Rack2-Filer Smart

Operating Instructions for SugarSync

Version 2.0

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Introduction

   This manual explains how to configure the SugarSync Web Archive for Rack2-Filer Smart cloud storage and how to view binders via a mobile device (iPad/iPhone/iPod touch or Android phone).

＜Prerequisite＞

   The latest update must be applied to Rack2-Filer Smart V1.0.
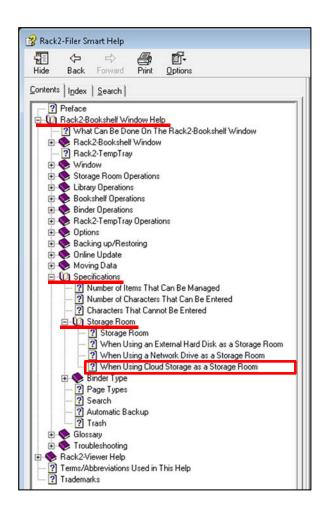
＜Workflow＞

   1   Operations on the sending device (PC)

      (1)   Create an upload destination for a binder in SugarSync

      (2)   Upload a binder to SugarSync

   2   Operations on the receiving device (mobile device)

      (1)   Configure the settings for connecting to SugarSync

      (2)   Download a binder from SugarSync and view the downloaded binder

＜Attention＞

   For the points to be noted when using SugarSync as a storage room, launch the [Rack2-Filer Smart Help] viewer and then refer to [Rack2-Bookshelf Window Help]-[Specifications]-[Storage Room]-[When Using Cloud Storage as a Storage Room].

   ＊   Launch the [Rack2-Filer Smart Help] viewer

1 Operations on the sending device (PC)

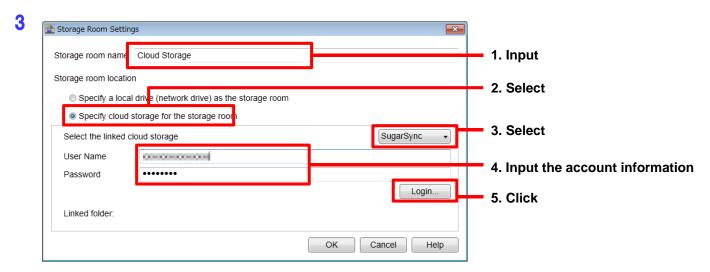## 1-(1) Creating an upload destination for a binder in SugarSync

Log in to SugarSync from the Rack2-Bookshelf window and follow the steps below to create a folder (named "Meeting" in this manual) in the SugarSync Web Archive.
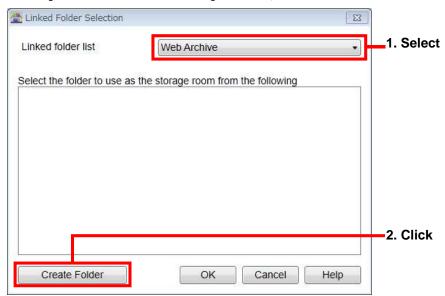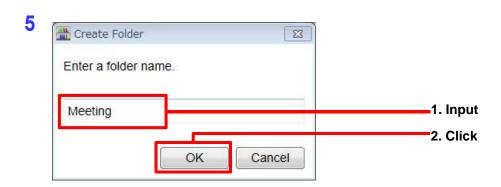
1

Click

> **Note**
> - The Web Archive is a folder for data that do not need to be synchronized with your PC and just need to be stored in the SugarSync server.
>   For details, please refer to the SugarSync Help.
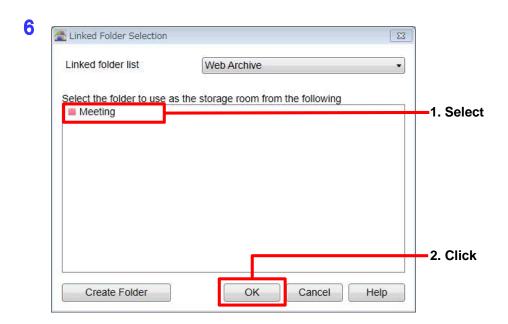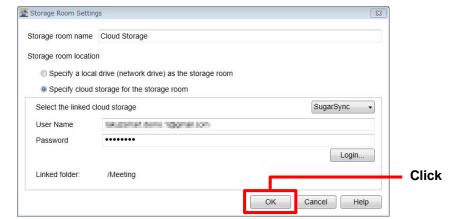> - To share a binder with other users, specify the Web Archive folder as the shared folder.
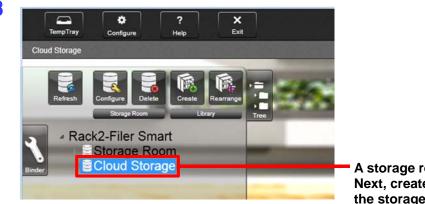
2

1. Click

2. Click

3

1. Input

2. Select

3. Select

4. Input the account information

5. Click

4 **In the [Linked Folder Selection] window, create a folder in the Web Archive.**

1. Select

2. Click

5

1. Input

2. Click

6

1. Select

2. Click

7

Storage Room Settings

Storage room name   Cloud Storage

Storage room location

○ Specify a local drive (network drive) as the storage room

● Specify cloud storage for the storage room

Select the linked cloud storage   SugarSync ▼

User Name

Password   ••••••••

Login...

Linked folder: /Meeting

OK   Cancel   Help

Click

8

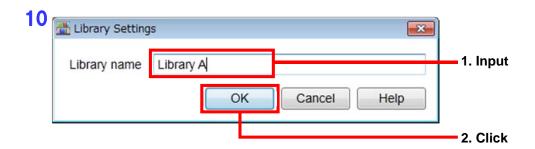**A storage room is created.
Next, create a library and a bookshelf in the storage room.**

9 **Create a library in the storage room.**
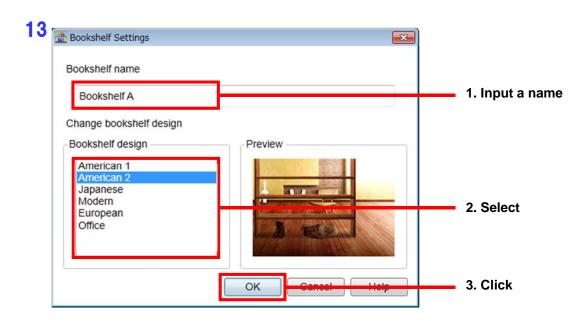

1. Select
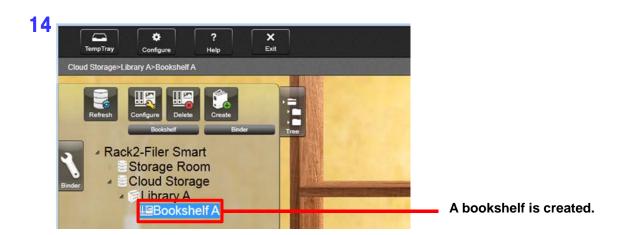
2. Click

10

1. Input

2. Click

11

A library is created.
Next, create a bookshelf in the library.

12 **Create a bookshelf in the library.**

1. Select
2. Click

13

1. Input a name

2. Select

3. Click
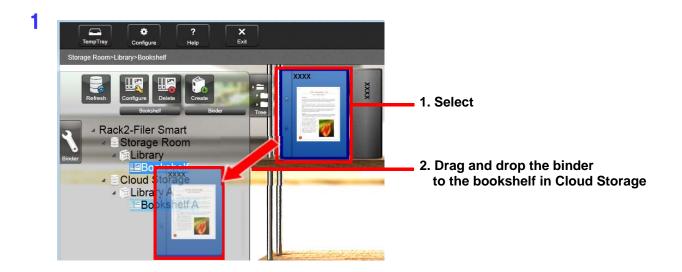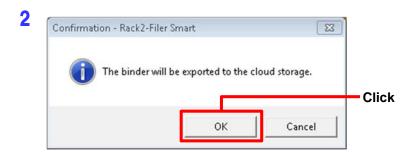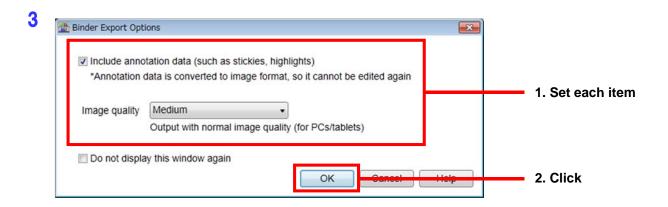
14
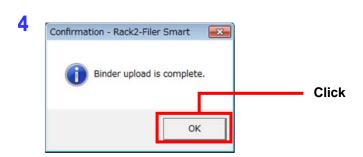

A bookshelf is created.

The upload destination for binders is now created.

1-(2) Uploading a binder to SugarSync

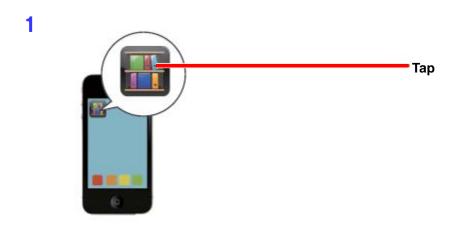To upload a binder from a PC, drag and drop the binder to the bookshelf in SugarSync.
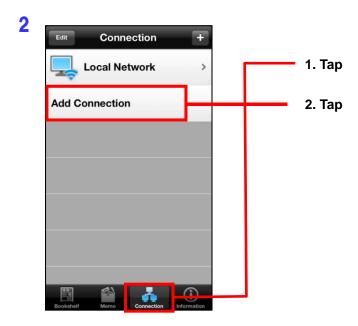
1

1. Select

2. Drag and drop the binder to the bookshelf in Cloud Storage

2

Click

3

1. Set each item

2. Click

4

Click

5

Click the bookshelf where the binder is uploaded, and then check the binder.
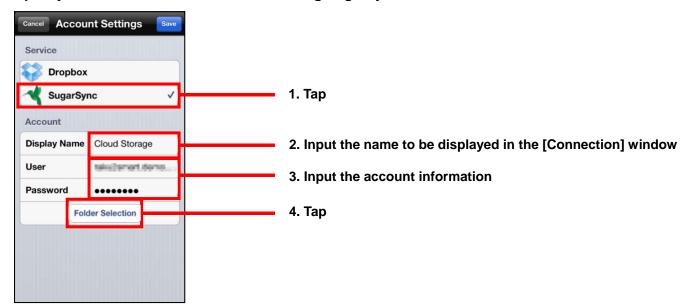
2 Operations on the receiving device (mobile device)

2-(1) Configuring the settings for connecting to SugarSync
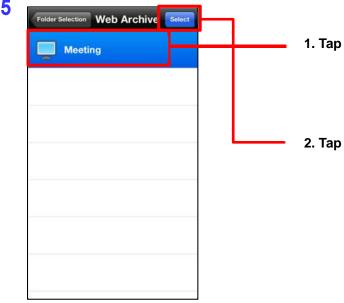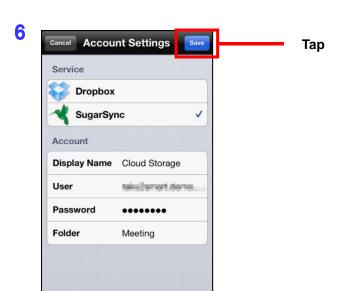
An iPhone is used as an example in this section.

1

Tap

2

1. Tap

2. Tap

3 Specify the account information for accessing SugarSync.

Account Settings (Cancel / Save)

Service
- Dropbox
- SugarSync ✓ ——— **1. Tap**

Account

Display Name	Cloud Storage	——— **2. Input the name to be displayed in the [Connection] window**
User		——— **3. Input the account information**
Password	••••••••	

Folder Selection ——— **4. Tap**

4 Select the folder created in the Web Archive.

Folder Selection (Account Settings)

- Web Archive › ——— **Tap**
- Shared Folders ›

5

Web Archive (Folder Selection / Select)

- Meeting ——— **1. Tap**

Select ——— **2. Tap**

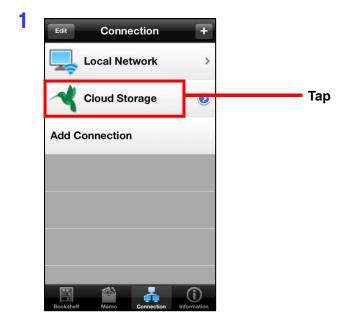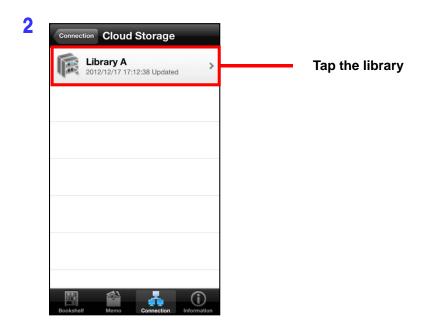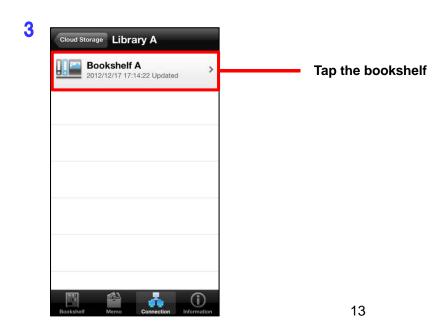**6**

Tap

12

7

The SugarSync account information is created and the [Connection] window appears again.

2-(2)
Downloading a binder from SugarSync and viewing the downloaded binder

1

Tap

2

Tap the library

3

Tap the bookshelf

4

Tap the binder that you want to view

5

Downloading of the binder starts.
When the download is complete, Rack2-Viewer is launched
and the binder can be viewed there.

- End of the Document -