



Cloud Service Hub[®] Startup Guide

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Compatible software name: Management Console

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Information about Cloud Service Hub

See the following websites.

Help of Cloud Service Hub

This website provides how to set up Cloud Service Hub, frequency asked questions, and other information.

<https://cloudservicehub.fujifilm.com/webui/help>

Login Portal Page of Cloud Service Hub

This website provides the information of Cloud Service Hub, maintenance information, and Terms of Use.

<https://cloudservicehub.fujifilm.com/>

Tenant Administrator's Guide of FUJIFILM BI Direct

This website provides more details about the tenant management. This guide is mainly for a tenant administrator.

https://direct-fb.fujifilm.com/ap1/sc/manual_tenant/en/index.html

How to Start When You Receive the Invitation E-mail

This website describes how to start with the invitation e-mail of Cloud Service Hub.

https://direct-fb.fujifilm.com/ap1/sc/manual_tenant/en/01_00030.html

How to Connect to the Cloud Service You Use

This website describes how to connect to the cloud service to be used.

https://direct-fb.fujifilm.com/ap1/sc/manual_tenant/en/01_00040.html

Conventions

This guide uses the following symbols according to the information it describes.



Important

Indicates important information you have to know or be reminded before operations.



Note

Indicates supplemental information useful for operation.



See

Indicates references to other chapters and manuals.

This guide uses the following terminology.

- " "
 - []
 - { }
 - >
- Indicates messages, file names, folder names, input values, input examples, and information to emphasize. Also indicates references within the manual.
Example: "XXX" is displayed.
- Indicates an item displayed on a computer screen. Also indicates a window, menu, dialog box, tab, or button.
Example: Click [OK].
- Indicates a value that changes during operation, such as a drive name or user name.
Example: "{model name}:{serial number} ({IP address or host name})" is displayed for the target device.
- Indicates the level of menus and Web pages.
Example: Select [Start] > [Programs].

- The term "Windows" is used to refer to the Microsoft Windows Operating System.
- The term "PC" is used to refer to personal computers.

1

Before starting Cloud Service Hub

Cloud Service Hub enables you to connect your multifunction device to major cloud services.

To start using Cloud Service Hub, the service administrator who manages this service and also the users of this service need to make preparations as following.

This guide describes required procedures and steps for getting started with Cloud Service Hub, separately for Service Administrator and general users.

Be sure to read this guide thoroughly before attempting to use the service.

2

Steps Performed by Service Administrator

The Service Administrator performs steps to make Cloud Service Hub available, as well as user management.

Upon completion of the contract for using Cloud Service Hub, the user specified as Service Administrator receives an email whose subject reads "Getting Started with Cloud Service Hub". Check the content of the email and proceed with the following steps:



Note

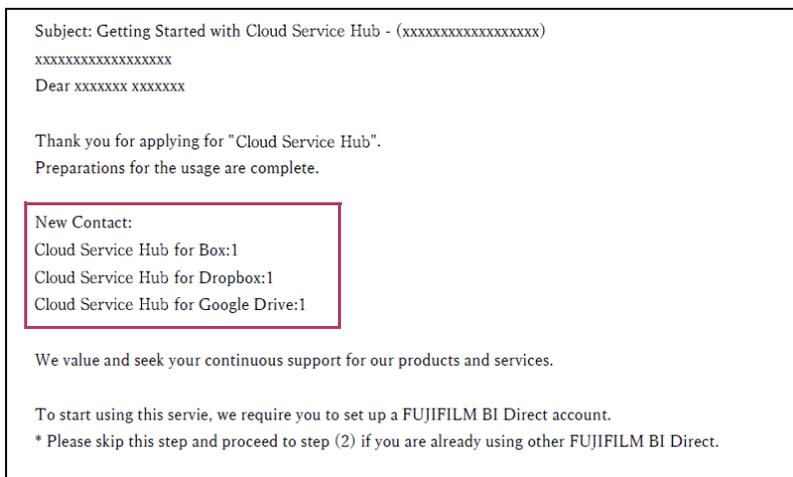
A list of procedures that Service Administrator may want to perform is described in "Tenant Administrator's Guide."

"Tenant Administrator's Guide" can be accessed at the URL below.

https://direct-fb.fujifilm.com/ap1/sc/manual_tenant/en/index.html

1. When you receive an email whose subject reads "Getting Started with Cloud Service Hub"

The email message describes your contract. Review the contract.



Note

The mail text may be changed as appropriate.

2. Prepare to use FUJIFILM BI Direct

You need to register with FUJIFILM BI Direct before you can use Cloud Service Hub. When used for the first time, access the Password Creation URL shown in the "Getting Started with Cloud Service Hub" email message, and perform initial setup of password.



Note

This step is not necessary if you have already registered with FUJIFILM BI Direct.

FUJIFILM
Value from Innovation

Password Reset

1 > 2 > 3 > 4 > 5
E-mail Address > Confirmation > Send Information E-mail > Enter New Password > Completed

Enter the e-mail address (User ID).
Information for the new password setting will be sent to the registered e-mail address.

E-mail Address (User ID)
(Half-width alphanumeric characters, symbols (-,_,+,@))

Required

Click the "Next" button.

Next

3. Log in to Cloud Service Hub

Access the URL shown in the "Getting Started with Cloud Service Hub" email message. Enter your User ID and Password for FUJIFILM BI Direct to log in to Cloud Service Hub.

FUJIFILM Cloud Service Hub
Value from Innovation Home

User ID(E-mail Address)

Keep user ID

Password

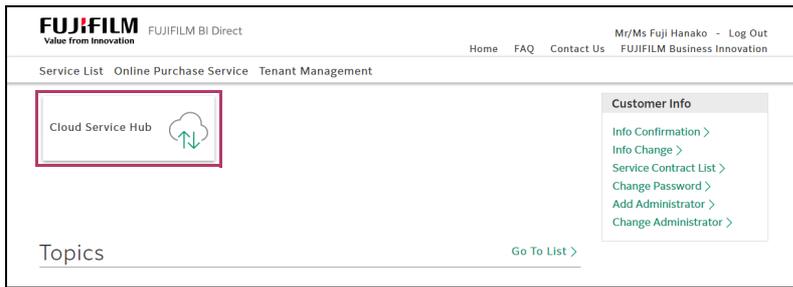
[Forgot password? >](#) **Login**

Log In with Federation Account
[Office 365](#)

For Customers
[Terms](#)
[Help](#)

News

[Cloud Service Hub] is displayed on the Home screen, indicating you can use Cloud Service Hub.



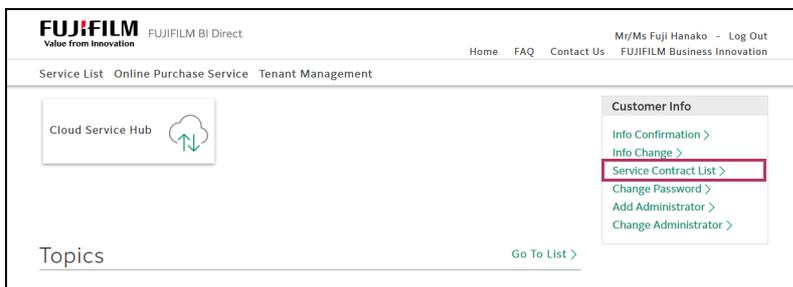
4. Set up connection to the destination cloud service the administrator him/herself uses



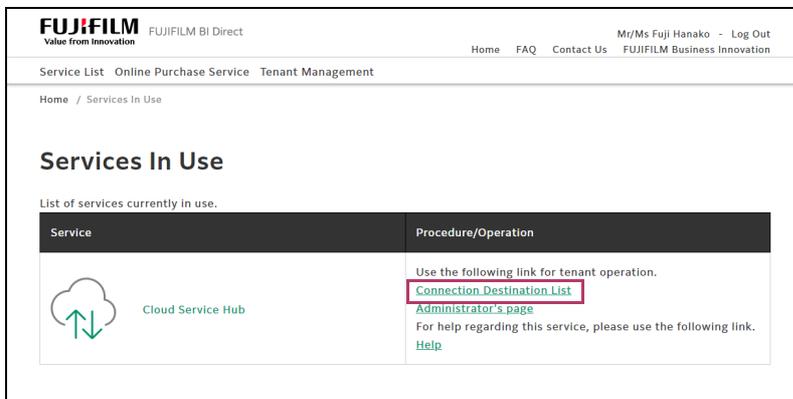
This step is not necessary if the administrator him/herself does not use Cloud Service Hub for scan and print.

Checking the list of destinations

1. Click [Service Contract List] on the Home screen.



2. Click [Connection Destination List].



Only the services included in the contract described in the "Getting Started with Cloud Service Hub" email message are shown as connection destinations.

Setting up connection

Set up connection to the cloud service you want to use.

1. Click [Connect] in the [Administration] column.

The browser screen shows a screen confirming whether to enable access from Cloud Service Hub. Authenticate yourself with an account for the destination cloud service to enable access.

The screenshot shows the 'Connection Destination List' page in the Fujifilm BI Direct interface. The page includes a navigation menu, a breadcrumb trail, and a sidebar with options like 'Cloud Service Hub', 'Tenant Name', 'Tenant ID', 'Connection Destination Management', 'Service Information', and 'Help'. The main content area features a table with the following data:

Service Name	Status	Administration
Box®	Not Connected	Connect
Dropbox®	Not Connected	Connect
Evernote®	Not Connected	Connect
Google Drive™	Not Connected	Connect
OneDrive™	Not Connected	Connect
OneDrive™ for Business	Not Connected	Connect
SharePoint® Online		Change Settings
Working Folder	Not Connected	Connect



Note

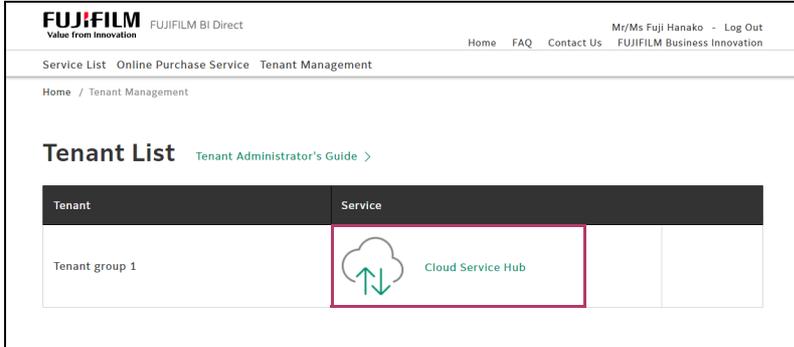
The steps for setting up connection to SharePoint Online as the destination cloud service are different from those for other cloud services. For more information on how to set up the connection, see "4 Setting Up Connection to SharePoint Online" (P.18).

This completes initial setup for the administrator him/herself to use this service.

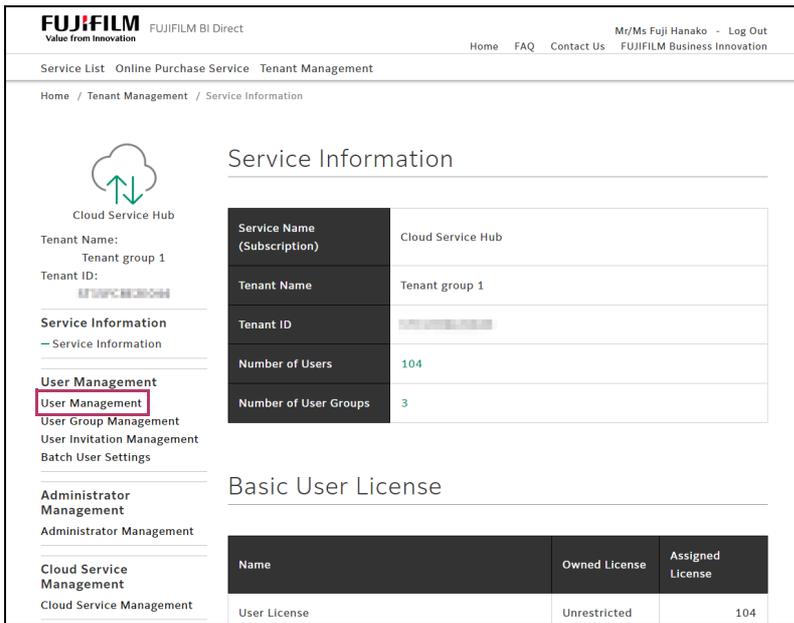
5. Add/invite users

Administrator should register users with Cloud Service Hub so that they can use the service. This process consists of specifying available destination cloud services for each user, grant permissions (Option User License), and registering the user.

1. Click [Tenant Management] > [Cloud Service Hub] on the Home screen.



2. Click [User Management].



3. Select [Add User] or [Invite User].

The screenshot displays the 'Service User Management' page in the Fujifilm BI Direct system. The page header includes the Fujifilm logo and navigation links. The main content area features a search bar and a table of users. The 'Add User' and 'Invite User' buttons are highlighted with red boxes.

<input type="checkbox"/>	Name	E-mail Address	Group	Edit
<input type="checkbox"/>	user 0001	user-0001@fujifilm.com		Edit
<input type="checkbox"/>	user 0002	user-0002@fujifilm.com		Edit



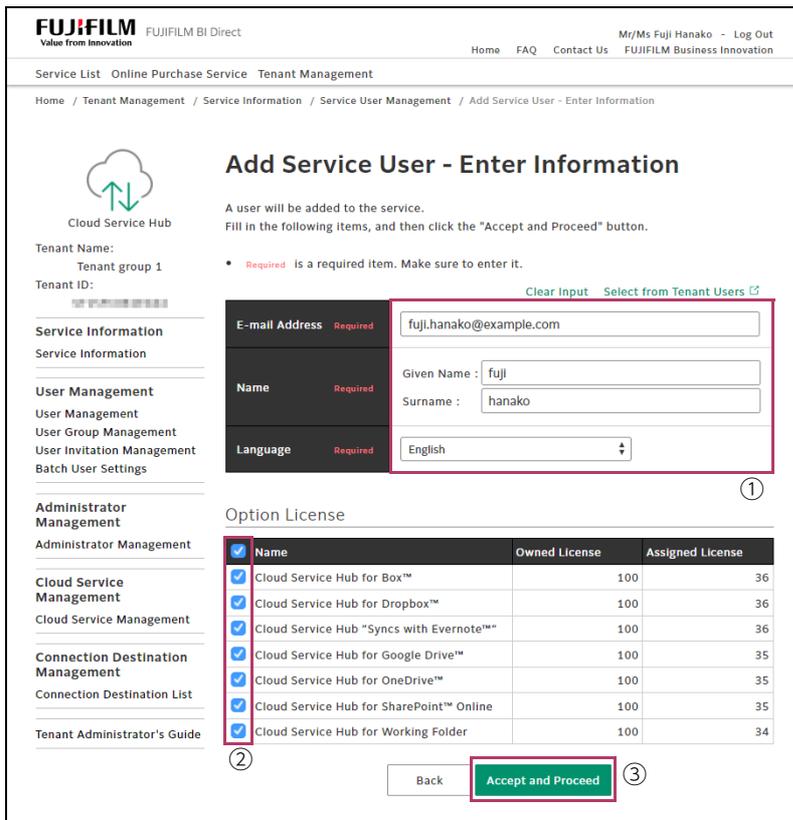
See

- Multiple users can be registered in batch. For information on how to do this, see "5 Registering Multiple Users in Batch" (P.20).
- For information on how to register users using linkage with an external authentication system, see "6 User Management Using Linkage with External Authentication" (P.23).

Adding users

User registration can be completed by the administrator only by following the steps below on the screen.

1. Click [Add User].
2. Set up each item.
 1. Enter the email address and surname and given name of the user to add, and select the language in which email is written.
 2. In [Option License], select the check boxes for the destination cloud services that the user is allowed to use.
 3. Click [Accept and Proceed].



3. Click [Add].

An email is sent to the user indicating the user has been added to the service. Now, the added user can use the service by logging in to the Cloud Service Hub site and setting up connection.

Inviting users

Send an invitation email to the target user, and after the user him/herself has approved the invitation, register that user.

1. Click [Invite User].

2. Set up each item.

1. Enter the email address of the user to invite, and select the language in which email is written.
2. In [Option License], select the check boxes for the destination cloud services that the user is allowed to use.
3. Click [Accept and Proceed].

FUJIFILM FUJIFILM BI Direct
Value from Innovation

Home / Tenant Management / Service Information / Service User Management / Enter Service User Invitation Information

Service List Online Purchase Service Tenant Management

Home / Tenant Management / Service Information / Service User Management / Enter Service User Invitation Information

Enter Service User Invitation Information

User will be invited to the tenant.
Fill in the following items, and then click the "Accept and Proceed" button.

• **Required** is a required item. Make sure to enter it.

Tenant Name:
Tenant group 1

Tenant ID:
XXXXXXXXXXXX

Service Information

Service Information

E-mail Address **Required** fuji.hanako@example.com

Language **Required** English

User Management ①

User Management
User Group Management
User Invitation Management
Batch User Settings

Administrator Management

Administrator Management

Cloud Service Management

Cloud Service Management

Connection Destination Management ②

Connection Destination List

Tenant Administrator's Guide

<input checked="" type="checkbox"/>	Name	Owned License	Assigned License
<input checked="" type="checkbox"/>	Cloud Service Hub for Box™	100	36
<input checked="" type="checkbox"/>	Cloud Service Hub for Dropbox™	100	36
<input checked="" type="checkbox"/>	Cloud Service Hub "Syncs with Evernote™"	100	36
<input checked="" type="checkbox"/>	Cloud Service Hub for Google Drive™	100	35
<input checked="" type="checkbox"/>	Cloud Service Hub for OneDrive™	100	35
<input checked="" type="checkbox"/>	Cloud Service Hub for SharePoint™ Online	100	35
<input checked="" type="checkbox"/>	Cloud Service Hub for Working Folder	100	34

Back **Accept and Proceed** ③

3. Click [Send Invitation E-mail].

An invitation email is sent to the user.

6. Install Cloud Service Hub on multifunction devices

Many of the multifunction devices that support Cloud Service Hub are equipped at factory with a MFP app for Cloud Service Hub. If installed, the "Cloud Service Hub" icon is displayed on the control panel.

If not installed, you need to install it by following "8 Install Cloud Service Hub on the Multifunction device" (P.28).

3

Steps Performed by General User

Every general user performs the steps below to be ready for using Cloud Service Hub.

1. When you receive an invitation email



Note

No invitation email is sent to users that the administrator registered with "Add User". Those users do not need to perform this procedure.

An email similar to the one shown below, whose subject reads Information on "FUJIFILM Business Innovation Service Commencement Procedure" will be sent to users invited by the administrator to Cloud Service Hub. Click "Tenant Participation Confirmation URL" in the email message to proceed.

Subject: FUJIFILM Business Innovation Service Commencement Procedure

Mr/Ms [xxxxxxx xxxxxxx] has invited you to [xxxxxxxxxxxxxxxxxxxx].
You need to participate in the tenant in order to use the service.
Complete the procedure via [Tenant Participation Confirmation URL] before the expiry date.

- + Administrator E-mail Address: xxxxxxxx@xxxx.xxx.xx
- + Administrator Name: xxxxxxx xxxxxxx
- + Tenant Name: xxxxxxxxxxxxxxxx
- + Target Service: Cloud Service Hub

* After receiving information on commencement which is sent from the target service, use of the service will be possible.
* If nothing is started for target service, only tenant participation is possible.

[Tenant Participation Confirmation URL]
https://direct-fb.fujifilm.com/ap1/tenant/invite/join_user?invitation_id=xxxxx&language=en

* If there is a line break in the URL, copy the URL as a single line and enter



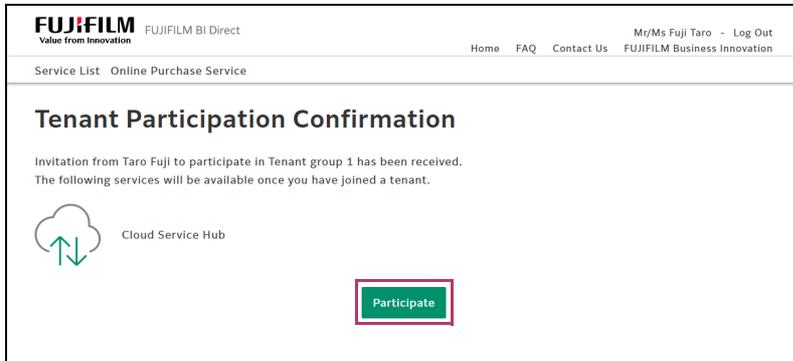
Note

The mail text may be changed as appropriate.

Approval of invitation by the invited general user

You must confirm that you want to participate in this service.

1. Click "Tenant Participation Confirmation URL" in the email message.
2. Click [Participate] on the [Tenant Participation Confirmation] screen.



Log in to the Cloud Service Hub portal site (<https://cloudservicehub.fujifilm.com/>) where you can set up connection.

2. When you receive an email whose subject reads "Getting Started with Cloud Service Hub"

Users who have participated in this service and users the administrator has registered using [Add User] will receive an email whose subject reads "Getting Started with Cloud Service Hub."

Log in to the Cloud Service Hub portal site from the link (<https://cloudservicehub.fujifilm.com/>) described in the email message, then complete initial setup. This service will be available after you have completed initial setup.



Note

The mail text may be changed as appropriate.

3. Set up connection to the destination cloud service

As the initial setup, follow the steps below to set up connection to your own user account for the destination cloud services.

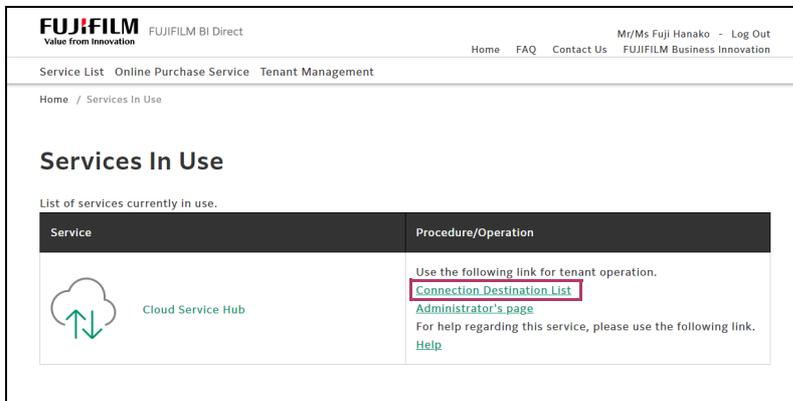


Note

These steps are the same as those used when the administrator sets up his/her connection.

Checking the list of destinations

1. Log in to the Cloud Service Hub portal site.
2. Click [Service Contact List] on the Home screen.
Click [Service Contact List] on the Home screen.
3. Click [Connection Destination List].



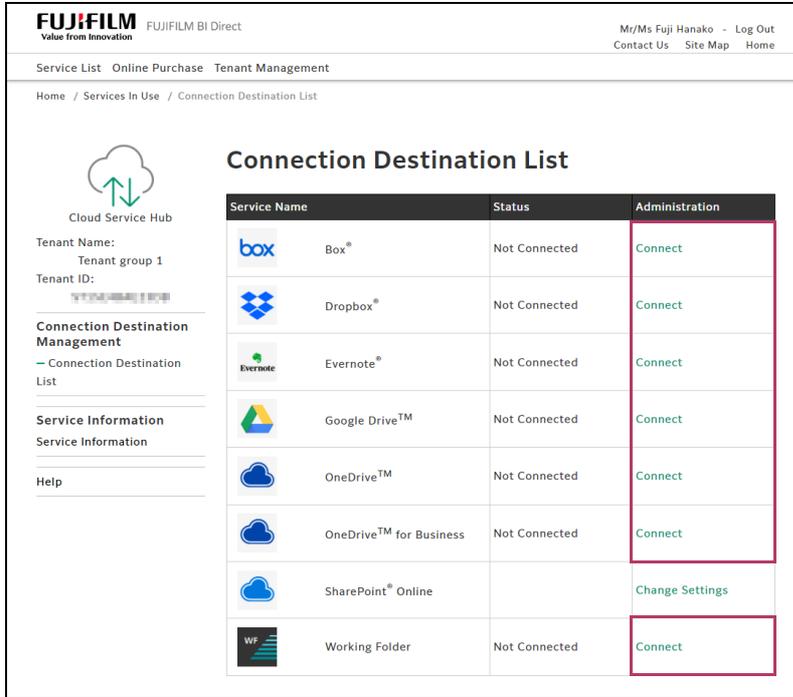
Note

The screen shows only the destination cloud services the administrator has granted Option User License.

Setting up connection

Set up connection to the cloud service you want to use.

1. Click [Connect] in the [Administration] column.



The screenshot shows the 'Connection Destination List' page in the Fujifilm BI Direct interface. The page includes a navigation menu at the top with options like 'Service List', 'Online Purchase', and 'Tenant Management'. The main content area features a table with the following data:

Service Name	Status	Administration
Box®	Not Connected	Connect
Dropbox®	Not Connected	Connect
Evernote®	Not Connected	Connect
Google Drive™	Not Connected	Connect
OneDrive™	Not Connected	Connect
OneDrive™ for Business	Not Connected	Connect
SharePoint® Online		Change Settings
Working Folder	Not Connected	Connect

The browser screen shows a screen confirming whether to enable access from this service. Authenticate yourself with an account for the destination cloud service to enable access.

Note

The steps for setting up connection to SharePoint Online as the destination cloud service are different from those for other cloud services. For more information on how to set up the connection, see "4 Setting Up Connection to SharePoint Online" (P.18).

This completes initial setup for the user him/herself to use this service.

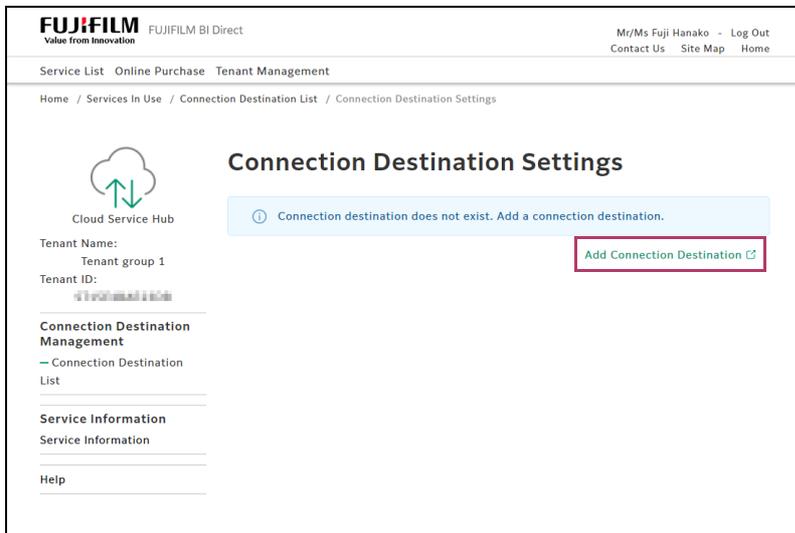
Enjoy using Cloud Service Hub by referring to the Cloud Service Hub user guide that can be accessed at: https://opencds-fb.fujifilm.com/gen/csh_aux/cshusersmanualeg.pdf

4

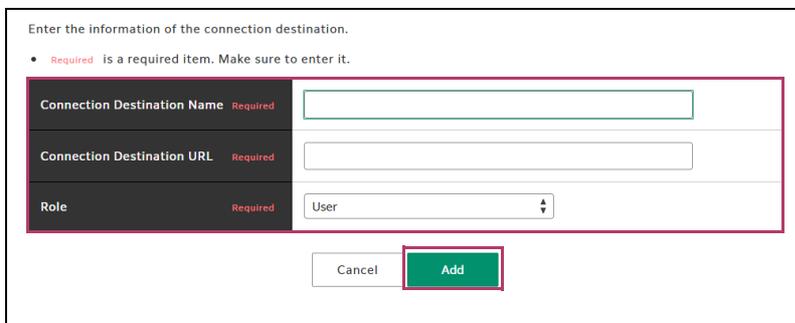
Setting Up Connection to SharePoint Online

The steps for setting up connection to SharePoint Online as the destination cloud service are different from those for other cloud services; the Connection Destination Settings screen from SharePoint Online can be used to register multiple destination sites. Follow the steps below to set up connection.

1. Click [Connection Destination Settings] in [Connection Destination List].
The [Connection Destination Settings] screen appears.
2. Click [Add Connection Destination] .



3. Specify each item and click [Add].



Connection Destination Name	Names to identify each of the destinations within Cloud Service Hub. After connecting to SharePoint Online from a multifunction device, the name specified here can be used to connect to the destination service. Each individual user needs to enter names that are easy to distinguish for him/herself.
Connection Destination URL	Contact your SharePoint Online administrator to get the URL corresponding to the site or sub-site on the destination SharePoint Online, and then enter it. This URL is used to distinguish the destination.
Role	Specify which role (access right) between administrator and (general) user on SharePoint Online will be used when connecting to the site specified in [Connection Destination URL].

Clicking [Add] on this screen displays a screen from SharePoint Online that allows you to set permission to access the site specified in [Connection Destination URL]. Enable the connection to complete the connection settings. To set up multiple destinations, repeat the steps above

Notes on setting up connection to SharePoint Online

- Only URLs for site or sub-site in SharePoint Online can be specified as destinations Cloud Service Hub connects to. Other types cannot be specified as connection destinations. Contact your administrator to check available object types on SharePoint Online that can be specified as destinations, and then set up connection.
- Users with full control permission for the SharePoint Online site must first set up connection from Cloud Service Hub to SharePoint Online before general users can successfully do the same. Otherwise, the setting up by general users will fail.

5

Registering Multiple Users in Batch

There are two way to add or invite general users. One way is to add/invite general users one at a time manually. The other way is to create a csv file containing information such as email address of multiple general users, and then perform the addition/invitation process in batch.

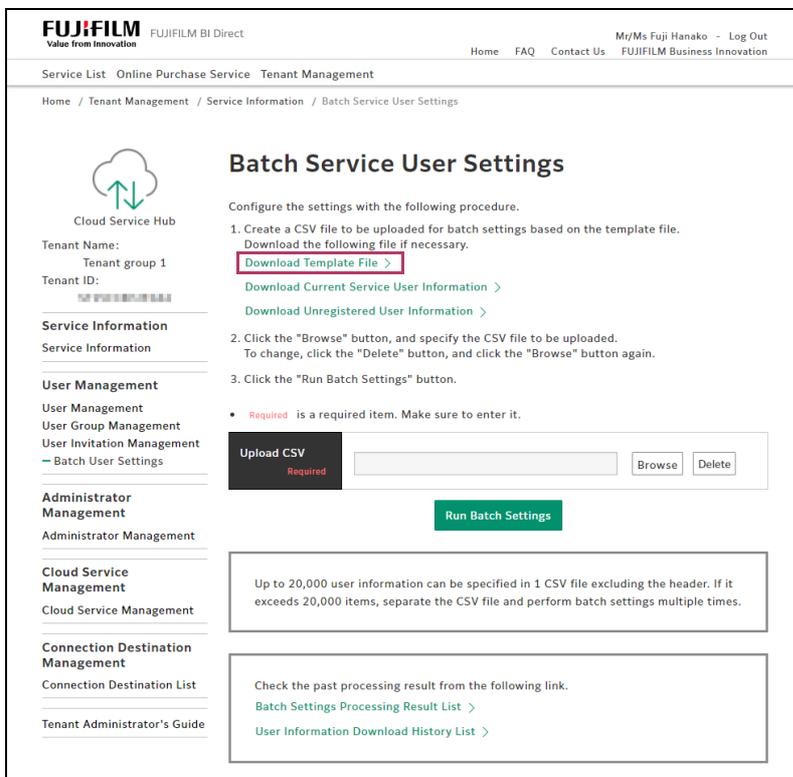
This chapter describes how to add/invite multiple users in batch. This way is helpful to register many users.



See

For instructions on how to add/invite users one at a time, see "2 Steps Performed by Service Administrator" (P.6).

1. Log in to the Cloud Service Hub portal site.
2. Click the [Tenant Management] tab, and click [Service (Cloud Service Hub)] > [Batch User Settings]. The [Batch Service User Settings] screen appears.
3. Click [Download Template File].



A zip file containing template csv files is downloaded.

4. Unzip the file to extract template files.

Registration type	File name
Inviting Users	invite-users_template.csv
Adding Users	add-users_template.csv

5. Edit the template file.



- The character code called "UTF-8" is used in this csv file. Editing the csv file with an application such as Microsoft Excel can result in inappropriate input data including garbled text. To edit the csv file, make sure you use a software application such as a text editor that supports UTF-8 encoding.
- For information on items that should be filled in the file, see the following URL: Read the information carefully to create the appropriate csv file, either for invitation or addition https://direct-fb.fujifilm.com/ap1/sc/manual_tenant/en/03_00050.html

6. Specify the file name for the edited template.

Registration type	File name
Inviting Users	invite-users_XXXXXXXX.csv
Adding Users	add-users_XXXXXXXX.csv



"XXXXXXXX" represents any character string you can enter.

7. Click [Browse] to select the csv file you edited.

8. Click [Run Batch Settings].
Registration is performed.

Checking the batch process results

When the process completes, the [Batch Settings Completed] screen opens and displays the link for the list of batch process results.

Click the link to verify the process results. If there are one or more user records whose processing has been failed, write down the error codes for the process results and take actions by referring to the error code table that can be accessed at:

https://direct-fb.fujifilm.com/ap1/sc/manual_tenant/en/03_00050.html

6

User Management Using Linkage with External Authentication

If your organization uses an authentication provider, for example Microsoft Azure Active Directory or others, the authentication providers can be associated with user information intended for use with FUJIFILM BI Direct so that user information can be managed and cross-authenticated by the authentication providers.

This allows the administrator to utilize the authentication provider to implement centralized management of tasks such as adding, registering or deleting users, instead of performing such tasks separately in Cloud Service Hub with FUJIFILM BI Direct IDs.

This method also offers the following advantages to general users:

Linkage with Microsoft Azure Active Directory

When using Cloud Service Hub from a multifunction device, general users can log in to Cloud Service Hub with their Microsoft Azure Active Directory accounts, and do not need to use FUJIFILM BI Direct IDs.

For information on how to use the linkage with the authentication providers, see the following web pages:

Tenant Administrator's Guide

https://direct-fb.fujifilm.com/ap1/sc/manual_tenant/en/index.html

"Manage Remote ID Federation" in Tenant Administrator's Guide

https://direct-fb.fujifilm.com/ap1/sc/manual_tenant/en/02_00070.html

7

Other Features for Administrator (Service Administrator)

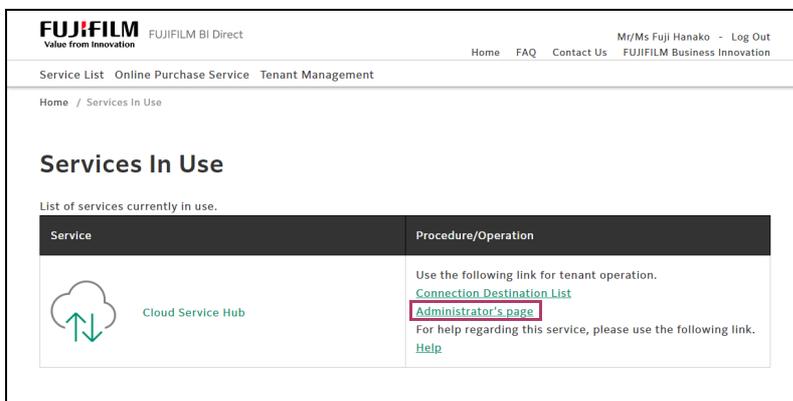
Cloud Service Hub offers some of features for the administrator in a separate screen from the [Tenant Management] screen. This chapter describes Cloud Service Hub unique features for the administrator, and how to work with them.

Cloud Service Hub unique administration features

Feature	Description
Usage information	Can be used to check the content of the contract, the number of active users in the last month, and the number of jobs of each of scan and print. The administrator can also output more detailed information as a csv file.
Print Settings	Can be used to set whether to enable the print feature in the entire Cloud Service Hub tenant. Select [Enabled] to allow use of the print feature. Select [Disabled] to disallow use of the print feature.
Notification Settings	Can be used to display a notification message from the administrator when a user log in to the multifunction device at the control panel. The administrator can also specify the period and frequency in which to display the notification, and others.

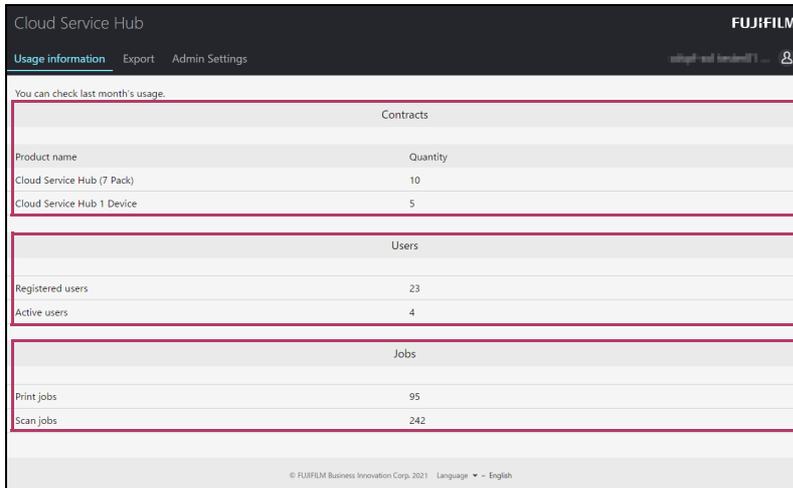
Steps to work with

1. Log in to the Cloud Service Hub portal site.
2. Click [Service Contact List] in [Customer Info].
The [Service Contact List] screen appears.
3. Click [Administrator's page].



Usage Information (Viewing on the screen)

1. Check the content of the contracts, the number of users, and number of jobs.



Cloud Service Hub

Usage information Export Admin Settings

You can check last month's usage.

Contracts	
Product name	Quantity
Cloud Service Hub (7 Pack)	10
Cloud Service Hub 1 Device	5

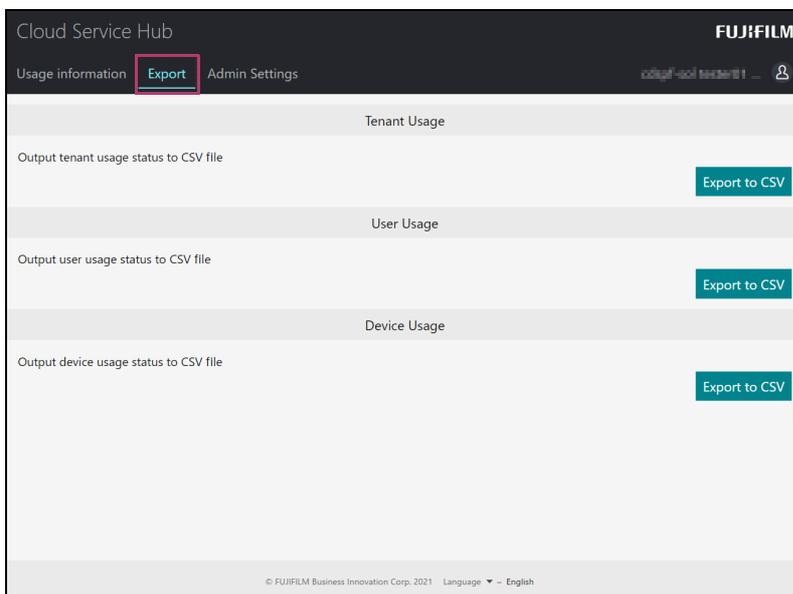
Users	
Registered users	23
Active users	4

Jobs	
Print jobs	95
Scan jobs	242

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Usage Information (Outputting details as a csv file)

1. Click [Export].



Cloud Service Hub

Usage information **Export** Admin Settings

Tenant Usage	
Output tenant usage status to CSV file	Export to CSV

User Usage	
Output user usage status to CSV file	Export to CSV

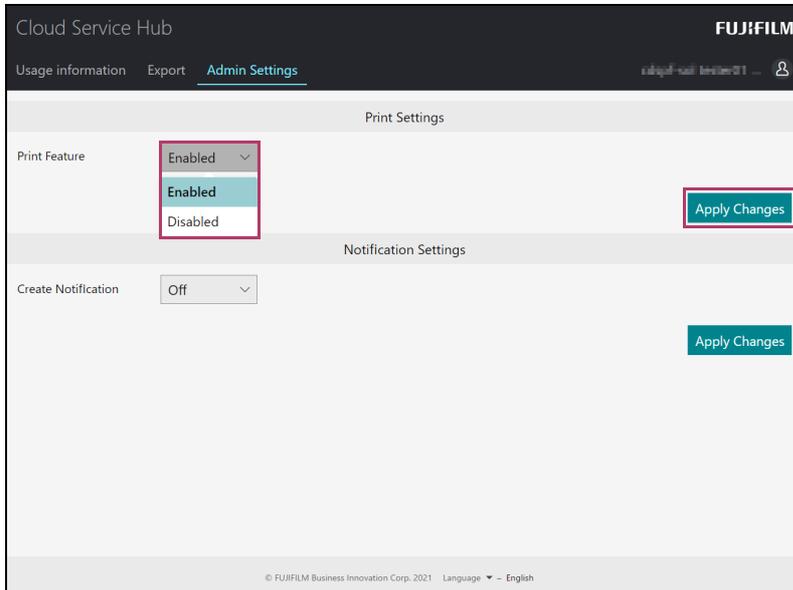
Device Usage	
Output device usage status to CSV file	Export to CSV

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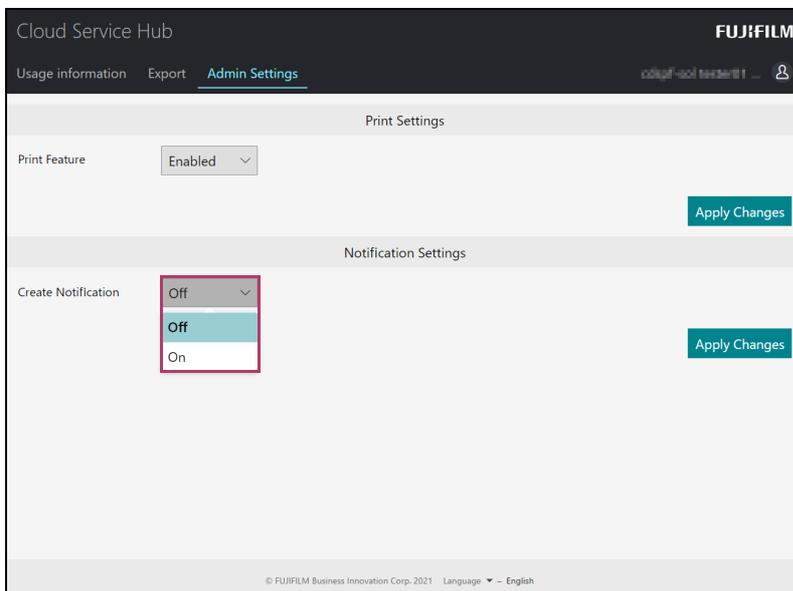
2. Click [Export to CSV] for the item whose details you want to output.

Print Feature and Create Notification

1. Click the [Admin Settings].
2. Select [Enabled] or [Disabled] for [Print Feature], and click [Apply Changes].



3. Select [Off] or [On] for [Create Notification].



4. Set up each item, and click [Apply Changes].



Note

If you select [Off], the item is not displayed. Click [Apply Changes].

1. Fill in [Start Date and Time] and [End Date and Time] to set the period in which to display the message.
2. Select [Frequency of Notification].
3. Set up [Manage Read Items].
Selecting [On] allows users to select [Do not show this again] when the message is displayed.
4. Fill in [Notification Message].

Cloud Service Hub FUJIFILM

Usage information Export Admin Settings Logout and Settings

Print Settings

Print Feature Enabled Apply Changes

Notification Settings

Create Notification On

Start Date and Time * Calendar icon [- +]

End Date and Time * Calendar icon [- +]

Frequency of Notification Always

Manage Read Items Off

Notification Message Text area

*Required Apply Changes

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8

Install Cloud Service Hub on the Multifunction device

Many of the models that support Cloud Service Hub are shipped with the MFP app for Cloud Service Hub installed.

If the MFP app for Cloud Service Hub is installed, the [Cloud Service Hub] icon is displayed on the control panel. In this case, Cloud Service Hub can be used without performing the procedure in this chapter, but new versions of the MFP app for Cloud Service Hub may be released after the model is shipped to update functions and fix bugs. Follow the procedure below to use Management Console to check whether a new version is available and update to the new version if it exists.

Multifunction Device Settings

If you use a proxy server for the Internet connection, check and modify the following settings under the system administration mode on the multifunction device before installation.

Proxy Server Settings	Menu	Network > Protocols > HTTP	
	Setting items	Use Proxy Server	Select [Yes].
		Proxy Server - Proxy Server	Specify the HTTP proxy server.

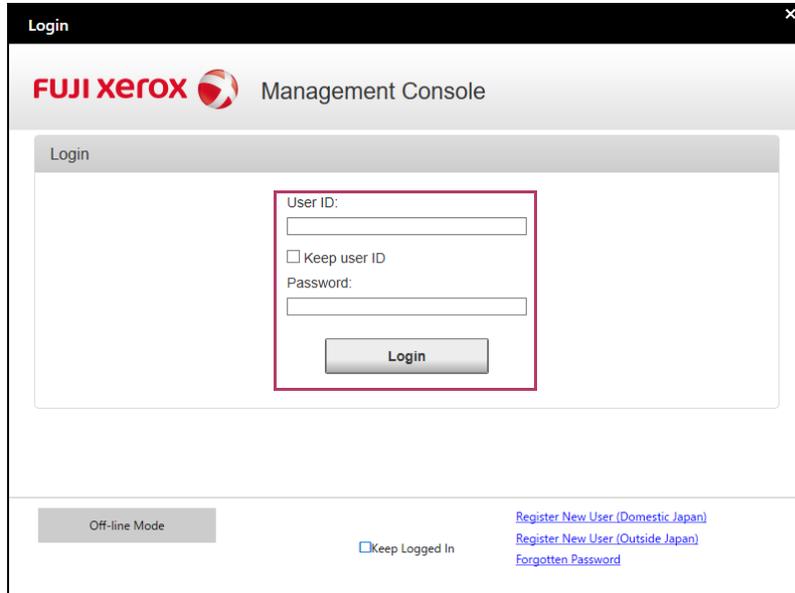
Install Management Console

If Management Console is not installed yet, get it from FUJIFILM BI Direct and install on your computer. If already installed, go to "Install Cloud Service Hub" (P.29).

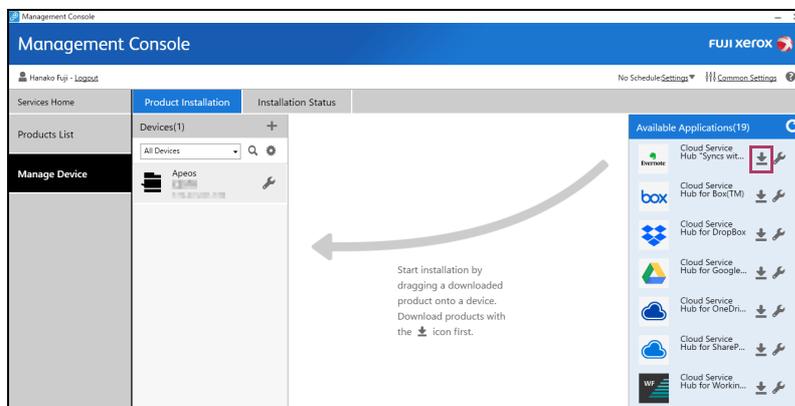
1. Access FUJIFILM BI Direct.
<https://direct-fb.fujifilm.com/>
2. Enter [User ID (E-mail Address)] and [Password] of service administrator, and then click [Login].
3. Click [Online Purchase Server] tab.
4. Click [Product List] tab.
5. Click [Download] of [Management Console].
Download the self-extraction install program of Management Console by following the displayed instructions. Double-click the downloaded install program to install on your computer.

Install Cloud Service Hub

1. Start Management Console.
2. Enter [User ID] and [Password] of FUJIFILM BI Direct and then click [Login].



3. Click  of Cloud Service Hub to be used at [Available Applications].



Note

- The cloud services at [Available Applications] on the above screen shot are examples when you make a contract with Cloud Service Hub (7 Pack).
- If you have a license to connect to Cloud Service Hub (7 Pack) or multiple Cloud Service Hub, click any  of Cloud Service Hub. All the cloud services that you have a license download.
- For how to register the multifunction device installed Cloud Service Hub, refer to [Read me] displayed by clicking  in the top right of the [Management Console] screen.

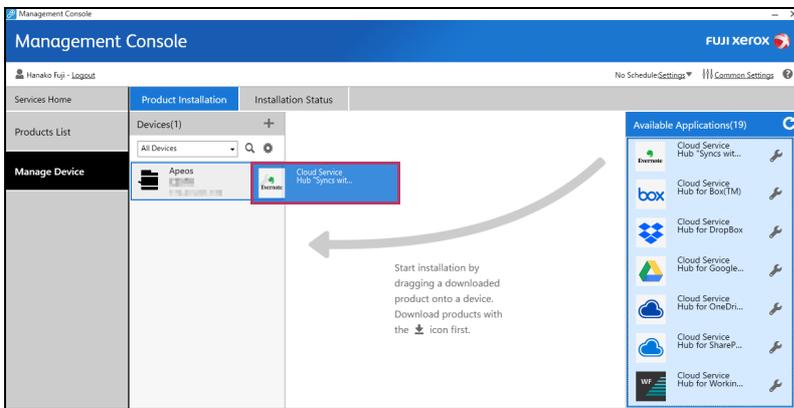
4. Click [Agree and Download].



Note

After downloading, the  icon is no longer displayed.

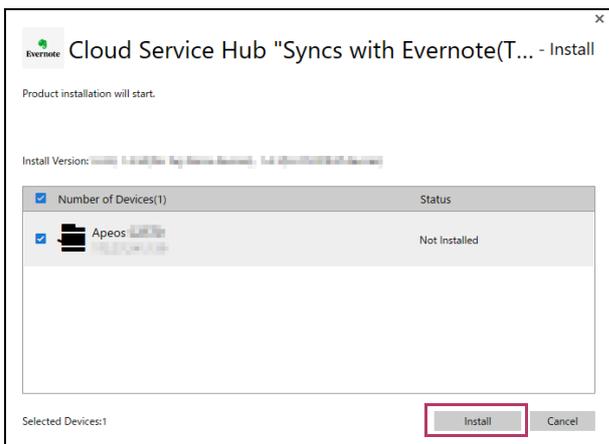
5. Drag and drop [Cloud Service Hub] onto the target multifunction device.



Note

If you make contract with licenses to connect to Cloud Service Hub (7 Pack) or multiple Cloud Service Hub, drag and drop any Cloud Service Hub. All the cloud services appear at [Installed items] of the installed multifunction device.

6. Click [Install].



Note

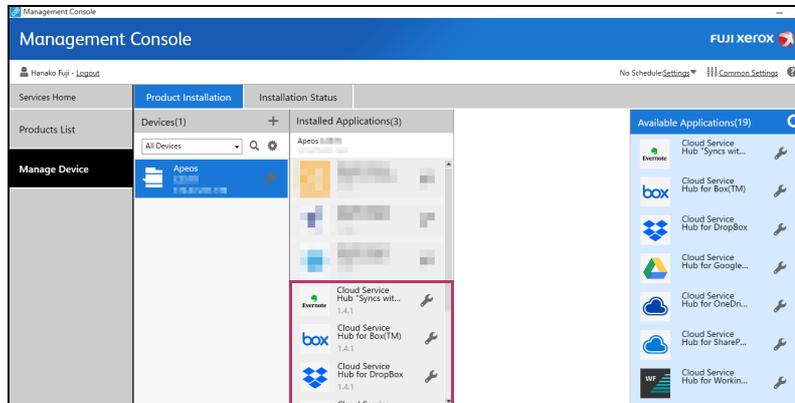
The multifunction device will restart automatically after the installation is finished. After restarting, the [Cloud Service Hub] icon appears on the touch screen of the multifunction device.

7. Click [OK].



Note

Check the completion of installing the target Cloud Service Hub on [Installed items] of [Management Console].



8. Exit Management Console.

9

Appendix

Contact Us

Our Customer Support Center responds the inquiry about the operation and any multifunction after purchase.

To learn how to contact our Customer Support Center, check the e-mail titled "Getting Started with Cloud Service Hub" delivered to the administrator's address at the start of the contract.



Note

For inquiry about the contract such as increasing the licenses, contact our local sales representative.