

## Using The HelioVault

**Heliogramme America, Inc.** has an easy way of getting & sending files called the **HelioVault!** It can be used equally on Mac or PC systems. It also is ideal for clients who cannot use the HelioQube due to their firewall constraints.

*You must be hooked up to the Internet to use the HelioVault.*

### **To SEND a file to Heliogramme**

Go to [www.heliovault.com](http://www.heliovault.com) in your browser.

Enter the following:

User name: helio

Password helio

*(Please note: if you are going to deposit files on a regular basis we will be happy to set up your own personal password if you prefer not to use the general mailbox.)*

- Click on the small "New document" icon in the top left corner.
- Select Macintosh/Windows/Other from the pull-down menu.
- Under "Description," please put a very short title to let us know who an incoming image is from and prevent the arrival of any mystery jobs. This can be "From J.Smith", or "Image for Smith Agency" etc.
- Next, click the "Browse" button and navigate to the file you want to send. (We recommend using Stuffit to reduce the file sizes and transfer time.)
- Finally, click the "Upload file" button.

Your browser will then upload the file. Once completed, the window will change to one that has your description, the date it was uploaded and the name of the file itself in blue. The upload is now completed and you can quit out of your browser. If you have made a mistake you can click the trashcan icon next to the file to delete it.

PLEASE call us at 1-800-542-2466 after you have downloaded your files.

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

### **To RETRIEVE a file from Heliogramme**

Follow the first steps above to log on to the HelioVault.

This time you will see your image awaiting collection (there may also be other jobs too). Click on the blue file name.

You will now get your normal browser dialog box asking whether to open the file or save it, so save the file to your desktop/folder etc.

Once you have downloaded, please click the trashcan icon to delete the file from the server. This lets us know you have retrieved it.

Please print these instructions for future use. Thank you for using the HelioVault!