

vIP-FileTransfer Large-Volume File Transmission Service

QUICK START GUIDE

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1 vIP-FileTransfer Service

To start using the Large-volume File Transmission Service, client software, vIP-FileTransfer (VFT), has to be installed.

2 Using VFT Client Software

VFT Client Software can be started from [Start Menu] → [All Programs] → [VFT] → [vIP-FileTransfer].

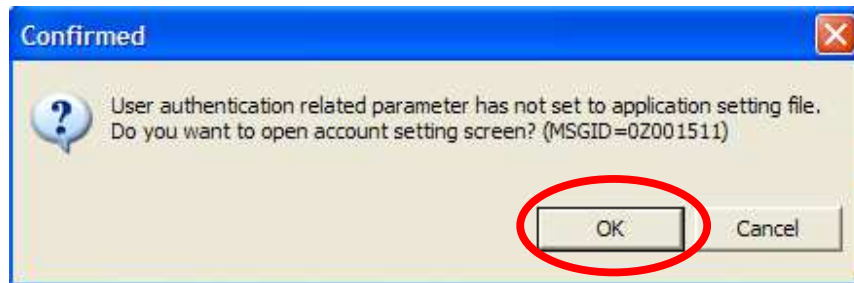
Or it can be started directly by double clicking desktop shortcut icon.

3 VFT Client setup

For the first time set-up, server information and login account information have to be input to create connection from VFT client to VFT server.

Press [OK] to continue setting of VFT client.

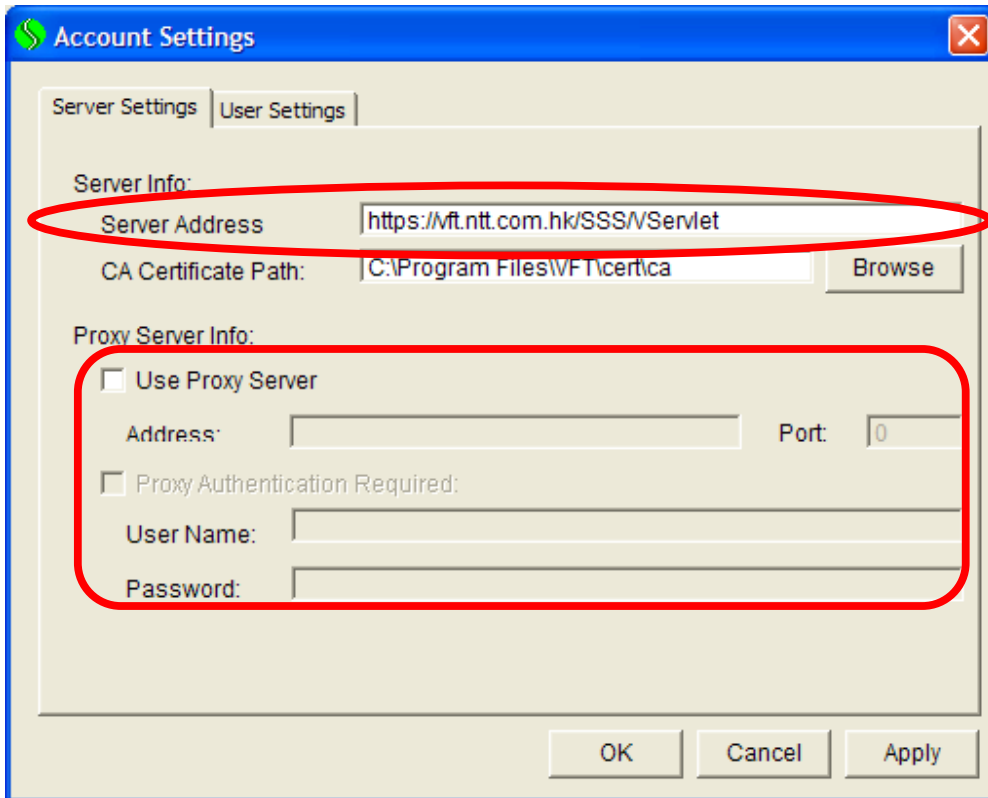
Otherwise, press [Cancel] to skip the first time set-up and enter the client directly. The server and login account information can be input afterward.



3.1 Server Setting

In [Server Setting], input “https://vft.ntt.com.hk/SSS/VServlet” in [Server Address].

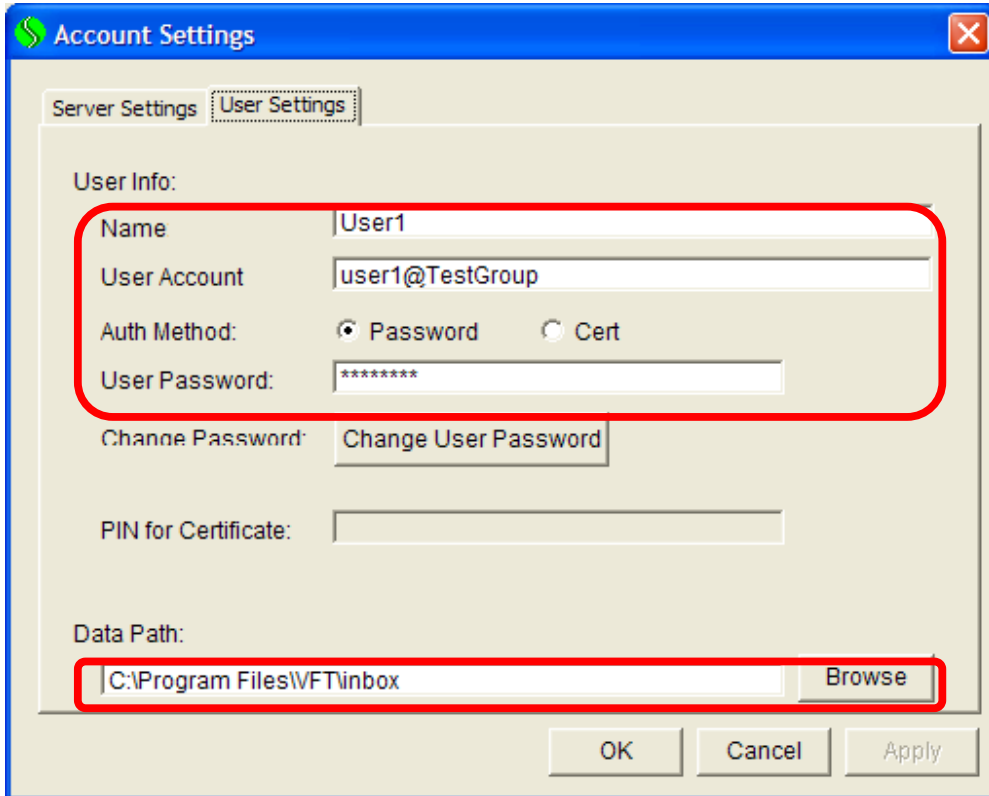
The [Proxy Server Information] will depends on your company’s network configuration. Please seek advice from network administrator or related parties of your company.



3.2 Account Setting

In [Account Setting], input User name, Login Name and Password.
Select [Password] in the [User Authentication] field

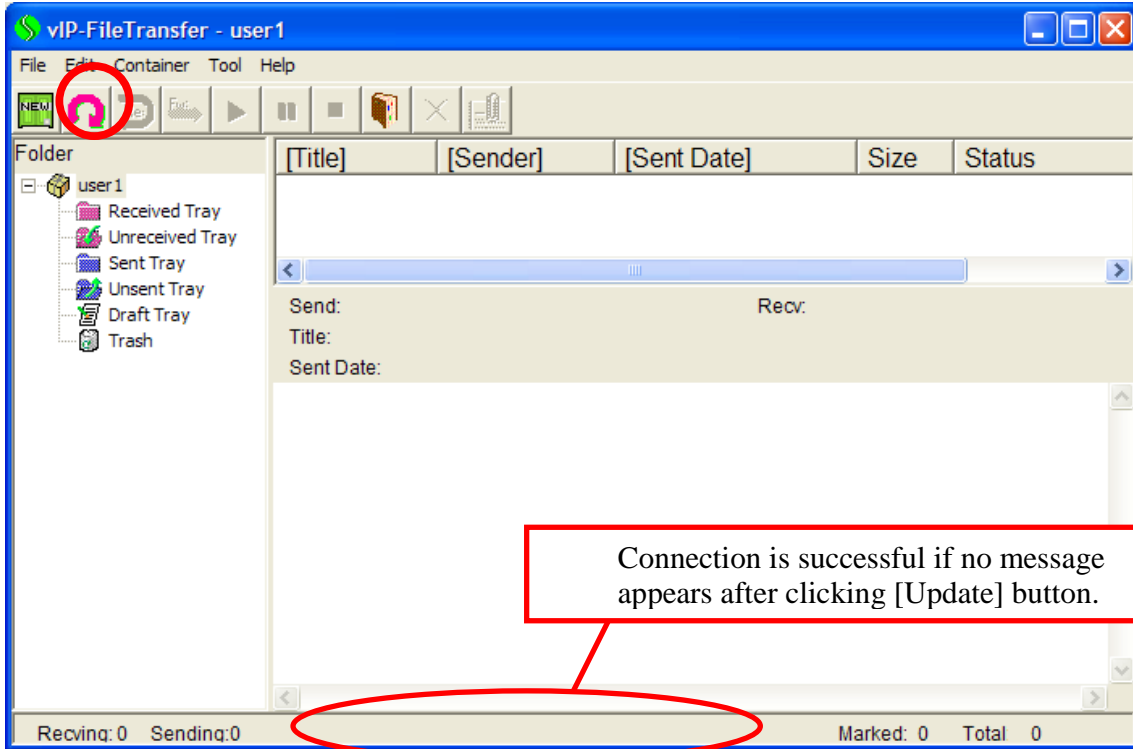
To change the destination directory of storing incoming container, please click [Browse] button.

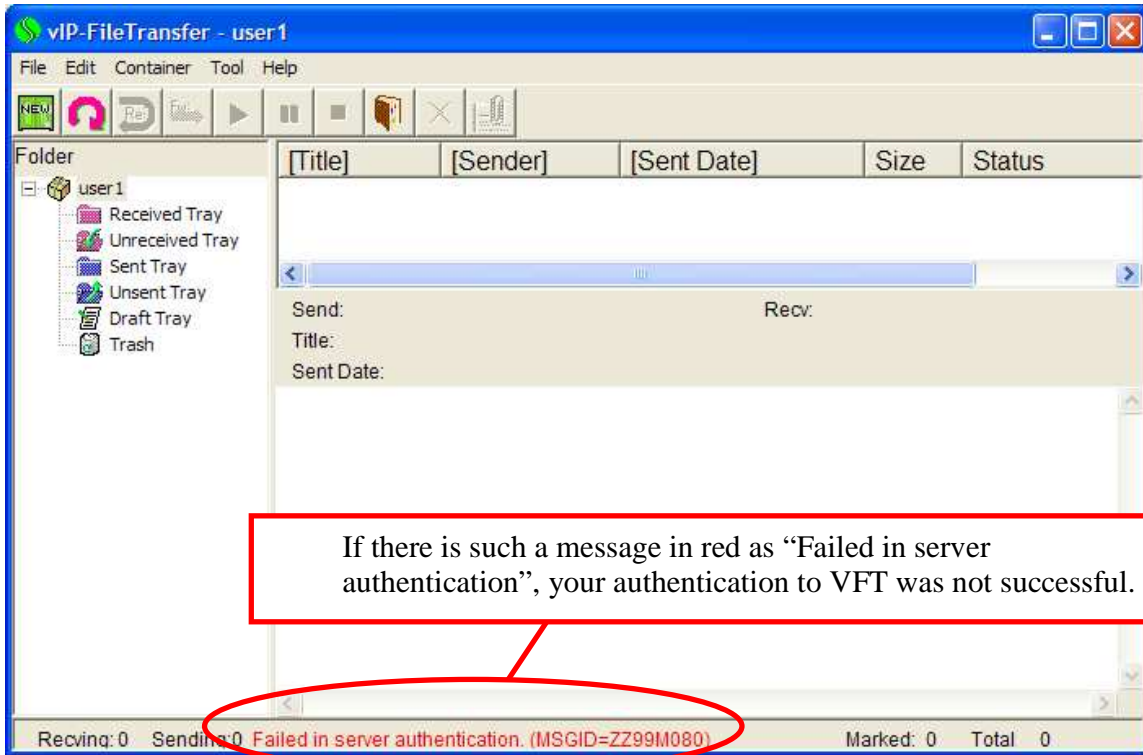


Please change your user password after the first login. (ref. section 4)

3.3 Connection Confirmation

Click [Update] button in the toolbar.





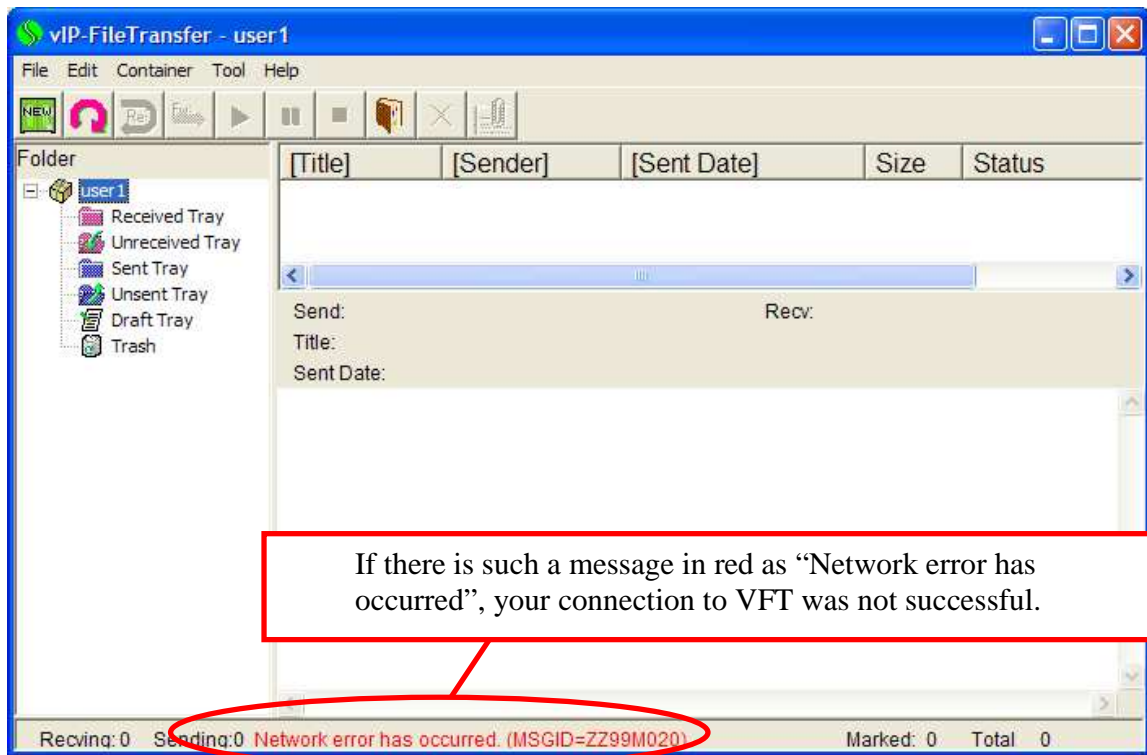
If there is such a message in red as “Failed in server authentication”, your authentication to VFT was not successful.

[Check Items in Failure of VFT Authentication]

- (1) Make sure if user address and user password are appropriately input.***
- (2) Make sure the Additional Installation Procedures have been done for user who has changed the default destination folder for installation.^**
- (3) Make sure if VFT server address is appropriately input.***

*for details, please refer to User Guide

^ for details, please refer to Client Installation Guide



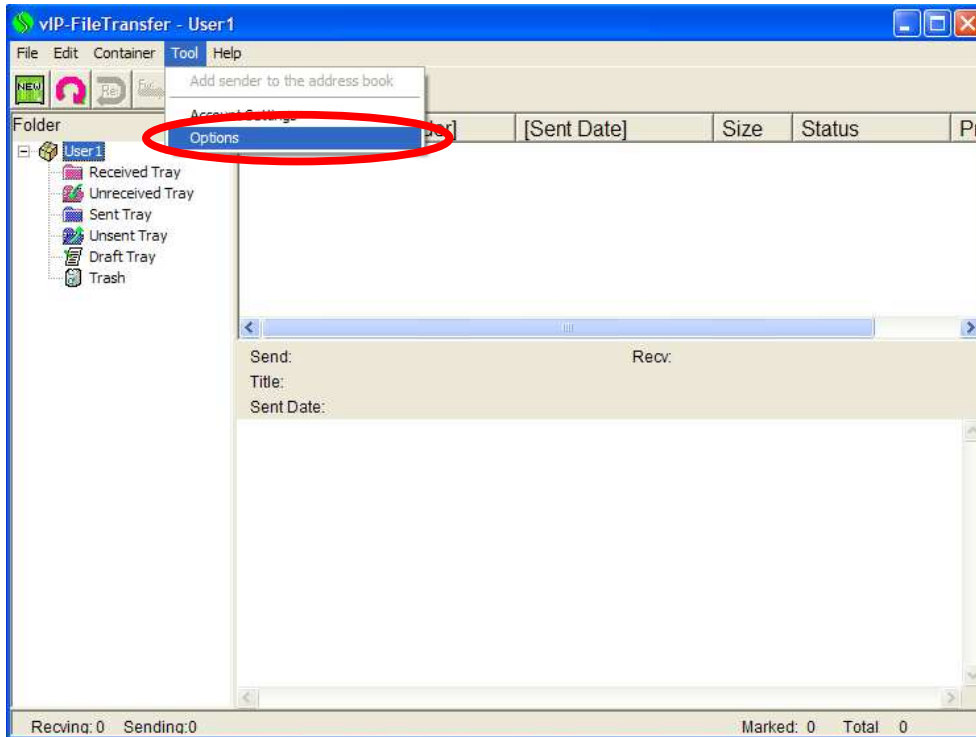
[Check Items in Failure of VFT Connection]

- (1) Make sure if VFT server address is appropriately input.***
- (2) Confirm if proxy setting is required.* (This depends on your network.)**
- (3) Try to see your connection to other websites by regular Internet settings.**

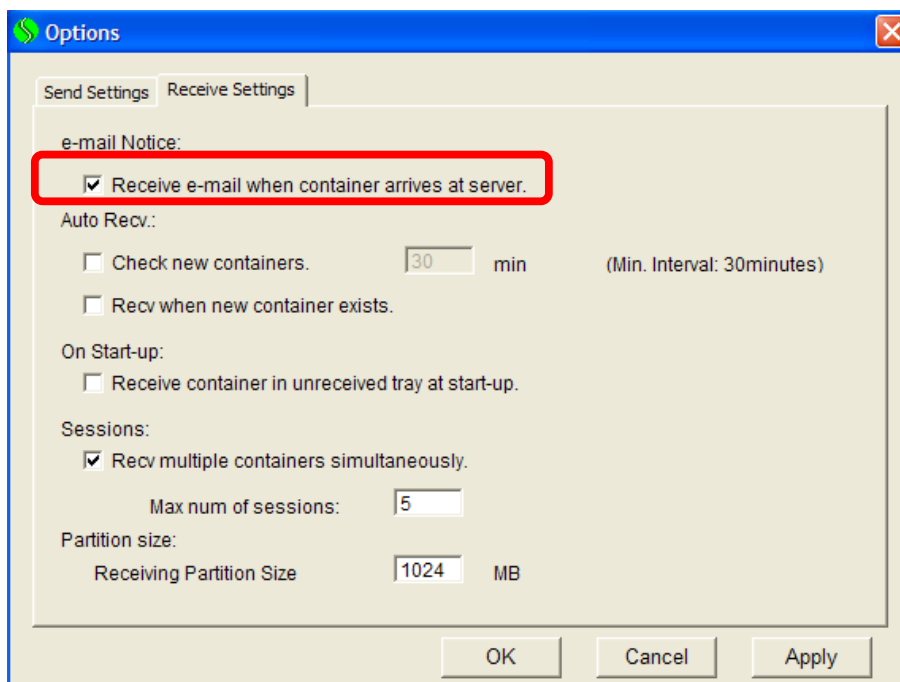
*for details, please refer to User Guide

3.4 Receive setting

From the Tools menu, click [Tool] → [Options].

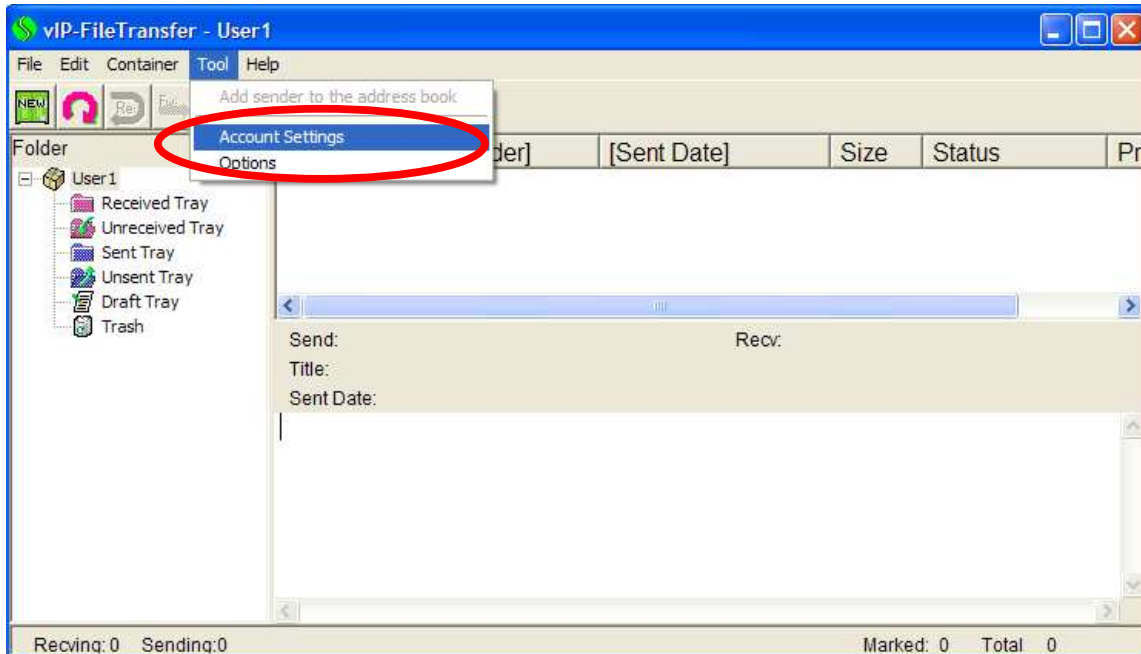


Go to Tab [Receive Setting], check [Email Notice] to turn on email notification function.

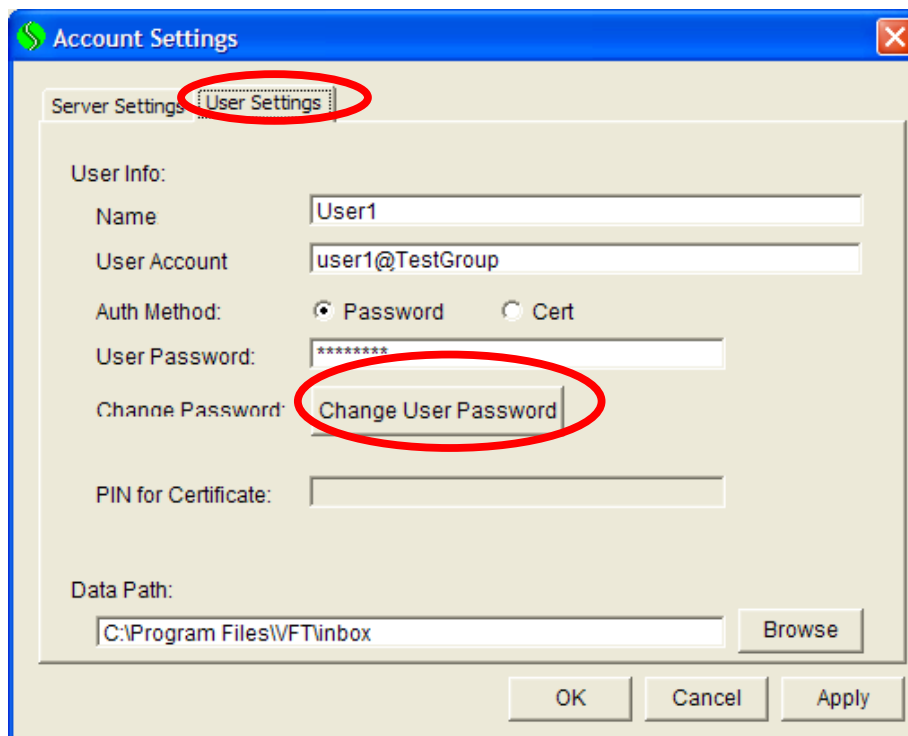


4 User Password Change

To change user password, press [Tool] → [Account Settings] in menu bar.

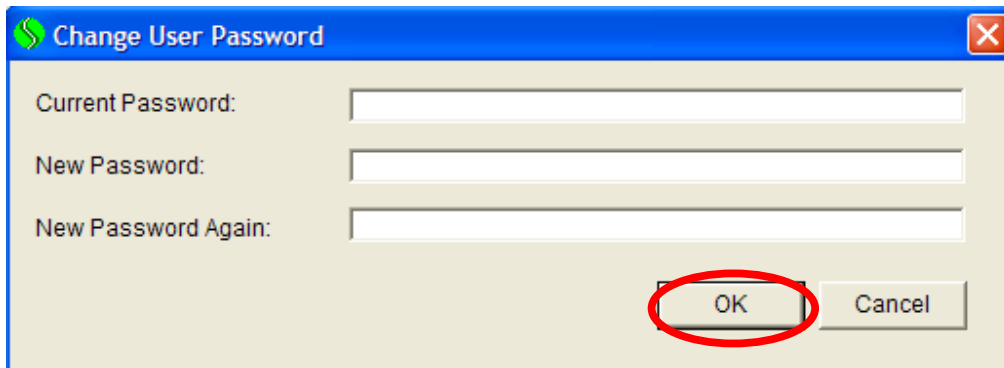


Go to Tab [User Settings] and press [Change User Password].



In the first field, input current user password. Then, input new user password in second field and input new user password again in the third field for confirmation.

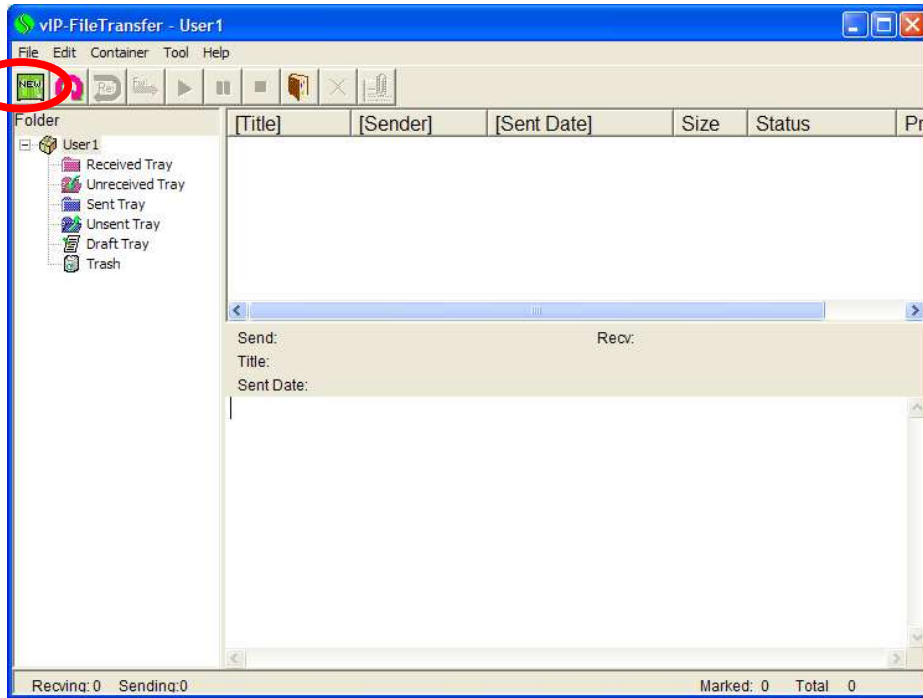
Then, press [OK] to complete change password.



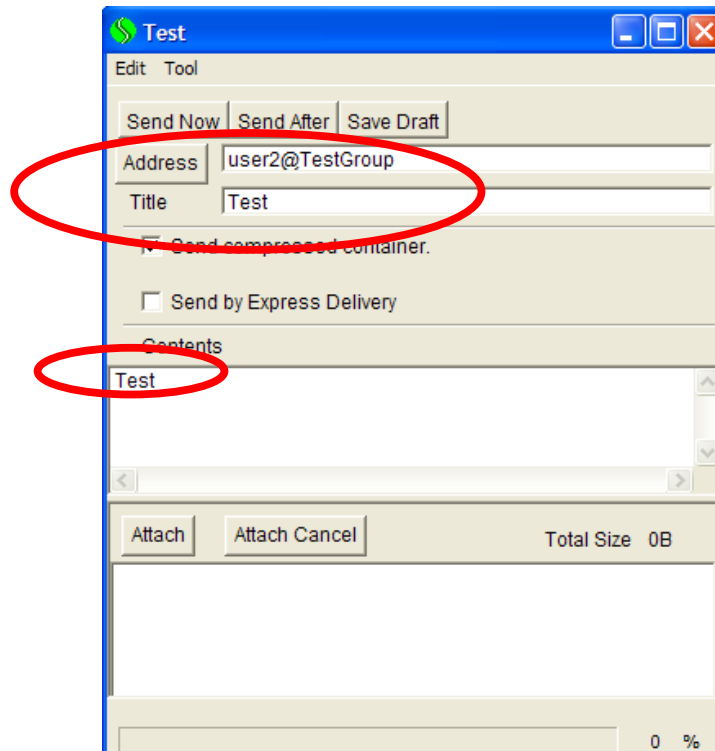
The image shows a 'Change User Password' dialog box with a blue title bar and a close button (X) in the top right corner. It contains three text input fields labeled 'Current Password:', 'New Password:', and 'New Password Again:'. At the bottom right, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is circled in red.

5 Send a container

Click [New Container] button in toolbar

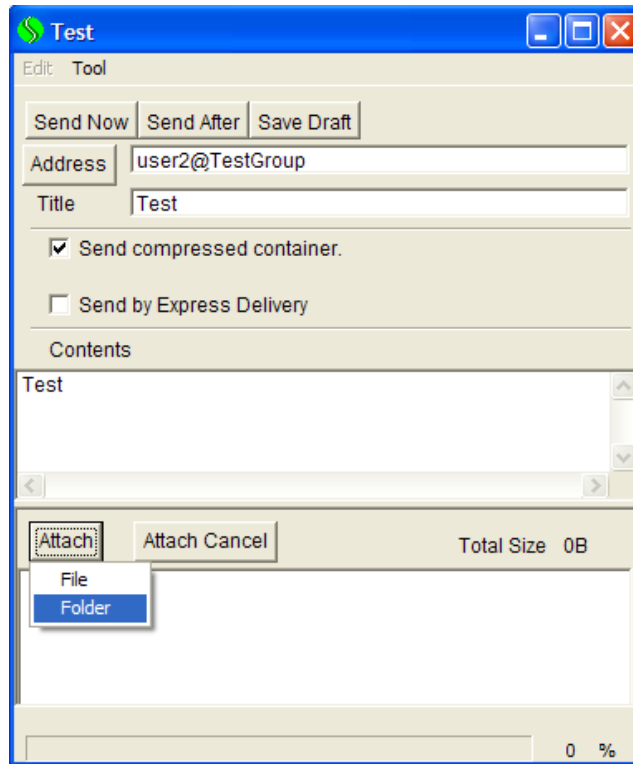


Input Recipients' address, Subject and Content

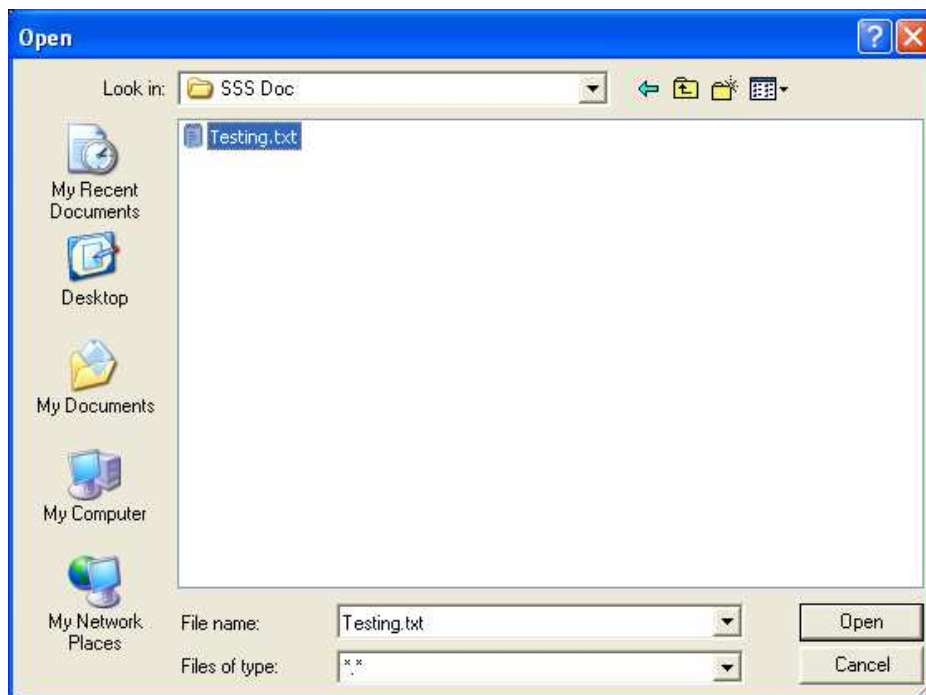


To attach files or folders to container, you can simply drag and drop them to the container.

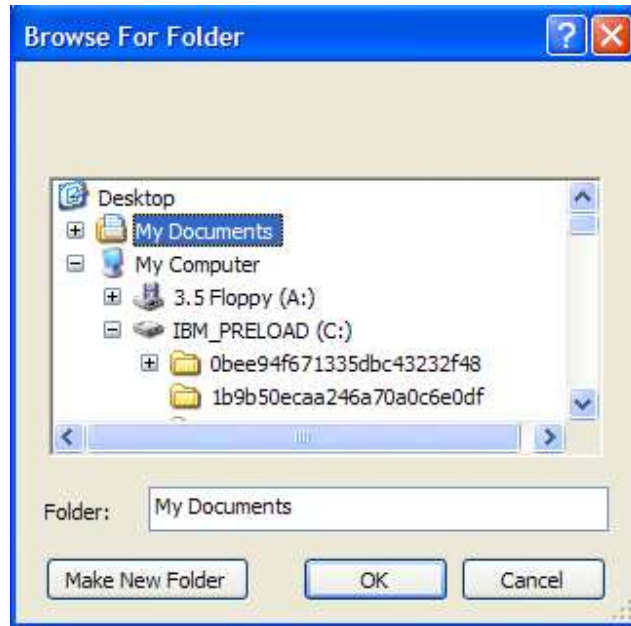
Or press [Attach] button. Select [File] or [Folder] as the type of attachment.



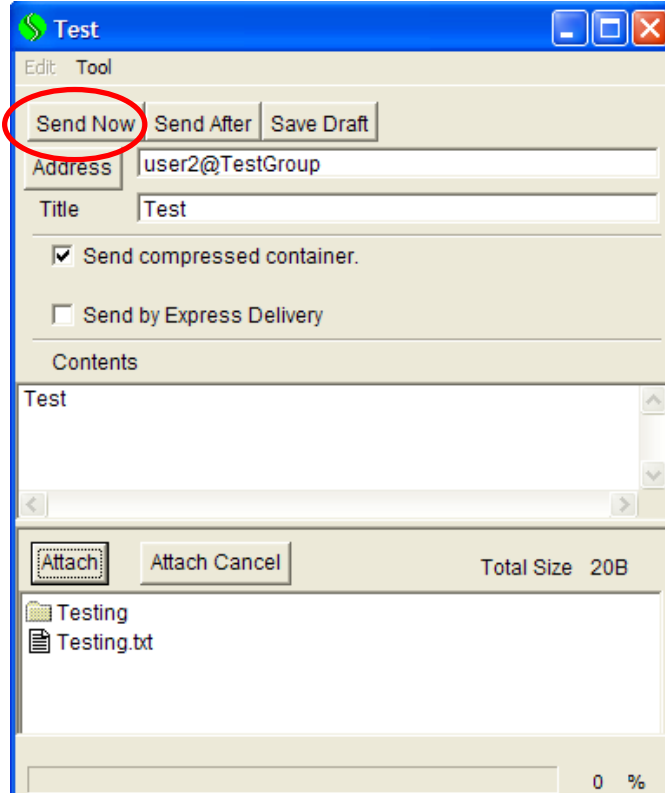
Browse for the file to be sent



Or browse for the folder to be sent

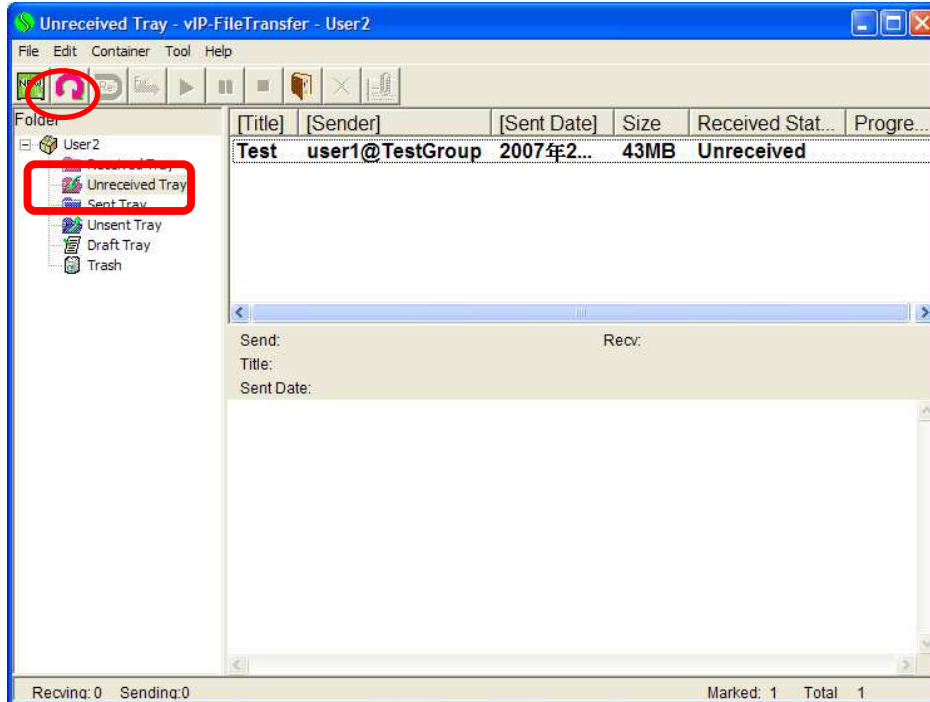


Having attached the files or folders, press [Send Now] to send the container immediately.

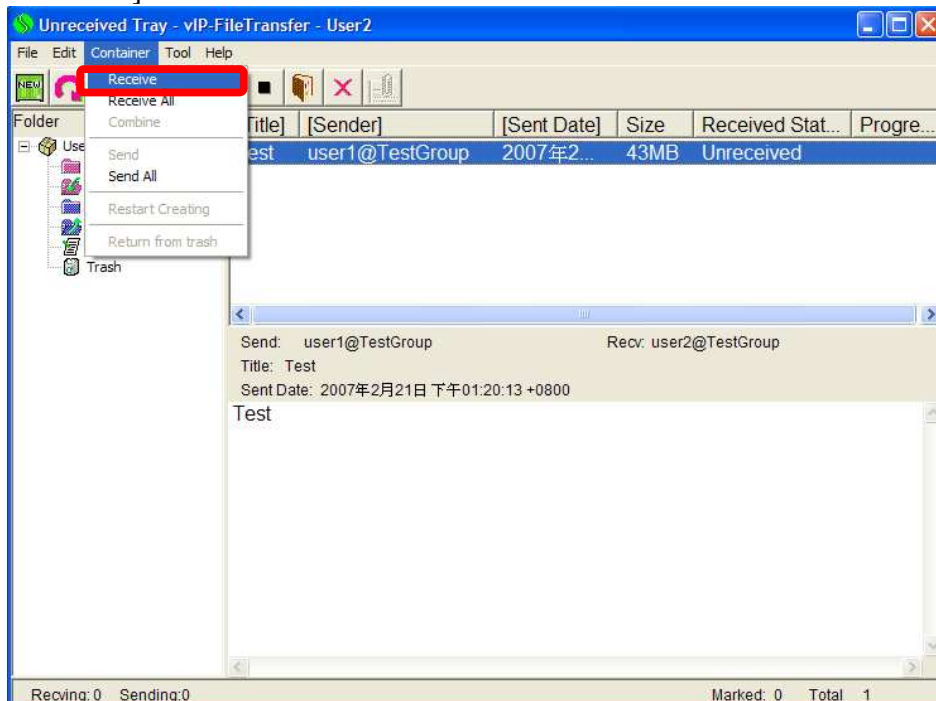


6 Receive a container

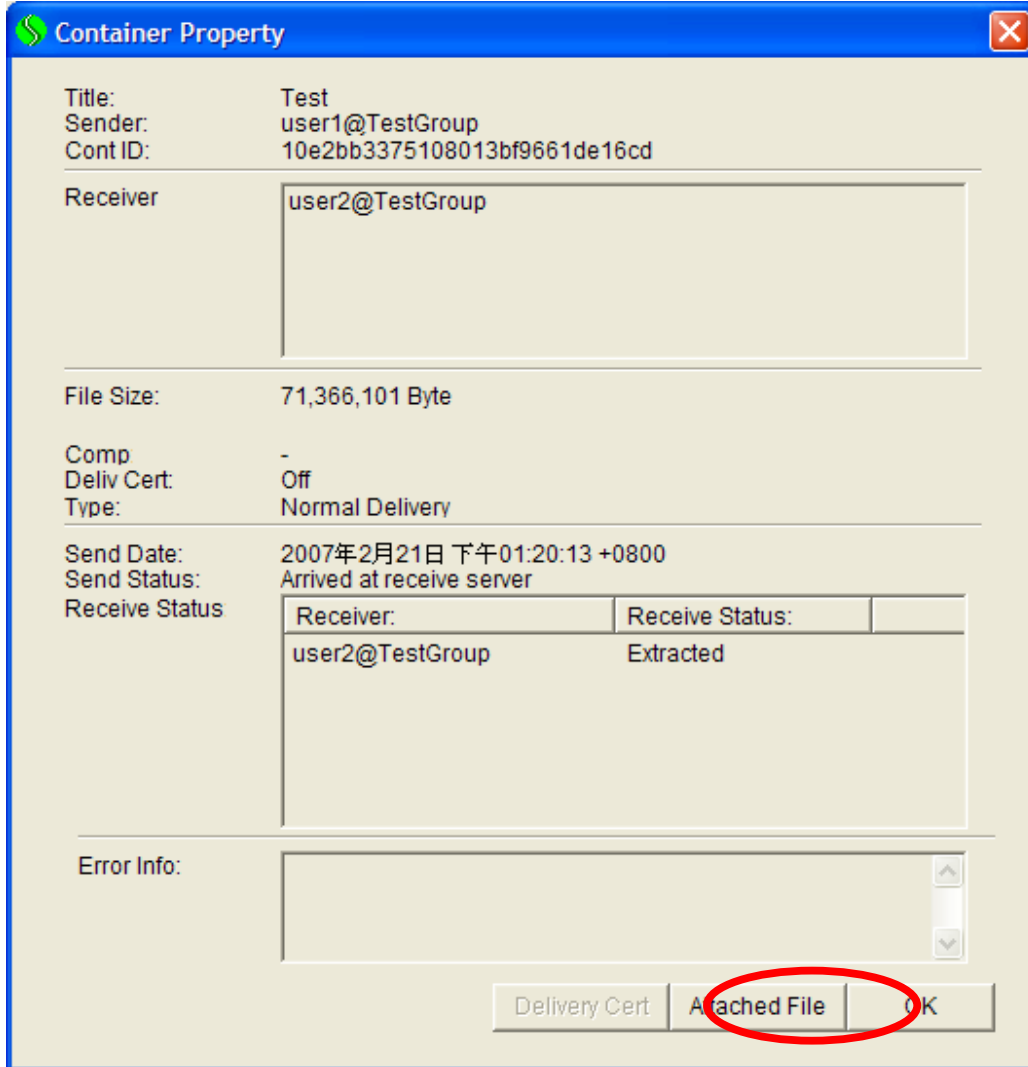
Click [Update] button in the toolbar. New message will be found in [Unreceived Tray] if new container arrived.



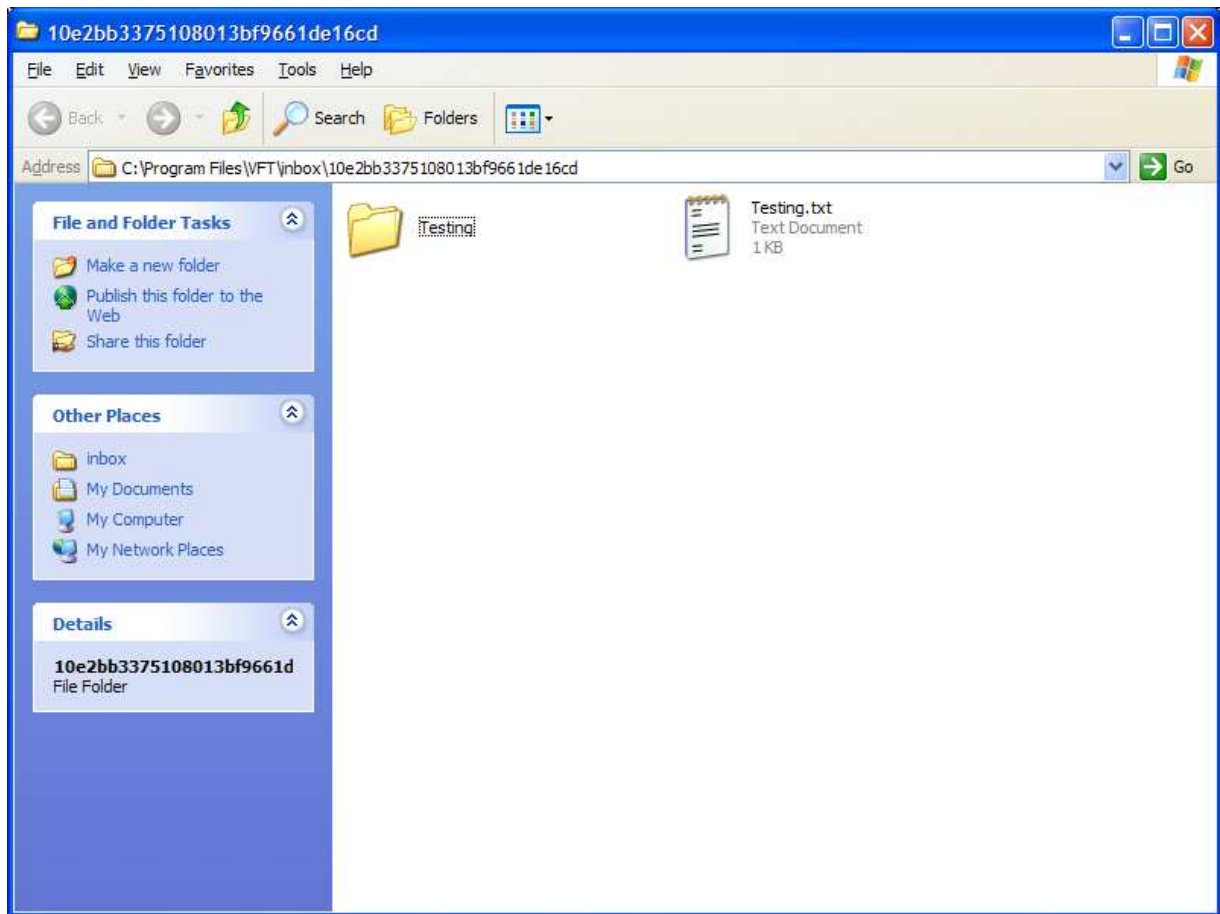
Select the container to be received. Click [Container] on the menu bar, then click [Receive] or [Receive All] to download the container.



Or double click the received container. The send and receive information can be found.
Press [Attached File]



File explorer will be opened for the downloaded container.



For detailed information and functions,
Please refer to vIP-FileTransfer User Guide.