

NU-Telecom's On-Line File Back Up Instructions



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Thank you for choosing NU-Telecom's On-Line File Back Up! You will receive a Welcome email from the TechTeam who will assist you with the initial setup, including installing the software, selecting the files you wish to back up, and customizing your backup settings. Once the backup process begins, it may take hours or days to complete, depending on file sizes and your Internet speed. Do not turn your computer off during the process. You may use your computer, however if you access files that are in the process of being backed up, it may delay the backup. Following this initial backup, the program will process automatically.

Main Menu

The following tabs will be displayed on the Main Menu. Please read this information carefully before performing your first backup.

Backup Tab:

Backup Destinations: A green icon will appear next to NU On-Line Back Up Server showing you are connected to the NU-Telecom server.

Files to Back Up: The size of the files to be backed up will appear, once you have selected them. To select or change files to be backed up, click **Change** and select the files you want to back up. Click **Save**. A filled in square next to the drive, folder, or file name on the file selection box indicates a partial selection for backup. A check mark indicates all folders and files are being backed up in that folder.

Restore Tab:

This tab is used if it is necessary to restore files that were previously backed up.

Settings Tab:

General: Shows the name of your computer and when the backup process will run. You may keep the default settings or customize them.

Always: The computer must be left on at all times and the program will continually check for updates. When using this option, the computer will seem to be running all the time.

Between Specified Times: User can specify exact times for backup and the process will run only at that time. The computer must be on during the time frame selected.

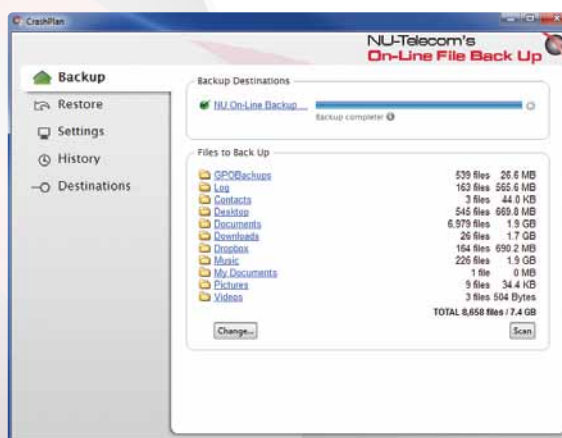
Backup:

Files and Folders to Back Up: In this field, you may select or change the files and folders to be backed up during the time selected (you may also do this on the Backup Tab). The other fields on this tab may be left at the system defaults.

Account: This tab displays username, password and program information. No action is required.

Security: This tab displays security information. If you choose to require a password to access the backup program, check the **Require account password to access CrashPlan desktop application box**.

Network: This tab displays network information. No action is required.



History Tab:

This tab displays an audit file of actions.

Destination Tab:

This tab displays backup destination. No action is required.

Tips

- To determine if your backup destination is full, move your cursor over the icon in your system tray (next to the clock). When you open the application, it will also state if it is full. If you are over quota, some files may not be backed up. You may either contact NU-Telecom's TechTeam for pricing on additional storage space or deselect some of the files you have marked for backup.
- You may click on the "i" icon in the Backup Destinations box on the Backup Tab, to check the status of your backup.
- Before your installation call with the TechTeam, determine which software programs and documents you wish to back up and where they are saved. NU-Telecom is not responsible for any files not chosen by the customer to be backed up.

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Aurelia, 51005
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Glencoe
2104 E 10th St
Glencoe, MN 55336
320-864-2818

Hutchinson
235 Franklin St SW
Hutchinson, MN 55350
320-587-2323

Litchfield
421 South CSAH 34
Litchfield, MN 55355
320-593-2323

New Ulm
27 N Minnesota St
New Ulm, MN 56073
507-354-4111

Redwood Falls
137 E Second St
Redwood Falls, MN 56283
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22 S Marshall
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