User Manual
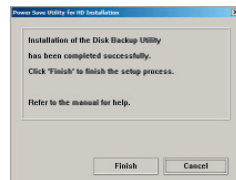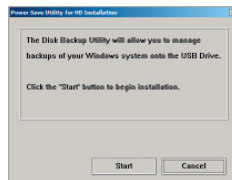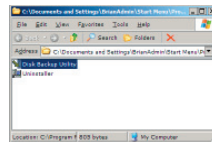## *Backup Utility*
for MiniStation
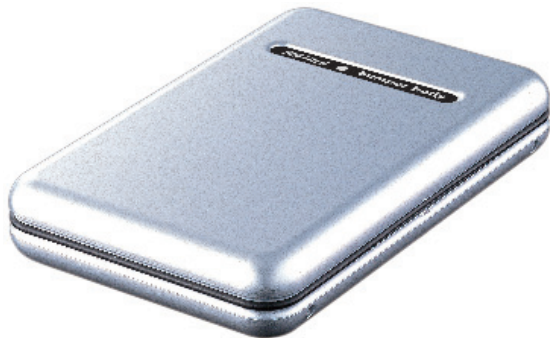
Install the Backup Utility by running the EasySetup Wizard from the MiniStation CD (This is done by inserting the MiniStation CD into a Windows System). If it doesn't start automatically, open *My Computer* and browse your CD drive. Double-click on the *Setup.exe* file to open the installation program. Click on the *Backup Software Installation* button.

An installer dialog box will appear. Press the *Start* button to continue the installation process. Press the *Finish* button when the second dialog box appears.

The Disk Backup Utility will launch after pressing the *Finish* button. It can also be launched by double clicking on the *Disk Backup Utility* icon.

The Disk Backup Utility main screen will appear. The Disk Backup Utility will start every time you restart your PC. It will run out of the system tray and can be accessed by double clicking on its icon in the system tray.
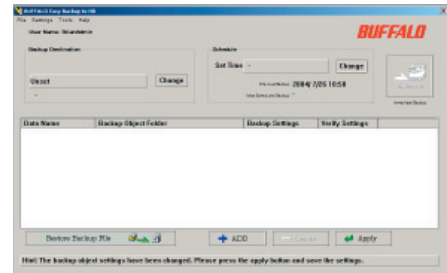


Backup Destination - Press the *Change* button in the *Backup Destination* box to set the save location. This is where the Backup Utility will copy the backup data to. Select the disk you would like to backup too. The MiniStation will have a small, blue "U" on its icon. It is recommended to backup data to the MiniStation. Once you have selected the destination, press the *OK* button.
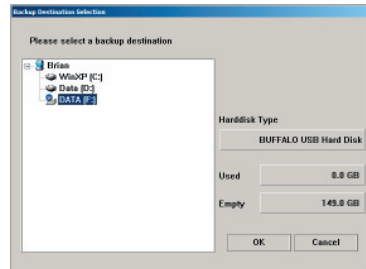
Schedule is an optional setting that can be used to make the backups occur on a regular basis. Press the *Change* button inside the *Schedule* box to set up the schedule.
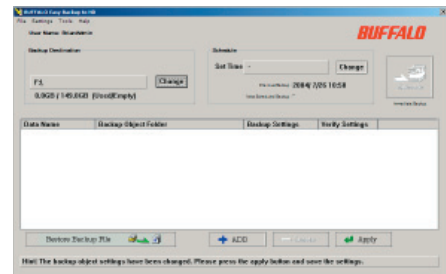
Schedule has four options. Unless you choose *Do not schedule backup*, you'll need to enter a time for the backup. Use the pull down menus to select the appropriate settings and press the *OK* button.
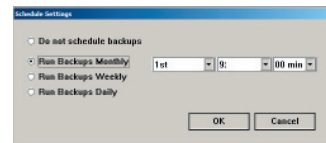
The *Add* option allows you to specify a folder on your system to backup. Press the *Add* button.
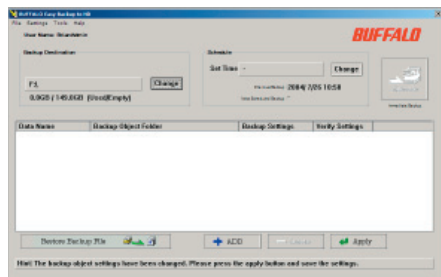
The *Add* dialog will open. Press the *Browse* button. This opens the system drives. Select a folder on a drive that you would like to backup. Press the *OK* button when finished.
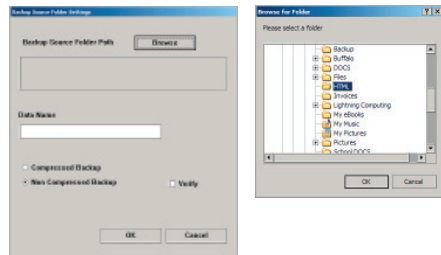
Other options:

**Compressed Backup -** This option compresses the backup into a compressible archive. This saves space on the destination disk (MiniStation). Its drawbacks are that it takes longer, and the data will have to be uncompressed before it is restored.

Non-Compressed Backup - This option copies the files directly into their destination directory. It will take up more space on the MiniStation than a compressed backup but it will not have to compress and uncompress the data later.

Verify - The verify option simply verifies all of the data after the copy. Under normal circumstances the data will copy normally, but in the unlikely event that something wasn't copied properly, the verify process will let you know about it.

Press the *OK* button when finished.
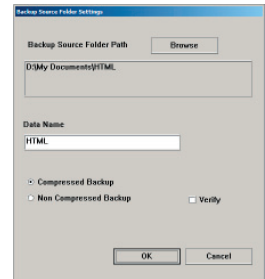
Delete - The delete button removes one of the backup entries. Click on the item that no longer requires backing up and press the *Delete* button. This will remove it from the backup utility.

Apply - The apply button saves the changes for permanent use. If a schedule was set, then the schedule will be saved as well. The backup will run as scheduled. Press the *Apply* button to save the settings.

NOTE: If the *Apply* button is not pressed, then all of the configuration changes will be erased when you restart your PC.

Execute - The execute button performs a backup instantly. If a schedule has been set, then pressing the *Execute* button may not be necessary. However, if a schedule was not set, or if a backup is to be ran immediately, then press the *Execute* button.

A progress meter will appear. It will disappear when the backup has finished.
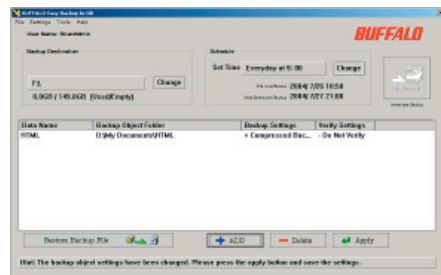
Restore Backup File - *Restore Backup File* button brings up the wizard to restore your backup. Press the button if a restore is desired.
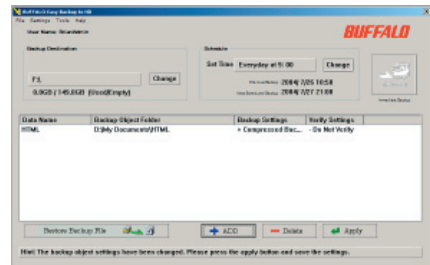
Press the **'+'** icon to expand the backup selections. If more then one backup has occurred, then multiple file lists will appear. In this case, select the proper list and press the **'+'** button. Once expanded, click on the proper date. This date represents when the backup occurred. It is represented in YEAR / MONTH / DAY followed by the time the backup occurred.
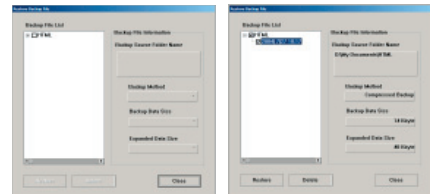
Delete - The *Delete* button deletes the backup archive. Once it has been deleted it cannot be restored. This does not delete the original data, just the backup image of the data.

Restore - The 'Restore' button restores the backup archive. Once pressed, you will be required to select the path to place the archive in. It can be placed in any folder. Please verify that the proper folder is selected and press the *OK* button. A status window will appear when the process is complete.

Advanced Options - There are advanced options available from the pull-down menu:

Settings - The settings pull down menu references the same settings from the buttons discussed on earlier pages. However, the option 'Delete All Backup Objects' provides the ability to delete all of the folders specified for backup. This will remove all of the entries from the white field. This is an alternative to selecting each entry individually and pressing the Delete button.

Tools - The tools pull-down gives four options:

• *Run Backup* is the same as the 'Execute' button.

• *Run Backup and Shutdown Computer* executes a backup and then shuts the computer down. This is an ideal setting to choose if the backup is to be ran after you leave work or go to sleep for the evening.

• *View Logs* brings up the log display. Expand the appropriate log by pressing on the '+' icon. Then, find the appropriate date and time and click on it. On the right, the pertinent log information is displayed.

• *Clear Logs* erases all stored logs.
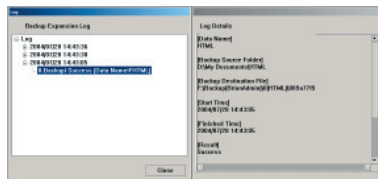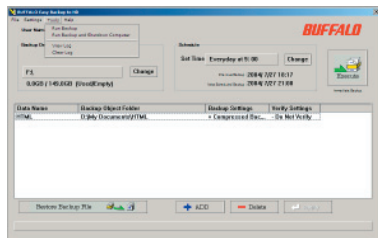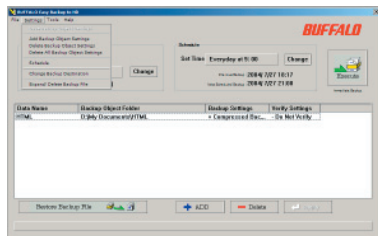
Advanced Users - Advanced users can browse the data on the USB disk. Folders that start with 'Backup...' contain compressed archives. Other folders contain uncompressed archives.

NOTE: If the saved archives are modified, it may result in improper behavior in the Backup Utility's Restore File Wizard. However, the data can always be restored manually be copying or moving the archived backup's data to the proper destination.

The compression format used is ZIP. Thus, the Backup Utility is not required to uncompress backups.
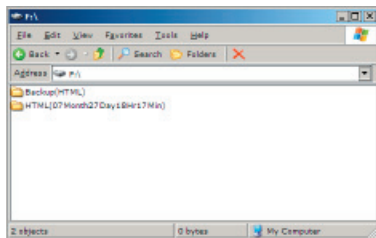
Uninstalling Utility – To uninstall the Disk Backup Utility, click on the *Uninstaller* program in the *Disk Backup Utility* program group folder.
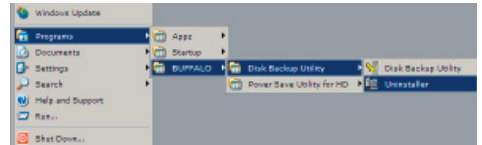
The Uninstaller dialog box will appear. Press the *Start* button to begin the uninstallation process.

Another Uninstaller dialog box will appear. Press the *Finish* button to finish the process.