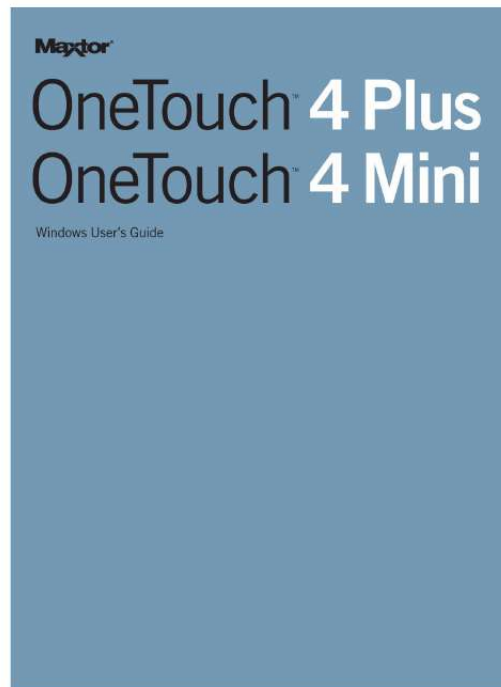




# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for MAXTOR ONETOUCH 4 PLUS. You'll find the answers to all your questions on the MAXTOR ONETOUCH 4 PLUS in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual MAXTOR ONETOUCH 4 PLUS**  
**User guide MAXTOR ONETOUCH 4 PLUS**  
**Operating instructions MAXTOR ONETOUCH 4 PLUS**  
**Instructions for use MAXTOR ONETOUCH 4 PLUS**  
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**Manual abstract:**

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..... @@@@The Maxtor OneTouch 4 drive offers these features: ..... Backup & Restore to protect your data Sync to synchronize one or more folders between two or more computers Security settings to password-protect both your drive and your data Encryption of multiple files and folders in one location A SafetyDrill™ copy of your system you can use to restore it in case your computer crashes · A customized OneTouch button to quickly open a frequently-used program · Power management features to conserve energy when your Maxtor OneTouch 4 isn't being used Installing the Software To install the Maxtor Manager software, Step 1: Connect your OneTouch 4 drive to your computer. The Main Menu window opens: Maxtor OneTouch IV 1 Figure 1: Main Menu Step 2: Click Install Maxtor One Touch.

The Welcome window opens: Figure 2: Welcome Step 3: Click Next. The EULA language selection window opens: Maxtor OneTouch IV 2 Figure 3: EULA Language Selection Step 4: Select the language in which you want to read the License Agreement and click Next. The License Agreement window opens in the selected language: Figure 4: License Agreement Step 5: Click Yes to accept the terms of the License Agreement. The Choose Destination Location window opens: Maxtor OneTouch IV 3 Figure 5: Select a Destination Step 6: Accept the default destination folder or click Browse to select a different folder. Step 7: Click Next. A Setup Status window keeps you informed as the installation proceeds: Figure 6: Setup Status When the installation is complete, a Register window opens: Maxtor OneTouch IV 4 Figure 7: Register Step 8: Click Register to register your OneTouch 4 drive now or click Next to conclude the installation. The InstallShield Wizard Complete window opens: Figure 8: InstallShield Wizard Complete Step 9: Decide whether to restart your computer and complete the installation now and click Finish. When your computer has restarted, a Maxtor Manager icon appears on your desktop: Maxtor OneTouch IV 5 Step 10: Double-click the Maxtor Manager icon to open the OneTouch application: Figure 9: OneTouch Application You're ready to use your Maxtor OneTouch 4 drive. Using the Maxtor System Tray Icon You can use the Maxtor system tray icon to check the status of your OneTouch drive and to access the drive features. Step 1: To check the status of your drive, roll your mouse over the system tray icon: Maxtor OneTouch IV 6 Figure 10: System Tray Icons The information popup confirms the drive's status and identifies the drive letter.

The color of the system tray icon conveys this information: Figure 11: System Tray Icon Information Note: When a backup or sync has failed, the red icon continues to display until the next successful backup or sync. Step 2: To display the Maxtor Manager menu, click the system tray icon: Figure 12: System Tray Menu Step 3: Select the feature you want to access or select Exit to close the menu (the OneTouch application remains open). Maxtor OneTouch IV 7 Table 1: Using your Mouse with the Maxtor System Tray Icon Click the system tray icon to · Launch Maxtor Manager · Back Up Now · Sync Now · Edit Backup Settings · View Log · Open Maxtor Encryption · Exit Run your mouse over the icon to show · Status Information · Status for Multiple Events Restoring the System Tray Icon If you select Exit from the System Tray menu, the Maxtor icon disappears from the System Tray.



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To restore the Maxtor icon to the System Tray, go to Start > Programs > Maxtor > OneTouch Icon Figure 13: Restore System Tray Icon 072407 Maxtor OneTouch IV 8 Managing Your Drives The My Drives window provides a central point from which to manage your Maxtor OneTouch™ devices. It displays all Maxtor devices connected to your computer: Figure 1: My Drives The Command panel across the top of the window allows you to access your drive features and manage drive utilities.

In the My Drives window, Step 1: Select a device. Step 2: Click an option in the Command panel. Note: External drives are automatically detected and listed in the My Drives window. It can take a few seconds for the Maxtor Manager software to detect your device. If your device doesn't appear, make sure it's properly connected and turned on.

Maxtor OneTouch IV 9 Customizing the OneTouch Button You can customize your OneTouch button, located on the front of your drive, so that your OneTouch drive automatically performs the action of your choice when you click the OneTouch button. You can set the OneTouch button to · Back up now · Sync folders now · Open the application of your choice To customize your OneTouch button, Step 1: In the My Drives window, click Settings. The Settings window opens: Figure 2: Settings Step 2: Click Customize OneTouch Button. The Customize OneTouch Button window opens: Maxtor OneTouch IV 10 Figure 3: Customize OneTouch Button Step 3: Select Backup or Sync and click Apply to link that action to the OneTouch button. -- OR -- Select Open an Application to choose an application to open when you press the OneTouch button. Maxtor OneTouch IV 11 Figure 4: Customize OneTouch Button - Choose Application Step 4: Click Browse to select an application. An Open window appears: Figure 5: Open Application Step 5: Select an application and click Open. Maxtor OneTouch IV 12 The application you've chosen is displayed in the Customize OneTouch Button window: Figure 6: Customize OneTouch Button - Application Selected Step 6: Click Apply. A confirmation window opens: Maxtor OneTouch IV 13 Figure 7: Customize OneTouch Confirmation Step 7: Click OK. You can now open the selected application by pressing your OneTouch button.

Adjusting the Power Setting You can choose how long your drive should remain inactive before it goes into powersaving mode. To adjust the power setting, Step 1: In the My Drives window, click Settings. The Settings window opens: Maxtor OneTouch IV 14 Figure 8: Settings Step 2: Click Adjust Power Setting. The Adjust Power Setting window opens: Maxtor OneTouch IV 15 Figure 9: Adjust Power Setting Step 3: Select an interval from the dropdown menu or click Default to return to the default power setting. Step 4: Click Apply to save the power setting. The Adjust Power Setting window opens: Maxtor OneTouch IV 30 Figure 1: Backup Step 2: In the Backup window, click Simple Backup.

A Simple Backup Confirmation window confirms that you've selected Simple Backup and asks you to name this Backup Plan: Figure 2: Simple Backup Confirmation Step 3: Enter a name for your Backup Plan and click OK. Maxtor OneTouch IV 31 The Backup window now offers the options of editing your backup settings and restoring backed up files and describes your Backup Plan and the details of your last backup. Figure 3: Backup Creating a Custom Backup To select specific folders for backup and set up a backup destination and schedule, Step 1: Click Backup in the Command panel. The Backup window opens: Maxtor OneTouch IV 32 Figure 4: Backup Step 2: In the Backup window, click Custom Backup. The Backup Folder Selection window opens: Maxtor OneTouch IV 33 Figure 5: Backup Folder Selection Step 3: Name your Backup Plan, select the folders to be backed up, and click Next. The Backup File Types window opens: Maxtor OneTouch IV 34 Figure 6: File Types: All Types Step 4: Select the types of files you want to back up: · All File Types · Photos, Music, Videos, Documents Back up any or all of these types of files: Maxtor OneTouch IV 35 Figure 7: File Types: Photo, Music, Video, 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 last three characters of a file name that define the file type. Maxtor OneTouch IV 36 Figure 8: File Types: Custom Step 5: Click Next. The Backup Schedule window opens: Maxtor OneTouch IV 37 Figure 9: Backup Schedule Step 6: Select the days and time you want to back up your folders and click Finish. The Backup window now offers the options of editing your backup settings and restoring backed up files and describes your Backup Plan. Maxtor OneTouch IV 38 Figure 10: Backup Managing Backup Settings Editing Backup Settings To edit the settings for a Backup Plan, Step 1: Click Backup in the Command panel. The Backup window opens: Maxtor OneTouch IV 39 Figure 11: Backup Step 2: In the Backup window, click Edit My Backup Settings. The Backup Folder Selection window displays your current Backup Plan name and folder selection: Maxtor OneTouch IV 40 Figure 12: Backup Folder Selection Step 3: Edit the Backup Plan name and/or the folder selection and click Next.

The Backup File Types window displays your current selections: Maxtor OneTouch IV 41 Figure 13: File Types Step 4: Edit the types of files to be backed up and click Next. The Backup Schedule window displays your current schedule: Maxtor OneTouch IV 42 Figure 14: Backup Schedule Step 5: Edit the days and/or time you want to back up your folders and click Finish. The Backup window now displays your edited Backup Plan. Maxtor OneTouch IV 43 Figure 15: Backup Deleting a Backup Plan You can delete the Backup Plan for any OneTouch drive on which you've created one, even if the drive is not connected to your computer. To delete a Backup Plan, Step 1: Click Backup in the Command panel. The Backup window opens: Maxtor OneTouch IV 44 Figure 16: Backup Step 2: In the Backup window, click Delete Backup Plan.



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The Delete Backup Plan window opens: Maxtor OneTouch IV 45 Figure 17: Delete Backup Plan Listed is the Backup Plan for each OneTouch drive connected to your computer. Step 3: Select the Backup Plan you want to delete and click Delete. The Backup Plan is deleted. Note: Your backed up files are NOT deleted.

Using Automatic Backup Use Automatic Backup to back up changed files in backed up folders on the days and time you set. The Automatic Backup On/Off switch enables or disables the Backup schedule. By default, Automatic Backup is turned on. Turning Off Automatic Backup To turn off Automatic Backup, · In the Backup window, click the Automatic Backup Off button. Maxtor OneTouch IV 46 Figure 18: Automatic Backup Off Backing Up Manually You can back up files manually whenever you like, whether Automatic Backup is on or off.

To launch a backup manually, · Press the OneTouch button if you've customized it to back up files. -- OR -- · Click Back Up Now in the lower right corner of the Backup window. -- OR -- · Select Back Up Now from the System Tray menu: Maxtor OneTouch IV 47 A Backup Progress window informs you of the progress of the manual backup and lets you know when the backup is complete: Figure 19: Manual Backup Complete Viewing the Backup Log The Backup Log is a text-based report of your backup history. To view the Backup Log, Step 1: Click View Log in the Backup window: Maxtor OneTouch IV 48 Figure 20: Backup -- OR -- Click the OneTouch icon in your System Tray to display the OneTouch popup menu: Step 2: Click View Log to open a text file showing the history of your system backups: Maxtor OneTouch IV 49 Figure 21: Backup Log Restoring Files When you back up the files stored in selected folders, the Maxtor Manager saves ten (10) previous, or historical, versions of each revised file stored on your OneTouch drive. You can restore a saved historical version of a backed up file based on the date it was last modified or you can restore the most recent version of a backed up file.

Note: An encrypted file is restored based on the date it was backed up rather than on the date it was last modified. To restore files, Step 1: Click Backup in the Command panel. The Backup window opens: Maxtor OneTouch IV 50 Figure 22: Backup Listed beneath Restore Files are the date and time of your most recent backup. Step 2: In the Backup window, click Restore Files. The Restore a Backup window opens: Maxtor OneTouch IV 51 Figure 23: Restore a Backup Restoring an Historical Version Step 1: Click Restore historical version of backed up file to restore a previous version of a file. The Restore Historical Version window opens: Maxtor OneTouch IV 52 Figure 24: Restore Historical Version Step 2: Select a file and file version to be restored and click Restore. The selected file version is restored to the location noted in the Restore Historical Version window. Restoring the Most Recent Version Step 1: Click Restore most recent version to restore the latest version of a file. Windows Explorer displays the contents of the Maxtor Backup folder: Maxtor OneTouch IV 53 Figure 25: Maxtor Backup in Windows Explorer Step 2: Browse to the desired file and drag it to the location at which you want it restored. Step 3: Close Windows Explorer.

Maxtor OneTouch IV 54 Synchronizing Folders Sync is designed to synchronize files in one or more folders between two or more computers. You can sync selected folders from one computer to your OneTouch drive and then connect the drive to another computer to complete the sync. Note: Files cannot be synchronized between computers running XP and those running Vista. You have these Sync options: Simple Sync: Sync XP My Documents or Vista Personal Folder Sync all file types Sync automatically Always overwrite older file versions Custom Sync: Select one or more folders to sync Select file types to include or exclude Select automatic or manual sync Set Sync and Copy & Replace Rules Encrypt synchronized files Note: Make sure all computers participating in the Sync are set to precisely the same time to ensure that Sync works properly. Using Simple Sync Simple Sync is pre-configured to automatically sync all file types in your XP My Documents or Vista Personal Folder folder. Newer file versions always overwrite older versions. To select Simple Sync, Step 1: Click Sync in the Command panel. The Sync window opens: Maxtor OneTouch IV 55 Figure 1: Sync Step 2: Click Simple Sync. The Simple Sync Confirmation window opens: Figure 2: Confirm Simple Sync Your XP My Documents or Vista Personal Folder folder is now synchronized with your drive. Connect the drive to other computers to complete the Sync.

Maxtor OneTouch IV 56 Using Custom Sync Custom Sync allows you to select specific folders and file types for synchronization and to choose sync and encryption settings. To configure Custom Sync, Step 1: Click Sync in the Command panel. The Sync window opens: Figure 3: Sync Step 2: Click Custom Sync. The Folder Selection window opens: Maxtor OneTouch IV 57 Figure 4: Folder Selection Step 3: 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 4: Click Next. The File Types window opens: Maxtor OneTouch IV 58 Figure 5: All File Types Step 5: Select the types of files you want to sync: · All File Types · Photos, Music, Videos, Documents -- You can choose to sync any or all of these: Maxtor OneTouch IV 59 Figure 6: File Types: Photo, Music, Video, Documents · Custom Select specific file types to include or exclude for sync: -- To sync only a few of the available file types, 1. Select Include these file types. 2. Select each file type you do want to sync and click Add to move it to the Include window.

-- To sync most of the available file types, 1. Select Exclude these file types. 2. Select each file type you don't want to sync and click Add to move it to the Exclude window. Maxtor OneTouch IV 60 Figure 7: File Types: Custom Step 6: After you've selected the types of files to sync, click Next. The Sync Options window opens: Step 7: 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 overwrite older file versions with newer versions -- Ask before overwriting a file · Sync Encryption -- Automatically encrypt synchronized files on the Maxtor drive You must set up Maxtor Encryption before you can select Sync Encryption. See Using Sync Encryption for more information. Note: You can select Sync Encryption only during your initial setup of Sync.



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If you later decide you want to encrypt synchronized files, you must delete your current Sync settings and create new settings. Step 8: After you've set your Sync options, click Finish.

The Sync window opens: Maxtor OneTouch IV 61 Figure 8: 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 Maxtor Encryption password since all encrypted folders are stored in the same folder, the Maxtor Encrypted Folder. Before you can enable Sync Encryption, you must set up Maxtor Encryption in the Security window. If you have not yet set up Maxtor Encryption, the Sync Encryption option is grayed out in the Sync Options window: Maxtor OneTouch IV 62 Figure 9: Sync Options with Encryption Grayed Out To set up Maxtor 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 Maxtor 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 Maxtor Encryption. Note: If you select Sync Encryption, all users must have your encryption password in order to access synchronized folders on their computers. Maxtor OneTouch IV 63 Completing the Sync To complete the Sync, you must remove your OneTouch 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 OneTouch drive to as many computers as you wish to include in the Sync.

The first time you connect your OneTouch 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 OneTouch drive from your computer. Step 2: Connect the OneTouch drive to another computer. (a) If you've synchronized folders other than XP My Documents (or Vista Personal Folder), the Sync Folders window opens: Figure 10: Sync Folders (b) If you've synchronized your XP My Documents (or Vista Personal Folder), the Sync "My Documents" (or Sync "Personal Folder") window opens: Maxtor OneTouch IV 64 Figure 11: Sync My Documents or Personal Folder (c) If you've synchronized both XP My Documents (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 OneTouch drive each time you connect the drive to the computer. Editing Sync Settings To change any of your Sync settings, Step 1: Click Sync in the Command panel. The Sync window opens: Maxtor OneTouch IV 65 Figure 12: Sync Step 2: Click Edit Sync Settings. The Folder Selection window displays your current folder settings: Maxtor OneTouch IV 66 Figure 13: Folder Selection Step 3: Add and/or remove folders from Sync and click Next. Folders removed from Sync are deleted from your OneTouch drive. The File Types window displays your current file type settings: Maxtor OneTouch IV 67 Figure 14: File Types Step 4: Make the desired changes and click Next. The Sync Options window displays your current Rules settings: Maxtor OneTouch IV 68 Figure 15: Sync Options Step 5: Make the desired changes and click Finish. Checking Sync Status To check the status of a Sync, Step 1: Click Sync in the Command panel. The Sync window opens: Maxtor OneTouch IV 69 Figure 16: Sync Step 2: Click Check Sync Status. The Sync Status window opens: Maxtor OneTouch IV 70 Figure 17: Sync Status 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 3: Click OK to return to the Sync window. Deleting Sync Settings To delete all your Sync settings and create a new set, Step 1: Click Sync in the Command panel. The Sync window opens: Maxtor OneTouch IV 71 Figure 18: Sync Step 2: Click Delete Sync Settings. The Delete Sync Settings Confirmation window opens: Figure 19: Delete Sync Settings Confirmation Step 3: Click Delete. The original Sync window opens: Maxtor OneTouch IV 72 Figure 20: Sync Step 4: To create new Sync settings, select Simple Sync or Custom Sync. 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 OneTouch 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 Sync in the Command panel.

The Sync window opens: Maxtor OneTouch IV 73 Figure 21: AutoSync Step 2: In the Sync window, click the Automatic Sync Off button. Step 3: To sync manually when Automatic Sync is off, · Press the OneTouch button if you've customized it to sync files. -- OR -- · Click Sync Now in the lower right corner of the Sync window. -- OR -- · Select Sync Now from the System Tray menu to Sync on ALL connected drives: The Sync Preview window opens: Maxtor OneTouch IV 74 Figure 22: Sync Preview 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 OneTouch 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: Maxtor OneTouch IV 75 Figure 23: Sync Preview To use the Sync Preview window, Step 4:

Use the On checkbox to tell Maxtor Manager which file versions to overwrite, add, or delete.

Step 5: Click Sync Now to complete the sync. A Sync Progress window informs you of the progress of the sync: Figure 24: Sync Progress Step 6: When the sync is complete, click OK to close the window.



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Using Automatic Overwrite When Automatic Overwrite is on, older file versions are always replaced with newer versions. Maxtor OneTouch IV 76 When Automatic Overwrite is off, the Maxtor Manager displays the Sync Preview window to allow you to decide whether to overwrite an older file version with a new version: Maxtor OneTouch IV 77 Managing Security Setting Up DrivePass DrivePass allows you to password-protect an entire OneTouch drive. You can use DrivePass on any of the OneTouch drives connected to your computer. Be sure to use a DrivePass password you can remember easily. If you forget your password and are unable to unlock your drive, you must reformat the drive in order to continue to use it. Reformatting erases all data stored on the drive. Enabling DrivePass To enable DrivePass, Step 1: Click Security in the Command panel. The Security window opens: Figure 1: Security Step 2: Click DrivePass.

Maxtor OneTouch IV 78 The DrivePass Password window opens: Figure 2: DrivePass Password Step 3: Enter and re-enter a password that will unlock your OneTouch drive. Your password must contain at least six characters, including one digit. @@@@Step 5: Click Apply. @@@@Step 7: Click Apply. @@@@Reformatting erases all data stored on the drive. @@@@-- OR -- Open Maxtor Manager. Step 2: Click Security in the Command panel. @@@@The Erase Maxtor OneTouch window warns that all data on this OneTouch will be erased: Maxtor OneTouch IV 95 Figure 20: Erase Maxtor OneTouch Warning Step 5: Click Confirm to continue with the erasure. A second Erase Maxtor OneTouch window warns again that all data on this OneTouch will be erased: Maxtor OneTouch IV 96 Figure 21: Erase Maxtor OneTouch Warning Step 6: Click Yes to proceed with the disk erasure. The Erasing window informs you of the progress of the erasure.

Maxtor OneTouch IV 97 Figure 22: Erasing The erasure can take several hours depending upon the size of your drive. The Erase Maxtor OneTouch window informs you when the OneTouch drive has been erased: Maxtor OneTouch IV 98 Figure 23: Erasure Complete Step 7: Click OK. Step 8: Turn your OneTouch drive off and back on. Your OneTouch drive is now ready to be used again. Using Maxtor Encryption Maxtor Encryption offers the encryption of multiple files and folders in one location, the Maxtor Encrypted Folder.

After you create and set a password for the Maxtor Encrypted Folder, you can simply drag and drop files and folders into it to secure them. These types of files and folders cannot be dragged into your encrypted folder: . . . . Already-encrypted files Installer packages SafetyDrill copies Applications Development Tools The Encryption operation is Copy only; no files are moved on your computer. Thus the original, unencrypted version of a file or folder remains on your computer along with the Maxtor OneTouch IV 99 newly-encrypted version. For total security, you should delete the unencrypted version from your computer. If you leave an unencrypted version of a file or folder on your computer, when you decrypt the encrypted version, you're asked permission to overwrite the original unencrypted version.

Creating an Encrypted Folder Step 1: Click Security in the Command panel. Figure 24: Security Step 2: Click Maxtor Encryption in the Security window. The Maxtor Encryption Password window opens: Maxtor OneTouch IV 100 Figure 25: Encryption Password Step 3: Enter and re-enter a password that will open your encrypted folder. Your password must contain at least six characters, including one digit. 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 encrypted folder. Note: Your Encryption password is attached to the encrypted folder and not to the files and folders stored within it. Step 4: Click Create Folder. The Unlock Folder window opens: Figure 26: Unlock Folder Step 5: Enter your password and click OK. Maxtor OneTouch IV 101 Your encrypted folder opens: Figure 27: Encrypted Folder Step 6: Drag files and folders into your encrypted folder as you would into any folder: Figure 28: Maxtor Protector Encrypted Folder Populated Step 7: Delete the original, unencrypted versions of the files and folders from your computer. Note: Your encrypted files and folders will not be completely secure unless you delete the original, unencrypted versions from your computer.

Maxtor OneTouch IV 102 Managing an Encrypted Folder You can move files and folders from your encrypted folder to another location on your computer or delete them from your encrypted folder. To manage the files and folders in your encrypted folder, Step 1: Click Security in the Command panel. The Security window opens: Figure 29: Security Step 2: Click Maxtor Encryption. The Manage Maxtor Encryption window opens: Maxtor OneTouch IV 103 Figure 30: Manage Maxtor Encryption Changing Your Encryption Password To change your Encryption password, Step 1: Click Security in the Command panel. The Security window opens: Maxtor OneTouch IV 104 Figure 31: Security Step 2: Click Maxtor Encryption. The Manage Maxtor Encryption window opens: Maxtor OneTouch IV 105 Figure 32: Manage Maxtor Encryption Step 3: Click Change Password. The first of two Change Maxtor Encryption Password windows opens: Maxtor OneTouch IV 106 Figure 33: Change Maxtor Encryption Password 1 Step 4: Enter your current Encryption password and click Next. The second Change Maxtor Encryption Password window opens: Maxtor OneTouch IV 107 Figure 34: Change Maxtor Encryption Password 2 Step 5: Enter and re-enter a new password and click Change. A Change Maxtor Encryption Password confirmation window opens: Figure 35: Change Maxtor Encryption Password Confirmation Step 6: Click OK. Maxtor OneTouch IV 108 Deleting an Encrypted Folder Warning: When you delete an encrypted folder, you also delete the data stored in it.

To retain your data, be sure to remove files and folders from your encrypted folder before you delete the folder itself. To delete your encrypted folder, Step 1: Click Security in the Command panel. The Security window opens: Figure 36: Security Step 2: Click Maxtor Encryption. The Manage Maxtor Encryption window opens: Maxtor OneTouch IV 109 Figure 37: Manage Maxtor Encryption Step 3: Click Delete Encrypted Folder. The Delete Encrypted Folder window opens: Maxtor OneTouch IV 110 Figure 38: Delete Encrypted Folder Step 4: Click Open Encrypted Folder, decrypt and save files and folders stored in the encrypted folder, and close the encrypted folder.

See Decrypting Files and Folders for further information. Step 5: Click Delete in the Delete Encrypted Folder window.



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A Delete Encrypted Folder warning window makes certain you want to delete the encrypted folder: Maxtor OneTouch IV 111 Figure 39: Delete Encrypted Folder Warning Step 6: Click Delete. A Delete Encrypted Folder confirmation window opens: Figure 40: Delete Encrypted Folder Confirmation Step 7: Click OK. Maxtor OneTouch IV 112 Opening an Encrypted Folder To open an encrypted folder, Step 1: Click Security in the Command panel.

The Security window opens: Figure 41: Security Step 2: Click Maxtor Encryption in the Security window. The Manage Maxtor Encryption window opens: Maxtor OneTouch IV 113 Figure 42: Manage Maxtor Encryption Step 3: Click Open Encrypted Folder. The Unlock Folder window opens: Figure 43: Unlock Folder Step 4: Enter your password and click OK. Your encrypted folder opens: Maxtor OneTouch IV 114 Figure 44: Encrypted Folder Decrypting Files and Folders To decrypt files or folders and move them out of your encrypted folder, Step 1: Select the items to be decrypted in the encrypted folder and click Decrypt in the toolbar. Figure 45: Encrypted Folder - Decrypt Folder A Select Destination Directory opens: Maxtor OneTouch IV 115 Figure 46: 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 encrypted folder. To remove them from the encrypted folder, use the Delete option in the encrypted 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 them from an encrypted folder.

Deleting Files and Folders from an Encrypted Folder To delete files and folders from your encrypted folder, Step 1: Select the items to be deleted in the encrypted folder and click Delete in the toolbar. Maxtor OneTouch IV 116 Figure 47: Encrypted Folder - Delete File A Delete warning window opens: Figure 48: Encrypted Folder Delete File Warning Step 2: Click Yes. The selected items are deleted from the encrypted 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 encrypted folder. Maxtor OneTouch IV 117 Restoring Your System With SafetyDrill™ SafetyDrill™ allows you to save copies on your OneTouch drive of all partitions on your PC system boot drive so that you can restore your system in the event of a system failure. You can create a SafetyDrill copy whenever you like and save as many copies as will fit in the space you allocate for them on your OneTouch drive. SafetyDrill consists of two components: 1. A Maxtor SafetyDrill Recovery CD, which is included with your OneTouch drive. It contains a system reboot program that enables your system to reboot and access your OneTouch 4 drive after a system failure.

DO NOT LOSE THIS CD. You should try booting your system with the Maxtor SafetyDrill Recovery CD to make sure it works properly. 2. A SafetyDrill copy of all partitions on your system boot drive, stored on your OneTouch drive so that you can use it to restore your system in the event of a system failure. Note: DrivePass must be disabled in order to restore your system from a SafetyDrill copy.

Creating SafetyDrill Copies A SafetyDrill copy is a snapshot of your complete PC system boot drive. You can make a new copy whenever you wish and save multiple copies or overwrite older versions with newer versions. Note: Do NOT encrypt SafetyDrill copies in your Encrypted Folder. To create a SafetyDrill copy now, Step 1: Click Safety in the Command panel. The SafetyDrill window opens: Maxtor OneTouch IV 118 Figure 1: SafetyDrill Step 2: Click Create SafetyDrill Copy Now.

A Creating SafetyDrill Copy window informs you of the progress of the copy: Figure 2: SafetyDrill Copy Progress Step 3: When the SafetyDrill copy is complete, click Done to close the window. The SafetyDrill screen reflects the date of the most recent SafetyDrill copy: Maxtor OneTouch IV 119 Figure 3: SafetyDrill Setting Up SafetyDrill Copy Parameters SafetyDrill copies are not created automatically; you must click Create SafetyDrill Copy Now in the SafetyDrill window each time you want to create a new copy. You can schedule the Maxtor Manager to remind you to make copies on a regular basis and you can specify how much of the space on your OneTouch drive should be allocated to storing those copies. You can also name your SafetyDrill copies so that you can distinguish them from SafetyDrill copies of other computer hard drives that might also be stored on your OneTouch. To schedule SafetyDrill reminders, set OneTouch 4 space allocations, and name your copies, Step 1: Click Safety in the Command panel. The SafetyDrill window opens: Maxtor OneTouch IV 120 Figure 4: SafetyDrill Step 2: Check Remind me to create a copy every days to set up a reminder. days and fill in the number of When the allotted number of days passes, the Reminder window opens: Figure 5: SafetyDrill Copy Reminder Step 3: Check Set maximum amount of space on my OneTouch to % for SafetyDrill copies and fill in the percentage of disk space your SafetyDrill copies can occupy. Maxtor OneTouch IV 121 Step 4: Enter a name for your SafetyDrill copies so you can distinguish them from SafetyDrill copies of other computer hard drives. Managing SafetyDrill Copies Once you've filled the amount of space allocated for SafetyDrill copies on your OneTouch, older copies will automatically be overwritten by more recent copies. If you wish, you can manage versions yourself and choose which copies to save.

If you want to save only the most recent copies, you don't have to do anything. To manage SafetyDrill copies, Step 1: Click Safety in the Command panel. The SafetyDrill window opens: Figure 6: SafetyDrill Step 2: Click Manage SafetyDrill Copies. The Manage Copies window opens: Maxtor OneTouch IV 122 Figure 7: Manage SafetyDrill Copies Step 3: Select Never Delete for copies you don't want overwritten. Step 4: Click Apply to save your selections and return to the SafetyDrill window. Restoring Your System from a SafetyDrill Copy If your system crashes, use your SafetyDrill System Boot CD to reboot your system. Then you can use the SafetyDrill copies stored on your OneTouch drive to restore your entire PC boot drive system. To restore your system from a SafetyDrill copy, Step 1: Install a new computer hard drive that is equal to or larger than your old drive. If your new drive is larger than the original drive from which you made the SafetyDrill copy, the extra portion of the new drive will not be partitioned during the system restore from the SafetyDrill copy. Step 2: Make sure your BIOS Boot Priority is set to Boot from CD.



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(Refer to your system manual for detailed instructions.) Step 3: Connect and turn on your OneTouch 4 drive BEFORE you reboot your computer. Step 4: Insert the SafetyDrill Recovery CD and wait for your system to reboot. Maxtor OneTouch IV 123 The Maxtor SafetyDrill Startup Options window opens: Figure 8: Maxtor SafetyDrill Startup Options Step 5: Use the arrow keys to make sure Maxtor SafetyDrill Recovery [CD] is selected. Step 6: Wait 30 seconds for your computer to restart or press Enter to restart immediately.

After the restart, the Maxtor SafetyDrill boot screen opens: Figure 9: Maxtor SafetyDrill Boot Screen When your system has booted, the Maxtor SafetyDrill Restore window opens: Maxtor OneTouch IV 124 Figure 10: Maxtor SafetyDrill Restore Window Step 7: In the Maxtor SafetyDrill Restore window, (a) Select a language. (b) Select a SafetyDrill copy to restore. (c) Use the date stamp and the image information provided to the right of the selected copy to select which SafetyDrill copy to restore. (d) Select a PC drive to restore to. (e) Click Restore.

A warning window cautions you that all data on your hard drive will be overwritten if you proceed: Figure 11: Overwrite Warning Presumably you've just installed a new drive, so nothing is stored on it. Maxtor OneTouch IV 125 Step 8: Click OK. After the system has been restored, a window confirms a successful restore: Figure 12: SafetyDrill Restore Confirmation Step 9: Click OK. Your computer shuts down automatically and the CD tray opens. Step 10: Remove the SafetyDrill Recovery CD before your computer automatically restarts in two minutes. Step 11: After your system has been restored, restore your backed up files and folders from your OneTouch 4 drive. See Backing Up and Restoring Folders for more information. Maxtor OneTouch IV 126 Frequently Asked Questions These are common, frequently asked questions about the OneTouch 4. For further information, refer to the Seagate Knowledge Base at [support.seagate.com](http://support.seagate.com).

com. 1. What are the minimum Operating System requirements for the OneTouch 4? Microsoft Windows: · XP Professional, XP Home, XP Media Center Edition\* · Vista Home Basic, Vista Home Premium, Vista Business, Vista Ultimate\* \* 32-bit Operating Systems only Macintosh: · Mac OSX 10.4.9 and newer No other Operating System versions are supported. Although other Operating Systems may recognize the OneTouch 4 as an external storage device, the OneTouch 4 installation software will not work. 2. What do I do if my computer doesn't recognize my OneTouch 4? It can take your computer up to two (2) minutes to recognize a OneTouch 4. If your computer does not see the drive after several minutes, try the following: · Verify that power and interface cables are properly connected, OneTouch 4 Mini Users: Make sure to connect the interface cables in the following sequence: 1 Power + Data 2 Power Only 3 Type B Interface directly to the OneTouch 4 Mini · Windows Users: Make sure the OneTouch 4 drive is recognized in My Computer in XP (Computer in Vista), Disk Management, or Device Manager. · Macintosh Users: Make sure the OneTouch 4 drive is mounted on the Apple Desktop and is recognized in the System Profiler.

· If you're connecting through an USB Hub, make sure it's a powered USB Hub. · Did you set a DrivePass password on the OneTouch 4 and then move it to another computer? If so, the other computer cannot see the locked OneTouch 4. You must either install the Maxtor Manager on the other computer and unlock the drive or return the OneTouch 4 to the original system and disable DrivePass through the Maxtor Manager. 3. Can I back up my entire system using the OneTouch 4's Backup feature? No.

The Backup feature is designed to back up your data (documents, pictures, music, videos, etc.). The Backup feature cannot back up your entire computer. Windows OneTouch 4 Plus and OneTouch 4 Mini users can use SafetyDrill to back up their Maxtor OneTouch IV 127 computers. (SafetyDrill is not available on the Macintosh.

) OneTouch 4 users can use a third-party or Operating System (Vista Business or Vista Ultimate) backup solution. 4. What types of files and folders cannot be backed up or synchronized using the Maxtor Manager's Backup and Sync features? The Backup and Sync features cannot back up or sync these file and folder types: · System Attributed Files/Folders (Operating System and/or Program files), including hidden files/folders. @@5. @@No. There is no way to recover a lost password. @@Erasing the drive will erase all data stored on it. @@This will delete all data stored within the encrypted folder. Seagate strongly recommends that you create passwords that are easily remembered or record passwords and store them in a secure location. 6.

Can I use my OneTouch 4 without installing the software? Yes. The OneTouch 4 can be used as an add-on, external storage device for storing data. However, if you wish to use the feature-rich utilities such as Backup, you must install the Maxtor Manager software included on your OneTouch 4 drive. 7. Can I use my OneTouch 4 with both Macintosh and Windows computers? No. Windows and Macintosh File System formats do not play well together. Windows XP and Vista formats use the NTFS File System, while Macintosh uses the HFS+ File System. Windows cannot see a drive prepared for use with a Mac. While Mac OS X can see a Windows-formatted drive, it cannot write files to it. So there's no safe way to use your OneTouch 4 drive with both Operating System platforms.

8. What's the simplest way to transfer files to my OneTouch 4? Transfer files and folders to your OneTouch 4 using standard Windows/Macintosh Copy and Paste or Drag and Drop methods. Refer to either Windows or Apple Help files or Knowledge Bases for file transfer procedures. 9. The OneTouch 4 does not have a power switch.

How do I disconnect the drive from my computer? Maxtor OneTouch IV 128 How you disconnect your OneTouch 4 from your system depends on your Operating System platform: Windows: 1 Double-click the Safely Remove Hardware icon in the System Tray. 2 Select the OneTouch 4 from the list of devices and click Stop in both windows. 3 Disconnect your OneTouch 4 from your computer. Macintosh: 1 Click and drag the volume associated with the OneTouch 4 to the Trash to eject the volume. 2 Disconnect your OneTouch 4 from your computer.

You can also disconnect the OneTouch 4 when your computer is shut down. Note: Never disconnect the OneTouch 4 drive while data is being transferred between the computer and the drive. Failure to properly disconnect the OneTouch 4 drive may result in data corruption or loss. 10. What do I do if my OneTouch 4 software is lost or corrupted? The OneTouch 4 installation software and utilities are pre-loaded on your drive. These files will be permanently lost if you delete them or reformat the drive.



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Seagate recommends that you copy all installation files to your local system before using the drive. If the OneTouch 4 installation and utilities files are lost or corrupted, you can download new copies from the Seagate Website at [www.seagate.com](http://www.seagate.com).

On the website, click the Download Center link for all available downloads for your OneTouch 4. Maxtor OneTouch IV 129 Index A Adjusting the Power Setting 14 B Backing Up & Restoring Folders 30 Creating a Backup Plan 30 Restoring Files 50 Backing Up Manually 47 C Changing Your DrivePass Password 86 Changing Your Encryption Password 104 Checking Sync Status 69 Completing the Sync 64 Creating a Backup Plan 30 Creating a Custom Backup 32 Using Simple Backup 30 Creating a Custom Backup 32 Creating an Encrypted Folder 100 Creating SafetyDrill Copies 118 Setting Up SafetyDrill Copy Parameters 120 Customizing the OneTouch Button 10 D Decrypting Files and Folders 115 Deleting a Backup Plan 44 Deleting an Encrypted Folder 109 Deleting Files and Folders from an Encrypted Folder 116 Deleting Sync Settings 71 E Editing Backup Settings 39 Editing Sync Settings 65 Enabling DrivePass 78 F Frequently Asked Questions 127 Maxtor OneTouch IV i G Getting Started 1 Installing the Software 1 Using the System Tray Icon 6 I If You Forget Your Password... 92 Installing the Software 1 M Managing an Encrypted Folder 103 Changing Your Encryption Password 104 Decrypting Files and Folders 115 Deleting an Encrypted Folder 109 Deleting Files and Folders from an Encrypted Folder 116 Opening an Encrypted Folder 113 Managing Backup Settings 39 Backing Up Manually 47 Deleting a Backup Plan 44 Editing Backup Settings 39 Using Scheduled Backup 46 Viewing the Backup Log 48 Managing SafetyDrill Copies 122 Managing Security 78 Setting Up DrivePass 78 Using Folder Encryption 99 Managing Your Drives 9 Adjusting Power Setting 14 Customizing the OneTouch Button 10 Testing Your Drive 17 O Opening an Encrypted Folder 113 R Removing DrivePass 83 Restoring an Historical Version 52 Restoring Files 50 Restoring an Historical Version 52 Restoring the Most Recent Version 53 Restoring the Most Recent Version 53 Restoring Your System from a SafetyDrill Copy 123 Restoring Your System with SafetyDrill Creating SafetyDrill Copies 118 Managing SafetyDrill Copies 122 Maxtor OneTouch IV ii Restoring Your System from a SafetyDrill Copy 123 Restoring your System with SafetyDrill 118 S Setting Up DrivePass 78 Changing Your DrivePass Password 86 Enabling DrivePass 78 If You Forget Your Password... 92 Removing DrivePass 83 Unlocking Your OneTouch Drive 81 Setting Up SafetyDrill Copy Parameters 120 Synchronizing Folders 55 Checking Sync Status 69 Completing the Sync 64 Editing Sync Settings 65 Using Custom Sync 57 Using Simple Sync 55 T Testing Your Drive 17 Turning Off Automatic Sync 73 Turning Off Scheduled Backup 46 U Unlocking Your OneTouch Drive 81 Updating Your Software 26 Using Automatic Overwrite 76 Using Automatic Sync 73 Turning Off Automatic Sync 73 Using Custom Sync 57 Using Sync Encryption 62 Using Folder Encryption 99 Creating an Encrypted Folder 100 Managing an Encrypted Folder 103 Using RAID (OneTouch III Users) 21 Using Scheduled Backup 46 Using Simple Backup 30 Using Simple Sync 55 Using Sync Encryption 62 Using the Sync Preview Window 75 Using Automatic Overwrite 76 Using the System Tray Icon 6 Maxtor OneTouch IV iii V Viewing the Backup Log 48 Maxtor OneTouch IV iv .



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