



Excalibur TECHNOLOGY

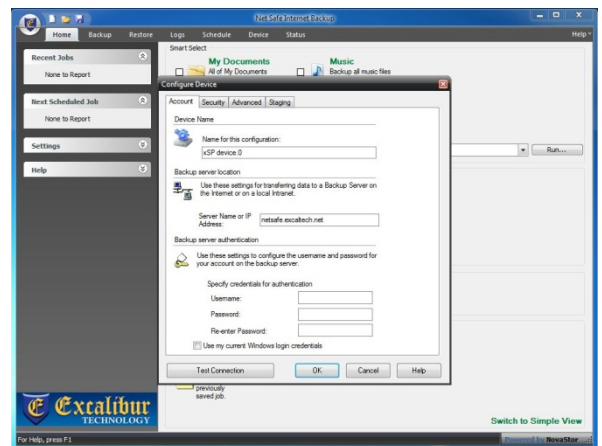
700 Fox Glen
Barrington, Illinois 60010
ph: [847] 842 - 9570
fx: [847] 842 - 0190
www.excaltech.com
support@excaltech.com

Thank you for choosing Excalibur Technology's Net Safe for your backup solution. Once the software has been installed on your machine you are just steps away from having your data safely backed up on our secure data servers. Your data will be encrypted using 448 bit encryption before being sent over the Internet to our servers. Rest assured that your data is secure with the highest level of encryption. Net Safe will perform a full backup of all of your data the first time. Each additional time incremental backups will be performed of the changes that are made to your selected files. There is no need to perform a full backup once the initial backup has been completed. You will have a restorable window of 1 week in which you can restore your changed data. Should you need a bigger or smaller window please contact our office so that we can make this change for you. Please note that more or less space will be needed to accommodate these changes. In the event of a disaster your data can be restored from any location with an Internet connection. Alternatively we can create a DVD with all of your encrypted data for you to restore on your computer with your username and password. Please use this guide to help you get started backing up your data.

Configure Net Safe:

When Net Safe is first opened you will be prompted with a Configure Device window. Enter the credentials that were provided to you at the bottom then hit Test Connection. Click OK to confirm the successful connection then hit OK again to close the Configure Device window. If you have not received your credentials or there is an issue with the provided credentials please contact our office at 847-842-9570 and select option 4 for support.

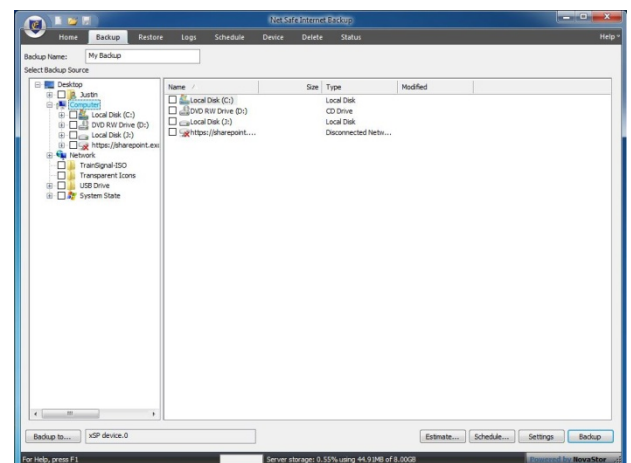
*****Please keep your username and password in a safe place as you are the only one that can restore your files.*****



Create a Backup Set:

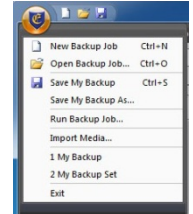
You will now need to create a backup set for the scheduled backup to run. The default backup set is already created with no files. You must select the specified files or folders that you wish to backup. If you unselect files or delete files they will not be deleted from the backup server. You will have to delete the files manually.

1. On the main screen you can use the Smart Select area to automatically select files. You can also select the Backup tab and check the box next to the desired folders and files that you wish to backup.



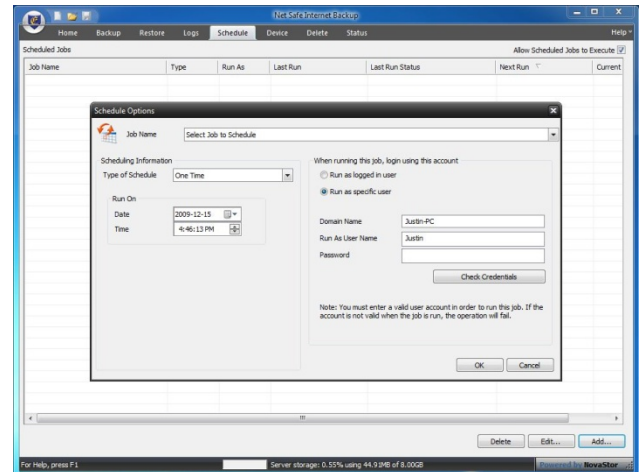


2. Once you have selected all of your desired files click the Estimate button at the bottom to view the number of files being backed up and the size of the data.
3. If you have selected an entire folder the program will automatically add any additional files to the backup set when they are created in the selected folders.
4. Save your backup set using the top left save icon. You can leave the default file name of My Backup or change it. If you close the backup program and you will be prompted to save the changes to the backup set.



Create a Schedule:

1. Click on the Schedule tab on the top of the screen.
2. Click Add at the bottom of the screen to bring up the Schedule Options window.
3. Click the drop down arrow next to job name at the top to select the backup set you created and saved (by default the file will be inside the Backup folder).
4. Next under the Scheduling Information section select the Type of Schedule then configure the additional options presented below.
5. You can let the job run as the logged in user or set specific credentials. If you set specific credentials select the Check Credentials button to verify the username and password are correct.
6. Click on OK to complete the schedule. You have now setup your scheduled backup. You can setup multiple schedules if so desired and edit any schedule from this screen.



Your machine must be on and connected to the Internet to backup your data. The first backup can take over 8 hours depending on the amount of data that you are backing up and the speed of your Internet connection. Backups after the initial run will only backup changes that are made to your data. If your machine does not have Internet access during a scheduled backup it will not run. It will run during the next scheduled time.

Please Note

- You must have a connection to the internet to perform the event.
- The program will try to backup open files. They will be skipped if the file is locked.
- All files should be closed to ensure a complete backup.



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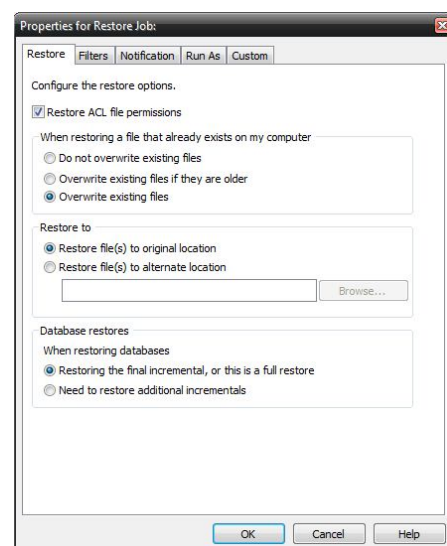
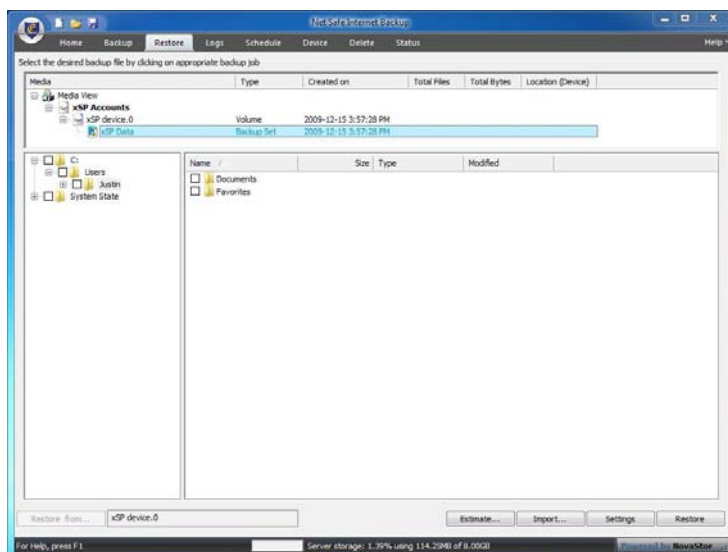
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To review the results of your backup click the Logs tab at the top. Select a log then click View at the bottom. You can also view the progress of a running backup by selecting the Status tab at the top.

Operation	Job Name	Date/Time	Errors	Warnings	Objects S...	Objects Comple...	Size Completed
Backup	xSP Data	2009-12-15 3:57:08 PM	0	0	429	429	109.87 MB
Backup	xSP Data	2009-12-15 3:51:28 PM	1	0	436	436	1.17 GB
Backup	My Backup	2009-12-15 3:48:09 PM	3	1	438	6	76.97 MB

Data Restoration:

1. To restore data click on the Restore tab at the top.
2. Under Media click the + next to xSP Accounts then click the + next to Net Safe Internet Backup Device then select xSP Data. Your backed up data set will be shown below. Navigate through the file structure and place a check in the box of the file(s)/folder(s) you'd like to restore.
3. If you are looking for a file from a previous backup day right click on the file/folder and select Set Date Range. Select a date from the Dates Available list then hit OK. The selection list will now be changed to your specified date range.
4. Before hitting restore click the Settings button at the bottom to bring up the properties for the restore job. By default the files will be restored to their original location overwriting existing files. These settings can be modified on the Restore tab.





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Deleting files from the backup server:

Click on the Delete tab if you need to delete files off of the server. This will only delete files from the server to free up storage space. Select the file(s)/folder(s) you want to delete then click delete. You will be prompted if you are sure you want to delete the files.



Thank you once again for choosing the Excalibur Technology Net Safe online backup solution. This completes the quick start setup instructions. There are more options that have not been discussed. If you need additional support please use the help screens that are located from the Help menu at the top of the program. You may also contact us at 847-842-9570 and select option 4 for support.