

Secure File Exchange Service
Cryptobin
User's Manual

Mar, 2014



NRI SECURE
TECHNOLOGIES

Browsers Supported by Cryptobin

The functionality of the Cryptobin has been verified on the following list of supported browsers (as of Oct 2013).

[Microsoft Windows]

Browser	Version
Microsoft Internet Explorer	6.0, 7.0, 8.0, 9.0, 10.0 (in Desktop mode), 11.0 (in Desktop mode)
Mozilla Firefox	24.0

- JavaScript and cookies must be enabled.
- The above list of supported browsers is subject to change without notice.

Browser Settings

- Make sure you are connected to the Internet and have access to the Cryptobin web site.
- In most cases, no changes are necessary to your browser settings. However, should you encounter any difficulties connecting to the Cryptobin web site, please change your browser settings according to the following instructions.

For Internet Explorer Users

1. From the menu, select **Tools**, then **Internet Options**. (fig. 1)
2. Select the **Security** tab and click the green **Trusted sites** icon.
3. Click the **Sites...** button.
4. In the **Add this Web site to the zone**: text box, enter the URL for the Cryptobin web site. (fig. 2)
5. Click the **Add** button. This will add the URL entered above to the list of trusted web sites in the **Web sites**: box.
6. Click **OK** to close the **Trusted sites** dialog.
7. Click **OK** to close the **Internet Options** dialog.

* The above procedure assumes all other browser settings are set to default.

If any of the other settings may have been changed, then from the menu go to **Tools**, then **Internet Options** and select the **Security** tab.

Click the **Custom Level...** button in the **Security level for this zone** area and ensure that Cookies, Scripts and Downloads are enabled.

For Firefox Users

1. From the menu bar, select **Tools** then **Options**. (fig. 3)
2. Select **Privacy** from the categories at the top and select the **"Remember history"**.
If "Use custom settings for history" has been selected, check the **Accept cookies from sites**.
3. < Firefox 22 or earlier >
Select **Content** from the categories at the top of the **Options** dialog and check the **Enable JavaScript** checkbox.
4. Click the **OK** button to close the **Options** dialog.

fig. 1 : IE Internet Options

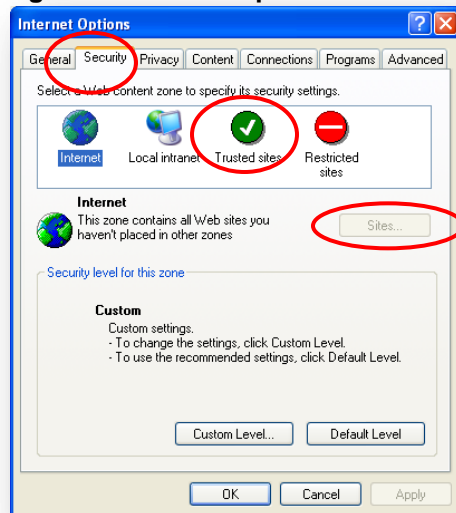


fig. 2 : IE Trusted Sites

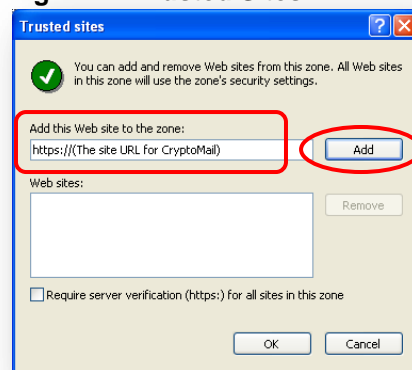
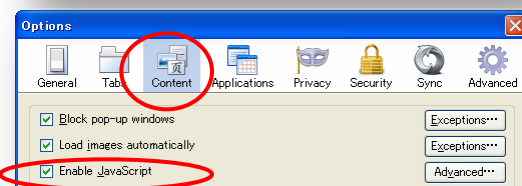
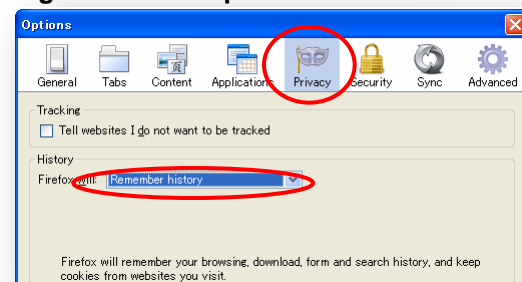


fig. 3 : Firefox Options



* Your screen display may differ from these examples depending on your computer's settings.

How to Send Your Mail through Cryptobin

1. User Login

Access the login screen from your browser, enter your user ID and password then click the **Login** button.

* If you do not know or have forgotten your user ID and/or password, contact your system administrator.

2. Display the Send Mail Screen (fig. 4)

Click **Send Mail** on the top left menu bar.

3. Specify the Recipient (fig. 4)

1. Select a group name from the **Group** pull-down menu. A list of users to whom you can send a mail through the Cryptobin will be displayed under the **Cryptobin user** tab in the **Select Recipient** area.
2. From the list on the left, select the users to Cryptobin.
3. Click the **To**, **Cc**, or **Bcc** button as appropriate to move each selected user to the **Users Selected** box on the right. If you add any users to the **Users Selected** box by mistake, you can remove them using the **Remove** button.
4. Enter your comments in the **Subject** and **Comment** boxes. These will be sent to the recipient as a regular e-mail (“E-mail Notification”) to notify them that a mail was sent to them through the Cryptobin.

4. Enter the Contents (fig. 4)

1. Enter your message in the **Message Body** box.
2. Click the **Browse** button to select files saved on your computer that you would like to attach to your mail through the Cryptobin. (Up to five files can be attached to one mail.)
* Some restrictions may apply for files size greater than or equal to 20MB. Click **[Restrictions]** for more information.
3. Select whether you are using an **Encryption Key**. If you are using a key, you must enter it twice. If you would like to provide a password hint, select that option and enter your hint in the **Set a hint** text box.

5. Send Options (fig. 4)

Various send options such as **Validity Period**, **Acknowledgement of Receipt** and **Notification E-mail** may be set by selecting the respective option in the **Send Option** area.

To display these options, click the **Show** button to the right of the **Send Option** section header.

6. Send (fig. 5)

Click the **Send** button at the bottom of the Send Mail screen if you are ready to send your mail through the Cryptobin right away. Click the **Confirm and Send** button if you need to check your message before sending it.

After you have finished checking your message in the **Confirm Content to Send** screen, click the **Send** button to send it.

fig. 4 : Send Mail Screen

The screenshot shows the 'Send Mail' screen with the following elements:

- Top Bar:** User: Ken Secure (Sales Division), Password expiration: 2012/06/22, Manual, FAQ, Help, Japanese, Logout.
- Left Menu:** Top Page, Send Mail (highlighted), Address Book, Draft Mail, Received Mail list, Sent Mail list, Settings, Password Settings.
- Recipient Setting:** Group: Sample Group, Recipient: Cryptobin user, Sales Division Ken Secure. Users Selected: Tom Secure, Sales Division Lucy Secure. Buttons: To->, Cc->, Bcc->, <-Remove, Select All.
- Subject:** Conference material
- Comment:** Hello, The material used the conference is sent. Please receive it.
- Content to Send:** Message Body: Thank you for telephone for the other day. The material used the conference is sent. Please receive it. Tom Secure.
- File(s):** C:\Data\Market.doc (with Download and Clear buttons).
- Encryption Key:** Set no hint to the Encryption Key (selected), Set a hint, Do not use Encryption Key.
- Send Option:** Validity Period: 7 days, Acknowledgement of Receipt: Require acknowledgement from recipient, Notification E-mail: Notify the sender of your receipt of the file, Receive a notification when the file is downloaded, Receive file transmission result via e-mail, Conditions for address-specified mail reply: Reply allowed.

fig. 5 : Confirm Content to Send Screen

The screenshot shows the 'Confirm Content to Send' screen with the following elements:

- Top Bar:** User: Ken Secure (Sales Division), Password expiration: 2012/06/22, Manual, FAQ, Help, Logout.
- Left Menu:** Top Page, Send Mail (highlighted), Address Book, Draft Mail, Received Mail list, Sent Mail list, Settings, Password Settings.
- Recipient Setting:** Group: Sample Group, Recipient user: Tom Secure, Cc: Sales Division Lucy Secure, Bcc: (empty), Total number of recipient users: 2.
- Subject:** Conference material
- Comment:** Hello, The material used the conference is sent. Please receive it.
- Content to Send:** Message Body: Thank you for telephone for the other day. The material used the conference is sent. Please receive it. Tom Secure.
- File(s):** Market.doc 976 KB (with Download button).
- Encryption Key:** Use Encryption Key.
- Send Option:** Validity Period: 7 days, Acknowledgement of Receipt: Require acknowledgement from recipient, Notification E-mail: Notify the sender of your receipt of the file, Receive a notification when the file is downloaded, Receive file transmission result via e-mail, Conditions for address-specified mail reply: Reply allowed.

* Your screen display may differ from these examples depending on your computer's settings.

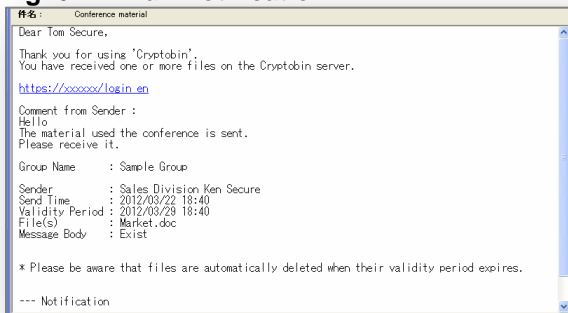
How to Receive and Reply to Cryptobin

1. E-mail Notification (fig. 6)

1. When a mail through Cryptobin is delivered, e-mail notification is sent to the recipient(s).
2. Access the Cryptobin login page by clicking on the URL provided in the e-mail, then login using your user ID and password.

* If you do not know or have forgotten your user ID and/or password, contact your system administrator.

fig. 6 : E-mail Notification

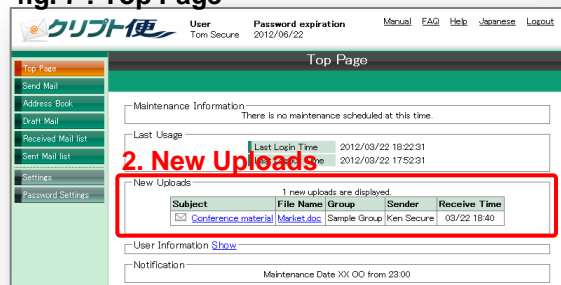


2. Navigating the Top Page (fig. 7)

1. Newly received mails through the Cryptobin are listed under the **New Uploads** on the Top Page.
2. Click on the **Subject** or **File Name** of the message you would like to open. This will take you to the **Details of File Received** screen.

* You may also receive messages by clicking **Received Mail List** menu.

fig. 7 : Top Page

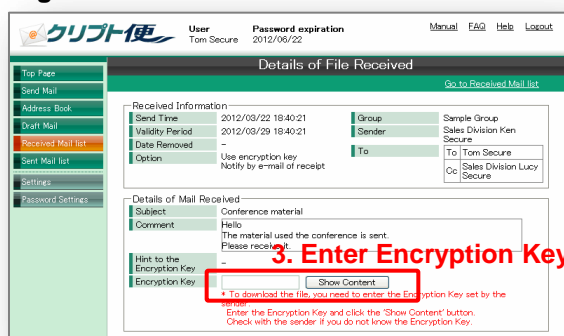


3. Details of File Received (fig. 8)

If the sender has set an encryption key for a message, the **Encryption Key** text box will be displayed in the **Details of Mail Received** area. Enter the **Encryption Key** as set by the sender and click the **Show Content** button.

* If you do not know the Encryption Key, check with the sender.

fig. 8 : Details of File Received Screen



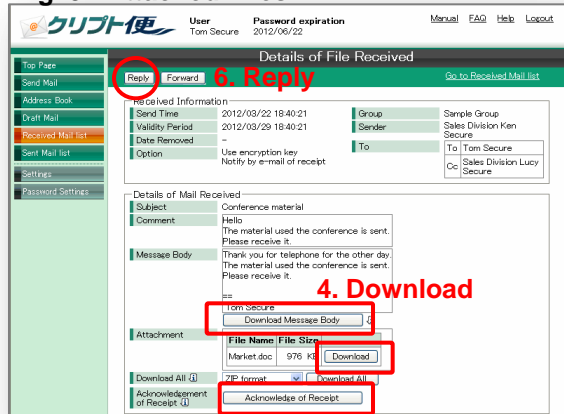
4. Attached Files (fig. 9)

When the **Download Message Body** or **Download** button is pressed, the download screen will be displayed. Specify a destination where you would like the files to be saved, and then start the download.

* When the files have been downloaded, an e-mail will automatically be sent to notify the sender that the files have been received.

* It is possible to download the comments, body and attached file(s) as one compressed file (ZIP or TAR+GZ format) by clicking the **Download All** button. These compressed files may be decompressed by using tools such as +Lhaca.

fig. 9 : Attached Files



5. Acknowledgement of Receipt (fig. 9)

Once the downloads have finished, clicking the **Acknowledgement of Receipt** button will send a acknowledgement to the sender that all files were received.

This will change the status of the message in question on both the **recipient's Received Mail List** and **sender's Sent Mail List** screens to **Acknowledged**.

* This button is available only when the sender requests a **Acknowledgement of Receipt** in **Send Options**.

6. Reply (fig. 9)

A reply may be sent by clicking the **Reply** button at the top of the window.

* Your screen display may differ from these examples depending on your computer's settings.

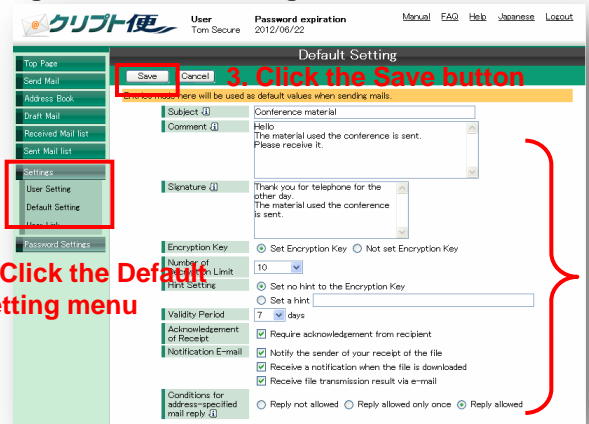
How to Change the Default Settings (Only When Necessary)

Follow these instructions to change the default settings for sending a mail through the Cryptobin. Changes made here will be reflected in all future messages sent.

Default Settings (fig. 10)

1. Click the **Settings** button in the menu bar, then on **Default Setting**.
2. Enter your desired default values for each field.
3. Click the **Save** button to save your new settings.

fig. 10 : Default Setting Screen



1. Click the Default Setting menu

2. Enter default values

3. Click the Save button

How to Save and Retrieve Draft Mails (Only When Necessary)

Frequently used message content and/or settings can be saved as draft mails and retrieved later for repeated use. (Up to 20 draft mails can be saved.)

1. Saving a Draft Mail (fig. 11)

1. In the **Send Mail** screen, create the message that you would like to save as a draft mail.
2. Click the **Save** button.

* Attachments and Encryption Keys can not be saved as part of a draft mail.

2. Retrieving a Draft Mail (figs. 12 & 13)

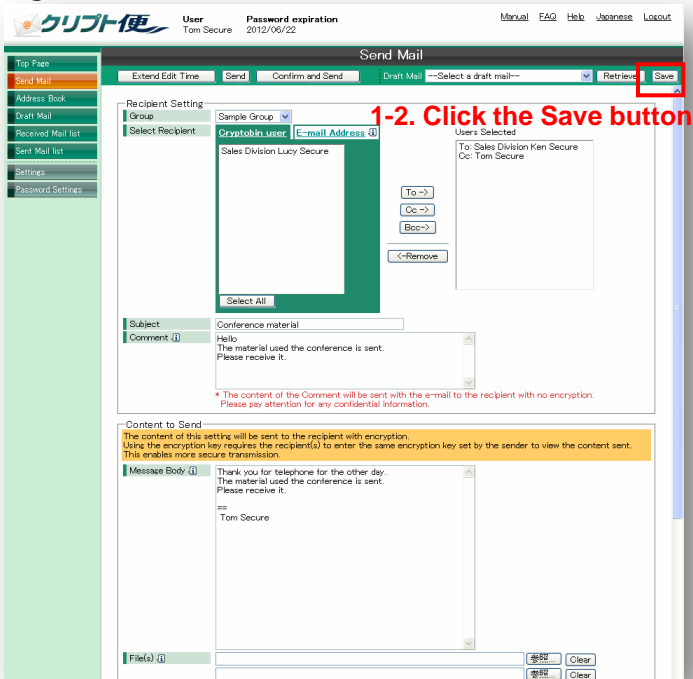
1. Click the **Draft Mail** button in the menu bar.
2. In the **Draft Mail** screen, click the **Subject** of the draft mail that you would like to retrieve.
3. The selected draft mail will be displayed in the **Send Mail** screen.

* A draft mail may also be retrieved from the **Send Mail** screen.

3. Removing a Draft Mail (fig. 12)

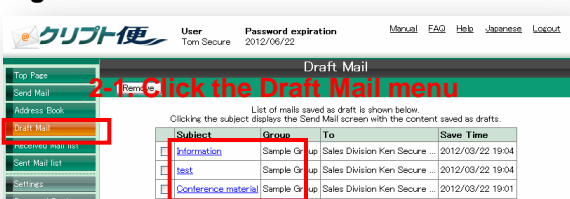
To remove a draft mail, go the **Draft Mail** screen, select the check box of the draft mail that you want to remove, and then click the **Remove** button.

fig. 11 : Send Mail Screen



1-2. Click the Save button

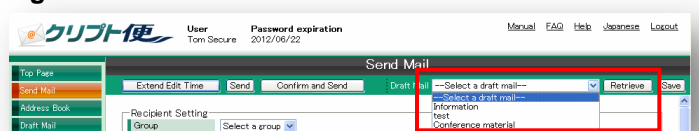
fig. 12 : Draft Mail Screen



2-1. Click the Draft Mail menu

2-2. Click the Subject

fig. 13 : Send Mail Screen



2. Select the Subject and click the Retrieve button

* Your screen display may differ from these examples depending on your computer's settings.

* The following sections only apply to users who have entered into a separate contract for this optional service.

1. Display the Send Mail Screen (fig. 14)

Click the **Send Mail** button on the top left menu bar.

2. Specify the Recipients (fig. 14)

1. Click the **E-Mail Address** tab in the **Select Recipient** section and enter the recipient's e-mail address in you may also click on the **Address Book** button to select e-mail addresses that have been previously registered in the **Address Book**. (See the section on **Address-specified transmission - Using the Address Book** for details.)

2. Click the **To**, **Cc**, or **Bcc** buttons as appropriate to move each selected user to the **Users Selected** box on the right. If you add any users to the **Users Selected** box by mistake, you can remove them using the **Remove** button.

3. Enter your comments in the **Subject** and **Comment** boxes. These will be sent to the recipient as a regular e-mail ("E-mail Notification") to notify them that a mail was sent to them through the Cryptobin.

3. Enter the Contents (fig. 14)

1. Enter your message in the **Message Body** box.

2. Click the **Browse** button to select files saved on your computer that you would like to attach to the Cryptobin. (Up to five files can be attached to one mail.)

* Some restrictions may apply for files size greater than or equal to 20MB. Click **[Restrictions]** for more information.

3. Select whether you are using an **Encryption Key**. If you are using a key, you must enter it twice. If you would like to provide a password hint, select that option and enter your hint in the **Set a hint** text box.

4. Send Options (fig. 14)

Various send options such as **Validity Period**, **Acknowledgement of Receipt** and **Notification E-mail** may be set or permit settings for **Conditions for address-specified mail reply** may be changed, by selecting the respective option in the Send Option area.

To display these options, click the **Show** button to the right of the **Send Option** section header.

5. Send (fig. 15)

Click the **Send** button at the bottom of the Send Mail screen if you are ready to send your mail through the Cryptobin right away. Click the **Confirm and Send** button if you need to check your message before sending it.

After you have finished checking your message in the **Confirm Content to Send** screen, click the **Send** button to send it.

fig. 14 : Send Mail Screen

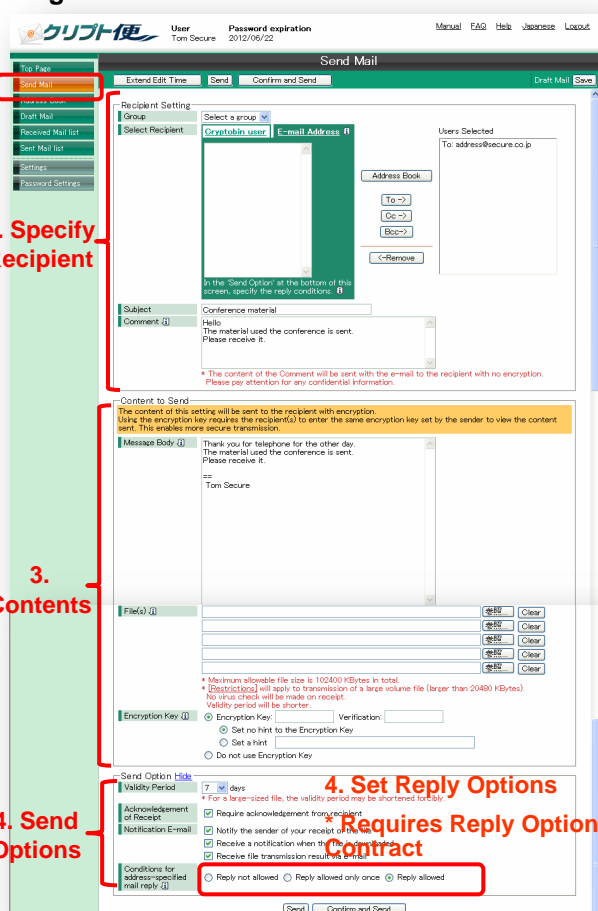
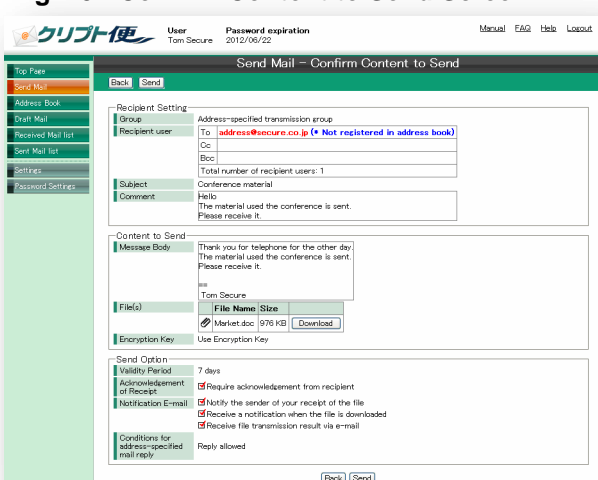


fig. 15 : Confirm Content to Send Screen



* Your screen display may differ from these examples depending on your computer's settings.

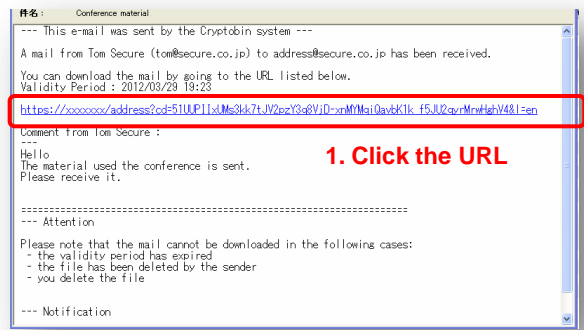
Address-specified transmission - How to receive

1. E-mail Notification (fig. 16)

1. When a mail is delivered through the Cryptobin, e-mail notification is sent to the recipient(s). The e-mail contains a random URL (web address) necessary for receiving a message through the Cryptobin.
2. Click on the URL provided in the notification e-mail to access the **Address-specified reception** page.

* If clicking on the URL in the e-mail does not take you to the web site, copy and paste the URL into your browser to access the page.

fig. 16 : E-mail Notification



2. Address-specified reception Screen (fig. 17)

If the reception page has a Password field for a Encryption Key, enter the **Password** and click the **Show Content** button.

* If you do not know the password, check with the sender.

fig. 17 : Address-specified reception Screen

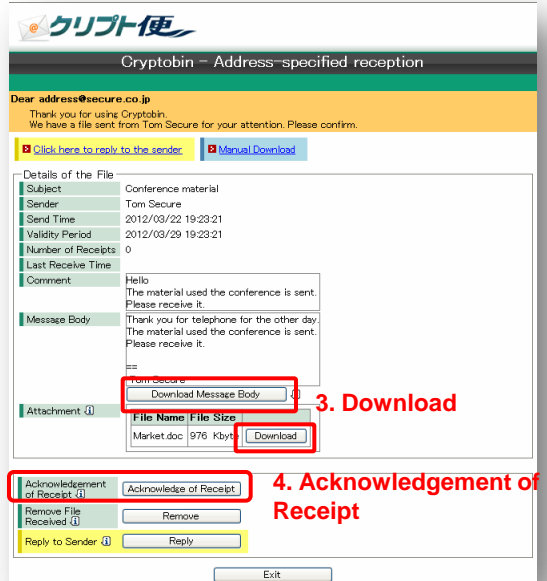


3. Attached Files (fig. 18)

When the **Download Message Body** or **Download** button is clicked, the download screen will be displayed. Specify a destination where you would like the files to be saved, and then start the download.

* When the files have been downloaded, an e-mail will automatically be sent to notify the sender that the files have been received.

fig. 18 : Attached Files



4. Acknowledgement of Receipt (fig. 18)

Once the downloads have finished, clicking the **Acknowledgement of Receipt** button will send an acknowledgement to the sender that all files were received.

This will change the status of this message on the sender's **Sent Mail List** screen to **Acknowledged**.

* Your screen display may differ from these examples depending on your computer's settings.

Address-specified transmission - How to reply (Optional Service)

* The following sections only apply to users who have entered into a separate contract for this optional service.

1. Address-specified reception Screen (fig. 19)

A reply can be sent to the sender if you sent the original message giving permission to reply through the Cryptobin.

Click the **Reply** button at the bottom of the Address-specified reception screen to go to the **New Mail** screen.

2. New Mail Screen (fig. 20)

The **New Mail** Screen is displayed.

3. Enter the Contents (fig. 20)

1. Enter the message in the **Message Body** to reply.
2. Click the **Browse** button to select files saved on your computer that you would like to attach. (Up to five files can be attached to one mail.)
3. In the **Password** section, select whether you will reuse the same password that was used when you received the original message, or whether you would like to change it. If you are changing the password, you will be asked to enter the new password twice. You also will have an opportunity to enter a hint for the new password in the **Set a hint** text box.
4. Check the **Notification E-mail** check box if you would like to receive e-mail notification when the recipient downloads the files that you send.

4. Send (fig. 20)

Click the **Confirm Content to Send** button to confirm the content of your message, and then click the **Send** button to send it.

fig. 19 : Address-specified reception Screen

File Name	File Size
Market.doc	976 Kbyte

fig. 20 : New Mail Screen

File(s)	Clear
Market.doc (976 KB)	Clear
	Clear
	Clear
	Clear

4. Confirm the Contents Before Sending

* Your screen display may differ from these examples depending on your computer's settings.

Address-specified transmission - Using the Address Book

1. Displaying the Address Book Screen (fig. 21)

The Address Book is used to manage e-mail addresses used for Address-specified transmission. This function is available only when the Address-specified transmission option is enabled.

1. The **Address Book** screen can be displayed by clicking the **Address Book** button in the menu bar or in the **Send Mail** screen.

2. Add a Group (optional) (figs. 21 & 22)

1. Click the **Add** button. (fig. 21)
2. Enter a **Group Name**. (fig. 22)
3. Select one or more e-mail addresses you would like to associate with this group from the **Address Information Not in This Group** list, and then click the **Add to Group** button to move the selected e-mail address into the **Address Information in This Group** list. (fig. 22)
4. Click the **Add** button to complete registering e-mail addresses in the Group. (fig. 22)

* A maximum of 100 groups may be registered. Each group may have a maximum of 100 e-mail addresses associated with it.

3. Add an Address (figs. 21 & 23)

1. Click the **Add** button. (fig. 21)
2. Enter the **Name**, **E-mail Address** and **Organization** (optional) fields. (fig. 23)
3. Select the group with which you wish to associate the new e-mail address from the **Group Not Belongs To** list. Click the **Add to Group** button to move the selected group to the **Group Belongs To** list. If no Group is selected, the new e-mail address will automatically be placed in the Unaffiliated group. (fig. 23)
4. Click **Add** to complete address registration. (fig. 23)

* A maximum of 1000 addresses may be registered. A single address may not be associated with more than one group.

4. Set to Mail Recipient (fig. 21)

When sending Address-specified transmission, Mail Recipients may be chosen from within the Address Book.

1. Select a desired **Group** or **Address** and click **Add** to move the selection to the **Recipient Setting** list. (fig. 21)
2. Click the **Set to Mail Recipient** button and the Send Mail screen will open with the selected addresses already filled in the **Users Selected** field. (fig. 21)

fig. 21 : Address Book Screen

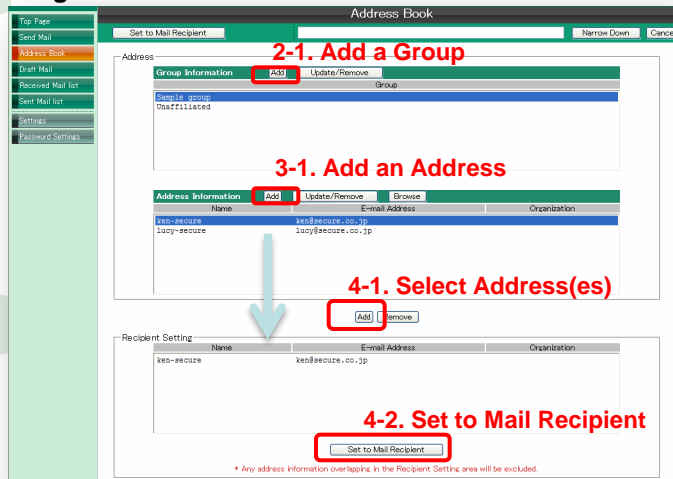


fig. 22 : Group Edit (Add) Screen

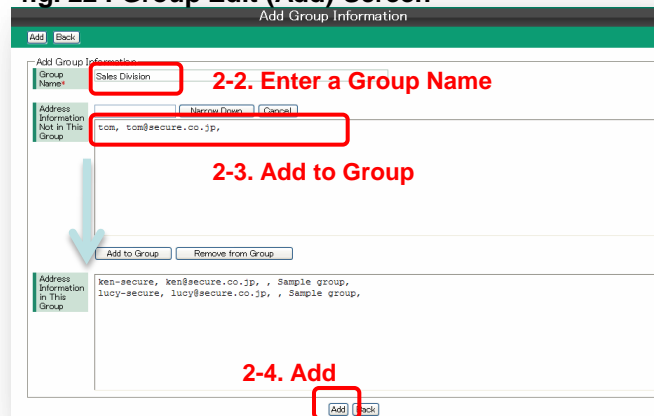
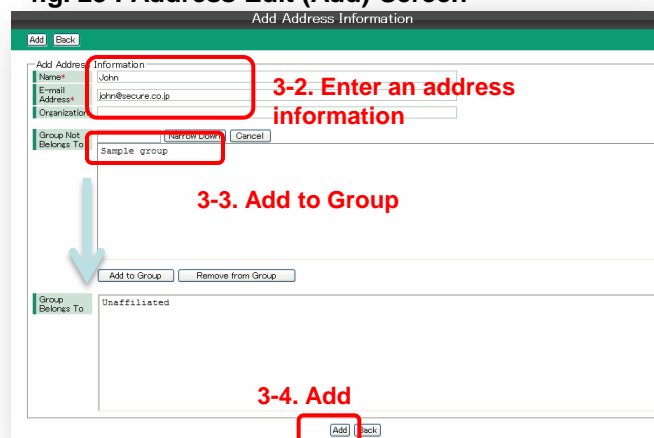


fig. 23 : Address Edit (Add) Screen



* Your screen display may differ from these examples depending on your computer's settings.