

## To use our file transfer system

### 1. Upload your file

Login at the file transfer page on our website

(<http://www.maedapat.co.jp/english/>).

Enter your ID and password.

There is no change to your ID and password from the current system.

Please contact us at any time if you forget your ID and/or password.

Smooth File5 | Login - Windows Internet Explorer

https://ma... | 予定表 | ホーム - ... | ホーム - ... | システム... | Smoo... x

ファイル(F) 編集(E) 表示(V) お気に入り(A) ツール(T) ヘルプ(H)

OfficeKempos kmpFind2 知照ラボ←営業情報作成に... システム管理 - Outlook Web... Webテンプレート

特許業務法人  
前田特許事務所  
MAEDA & PARTNERS  
INTERNATIONAL PATENTS & TRADEMARKS SINCE 1977

Please enter ID and password,  
then press [Login] button.

ID	<input type="text"/>
Password	<input type="password"/>

Login Reset

Select of language English Change

[Forgot your password? See here.](#)

1. Specify the file to be uploaded.

*\*Please include our reference number in the file name.*

*\*Please upload your files in a zip file if you have more than one file to upload.*

2. Click Address book to select

[info@maedapat.co.jp](mailto:info@maedapat.co.jp).

Please note:

Information in the brackets such as [COMPANY] or [FILENAME] will be automatically generated by the system after your transmission is completed.

MAEDA & PARTNERS

File Transfer System Option

File Transfer System management registration

upload collective

Send File

Name / address of mail recipient

Remaining login chance

Validity period

Mail subject

Comment

How to notify password

Language for password mail

Register upload collective

1

2

3

4

5

MAEDA & PARTNERS

File Transfer System Outboundreceipt Option

Back

Addressbook management registration

Sharing Address

Name of mail recipient

Name of mail recipient (Furigana)

When you add a recipient in your addressbook, please select "Do not share" in the "Sharing Address" pull-down list for your security.

3. Fill in the body of your message, and other necessary information.

-----  
○Name:  
○YourRef:  
○OurRef:  
○Email:  
-----

Share	Name of mail recipient	Destination Address	Note
Entire	前田特許_Maeda&PARTNERS	info@maedapat.co.jp	

4. Select Create URL with ID and password.

5. Click Register.

Comment  
Available variable

○Name:  
○YourRef:  
○OurRef:  
○Email:  
-----

How to notify password  
 Notify password by separate mail 5 minutes later  
 Create URL with ID and password

Language for password mail

Register upload collective

6. Click OK on the confirmation dialog box.



7. Once your file has been successfully sent, a completion dialog pops up.

The system automatically sends us an email message notifying us of your file transfer. You do not need to email us separately.



## 2. Download our file

When we upload a file for you, you will receive an automatic email message.

1. Click the link in the message.

[ヘルプ](#)

返信 全員へ返信 転送

**[ネットワークス] File was uploaded. test.txt**

@maedapat.co.jp

送信日時: 2014年3月7日 10:59  
宛先: システム管理

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Please upload the file after filling in necessary information about the following.

- Name:
- YourRef:
- OurRef:
- Email:

-----

ネットワークス 1

URL:  
<https://demo75.smoothfile.jp/download/login/hwVuBzQyUmYiK9bsTj4D/owbqid>

ID: drohq86p(Automatically authenticated by accessing URL)  
Password: fvb6r4fq(Automatically authenticated by accessing URL)  
Deadline: 2014/03/07~2014/03/17  
File: test.txt

2. Download page will appear.

3. Confirm the file name and click it (or check the box(es)), click Download selected file(s) at once to save the file(s).

4. Confirm the downloaded file(s) and logout.

### Download

Please confirm information below and download File.

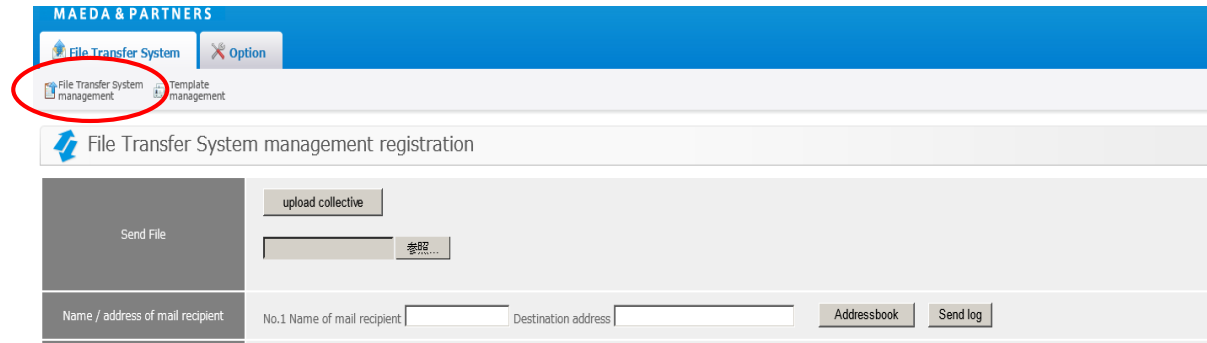
Sender information	
Receiver information	前田特許事務所 <admin_md@maedapat.co.jp>
Registered date	2014/03/07 10:59:26
Validity period for download	2014/03/17
Comment	----- Please upload the file after filling in necessary information about the following.  ○Name: ○YourRef: ○OurRef: ○Email: -----  ネットワークス URL: https://demo75.smoothfile.jp/download/login/hwVuBzQyUmYiK9bsTj4D/owbqidj; ID: drohq86p Password: fvb6r4fq Deadline: 2014/03/07~2014/03/17 File: test.txt

ALL	File name	Size
<input type="checkbox"/>	<a href="#">test.txt</a>	18 B

### 3. Confirm status of file transfer

1. Click Outbound transmission management at the upper left of the login page.



2. You can confirm whether your transmission has been downloaded by US.

The screenshot shows the MAEDA & PARTNERS File Transfer System management page with a table of file transfer records. The table has columns for 'ALL', 'No.', 'send date', 'User name', 'Destination address', 'File name', 'Remaining', 'Validity period', and 'DL'. The 'DL' column for the first two rows is circled in red.

ALL	No.	send date	User name	Destination address	File name	Remaining	Validity period	DL
<input type="checkbox"/>	93	2014/03/07 10	ネットワークス 前田特許事務所	admin_md@me	test.txt	5	10 days (~2014/03/17)	Not yet
<input type="checkbox"/>	92	2014/03/07 10	ネットワークス 前田特許事務所	admin_md@me	test.txt	5	10 days (~2014/03/17)	Not yet
<input type="checkbox"/>	91	2014/03/06 17	ネットワークス 前田特許事務所	admin_md@me	test.txt	3	10 days (~2014/03/16)	Done

If you have any questions, please contact our IT staff at **admin\_md@maedapat.co.jp**. Thank you.