

If you need further assistance please contact the Indox Help Desk at 314-633-4820 or email help@indoxservices.com

A Quick Guide to the INDOX File Transfer.

Open <http://www.indoxservices.com/filetransfer/>

You have two choices: you may either download the Macintosh or Windows desktop file transfer software or you may use the browser client.

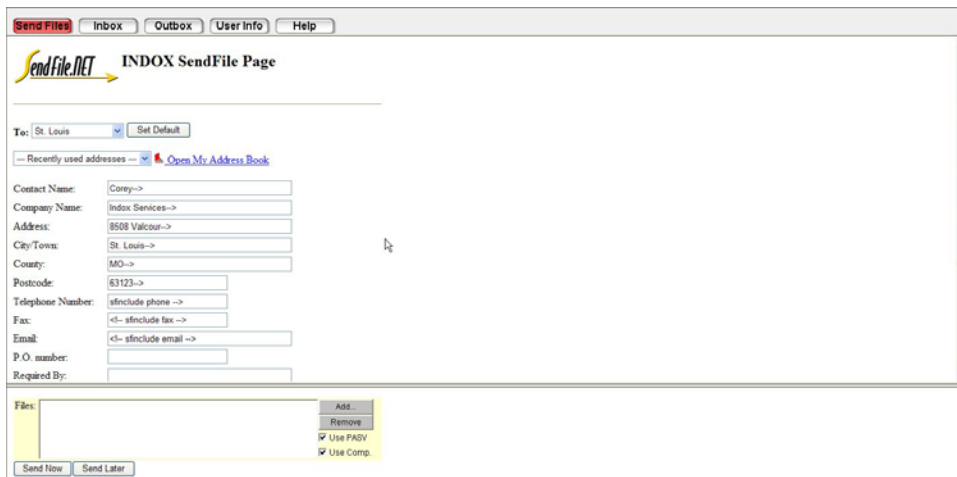
- If you send files regularly to us it is recommended that you download the desktop software because it is smaller and faster than using a browser.
- If you are just sending files on a one-time basis then use the browser client.



The screenshot shows the INDOX File Transfer website. On the left is a navigation menu with links: HOME, ABOUT INDOX, MARKETS SERVED, DOCUMENT SERVICES, INDOX ONSITE™, INDOX CENTRAL™, MYINDOX, and CONTACT. The main content area features the INDOX FILE TRANSFER logo (POWERED BY BEEHIVE) and a section titled "How to Send Us Files". This section explains the file transfer process and provides two choices: downloading desktop software or using a browser client. It includes a bulleted list of recommendations based on usage frequency. Below the text are four buttons: "Download Windows Client", "Download Macintosh Client", "Browser Transfer for 1st Time Users", and "Browser Transfer for Existing Users". At the bottom, there is a support contact section with the email help@indoxservices.com and phone number 314-633-4800.

Browser Version

1. In order to use the browser version, you will need to fill out the form for first time users. Be sure to include all of the relevant information (name, address, etc).



2. The basic interface is simple enough. Select the proper recipient that you wish to send the files to (i.e. St. Louis, Kansas City or one of the Denver locations).
 - a. If you are logging in from the client, select form.htm
 - b. If the Web Client has this dialogue box:



Click the run button, choose the “Always trust content from this publisher” to avoid this popup in the future.

3. Fill in the relevant details that aren't already filled in, including job details and required by:
4. Press add, and select your files. When you have added the appropriate files, press the Send Now button. The browser version will only allow you to select files one at a time, it is recommended to run your files through a compression utility such as winzip for easier transfer.
5. When all of the files have been added, press the Send Now button. It will take you to a confirmation the screen when all files have been successfully transferred.

Success

Your files have been successfully transferred.
At the option of your sponsor, you will be notified when your job is being processed at the e-mail address you specified in your user information.
[Please click here to go back and send more files.](#)
Thank you for using SendFile.NET!

Client Version

Download the appropriate client from the website and install the software. The client version uses the same interface as the browser version, but allows you to drag and drop folders and files into the files area in addition to using the add button. The client version also transfers files faster.