

How to Drop off or Pick up files from the Visual Art Services File Server - Windows

SecureFX is a secure file transfer application for Windows. This document describes how to install and configure **SecureFX** for the Stanford environment. For more information, see the **SecureFX** online help.

Download SecureFX

1. Go to the [Essential Stanford Software](http://www.stanford.edu/dept/itss/ess/) site - <http://www.stanford.edu/dept/itss/ess/>
2. Click - **Download software and installation instructions for Windows**
3. Locate and download the **SecureFX** software

Installing SecureFX

1. Double-click the sfx213.exe icon.
2. Click **I Agree** to accept the license agreement.
3. Click **Next** to continue.
Note: The Essential Stanford Software version of SecureFX is a registered version. The 30-day evaluation period mentioned in the Welcome message is not applicable.
4. Select the directory where the **SecureFX** files will be installed. To accept the default, click **Next**. Otherwise, choose another directory and then click **Next**.
5. Check the boxes for the options you want installed and then click **Next** to continue.
Note: In Windows 98 the “What profile do you want to use?” option is not displayed.
6. Choose whether or not you want to install a database of preconfigured FTP sites then click **Next** to continue.
Note: The preconfigured FTP sites are not related to Stanford but you may find them useful.
7. Click **Finish** to begin the installation process.
8. Click **OK**.



Configuring SecureFX

1. Start SecureFX.
2. The first time that you run SecureFX you will be prompted to specify a folder where application data can be stored. Accept the default or select another folder and then click **OK** to continue.



3. A list of your preconfigured FTP sites, if you have any, will be displayed in the **Connect** window

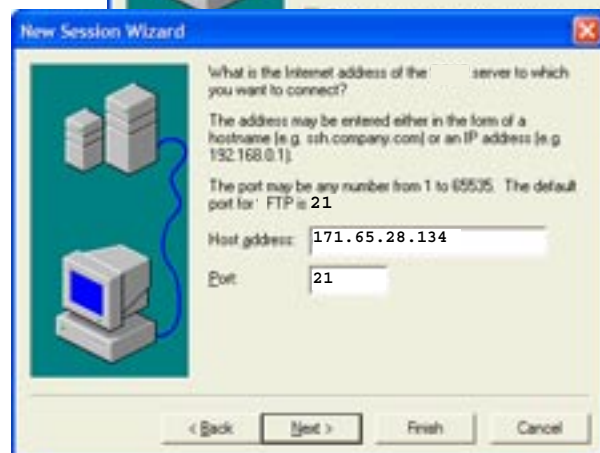
- *If you don't want this window to be displayed when you start SecureFX, remove the check from the Show dialog on startup box.
- *If you want to **connect** to one of the FTP sites, open a folder and double-click the site to which you want to FTP.
- *If you want to **connect** to an FTP site that is not shown, click the New Session button on the toolbar to configure a new session.
- *If you do not want to **connect** to any of the FTP sites, click Close.



Connecting to the Visual Art Services

To connect to the Visual Art Services server, either **Pickup** or **Dropoff**, you need to create a new session.

1. On the **File** menu, click Connect. When the Connect window is displayed, click the New Session button on the toolbar to start the New Session wizard.
2. For the Protocol, select FTP and then click to continue.
3. Enter the following information and then click **Next** to continue.
Host address: 171.65.28.134
Port: 21



4. Enter the following information and then click **Next** to continue.

To **Pick-Up** files:

Username: pickup

Password: pickup

To **Drop-off** files:

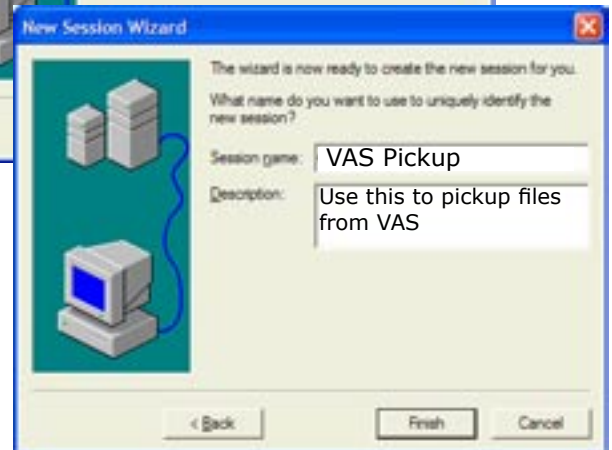
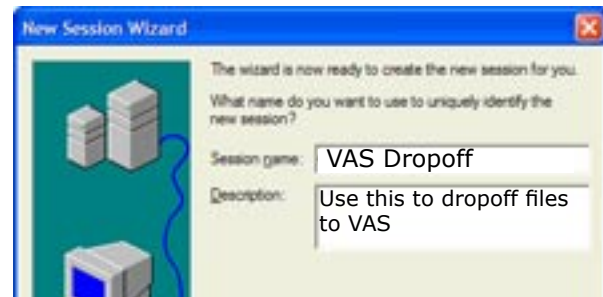
Username: guest

Password: guest



5. For Initial Directory, leave blank. Click **Next** to continue.

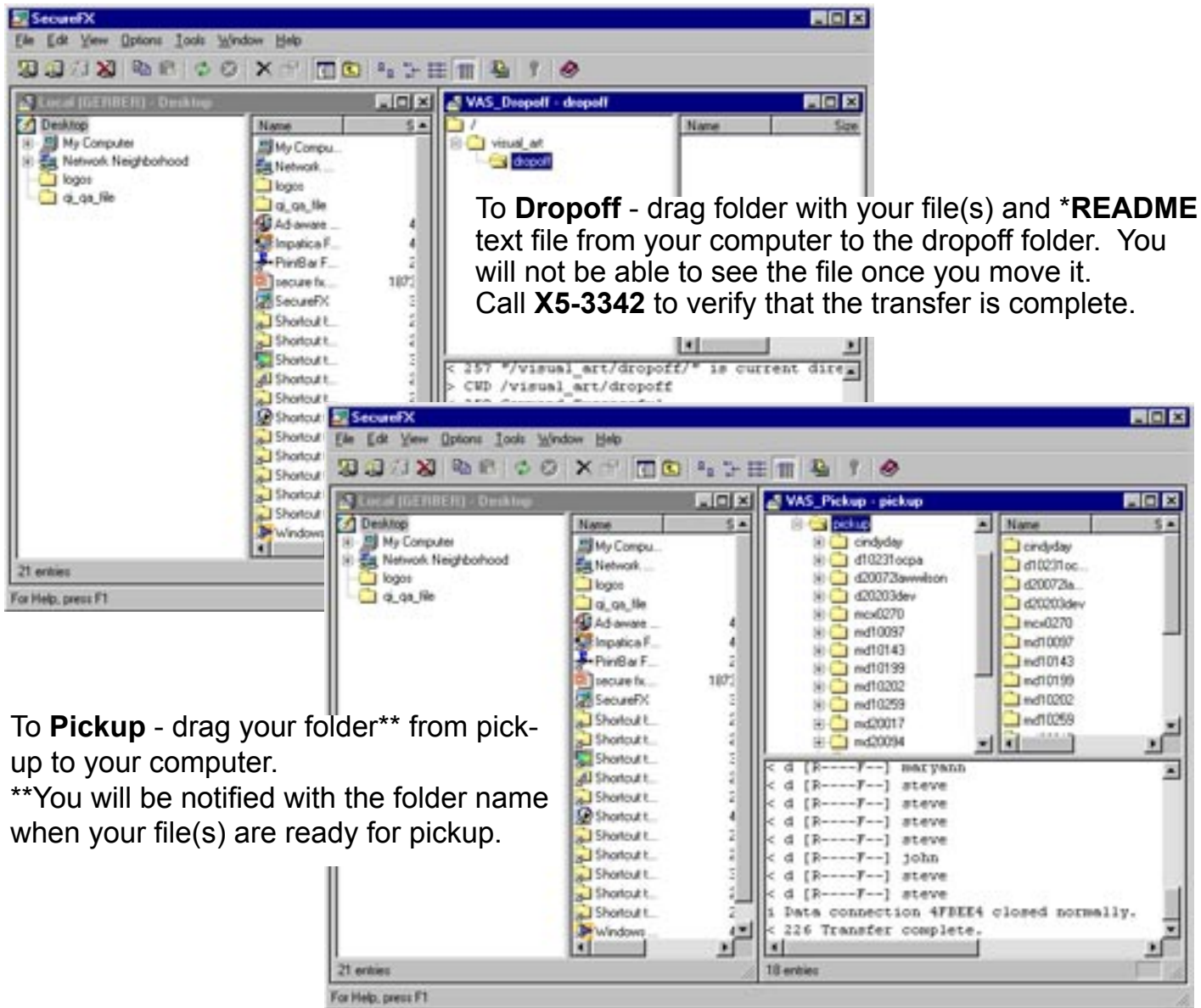
6. Enter a **Session** name and **Description** if you wish and then click **Finish**. The default session name is the host address for this session.



7. The **Connect** window will be displayed with the new session highlighted. Click **Connect**.

Note: The next time you use **SecureFX** the address you just created will already be there. Select the one you want to use and click **Connect**.

- Once you have connected you will see the your local directory and the selected address in the window (to have them appear as the sample window go to view and select tile vertically)



*Always include a **README** file with your imaging requests. (The file can be made in Word, TeachText, NotePad or any other text generating software.) It must include: name, department, phone number, billing number (PTA), what you need (ie. poster, slide, print) and when you need it (specific date and even time is best).

*Always call **X5-3342** once you have made the transfer to confirm receipt of your files.*

Disconnecting

- To disconnect from a session, go to the **File** menu and click **Disconnect**.
- To exit **SecureFX**, go to the **File** menu and click **Exit**.