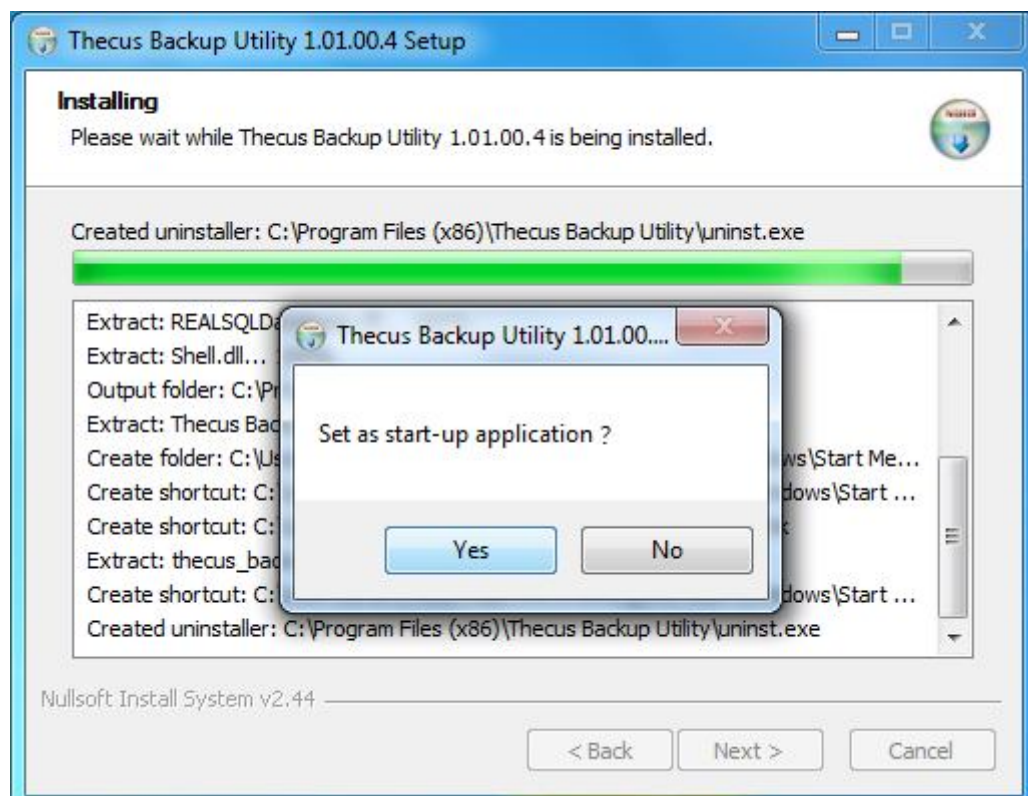
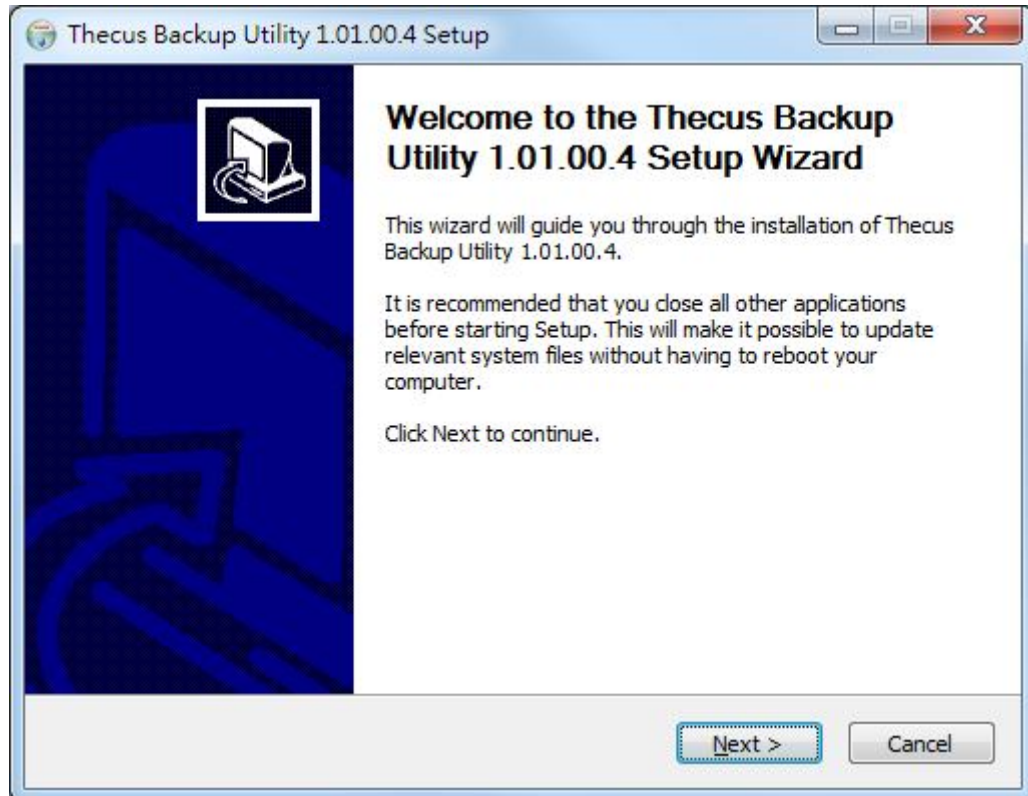


## 1. Installation

### 1-1. Install Thecus Backup Utility

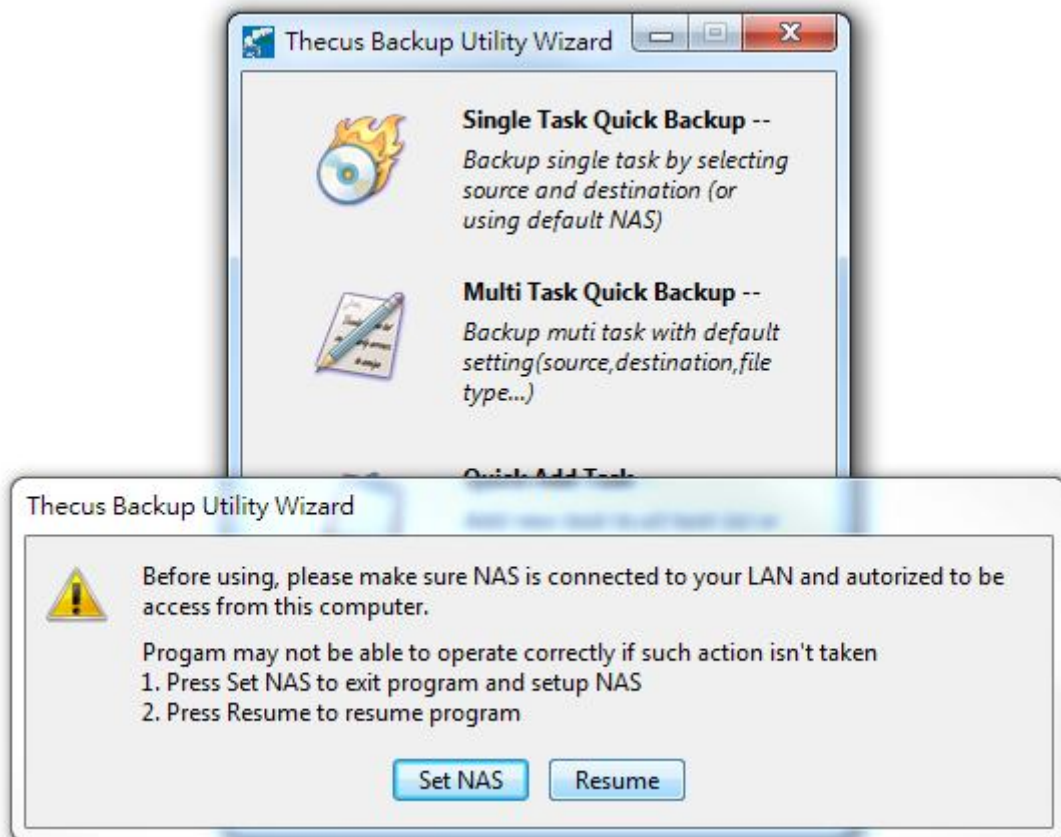
Double click the setup file to start installing Thecus Backup Utility. Here we are using v1.01.00.4 for Windows to illustrate the procedure. As for Mac OSX, it's about the same; but you will need root permission to install it.



Setting as a start-up application is recommended.

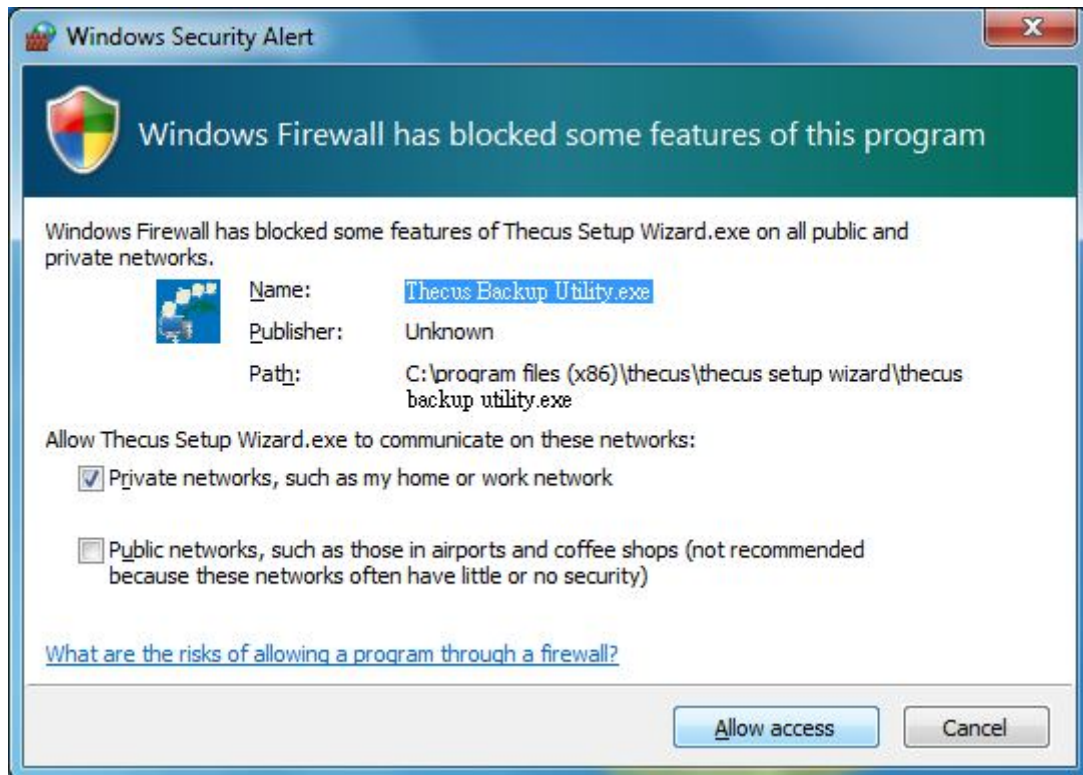
### 1-2. Run Thecus Backup Utility

The following dialog box just reminds you if the NAS share folders are ready for use. In case not, you will need to inform the NAS administrators setup the share folders and access rules for you first.



Click "Resume" to continue

Make sure Windows Firewall allows Thecus Backup Utility running. If you are using any anti-virus or firewall / security software, configure them please.

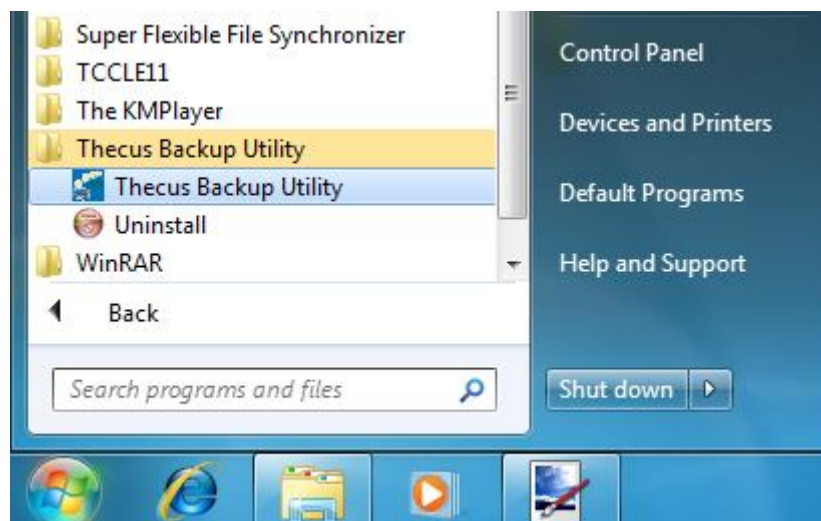


There are three ways to run Thecus Backup Utility.

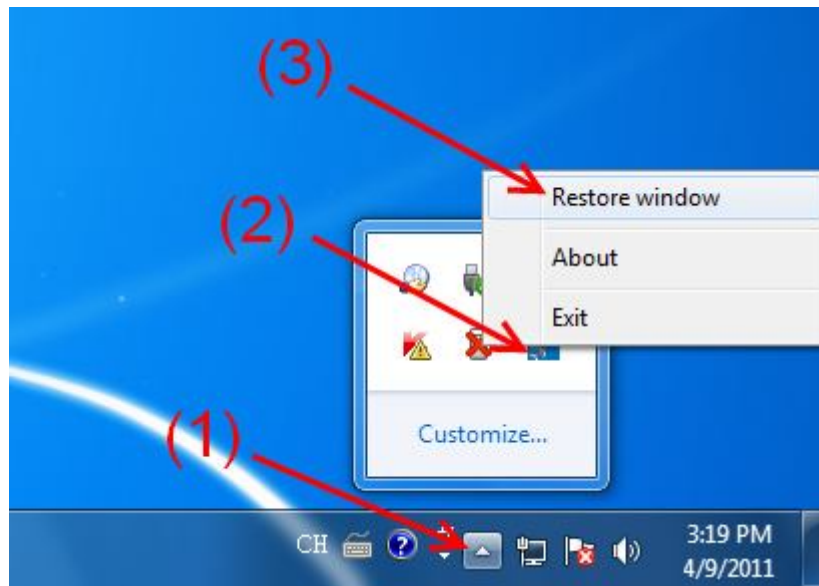
1) Double Click the Icon on Windows Desktop



2) Start > All Programs > Thecus Backup Utility



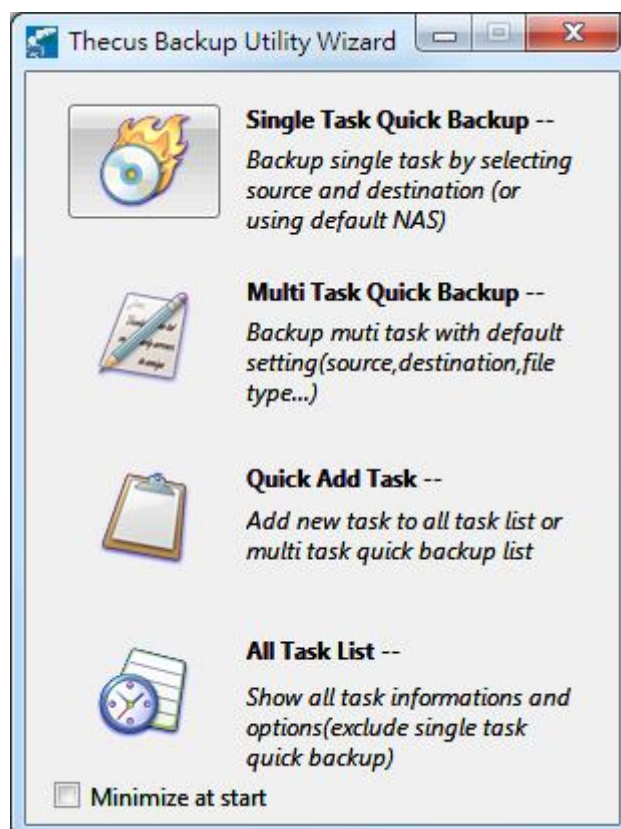
3) Show hidden icons > Right click the Icon > Restore window



## 2. Backup Data

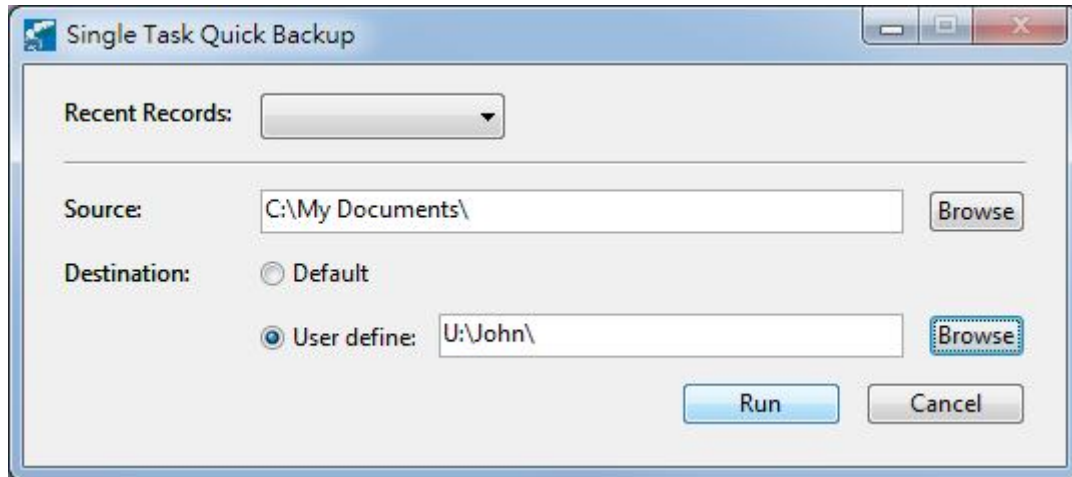
### 2-1. Thecus Backup Utility Wizard

*Thecus Backup Utility Wizard* will bring up four options. *Single Task Quick Backup* will just backup a folder in local disk to the NAS share folder. When task is done, the setting will not be saved.

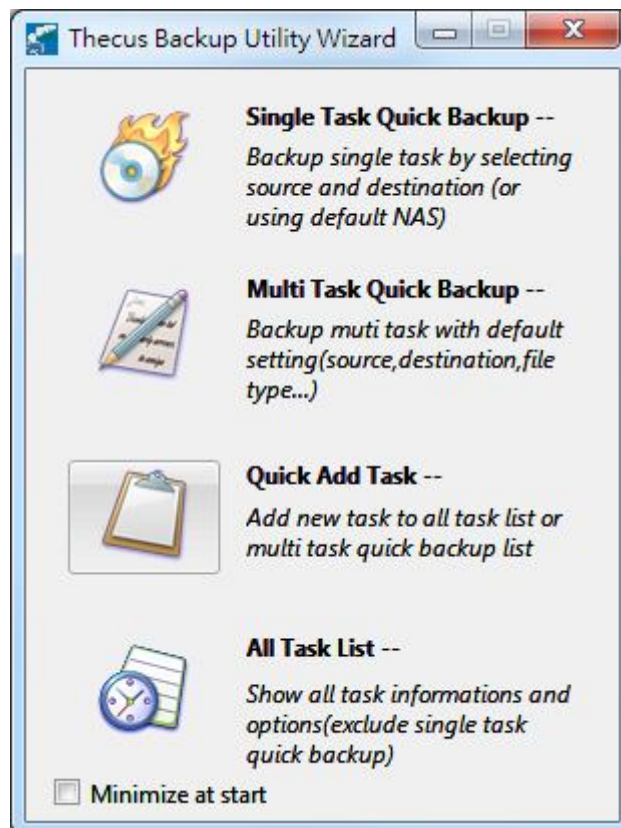




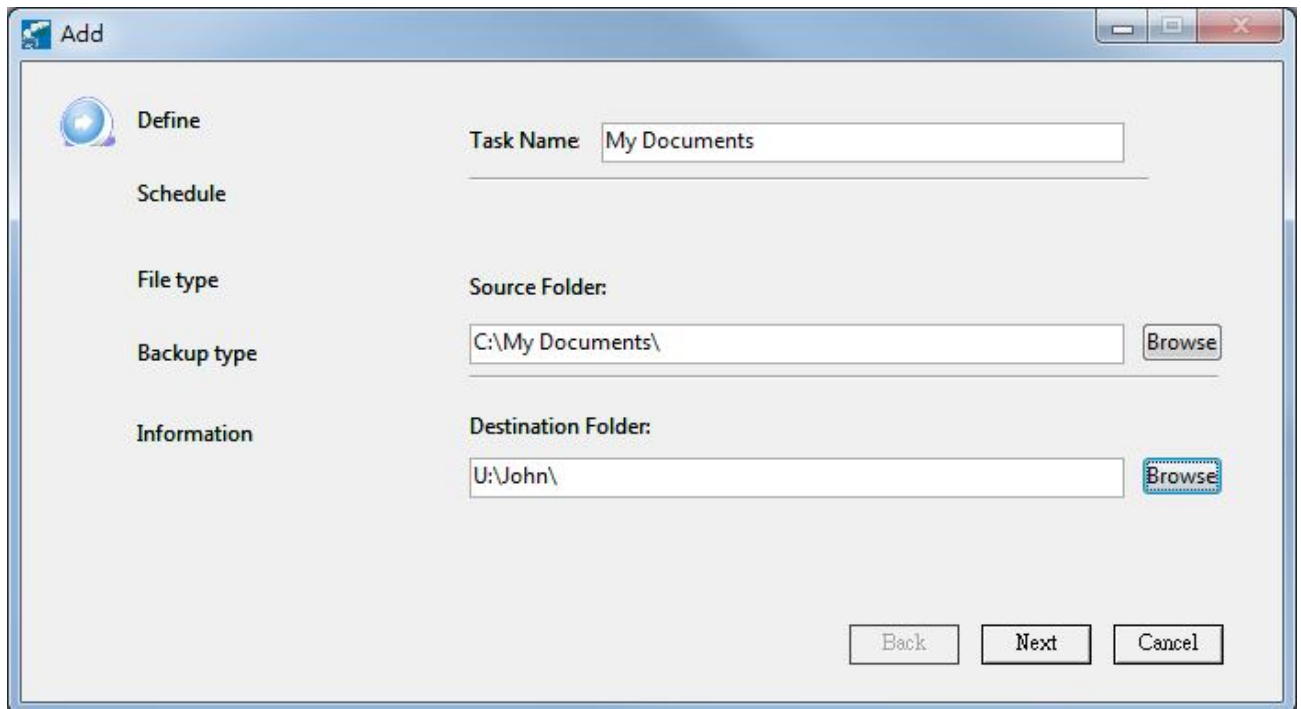
Browse to choose the Source folder in client PC; say, "C:\My Documents". And then set the destination folder. For this case, NAS share folder [\\192.168.1.100\fae](http://192.168.1.100\fae) is mapped as a network drive U: and John is a subfolder in it. The backup files will be copied to [\\192.168.1.100\fae\John](http://192.168.1.100\fae\John)



*Single Task Quick Backup* will not save any setting. If the task will be run from time to time, creating a task will be necessary. Click *Quick Add Task* to add a new task.

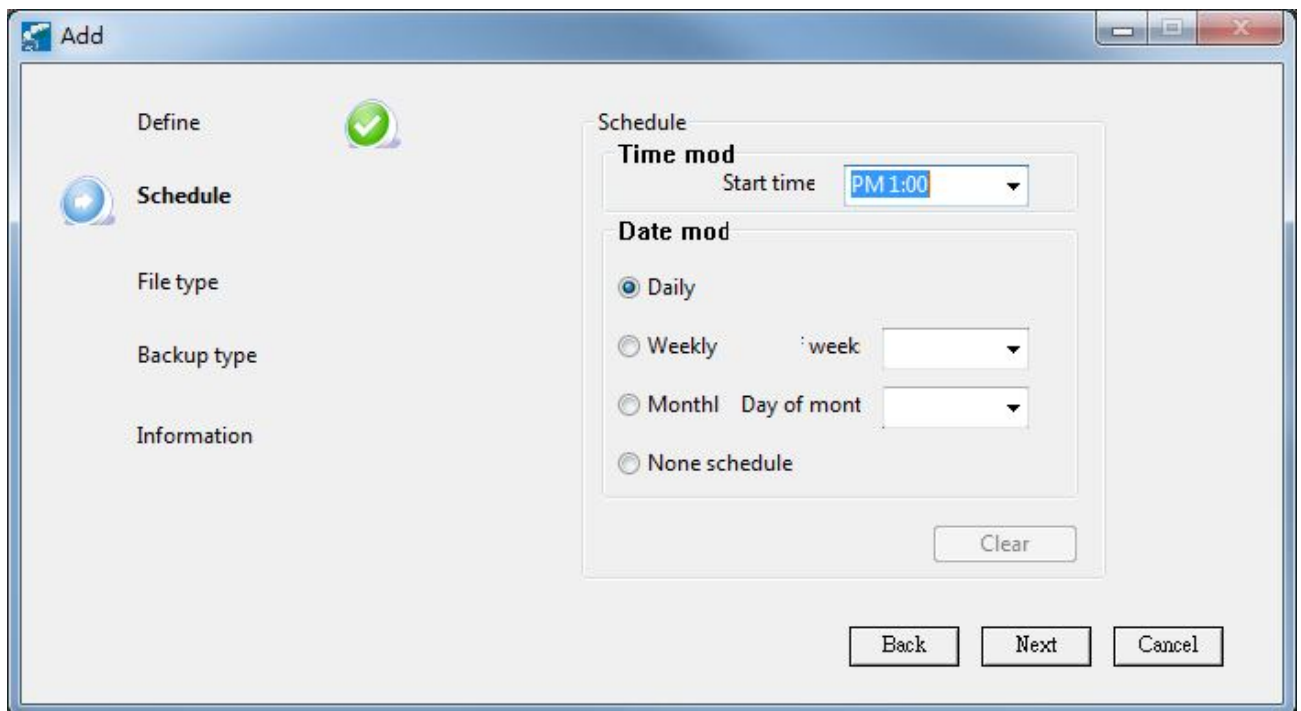


**Define** a Task Name, and then select the source and destination folder. In this case, all data including files and subfolders in “C:\My Documents” will be backup to \\192.168.1.100\fae\John\ My Documents\



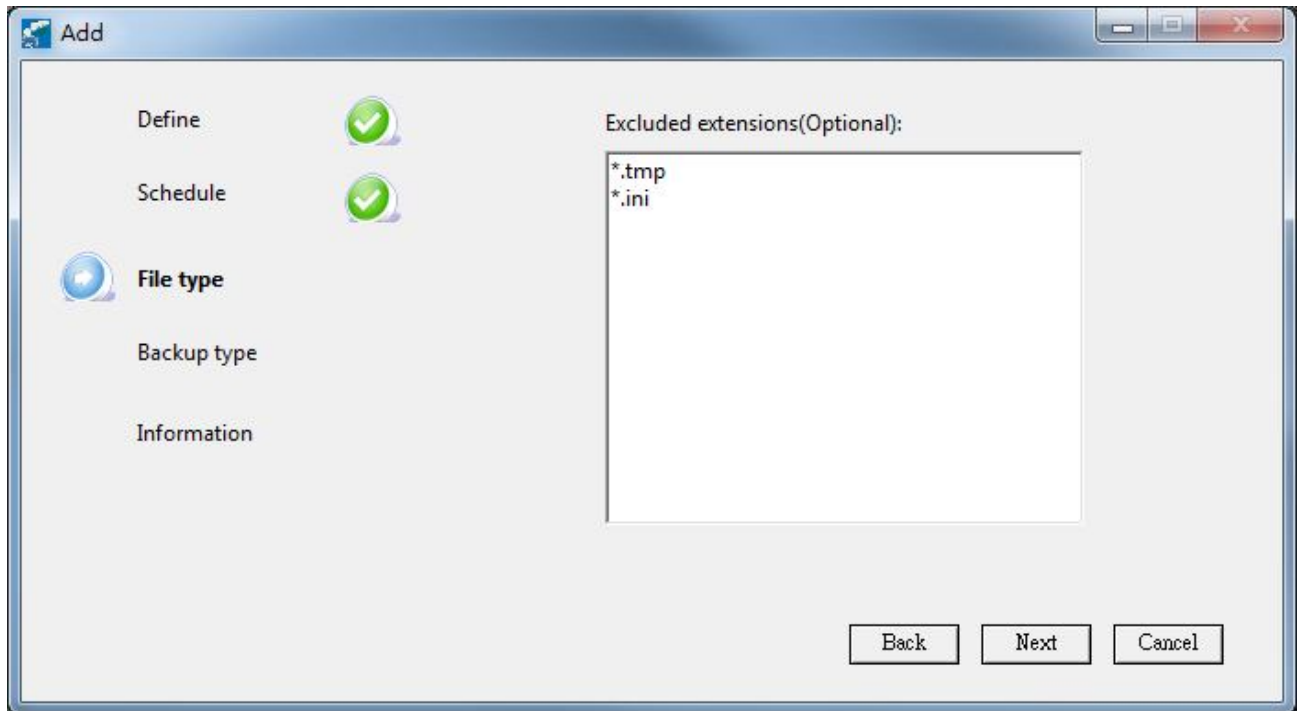
The screenshot shows the 'Add' dialog box with the 'Define' tab selected. The 'Task Name' field contains 'My Documents'. The 'Source Folder' field contains 'C:\My Documents\' and the 'Destination Folder' field contains 'U:\John\'. Both fields have 'Browse' buttons to the right. The 'Back', 'Next', and 'Cancel' buttons are at the bottom right.

**Schedule** the task. In this case, the backup task will be run at 1:00 PM daily.

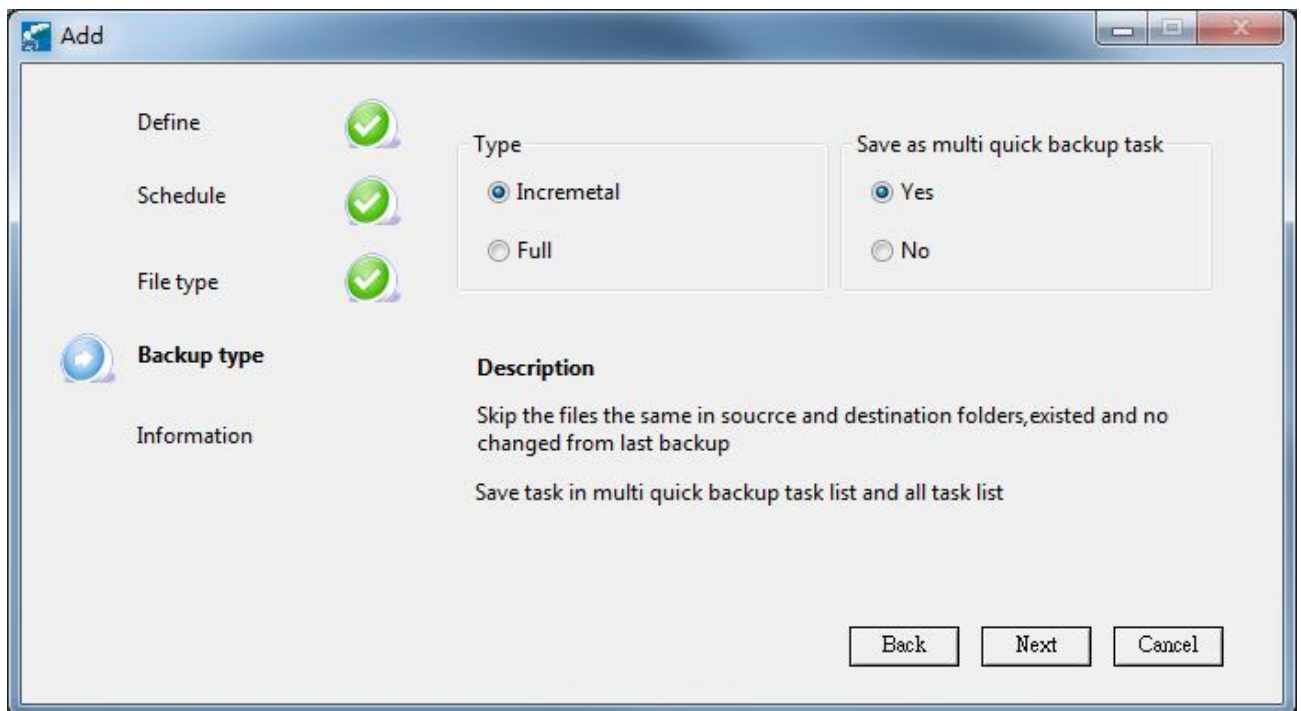


The screenshot shows the 'Add' dialog box with the 'Schedule' tab selected. The 'Time mod' section has 'Start time' set to 'PM 1:00'. The 'Date mod' section has 'Daily' selected. There are 'Back', 'Next', and 'Cancel' buttons at the bottom right.

Exclude some **file types**, if necessary.



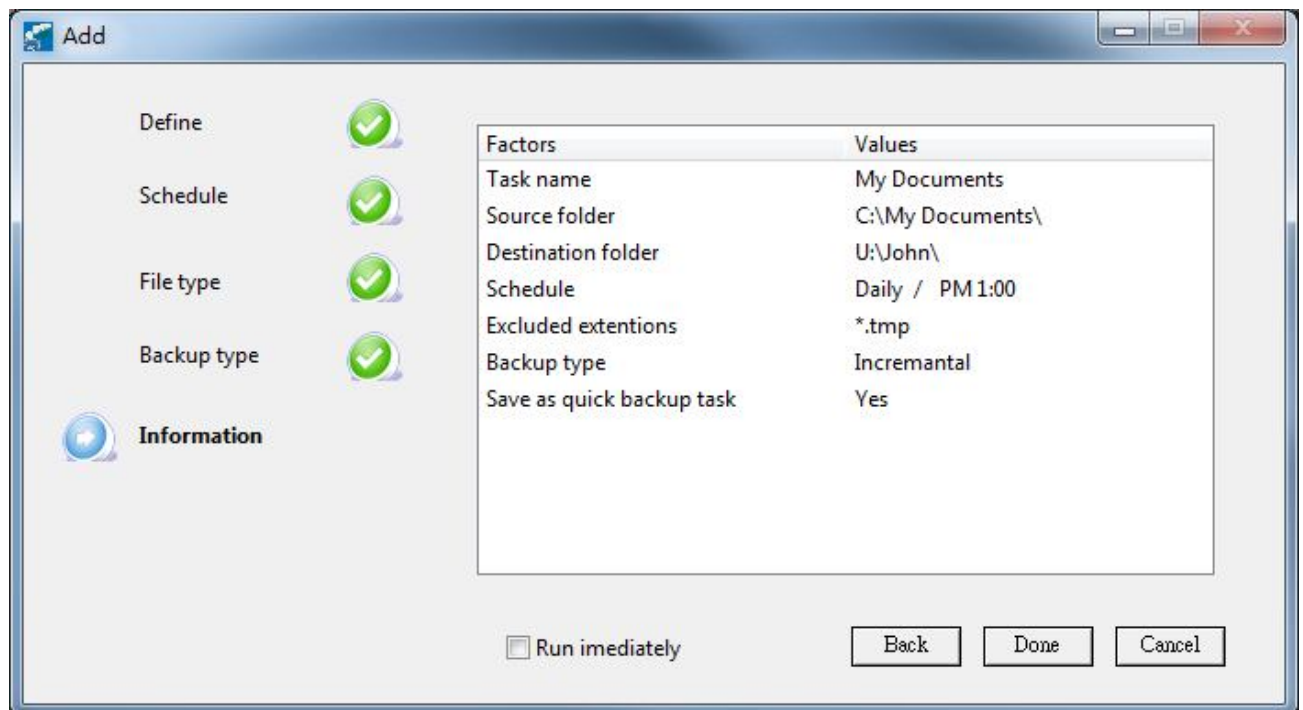
Set **Backup type**. *Incremental* means the backup task will just update the newly added and modified files. Meanwhile, *Full* means all files will be backed up even if some of them had been copied before.



Some reminders for *Incremental* backup

- 1) For the first time running Incremental backup, the task will copy all data from source folder to destination folder; just like what *Full* backup does. However, the next time will just backup newly added and modified files only. It will save lots of time.
- 2) In case some files are deleted from the source folder, the next *Incremental* backup WILL NOT delete the corresponding backup files from the destination folder. This is to protect some important files from wrongfully deleted.

**Information** will show the settings, and then click *Done* to finish.



### 3. Task Log

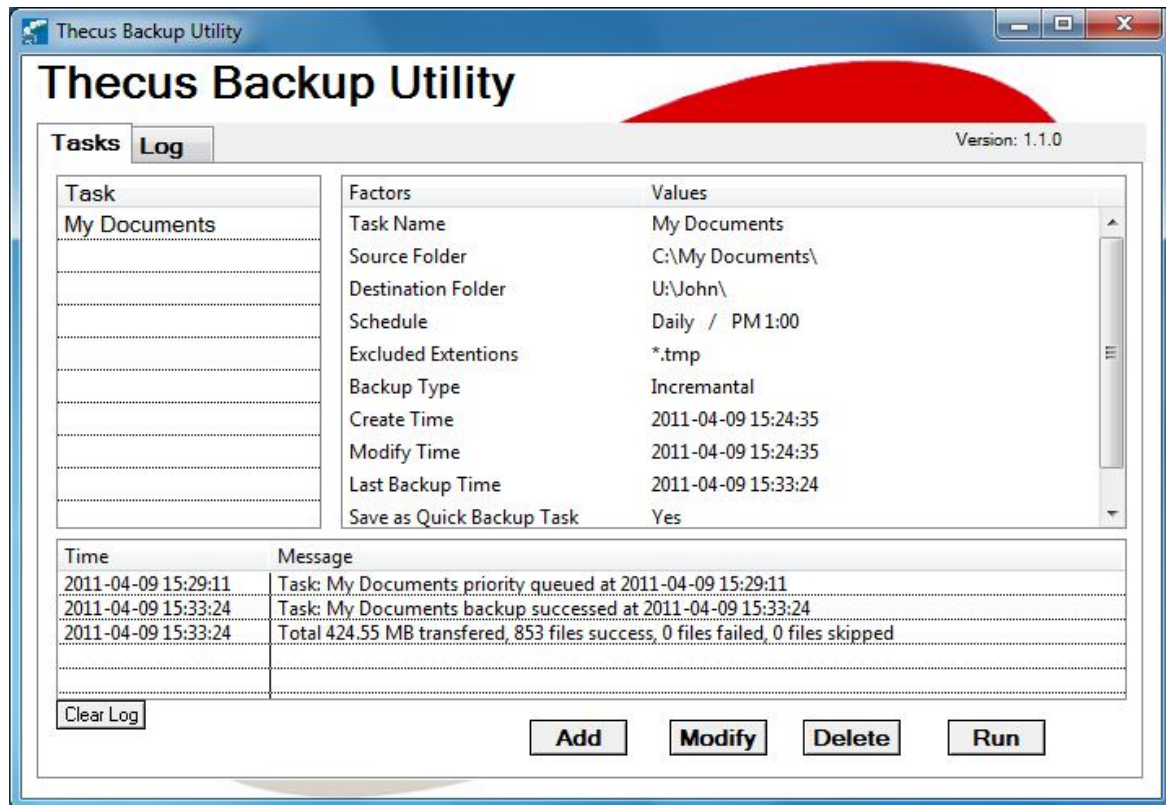
#### 3-1. Task information and activities

Whenever a task is done, the information (all settings) and task activities will be shown as below figure.



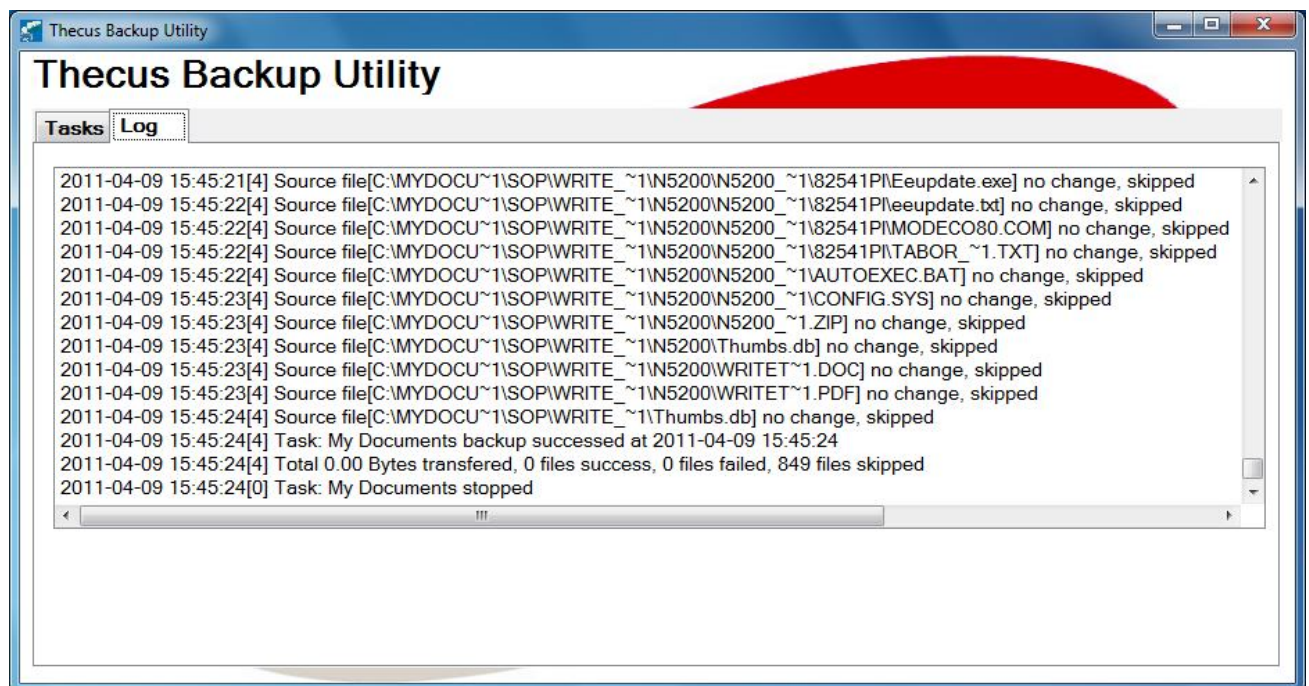


## Thecus Backup Utility - Quick Guide



### 3-2. Log

Click the *Log* tab. And then you will see the detailed log of every scheduled or manually done task. If a task failed to backup selected data, the log will tell.



EOF