

One Stop Site for Formats

# User Operation Manual

One Stop Site for Formats Office

September 14, 2012

## Contents

1. Introduction .....	1
2. Important Notes .....	1
3. New User Registration.....	2
4. Login to Licensee-Only Pages.....	3
5. Specification Download .....	3
6. If You Forget Your User ID or Password.....	3
7. Registration for Additional Format.....	4
8. Change, Deletion, or Inquiry of Registration information .....	4

## 1. Introduction

This manual explains how to access the “One Stop Site for Formats” website.

### Definitions:

user	A person who is registered with One Stop Site for Formats to access and obtain technical information from licensee-only pages.
user ID	A personal ID assigned to each user to access the authentication page of One Stop Site for Formats. Each user regularly receives a password to be used with this ID from the One Stop Site Office.
user administrator	A person who has the authority to manage the user information in your company.
format	A technology disclosed on One Stop Site for Formats (such as Memory Stick™, SxS, ATRAC AD™, and EMPR).
One Stop Site Office	An administrative office that operates One Stop Site for Formats. It manages the user IDs and regularly sends passwords to the registered users to access the website. It also issues new user IDs and registers users with additional formats, based on a request by a user administrator.

## 2. Important Notes

In order to access the licensee-only pages of One Stop Site for Formats, you need to be registered through your user administrator.

Your user administrator obtains the following information and sends it to the One Stop Site Office:

- Format type you apply for (Memory Stick, SxS, ATRAC AD, EMPR)
- Language (Japanese or English)
- Company name
- Mail address (company-specified domain)
- Your name

Upon receiving the above information from the user administrator, the One Stop Site Office issues and registers your user ID for a requested format.

If you do not know who the user administrator in your company is, contact us from [Inquiry] on [Login to Licensee-Only Pages] of One Stop Site for Formats.

If you change your email address, inform us in advance. If you do not let us know your new mail address, you cannot receive a password from the One Stop Support Office regularly.

Please note that your mail address must belong to the domain specified by your company.

### 3. New User Registration

To register with One Stop Site for Formats, take the following steps.

0. Carefully read "Handling of Personal Information" and "Cautions for Handling of Downloaded Data" of [Terms of Use](#) on the website, and only if you agree, go to the following steps.

1. Submit a user registration request to your user administrator.

The following information is needed:

- Format type you apply for
- Company name
- Language (Japanese or English)
- Mail address (company-specified domain)
- Your name

2. The user administrator determines whether your user registration should be approved, and if it is approved, sends the above information to the One Stop Site Office, requesting the issuance of a new user ID.

※ Upon receipt of your user registration request, the One Stop Site Office processes the request, assuming you have fully agreed with [Terms of Use](#).

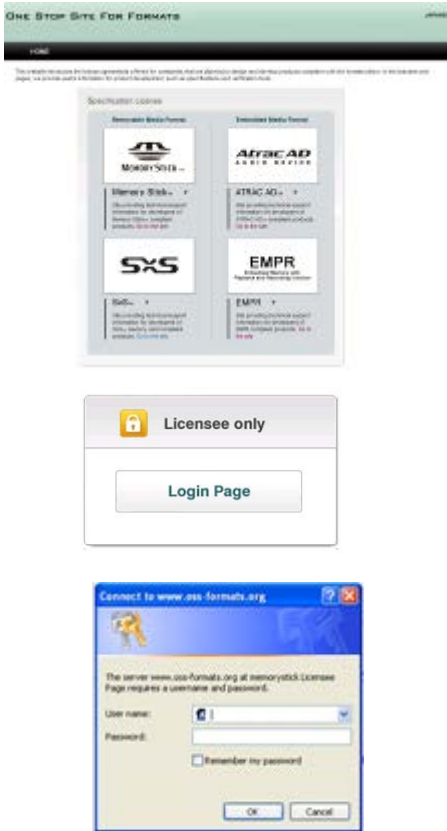
3. The One Stop Site Office issues a user ID, and notifies you and your user administrator of the issued ID.

4. You will receive a password from the One Stop Site Office.

※ The password notification mail does not include your user ID.

※ You will regularly receive a password from the One Stop Site Office at your registered mail address.

### 4. Login to Licensee-Only Pages



(1) Go to the top page of the website and click a format name you are registered for.

(2) Click [Login Page].

(3) Enter your user ID and password for login.

※ Your password is regularly sent from the One Stop Site Office by email.

### 5. Specification Download

On the licensee-only top page, click the [How to Obtain Format Specifications]. The detailed procedure to obtain format specifications is described.

### 6. If You Forget Your User ID or Password

If you forget your user ID or password, contact us from [Inquiry] on [Login to Licensee-Only Pages] of One Stop Site for Formats.

※ Please include your registered mail address when you fill out the inquiry form.

## 7. Registration for Additional Format

If your company has concluded more than one format license agreement with us and you need an access to technical information of other formats, you have to be registered for each of them.

1. Submit a request of additional format registration to your user administrator.

The following information is needed:

- Additional format type you apply for
- Company name
- User ID
- Mail address (company-specified domain)
- Your name

2. The user administrator determines if your additional registration should be approved, and if it is approved, sends the above information to the One Stop Site Office, requesting additional registration.
3. The One Stop Site Office registers your user ID for the requested format, and notifies you and your user administrator of the registration completion.

- ※ You can continue to use the same user ID and password after you are registered for the additional format.

## 8. Change, Deletion, or Inquiry of Registration information

If you want to change or delete your registration information as described below, contact us from [Inquiry] on [Login to Licensee-Only Pages] of One Stop Site for Formats. The One Stop Site Office replies to you, adding your user administrator to the cc list.

- To change your user name, email address, or language in which you receive an email
- To delete a format you are registered
- To delete your user ID and personal information

For the following cases, your user administrator needs to contact us:

- To change the domain for email addresses
- To add a format