InternetDisk ASP

User's Guide

February 21th, 2020 Version

Table of content

Using InternetDisk ASP

This section describes how members use InternetDisk ASP.

Web View
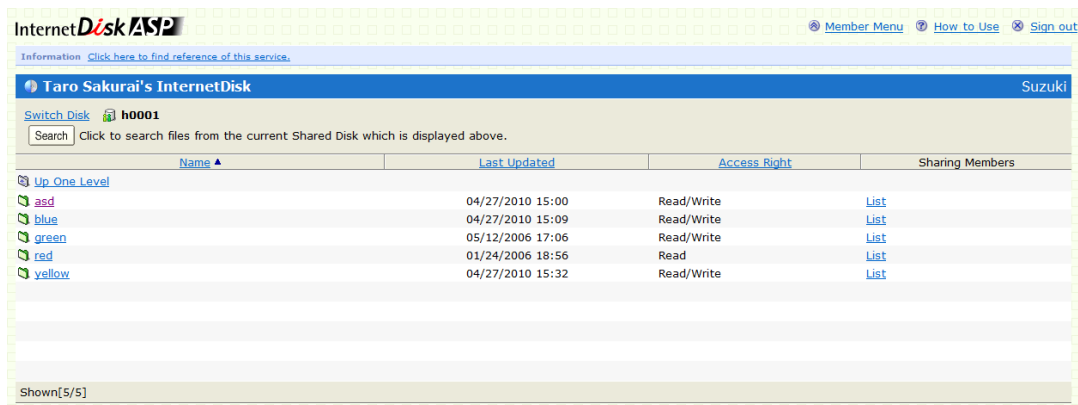
Web View is a tool to access InternetDisk ASP, using Web browsers. You can access from various environment, including macOS.　And it is not need to install software.

Available in various environments

Web View also works in a macOS environment.

By switching the language for messages and other items, to English, you can use it in non-Japanese environments.

No setup work required

You can use Web View in an environment where you can access the Internet from a Web browser. You do not need to set up special tools. If you just remember the URL, your customer ID, member ID, and member sign-in password for InternetDisk ASP, you can use Web View from an Internet-connected PC.

Operating Environment

The Web View can be used in the following operating environment.

OS	Windows 10 Windows 8.1
	macOS v10.15 Catalina macOS v10.14 Mojave macOS v10.13 High Sierra
Web Browser	Internet Explorer 11
	Firefox (Latest Version for Windows / Mac)
	Safari (Latest Version for Mac)
CPU / Memory	Environment recommended by the operating system in use or higher
Screen	800 x 600 or above, and High Color or above
Others	Environment allowing connection to Internet and an e-mail address

InternetDisk DiskManagerASP

InternetDisk DiskManagerASP (DiskManager) is a tool that makes it easier to use InternetDisk ASP. DiskManager allows you to use InternetDisk ASP intuitively while checking the operations in the window.

However, you need to set up Disk Manger in Windows before using it. DiskManager cannot be used in macOS. Also, DiskManager (English version) is not supported.
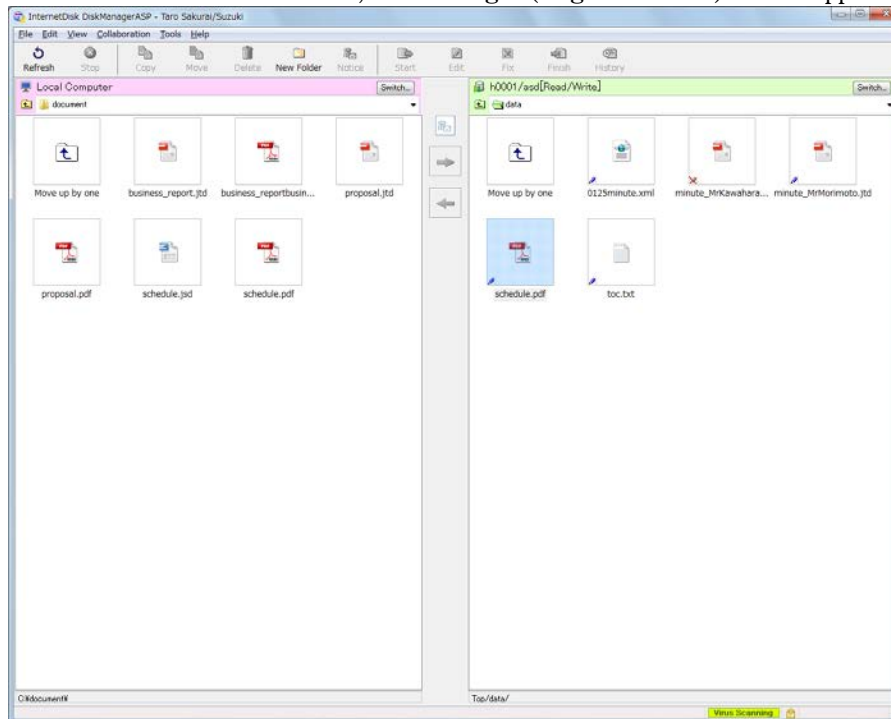
You can upload and download files easily.

DiskManager has two windows for displaying folders on InternetDisk ASP or your computer. By copying files displayed in one window to the other using drag-and-drop or other operations, the files are uploaded or downloaded.

You can upload or download multiple files individually or by folder.

In DiskManager, you can upload or download a single file, multiple files selected individually, or files contained in a folder. This feature allows you to upload or download a host of files using a few operation steps.

Operating Environment

Item	Requirements
OS	Windows 10 Windows 8.1
Hard Disk Space	Approximately 5 MB * 20 MB of available space is required at the time of setup.
CPU / Memory	Environment recommended by the operating system in use or higher
Screen	800 x 600 or above, and High Color or above
Others	Environment allowing connection to the Internet and an e-mail address

*   For the latest information, see "Operating Environment" in the InternetDisk ASP Web site (http://www.idiskasp.com/en/member/environm.html). This site is displayed by clicking **Operating Environment** on the InternetDisk ASP member menu.

*   The English version of DiskManager is not supported.

How to Use the Web View

Starting and Ending Web View

Signing in to InternetDisk ASP with Web View

1. Access URL "https://www.idiskasp.com/en/" with your Web browser.
   The **SIGN IN** window is displayed.

2. Type your **Customer ID**, **Member ID**, **Password**, and confirm **Encode by SSL**. Then click **SIGN IN**.
   The initial setting for "Encode by SSL" is ☑ and access to InternetDisk ASP is encoded by SSL. To ensure security, we recommend you to sign in with this setting.
   When you sign in successfully, a list of available shared disks is displayed.

Note: Setting SSL communication

In the Web View, you set whether to use SSL communication or the normal one on sign-in. The setting here affects from sign-in to logout. During SSL communication, the key icon is shown on the Web browser. When using Internet Explorer, you can see 🔒 on the right of the status bar on the bottom of the window, or when using Safari, ▮ on the right of the title bar on the top of the window. In Firefox, the location bar (area displaying the URL) at the top of the window is yellow and 🔒 is shown to the right of the status bar.

Note: You cannot see the shared disks that you are not a sharing member of

In the shared disk list, only the shared disks that you are registered with as a sharing member are displayed. Shared disks for which the signed-in member is not registered are not displayed even when they actually exist.

If You Forget Your Password

1. Click **Forget your password?** on the **SIGN IN** window.
    You are prompted to type your IDs.

2. Type your **Customer ID** and **Member ID** and click **Send**.
    The e-mail titled "Continue working with Get New Password for InternetDisk ASP" is sent to your e-mail address, and then the **Descriptions Sent to by Email** window is displayed.

3. Access the provided URL in the e-mail using your Web browser.
    You are prompted to type a new password.

4. Type the same password in the **New Password** and **Confirm Your New Password** fields, and click **Edit**.
    You must type the same new sign-in password twice.
    When the sign-in password has been changed, the **Edit Completed** window is displayed. Click **Close** to close the window.

Then, sign in from the SIGN IN window using the new login password and normal procedures.

See P.7 Signing in to InternetDisk ASP with Web View.

Password Expiration and Login Expiration

An expiration date may be set for member passwords by the member administrator. Using the same password for a long time renders the password easily broken. The password expiration date is set to prevent this risk.

Warning When the Password Expiration Date is Approaching

If your password is provided with an expiration date, the following message is displayed when the password expiration date is approaching: This message is displayed every time you sign in until you change the password or until the expiration date comes.

In this case, click **Change Password** to start changing your password.

Warning When the Login Expiration Date is Approaching

The following message may be displayed when you sign in:

This means the sign-in is provided with an expiration date in the login control and is to expire soon. This message is displayed from seven days before the expiration date every time you sign in. After login expiration date, the member cannot sign in. For more information about the login expiration date, contact your member administrator.

Expired Password Error

If the password expires before the password is changed to a new one, the following error message is displayed, disabling your sign in:

Error

❌ Your password has expired. (Error No. 114)

Click the following link to change your password.
Change Password

Done

If this is the case, click **Change Password** to start changing your password. Until password change is completed, you cannot sign in.

See P. 11 Changing the Password.

When You Cannot Sign in due to Errors

Even if your computer is connected to InternetDisk ASP and you type correct information to sign in, you may fail to sign in because of the following errors.

- Password Lock
- IP Address Restriction/Login Control

When You Cannot Sign in due to Password Lock

After a certain number of consecutive unsuccessful authentication attempts, you may fail to sign in. In this case, the following message is displayed:

Error

❌ Internet Disk authentication failure. (Error No. 113)

Password Lock may be activated because the sign in has been failed consecutively.
To disable the Password Lock, ask your member administrator.

Done

This error message indicates that the sign-in failed because of the password lock. For details and actions, contact your member administrator. The password lock is set and disabled by the member administrator.

When You Cannot Sign in due to IP Address Restriction/Login Control

The following message is displayed and you may fail to sign in:

Error

❌ Internet Disk authentication failure. (Error No. 111)

The member administrator may have set the following restrictions:
- IP Address Restriction(Access from your network is not permitted.)
- Login Control(Login period for your account has expired, or you have accessed when your login is not permitted.)

Done

This error message indicates that the sign-in failed because of the IP address

restriction/login control. For details and actions, contact your member administrator.

The member administrator configures IP address restriction/login control.

Note: Notification Email When IP Address/Login Control is Set

When the member administrator changes the IP address restriction/login control setting, a notification e-mail is sent to each member.

Using in Non-Japanese Environment

Either English or Japanese, Web pages are automatically displayed according to the language setting of your Web browser. And you can change the setting manually.

From Japanese to English

In the Japanese **LOGIN** window, click **English**.

The English **SIGN IN** window is displayed and you can sign in with English.
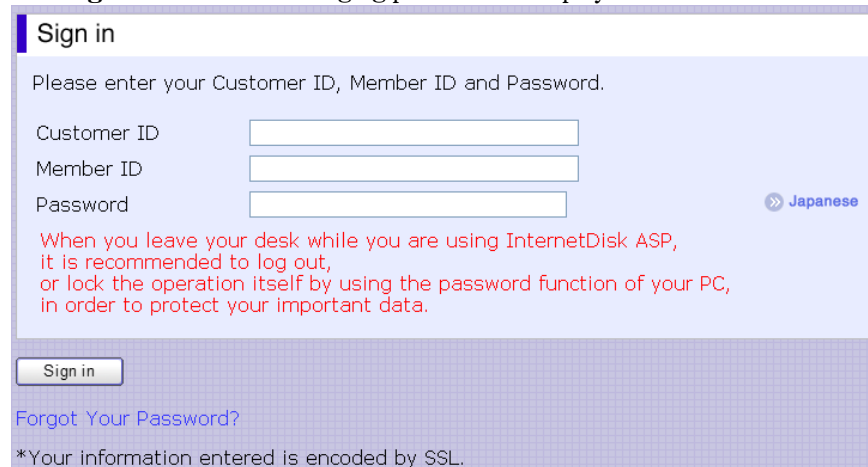
From English to Japanese

In the English **SIGN IN** window, cick **Japanese**.

The Japanese **LOGIN** window is displayed and you can sign in with Japanese.

Changing the Password

1. Access URL "https://www.idiskasp.com/en/" with your Web browser.
   The **SIGN IN** window is displayed.

2. Click **Change Password** in Member Menu.
   The **Sign in** window for changing password is displayed.

3. Type your **Customer ID**, **Member ID** and your current **Password**, and then click **Sign in**.
   The **Edit Member Information** window is displayed.

4. Type your current password and new password at two locations.
   You need to type the same new password twice.

5. Click **Next**.
   The Confirm Member Information window is displayed.

6. Check the contents, and then click **Edit**.
   The **Edit Completed** window is displayed, and the password is changed.

Note: Type a new password which is different from the password up to now

If you type the new password which is same to the present password or the past one, an error occurs and you cannot change the password.

Reviewing the Operational Status of InternetDisk ASP

1. Click **Operational Status** at the bottom of each window such as the **SIGN IN** window and the folder window.
   The system displays the current operational status, the maintenance schedule and so on.

Sign-out

1. Click **Sign out** displayed after sign-in at the top of each window, such as the menu window.
   After sign-out, the **SIGN IN** window is displayed.

Note: Automatic sign-out after no operations for 15 minutes after you logged in

You must sign in again for further operations.

Opening a Shared Folder

Opening a Shared Folder from the Disk List

If you have signed in normally, you can open a shared folder from the disk list.

1. From the disk list, click a disk name.
   The list of shared folders in the shared disk is displayed.

2. From the shared folder list, click a folder name.
   The shared folder window is displayed with the list of folders and files in the shared folder.

Note: Shared folders that you don't have access rights to are not displayed

In the shared folder list, only the shared folders that you have "Read" or "Read/Write" access rights to are displayed. Shared folders that you have "No" access rights to are not displayed.

Opening a Shared Folder Directly by Specifying URL

You might receive the URL of a shared folder from your member administrator or any other member by notification e-mail.

In this case, you can open the URL in your Web browser to directly open the shared folder after sign-in.

1. Open the URL of the shared folder in your Web browser.
   The **Sign in** window is displayed.

2. Type your **Customer ID**, **Member ID**, and **Password**, and confirm the **Encode by SSL** setting, and then click **Sign In**.
   The contents list of the shared folder is displayed.

[Option] Opening Your Private Disk

The private disk can be used by individual members for personal use.

If your private disk is available, "Private Disk" is displayed in the disk list after sign-in.

1. Click **Private Disk** in the disk list.
   The private disk window is displayed with the list of the folders and files in the private disk.

You can upload and download files to/from the private disk, like in shared folders.
However, you cannot let any other members access your private disk.

Note: Condition for making use of the private disk

In the shared folder list, only the shared folders that you have "Read" or "Read/Write" access rights to are displayed. Shared folders that you have "No" access rights to are not displayed.

Moving to another Folder

After opening a shared folder or a folder, you can move to another folder.

Opening the Below Folder

1. Click a folder at the folders/files list of shared folder window or folder window.
   The below folder opens.

Opening the Upper Folder

1. Click **Up One Level** at the folders/files list in shared folder window or folder window.
   The upper folder opens.

Confirming Folder Directory

Folder directory is displayed at the upper left of the shared folder window or folder window.
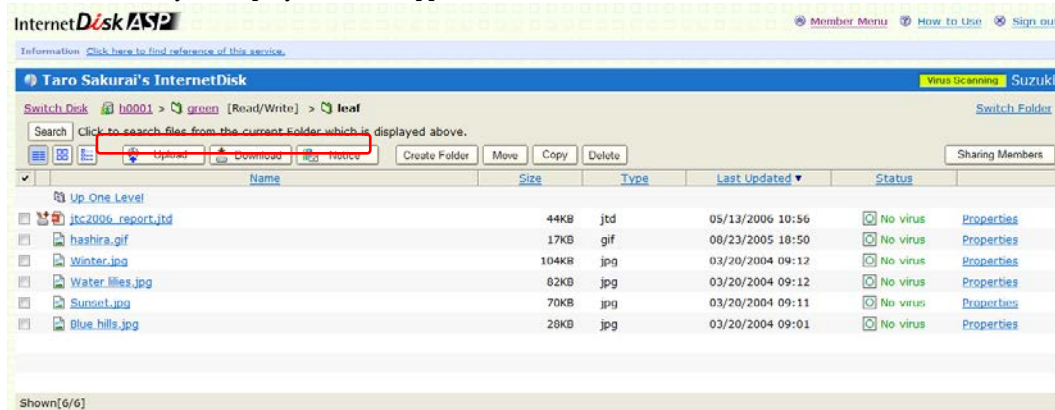
You can open an upper folder by clicking there.

Switching Disk

You can switch Disk after opening a shared folder or a folder.

1. Click **Switch Disk** at the upper left corner of the shared folder window or folder window.
   The list of shared disk is displayed. You can open a folder on the other shared disk from this window.
   See P. 13 Opening a Shared Folder from the Disk List.

Switching Folder

Switching folder moves you to another shared folder or folder under the same disk. With this operation you can open a far folder quickly.

1. Click **Switch Folder** at the upper right of the window.
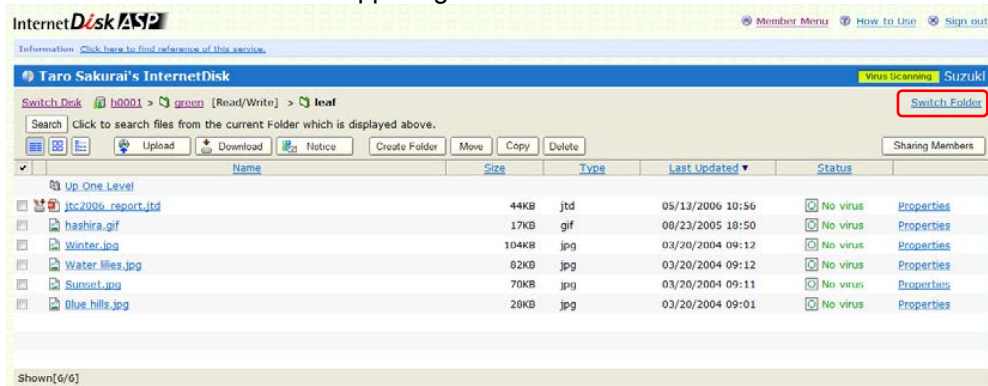
The **Switch Folder** window is displayed.
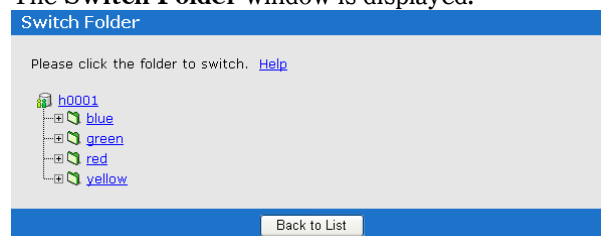
When + is displayed at the left of the folder, click the + to display the folders at lower levels.

2. Click the blue folder name.
   The clicked folder is opened and displayed.

Displaying Folder Contents

When a folder is opened, the information about the files contained in that folder is displayed in a list.

In the list, files indicated with a mark at the beginning are collaboration files, that is, files being edited using the collaborative editing function. You cannot move, copy, or delete

collaboration files. In addition, you cannot overwrite them by uploading files that have the same name.

See P.61 [Option] Collaboration Function.

Sorting Folders and Files

In the shared disk, shared folder, folder, and private disk windows, you can sort the folders and files displayed in the list.

1. Click any one of the item names in the list.
    ▲ is displayed to the right of the clicked item name, and the shared disk list is sorted in ascending order by item.

When you click the item name currently sorted in ascending order, the icon at the right of the item name changes to ▼, and the list is sorted in descending order.

Viewing Images as Thumbnails

In the thumbnail view, reduced-size versions of file images are listed. This function helps you quickly check the contents of many image files.

Displaying Thumbnail List

Click [icon] at the upper left of the window.
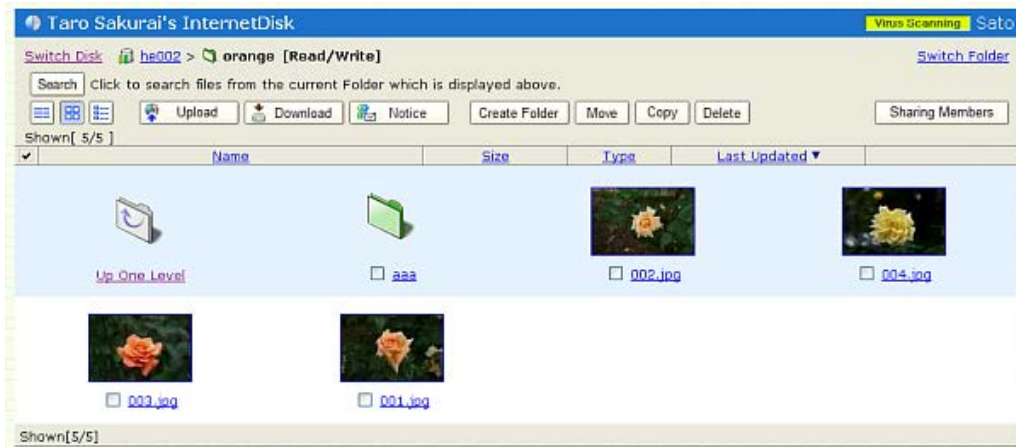
Clicking on an image displayed as a thumbnail enlarges the image.

Displaying Thumbnail Details

Click   [icon]   at the upper left of the window to display thumbnail details.
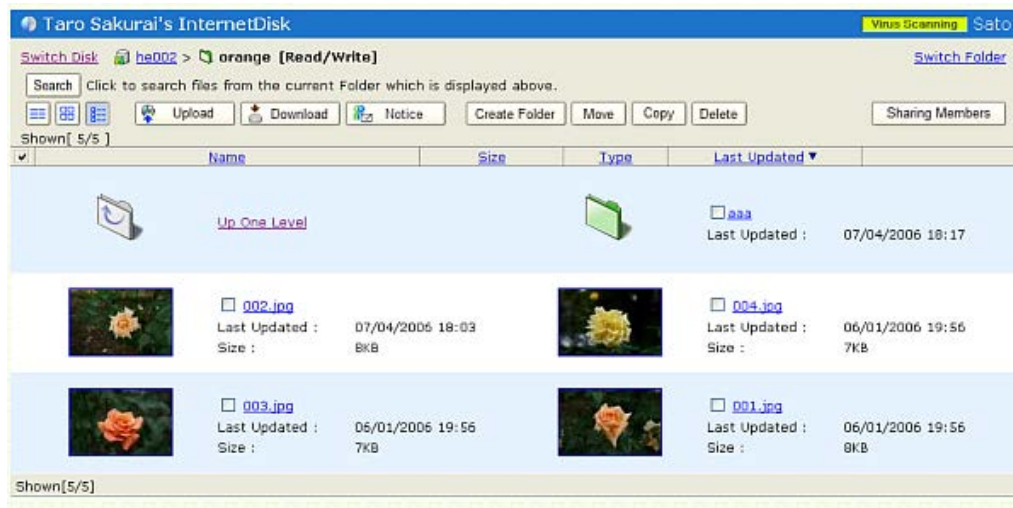
Displaying File List

Click   [icon]   at the upper left of the window to display folder and file list, which is normal view.

> **Note: Files that can be viewed as thumbnails**
>
> Graphics files that can be viewed as thumbnails are files in jpg, jpeg, jpe, gif or png format with both horizontal and vertical sizes up to 2,048 pixels.
> Any other graphics file is displayed by the image indicating each file type, not indicating graphic contents.

Displaying Properties of Folder and File

1. Display the folder that contains the file to display properties.

2. Click **Properties** in the line of a folder/file.
   The Folder Properties or File Properties window is displayed.

Folder Properties

In the **Folder Properties** window, the following information is displayed.
- Place
- Folder Name
  You can change the name by clicking **Edit Folder Name.**
- Last Updated
- Type

File Properties

In the **File Properties** window, the following information is displayed.
- Place
- File Name

You can change the name by clicking **Edit File Name**.

- Size
- Last Updated
- File Type
- Updated By

If Virus Check Service is available, the following information is added.

- Status
- Last Scanned
- Definition File
- Virus Information

Also, if available, Download Information is displayed. The download information shows which and when sharing member downloaded the file.

See P.28 Confirming Download Status.

[Option]Confirming Virus Check Result

You can confirm Virus Check result only when you use Virus Check Service, which is an optional service.

Confirming Virus Check Result

Virus Check result is displayed in **Status** column of each file rows. The result is uploaded when the file is uploaded or downloaded.

Confirming the Detail of Virus Check Result

Display properties of folder and file.

See P.17 File Properties.

Downloading Files

Members can download files in the folders to which they have "Read/Write**"**, "Read", or "Blind Read" access right.

Downloading Files

1. Display the folder that contains the file to be downloaded.

2. Check the checkbox to select files and click **Download**. You can select multiple files here.
   The **Download File** window is displayed. The list of files to download is shown.

Download File

Select the "Save Target As" option from the Short Cut Menu.
To show the Short Cut Menu, Right Click the File Name.   Help

File :
- batik.zip
- web.html

Back to List
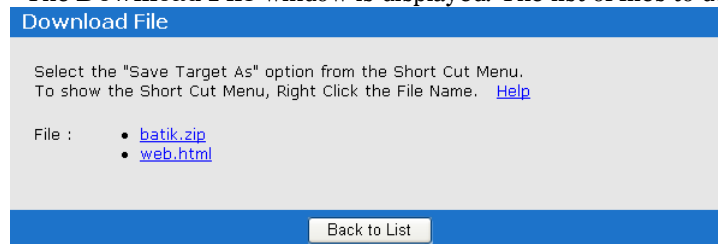
3. Click the name of the file to be downloaded.

    a. For the Internet Explorer Web browser
       a-1. Click the file name.

The **File Download** dialog box is displayed.
       a-2. Click **Save**.

The **Save As** dialog box is displayed.
       a-3. Specify the file name and the location to save the file to, and click **Save**.

The file is downloaded to the computer being used.

    b. For the Firefox Web browser
       b-1. Click the file name.

The **Opening <File Name>** dialog box is displayed.
           * <File Name> is an actual file name.
       b-2. Select **Save Link As**.

The dialog box for saving the file is displayed.
       b-3. Select **Save it to disk** and click **OK**.

The file is downloaded to the computer being used. At this time, the **Downloads** dialog box may be displayed.
The settings as to whether to display the **Downloads** dialog box and where to save the downloaded files are specified in Firefox. The initial setting is Desktop.

    c. For the Safari Web browser
       c-1.Click the file name.

The **Downloads** dialog box (window) is displayed, and the file is downloaded to the computer being used.
The download folder is specified in Safari. The initial download location is Desktop.

Note: You cannot download or upload files by folder

In Web View, you cannot download or upload files by folder.

Note: When the download takes 15 minutes or more

If you do not perform any operations for 15 minutes in Web View, you will be logged out automatically. For this reason, if the download takes 15 minutes or more, the member will need to sign in again. In this case, however, the file download process is continued and completed unless any other error occurs.

Uploading a File

Members can do the following things in the folders to which they have "read/write" access right.

- Uploading files
- Creating a folder on InternetDisk ASP
- Moving a file
- Copying a file
- Deleting a file/folder name
- Editing a file/folder name

Uploading Files

1. Move to the folder you want to upload.

2. Click **Upload**.
   The **Upload Files** window is displayed.

2. Set upload properties.
   Check the notification e-mail settings and change them if necessary.
   See P.23 Changing Notification E-mail Settings.

   Selecting files to be uploaded:
   I. Click **Browse:** on the same line as **File1:**.
   II. Select the file you want to upload, and then click **Open**.
   The file name is entered in the text box on the same line as **File1:**.
   III. If you upload two or more files, repeat step 2-I and step 2-II on **File2:**, **File3:**, …

   Do not upload if the same file exists

This field specifies how to process a file if the same file name already exists in the upload folder.

On

An error occurs and the upload will be aborted.

Off

The file is uploaded by overwriting the existing file with the same name.

After setting is finished, click **Upload.** Uploading progress is displayed.

The files are uploaded, and folder window is displayed again.

Note: File Name Restrictions

In InternetDisk ASP, There are restrictions of file name.

- Length of file name: within 189 letters
- Characters which can't be used: " * / : < > ? ¥ |

Note: File Attributes

When a file is uploaded to InternetDisk ASP, the attributes specified for the file become invalid. For example, if a "read-only" file is uploaded to InternetDisk ASP, the file is no longer read-only.

Confirming and Setting Notification E-mail when Uploading Files

You can check and change Notification of Shared URL e-mail and Notification of Download e-mail when uploading files.

Confirming Shared Address (URL) Notification

The shared URL of the uploaded file is sent to the sharing members by e-mail when the upload is completed. You can set members who have "Read" or "Read/Write" access right for the shared folder as a recipient.

There are the following three statuses for **Notification of shared** URL. The current setting status is displayed in the **Setting Up Notification Email - Currently Set to – Notification of Shared URL** field in the **Upload Files** window.

Notify All Members
> To all sharing members, Notification of Shared URL is sent by e-mail.

Notify Some Members
> To the selected sharing members, Notification of Shared URL is sent by e-mail. Select members in the **Notification Email Setup** window.

Do Not Notify
> Notification of Shared URL is not sent

To change the settings, click **Set.**

See P.23 Changing Notification E-mail.

The default status is either "Notify All Members" or "Do Not Notify". This default status is set by member administrator.

Note: You need to set shared URL settings in the following cases.

- Changing the settings from the default status
- Selecting some sharing members to send a notification e-mail to them
- Adding a message to a notification mail
- Sending a notification e-mail to yourself

Confirming Notification of Download

When a sharing member downloads a file on InternetDisk ASP, the user who uploaded the file receives a notification of download.

There are the following three statuses for notification of download. The current setting status is displayed in the **Setting Up Notification Email - Currently Set to - Notification of Download** field in the **Upload Files** window.
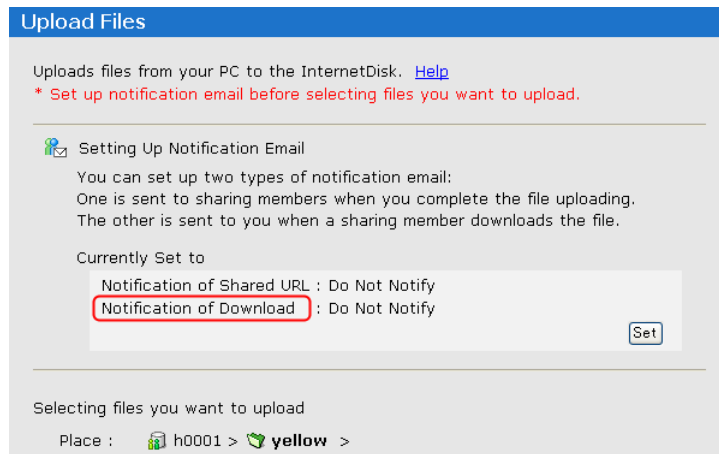
Notify
> Notification of download is set to be sent and received by the user who uploaded the file.

Do Not Notify
> Notification of download is set not to be sent.

Forbidden by Administrator

Notification of download is not available. Because the member administrator selected not to use notification of download.

To change the settings, click **Set**.

See P.23 Changing Notification E-mail.

The default status is set by member administrator.

Note: If the member administrator selected not to use notification of download

If the member administrator selected not to use notification of download, notification of download is not available.

Note: Cases where notification of download is not sent though it is set to be sent

In the following cases, notification of download is not sent despite the **Notify** setting.

- The uploaded file is moved or copied.
- The folder above the uploaded file is moved or copied.

If the uploaded file is overwritten by another member, notification of download is not sent to the member who uploaded the original file.

Changing Notification E-mail Settings

To change notification e-mail settings, click **Set** in the **Setting Up Notification Email - Currently Set to** field in the **Upload Files** window.

The **Notification Email Setup** window is displayed.

In this window, you can set up notification e-mail.

Changing the Shared Address (URL) Notification Settings

Set the shared address notification.

See P. 29 Properties of Shared Address (URL) Notification.

Changing the Download Notification Settings

Check or uncheck the **Notification of Download - Receive Notification Email** checkbox. If the member administrator selected not to use notification of download, **Notification of Download** is not displayed and you cannot set to receive notification e-mail.

When the setting is finished, click **Setup** and return to the **Upload Files** window.   The setting is displayed in the **Currently Set to**.

Creating a New Folder under a Folder

1. Display the parent folder where you want to create a folder.

2. Click **Create Folder**.
The **Create Folder** window is displayed.

3. Type the name at **Folder Name** and click **Create**.
A new folder is created.

Moving a Folder or File

Move a folder or file to other folder on InternetDisk ASP.

1. Display the folder that contains the file you want to move.

2. Attach a check mark to the file to be moved and click **Move**.
The Select Folder Destination to Move is displayed.
When + is displayed at the left of the folder, click the + to display the folders at lower levels.
To set other disk as destination, click **Switch Disk**.

3. Select a destination folder and click **Move**.
The folder or file is moved, and the folder window where the moved file was located is displayed again.

Copying a Folder or File

Copy a folder or file to other folder on InternetDisk ASP.

1. Display the file/folder that contains the file to be copied.

2. Attach a check mark to the file/folder to be copied and click **Copy**.
The Select Folder Destination to Copy window is displayed.
When + is displayed at the left of the folder, click the + to display the folders at lower levels.
To set other disk as destination, click **Switch Disk**.

3. Select a folder to which to copy the file and click **Copy**.
The folder or file is copied, and the folder window where the original file is located is displayed again.

Deleting a Folder or File

1. Display the folder that contains the file/folder to be deleted.

2. Attach a check mark to the file/folder to be deleted and click **Delete**.
   The **Delete File/Folder** window is displayed.

3. Click **Delete**.
   The folder or file is deleted, and the folder window is displayed again.

Changing a Folder or File Name

Changing a Folder Name

1. Display the shared folder or folder that contains the folder you want to rename.

2. Click **Properties** on the same line of the list as the folder name you want to change.
   The **Folder Properties** window is displayed.

3. Click **Edit Folder Name**.
   The **Edit Folder Name** window is displayed.

4. Type the new name at **New Folder Name,** and click **Edit.**.
   The **Folder Properties** window is displayed again.

5. Click **Done**.
   The folder is renamed, and the parent folder window is displayed again.

Note: Members cannot change the name of shared folders

Members can change only the name of folders under shared folders. If members want to change the name of shared folders, ask the member administrator.

Changing a File Name

1. Display the folder that contains the file you want to rename.

2. Click **Properties** on the same line as the file name you want to change.
   The **File Properties** window is displayed.

3. Click **Edit File Name**.
   The **Edit File Name** window is displayed.

4. Type the new name at **New File Name,** and click **Edit.**.
   The **File Properties** window is displayed again.

5. Click **Done**.
   The file is renamed, and the folder window is displayed again.

File Searching

Starting File Search

You can search files from the Shared Folder List window, folder window, or Private Disk window by file name.

1. Open disk or folder for which you search files.
2. Click **Search**.
   The **Search Files** window is displayed. **Range of Search** is disk or folder shown in previous window.
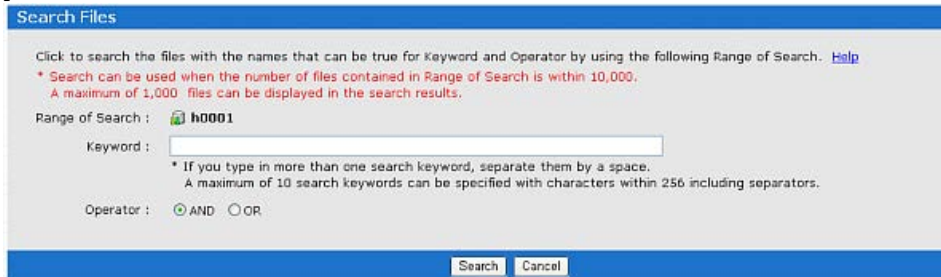
3. Set the followings:

   Keyword

Type the keyword to be used for the search.

If you type more than one keyword, separate them by a space. The way these keywords are used for your search differs depending on the **Operator** setting.

Up to 10 keywords can be specified at a time. The maximum length of the keyword box is 256 characters including separators (spaces).

   Operator

Specify how to search when the multiple keywords are specified in **Keyword**.

   AND

Searches for any file that contains all of the multiple keywords. Suppose you typed "aa" and "bb" as the keywords. The search retrieves and shows files such as "aabb.txt" and "aaabbb.txt", if exists. However, "aa.txt" or "bb.txt" is not retrieved.

   OR

Searches for any file that contains one of the multiple keywords. Suppose you typed "aa" and "bb" as the keywords. The search retrieves and shows files such as "aabb.txt", "aaabbb.txt", "aa.txt", and "bb.txt", if exists.

4. Click **Search**.
   The **Search Results** window is displayed.
   When the search finds no file, the message is displayed in the error window: Cannot search results. Corresponding files are not found.

Note: You cannot search files from the disk list.

Search is not displayed in the disk list window. Also, **Search** is invalid in other windows when disk or folder contains no folders and files.

Note: Limitation of file number

When there are over 10,000 files in the range (disk or folder to search) or files of search, you cannot search files.

Also, when results are over 1,000 files, you cannot display all files.

File Search Results

In the **Search Results** window, you can do the following. Procedures are same as normal folder windows.
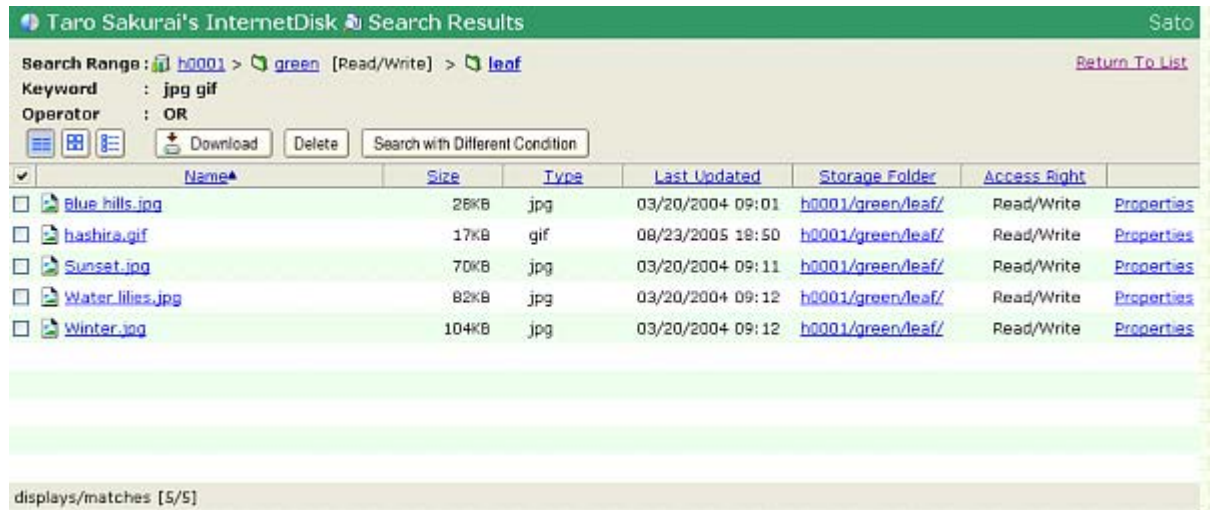
- Sorting Folders and Files
  See P. 16.
- Downloading
  See P. 18.
- Deleting a Folder or File
  See P. 25.
- Viewing Images as Thumbnails
  See P. 16.

Click **Search with Different Condition** to start file search again.

Note: Searching with Different Condition

Clicking **Search with Different Condition** runs a new search. It does not narrow the current search result.

Informing to Sharing Members

Confirming Sharing Members

Confirm members who can access a folder. To access a folder, members need to have "Read" or "Read/Write" access right to the shared folder above the folder.

1. Display the folder you want to verify sharing members for.

2. Click **Sharing Members**.

A list of sharing members who can access to the folder is displayed on the **Member Properties** window. The name of the member who opened the list is displayed in **bold face**.
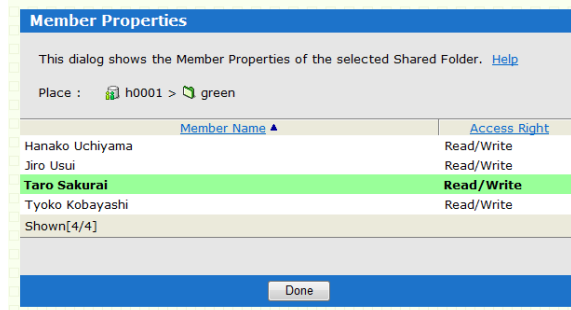
Confirming Download Status

When download information is available to be acquired, you can confirm the download status of a file in **Download Information** on the **File Properties** window.

See P.17 File Properties.
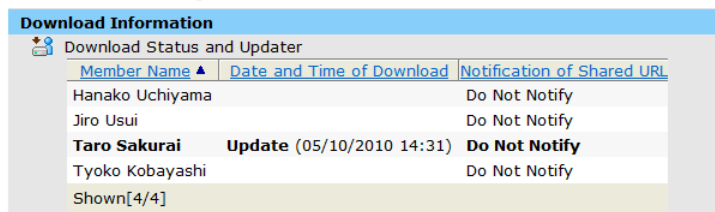
In **Download Information**, the following information is displayed.

Item	Description
Member Name	Name about the sharing member who can download this file.
Date and Time of Download	Date and time when the member downloaded this file. If the member has not been downloaded, this cell is empty. When the member viewed the file on Web View window, it is regarded as download.
Notification of Shared URL	Members who received notification e-mail when the file was uploaded is shown as "Notified". The others are shown as "Do Not Notify".

The member who uploaded the file is displayed with **bold**.

Note: Available only when the use of download information is enabled

The use of download information is set by the member administrator.

Note: "Notification of Shared URL" column is not displayed for the files uploaded before Aug 7, 2005

The **Notification of Shared URL** column is displayed only for the files uploaded after the start date of Aug 7, 2005 version of service. The column is not displayed for the files uploaded before this date.

Notifying the URL of a Shared Folder

Shared address notification notifies other members of the shared address (URL) and notification ID of a shared folder or its subfolder by e-mail. Members notified of the information can instantly open the shared folder or its subfolder. Members with the "Read/Write", "Read", or "Blind Read" access right to the shared folder can be specified as recipients of shared address notification.

You can specify the shared address notification e-mail be sent when a file is uploaded. See P. 19 Uploading a File.

In addition, you can send it at any time using the following procedure:

1. Display the folder whose URL you want to notify sharing members.

2. Click **Notice**.

3. Set up notification e-mail.
   See P.29 Properties of Shared Address (URL) Notification.

4. Click **Send**.

Properties of Shared Address (URL) Notification

To send a shared address notification e-mail, specify the recipients.

For both subject and message, you can only use alphanumeric characters, space, and the following symbols: !"#$%&'()*+,-./:;<>?@[¥] ^_`{|}~.

Recipients

You can sent the notification to the members who have "Read/Write", "Read", or "Blind Read" access right to the folder.

Subject

Within 50 letters. If not type, the default subject "Notification of URL for shared folders" is set. Note that the actual subject of the notification e-mail begins with "[InternetDisk ASP]."

Message

Within 200 letters. This message is inserted into the body of the notification e-mail. Initially, the mail has no message. You may leave the mail with no message.

[Options] Using the One-time Transmission Function

What is One-time Transmission Function

The one-time transmission function realizes the easy and safe handing over of files to InternetDisk ASP members and nonmembers. The one-time transmission can handle a nonmember as a **guest**. Unlike the case for members, the member administrator does not need to register guests in advance nor set any shared disk or folder for guests.

In the one-time transmission, a member temporarily uploads the file to the transmission folder on the guest disk and specifies the guest who can download to receive the file. The guest receives a "Notification of File Keeping" e-mail that contains information and the method to download the file. They download to receive the file following the instruction on this mail.
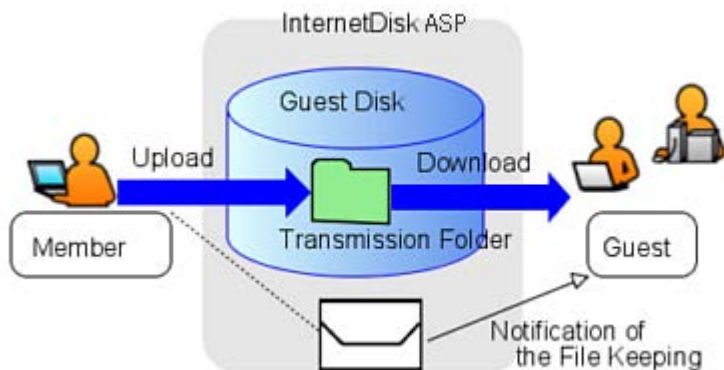
Note: Member Enabled to Execute the One-time Transmission Function

A member can execute the one-time transmission function when the member belongs to the organization (customer) having subscribed to the one-time transmission option and the member's upper bound allocation for broadcasting to guests is greater than 0. The optional subscription and upper bound allocation for broadcasting to guests are specified by the member administrator.

One-time Transmission Procedure

The following shows the one-time transmission procedure:

A member starts the one-time transmission.

When the one-time transmission is started, the file is uploaded and a notification e-mail is sent to the guest.
See P.31 Starting the One-time Transmission.
Note that saving e-mail addresses for one-time transmission may make the one-time transmission start more efficiently.
See P. 35 Saving E-mail Addresses for One-time Transmission.

Guest downloads a file.

> Once the one-time transmission is started, a notification e-mail is automatically sent to the guest. The guest carries out the operations according to the instruction on this notification e-mail:

When the guest downloads the file, the download notification e-mail is sent to the member who started the one-time transmission of the file.

> See P.38 Receiving the Download Notification for One-time Transmission.

Member deletes the transmission folder.

> After the guest completes downloading the file to receive, the one-time transmission is terminated by removing the transmission folder.
> See P.34 Deleting the Transmission Folder.
> The transmission folder is automatically deleted when the 72-hour (3-day) deposit expiration is over, and thus the one-time transmission is terminated.

One-time Transmission Operation Rules

Upper Bound Allocations for Broadcasting to Guests

The maximum number of guests for each transmission you can set when starting the one-time transmission is defined by the member administrator as "upper bound allocations for broadcasting to guests." The upper bound allocation for broadcasting to guests is up to 10.

Number of One-time Transmissions

You can execute up to 10 one-time transmissions at a time. If there are 10 one-time transmissions already being transmitted, a new one-time transmission cannot be started. For the new transmission to be able to start, you have to wait until any one of the one-time transmissions in the run expires or delete the transmission folder.

Number of Files and File Size

One one-time transmission can send up to 10 files. The maximum size of files is 100MB in total.

File Expiration

In one-time transmission, each file expires in 72 hours (3 days) after the transmission is started. After the expiration, the guest can no longer download the file. The expired transmission folder is automatically deleted.

Number of Downloads

A guest can download a file up to 3 times. After this time is reached, the guest can no longer download the file even within the file expiration.

Starting the One-time Transmission

The one-time transmission is started by any InternetDisk ASP member by the following procedure:

1. In the shared disk list displayed immediately after sign-in, click **Guest Disk**.
    The **Guest Disk** window is displayed.

2. Click **One-time Transmission**.

   The **One-time Transmission (1/2)** window is displayed.

3. Set the following items.

   Guest

Specify the e-mail address of the guest to whom the file is sent. To start one-time transmission, at least one guest needs to be set. There are two guest setting methods. Both can be used at one time.

Directly type the e-mail address in the input box

To set multiple guests, separate each e-mail address by a comma "," as follows:

taro@example.com, hanako@example.com

Select from the list of saved e-mail addresses

In the list of saved e-mail addresses, turn the guest to ☑. You can turn multiple e-mail addresses to ☑.

This list shows the e-mail addresses saved for one-time transmission in advance. To save e-mail addresses, click **Edit Saved Email Address.**

Subject

Type the title of the Notification of File Keeping e-mail in 50 characters or less. If nothing is typed in the subject to be left as is in the initial state, the subject defaults to "Notification of File Keeping (set your password)."
Note that the actual subject of the notification e-mail begins with "[InternetDisk ASP]."

Message

Type the message to be inserted into the body of the e-mail in 200 characters or less. Initially, the mail has no message. You may leave the mail with no message.

4. After the settings are completed, click **Next**.
The One-time Transmission (2/2) window is displayed.

5. Set the following items.

Transmission Folder Name

Set the name of the transmission folder. Initially, this box is filled in with the name automatically

generated from the current date and time. This may be used as the transmission folder name. Or, you may change to a different name based on the following rules:

The symbols "*/:<>?¥| cannot be used.

This can be less than or equal to 63 characters.

This must not be the same name as any existing transmission folder.

Notification Email Setup

Shows information such as the number of guests set in the **One-time Transmission (1/2)** window. To change the guest or notification e-mail setup, click **Return to Previous** to return to the **One-time Transmission (1/2)** window.

Transmitted File

In the **File1 to File10** boxes, type the name of each file to send by the full-path name. Type the file name directly in each box.   Or, click **Browse** next to each box and select the desired file name in the **Select File** dialog box. Up to 10 files can be transmitted. The file size is up to 100MB in total.

6. After the settings are completed, click **Transmit**.

    The file to transmit is uploaded to the transmission folder and a "Notification of File Keeping" e-mail is sent to the guest. The Guest Disk window is redisplayed when the transmission is completed.

Deleting the Transmission Folder

You can delete the transmission folder when it is no longer necessary, for instance, the downloading is completed by the guest. To do this, follow the procedure below: Deleting a transmission folder terminates the one-time transmission that uses the folder.

1. In the Guest Disk window, turn the transmission folder you want to delete to ☑, then click **Delete**. Only one transmission folder can be specified.

    The **Folder Deletion** window appears.

2. Set the subject and message of the deletion notification e-mail.

    ### Subject

Type the title of the Notification of File Keeping e-mail in 50 characters or less. If nothing is typed in the subject to be left as is in the initial state, the subject defaults to "Transmission Folder Deletion Notice" Note that the actual subject of the notification e-mail begins with "[InternetDisk ASP]."

Message

Type the message to be inserted into the body of the e-mail in 200 characters or less. Initially, the mail has no message. You may leave the mail with no message.

3.   After the settings are completed, click **Delete**.

The transmission folder is deleted and the deletion notification e-mail is sent to the guest. The Guest Disk window is redisplayed when the deletion is completed.
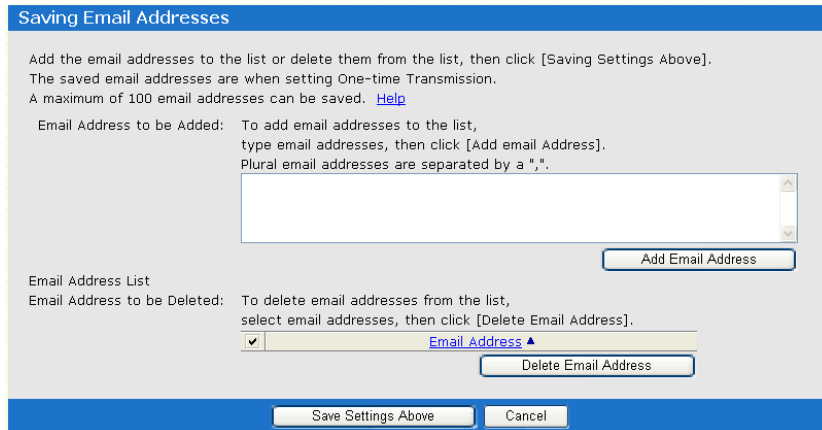
Note that the expired transmission folder is automatically deleted.

Saving E-mail Addresses for One-time Transmission

Saving e-mail addresses saves you the time required to type the e-mail address when repeatedly performing the one-time transmission to the same guest.

1.   In the Guest Disk window, click **Email Address Registration**.

Or, on the **One-time Transmission (1/2)** window, click Edit Saved Email Addresses. The **Saving Email Addresses** window is displayed, enabling you to save the e-mail addresses for one-time transmission.

Saving Email Addresses

Add the email addresses to the list or delete them from the list, then click [Saving Settings Above].
The saved email addresses are when setting One-time Transmission.
A maximum of 100 email addresses can be saved.   Help

Email Address to be Added: To add email addresses to the list,
type email addresses, then click [Add email Address].
Plural email addresses are separated by a ",".

[   ]

Add Email Address

Email Address List
Email Address to be Deleted: To delete email addresses from the list,
select email addresses, then click [Delete Email Address].

☑   Email Address ▲

Delete Email Address

Save Settings Above   Cancel

2.   Type the e-mail address in the **Email Address to be Added** box, then click **Add Email Address**.

To set multiple guests, separate each e-mail address by a comma "," as follows:

jiro@example.com, saburo@example.com

The **Email Address List** is added with the item.
To delete addresses saved in the **Email Address List**, turn it to ☑, then click **Delete Email Address**.

3.   When completing the **Email Address List** settings, click **Save Settings Above**.

Now the content of the list is saved. And you can select e-mail addresses from the list when the one-time transmission setting.
The Guest Disk window or **One-time Transmission (1/2)** window is displayed again.

For a Guest to Download a File

A one-time transmission guest can download the transmitted file by the following procedure.

1. A "Notification of File Keeping " e-mail is sent to the guest.

2. Open the provided URL to the transmission folder in the e-mail using your Web browser.
   The **Password for Download** window is displayed.

3. Type the password. Type the same password twice for confirmation.
   The password length is from 6 to 15 spaces.   The password can contain alpha-numeric characters and symbols, hyphens (-), underscores (_), and periods (.). Note that alphabetic characters are case-sensitive.

4. Click **Set**.

The **Setting Completed** window is displayed.

Click **Close** to close the **Setting Completed** window.

At this time, a notification e-mail titled "Notification of how to download files" is sent to the guest.

5. Open the provided URL to the transmission folder in the e-mail using your Web browser.

The **Guest Sign In** window is displayed.

6. Type your **Email Address** and **Password for Download**, then check the **Encode by SSL** setting, and then click **Guest Sign In**.

It is recommended to turn the "Encode by SSL" option to ☑ for security reasons.

The **Guest Disk** window shows the list of downloadable files.

7. Click **Download** in the line of the file you want to download.
    The **Download for Receiving** window shows the file to be downloaded.

8. Download the file to your computer. When multiple files are displayed, download them one by one.

    a. For the Internet Explorer Web browser
        a-1. Click the file name.
The **File Download** dialog box is displayed.
        a-2. Click **Save**.
The **Save As** dialog box is displayed.
        a-3. Specify the file name and the location to save the file to, and click **Save**.
The file is downloaded to the computer being used.

    b. For the Firefox Web browser
        b-1. Click the file name.
The **Opening <File Name>** dialog box is displayed.
                    * <File Name> is an actual file name.
        b-2. Select **Save Link As**.
The dialog box for saving the file is displayed.
        b-3. Select **Save it to disk** and click **OK**.
The file is downloaded to the computer being used. At this time, the **Downloads** dialog box may be displayed.
The settings as to whether to display the **Downloads** dialog box and where to save the downloaded files are specified in Firefox. The initial setting is Desktop.

    c. For the Safari Web browser
        c-1. Click the file name.
The **Downloads** dialog box (window) is displayed, and the file is downloaded to the computer being used.
The download folder is specified in Safari. The initial download location is Desktop.

Receiving the Download Notification for One-time Transmission

The member who started the one-time transmission receives the download notification when the guest first downloads the file. The download notification is sent in Japanese or English depending on the member's language setting.

Note: The download notification for one-time transmission is supposed to be sent.

Unlike for normal download notification, you cannot set not to receive it.

Using DiskManager

Starting and Exiting DiskManager

Downloading DiskManager

InternetDisk DiskManagerASP (DiskManager) is downloaded from
http://www.idiskasp.com/en/download. Users of InternetDisk ASP can download it freely.

Setting Up DiskManager

To use DiskManager, you will first need to set it up. Download and execute the
DiskManager file and set it up by following the on-screen instructions. To set it up, you must
first be logged on to the operating system as a user who has the Administrators privilege, or
need to type the password for the administrator account to execute the file.

Caution : Cannot set up both English version and Japanese version

You cannot set up both the English version and Japanese version of DiskManager in the
same computer.

Note: Proxy settings

When you start up and sign in to DiskManager for the first time, DiskManager configures
the proxy server and other settings automatically based on the Internet Explorer settings.
When starting and signing in to DiskManager for the first time, make sure that you can
connect to the Internet with Internet Explorer.

Starting and Signing in to DiskManager

1. Click the **Start** button in Windows and select **InternetDisk DiskManagerASP**.
   * In Windows 8.1, select InternetDisk DiskManagerASP from the apps list on the
   Start screen.

   DiskManager starts.

2. When it is started for the first time, the **Authentication** dialog box is displayed.
   Type your customer ID, member ID, and member sign-in password and click **OK**.
   The customer ID, member ID, and member sign-in password are important items of
   information for signing in to InternetDisk ASP.

3. Sign in to InternetDisk ASP.

Note: Remembering (storing) the sign-in password

When **Remember Password** is set to ☑ in the **Authentication** dialog box, the customer
ID, member ID, and sign-in password of the signed-in user are remembered and the user
will be automatically signed in from the next time. The remembered sign-in password and
ID are uniquely associated with each logged-on Windows user.

However, if InternetDisk ASP is configured to remember the sign-in password on a PC where more than one user shares the same Windows account, a risk arises in which other users may sign in to InternetDisk ASP.

When your computer is connecting to the Internet through a proxy server where users are authenticated with the user name and account, the **Proxy Authentication** dialog box may be displayed. In this case, you need to type the user name and password for proxy authentication purposes. When **Remember Password** is set to ☑ in this dialog box, the user name and password used for the current proxy authentication are remembered and the user will be authenticated automatically from the next time.

Signing in to InternetDisk ASP from DiskManager

When you use DiskManager for the first time, the **Authentication** dialog box as shown below is displayed.
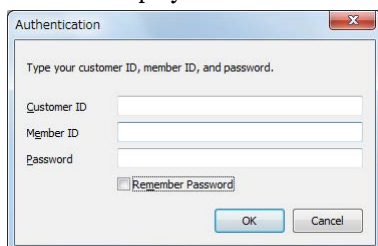
You need to type your customer ID, member ID, and member sign-in password and click **OK** to start the sign-in process. When you are successfully signed in, you are allowed to use InternetDisk ASP. If the sign-in process fails, an error message is displayed.

When **Remember Password** is set to ☑, the sign-in password is remembered. You will be signed in automatically next time you start DiskManager. From then on, the sign-in process is started using the same customer ID, member ID, and sign-in password as those you have typed here.

Note: Remembering (storing) the sign-in password

When the sign-in password and ID are remembered, they are uniquely associated with each logged-on Windows user.
If InternetDisk ASP is configured to remember the sign-in password on a PC where more than one user shares the same Windows account, the risk of other users signing in to InternetDisk ASP increases.

Note: Permission to remember the sign-in password

The member administrator may have configured the setting to prevent the sign-in password from being remembered. In this case, the sign-in password cannot be remembered.

Password Expiration and Sign-in Expiration

An expiration date may be set for member sign-in passwords by the member administrator. Using the same sign-in password for a long period of time increases the risk that password may be identified by a third party. A password expiration date is set to prevent this risk.

Warning When the Password Expiration Date is Approaching

If your sign-in password is provided with an expiration date, the following message is displayed when the password expiration date is approaching. This message is displayed every time you sign in until you change the sign-in password or until the expiration date arrives.

> The password of your current account expires in x days.
>
> Change the password before it expires.
>
> The expiration period is determined by the member administrator.

In this case, change the password for signing in to the InternetDisk ASP.

See P. 60 Changing the sign-in password.

Expired Password Error

If the password has expired before it is changed to a new one, the following error message may be displayed, disabling your sign-in:

> The password has expired.

If this is the case, change the password for InternetDisk ASP.

See P. 60 Changing the sign-in password.

You cannot sign in unless you change the password.

Note: Cases where you can sign in after the password validity period has expired

The member administrator may have configured the setting so that the following message is displayed each time you sign in after the password validity period has expired. In this case, it will still be possible to sign in.

> The password has already expired.
>
> The expiration period is determined by the member administrator.

When You Cannot Sign In Owing to Errors

Even if your computer is correctly connected to the Internet and you have entered the correct information to sign in, you still may not be able to sign in owing to one of the following errors:

- Password lock
- IP address restriction/login control

When You Cannot Sign In Owing to Password Lock

When the following message is displayed, you cannot sign in owing to the password lock:

> Sign-in failed successively, and the password lock has been activated.
>
> To release the password lock, ask the member administrator.

The password lock is activated after a certain number of consecutive unsuccessful sign-in attempts using incorrect passwords. For details and required actions, contact your member administrator. The password lock is set and disabled by the member administrator.

When You Cannot Sign In Owing to IP Address Restriction/Login Control

In the following case, you cannot sign in owing to the IP address restriction/login control.

> InternetDisk authentication failed.
>
> The possible causes are as follows:
>
> - IP address restriction (Access from your network is not permitted.)
>
> - Login control (Your sign-in permission period is expired, or you are not permitted to access on the current date and time."

For details and required actions, contact your member administrator. The member administrator configures the IP address restriction and login control.

Note: Notification e-mail sent when the IP address restriction and login control is set

When the member administrator changes the IP address restriction and login control settings, a notification e-mail is sent to each member.

Exiting DiskManager

1. Select **File - Exit**.
   DiskManager is exited.

DiskManager Window

DiskManager displays the contents of folders on your computer or InternetDisk ASP in two windows positioned side by side. Files can be copied between these two windows.
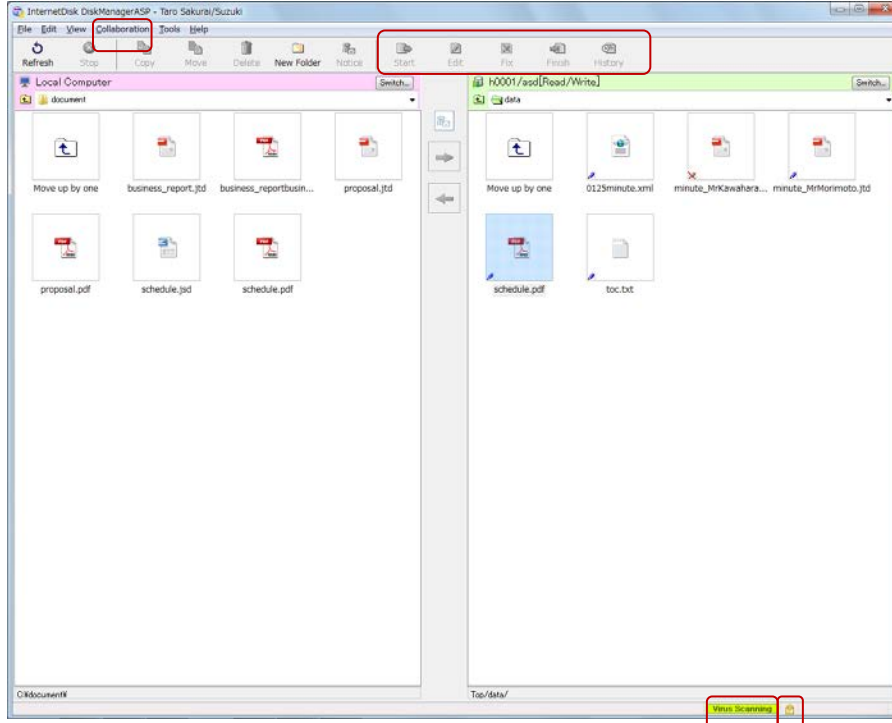
SSL Communication

When SSL data communication is used for accessing InternetDisk ASP, a lock mark is displayed in the lower right of the window to indicate that SSL communication is used. Whether SSL communication is used is determined by the setting in DiskManager. Clicking the lock mark displays the certificate used for SSL communication. See P. 50 Displaying the SSL Certificate.

Virus Check

When the virus check service is used, a mark is displayed in the lower right of the window to indicate that the service is used. To use the virus check service, you must subscribe to the relevant option.

Collaboration Function

When the collaboration function is available, **Collaboration** is added to the DiskManager menu. The function is also added to the toolbox or right-click menu.

Caution：Characters other than alphanumeric characters may be not displayed properly

If characters other than alphanumeric characters are used for file name, shared disk name, local disk drive name or other names, they may be garbled.

Switching the Disk and Folder to Display

Disks and Folders That Can Be Displayed

In DiskManager, you can display the following types of disk or folder in each of the left- and right-hand windows:

Local Computer
Disks or folders on your computer (or computers in the same LAN).

Personal Disk
A personal folder on InternetDisk ASP. This is displayed when the personal disk can be used. The personal disks can be used when the customer the members belong to has subscribed to a personal disk option and the member administrator has allowed the members to use the personal disks.

Shared Folder
Shared folders in InternetDisk ASP or their subfolders. Shared folders to which you have "Read", "Read/Write", or "Blind Read" access right, as well as their subfolders, can be displayed.

Switching the Type of Disk or Folder to Display

To switch the type of disk or shared folder to be displayed in the windows, click **Switch** in the upper right of each window.
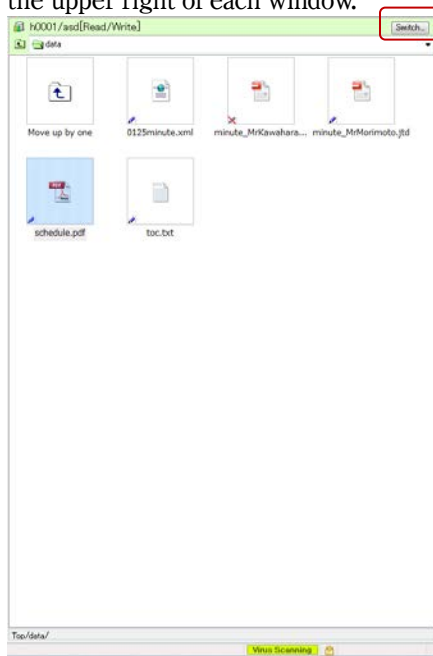
Clicking **Switch** displays the following items on the pull-down menu:

- Local Computer
- Personal Disk (if available)
- Shared Folder

● Select Notification ID

Select the type of disk or shared folder you want to switch to from this menu.

Switching to Folders on the Local Computer

1. Click **Switch**.

   A pull-down menu is displayed.

2. Select **Local Computer**.

   Folders on the local computer are displayed in the window.

Switching to the Personal Disk

1. Click **Switch**.

   A pull-down menu is displayed.

2. Select **Personal Disk**.

   The personal disk is displayed in the window.

If the personal disk is not available, "Personal Disk" is not displayed on the pull-down menu.

Switching to a Shared Folder

1. Click **Switch**.

   A pull-down menu is displayed.

2. Select "Shared Folder".

   The **Switch Disk or Shared Folder** dialog box is displayed.
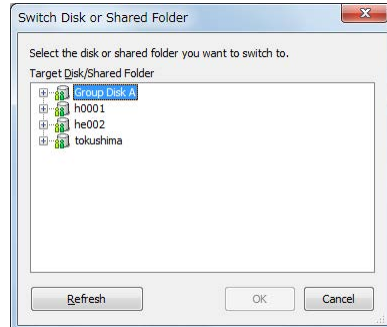
3. Select the shared folder or its subfolder in "Target Disk/Shared Folder" and click **OK**.

   The selected folder is displayed in the window.

Note: Refreshing the Switch Disk or Shared Folder dialog box

The InternetDisk ASP folder configuration may be changed by other members while the **Switch Disk or Shared Folder** dialog box is displayed on your computer. You can load the latest folder configuration by clicking **Refresh**.

Selecting the Notification ID

In InternetDisk ASP, you may be notified of the address (URL) of a shared folder or its subfolder and a notification ID from the member administrator or a member by a shared address notification. Using the notification ID in DiskManager, you can quickly open the shared folder or its subfolder described in the notification.

1. Click **Switch**.

   A pull-down menu is displayed.

2. Select **Select Notification ID**.

   The **Switch Folder by Selecting Notification ID** dialog box is displayed.
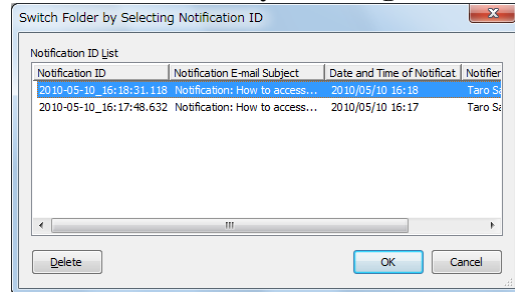
3. Select the notification ID from the shared notification list and click **OK**.

   The shared folder or its subfolder corresponding to the selected notification ID is displayed in the window.

Displaying Information on a File or Folder

Refreshing the Windows

1. Select **View - Refresh**.

The contents of both the left- and right-hand windows are refreshed.

It may take some time until the refresh process is completed.

Selecting **View - Stop** while the refresh process is running cancels the process.

Switching the View Mode

1. Click **View - Large Icons/Small Icons/List/Details**.

   The mode of the folder or file view is switched.

The available view modes are the same as those in Windows Explorer.

When you switch the view mode, both left- and right-hand windows are switched to the selected view mode at the same time. You cannot change the view mode in one window.

Viewing Thumbnails

In the thumbnail view, reduced-size versions of file images are listed.
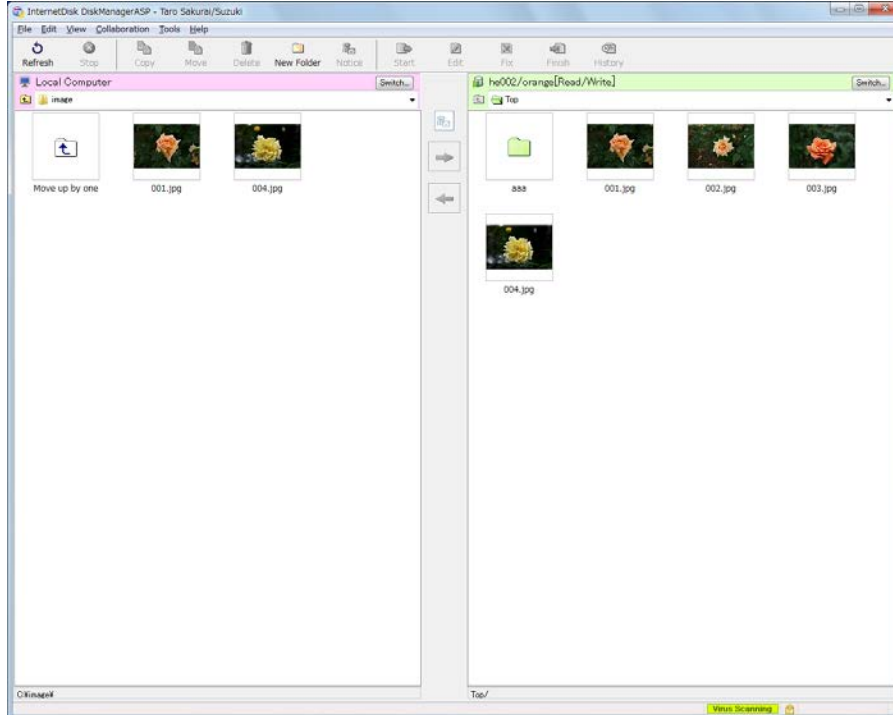
This function is helpful, for example, when handling a large number of image files.

1. Click **View - Thumbnails**.

   Folders and files are displayed as thumbnails.

Note: Setting for displaying items in the thumbnail view

The thumbnail view is available when **View Thumbnails** is set to ☑ in the DiskManager settings.

See P. 59 Configuring DiskManager

The initial setting for **View Thumbnails** is ☐ and the thumbnail view is not available.

Note: Files displayed in thumbnail view

Image files in the JPEG, GIF, BMP, TIFF and PNG standard formats are displayed as thumbnails.

Other files are displayed in icons indicating the file type.

Arranging Folders or Files

Folders and files are sorted by item in each of the left- and right-hand windows.

1. Click in the left- or right-hand window and select **View - Arrange Icons - By Name/By Type/By Size/By Date**.

   The folders and files are sorted in ascending order of the clicked item.

When they are sorted in ascending order of an item, clicking the item name sorts the list in descending order of that item.

Displaying the Sharing Member List

In the window displaying a shared folder, you can display the following information on

members who have access rights to the shared folder.

- Member name
- Types of access rights

1. Click in the left- or right-hand window and select **Tools - Sharing Member List**.
   A dialog box showing a list of members sharing the folder displayed in the clicked window is displayed.

Checking the Disk Space and Free Space

The disk space and free space of a shared folder or personal disk are checked.

1. Click in the left- or right-hand window and select **Tools - Check Disk Space**.
   The dialog box showing the disk space is displayed.

Check Disk Space		
Disk Name: h0001		
Total Size:	100MB (	104,857,600 Byte)
Used Size:	11MB (	11,394,746 Byte)
Free Space:	89MB (	93,462,854 Byte)
Usage		
		11%
Refresh		Close
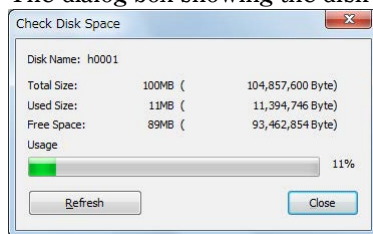
You cannot check the disk space and free space of folders on the local computer.

Displaying the Properties of a Folder or File

The following information (properties) of a folder or file displayed in the window is displayed.

- Type
- Location
- Size
- Date Modified
- Contents (displayed for folders)

1. Select the file or folder in the left- or right-hand window and click **File - Properties**.
   A dialog box showing the properties of the file or folder is displayed.

sample04.tif Properties	
sample04.tif	
Type:	TIFF image
Location:	Top/
Size:	15.3MB (16,072,704 Byte)
Date Modified:	2009/02/04 11:16:59
Modified by:	Windows7-64bit-English
Virus Check Result:	No virus
Last Scanned:	2010/05/21 10:24:01
Definition File:	20100520-025
File:	Regular File
Image Format:	TIFF Format
Image Size:	2560 x 1920[pixel]
Date Picture Taken:	2003/08/06 09:22:01
Virus Details...	OK
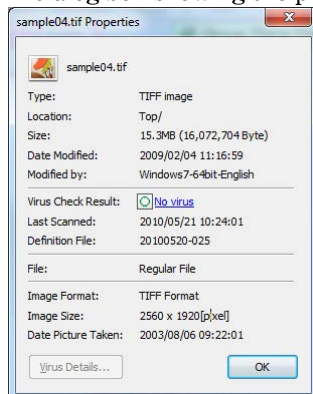
Displaying the SSL Certificate

When SSL (Secure Socket Layer) is used to encode data, a certificate issued by a reliable certification authority for the InternetDisk ASP Web site is used. In DiskManager, you can display and verify the contents of the current certificate using the following procedure:

1. Click the lock mark for SSL communication in the lower right of the DiskManager window.
   The contents of the certificate are displayed in the **Certificate** dialog box.

In the following example, the certificate was issued by Cybertrust to www.idiskasp.com.

Issued To	www.idiskasp.com
Issued By	Cybertrust Japan Public CA
Valid from	2010/2/8 to 2013/3/8

Copying Folders or Files between Two Windows

In DiskManager, you can copy files or folders between the two windows. However, they cannot be copied to shared folders to which you have "Read" or "Blind Read" access right or to their subfolders.

Note: Selecting multiple files

You can select multiple folders or files by clicking them while holding down the Shift or Ctrl key.
Furthermore, you can select all folders or files in a folder by selecting **Edit - Select All**. When you select **Edit - Invert Selection**, the currently selected folders or files are deselected and those currently not selected are selected.

Note: Files larger than 2 GB

If the size of one file exceeds 2 GB, it cannot be copied (uploaded) to a shared folder or personal disk on InternetDisk ASP.

Copying Using Drag and Drop

Select files or folders displayed in either of the two windows, and then drag and drop them into the other window.

Copying to the Right-Hand Window

1. Select files or folders displayed in the left-hand widow.

2. Select **Edit - Copy to the Right Window**.
   The files and folders are copied to the right-hand window.

When a folder on the local computer is displayed in the left-hand window and a shared folder in the right-hand window, the files and folders are uploaded to InternetDisk ASP.

Copying to the Left-Hand Window

1. Select files or folders displayed in the right-hand widow.

2. Select **Edit - Copy to the Left Window**.
    The files and folders are copied to the left-hand window.

When a folder on the local computer is displayed in the left-hand window and a shared folder in the right-hand window, the files and folders are downloaded from InternetDisk ASP.

Notifying Members of the Shared Address

The shared address notification function allows you to notify other members or yourself of the shared address (URL) and notification ID of a shared folder or its subfolder. Members having "Read", "Read/Write", or "Blind Read" access right to the shared folder can be set as recipients of the notification.

Members receiving the notification e-mail can quickly open the shared folder or its subfolder.

When you are using Web View, access the shared address (URL) from a Web browser.
See P. 13 Opening a Shared Folder Directly by Specifying URL.

When you are using DiskManager, select the notification ID.

See P. 46 Selecting the Notification ID.

Sending a Notification E-mail when Uploading Files

Setting the E-mail Notification of Upload

When uploading files to InternetDisk ASP, you can send a shared address notification. To send a shared address notification, configure the following setting before uploading files.

1. Click the **Set E-mail Notification** button.
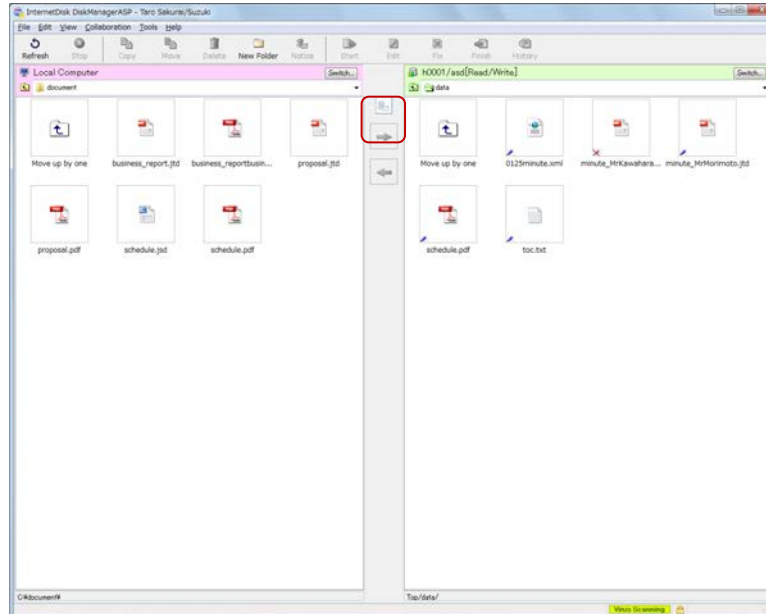
A pull-down menu is displayed.
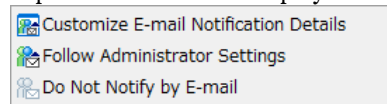
2. Select the e-mail notification setting.

The e-mail notification function works according to this setting.

The e-mail notification operation can be set to any of the following modes. The initial setting is "Do Not Notify by E-mail".

Item	Description
Customize E-mail Notification Details	In this mode, the **Upload Notification Settings** dialog box is displayed each time files are uploaded, allowing you to set the details of e-mail notifications.
Follow Administrator Settings	In this mode, the operation follows the "initial state of shared address notification" set in InternetDisk ASP by your member administrator. When "initial state of shared address notification" is set to "set the notification each time each time files are uploaded", the **Upload Notification Settings** dialog box is displayed. When it is set to "always notify the shared address (URL) ", no dialog box is displayed and a notification e-mail is automatically sent to all sharing members. For "initial state of shared address notification", contact your member administrator.
Do Not Notify by E-mail	In this mode, no notification e-mail is sent when a file is uploaded.

Notification of upload can be set in cases where a folder on your computer is displayed in one window and a shared folder to which you have "Read/Write" access right is displayed in the other window. In other cases, the shared address notification function cannot be set because e-mail notification cannot be sent when a file is uploaded.

Customizing E-mail Notification Details

When the setting for e-mail notification of file upload is **Customize E-mail Notification Details**, the **Upload Notification Settings** dialog box is displayed each time files are uploaded.
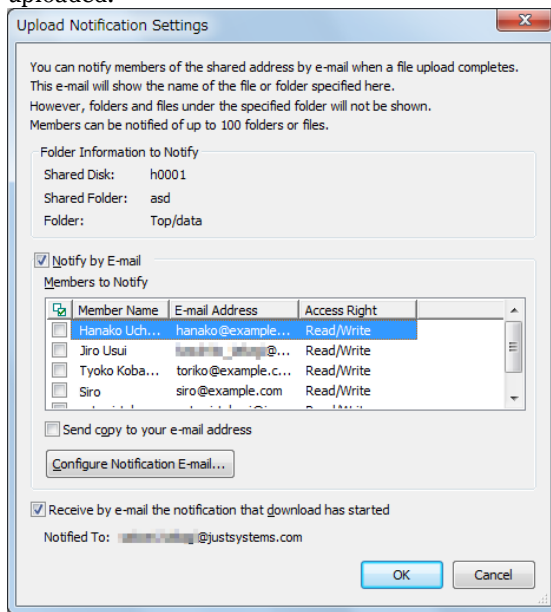
In this dialog box, set the following items about e-mail notification and notification of download.

Notify by E-mail

Set this item to ☑ to send a notification e-mail. The initial setting is ☑.

Members to Notify

Members having "Read", "Read/Write", or "Blind Read" access right to the shared folder are listed. Set the members to be notified to ☑.

Send copy to your e-mail address

When this item is set to ☑, a notification e-mail is sent to yourself.

When you click **Configure Notification E-mail**, you can specify the subject and message of the notification e-mail.

Receive by e-mail the notification that download has started

Set this item to ☑ to receive the download notification e-mail. The download notification e-mail is sent after this file is downloaded.

This item cannot be set to ☑ when your member administrator has set the download

information acquisition function option to "do not use acquisition function (speed priority)". If you want to set it to ☑, contact your member administrator.
You can change this setting later when download information is available.

Setting Files for Download Notification When Uploading a Folder

The **Select Files for Download Notification** dialog box may be displayed when you upload a folder.

In this dialog box, you can specify individual files in the folder for which a download notification is generated.
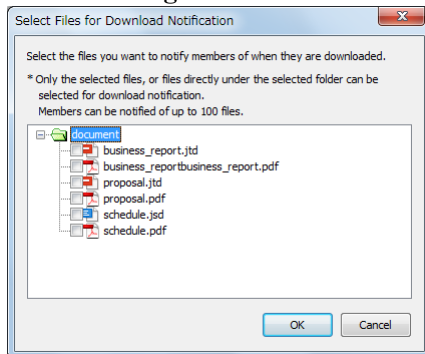
However, files able to be selected are limited to those directly selected for upload and those directly contained in the folder directly selected for upload. Other files, those in folders at the second level or lower, cannot be selected for download notification.

Note: Cases where the Select Files for Download Notification dialog box is displayed

The **Select Files for Download Notification** dialog box is displayed when "Show the download notification settings dialog box when uploading by folder" is set to ☑ in the DiskManager settings and "Receive by e-mail the notification that download has started" is set to ☑ in the **Upload Notification Settings** dialog box.
See P. 59 Configuring DiskManager.
When this item is set to ☐, the **Select Files for Download Notification** dialog box is not displayed. The initial setting is ☐.

Notifying Members of the Shared Folder Displayed in the Window by E-mail

In DiskManager, you can notify members of the shared address of the shared folder or its subfolder displayed in the window by e-mail.

1. Click in the window displaying the shared folder or its subfolder, and then click **Tools - Shared Address Notification E-mail**.
   The **Shared Address Notification E-mail** dialog box is displayed.
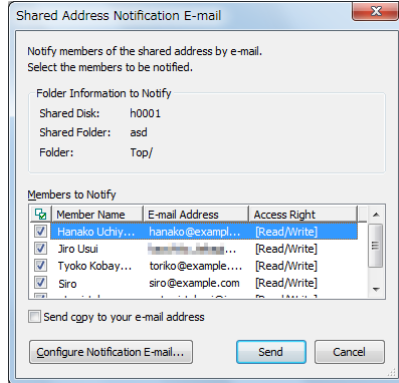
2. Select each item and click **Send**.

A notification e-mail of the shared address of the folder displayed in the window is sent.

Recipients of E-mail Notification

In the **Shared Address Notification E-mail** or **Upload Notification Settings** dialog box, set the following items about the recipients of the e-mail notification.

Item	Description
Members to Notify	In the list, set the members who will receive the notification e-mail to ☑. Members displayed in the list are those who have "Read", "Read/Write", or "Blind Read" access right to the shared folder.
Send copy to your e-mail address	The notification e-mail is sent to your e-mail address.

Clicking **Configure Notification E-mail** displays the **Notification E-mail Settings** dialog box.

Configuring the Notification E-mail

In the **Notification E-mail Settings** dialog box, you will set the subject and the message to be inserted into the main text of notification e-mails in Japanese and English, respectively.

When an e-mail s sent, the recipient members are notified of the shared address necessary for access from Web View and the notification ID used for access from DiskManager.

Configuring the E-mail in Japanese

Configure the e-mail in Japanese when you will send a notification e-mail to members with the "Japanese" language setting. On the **E-mail in Japanese** sheet, set the subject within 50 characters and the message within 200 characters. Extended characters, platform-dependent characters, and half-width katakana cannot be used in either field.
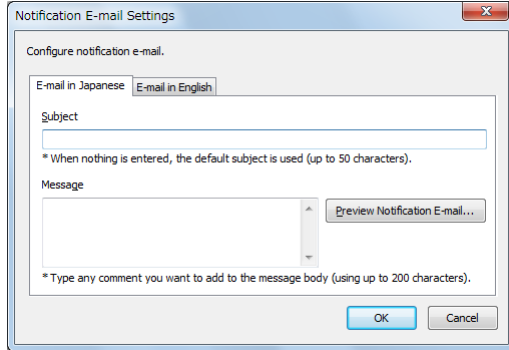
Configuring the E-mail in English

On the **E-mail in English** sheet, set the subject within 50 characters and the message within 200 characters. Only half-width alphanumeric characters, spaces, and symbols (!"#$%&'()*+,/:;<=>?@[¥]^_`{|}) can be used in either field.

Previewing the Notification E-mail

Clicking the **Preview Notification E-mail** displays the **Preview Notification E-mail** dialog box where you can confirm the contents of the notification e-mail to be sent.
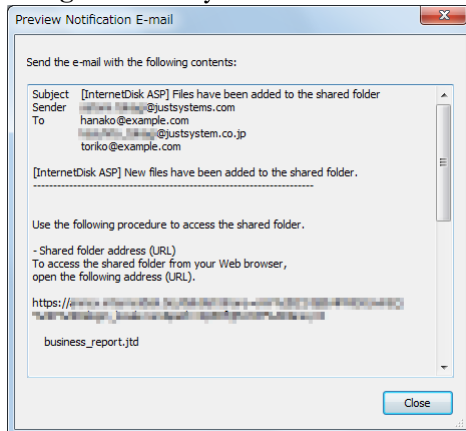
Clicking **Close** in the **Preview Notification E-mail** dialog box returns you to the **Notification E-mail Settings** dialog box.

Clicking **OK** in the **Configure Notification E-mail** dialog box returns you to the **Upload Notification Settings** or **Shared Address Notification E-mail** dialog box.

Checking and Setting the Download Information

After selecting the file in a shared folder or its subfolder, selecting **File - Download Information** displays the **Download Information** dialog box.
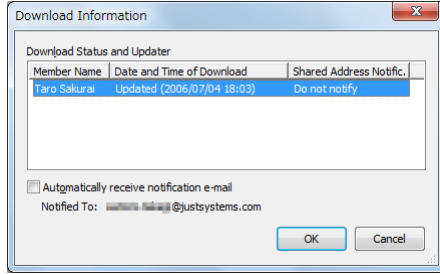
"Download Status and Updater" shows the members who can access this file and download status of each member.

When you set "Automatically receive notification e-mail" to ✓, you can receive a download notification e-mail when this file is downloaded. The initial setting is ✓.

However, when the member administrator has configured settings not allowing you to acquire the download information, you cannot check or set the download information.

Manipulating Folders or Files

Opening a File

You can open a file selected in a folder on the local computer.

1. Select a file on your computer and select **File - Open**.
   The file is opened.

The application software used for opening the file is the same as that used when the file is opened from Windows Explorer.

Creating a Folder

In a folder on the local computer, a personal disk, or a shared folder to which you have "Read/Write" access right, you can create a folder using the following procedure:

1. Display the folder (parent folder) where you want to create a folder.

2. Select **File - New Folder**.
   A folder is created with the name "New Folder", highlighted so that you can edit the folder name.

3. Type and fix the folder name.

You cannot create a folder in a shared folder to which you have "Read" or "Blind Read" access right.

Changing a Folder or File Name

In a folder on the local computer, a personal disk, or a shared folder to which you have "Read/Write" access right, you can change a folder or file name using the following procedure:

1. Select the folder or file you want to rename in the left- or right-hand window.

2. Select **File - Rename**.

3. Type the new name.

You cannot change a folder or file name in a shared folder to which you have "Read" or "Blind Read" access right.

Deleting a Folder or File

In a folder on the local computer, a personal disk, or a shared folder to which you have "Read/Write" access right, you can delete a folder or file.

1. Select the folder or file you want to delete.

2. Select **File - Delete**.

   A confirmation message is displayed.

3. Click **Yes**.

   The folder or file is deleted.

You cannot delete a folder or file in a shared folder to which you have "Read" or "Blind Read" access right.

Moving a Folder or File

You can move a folder or file within the same disk or shared folder. This is possible in a folder on the local computer, a personal disk, or a shared folder to which you have "Read/Write" access right.

1. Select the file you want to move.

2. Select **Edit - Move**.

3. Select the move destination folder and click **OK**.

You cannot move a folder or file in a shared folder to which you have "Read" or "Blind Read" access right.

Copying a Folder or File

You can copy a folder or file within the same disk or shared folder. This is possible in a folder on the local computer, a personal disk, or a shared folder to which you have "Read/Write" access right.

1. Select the file you want to copy.

2. Select **Edit - Copy**.

3. Select the copy destination folder and click **OK**.

You cannot copy a folder or file to or from a shared folder to which you have "Read" or "Blind Read" access right.

Configuring DiskManager

1. Select **Tools - Settings**.

    The **Settings** dialog box is displayed.
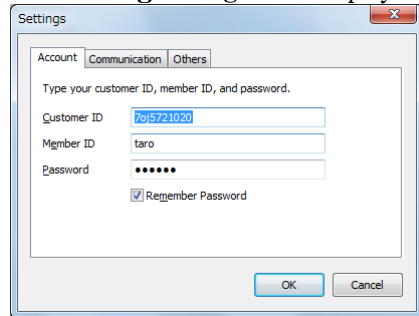
2. Set each item and click **OK**.

    DiskManager is configured according to each setting.

Setting Items in DiskManager

You can set the following items in DiskManager.

Item		Description
Account	**Customer ID** **Member ID** **Password** **Remember Password**	These items change the information necessary for sign-in set at the startup. See P. 40 Starting and Signing in to DiskManager
Communication	**Encode by SSL**	When this item is set to ☑, the data transmitted and received through the Internet is encoded by SSL to reduce the risk of leakage.
	Split Data Unit for Uploading	Set this item when you need to transmit data in segments. In a network connecting to the Internet through a proxy server, the maximum data size for one transmission may be limited. Set this value to the upper limit. The initial setting is "512K bytes".

	Proxy Account
	    User Name
	    Password
	    Remember Password
		Set these items when your computer is connecting to the Internet through a proxy server where users are authenticated with the user name and account.

Others	**View Thumbnails**	Set whether image files can be displayed in the thumbnail view. When this item is set to ☑, the thumbnail view is enabled. The thumbnail view is helpful as it exhibits an overview of image files in a list. However, use of the thumbnail view consumes more time in terms of communication and other operations. For this reason, you should not use the thumbnail view when you want to give priority to speed.
	Show Toolbar Text	Set whether to show the toolbar text in the DiskManager window. When this item is set to ☑, the text is shown. The initial setting is ☑.

Item	Description
Show the download notification settings dialog box when uploading by folder	Set whether to display the **Download notification settings** dialog box when a folder is uploaded to a shared folder. The initial setting is ☑.

Changing the sign-in password

In DiskManager, you can change the sign-in password for the member ID for InternetDisk ASP using the following procedure:

1. Select **Tools - Change Password**.
   The **Change Password** dialog box is displayed.
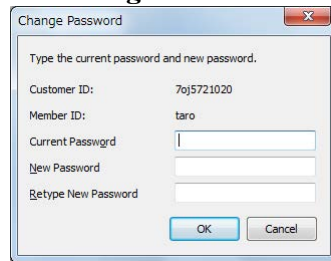
2. Type the current sign-in password for InternetDisk ASP and new sign-in password, and then click **OK**.
   Type the same new sign-in password twice.
   When the sign-in password is changed, the dialog box is closed.

After changing the sign-in password, you must use the new sign-in password to sign in to Web View.

Note: Ensure that the new sign-in password is different from the one you have used.

If you attempt to set the new sign-in password to be the same as the current one or one that has been used in the past, an error occurs to prevent you from doing so.

Displaying Information about DiskManager

Learning How to Use DiskManager

1. Select **Help - "How to Use" Web Page**.
   The DiskManager Help is displayed in the Web browser, and you can learn how to use the program there.

Viewing the FAQs about InternetDisk ASP

1. Select **Help - FAQ Web Page**.
   "Frequently Asked Questions" about InternetDisk ASP are displayed in the Web browser.

Opening Web View

1. Select **Help – InternetDisk ASP Service Site**.
   The sign-in page of Web View is displayed in the Web browser.

Viewing the Operational Status of InternetDisk ASP

1. Select **Help - Operational Status Web Page**.
   The operational status of InternetDisk ASP is displayed in the Web browser.

Checking the Version of DiskManager

Check the version of DiskManager currently set up.

1. Select **Help - About DiskManager**.
   The version information of DiskManager currently set up is displayed.

Updating DiskManager Automatically

1. Select **Tools - DiskManager Auto Updates**.
   This operation checks whether a new version of DiskManager is released. If it is released, the current version of DiskManager is updated automatically.

[Option] Collaboration Function

The collaboration function sets a file in a shared folder as a collaboration file so that multiple members can edit it. While a member is editing the collaboration file, other members are not allowed to edit the file (exclusive control). Other members are allowed to edit the file when the current editing is finished. With this feature, the collaboration function enables multiple members to edit files while maintaining the consistency of the content.

Requirements for Using the Collaboration Function

Optional Subscription

The collaboration function is an optional service that requires a separate subscription. When you want to start using the collaboration function, contact your member administrator.

Setup of DiskManager

To use the collaboration function, you must set up DiskManager version 2.0 or later.

See P. 40 Setting Up DiskManager.

If the version of your DiskManager is earlier than 2.0, update it to the latest version.

See P. 61 Updating DiskManager Automatically.

Note that the collaboration function is not available from Web View.

Members Who Can Perform Collaboration

Members having "Read/Write" access right to the shared folder are allowed to edit the file on which collaboration has been started. When you want to collaborate with specific members, ask your member administrator to perform the following:

- Creating a shared folder for collaboration
- Granting "Read/Write" access right to editing members

Files on Which Collaboration Can Be Started

Collaboration can be started on files on a shared disk to which the members have "Read/Write" access right.

Collaboration cannot be started on the following files even if the members have the access right.

- Files without extension
- Files with the "exe" or "dll" extension

Menus for Collaboration

When the collaboration function is available, **Collaboration** is added to the DiskManager menu. The function is also added to the toolbox or right-click menu.

Collaboration Procedure

To perform collaboration on a file, use the following procedure:

Start collaboration.
Editing and reference to the editing history become possible.
Copying, moving, deleting, and renaming of files become impossible. Download is possible from both DiskManager and Web View.

Fix the collaboration file.
Editing becomes impossible. Reference to the editing history is possible.
Copying or other file manipulations are still impossible.

Finish the collaboration.
The collaboration file changes to a regular file, allowing copying or other manipulations.
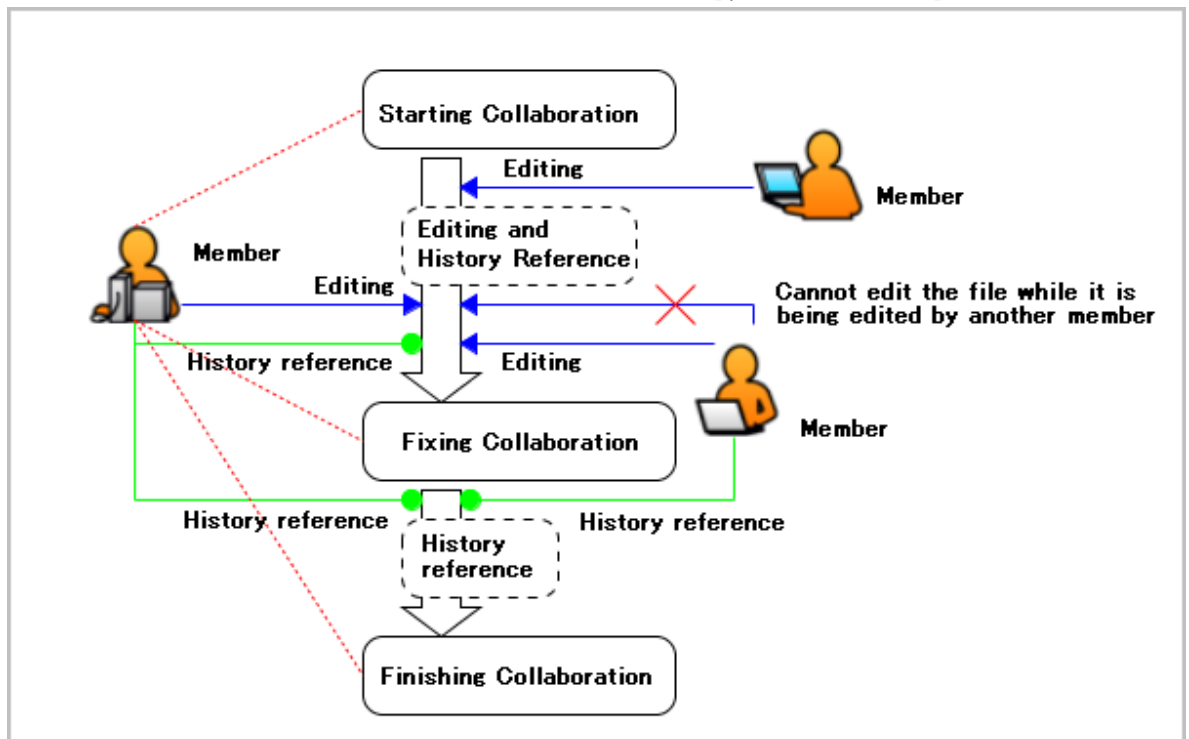
Starting Collaboration

Specify the file on which collaboration will be started.

1. Select the file in a shared folder and select **Collaboration - Start Collaboration**.
    The **Start Collaboration** dialog box is displayed.
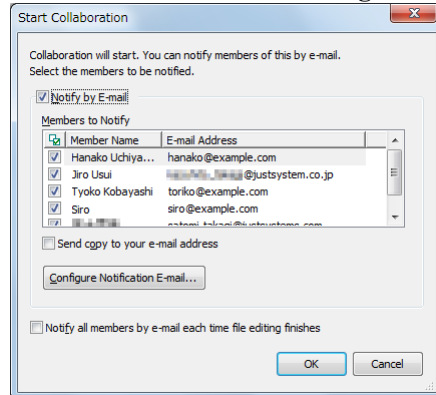
2. Set the following items:

Item	Description
Notify by E-mail	An e-mail is sent notifying members that collaboration has been started.
Members to Notify	In the list, set the members who will receive the notification e-mail to ☑.
Send copy to your e-mail address	When this item is set to ☑, the notification e-mail is sent to your e-mail address.
Configure Notification E-mail	When this item is clicked, the **E-mail in Japanese** or **E-mail in English** tab is displayed according to the language set for the members to send notifications in. You can type the message you want to be inserted into the main text of the notification e-mail within 200 characters for each language. You may leave message fields blank.
Notify all members by e-mail each time file editing finishes	When this item is set to ☑, a notification e-mail is sent each time file editing finishes. This notification e-mail is sent to all members sharing the file (except the member who has finished editing the file).

3. Click **OK**.
    Collaboration on the selected file is started. The file on which collaboration has been started is indicated with 🖊.

Displaying Collaboration Files

When the folder is opened to display files on which collaboration has been started, they are indicated with file icons, marked with a small icon indicating the collaboration status, as shown below.
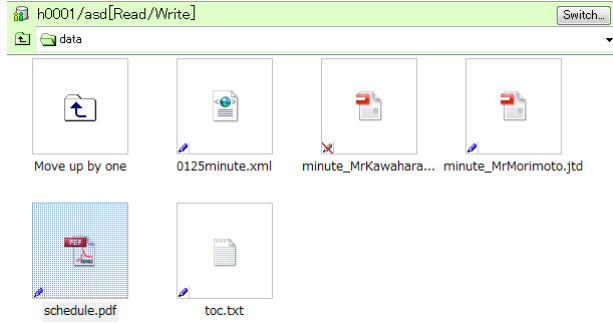
Icons indicating the collaboration status are as follows:

Indicates a collaboration file on which collaboration has been started.

Indicates a collaboration file on which collaboration has been fixed.

Indicates a collaboration file that is now in any of the following status.

- Start Collaboration
- Edit by Another Member
- Fix Collaboration

When the file is edited or downloaded or its history is displayed, this icon disappears.

Editing a Collaboration File

Collaboration File and Application

To edit a collaboration file, the application for editing the file must be set up and associated with the file's extension on your computer. For example, when the collaboration file is a Microsoft Word file with a doc extension, Microsoft Word must be set up and associated with the doc extension.

Editing Procedure

1. Check that the file is a collaboration file.
   A collaboration file is indicated with ![icon].

2. Select the collaboration file and select **Collaboration - Edit Collaboration File**.
   After the "To apply the edited contents, save the file and exit." message is displayed, the selected collaboration file is opened in the application.

3. Edit the file.

4. When the editing is finished, save the file and exit the application to apply the edited contents to the collaboration file.
   The "The edited contents will be written to the collaboration file. Do you want to continue?" message is displayed when the edited contents can be applied.

5. Click **Yes** in the dialog box.
   The edited contents are applied to the collaboration file, and one editing session is finished.
   Clicking **Reedit** enables you to continue editing the file.
   Clicking **Discard Edited Contents** reverts the collaboration file back to its unedited state.

Note: E-mail notification when file editing finishes

If **Notify all members by e-mail each time file editing finishes** has been set to ☑ in the **Start Collaboration** dialog box when the collaboration was started, an e-mail is sent notifying members that the file has been edited.
See P. 63 Starting Collaboration.

Note: When the edited contents cannot be applied even though the file is saved

In an application product from JustSystems including Ichitaro, Sanshiro, Hanako, and Just Right!, when you attempt to exit the application before saving the collaboration file, a dialog box is displayed prompting you to apply the edited contents to the file.
In other applications, the edited contents may not be applied to the file when you exit the application without saving the file. Save the file explicitly before exiting the application.
If you still cannot apply the edited contents (the dialog box is not displayed), click **End Editing** in the toolbox of DiskManager.

Collaboration File Being Edited

Members other than the editor cannot edit the collaboration file being edited. Also, the file cannot be moved, deleted, or copied.

However, the collaboration file can be downloaded while being edited.

When Another Member Is Editing the Collaboration File

If you attempt to edit a collaboration file being edited by another member, the "xxx is editing the file. It cannot be edited until the member ends editing." message is displayed indicating the editor and your attempt is rejected.

In this case, the file cannot be edited until the editing by another member is finished.

Time Limit for Editing

For collaboration files, an upper limit (validity period) is specified by the member administrator as the amount of time permitted for editing. If this limit is exceeded, edited contents can no longer be applied to the collaboration file.

Finishing Editing Forcibly

As long as a member is editing a file, other members cannot write their changes to the file. If this state continues for a long period of time, the member who started the collaboration can finish the editing process forcibly using the following procedure. When editing is finished forcibly, the contents edited until then are applied to the collaboration file. The procedure for finishing editing forcibly is as follows:

1. Select the collaboration file and select **Collaboration - Collaboration History**.
   Cancel Editing is displayed in the **Collaboration History** dialog box.
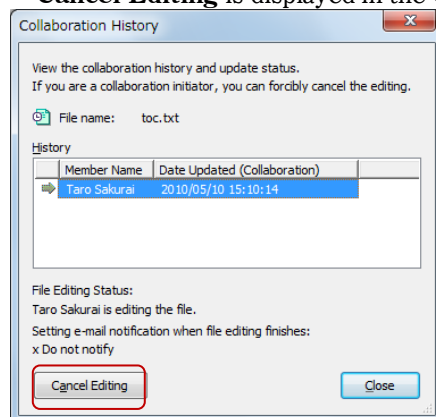
If you are not a member who started the file editing, **Cancel Editing** is not displayed in the **Collaboration History** dialog box.

2. Click **Cancel Editing**.
   The "The editing has been canceled." message is displayed and the editing of the selected file is finished forcibly.

When you finish the editing forcibly, contact the member who was editing the file.

When the Edited Contents Could Not Be Applied

When the editing time exceeds the upper limit or the collaboration is finished forcibly, the edited contents cannot be applied to the collaboration file even if the file is saved and the application is exited. If this is the case, the message "Because editable period expired or the edit was canceled, the edited contents cannot be written to the collaboration file." is displayed to notify you of this event.

To apply the edited contents to the collaboration file, save the edited file on your computer, and then edit the collaboration file later based on the saved file.

However, the collaboration file may have been edited and modified by other members. Check the collaboration history or contents of the file when starting to edit.

When a Member Who Started Collaboration Is Deleted During Editing

If the member who started the collaboration is deleted by the member administrator before the collaboration is finished, the collaboration file returns automatically to a regular file when another sharing member starts editing it.

Displaying Collaboration History

1. Select the collaboration file and select **Collaboration - Collaboration History**.
   A list of the past collaboration records is displayed in the **Collaboration History** dialog box.
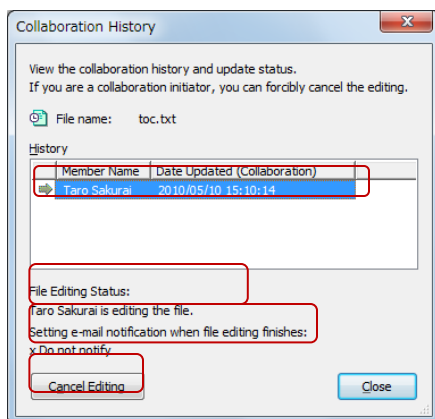
History List
Shows the collaboration history.
- ⇨ Start of collaboration
- ✏ Editing of the collaboration file
- ✖ Fixing of collaboration

File Editing Status
Shows the current status of the collaboration file.

Setting e-mail notification when file editing finishes
Shows whether to send a notification e-mail each time file editing is finished.
When a notification e-mail is set to be sent, it is sent to all members.
This setting is made at the start of collaboration.

Cancel Editing
Displayed for the member who started the collaboration on the file.

Fixing Collaboration

After the editing of a collaboration file is fixed, the file cannot be edited any further. However,

you can download the file or display the editing history.

Only the sharing member who started the collaboration on the file can fix it.

1. Select **Collaboration - Fix Collaboration**.
    The message, "The contents of the collaboration file will be fixed. Do you want to continue? ", for confirming that the collaboration is fixed is displayed.

2. Click **Yes**.
    The collaboration is fixed.

Finishing Collaboration

Collaboration on a file can be finished when it is a fixed collaboration file. However, only the sharing member who started the collaboration on the file can finish it.

When the collaboration is finished, the collaboration file returns to a regular file and the collaboration history is deleted. Also, it becomes possible to move, delete, copy, or rename the file.

1. Select the collaboration file and click **Collaboration - Finish Collaboration**.
    The dialog box for confirming that the collaboration is finished is displayed.

2. Click **Yes**.
    The collaboration is finished.

Error Message List

Messages for Web View

No	Message	Note
0	Cannot connect to server.	Displayed when a failure occurred in InternetDisk ASP server.
1	Server is busy. Please try to connect later.	Displayed when connecting to the InternetDisk ASP server is failed due to network failure or other problems.
100	Service is not available.	
101	Internet Disk authentication failure.	
102	Please complete the temporary registration.	
103	The term of temporary registration has expired.	
104	Service is not available. The valid term for service has expired.	
105	Service is not available.	
111	Internet Disk authentication failure.	
113	Internet Disk authentication failure.	
114	Your password has expired.	
170	The service is currently not available for certain reasons of the subscriber.	
200	There are items that have not been entered yet.	
201	Password has not been entered, or is invalid. Please enter over 6 and under 15 letters. You can use alphanumeric characters, the period (.), the hyphen (-), and the underscore (_). You can not use the password you have set before.	
202	New Password and "Confirm Your New Password" differs.	
203	Only one of the password has been entered. Please enter both "New Password" and "Confirm Your New Password".	
300	You have exceeded the maximum permitted letters for the message.	
301	Message has not been specified.	
302	You have exceeded the maximum permitted letters for the sending mail address.	
303	The sending mail address contains invalid characters.	
304	You have not specified a sending mail address.	

305	Failed to send message.	
306	The message contains invalid characters.	
307	You have exceeded the maximum permitted letters for the title.	
308	The title contains invalid characters.	
3000	Cannot find file or folder.	
3001	This file or folder cannot be used.	
3002	File being edited. Please try again later.	
3003	The same file with the same name already exists.	
3004	This operation cannot be executed on a folder.	
3005	This operation cannot be executed on a file.	
3006	This name cannot be used as a file or folder name.	
3007	Shared folder cannot be moved or deleted.	
3008	Includes public folder. Cannot be moved, deleted or changed name.	
3009	Top folders name cannot be changed.	
3010	Cannot overwrite folder.	
3011	Same file already exists.	
3012	Server error has occurred.	
3013	Please enter name.	
3014	File name is wrong.	
3015	Please specify a file.	
3016	Please select a file or folder.	
3017	No folder exists. Please create a folder.	
3018	The receiving side folder is the sending side sub folder.	
3019	The receiving folder and the sending folder is the same.	
3020	File or folder has not been made public.	
3021	The below files could not be uploaded.	
3022	File does not exist within folder.	
3023	The target disk is out of available space.	
3024	File name or folder name is too long.	
3025	Destination folder to move does not exist.	
3026	Destination folder to copy does not exist.	
3027	Destination folder to upload does not exist.	
3028	A Folder has not been selected.	
3029	Selected file was not found.	
3030	The target file or folder cannot be accessed presently. Please try again later.	
3031	Folder with the same name already exists. Upload a different folder or upload after changing its name.	
3032	Some files could not be moved.	
3033	Some files could not be copied.	
3034	A disk has not been selected.	

3035	A virus was found in the following file.	This message is displayed if a virus is found when a member makes an attempt to upload or download files.
3036	Receivers has not been selected.	
3037	Shared disk is not found.	
3038	Shared folder is not found.	
3500	Cannot show file list.	
3501	Cannot show file contents.	
3502	Cannot download file.	
3503	Cannot show properties of file/folder.	
3504	Cannot copy file/folder.	
3505	Cannot move file/folder.	
3506	Cannot delete file/folder.	
3507	Cannot create folder.	
3508	Cannot upload file.	
3509	Could not start editing of file.	
3510	Could not reflect edits to file.	
3511	Could not cancel edits to file.	
3512	Cannot change file/folder name.	
3513	Error occurred during unknown operation.	
3514	Cannot switch folder.	
3515	Cannot make file/folder public.	
3516	Cannot make folder private.	
3517	Cannot make folder public/private.	
3518	Cannot alter public name label.	
3519	Cannot sign in.	
3520	Cannot sign out.	
3521	Cannot show disk list.	
3522	Cannot show public folder list.	
3523	Cannot show member list of sharing.	
3524	Error occurred during setup of notice mail.	
3525	Cannot show transmission folder list.	
3526	Cannot show one-time transmission (1/2).	
3527	Cannot one-time transmission.	
3528	Cannot show email address registration.	
3529	Cannot show folder deletion.	
3530	Cannot show guest list.	
3531	Cannot show properties of file.	
3532	Cannot search file.	
3533	Cannot search results.	
3534	Cannot delete file.	
3535	Cannot show properties of group.	

3536	Cannot show member list of grouping.	
3537	Error occurred during file/folder operation.	
3538	This file is locked to protect from simultaneous access or other operation. Please try again later.	
3539	This file is locked to protect from simultaneous access or other operation. Please try again later.	
3540	The server is too busy. Please try again later.	
3541	The server is too busy. Please try again later.	
3542	The server is too busy. Please try again later.	
3543	The server is too busy. Please try again later.	
3544	The server is too busy. Please try again later.	
4000	Could not share folder.	
4001	Could not quit sharing of folder.	
4002	Could not change access right.	
4010	A folder that cannot be shared has been specified.	
4011	Folder is not shared.	
4012	Folder has not been specified.	
4013	Sharing has already been canceled.	
4020	Shared name has not been set.	
4021	Shared name has exceeded the maximum permitted letters.	
4022	Shared name is already being used.	
4023	Shared name contains invalid characters.	
4030	The number of shared members has exceeded the maximum permitted number.	
4031	Shared member has not been specified.	
4032	There were no shared members.	
4033	Could not delete shared member.	
4034	MyWebTop user has not been specified.	
5000	Could not make folder public.	
5001	Could not make folder private.	
5002	Could not get public address.	
5010	No public folders.	
5020	Could not change public page name.	
5021	Could not get public page name.	
5023	Public page name has exceeded the maximum permitted letters.	
6000	Keyword is not typed.	
6001	Number of keywords exceeds the max value you can specify.	
6002	The specified keyword is too long.	
6003	The keywords contain invalid characters.	
6004	The range of the search contains too many files to search.	

6005	The results of the search are too many. Search again with limited search condition.	
6006	Corresponding files are not found.	
6007	They cannot be deleted due to the insufficient permission.	
7000	An error occurred in a virus check.	This message is displayed if an unexpected error occurs while executing a virus check.
7001	A virus that cannot be exterminated was found.	This message is displayed if a virus cannot be exterminated with only the scan engine.
7002	A virus check failed.	
7003	An operation was cancelled because a virus was found.	
7004	Files have been recovered.	This message is displayed if the recovery of a file infected by a virus has been completed.
8000	The operations is not allowed on collaboration files or folders containing collaboration files. * A collaboration file is a file in the collaborative editing mode.	
9000	One-time transmission cannot be executed, because number of guests (the transmission destination of the files) exceeds the upper bound allocations for broadcasting to guests. Set again the transmission destination so that the number of guests is less than the upper bound allocations for broadcasting to guests.	
9001	One-time transmission cannot be executed, because number of transmission folders exceeds the number that can be kept at the same time. Execute after you delete a transmission folder, or a file expires.	
9002	Number of registered email addresses exceeds the regulated value. Set again the registered email address.	
9003	The e-mail address contains unsupported characters, or the specified e-mail address is not appropriate. Please specify the e-mail address in 64 characters or less.	
9004	The email address is not selected.	
9005	The email address is not typed.	
9006	A transmission folder is not selected.	

9007	There are no guests whom you can notify.	
9008	One-time transmission cannot be executed, because sum of the file size exceeds the regulated value.	
9009	It is an illegal access. Type the correct URL written in the mail.	
9012	One-time transmission cannot be executed, because sum of the file size exceeds the regulated value.	
9013	The same transmission folder already exists.	
9014	One-time transmission cannot be executed, because number of guests (the transmission destination of the files) exceeds the upper bound allocations for broadcasting to guests. Set again the transmission destination so that the number of guests is less than the upper bound allocations for broadcasting to guests.	
9015	The same email address is already set.	
9016	Parameters of the URL is improper. Specify the correct URL. If you have signed in, try again after signing out once.	
9017	The transmission destination is not set.	
9018	You cannot set overlapping email addresses which are equivalent when ignoring the case.	
9019	The same email address is already set.	
9020	You cannot delete plural transmission folders at a time.	

Messages when Changing Password

No	Message	Note
105	Invalid URL parameter. Please access the URL within the Email.	Please check whether the new-line is contained in URL indicated by mail.
106	Cannot change password. Please perform the Change Password operation within 24 hours from when the Change Password Email arrives.	Please transmit mail of a password re-setup again.
154	Password Lock is activated because the sign in has been failed consecutively. To disable the Password Lock, ask your member administrator.	
159	You cannot change your password because password lock is activated. Ask your member administrator to disable the password lock before changing your password.	

Messages for Guest of One-time transmission

No	Message	Note
112	Internet Disk authentication failure.	
9010	The specified transmission folder cannot be found, because it has been deleted or file expiration is over.	
9011	You cannot download to receive the specified file, because number of download exceeds the regulated value.	

Messages for InternetDisk DiskManagerASP

Message	Note
Cannot communicate correctly. Try to connect again. The possible causes are as follows: - The LAN, modem, or other cable is disconnected. - Communication is disabled somewhere in the path (such as at the provider). - Microsoft Internet Explorer is not configured correctly. - InternetDisk Service is in the maintenance.	
A time-out occurred in the gateway or proxy server.	
Connection timed out. Try to connect again.	
Proxy authentication failed. The possible causes are as follows: - The user name or password is not correct.	
Insert a disk into the drive.	
The disk is write protected.	
The server is busy. Try to connect later.	
The method was not authorized.	
The folder does not exist.	
The destination folder is a subfolder of the source folder.	
The file or folder does not exist.	
The file cannot be accessed. The file may be in use.	
Access is denied.	
The file name is invalid or too long. Specify a different file name.	
Your computer has insufficient disk space. Delete unnecessary files, and try again.	
InternetDisk does not have sufficient space. Delete unnecessary files, and try again.	
The destination folder is the same as the source folder.	
The source and destination file names are the same.	
The file name is invalid or too long. Specify a different file name.	

Message	Note
The name contains an invalid character.	You cannot use " * / : < > ? ¥ | for folder names and file names of InternetDisk ASP.
Type a file or folder name.	
The specified file or folder name already exists.	
Cannot execute. Access permission to the shared folder is Read.	
Cannot display the disk or shared folder. Press [Switch] to switch the disk or shared folder.	
InternetDisk authentication failed. The possible causes are as follows: - IP address restriction (Access from your network is not permitted.) - Login control (Your sign-in permission period is expired, or you are not permitted to access on the current date and time.) "	
The service is currently not available for certain reasons of the subscriber.	
An unknown error.	

Messages for Collaboration function

Message	Note
You have not subscribed to the optional collaboration function.	
No collaboration initiator exists, or has a Read/Write permission.	
The specified file is already a collaboration file.	
The file is not a collaboration file.	
The file is a collaboration file and being edited.	
The file is not a fixed collaboration file	
Cannot exit DiskManager because a collaboration file is being edited. To exit DiskManager, exit the application running for editing, or end the editing.	
The file cannot be started for editing.	
Collaboration file xx is found in the destination folder or file. This file cannot be overwrite-uploaded. The current processing will stop. To overwrite-upload the file, restore it to a regular file, and then try again.	xx indicates a file name.
Collaboration file xx is found in the destination folder or file. This file cannot be copied. The current processing will stop. To copy the file, restore it to a regular file, and then try again.	xx indicates a file name.

Message	Note
Collaboration file xx is found in the source folder or file. This file cannot be moved or renamed. The current processing will stop. To move or rename the file, restore it to a regular file, and then try again.	xx indicates a file name.
Collaboration files exist in the folder or file to be deleted. Collaboration files cannot be deleted. Fix and close the collaboration file, and then try to delete it again.	