

## Using The HelioQube

**Heliogramme America, Inc.** has an easy way of getting & sending files called the ***HelioQube***. You can access the HelioQube server from your own computer **with no special software**. It allows you to mount the Qube on your desktop within thirty seconds, and enables you to do a simple "drag and drop" with your files just as easily as you would to your hard drive or removable disc.

*You must be on a MAC and not have a firewall to use the HelioQube.  
PC Users can use the HelioVault or send emails to helio@heliogramme.com*

### MAC USERS:

Go to your Chooser in the Apple Menu.

Pick the "Appleshare" Icon.

Click on the "Server IP address" BUTTON at the bottom of that window.

Enter "apple.heliogramme.com".

On the next window, choose the "Registered User" button.

Name is "helio".

Password is "guest" (All in lower case, NOT caps!).

Next window choose the "Helio" choice.

This should put a "Helio" icon onto your desktop. Double-click to open it.

Inside there is a "To Helio" folder and a "From Helio" folder.

Put your file(s) into the "To" and when the conversion is done, we will put it into the "From" and notify you.

You just drag your file to and from the folder!

**NOTE:** If you are a regular user and would like your own confidential folder for your files, we can create custom partitions. In that case the name and password shown above would be replaced by your own, and would take you to a secure folder hidden from the other users.

### **ATTENTION:**

Do NOT try to open anything, or double-click anything inside the folders!

**Always copy to your drive first and then open it.**

Sometimes the time remaining on the progress bar might not be accurate for estimating the time due to other Web traffic. As an example a 10Mb file usually takes two minutes.

PLEASE call us at 1-800-542-2466 or e-mail helio@heliogramme.com when you have deposited a file as there is no alert sound to tell us.

We will let you know when we have put your file back in for collection.

Please print these instructions for future use.

Thank you for using the HelioQube!