



Nuvera 

Online File Backup Instructions

Thank you for choosing Nuvera's Online File Backup. You will receive a welcome email from our Technology Solutions Specialists who will assist you with the initial setup, including installing the software, selecting the files you wish to backup, 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 Online Backup Server showing you are connected to the Nuvera server.

Files to Backup: 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 backup. 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 Backup: 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 Nuvera'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 Nuvera's Technology Solutions Specialists, determine which software programs and documents you wish to backup and where they are saved. Nuvera is not responsible for any files not chosen by the customer to be backed up.

