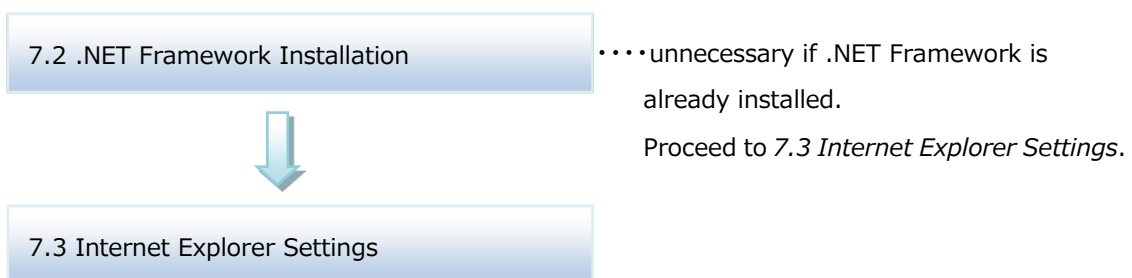
7.2. .NET Framework Installation

.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.

（１） 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*.

（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 Setup

.NET Framework 4 Setup
Please accept the license terms to continue.

Microsoft .NET

MICROSOFT SOFTWARE

☑ I have read and accept the license terms.

Download size estimate: 54 MB

Download time estimates: Dial-Up: 132 minutes

                          Broadband: 9 minutes

Install   Cancel
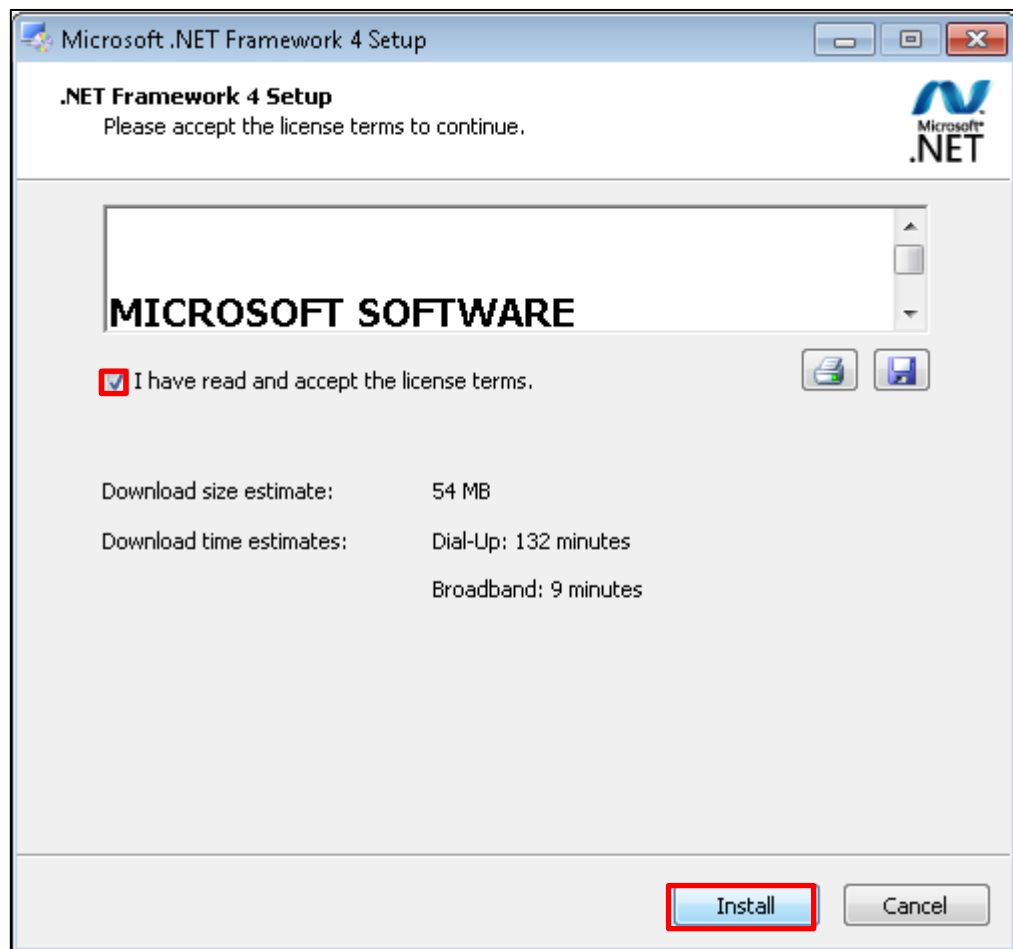
（6） .NET Framework installation will start.
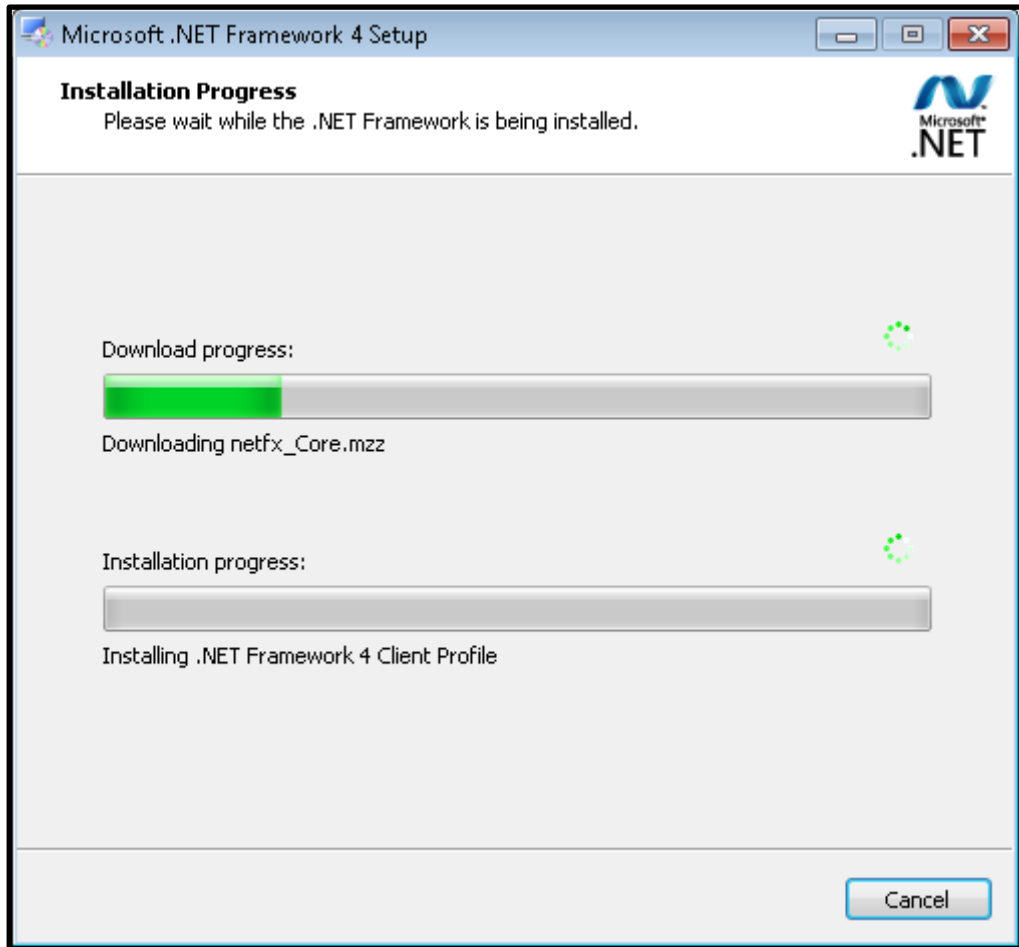
（7） Installation is completed. Click [Finish].
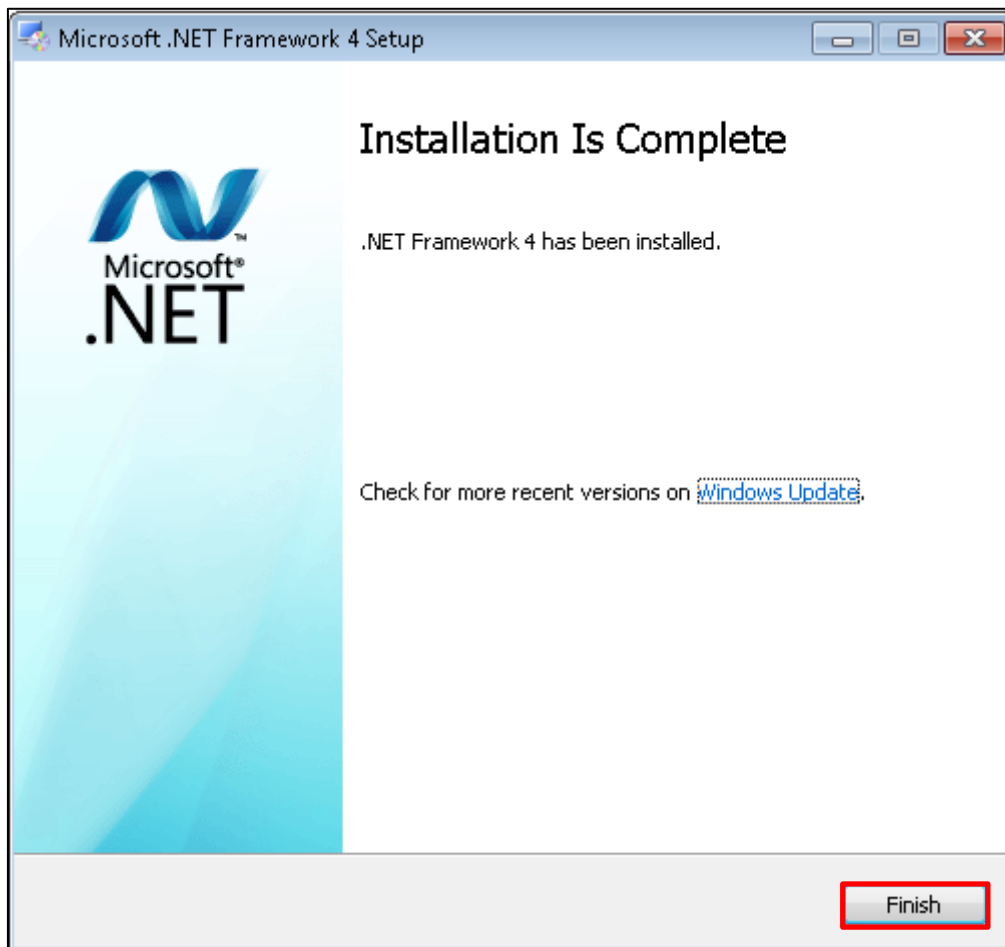
（8） Close the internet browser. Again, after accessing the User Portal's URL, User screen saying "Welcome to Cloud File Server" (hereafter Welcome Screen) will be displayed.
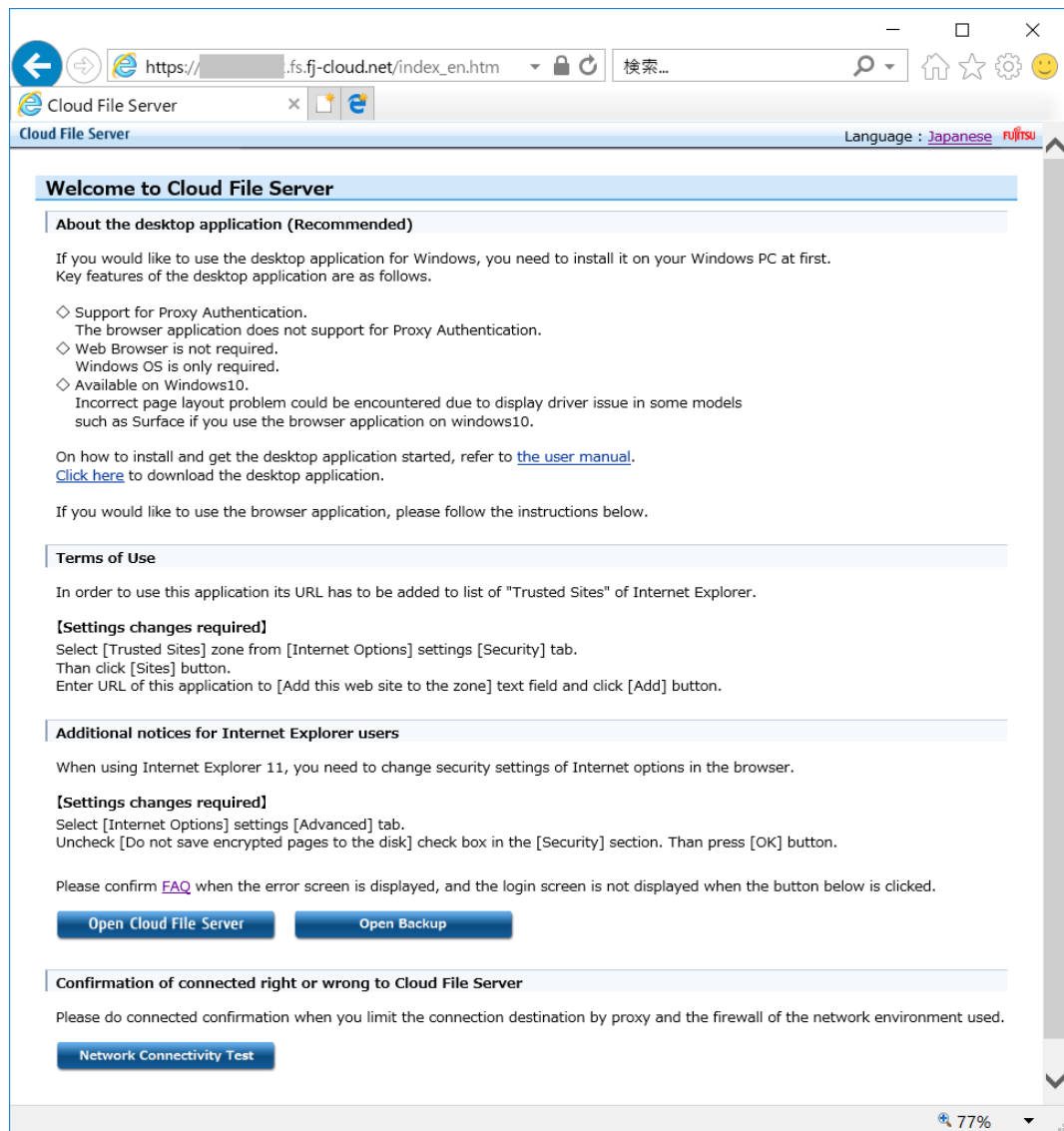
.NET Framework4 installation is finished.

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.
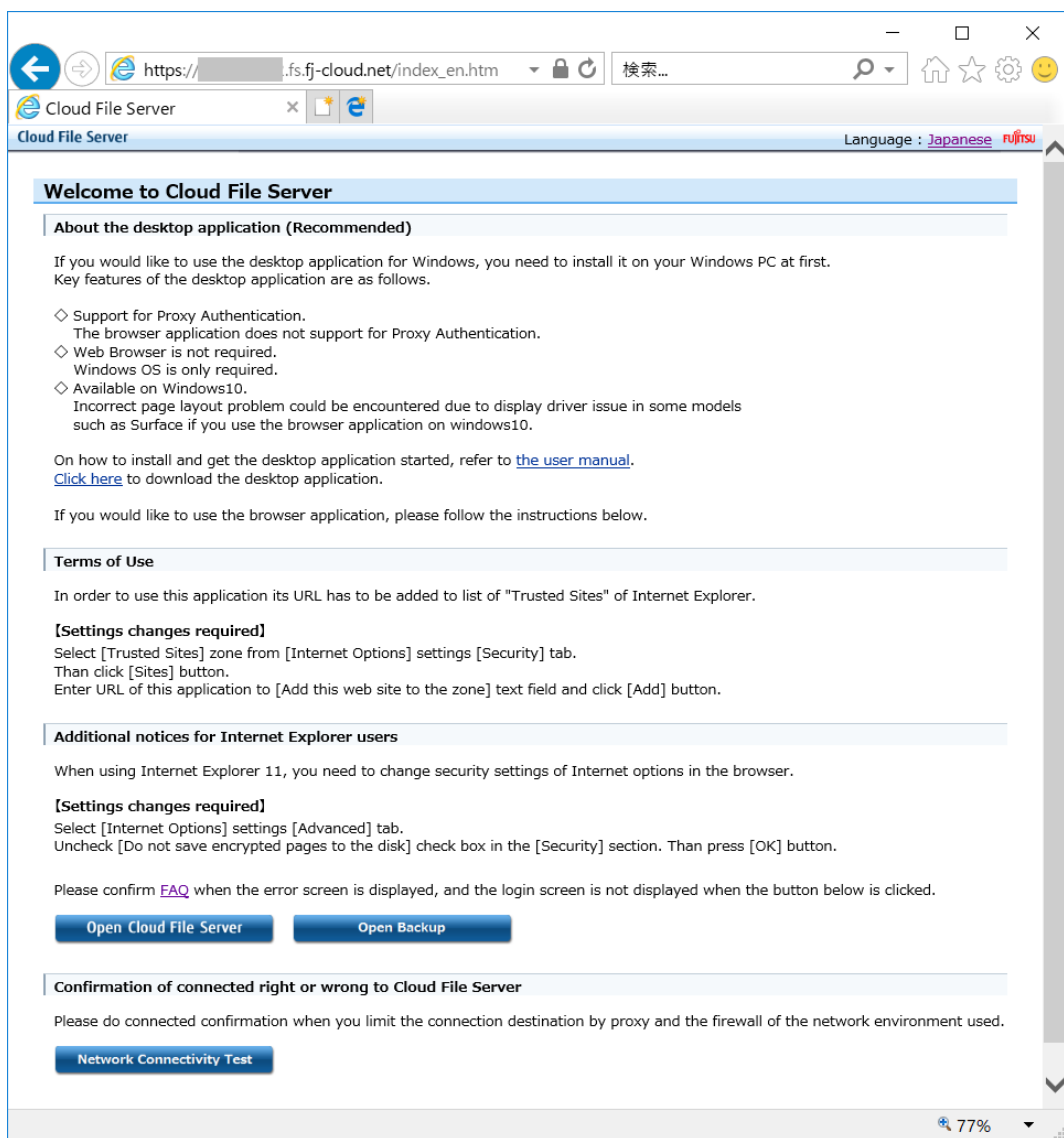
（4） From Internet Explorer Menu Bar, select in following order: [Tools] – [Internet Options].
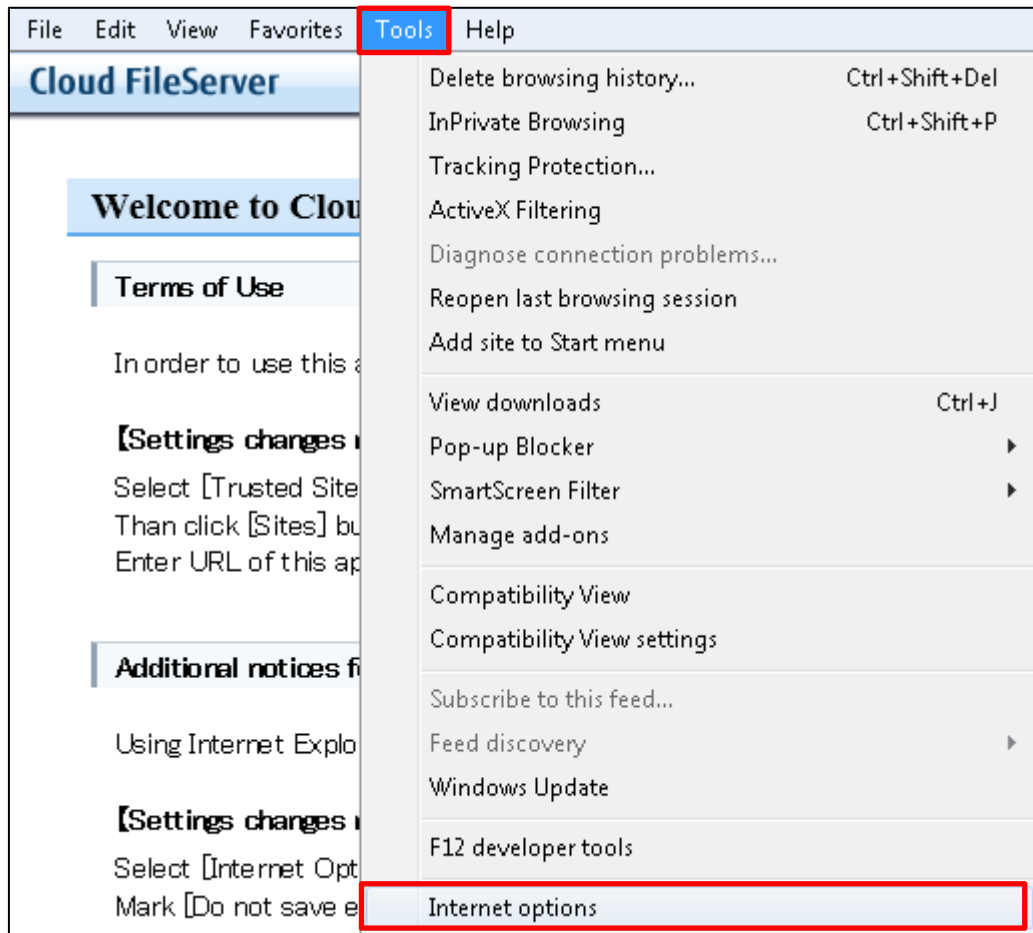
（5） Internet Options dialog box will appear. From Internet Options dialog box, select in following order: [Security] – [Trusted Sites] – [Site].
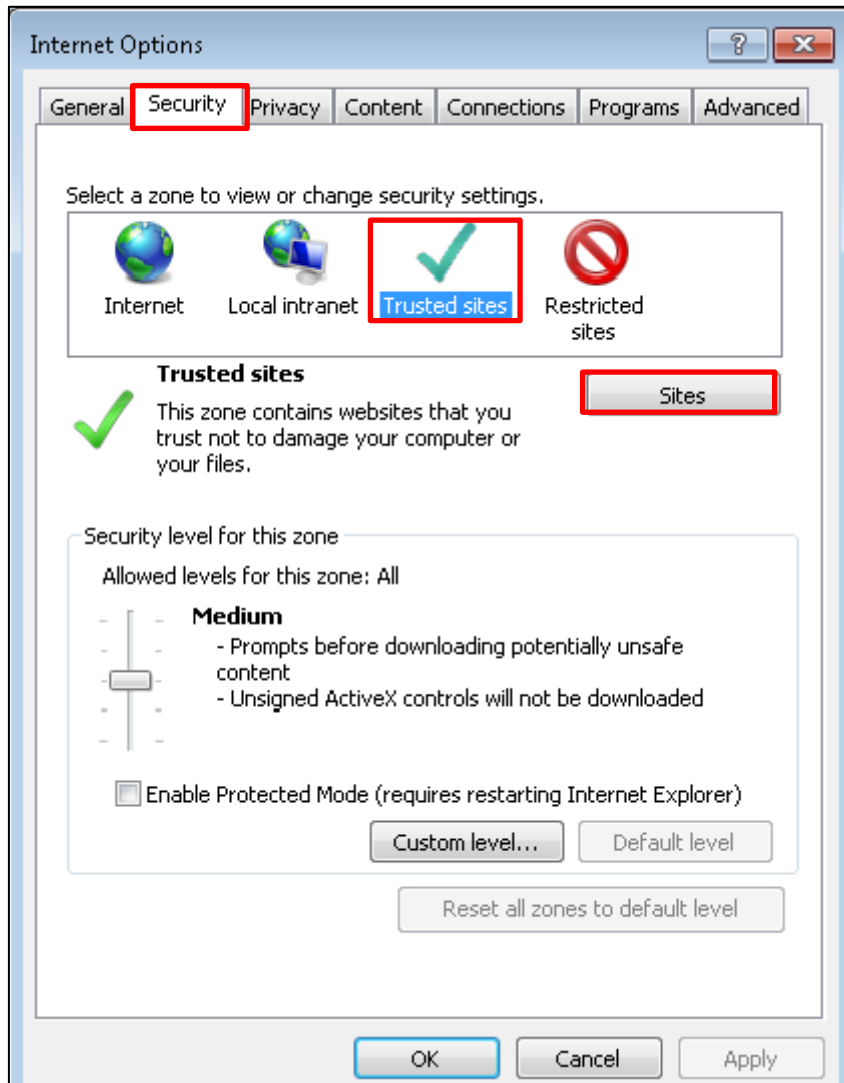
（6） Trusted Sites dialog box will appear. Make sure that the "User Portal's URL" is displayed in [Add this website to the zone] field within the box, and click [Add] button. In case the URL is not displayed, enter the "User Portal's URL" in [Add this website to the zone] field, and click [OK].

For Web Application	https://*.fs.fj-cloud.net
For Network Drive Option	file://*.fs.fj-cloud.net@ssl
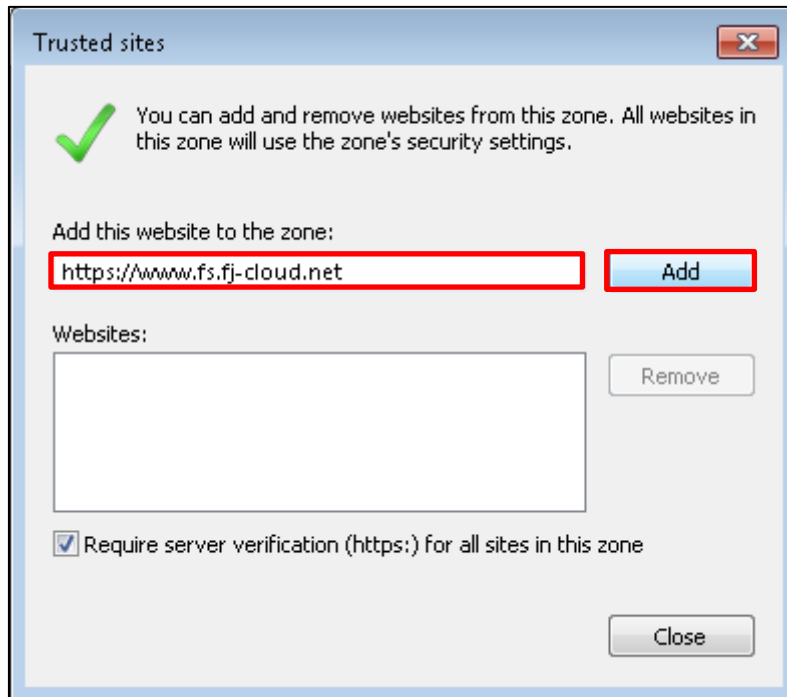
（7） Make sure that the "User Portal's URL" is added to [Websites] field.

Click [Close].
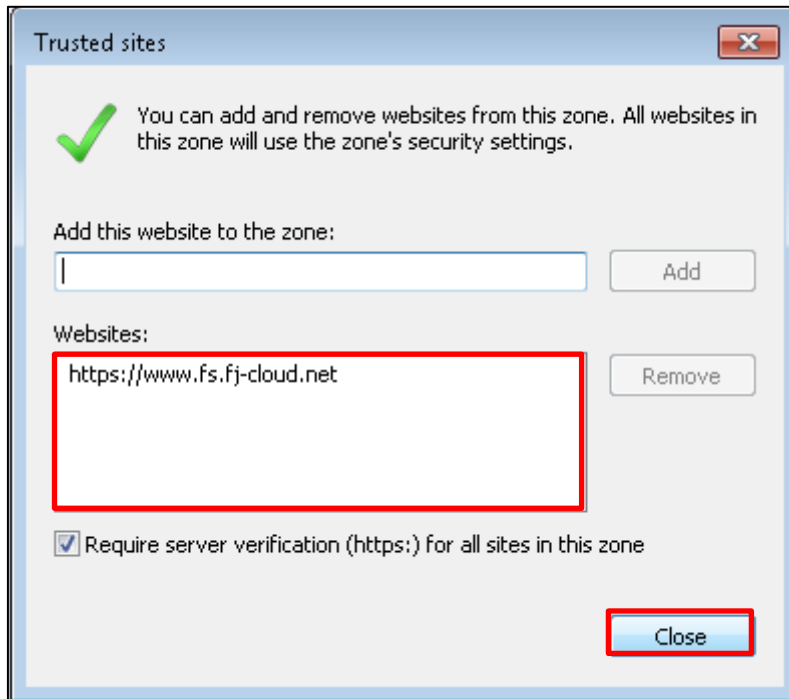
（8） User using Internet Explorer11 must execute following settings.

    ① From Internet Options dialog box, select [Advanced] tab.

    ② Uncheck [Do not save encrypted pages to disk] check box, if checked.
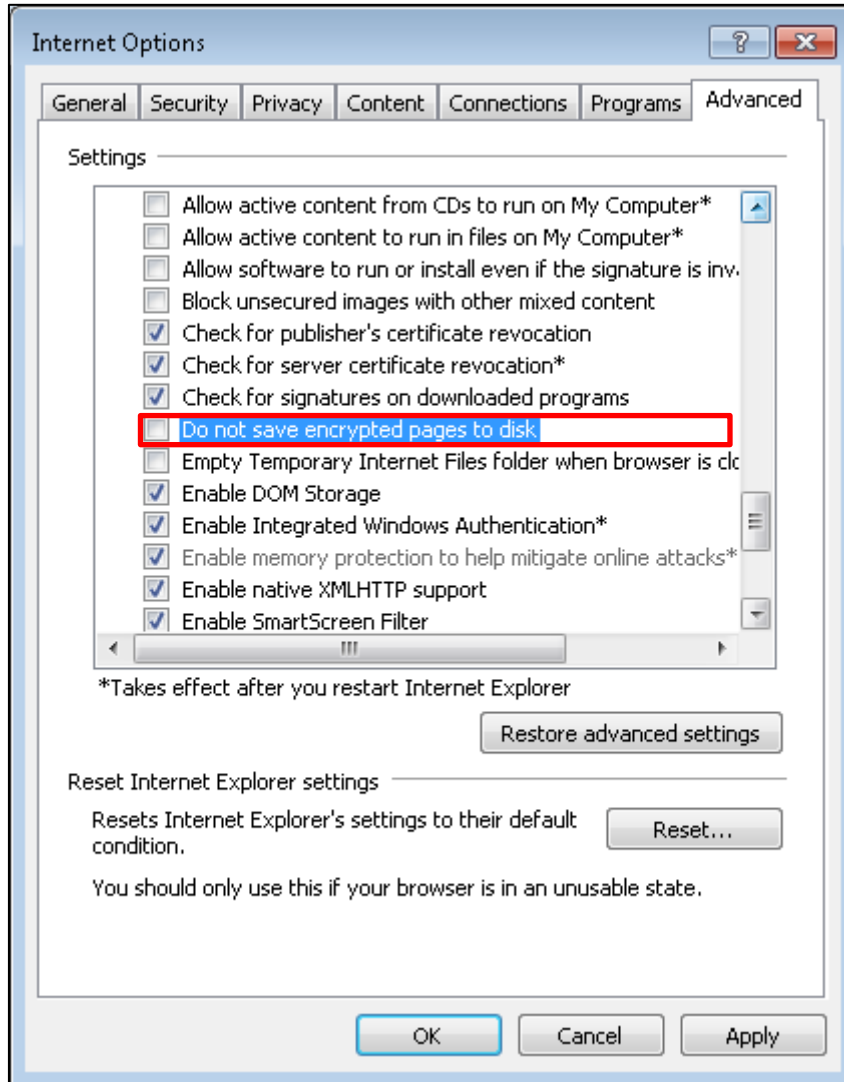
（9）　　Click [Apply] or [OK] button, and close Internet Options dialog box.
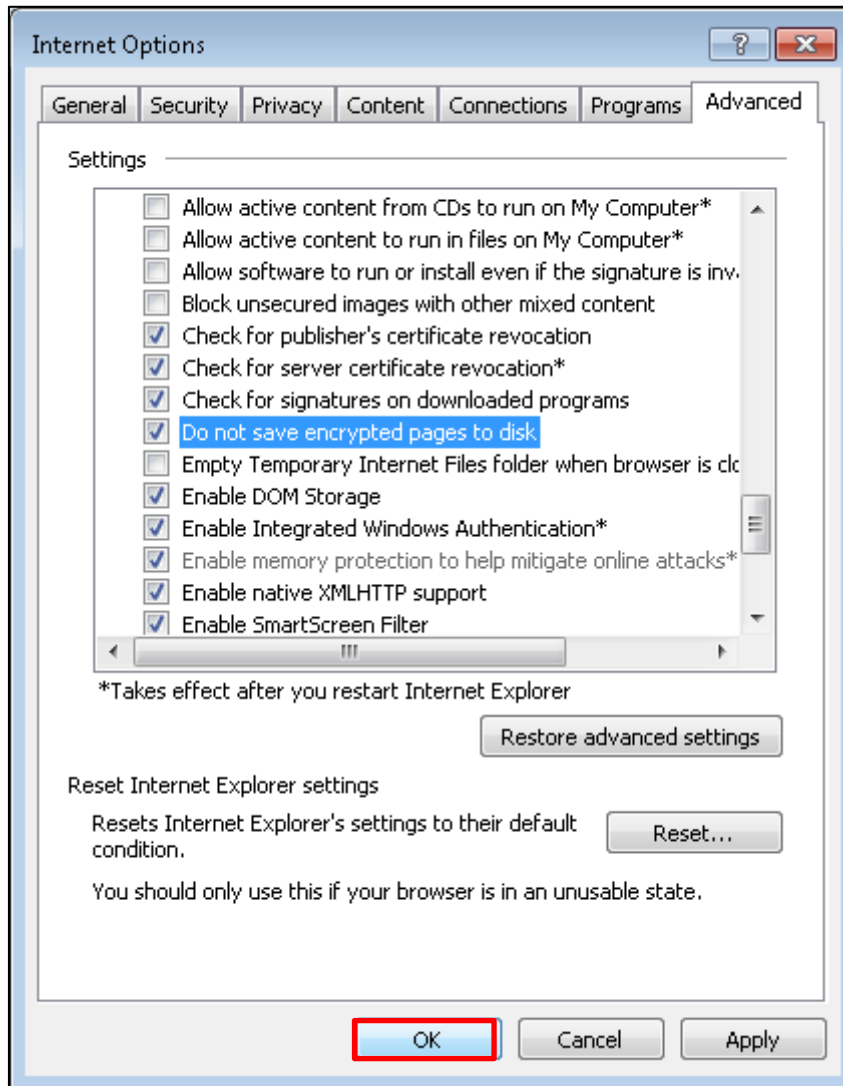
（１０） When you access the "User Portal's URL", Welcome Screen will be displayed. Click [Open Cloud File Server].
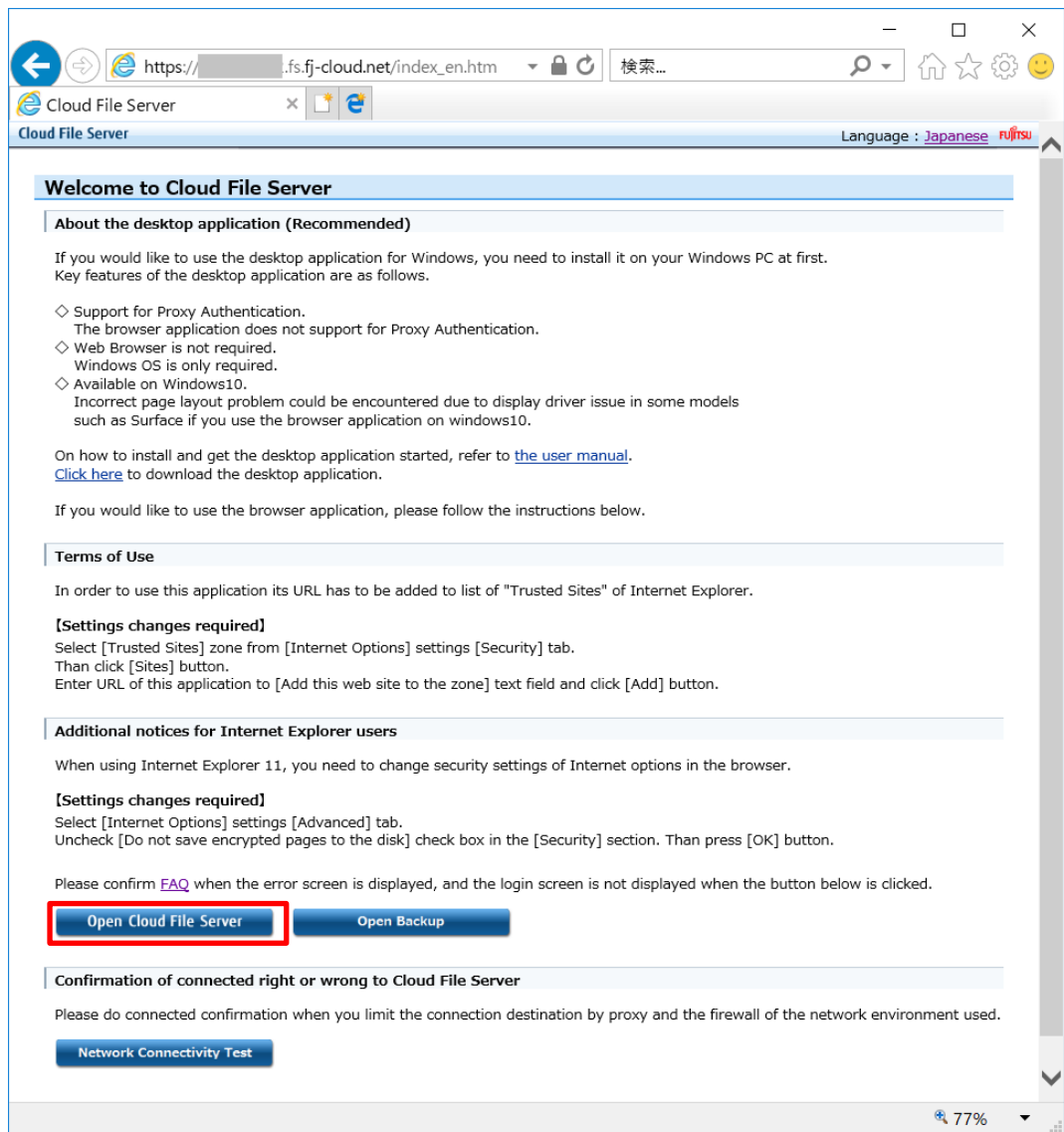
（１１）　User Login Page will appear.

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 .

Change File Server Administrator password "Refer to this Guide"

・"9. Changing Initial Password at First Login" (required)

Setting System Service "Refer to this Guide (File server Administrator)"

・"7.Refer to "System Setting and Installation" (Required)

User Registration "Refer to this Guide (File Server Administrator)"

・"10. User Management" (Required)

Creating Cabinet "Refer to this Guide (File Server Administrator)"

・"8. Cabinet Management" (Required)

Setting of optional service "Refer to this Guide(File Server Administrator)"

・"16. Setting of optional service" (Option)

Cabinet Owner Operation Start "Refer to this Guide (Cabinet Owner Edition)"

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.

Changing Initial Password "Refer to this Guide"

・"9. Change Initial Password upon First Login" (Required)

Cabinet User Allotment "Refer to Cloud File Server Manual (Cabinet Owner Edition)"

・"8. Cabinet Managing" (Required)

Creating Group "Refer to Cloud File Server Manual (Cabinet Owner Edition)"

・"10.Group Managing" (Optional)

Group User Register "Refer to Cloud File Server Manual (Cabinet Owner Edition)"

・"10.Group Managing" (Optional)

Creating Drawer and Sub-drawer※1 "Refer to Cloud File Server Manual (Cabinet Owner Edition)"

・"9.Drawer Managing" (Required)

Setting Access Rights for Drawer and Sub-Drawer "Refer to Cloud File Server Manual (Cabinet Owner Edition)"

・"9.Drawer Managing" (Required)

Setting of access authority of backup option service "Refer to Cloud File Server Manual (Cabinet Owner Edition)"

・"8.3. Setting of access authority to backing Asser machine screw" (Option)

Start Using File Server "Refer to Cloud File Server Manual (General User Edition)"

※1 Creating Sub-Drawer is Optional. Sub-Drawer can be created within drawer.

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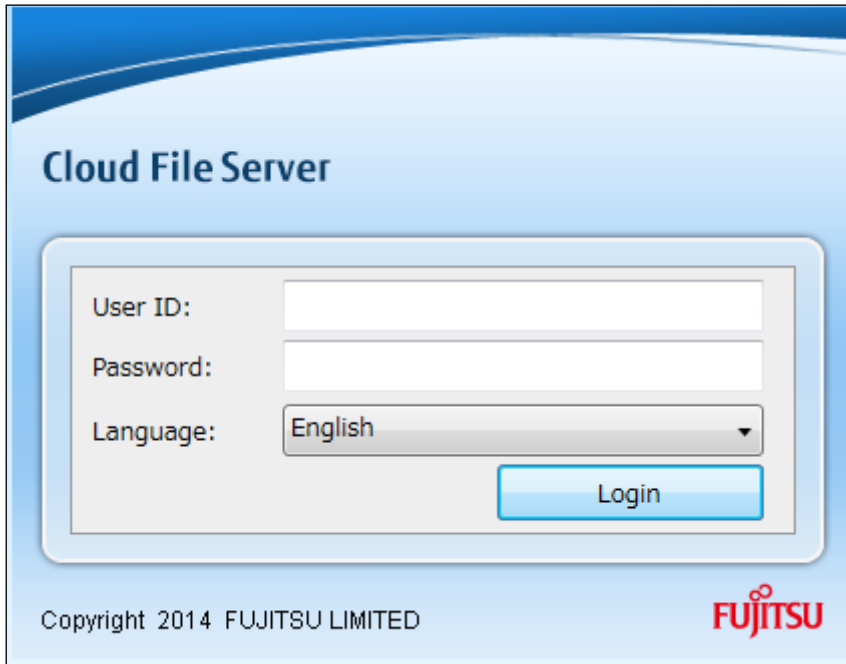
The operational screens of Administrator Functions are provided only in Japanese-language.

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].
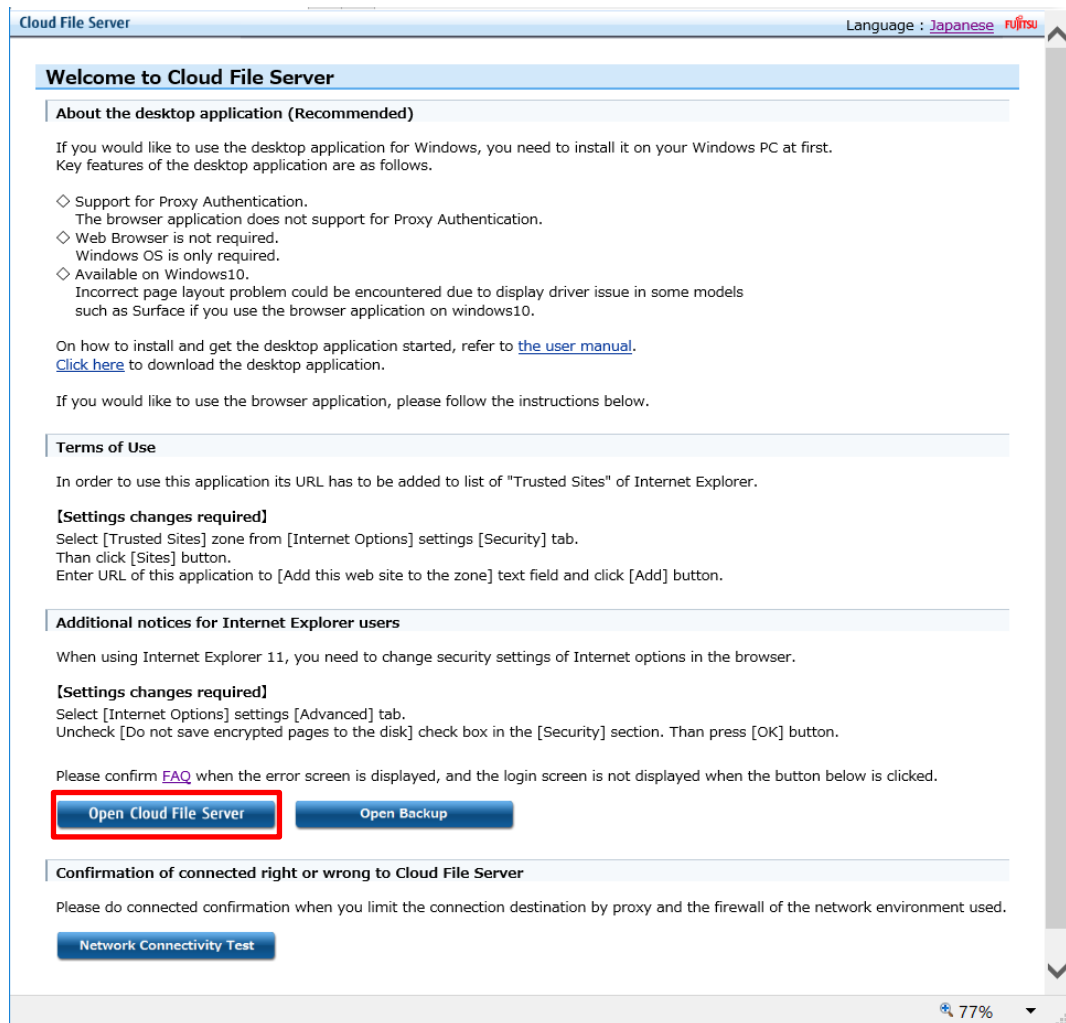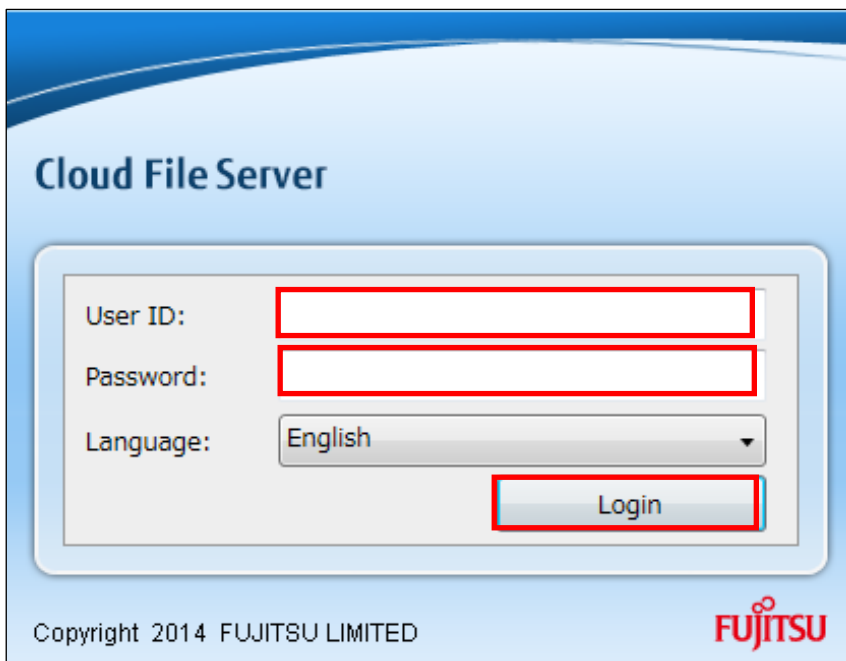
（3） File Server Login dialog box will appear.
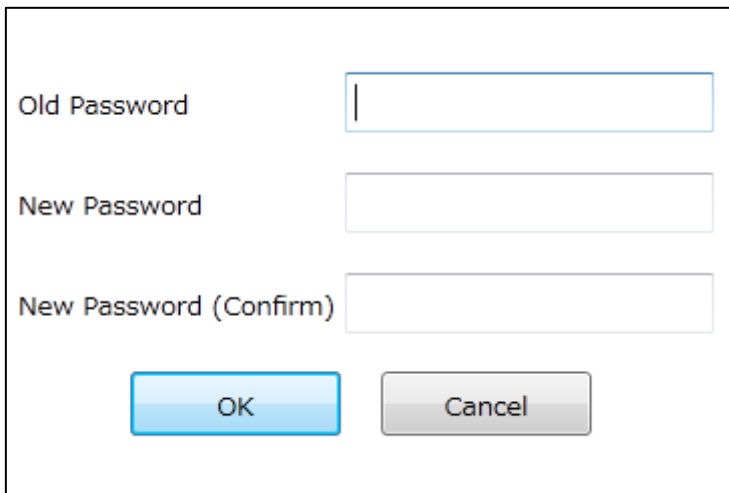
(4) In [User ID] and [Password] fields of Login dialog box, enter your User ID and initial
password. Then click [Login].
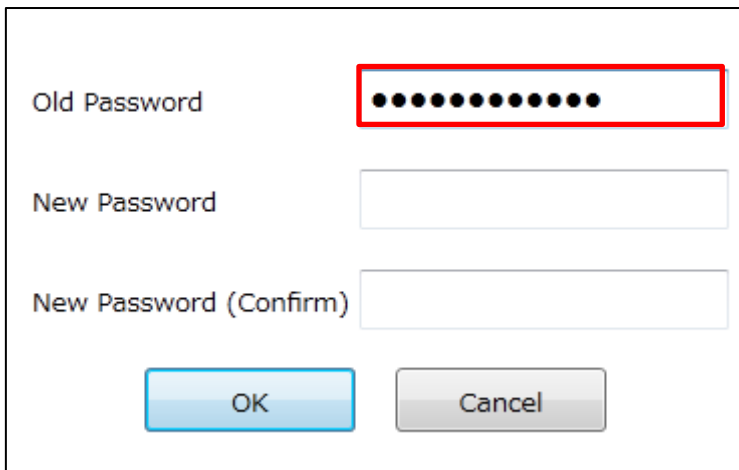
(5) Change Password dialog box will be displayed.

(6) Enter the initial password in [Old Password] field
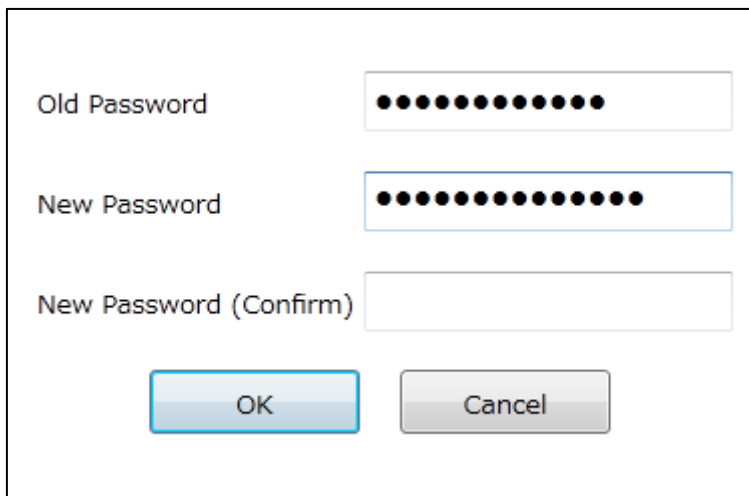
(7) Enter new password in [New Password] field.
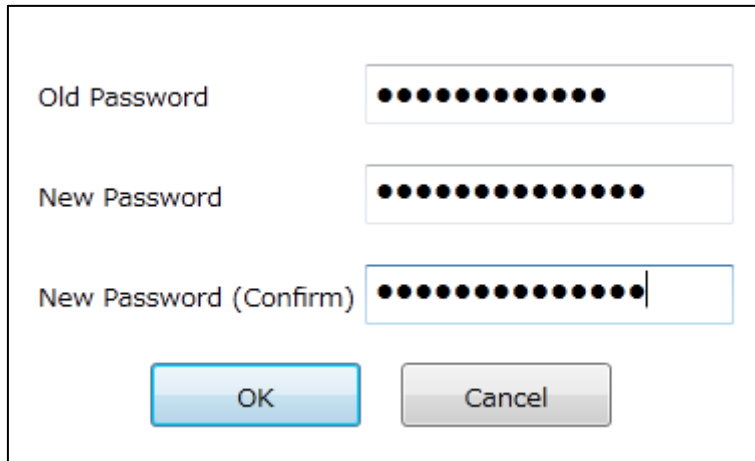
The password must consist of 8 ~ 32 half-width characters. You can use all alphabets, numerals and symbols. Capital letters and small letters are distinguished. You must use one of the following combinations when setting password.

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

(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.

(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.
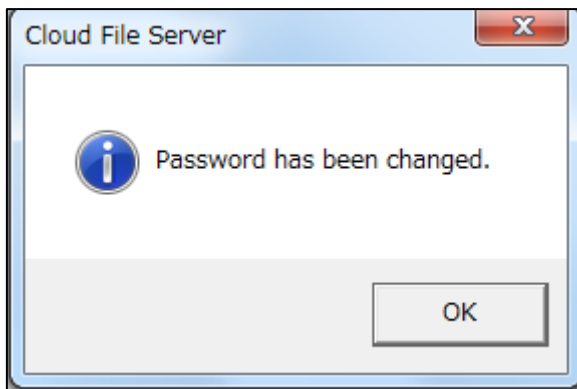
Login to Administrator Functions System. If the initial password has been changed in the User Functions, initial password dialog box will be not displayed.

Initial Password at First Login in is now completed.

10. Supported language

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

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.

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

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.

（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.

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

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

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（２）　　Login Screen will be displayed.

Choose [Japanese] with the list box.

45
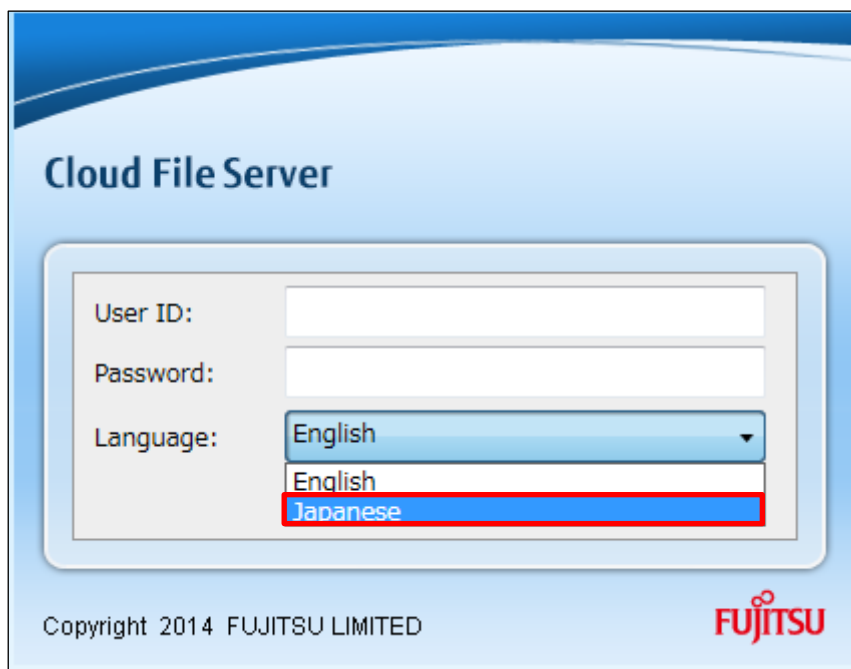
（３） Login Screen will be changed to display in Japanese.

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

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

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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 "Click here 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

OS	Microsoft Windows10 Pro/Enterprise【32bit/64bit】(Japanese/English)
	Microsoft Windows11 Pro【32bit/64bit】(Japanese/English)
Software	Microsoft .NET Framework4.5 or later
Memory	1GB or more
Screen resolution	1024×768 or higher
Hard Disk space	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.
CPU	Should meet system requirements for running the OS. 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 terminals	Not supported.
Software for use of "Direct Edit Function"	Microsoft Word 2016/2019/Microsoft 365 Microsoft Excel 2016/2019/Microsoft 365 Microsoft PowerPoint 2016/2019/Microsoft 365 Windows Notepad ※For 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.

<Operational steps and references>

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*

		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 *"Administrator Functions"*, click [オプションサービス管理*]* - *[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	1) 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.

< Operational steps and references>

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". 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) 16.3 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	1) Add the following URL to "Trusted sites" of Internet Explorer. file://*.fs.fj-cloud.net@ssl 2) 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.

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	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.

PC requirements

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 space	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.
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 terminals	Not supported.

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.
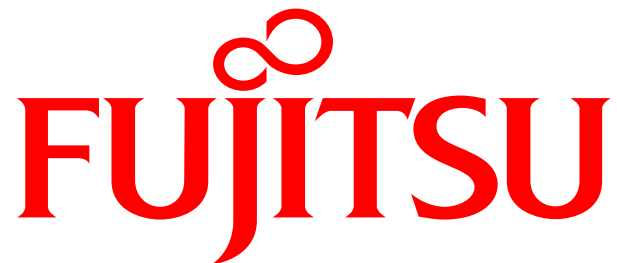
The combinations of OS and browser are as follows:

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

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	Network drive is not available under the network environment where proxy authentication is required. WebDAV HTTP methods need to be allowed by the proxy server on your side.

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