

Maxtor[®]



MAXTOR ONETOUCH™ III

MINI EDITION FOR WINDOWS® VISTA

User's Guide



MAXTOR ONETOUCH III MINI EDITION WINDOWS VISTA USER'S GUIDE

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MAXTOR ONETOUCH III MINI EDITION WINDOWS VISTA INSTALLATION

Introduction

Thank you for selecting a Maxtor product.

The new Maxtor OneTouch™ III Mini Edition provides a simple backup and storage solution with Maxtor DriveLock™ to protect the contents of your drive in case of loss or unauthorized use.

This user's guide will help you setup your drive and includes helpful tips for performing backups and getting the most out of your new OneTouch III Mini Edition.

The OneTouch III Mini Edition features:

- USB bus-powered storage solution
- Maxtor OneTouch™ button - the simple way to backup your files
- Maxtor DriveLock™ security feature password-protects the contents of your drive in case of loss or unauthorized use
- Simple Maxtor user interface for backup scheduling and security.

Maxtor EasyManage software features include:

- Maxtor Encryption to encrypt your sensitive data
- Diagnostic utilities to check the health of your OneTouch III Mini Edition
- Customizing the OneTouch button to open frequently-used programs
- Using Maxtor Backup to back up and restore data.

About this Guide

The following symbols and conventions are used in this guide:

Bold Used for menu, command, and keyboard selections you make and screens you will see.

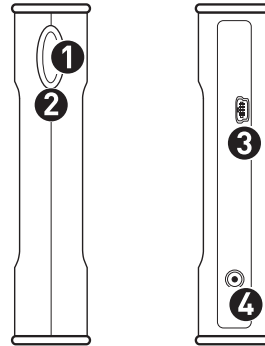
Italics Used for emphasis and to identify new terms.

Components

Before installing, review the solution features in Figure 1.

FIGURE 1 SOLUTION FEATURES

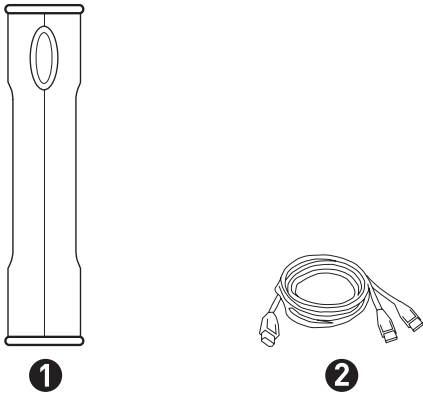
1. OneTouch Button
2. Status Light
3. Mini USB 2.0 Port
4. Optional Power Supply Port



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FIGURE 2 INCLUDED IN PACKAGE

1. Backup Solution
2. USB Y-Cable



System Requirements

- Windows® Vista, 2000 Professional, XP Professional, or XP Home Edition
- 1 Ghz 32-bit (x86) processor
- 512MB RAM or more as required by the operating system
- Two (2) available USB 2.0 interface ports
- Internet connection (for system updates)

Handling Precautions

Please handle your new OneTouch III Mini Edition with care! Follow the precautions listed here or you could damage your drive and void the product warranty. Review the Seagate Limited Warranty for more information.

Follow these precautions to prevent data loss

- **Do not** bump, move or drop the drive while in operation.
- **Do not** remove the interface cable or optional power cord without first disconnecting the drive properly through the operating system.
- **Do not** set any liquids or drinks on or near the drive. Liquids will damage the internal electronics.
- **Do not** open the drive enclosure. This can cause loss of data and will void the product warranty.

Maxtor Product Support

Seagate Technology provides a comprehensive product support section on its web site, including the latest software drivers, product specifications, a complete troubleshooting section, and the Seagate Knowledge Base.

Maxtor USA Support

Visit www.seagate.com for the following information:

- **Search the Hard Drive Knowledge Base**
We store all resolved problems and FAQ's in our knowledge base. Search by product, category, keywords, or phrases.
- **My Stuff**
Login to modify or view your FAQ update notifications or update your personal profile.

Seagate Global Customer Support

Visit www.seagate.com and click **Support** or **Contact Us** for product support outside of the USA.

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Installing the OneTouch III Mini Edition

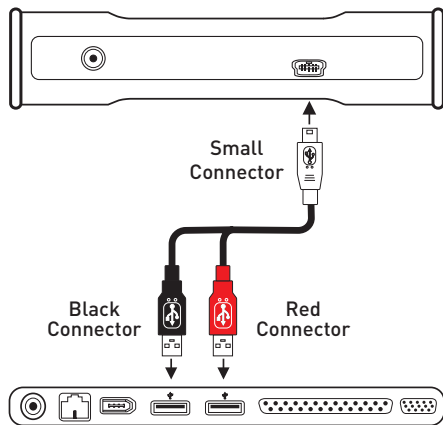
Step 1 – Connect the Drive

1. Plug the Power + Data connector into an available USB port on your system.
2. Plug the Power Only connector into an available USB port on your system.
3. Connect the Type "B" connector to the OneTouch III Mini Edition Drive.

Note: If your computer does not supply enough power to the OneTouch III Mini Edition through the red connector, plug in the unused black connector on the 'Y' cable to another USB port on your computer (or a powered USB hub).

If both ports fail to supply enough power to the drive, an optional power supply should be purchased from Maxtor at www.maxstore.com

FIGURE 3 CONNECTING THE ONETOUCH III MINI EDITION



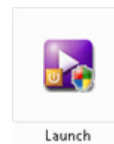
Step 2 – Install the Software

Important: Seagate suggests that you copy the software installation program located on the OneTouch III Mini Edition to another location. If you opt not to create a copy of this program or if your copy becomes corrupt, you can download the program from Seagate's website at www.seagate.com.

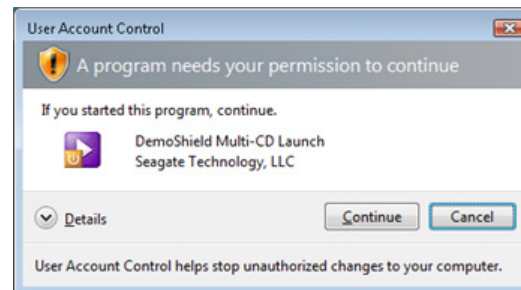
The installation software is located on the OneTouch III Mini Edition. The following steps will guide you through the installation procedure.

1. After connecting the OneTouch III Mini to your computer, the AutoPlay window opens. Click **Run Launch.exe**.

Note: In the event that the AutoPlay window does not open, click **Start** → **Computer**. Browse to and select the drive letter associated with the OneTouch III Mini. Then double-click **Launch** (this may appear as *Launch.exe*).



2. A User Account Control window for the DemoShield Multi-CD Launch needs permission to continue. Click **Continue**.



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3. From the Menu, select your Language (e.g. English).



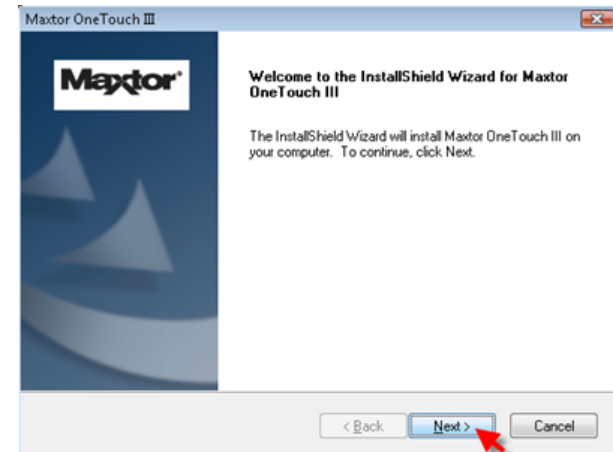
The Main Menu opens.

4. Click Install Software.



The InstallShield Wizard for the OneTouch III Setup loads.

5. From the Welcome Screen, click Next.



6. Review the License Agreement and click Yes to continue.



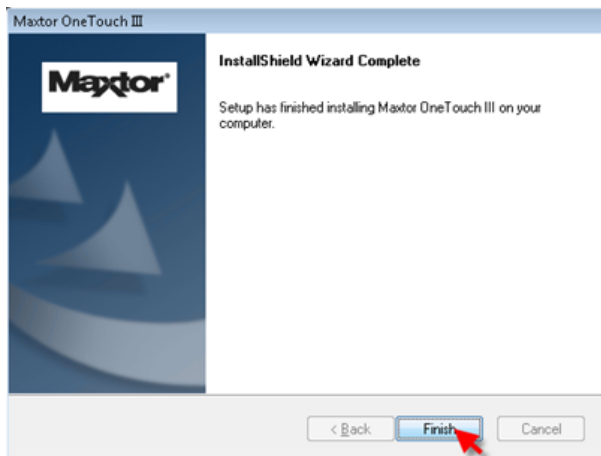
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7. The Choose destination Location window opens. Either maintain the default location as provided or click **Browse** to choose a different location to install the software.



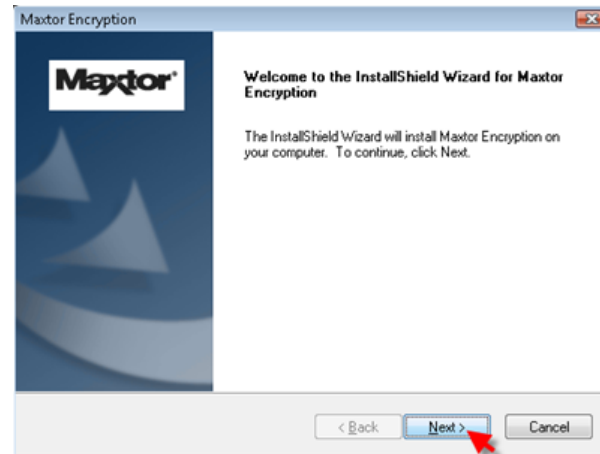
Click **Next**. The Setup Status window opens as the OneTouch III Software installs to your system.

8. The InstallShield Window Complete window opens.

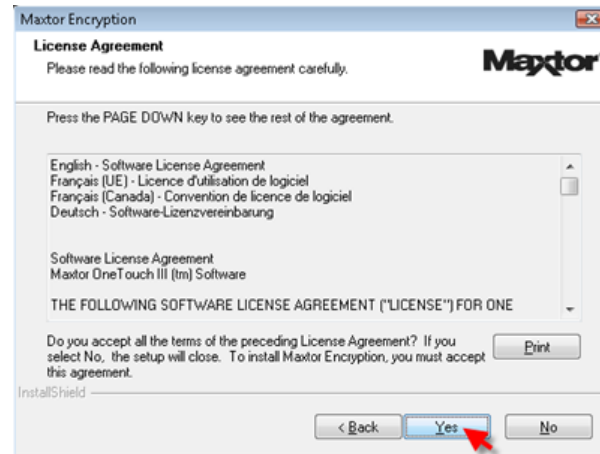


Click **Finish**. The InstallShield Wizard for Maxtor Encryption loads.

9. From the Welcome Screen, click **Next**.

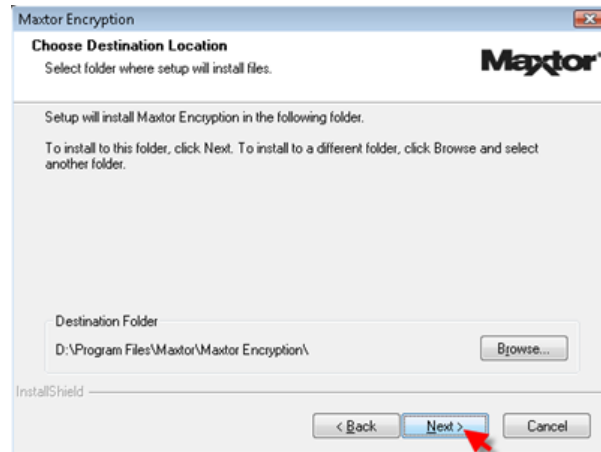


10. Review the License Agreement and click **Yes** to continue.



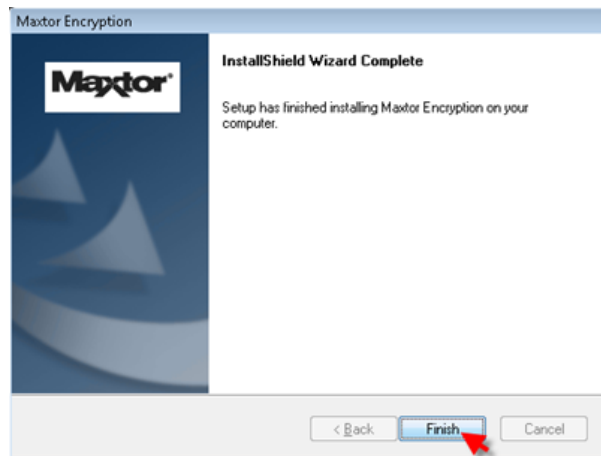
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11. The Choose destination Location window opens. Either maintain the default location as provided or click **Browse** to choose a different location to install the software.



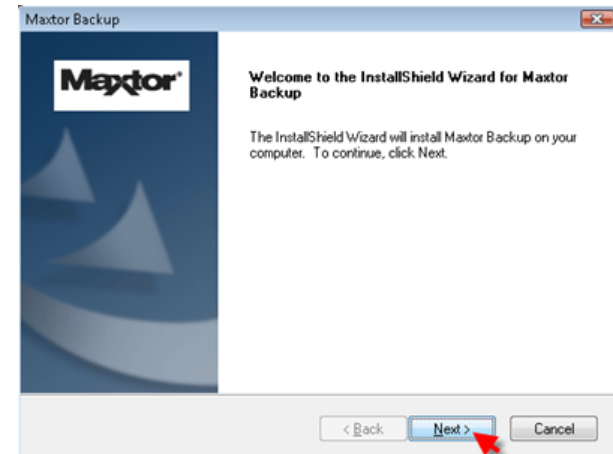
Click Next. The Setup Status window opens as the Maxtor Encryption Software installs to your system.

12. The InstallShield Window Complete window opens.



13. Click Finish. The InstallShield Wizard for Maxtor Backup loads.

14. From the Welcome Screen, click Next.

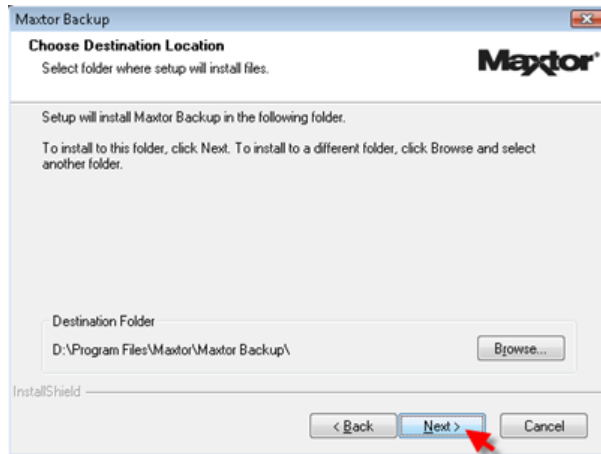


15. Review the License Agreement and click Yes to proceed.



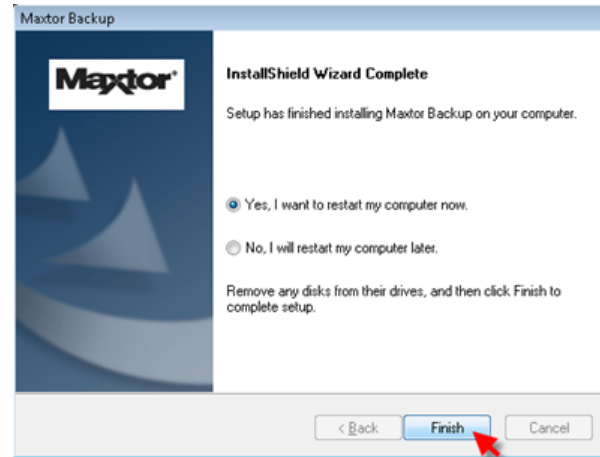
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16. The Choose destination Location window opens. Either maintain the **default location** as provided or click **Browse** to choose a different location to install the software.



Click **Next**. The Setup Status window opens as the Maxtor Backup Software installs to your system.

17. The InstallShield Wizard Complete window opens. Click **Yes** to restart your computer or click **No** to restart your computer later.



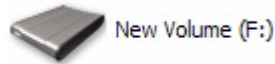
Click **Finish**.

Note: You must restart your system to fully use the OneTouch III software.

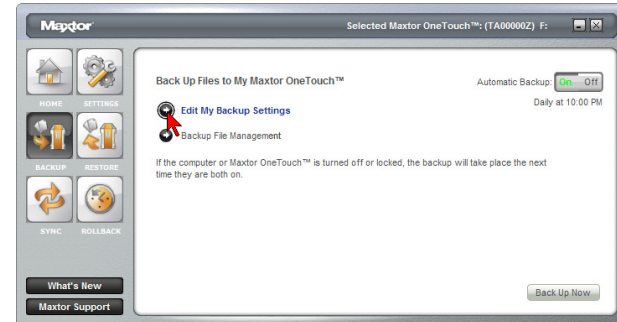
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Step 3 - Setup the Drive

Your new OneTouch III Mini Edition will appear in the same way as your other drives, with a letter assigned to it by the operating system. The assigned letter will vary depending upon the number of other drives connected to your computer.



1. Press the **OneTouch** button. Maxtor EasyManage launches into the Backup: Settings Step 1 of 2.



2. Select the folders you wish to back up. Click **Next**.
3. The Backup: Settings Step 2 of 2 windows opens. Check which **days** you want your folders to be backed up and enter the **time** that you want your backup to start. Click **Finish**.
4. The **Back Up Files to My Maxtor OneTouch** screen is displayed. To launch your first backup, click **Back Up Now**.

You can now back up your computer:

- Perform a backup at any time by pressing the OneTouch button, or
- Right-click on the Maxtor icon in the System Tray and select Back up now, or
- Allow Maxtor Backup to automatically run at the next scheduled backup time.

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Using the OneTouch III Mini Edition

Once installed, you can use your new OneTouch III Mini Edition in the same way you use the other drives on your computer. Some of the basic ways you can use your new drive are:

- Move or copy files or folders from your other drives, CD-ROMs, or other storage devices.
- Within virtually any application, save files to and open files from the new drive.
- Store video files, spreadsheets, and other commonly used files.
- Store copies of important files from your desktop or laptop computer.

In this section, you can learn how to use the advanced features of the Maxtor OneTouch III Mini Edition, including:

- Using Maxtor EasyManage to back up and restore your data
- Customizing the OneTouch button
- Sync and system rollback
- Security settings.

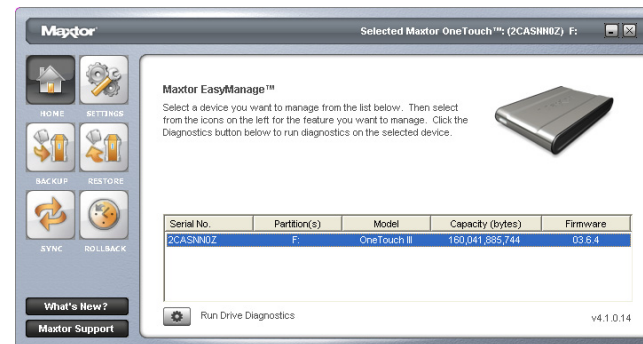
Maxtor EasyManage

You can access the EasyManage software by double-clicking on its desktop shortcut.



Note: Windows Vista will prompt you with a User Account Control window asking for your permission to proceed. Click **Continue**.

This launches the EasyManage software.



Note: Serial number entries will be populated with your OneTouch III Mini Edition's drive information.

Other Options

What's New – Click this and you'll travel to Maxtor Solution's website where you can find out all about the OneTouch III Mini Edition's new features.

Maxtor Support - whoever thought that they could be just one click away from online technical support? By clicking on the Maxtor Support button, you will be transported to Seagate's Knowledge Base.

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Maxtor OneTouch Settings Utilities

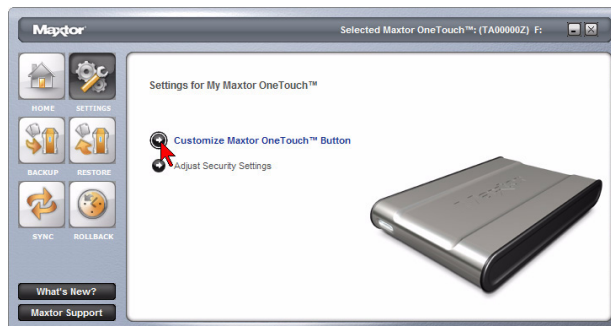
The **Settings Utilities** contains many features that allow you to adjust and down times, set password level security, and customize your OneTouch button. Press the **Settings** button to access these utilities.

Customizing the OneTouch Button

This feature allows you to change the way that the OneTouch button responds when you press it. By default, the OneTouch Settings, Backup Now: Step 1 of 2 launches when you press the OneTouch button.

To Customize Your OneTouch Settings

1. Click the **Settings** button. This will open the **Settings for My Maxtor OneTouch** menu.
2. Click the **Customize OneTouch** button.



Note that the Maxtor OneTouch button is set by default to launch a backup.

3. To associate the button so that it launches an application, click the **Application** button then click **Browse**.
4. **Browse** your PC and **select an application** that you would like to **associate** with the OneTouch button.
5. After the name of the application has populated the **Browse** field, click **Apply**.
6. You will be notified that the OneTouch button settings have been customized. Click **OK**.

You can also customize the OneTouch button so that when pressed, you will launch the Maxtor Sync program. To do this:

1. Click the **Settings** button. This will open the **Settings for My Maxtor OneTouch** menu.
2. Click the **Customize OneTouch** button.



Note that the Maxtor OneTouch button is set by default to launch a backup.

3. To associate the button so that it launches an application, click the **Synchronize folders using Sync** button, then click **Apply**.
4. You will be notified that the OneTouch button settings have been customized. Click **OK**.

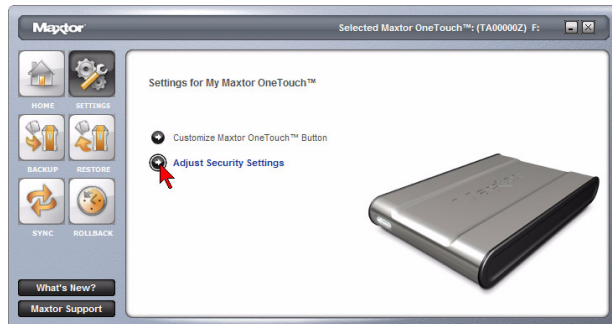
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Security Settings

This feature allows you to password protect your OneTouch III Mini Edition in the event that this drive is lost/stolen, no one will be able to access its data unless they provide either the password or if added, the answer that you provided to a secret question.

Set Password

1. Click the **Settings** button. This will open the **Settings for My Maxtor OneTouch** menu.
2. Click the **Adjust Security Setting** button.



3. In the fields provided, enter a **password** and **re-enter** your **password**. The password must be at least six or more characters in length and include at least one digit (for example "abcdef" would not be a valid password; "abcde1" would be a valid password).

Click **Apply** if you wish to just set a password.

Optional but Recommended

You can also provide an answer to a secret question to better protect you in the advent that your password gets lost/stolen.

4. Click the **Choose a Question** drop-down menu and select a **question**.
5. Enter the **Answer** to the secret question and re-type the **Answer** to the secret question. Click **Apply** and **Confirm**.
6. You'll be notified that a password has been set on the OneTouch III Mini Edition. Click **OK**.
7. From now on, every time you restart your PC and the OneTouch III Mini Edition is attached, or when you turn off your drive and turn it back on, you will be prompted to enter your password.

Type in your **password** and click **OK**,

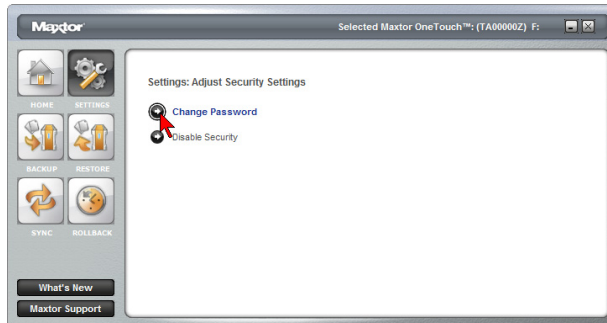
or

Click the **Secret** button and enter the **Secret Answer** to the **Question**. Click **OK** and your OneTouch III Mini Edition will be accessible.

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Change Password

1. Click the **Settings** button. This will open the Settings for My Maxtor OneTouch menu.
2. Click the **Adjust Security Setting** button.
3. You will see the following.

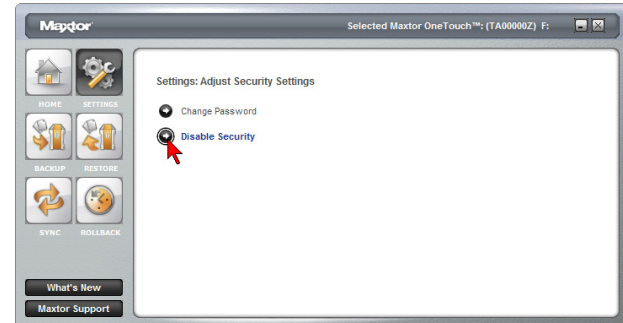


Click **Change Password**.

4. Enter your current **Password** or click on the **Secret** button.
Click **Next**, or click the **Secret** button and enter the **Secret Answer** to the **Question**. Then click **Next**.
5. Create a new password following steps 3 - 7 in Set Password.

Disable Security

1. Click the **Settings** button. This will open the Settings for My Maxtor OneTouch menu.
2. Click the **Adjust Security Setting** button.
3. You will see the following.



Click **Disable Security**.

4. You will be prompted to enter your **password**.
Click **OK**, or click the **Secret** button and **answer the secret question**. Then click **OK**.
5. You will be informed that security has been disabled on your OneTouch III Mini Edition. Click **OK**.

You can always re-create a password on the OneTouch III Mini Edition. To do this, refer to the Set Password procedure.

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Unlock Drive

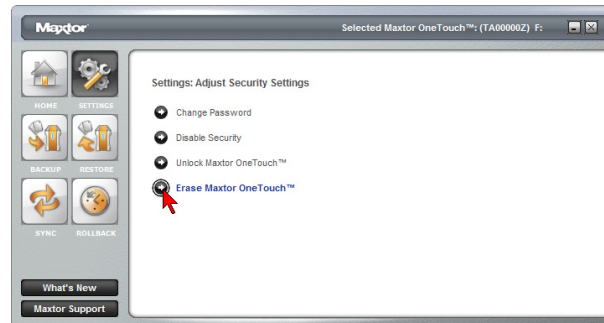
Though not widely used, the Unlock Drive feature can be accessed without having to turn off you OneTouch III Mini Edition or restarting your computer. To use this option:

1. Click the **Settings** button. This will open the **Settings for My Maxtor OneTouch** menu.
2. Click the **Adjust Security Setting** button and click **Unlock Maxtor OneTouch**.
3. You will be prompted to enter your password.
Click **OK**, or click the **Secret** button and **answer the secret question**, then click **OK**.
4. You will be informed that your OneTouch III Mini Edition has been unlocked. Click **OK**.

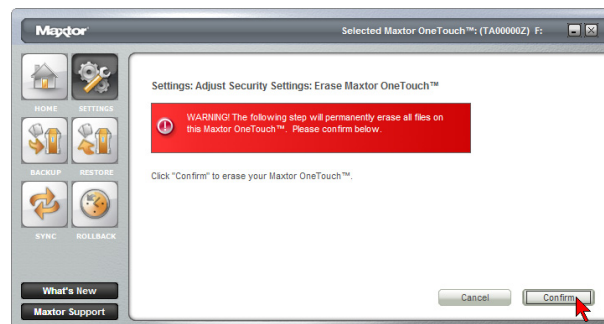
Erase Drive

If you have forgotten your password, you can attempt to re-enter it or to recover it, by answering a question that you setup originally when you created your password. You are allowed 5 attempts before you must turn off your drive and turn it back on, to try again at which point you can try an additional 5 times. If you are not able to recover your password, the only other way to unlock the drive is to erase all of its contents.

1. Click the **Settings** button. This will open the **Settings for My Maxtor OneTouch** menu.
2. Click the **Adjust Security Setting** button.
3. You will see the following.



Click **Erase Maxtor OneTouch**.



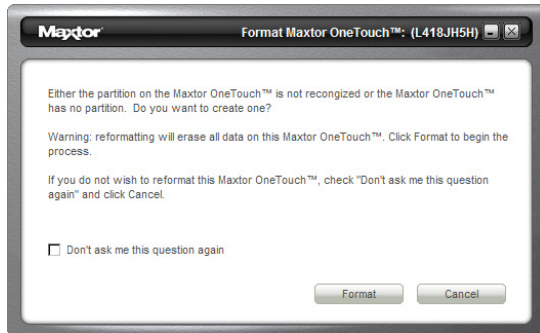
Warning: The Erase Drive feature is data destructive!

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4. Click **Confirm** to proceed, then click **Yes** to start the **Erase** process.

Note: This process can take up to 1 hour to complete.

5. When finished, you will be notified that the drive is erased. Click **OK**.
6. Remove then reconnect the USB connector on your OneTouch III Mini Edition. Upon doing so, you will be prompted to Format the drive.

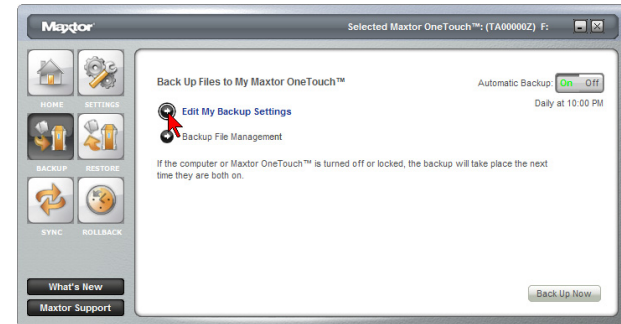


Backup

While setting up the OneTouch III Mini Edition, you learned how to configure a backup using the Maxtor Backup Utility. In this section, we will look at other features of this program.

To Edit Backup Settings

1. From the EasyManage's main window, click the **Backup** button.



2. Click **Edit My Backup Settings**.

Step 1 of 2: Select and/or deselect the files/folders that you wish to back up (see Steps 1 of 2 and 2 of 2 above)

Step 2 of 2: Click on the checkboxes to deselect the days that you do not wish the backup to run; change the time that you wish the backup to run.

3. Click **Finish**. You will be returned to the **Backup Settings** window.

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Automatic Backups

By default, the Backup feature will perform a backup of your selected files at 10:00 pm daily, or at the time and on the days that you selected when you edited the backup schedule.

To Disable (Turn Off) Scheduled Backups

1. From the EasyManage's main window, click on the **Backup** button.
2. Click the **Off** button to turn off scheduled backups.

Note: If Automatic Backups is turned **Off**, you will be able to launch backups manually:

By pressing the **OneTouch** button – provided it is customized to the OneTouch button, or

By launching the **Maxtor EasyManage** → **Backup** → **Back Up Now**.

To Re-enable (Turn On) Scheduled Backups

To Edit Backup Settings

1. From the EasyManage's main window, click the **Backup** button.
2. Click the **On** button to return to scheduled backups.

Backup File Management

This option will do the following:

- Edit the number of historical file versions saved to your OneTouch III Mini Edition,
- Delete historical versions from your OneTouch III Mini Edition and
- Clean up deleted files.

1. From the EasyManage's main window, click on the **Backup** button.
2. Click **Backup File Management**.

Edit Historical Versions

When you back up your files, you have the option to store previous, or "historical," versions of each file. You can then restore any historical version based on the date when it was backed up. By default, EasyManage will save five (5) historical file versions of each revised file stored to the OneTouch III Mini Edition.

1. To change this setting, click **Edit** and select the **drop-down** menu.
2. Select the number of historical file versions you wish to save to you backup this can be a number between 1-10.
3. Click **Save**. You will return to the **Backup File Management** menu.

Delete Historical Versions

Deletes all but the most current version of each file in your "My Backup" folder. This can help create extra storage space if you have numerous backup files.

1. Click **Delete**, then click **Yes** to delete historical versions from the OneTouch III Mini Edition.
2. Click **OK** to return to the **Backup File Management** menu.

Sync Backup to Computer

Deletes files in your "My Backup" folder if they no longer exist on your computer. This can also help create extra storage space.

1. Click **Clean Up** and **Yes** to delete files from the OneTouch III Mini Edition.
2. Click **OK** to return to the **Backup File Management** menu.

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Restore

The EasyManage's Restore option provides you with a simple way to restore files and folders back to your PC in the event of data corruption or system failure.

1. From the EasyManage's main window, click on the **Restore** button. This will launch the **Restore a Backup** from **My Maxtor OneTouch** window. You have two options:

Restore a Previous File Version (default option) - Choosing this option allows you to restore an individual historical version of a file, based on the date it was backed up. By default, 5 historical versions of each file are stored.

or

Restore Most Recent Files and Folders - Choosing this option will open the "My Backup" folder on your OneTouch III Mini Edition, and allow you to restore multiple files and folders by clicking and dragging them to wherever you want to put them.

To Restore a Previous File Version

1. Click on **Restore historical versions of individual backed-up files**. The **Restore Files** window will appear. All backed up files/folders will appear in the left.
2. Select a **File column**. This process may take awhile to populate. Once populated, use the scroll bar to **Select a Version** of the file and where you want to restore the file to.

To Restore to the Original (default) Folder

1. Click the **Original** button. This restores a file to its original folder on your computer.
2. Click **Restore**. If prompted, click **Replace**. The Historic Version of the file is then copied to your computer from the OneTouch III Mini Edition.

or

To Restore to the **Temporary Folder** - Restores file to the following folder:

C:\Users\YourUserName\Document\Maxtor_Restore - for Windows Vista

or

C:\Documents and Settings\YourUserName\MyDocuments\Maxtor_Restore - for Windows XP/2000

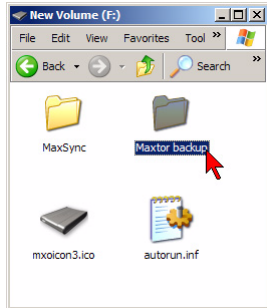
Note: "YourUserName" is your Account Name.

Click the **Temporary** button, then click **Restore**. At this point, the selected file will be copied to the specified folder on your computer.

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To Restore Most Recent Files and Folders:

1. Click the **Restore most recent files and folders** button. This will launch a window showing the root directory structure of the Maxtor backup folder on the OneTouch III Mini Edition.



2. **Browse** the directory and **locate files/folders** you wish to restore.

To restore files, simply drag and drop (cut/copy and paste) files/folders from the OneTouch III to your computer.

Sync

You may select one or more folders on your computer to sync to your OneTouch. Whenever a file changes in one of the folders on your computer, it can be automatically copied to an identical folder on your OneTouch. You may select folders on one local disk (C: or D: for example) and any folders within your My Documents folder. You can sync folders between multiple computers. This makes it convenient for you to move files between a computer at work and a computer at home.

1. Click the **Sync button** and click **Set Folders**. Check the folders that you wish to sync between your PC and the OneTouch III Mini Edition.
2. Click **Apply**, then click **Sync Now**. Your selected folders will then synchronize to the OneTouch III Mini Edition.

To Edit Sync Settings

1. Click the **Sync button** and then click on **Edit My Sync Settings**. **Select folders** that you wish to **Sync** with your OneTouch III Mini Edition.
2. Click **Apply**.

Checking the Status of your Sync

1. Click the **Sync button**, then click **Sync Status**. The status of your last **Sync** will display.
2. Click **OK**.

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Automatic Sync

The Automatic Sync feature can be turned on or off. By default, this setting is **On**.

To Turn Automatic Sync Off

1. Click the **Sync button**. Click the **Off button** in the upper, right corner of the Sync screen. Automatic Sync is now **Off**.

Note: If **Automatic Sync** is turned **Off**, you can launch Sync manually:

By pressing the OneTouch button – if Sync is customized to the OneTouch button, or

By launching the **Maxtor EasyManage** → **Sync** → **Sync Now**.

To Turn Automatic Sync On

1. Click the **On button** located in the upper right corner of the Sync screen. Automatic Sync is now **On**.

To Sync Files Between Multiple PCs

1. Sync your files from your original computer to your OneTouch.
2. Disconnect your OneTouch III Mini Edition.
3. Connect your OneTouch III Mini Edition to the destination computer. The Sync Settings screen will appear.
4. Select the local disk on the destination computer to store the synchronized folders from your OneTouch III Mini Edition.

Every time you move your OneTouch III Mini Edition between computers, Sync will automatically compare the folders on your OneTouch III Mini Edition to the ones on your computer to look for files that have changed. If any files have changed, it will ask you if you would like to replace the older files with their newer versions.

To Manually Sync Folders

There are two ways to do this:

Using the Sync screen

1. Click the **Sync button**, then click **Sync Now**.
or
2. Press the **OneTouch** button.

Rollback

1. Click the **Rollback** button.

You can use rollback to undo changes to your computer and restore its software and settings to a previous state, based on a date in the past called a "Restore Point." Think of a restore point as a snapshot of your system.

It's good to create a restore point if you are about to make a major change to your system, like installing new software or making major changes to your computer's settings.

Rolling your computer back to a previous restore point will not cause you to lose any of your current work, like documents, email or web browser bookmarks.

Set Automatic Restore Points

1. Click **Set automatic restore points**.
2. Select an **Automatic Restore Point Interval** (by default the interval is 24 hours). Move the slider to select the amount of disk space used on the OneTouch III Mini Edition for available restore points (by default, the value is 12%).
3. Click **Apply**.

Note: Decreasing the percentage of disk space used may reduce the number of available restore points.

Creating a Restore Point

You may either create a restore point manually or set a regular time for a restore point to be created automatically. To manually create a restore point:

1. From EasyManage, click the **Rollback button**.
2. Click **Create a restore point of my current system**. The **Rollback: Create Restore Point** window is displayed. In the field provided, **enter a name for your restore point**.
3. Click **Create**. A window displays that the **Creation of your restore point is in progress**. When finished, you will be notified that the restore point has been created.
4. Click **OK** to return to the **Rollback** menu.

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Rolling Back Your System

You may select a date in the past and a restore point to restore.

1. From **EasyManage**, click the **Rollback** button.
2. Click **Restore my computer to a previous state**. Select a **date** and a **restore point**.
3. Click **Next**. A Rollback screen will display the selected restore point.

Note: Save all files and close all open programs (other than from EasyManage) before continuing.

4. Click **Restore**. During the rollback process, your computer will shut down. When your computer reboots, the rollback will be complete.

Undoing a System Rollback

If, after you roll back your system, you decide that you want to go back to your previous system state, you may undo the rollback you just completed.

1. From **EasyManage**, click on the **Rollback** button.
2. Click **Undo my last system rollback system restore**. A **Rollback: Undo** screen will display.

Note: Save all files and close all open programs (other than from EasyManage) before continuing.

3. Click **Undo**.

During the rollback-undo process, your computer will shut down. When your computer reboots, the rollback will be complete and your system will return to its previous state prior to your last rollback.

Maxtor Encryption

What is Encryption?

Encryption modifies a file, using a secret code, so that it is unreadable until you unlock (or decrypt) it by entering a special password.

Encryption is the easiest way to prevent other people from opening your confidential files. You can encrypt a file directly from your desktop or from an Explorer window; you don't have to open the EasyManage software in order to use this feature.

Maxtor Encryption Characteristics

- The encryption feature is not physically part of the EasyManage application. Instead, it's accessed through a right-click, dropdown menu.
- Encryption works only at the file level. You cannot encrypt folders, nor can you encrypt multiple files at one time. However, you can put multiple files and even folders into a compressed file and then encrypt the compressed file.
- When you encrypt a file, a second version of the file that's unreadable without being decrypted is produced in the location containing the original file. To complete the encryption process, you must delete the original, unencrypted file.
- When you decrypt a file, an unencrypted version is produced in the location containing the encrypted version. This version can now be opened and edited and then encrypted again.

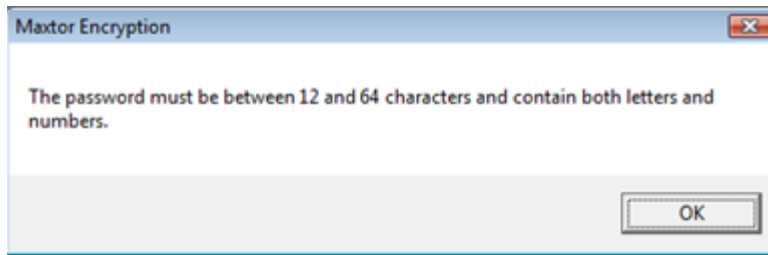
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Creating a Password

An encryption password must meet these requirements:

1. It must contain between 12 and 64 characters.
2. It must contain both letters and numbers.
3. It can contain any printable characters, including spaces.

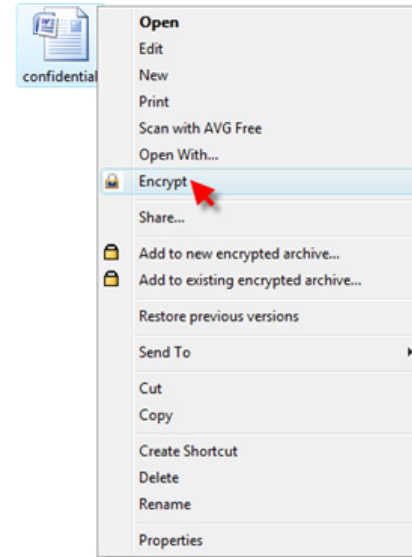
If you try to enter a password that does not meet these criteria, a window opens to remind you:



Note: A forgotten encryption password cannot be recovered. Make sure to choose a password that is easily remembered or record and store the password in a safe place.

To Encrypt a File

1. Right-click on a file you wish to encrypt. From the dropdown menu, select **Encrypt**.

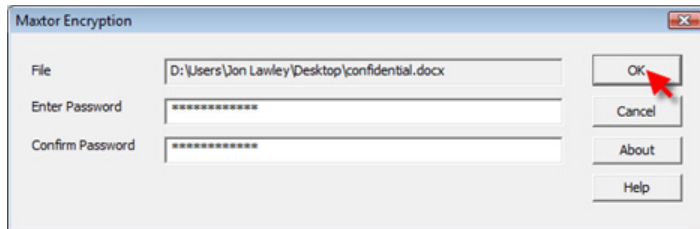


The Maxtor Encryption Window opens.

2. Enter a **password** for your file.

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3. In the Confirm Password box, re-enter your **password**.



4. Click **OK**.

Note: If you've already encrypted this file before, the previously encrypted version remains on your computer. You are asked for permission to replace the existing version with this more current version. Click **Yes** to confirm replacement.

At this point, The **Encryption** window briefly displays the progress of the encryption.

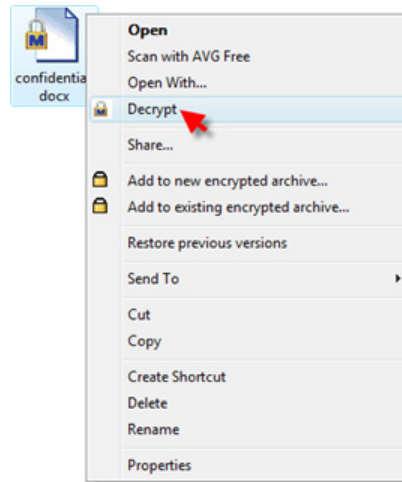
When the window closes, an encrypted version of the file appears. To maintain security, delete the original, unencrypted version of the file.

To Decrypt a File

1. Double-click the encrypted file

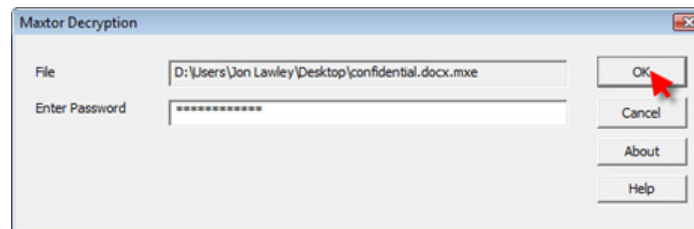
or

Right-click on the file and select **Decrypt** from the dropdown menu:



The Maxtor Decryption Window opens.

2. Enter the **password** for the encrypted file.



3. Click **OK**.

Note: If an unencrypted file with the same name exists in the location to which you are decrypting, you're asked for permission to replace the existing version with this more current version. Click **Yes** to confirm replacement.

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At this point, the Maxtor Encryption decrypts the file. A decrypted version of the file appears in the same location as the encrypted version, which remains on your computer.



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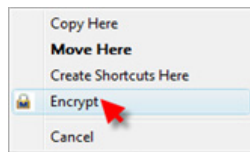
onfidential

After editing the decrypted file, you can once again encrypt it.

Using Drag and Drop to Encrypt

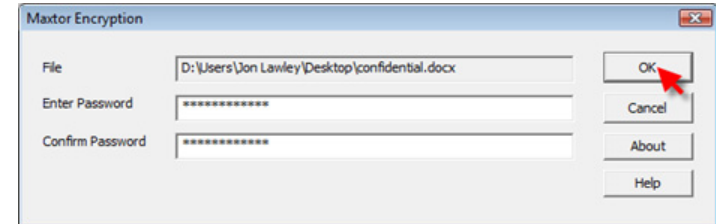
To encrypt a file as you're dragging it to a location on your computer:

1. Right-click on the unencrypted file and drag it to the desired location. As you drop the file in its new location, a Drag-and-Drop Encryption menu pops up.
2. Select **Encrypt**. The Maxtor Encryption window opens:



3. Enter a **password** for your file.

4. In the Confirm Password box, re-enter your **password**.



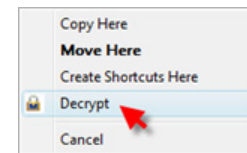
Note: If you've already encrypted a file before to this location with the same filename, the previously encrypted version remains on your computer. You are asked for permission to replace the existing version with this more current version. Click **Yes** to confirm replacement.

At this point, The **Encryption** window displays the progress of the encryption. When the window closes, an encrypted version of the file appears in the new location. To maintain security, delete the unencrypted version of the file from its original location.

Using Drag and Drop to Decrypt

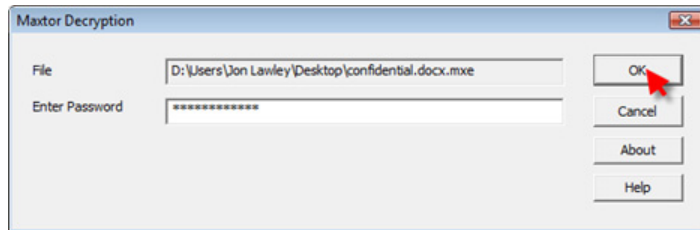
To decrypt a file as you're dragging it to a location on your computer:

1. Right-click on the encrypted file and drag it to the desired location. As you drop the file in its new location, Drag-and-Drop Decryption menu pops up.
2. Select **Decrypt**. The Maxtor Decryption window opens:

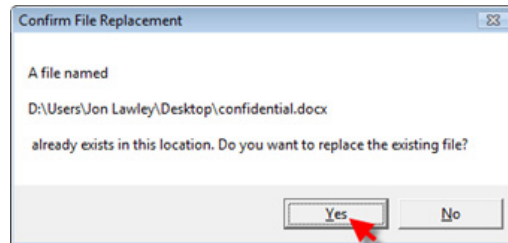


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3. Enter your password and click **OK**.



Note: If an unencrypted file with the same name exists in the location to which you are decrypting, you're asked for permission to replace the existing version with this more current version:



Click **Yes** to confirm replacement.

A decrypted version of the file will appear in the new location. After editing the decrypted file, you can once again encrypt it.





OneTouch Status Icons

The OneTouch Status Icon(s) are located in the Windows System Tray – located near the clock on your desktop.

The status icon can do the following

- Report OneTouch III Mini Edition connection and or the status of the last backup
- Be used for accessing certain EasyManage features

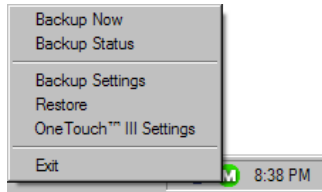
ONETOUCH STATUS ICONS

Icon	Meaning
Blue 	OneTouch III Mini Edition is connected but setting is not initialized.
Green 	Last backup completed successfully.
Yellow 	Backup is in progress.
Red 	Last backup failed.

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Using the status icon to access EasyManage features

1. Click the **Status Icon**. You will see the following menu:



Let's take a look at these options.

Backup Now

When selected, you will start an immediate backup of files/folders selected through the EasyManage's Backup feature.

2. Click **Backup Now**. When complete, click **OK** to close the window.

Backup Status

When selected, this will open a text based report of your backup history.

1. Click **Backup Status**.
2. Click **Open** to launch a text file showing the history of your system backups. When finished, save the text file to your system. It may be handy if future troubleshooting is required.

Backup Settings

When selected, this will open the EasyManage's Backup feature to the **Backup Files to My Maxtor OneTouch** menu. Click **Backup Settings**.

From this window, you can:

- Edit Backup Settings
- Manage File Backups
- Launch an immediate File Backup
- Toggle Automatic Backups

Restore

When selected, this will open the EasyManage's Restore feature to the **Restore a Backup from My Maxtor OneTouch** menu.

Click **Restore**. From this window, you can:

- Restore historical versions of individual backed-up files
- Restore most recent files and folders

OneTouch III Settings

When selected, this option will launch the Settings for My Maxtor OneTouch menu.

Click **OneTouch III Settings**. From this menu, you can:

- Customize the OneTouch button
- Set Password Security

Exit

When selected, this option will exit the OneTouch Status and remove the Status icon from the System Tray.

1. Click **Exit**.
2. Click **Yes** to close the **OneTouch Status**.

The Status icon is removed from the System Tray and the OneTouch Status utility is closed.

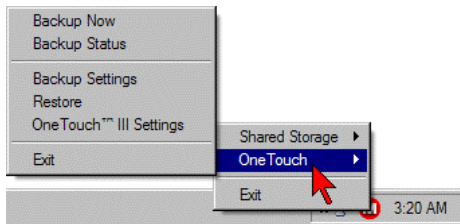
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How to Re-launch OneTouch Status

The Maxtor OneTouch Status will automatically launch upon system restart. However, you can manually launch it without having to reboot your PC. To do this, click **Start → Programs → Maxtor → OneTouch Status → OneTouch Status** icon.

Important Note: For users of the Maxtor Shared Storage Plus Quick Start Software

Both the EasyManage and the Quick Start software packages utilize the same status icons. If you have both software packages installed, your menu will look similar to the following:



Storing Audio

Using your computer as an audio jukebox is a very popular application. This allows you to store and play thousands of your favorite songs. You can also create and manage an audio library from your Maxtor OneTouch III Mini Edition.


Connecting and Disconnecting the OneTouch III Mini Edition

The USB interface allows you to hot swap your Maxtor OneTouch III Mini Edition; that is, connect and disconnect the drive while the computer and your drive are turned on.

To Connect the OneTouch III Mini Edition to Your Computer

1. Plug the Power + Data connector into an available USB port on your system.
2. Plug the Power Only connector into an available USB port on your system.
3. Connect the Type “B” connector to the OneTouch III Mini Edition.

To Disconnect the OneTouch III Mini Edition from Your Computer

1. Double-click the Windows Unplug or Eject Hardware icon in your system icon tray. A list of device choices appears.
2. Select your OneTouch III Mini Edition and follow the on-screen directions to eject the drive. The system will display a message saying that you can safely remove the drive. 
3. Disconnect your OneTouch III Mini Edition from your computer. Your system may not allow you to disconnect the drive. In this case, you may need to close all open applications and documents or shut down your system completely to disconnect the drive safely.

Warning: Removing the OneTouch III Mini Edition from your computer without disconnecting it properly through the operating system can result in lost or damaged files.

Naming Your OneTouch III Mini Edition

Your untitled OneTouch III Mini Edition appears in the same way as your other drives, with a new drive letter assigned by the operating system. The assigned letter will vary depending upon the number of other drives connected to your computer. Make a note of this drive letter. It's a good idea to name your new drive so it's easy to identify later when you use it for backing up your files.

1. Open the **My Computer** icon.
2. Right-click your **Maxtor OneTouch III Mini Edition** icon and select **Properties**. The Properties window will open.
3. In the **Label** section at the top of the window, enter a **name**. For example: “**Maxtor**.”

