


How to Send Files (Guest User)

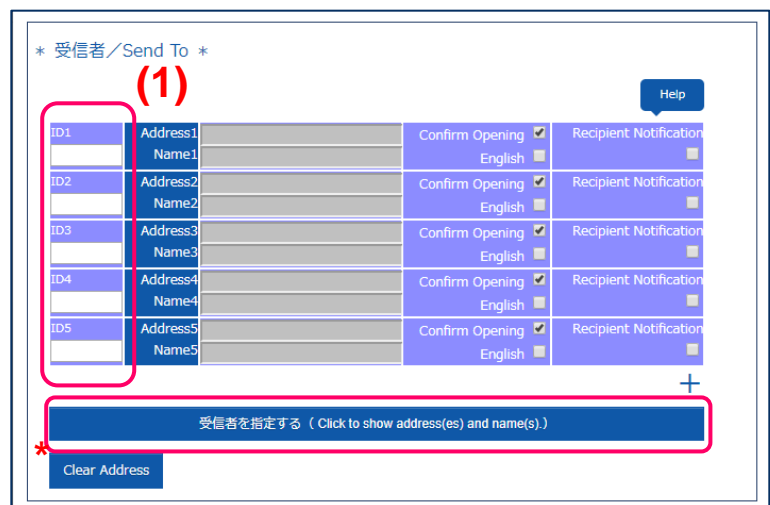
- As a common feature of the file upload screens, you can check notes on use by putting the cursor over the  (“HELP” icon).
- The “Clear XX” button on the bottom left clears the entry field when clicked.

1) Specify the Recipient

(1) Specify the recipient

Ask your Simul contact for their ID number and enter it in the ID field.

After the entry, click the “Specify Recipient” button*. The e-mail address and name of your Simul contact will appear automatically in the Address field if you have entered their ID number correctly.



ID	Address	Name	Confirm Opening	English	Recipient Notification
ID1	Address1	Name1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ID2	Address2	Name2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ID3	Address3	Name3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ID4	Address4	Name4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ID5	Address5	Name5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

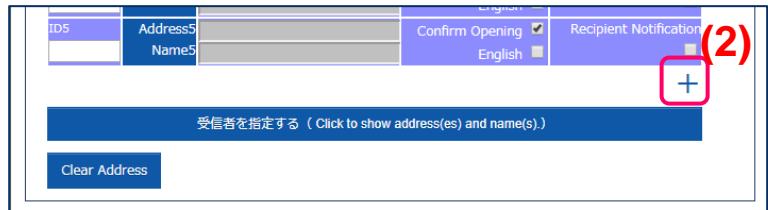
* 受信者を指定する (Click to show address(es) and name(s).)

Clear Address

- If you do not have your Simul contact’s ID number, you can enter his/her email address and name directly in the Address field.
- The checkboxes are used as follows:
 - Confirm Opening
The sender receives a file opened notification email when the recipient received the file.
 - English
This is used by recipients who have PCs with an English environment. Sends notification emails in English.
 - Recipient Notification
It notifies the recipient that the file was sent to multiple addresses for which “Recipient Notification” was checked.
(It notifies the addresses and names)
- Files can only be transmitted to “@simul.co.jp” addresses using this system.

(2) Add entry frames

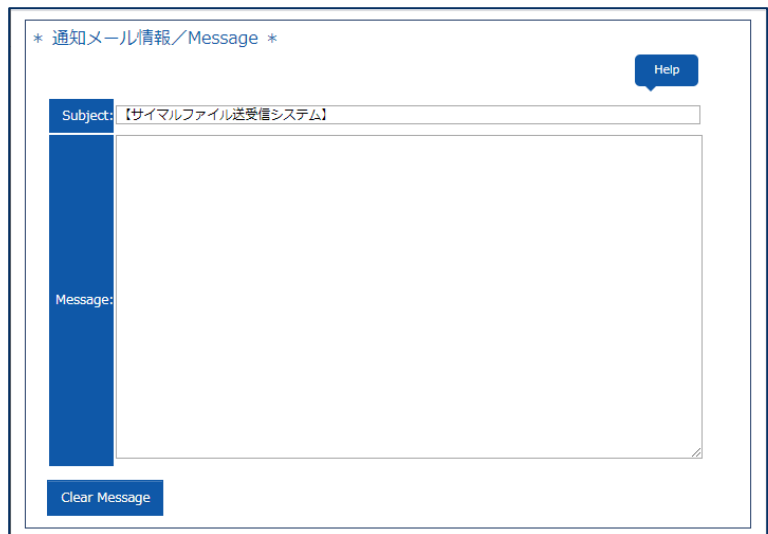
You can add up to 15 input fields by clicking “+” at the bottom of the recipient (destination) field. Any empty address fields are exempt from the transfer, so adding extra fields does not cause a problem.



2) Enter Notification Email Information

(1) The subject and message fields

Enter a message notifying the recipient that he/she will receive file(s). The “Subject” field is for the email title. The text entered in the “Message” field will be embedded in the email as a message.



Note: While you can enter characters freely, please note that some characters cause transmission errors.

▶ Error-causing characters

①②③④⑤⑥⑦⑧⑨⑩⑪⑫⑬⑭⑮⑯⑰⑱⑲⑳

キヨミリキョネンギョウトンルアールツルツクカロドクンゼネリルゼンmmcmkmmgkgccm²

平成No.K.K.TEL 上 中 下 左 右 (株)(有)(代)明治大正昭和

3) Select Files to Send

You can select files to send by “Specifying on the file selection screen” or “Dragging and dropping on the screen.” Note: Some devices and browsers do not allow drag and drop. In that case, select files by “Specifying on the file selection screen.”

(1) Specifying on the file selection screen

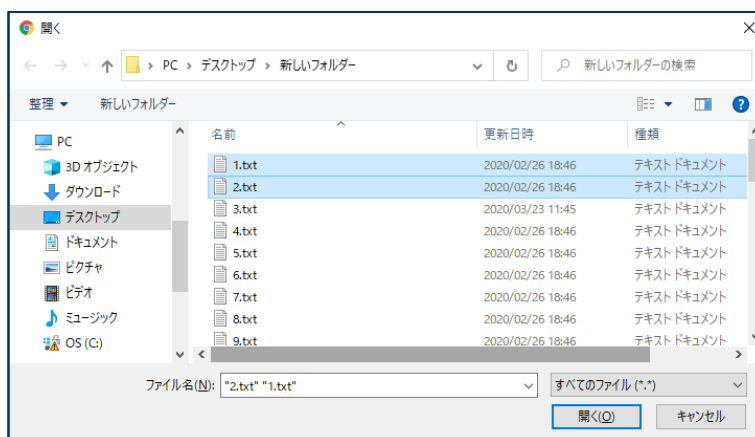
Click the “Add Files” button.



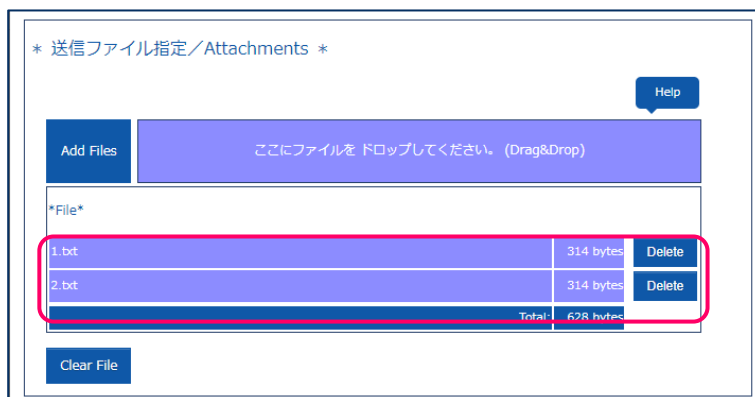
The file selection screen allows you to select multiple files you want to send at one time.

Note:

1. You can select up to 30 files.
2. The maximum uploadable file size is 2 gigabytes.



When you finish specifying files successfully, the selected files appear in a list as shown on the right. You can remove files by clicking the “Delete” button, even after adding them.



Note: Please note that some characters cause transmission errors if used in the file name.

▶ Error-causing characters

" ' ¥ | ? : ; < > * /

(2) Dragging and dropping on the screen

You can select files to send by dragging and dropping in the frame

shown on the right*.

Note: The maximum number of files selectable at one time and the result after the selection are common to “Specifying on the file selection screen.”



4) Report of File Transfer

Enter the sender's (your) email address and name in the Sender Information fields.*

Once you finish entering all the fields, you are ready to send the files. Click the "Send" button. Clicking the "Clear All" button clears the input and returns the fields to the default displays.

After the files are sent, the "File Transfer Report" screen on the right appears. Confirm what was sent using the screen. (The same content will be sent to you by email.)

You can also check the transfer status (file reception status by the recipient) by clicking the URL* shown on the screen.

The transfer status confirmation screen has functions for viewing and forcefully deleting the transferred files. It allows you to delete the files sent by mistake or confirm what files you have sent.

Note: Click "Delete" if you sent a file by mistake and want to delete the file.

This completes the file sending procedure. If you want to send more files, click on the "Return to Upload Screen" button on the bottom of the screen.

File		
1.txt	314 bytes	Delete
2.txt	314 bytes	Delete
3.txt	3 KB	Delete
Total:		3 KB

Clear File

* 送信者情報 / Those who transmit information *

Mail Address: Name:

Send Clear All

WELCOME saiso君 (ゲスト) (simulguest : sai 0.jp)

Upload Status | Term of use | Privacy | Help

ファイルの送信が終了しました。送信内容は以下の通りです。
The file has been sent successfully. Below is the transmission summary.

以下の内容はメールでもお届けします。 / Content Sent.

	E-Mail Address	Name	Notification of Receipt Requested?	English
Address 1	sai ul.co.jp	佐藤	Yes	No
Subject:	【サイマルファイル送受信システム】			
Message:	テスト			
Deadline for Downloading:	2020/03/30/ 13:16:00			
Files:	2.txt 3.txt 1.txt			

ファイル送信 開封確認ページ / URL to Check Status.
URL <https://st.simul.co.jp/download/...3hti8jti7i7gb2e1>

* Return to upload screen Close screen

WELCOME saiso君 (ゲスト) (simulguest : sai 0.jp)

Download Information | Term of use | Privacy | Help

ファイル送信内容です。 / Content of transmission.

E-Mail Address	File Name	Force Delete	Time of Download
sai ul.co.jp	1.txt	Delete	取得
	2.txt	Delete	取得
	3.txt	Delete	取得