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You can read the recommendations in the user guide, the technical guide or the installation guide for MAXTOR MANAGER. You'll find the answers to all your questions on the MAXTOR MANAGER in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual MAXTOR MANAGER**  
**User guide MAXTOR MANAGER**  
**Operating instructions MAXTOR MANAGER**  
**Instructions for use MAXTOR MANAGER**  
**Instruction manual MAXTOR MANAGER**



## Seagate Manager

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### User Guide

For Use With Your FreeAgent™ Drive



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**Manual abstract:**

@@@@@In addition, some of the listed capacity is used for formatting and other functions, and thus will not be available for data storage. Quantitative usage examples for various applications are for illustrative purposes. Actual quantities will vary based on various factors including file size, file format, features, and application software. Seagate reserves the right to change, without notice, product offerings or specifications. Seagate Technology LLC 920 Disc Drive Scotts Valley CA 95066 U.S.A. Seagate Manager User Guide for Use With Your FreeAgent™ Drive 2 Contents Contents Getting Started...

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· Security features, including encryption of multiple files and folders in one location, as · Settings to control power management, software updates, drive lights and more. The features described in this guide (except where noted) are compatible with all Seagate FreeAgent and Maxtor OneTouch drives and the Windows XP and Vista operating systems. well as backup and sync encryption. Not available in all regions or with all products. Using the Seagate Status Icon After you install your drive, the Seagate Status icon appears in the taskbar notification area on your computer desktop. You can use this icon to check the status of your drive and to access the drive features. Step 1: To check the status of your drive, roll your mouse over the Seagate icon: Figure 1: Seagate Taskbar Icon The information popup confirms the drive's status and identifies the drive letter. The color of the Seagate Status icon informs you of the drive's status: Blue Green Yellow Gray Red Drive connected Drive connected, backup passed and sync idle Backup or sync in progress No drive connected Backup or sync failed Note: When a backup or sync has failed, the red icon continues to display until the next successful backup or sync. You can view the log file to determine why the backup failed. Seagate Manager User Guide for Use With Your FreeAgent™ Drive 5 Getting Started Using the Seagate Status Icon Step 2: To display the Seagate Status menu, click the taskbar icon: Figure 2: Seagate Status Menu Step 3: Select the feature you want to access or select Exit to close the menu.

Restoring the Seagate Status Icon If you exit from the Seagate Status menu, the Seagate icon disappears from the taskbar notification area. To restore the Seagate Status icon to the taskbar notification area, go to Start > Programs > Seagate > Seagate Manager > Seagate Status Icon Figure 3: Restore Seagate Status Icon Seagate Manager User Guide for Use With Your FreeAgent™ Drive 6 Getting Started FreeAgent Drive Light FreeAgent Drive Light The light on your FreeAgent drive flashes to indicate various drive states. The following information applies to all FreeAgent drives. Drive State Off or Hibernate Idle Active (data transfer) Standby (disk not spinning) Unmounted or cable removed Error Light Off 90% illumination Slow flashing between 90% and 20% illumination 20% illumination Off Fast flashing See "Adjust LED Control" on page 11 for information about controlling the lights on the drive. Seagate Manager User Guide for Use With Your FreeAgent™ Drive 7 Managing Your Drives Using the My Drives Window Managing Your Drives The My Drives window provides a central point from which to manage your Seagate FreeAgent device.

This is the default window that appears when you open Seagate Manager. You can also get to the My Drives window by clicking the My Drives button in the Command Panel from any other window within the software. Command Panel Help Figure 4: My Drives Window Using the My Drives Window In the My Drives window, you first select your drive and then the feature you want to use with it. The Command Panel across the top of the window allows you to access Seagate Manager's features: Backup, Sync and Security. The middle of the My Drives window displays the connected drive. If there is more than one drive connected, there will be a list of drives to choose from. The drive that is currently selected is highlighted in light blue (as shown in Figure 4). · To select a different drive, click the drive icon or partition name. · To access advanced settings for the selected drive, click the Settings button. · For more information, see "Settings" on page 9. Seagate Manager User Guide for Use With Your FreeAgent™ Drive 8 Managing Your Drives Settings · To get more information about the selected drive, click the Drive Info button. For more information, see "Drive Info" on page 11. Any time you need help, you can click the Seagate Manager help icon. If you are not able to find the answer to your question, you can click the Customer Support button to go to Seagate's Support website. Note: External drives are automatically detected and listed in the My Drives window.

It can take a few seconds for the Seagate Manager software to detect your device.



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If your device doesn't appear, make sure it's properly connected and turned on. All Seagate and Maxtor external drives are detected. Settings The Settings button, located at the bottom of the My Drives window, allows you to access the following features for the selected drive: . . . Adjust Power Setting Test My Drive Adjust LED Control Check for Software Update Adjusting the Power Setting You can choose how long your drive should remain inactive before it goes into power-saving mode. Power-saving mode conserves energy by telling your drive's internal storage disk to stop spinning when it is not in use. Though power-saving mode uses less electricity, it takes a little more time for your drive to become active again when you want to use it. If you use your drive a lot, you may want to choose a longer time interval, so that your work is not interrupted when opening files from or saving files to your drive. If you use your drive less frequently, you may want to choose a shorter time interval, so that your drive is not consuming more energy than it needs. To adjust the power setting:

Step 1: In the My Drives window, select the drive you want to adjust and click Settings. The Settings window opens.

Step 2: Click Adjust Power Setting. The Adjust Power Setting window opens. Step 3: Select an interval from the drop-down menu or click Default to return to the original power setting time for the drive. Seagate Manager User Guide for Use With Your FreeAgent™ Drive 9 Managing Your Drives Settings Step 4:

Click Apply to save the power setting. The Adjust Power Setting window confirms that the power setting for your drive has been changed.

Step 5: Click OK to return to the My Drives window. Testing Your Drive Test your drive to check the health of your drive. The diagnostic utility performs its tests without affecting the data on your drive. To test your drive: Step 1: In the Mg to a schedule you set, or when you click Back Up Now in the Backup window. Note: The Seagate Manager backup feature does not back up locked files.

Backup Plans for Your Drive You can create one Backup Plan for each drive connected to your computer. You can select either of two types of Backup Plans:

· Simple Backup: Pre-configured to back up your XP My Documents folder or your Vista Personal Folder daily at 10:00 p.m. -- OR -- · Custom Backup: You select the folders to be backed up and set a backup destination and schedule. -- OR -- · Drive Rotation: You can use the same backup plan with two or more drives. Creating a Backup Plan Seagate Manager provides several options for creating a backup plan: · Using Simple Backup · Creating a Custom Backup ·

Drive Rotation (for more than one drive) Using Simple Backup Use Simple Backup to back up your XP My Documents folder or your Vista Personal Folder daily at 10 p.m. To use Simple Backup: Step 1: Click My Drives in the Command panel. The My Drives page opens. Step 2: Select the drive to which you want to back up.

Step 3: Click Backup in the Command panel. The Backup window opens. Step 4: Click Simple Backup. Seagate Manager User Guide for Use With Your FreeAgent™ Drive 13 Backing Up and Restoring Folders and Files Creating a Backup Plan A Simple Backup Confirmation window confirms that you've selected Simple Backup and asks you to name this Backup Plan. Step 5: Enter a name for your Backup Plan and click OK. Scheduled backup is turned on. The Backup window now offers the options of editing your backup settings, restoring backed-up files and deleting backup plans. It also describes your Backup Plan. Creating a Custom Backup To select specific folders and a schedule for backup to your drive: Step 1: Click My Drives in the Command panel. The My

Drives page opens.

Step 2: Select the drive to which you want to back up. Step 3: Click Backup in the Command panel. The Backup window opens. Step 4: In the Backup window, click Custom Backup. The Backup Folder Selection window opens.

Step 5: Name your Backup Plan, select the folders to be backed up, and click Next. The Backup File Types window opens. Step 6: Select the types of files you want to back up: · All File Types · Photos, Music, Videos, Documents · Custom Select specific file types to include or exclude for backup: -- To back up only a few of the available file types: 1. Select Include these file types. 2.

Select each file type you do want to back up and click Add to move it to the Include list. -- To back up most of the available file types, 1. Select Exclude these file types. 2. Select each file type you don't want to back up and click Add to move it to the Exclude list. Note: File extensions are the suffix characters to the right of a file name that define the file format. Seagate Manager User Guide for Use With Your FreeAgent™ Drive 14 Backing Up and Restoring Folders and Files Creating a Backup Plan Step 7: Click Next. The Backup Schedule window opens. Step 8: Select the days and time you want to back up your folders. You have the option of backing up your files to an encrypted folder.

Note: If you do not wish to encrypt your backup, skip to step 11. Step 9: To encrypt your backup, click Enable Encryption. · If you do not have an encrypted folder or you have one but have not created a password for it yet, the Folder Encryption window opens. Go to step 10. will appear in the Enable Encryption checkbox. Go to step 11. · If you already have an encrypted folder and it is currently open, a checkmark Step 10: Create a password, re-type that password and click OK. Step 11: Click Finish. The Backup window now displays the details of your backup and Scheduled Backup is turned on. Drive Rotation With Drive Rotation, you can use one backup plan with multiple drives.

This is useful if you have files that are so important that you want to give yourself the added security of backing them up to more than one drive. Step 1: Connect the first drive to which you want to back up your files. Step 2: Click My Drives in the command panel. The My Drives page opens. Step 3: Select your drive.

Step 4: Click Backup in the command panel. The Backup window opens. Step 5: Create a backup plan for this drive (if you haven't done so already). This backup plan can be either a simple or custom backup plan. Step 6: Connect your second drive.

Step 7: Click My Drives in the command panel. The My Drives page opens. Step 8: Select the second drive. Step 9: Click Backup in the command panel. The Backup window opens. Step 10: Click Drive Rotation. Seagate Manager User Guide for Use With Your FreeAgent™ Drive 15 Backing Up and Restoring Folders and Files Managing Backup Settings The Backup Drive Rotation window opens. Step 11: Select the Backup Plan you want to use with your second drive. Step 12: Click OK. The Backup window opens, displaying the plan you selected as the Active Plan and indicating Scheduled Backup is turned on.



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You can share your backup plan additional drives by repeating steps 6 - 12, if you wish. Step 13: Each time backup takes place, your files will be backed up to as many of the drives with which you have shared your backup plan as are connected at that time. If only one of the drives is connected, then your files will be backed up to only that drive. If all of the drives are connected, then your files will be backed up to all of them. Managing Backup Settings Once you create a backup plan, the Backup window displays: . . . The active backup plan Which file types will be backed up The time of the backup The Scheduled Backup (On/Off) setting Editing Backup Settings To edit the settings of a Backup Plan for your drive: Step 1: Click My Drives in the Command panel. The My Drives page opens. Step 2: Select your drive. Step 3: Click Backup in the Command panel. The Backup window opens. Step 4: In the Backup window, click Edit Backup Settings.

The Backup Folder Selection window displays your current Backup Plan name and folder selection: Step 5: Edit the Backup Plan Name and/or the folder selection(s) and click Next. The Backup File Types window displays your current selections. Step 6: Edit the types of files to be backed up and click Next. The Backup Schedule window displays your current schedule. Seagate Manager User Guide for Use With Your FreeAgent™ Drive 16 Backing Up and Restoring Folders and Files Managing Backup Settings Note: If you previously had encryption enabled, it remains enabled (displaying a checkmark).

You cannot edit the encryption settings for your backup. The only way to enable or disable encryption for a backup is to do it when you create the backup plan. Step 7: Edit the days and/or time you want to back up your folders. If this drive previously participated in Drive Rotation (sharing a backup plan with another drive), the Next button is displayed. If not, the Finish button is displayed.

Step 8: Click Next or Finish. If you clicked Finish: The Backup window now displays the new details of your backup and Scheduled Backup is turned on. You have completed editing of your backup settings. If you clicked Next: The Backup Options window opens, showing a list of drives to which this plan backs up. Go to the next step. @@@@The Backup window opens. Step 2: In the Backup window, click Delete Backup Plans. The Delete Backup Plans window opens. Listed is the Backup Plan for each drive. @@The selected backup plan is deleted.

@@@By default, Scheduled Backup is turned on. @@@@When the backup is complete, the icon turns green. @@@@The My Drives page opens. Step 2: Select your drive. Step 3: Click Backup. The Backup window opens. Step 4: Click Restore Files. Step 5: The Restore a Backup window opens. @@The Restore window opens. @@@@The My Drives page opens.

Step 2: Select your drive. Step 3: Click Backup. The Backup window opens. @@@@You select one or more folders on your computer to synchronize. @@@@Newer file versions always overwrite older versions.

To select Simple Sync: Step 1: Click My Drives in the Command panel. Step 2: Select your drive. Step 3: Click Sync in the Command panel. The Sync window opens. Step 4: Click Simple Sync.

The Simple Sync Confirmation window opens. @@@@To configure Custom Sync: Step 1: Click My Drives in the Command panel. Step 2: Select your drive. Step 3: Click Sync in the Command panel. The Sync window opens. Step 4: Click Custom Sync. The Folder Selection window opens. Step 5: Select the folders to be synchronized. You can select as many folders as you like, but they must all reside on the same drive (partition). Step 6: Click Next.

The File Types window opens. Step 7: Select the types of files you want to sync. . All file types . Photos, Music, . . . You can choose to sync any or all of the following: Photos: JPG, GIF, TIFF, . . . Seagate Manager User Guide for Use With Your FreeAgent™ Drive 22 Synchronizing Folders Using Custom Sync -- Music: MPG, AIFF, WAV, RA, WMA, . . .

. . . Videos: AVI, MOV, MPEG, QT, RM, WMV, . . . -- Documents: DOC, XLS, RTF, TXT, PDF, PPT, . . . Custom Custom selection allows you to choose the specific file type (by specifying that file's extension) to include or exclude in synchronization: To permit synchronization of a specific file type: 3. Select Include these file types. 4.

Select each file type, one at a time, that you want to include, and click Add to move it to the Include list. To exclude a specific file type from synchronization:

1. Select Exclude these file types. 2. Select each file type, one at a time, that you want to exclude, and click Add to move it to the Exclude list. Note: File extensions are the suffix characters to the right of a file name that define the file format. Step 8: After you've selected the types of files to sync, click Next. The Sync Options window opens. Step 9: Select your Sync options: . Sync Rules: -- Sync automatically each time a file changes -- Sync manually using the Sync Now button in the Sync window . Copy & Replace Rules -- Always replace older file versions with newer versions -- Ask before overwriting a file . Sync Encryption -- Automatically encrypt synchronized files on the drive You must set up Encryption before you can select Sync Encryption. For more information, see "Using Sync Encryption" on page 24.

Note: You can select Sync Encryption only during your initial setup of Sync. If you later decide you want to encrypt synchronized files, you must delete your current Sync settings and create new settings. Step 10: After you've set your Sync options, click Finish. The Sync window opens. Seagate Manager User Guide for Use With Your FreeAgent™ Drive 23 Synchronizing Folders Completing the Sync Using Sync Encryption You can automatically encrypt synchronized files to keep them secure as you synchronize them between computers. Your Sync Encryption password is the same as your Encryption password since all encrypted folders are stored in the same folder, called "Encryption Folder." Before you can enable Sync Encryption, you must set up Encryption in the Security window. If you have not yet set up Encryption, the Sync Encryption option is grayed out in the Sync Options window. To set up Encryption and then enable Sync Encryption: Step 1: Click Cancel in the Sync Options window. Step 2: Click Security in the Command panel.

Step 3: Click Encryption and follow the steps to set up an encrypted folder. Step 4: Click Sync in the Command panel. Step 5: Click Custom Sync and select your Sync folder and file-type settings. When you reach the Sync Options window, Sync Encryption is no longer grayed out. Step 6: Set your Sync Rules and Copy & Replace Rules and select Sync Encryption.

Step 7: Click Finish. Your synchronized folders will now automatically be encrypted using the same password you used to set up Encryption. Note: If you select Sync Encryption, all users must have your encryption password in order to access synchronized folders on their computers.



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*Completing the Sync To complete the Sync, you must remove your drive from the computer on which the original Sync occurred and connect it to another computer on which you want to sync the selected folders. You can connect the drive to as many computers as you wish to include in the Sync.*

*The first time you connect your drive to a second computer to complete a Sync, you're asked where to put the synchronized folders on this computer. To complete the Sync: Step 1: Safely remove the drive from your computer. Step 2: Connect the drive to another computer. (a) If you've synchronized folders other than your XP My Documents folder (or Vista Personal Folder), the Sync Folders window opens. (b) If you've synchronized your XP My Documents folder (or Vista Personal Folder), the Sync "My Documents" (or Sync "Personal Folder") window opens. Seagate Manager User Guide for Use With Your FreeAgent™ Drive 24 Synchronizing Folders Editing Sync Settings (c) If you've synchronized both your XP My Documents folder (or Vista Personal Folder) and other folders, both windows open. Step 3: In each window, select the location at which to store the synchronized folders on this computer and click OK.*

*From now on, the selected folders will automatically sync with the versions on your drive each time you connect the drive to the computer. Editing Sync Settings To change any of your Sync settings: Step 1: Click My Drives in the Command panel. Step 2: Select your drive.*

*Step 3: Click Sync in the Command panel. The Sync window opens. Step 4: Click Edit Sync Settings. The Folder Selection window displays your current folder settings. Step 5: Add and/or remove folders from Sync and click Next. Folders removed from Sync are deleted from your drive. The File Types window displays your current file type settings. Step 6: Make the desired changes and click Next. The Sync Options window displays your current Rules settings. Step 7: Make the desired changes and click Finish.*

*Checking Sync Status To check the status of a Sync, Step 1: Click My Drives in the Command panel. Step 2: Select your drive. Step 3: Click Sync in the Command panel. The Sync window opens. Step 4: Click Check Sync Status.*

*The Sync Status window opens. Listed are the names of the computers on which Sync was set up, the date of the last Sync, and the Automatic Sync setting (On or Off). Step 5: Click OK to return to the Sync window. Seagate Manager User Guide for Use With Your FreeAgent™ Drive 25 Synchronizing Folders Using Automatic Sync Deleting Sync Settings To delete all your Sync settings and create a new set: Step 1: Click My Drives in the Command panel. Step 2: Select your drive.*

*Step 3: Click Sync in the Command panel. The Sync window opens. Step 4: Click Delete Sync Settings. The Delete Sync Settings Confirmation window opens. Step 5: Click Delete. The original Sync window opens. Step 6: To create new Sync settings, select Simple Sync or Custom Sync. Note: If you delete your synchronized files in the Seagate Sync folder on your drive, you can recover the last two versions of those files in the "SyncRecycleBin01" and "SyncRecycleBin02" folders, respectively. Using Automatic Sync The Automatic Sync feature continuously tracks file changes in synchronized folders and automatically synchronizes revised versions by overwriting older versions with newer versions. Your drive must be connected during Automatic Sync.*

*By default, Automatic Sync is turned on. Turning Off Automatic Sync You can turn off Automatic Sync and control when files are synchronized rather than synchronizing files automatically. To turn off Automatic Sync: Step 1: Click My Drives in the Command panel. Step 2: Select your drive. Step 3: Click Sync in the Command panel. The Sync window opens. Step 4: In the Sync window, click the Automatic Sync Off button. Step 5: To sync manually when Automatic Sync is off, · Click Sync Now in the lower right corner of the Sync window. Seagate Manager User Guide for Use With Your FreeAgent™ Drive 26 Synchronizing Folders Using the Sync Preview Window -- OR -- · Select Sync Now from the Seagate Status menu to Sync on ALL connected drives: Figure 7: Sync Now The Sync Preview window opens. Listed are the files scheduled to be overwritten.*

*If you do NOT want to overwrite an older file version with a newly-synchronized version, · Uncheck the file in the On column. Using the Sync Preview Window Use the Sync Preview window to manage your synchronized files. · Add or delete files · Decide whether to overwrite existing file versions · Resolve conflicts over which version of a synchronized file to save If the same file is edited on different computers at the same time, a conflict occurs over which version of the file to save. When the drive containing a changed version of a file is connected to a computer containing another changed version of the same file, the Sync Preview window opens. To use the Sync Preview window, Step 6: Use the On checkbox to tell Seagate Manager which file versions to overwrite, add, or delete.*

*Step 7: Click Sync Now to complete the sync. A Sync Progress window informs you of the progress of the sync. Step 8: When the sync is complete, click OK to close the window. Seagate Manager User Guide for Use With Your FreeAgent™ Drive 27 Synchronizing Folders Using the Sync Preview Window Using Automatic Overwrite When Automatic Overwrite is on, older file versions are always replaced with newer versions. When Automatic Overwrite is off, the Seagate Manager displays the Sync Preview window to allow you to decide whether to overwrite an older file version with a new version.*

*Seagate Manager User Guide for Use With Your FreeAgent™ Drive 28 Managing Security Creating an Encryption Folder Managing Security The Encryption feature provides encryption of multiple files and folders in one location, the Encryption folder. After you create and set a password for the Encryption folder, you can drag and drop files and folders into it to secure them. When the files are encrypted, they are copied. No files are moved on your computer. The original, unencrypted version of a file or folder remains on your computer along with the newly encrypted version, which is stored on your FreeAgent drive. For total security, you should delete the unencrypted version from your computer. If you do not delete the unencrypted original version of a file, and you later decrypt the encrypted version back into the same location, you will be notified that it will overwrite the original unencrypted version. Note: Encryption is not available in all regions or with all products. Figure 8: Security Creating an Encryption Folder Step 1: Click My Drives in the Command panel. Step 2: Select your drive.*

*Step 3: Click Security in the Command panel to open the Security window. Seagate Manager User Guide for Use With Your FreeAgent™ Drive 29 Managing Security Creating an Encryption Folder The Security window opens.*



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Step 4: Click Encryption in the Security window. The Encryption Password window opens. Step 5: Enter and re-enter a password that you will use to open your Encryption folder. Your password must contain at least six characters, with a minimum of one letter and one number. Be sure to use a password you'll remember; you'll need it each time you want to access the files and folders stored in the Encryption folder. Your Encryption password is attached to the Encryption folder and not to the files and folders stored within it. In addition, you should close your encryption folder before deleting it or changing its password. Step 6: Click Create Folder.

Your Encryption folder opens. Figure 9: Encryption folder Step 7: Drag files and folders into your Encryption folder as you would into any folder. Seagate Manager User Guide for Use With Your FreeAgent™ Drive 30 Managing Security Managing an Encryption Folder Figure 10: Encryption folder Populated Step 8: Delete the original, unencrypted versions of the files and folders from your computer. Step 9: When you are finished encrypting files, close the Encryption folder. Note: Your encrypted files and folders will not be completely secure unless you delete the original, unencrypted versions from your computer.

Managing an Encryption Folder You can change your encryption password, delete your encrypted folder, or move files and folders from your Encryption folder to another location on your computer. Changing Your Encryption Password To change your Encryption password, Step 1: Click My Drives in the Command panel. Step 2: Select your drive. Step 3: Click Security in the Command panel. The Security window opens. Step 4: Click Encryption. The Manage Encryption window opens. Step 5: Click Change Password. The first of two Change Password windows opens. Seagate Manager User Guide for Use With Your FreeAgent™ Drive 31 Managing Security Managing an Encryption Folder Step 6: Enter your current Encryption password and click Next. The second Change Encryption Password window opens. Step 7: Enter and re-enter a new password and click Change. A Change Encryption Password confirmation window opens. Step 8: Click OK. Note: There is no way to recover a forgotten encryption password.

If you forget your encryption password, you must delete the Encryption folder. Deleting an Encryption Folder Warning: When you delete an Encryption folder, you also delete the data stored in it. To retain your data, be sure to remove files and folders from your Encryption folder before you delete the folder itself. To delete your Encryption folder: Step 1: Click My Drives in the Command panel. Step 2: Select your drive. Step 3: Click Security in the Command panel. The Security window opens. Step 4: Click Encryption. The Manage Encryption window opens. Step 5: Click Delete Encryption folder. The Delete Encryption folder window opens. Step 6: Click Open Encryption folder, decrypt and save files and folders stored in the Encryption folder, and close the Encryption folder. See "Decrypting Files and Folders" on page 33 for further information. Step 7: Click Delete in the Delete Encryption folder window. A Delete Encryption folder warning window makes certain you want to delete the Encryption folder.

Step 8: Click Delete. A Delete Encryption folder confirmation window opens. Step 9: Click OK. Seagate Manager User Guide for Use With Your FreeAgent™ Drive 32 Managing Security Managing an Encryption Folder Opening an Encryption folder To open an Encryption folder, Step 1: Click My Drives in the Command panel. Step 2: Select your drive.

Step 3: Click Security in the Command panel. The Security window opens. Step 4: Click Encryption in the Security window. The Manage Encryption window opens. Step 5: Click Open Encryption folder. The Unlock Folder window opens. Step 6: Enter your password and click OK. Your Encryption folder opens. Note: After you open your Encryption folder on the first computer and user account with which you use Seagate Manager, it will be saved on that computer so that will never need to enter it again. When opening your Encryption folder from another computer or user account, however, you will need to enter your password.

Decrypting Files and Folders To decrypt files or folders and move them out of your Encryption folder, Step 1: Select the items to be decrypted in the Encryption folder and click Decrypt in the toolbar. Figure 11: Encryption folder - Decrypt Folder Seagate Manager User Guide for Use With Your FreeAgent™ Drive 33 Managing Security Managing an Encryption Folder A Select Destination Directory window opens. Figure 12: Select Destination Directory Step 2: Select a destination and click Decrypt. Decrypted copies of the items are placed in the selected location. The encrypted versions remain in the Encryption folder. To remove them from the Encryption folder, use the Delete option in the Encryption folder toolbar. Note: Files can also be dragged and dropped at the desired location on your computer. Folders cannot be dragged and dropped; you must use the Decrypt operation to remove folders from an Encryption folder. Deleting Files and Folders from an Encryption folder To delete files and folders from your Encryption folder, Step 1: Select the items to be deleted in the Encryption folder and click Delete in the toolbar. Seagate Manager User Guide for Use With Your FreeAgent™ Drive 34 Managing Security Managing an Encryption Folder Figure 13: Encryption folder - Delete File A Delete warning window opens, asking you to confirm your intention to delete the files.

Step 2: Click Yes. The selected items are deleted from the Encryption folder. Note: Files can also be dragged and dropped into the Recycle Bin. Folders cannot be dragged and dropped; you must use the Delete operation to delete them from an Encryption folder. Seagate Secure™ Storage Devices If you have a Seagate Secure drive selected within your Manager software, there is a different set of security features available to help you manage your drive. Seagate Secure drives use full disk encryption so your entire drive and all the data stored on it are protected from unauthorized access. Figure 14: Seagate Secure logo You can perform these functions using Seagate Manager: · Unlock your drive · Change your drive password Seagate Manager User Guide for Use With Your FreeAgent™ Drive 35 Managing Security Managing an Encryption Folder · Set, change, or delete a password hint · Erase your drive Unlocking Your Drive Your Seagate Secure drive locks automatically each time you disconnect it from a computer. You can unlock it in either the Seagate Manager application or the Seagate Secure application when your drive is connected to a computer on which the Seagate Manager software is not installed. Step 1: Click My Drives in the Command panel. Step 2: Select your Seagate Secure drive.



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Step 3: Click the Security icon in the Command panel. The Security window opens. The window displays Locked instead of a drive letter. Step 4: Click Unlock Drive. The Unlock window opens. Step 5: Enter your password and click Unlock. The window refreshes to display the drive letter. The Unlock Drive option is now grayed out. **Tips for Unlocking Your Seagate Secure Drive** Make sure the caps lock key is off when you are typing your password (unless your password is in all capital letters). If you have more than one Seagate Secure drive connected at the same time, make sure you have selected the drive that you are trying to unlock (the large light on the drive will blink when it is selected).

If you do not successfully enter your password after three attempts, you will need to disconnect and reconnect your Seagate Secure drive to try again. If your password contains the letter "O" or the number "0", make sure you are typing the correct one. **Unlocked Your Seagate Secure Drive But Can't Find It?** If you use the KeyErase feature on your Seagate Secure drive, you must initialize, partition and format it before you can use it. After you have created your new password and unlocked your drive, you can use the Windows Disk Management utility to complete these necessary steps. After completing these steps, your Seagate Secure drive appears in the list of drives in the My Computer window of Windows XP or the Computer window of Windows Vista. For more information, see "Using Administrative Tools to Format an Erased Seagate Secure Drive" on page 41. **Can't Remember Your Seagate Secure Password?**

There is no way to recover your password if you lose it. **Seagate Manager User Guide for Use With Your FreeAgent™ Drive 36 Managing Security** **Managing an Encryption Folder** You can ask for your password hint to help you remember your password, as long as you originally created a password hint. If you still can't remember your password, the only way to regain access to your Seagate Secure drive is to KeyErase it. This will erase ALL of your files and allow you to reset your password.

Once you KeyErase your Seagate Secure drive, there is no way to recover your files (even by using a data recovery service). Only do this as a last resort! **Changing the Password for Your Drive** Your password must initially be set in the Seagate Secure application. Once you've set a password, you can change it in either the Seagate Manager application or the SeagateSecure Manager application when your drive is connected to a computer on which the Seagate Manager software is not installed. To change your password in the Seagate Manager application: Step 1: Click My Drives in the Command panel. Step 2: Select your Seagate Secure drive.

Step 3: Click the Security icon in the Seagate Manager window. The Security window opens. Step 4: Click Change Password. The Change Password window opens. Step 5: Enter your current password, then enter and re-enter a new password.

Step 6: Click Set. A message confirms that a new password has been set successfully. Step 7: Click Done to return to the Security window or click Set Password Hint to set a hint that will provide a reminder to your password. Using the Password Hint With a Seagate Secure drive, you can set a hint to help you remember your password. You can also protect that password hint with a security question you must answer in order to retrieve the password hint. You can delete or change your password hint any time. Note: To set, change, or delete a password hint, you must enter the 25-character identification code printed on your Seagate Secure drive label. **Opening the Set Password Hint Window** The Set Password Hint window can be opened from any of three windows: **Seagate Manager User Guide for Use With Your FreeAgent™ Drive 37 Managing Security** **Managing an Encryption Folder** · **The Unlock Drive window:** (a) Click Hint in the Unlock Drive window. If no password hint has been set, the Password Hint Not Set window opens. (b) Click Set Password Hint.

· **The Change Password window:** (a) Set a new password in the Change Password window. (b) Click Set Password Hint in the Password Set window. · **The Other Features window:** Click Set, Change, or Delete Password Hint in the Other Features window. **Setting a Password Hint** To set a password hint: Step 1: Open the Set Password Hint window. The Set Password Hint window appears. Step 2: Select a security question from the dropdown list or create a question of your own. Step 3: Enter the answer to the security question. Step 4: Enter a hint to help you recall your password if you forget it. Step 5: Click Set. A message confirms that your password hint has been set successfully.

Step 6: Click OK to return to the Security window. **Changing a Password Hint** To change a password hint: Step 1: Click My Drives in the Command panel. Step 2: Select your Seagate Secure drive. Step 3: Click the Security icon in the Command panel. The Security window opens Step 4: Click Set or Delete Password Hint.

@@Step 5: Click Overwrite. The Set Password Hint window opens. Step 6: Select a security question from the dropdown list or create a question of your own. Step 7: Enter the answer to the security question. **Seagate Manager User Guide for Use With Your FreeAgent™ Drive 38 Managing Security** **Managing an Encryption Folder** Step 8: Enter a hint to help you recall your password if you forget it.

Step 9: Enter the 25-character identification code printed on the drive label. Step 10: Click Set. A message confirms that your password hint has been set successfully. **Deleting a Password Hint** To delete a password hint: Step 1: Click My Drives in the Command panel. Step 2: Select your Seagate Secure drive. Step 3: Click the Security icon in the Command panel. The Security window opens. Step 4: Click Set or Delete Password Hint. @@Step 5: Click Delete. The Delete Password Hint window opens.

@@Step 7: Click Delete Password Hint. A message confirms that your password hint has been deleted. Step 8: Click OK to return to the Security window. @@Step 2: Select your Seagate Secure drive. Step 3: Click the Security icon in the Command panel. The Security window for the locked drive opens. Step 4: Click Unlock Drive. The Unlock window opens. Step 5: Click Hint. The Retrieve Password Hint window opens.

@@The Password Hint window displays the password hint. **Seagate Manager User Guide for Use With Your FreeAgent™ Drive 39 Managing Security** **Managing an Encryption Folder** Step 7: Click Done to return to the Unlock window and enter your password. If you still cannot remember your password after retrieving your password hint, you must erase your Seagate Secure drive in order to continue to use the drive. You can erase your drive only in the Seagate Manager application on your desktop. This extra level of security is provided so that if your drive were to fall into the wrong hands, your valuable data could not be stolen.



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*Note: For information on erasing your Seagate Secure drive, see "Erasing Your Drive" on page 40. Erasing Your Drive If you've forgotten your password and cannot unlock the Seagate Secure drive, the only way you can continue to use it is to securely erase it using KeyErase™. KeyErase regenerates the drive encryption key as the drive is erased. Note: You can only erase a Seagate Secure drive if it is locked. To erase your Seagate Secure drive: Step 1: Click My Drives in the Command panel.*

*Step 2: Select your Seagate Secure drive Step 3: Click the Security icon in the Seagate Manager window. The locked Security window opens. Step 4: Click the Other Features... button. The Other Features window opens. Step 5: Click KeyErase™ opens. Step 6: Read the warning information and click Next. A second KeyErase window opens.*

*Step 7: Verify that the security LED is flashing on the drive you want to erase. Step 8: Enter the 25-character identification code printed on the drive label.*

*Step 9: Click Erase Drive. When the drive has been erased (this takes only a few moments), the Configure Drive window opens. Configuring an Erased Seagate Secure Drive After you've erased a your drive, you must configure the drive and set a drive password. Seagate Manager User Guide for Use With Your FreeAgent™ Drive 40 Managing Security Managing an Encryption Folder To configure the drive: Step 1: Enter the 25-character identification code printed on the drive label. Step 2: Enter and confirm a new drive password. The password must contain between 6 and 32 characters. Step 3: Click Set. A message confirms that a password has been set successfully and offers the option of setting a password hint.*

*Step 4: Click Done to close the Password Set window or Set Password Hint to create a password hint. Note: For information on setting a password hint, see "Setting a Password Hint" on page 38. The Unlock window opens. Step 5: Enter your password, and click Unlock. Step 6: The Unlock window closes. After a short wait, the Format Seagate Drive window opens. Note: It can take up to a full minute for the Format Seagate Drive window to open. Step 7: Click Format to reformat your drive for use. A Format confirmation window opens. Since you've just erased everything on your Seagate Secure drive, you don't have to worry about erasing data.*

*Step 8: Click Format. You're informed of the progress of the format. A message confirms a successful format. If the formatting fails, a message informs you that a partition could not be created. Step 9: Close the Partition creation failed window. You must use Administrative Tools to create a partition so you can continue to use the Seagate Secure drive. Using Administrative Tools to Format an Erased Seagate Secure Drive If your Seagate Secure drive cannot be formatted automatically using the Format Seagate Drive window, you must use the Administrative Tools of the Windows operating system to manually create a partition so you can continue to use the drive. To use Administrative Tools to manually create a partition: Step 1: Go to Start > Run to open the Run window. Step 2: Type diskmgmt.msc and click OK.*

*The Disk Management window opens. Seagate Manager User Guide for Use With Your FreeAgent™ Drive 41 Managing Security Managing an Encryption Folder The Seagate Secure drive is labeled "Unallocated" because it's not properly formatted. Step 3: Right-click anywhere in the "Unallocated" bar and select New Partition... The New Partition Wizard opens automatically. Step 4: Follow the steps in the New Partition Wizard to format your Seagate Secure drive and prepare it for use again. Your Seagate Secure drive is now configured and ready for use. Seagate Manager User Guide for Use With Your FreeAgent™ Drive 42 Index Index A automatic overwrite 28 automatic sync 26 encrypted files 29 synchronized files 26 Drive Info feature 11 drive lights 11 drive rotation 15 drive, erasing 40 drives backing up to more than one 15 displayed in "My Drives" window 8 info 11 managing 8 rotation 15 Seagate Secure 35 testing 10 unlocking 36 B backup custom 13 simple 13 backup features, in Seagate Manager 12 backup log 18 backup plans about 13 custom 14 deleting 17 scheduling 17 simple 13 with drive rotation 13, 15 backup settings editing 16 managing 16 backups about 12 manual 18 scheduled 17 E editing sync settings 25 encryption 29 about 29 folder 29 of synchronized files 24 password 12 encryption folder creating 29 deleting 32 deleting files and folders from 34 managing 31 opening 33 encryption folders 12 encryption password, changing 31 energy, conserving 9 erased drive, configuring 40 erased drive, formatting 41 erasing a drive 40 C capacity 11 checking sync status 25 command panel 8 completing the sync 24 copying 12 during encryption process 29 custom backup 13 custom sync 22 custom sync, about 21 F features, of Seagate Manager software 5 file extensions 23 file system 11 file types, synchronizing 23 files, overwriting older versions 28 folders D decrypting 33 deleting Seagate Manager User Guide for Use With Your FreeAgent™ Drive 43 Index synchronizing folders, synchronizing 21 free space 11 FreeAgent device managing 8 software for 5 FreeAgent Drive Light 7 password hint 37, 38 changing 38 deleting 39 retrieving 39 power setting 9 previewing synchronized files 27 R recent versions of files restoring 19 restoring about 12 historical versions 19 most recent versions of files 19 Seagate status icon 6 H hint, for password 37, 38, 39 historical versions of files, restoring 19 I icon, Seagate Manager 5 colors of 5 in taskbar 5 restoring to taskbar 6 S saving power 9 scheduling backups 17 Seagate Secure 35 Seagate Secure drive erasing 40 Seagate status icon restoring 6 security 29 about 29 while backing up 12 simple backup 13 simple sync, about 21, 22 software, updating 10 Start menu Seagate status icon in 6 status color designation for 5 of drive 5 of sync 25 sync automatic 26 checking status of 25 completing 24 custom 22 simple 22 sync encryption 24 K KeyErase 40 L LED 7 LED control 11 light FreeAgent drive light 7 light, on FreeAgent drive 7 M manual backups 18 My Drives window in Manager 8 power setting 9 N nging 38 O overwriting automatically 28 P password changing for encryption folder 31 changing for Seagate Secure drive 37 encryption 31 Seagate Secure 36 sync encryption 24 Seagate Manager User Guide for Use With Your FreeAgent™ Drive 44 Index sync preview window 27 sync settings editing 25 synchronizing about 21 folders 21 see also sync T testing drives 10 turning off automatic sync 26 U updating software 10 V volumes 11 Seagate Manager User Guide for Use With Your FreeAgent™ Drive 45 .*



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