Maxtor®

OneTouch™ 4

Windows User's Guide

Contents

Getting Started 1
- Installing the Software 1
- Using the Maxtor System Tray Icon 6
  - Restoring the System Tray Icon 8

Managing Your Drives 9
- Customizing the OneTouch Button 10
- Adjusting the Power Setting 14
- Testing Your Drive 17
- Updating Your Software 21

Backing Up & Restoring Folders 25
- Creating a Backup Plan 25
  - Using Simple Backup 25
  - Creating a Custom Backup 27
- Managing Backup Settings 34
  - Editing Backup Settings 34
  - Deleting a Backup Plan 39
  - Using Automatic Backup 41
    - Turning Off Automatic Backup 41
  - Backing Up Manually 42
  - Viewing the Backup Log 43
- Restoring Files 45
  - Restoring an Historical Version 47
  - Restoring the Most Recent Version 48

OneTouch II and III Users 50
- Managing Security 50
  - Setting Up DrivePass 50
    - Enabling DrivePass 50
    - Unlocking Your OneTouch Drive 55
    - Removing DrivePass 57
    - Changing Your DrivePass Password 61
  - If You Forget Your Password... 68
- Synchronizing Folders 75

Using Simple Sync 76
Using Custom Sync 77
Completing the Sync 84
Editing Sync Settings 86
Checking Sync Status 90
Deleting Sync Settings 92
Using Automatic Sync 94
Turning Off Automatic Sync 94
Using the Sync Preview Window 96
Using Automatic Overwrite 97
Using RAID 98
Frequently Asked Questions 103
Index i

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Getting Started

The Maxtor OneTouch 4 drive offers these features:

- Backup & Restore to back up and restore data
- 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

If you are a OneTouch II or III user, you also have access to features available on that drive:

- Sync to synchronize one or more folders between two or more computers
- Security settings to password-protect your drive

Installing the Software

To install the Maxtor Manager software,

Step 1: Connect your OneTouch 4 drive to your computer.

The **Main Menu** window opens:

Figure 1: Main Menu

Step 2: Click **Install Maxtor One Touch**.

The **Welcome** window opens:

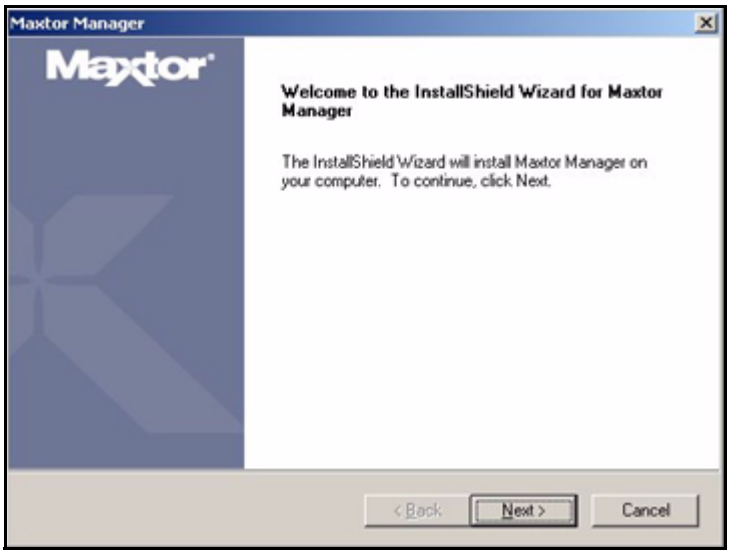

Figure 2: Welcome

Step 3: Click **Next**.

The **EULA** language selection window opens:

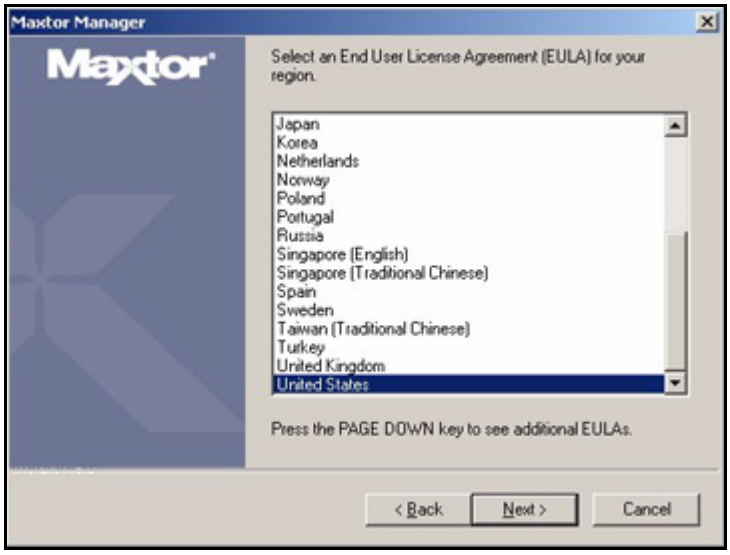

Figure 3: EULA Language Selection

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:

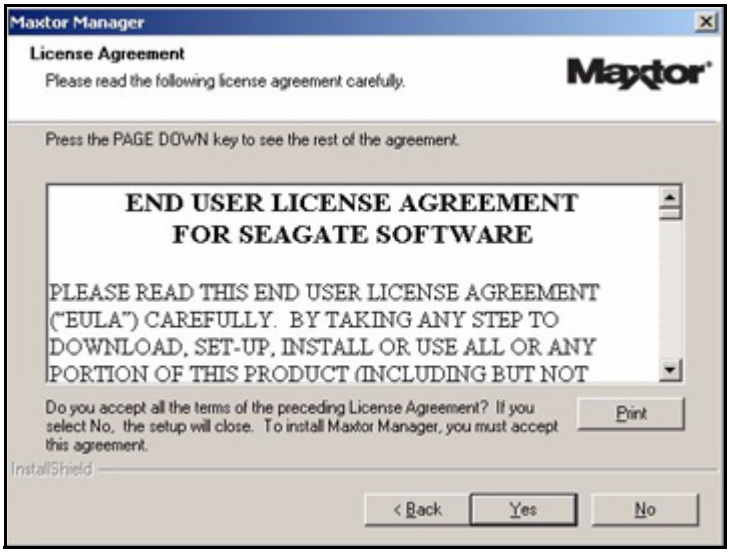

Figure 4: License Agreement

Step 5: Click **Yes** to accept the terms of the License Agreement.

The **Choose Destination Location** window opens:

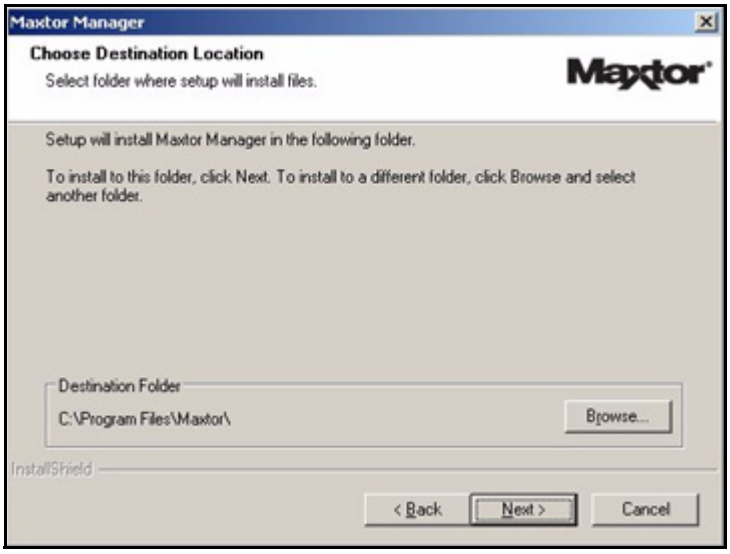

Figure 5: Select a Destination

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:

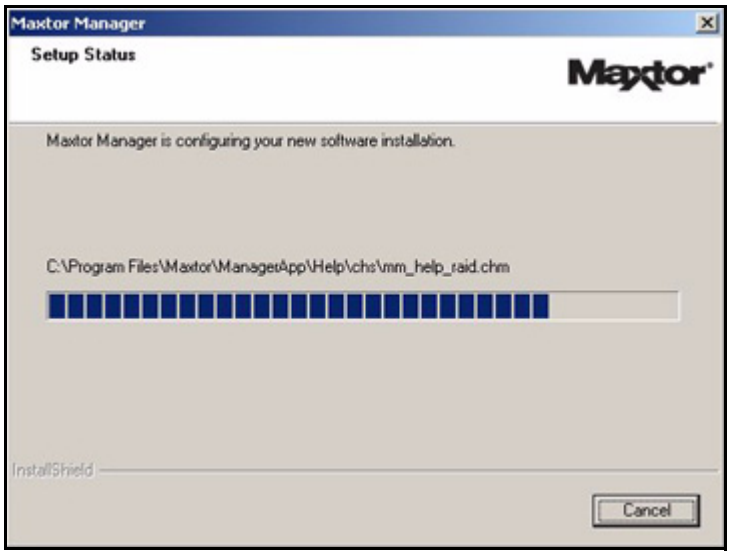

Figure 6: Setup Status

When the installation is complete, a **Register** window opens:

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:

Step 10: Double-click the **Maxtor Manager** icon to open the Maxtor Manager application:

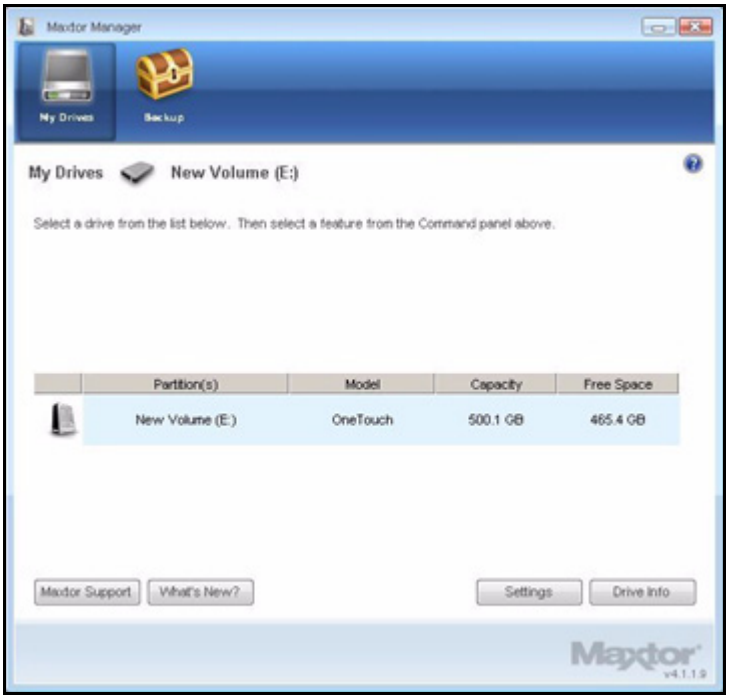

Figure 9: OneTouch Application

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:

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:

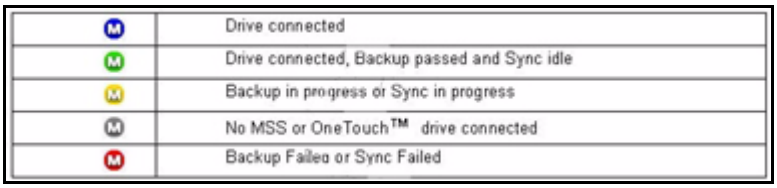

Figure 11: System Tray Icon Information

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:

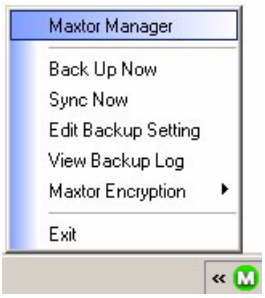

Figure 12: System Tray Popup Menu

Step 3: Select the feature you want to access or select **Exit** to close the menu (the OneTouch application remains open).

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. To restore the Maxtor icon to the System Tray, go to

Start > Programs > Maxtor > OneTouch Icon

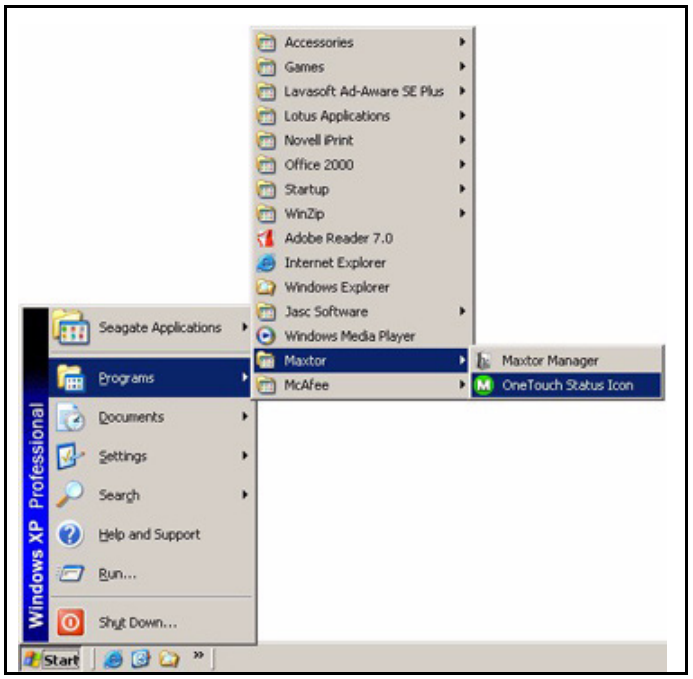

Figure 13: Restore System Tray Icon

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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:

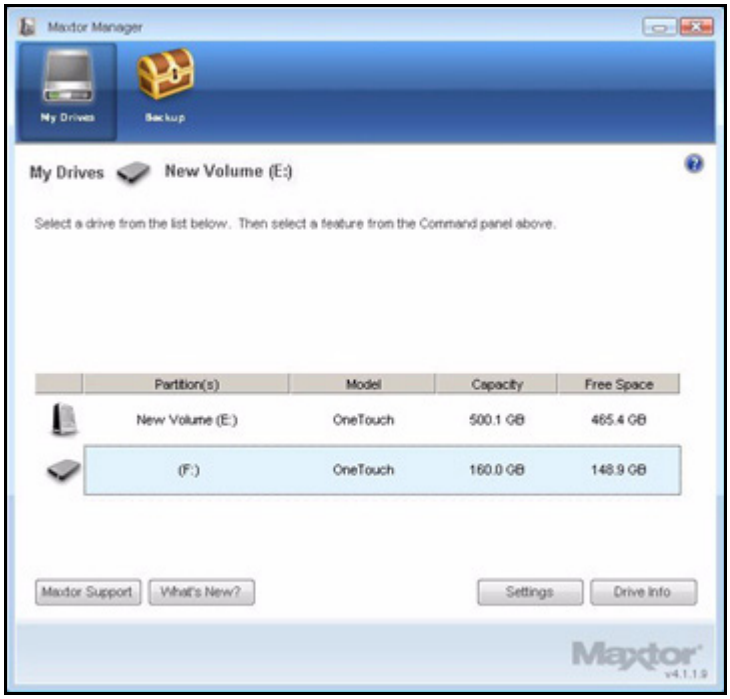


Figure 1: My Drives

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.*

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:

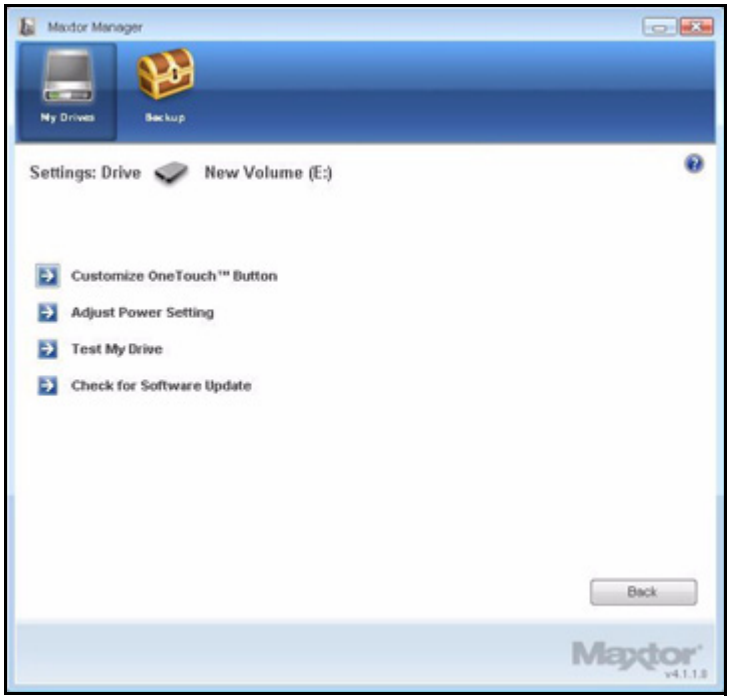


Figure 2: Settings

Step 2: Click **Customize OneTouch Button**.

The **Customize OneTouch Button** window opens:

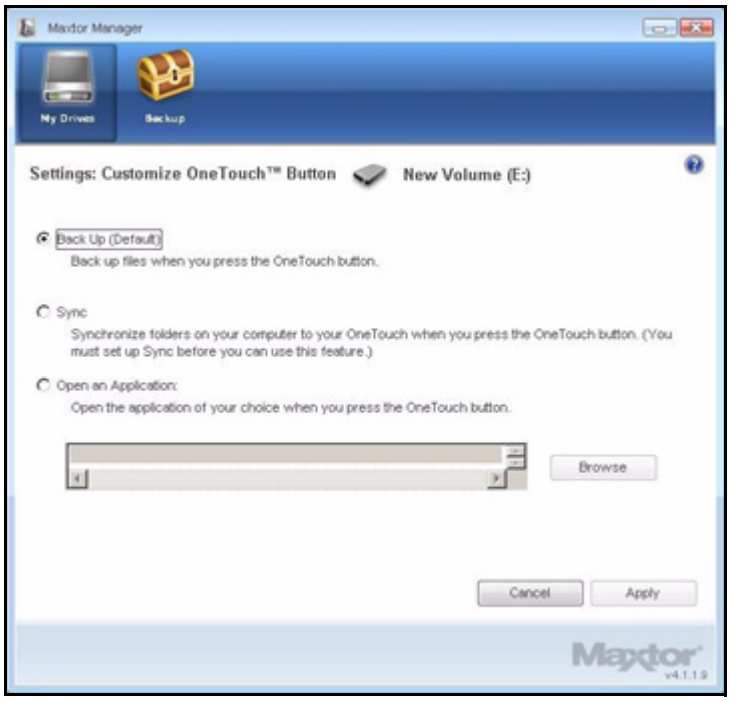


Figure 3: Customize OneTouch Button

Step 3: Select **Backup** and click **apply** to link that action to the OneTouch button.

— OR —

Select **Open an Application** to choose an application to be opened automatically when you press the OneTouch button:

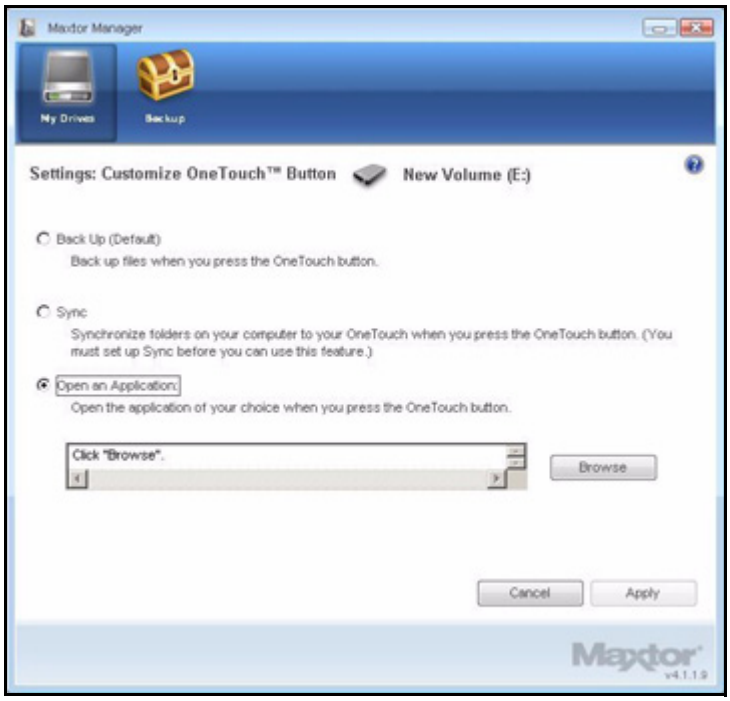


Figure 4: Customize OneTouch Button - Choose Application

Step 4: Click **Browse** to select an application.

An **Open** window appears:

Figure 5: Open

Step 5: Select an application and click **Open**.

The application you've chosen is displayed in the **Customize OneTouch Button** window:

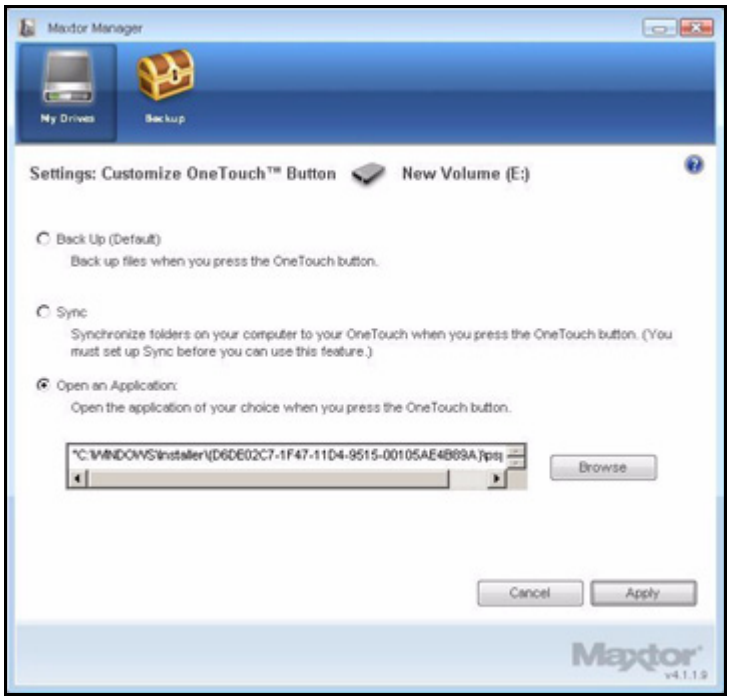


Figure 6: Customize OneTouch Button - Application Selected

Step 6: Click **Apply**.

A confirmation window opens:

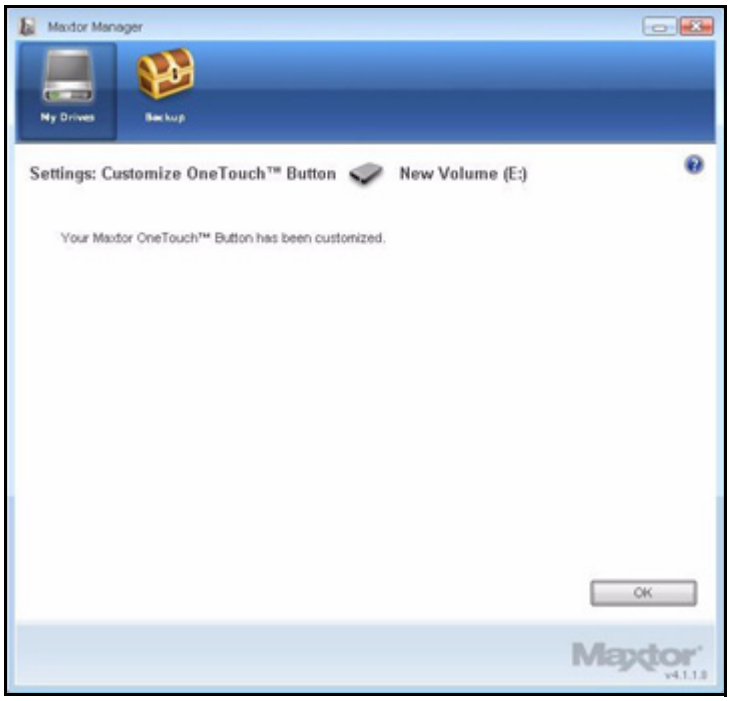


Figure 7: Customize OneTouch Confirmation

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 power-saving mode.

To adjust the power setting,

Step 1: In the **My Drives** window, click **Settings**.

The **Settings** window opens:

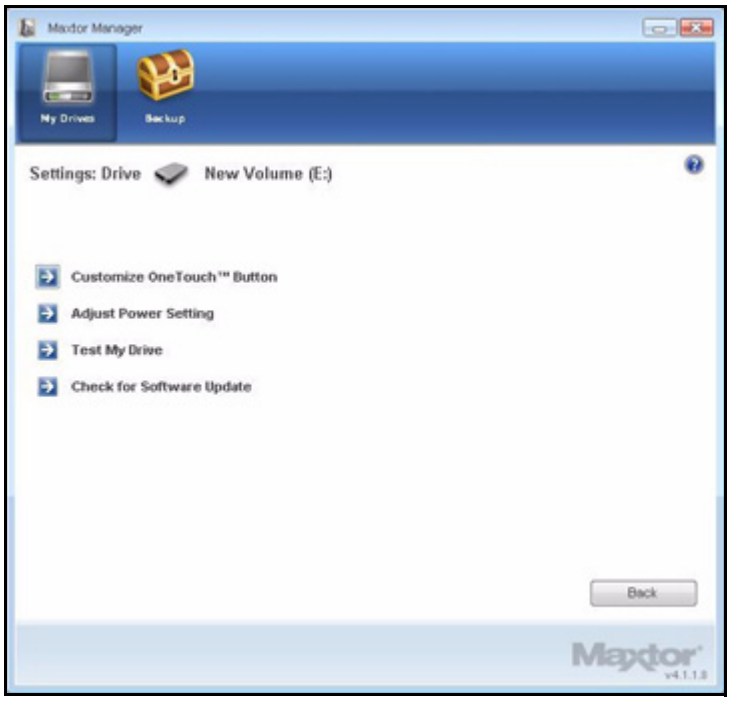


Figure 8: Settings

Step 2: Click **Adjust Power Setting**.

The **Adjust Power Setting** window opens:

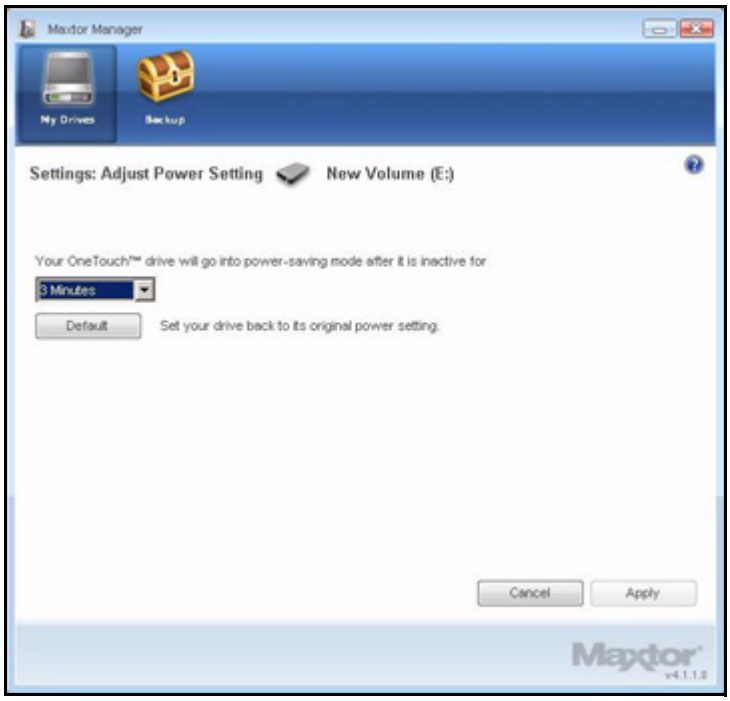


Figure 9: Adjust Power Setting

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 confirms that the power setting for your drive has been changed:

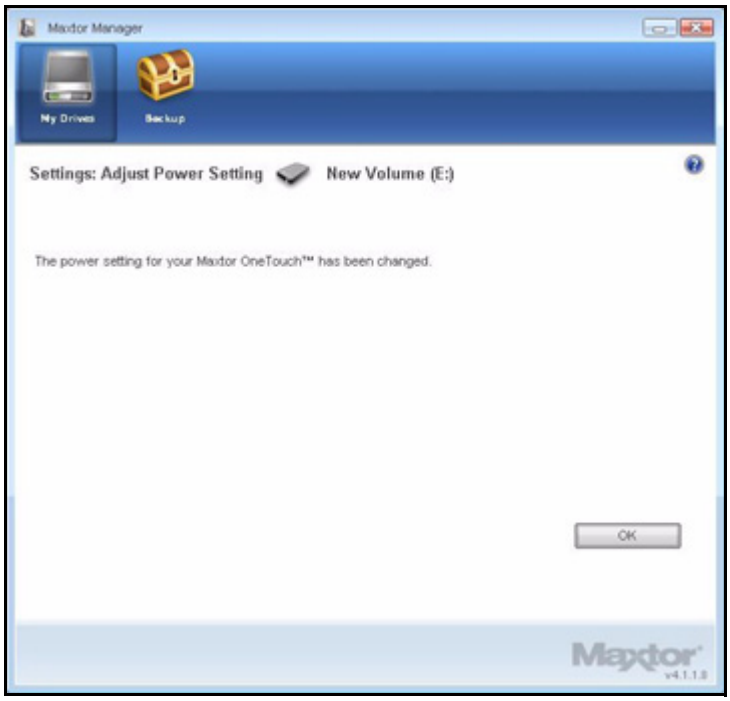


Figure 10: Adjust Power Setting Confirmation

Step 5: Click **OK** to return to the **My Drives** window.

Testing Your Drive

Test your drive to check the health of your OneTouch drive. The diagnostic utility performs its tests without affecting the data on your drive.

To test your drive,

Step 1: In the **My Drives** window, click **Settings**.

The **Settings** window opens:

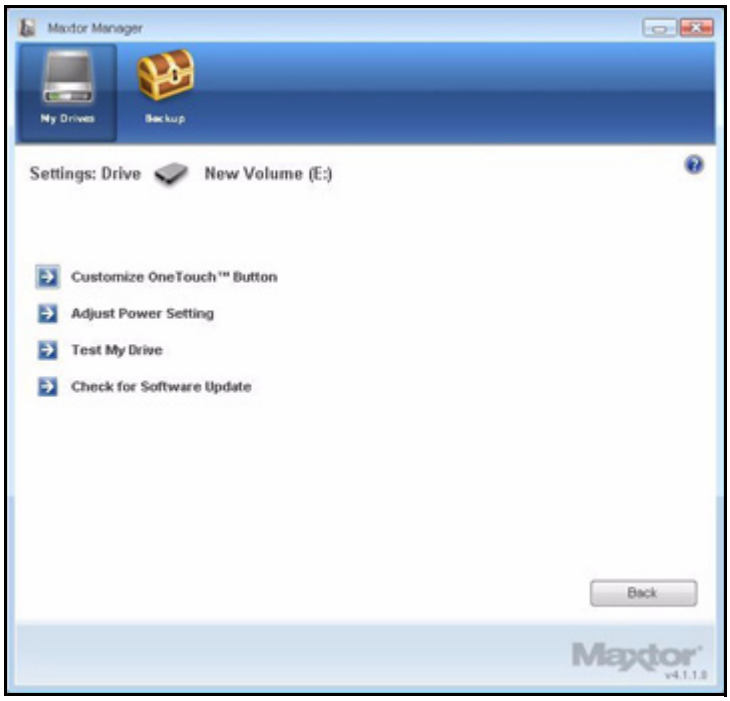


Figure 11: Settings

Step 2: Click **Test My Drive**.

The **Test My Drive** window opens:

Figure 12: Run Drive Diagnostics

Step 3: Click **Test**.

A progress bar indicates the progress of the test. When the test is complete, the results are displayed:

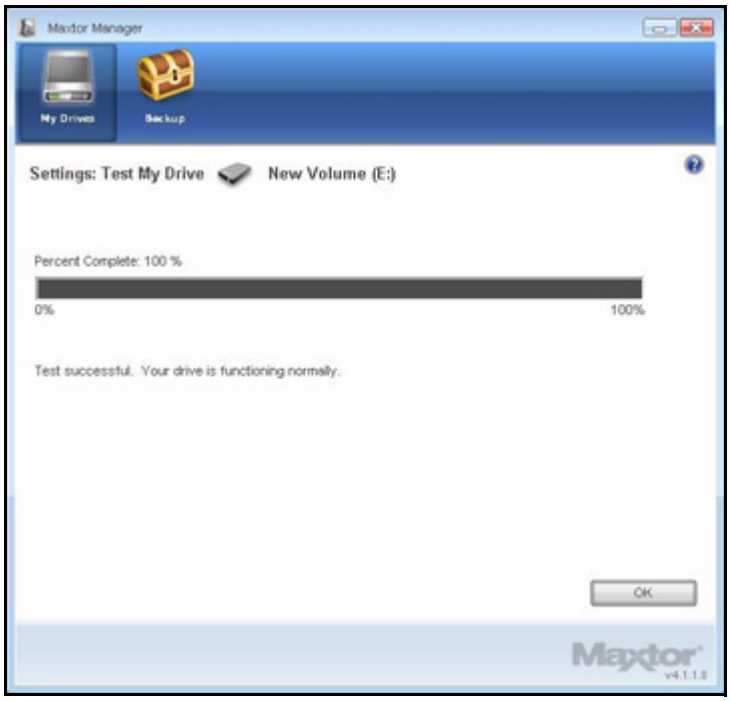


Figure 13: Diagnostics Complete

The drive pictured above is functioning normally. If the diagnostic encounters an error during testing, the serial number of the bad device is displayed with instructions to contact Seagate for service and support:

Figure 14: Diagnostics - Bad Drive

Step 4: Click **OK**.

Updating Your Software

The Software Update feature automatically informs you when an update is available for your software. However, you can manually check to see if an update is available or you can turn off the Software Update feature.

To check for software updates,

Step 1: In the **My Drives** window, click **Settings**.

The **Settings** window opens:

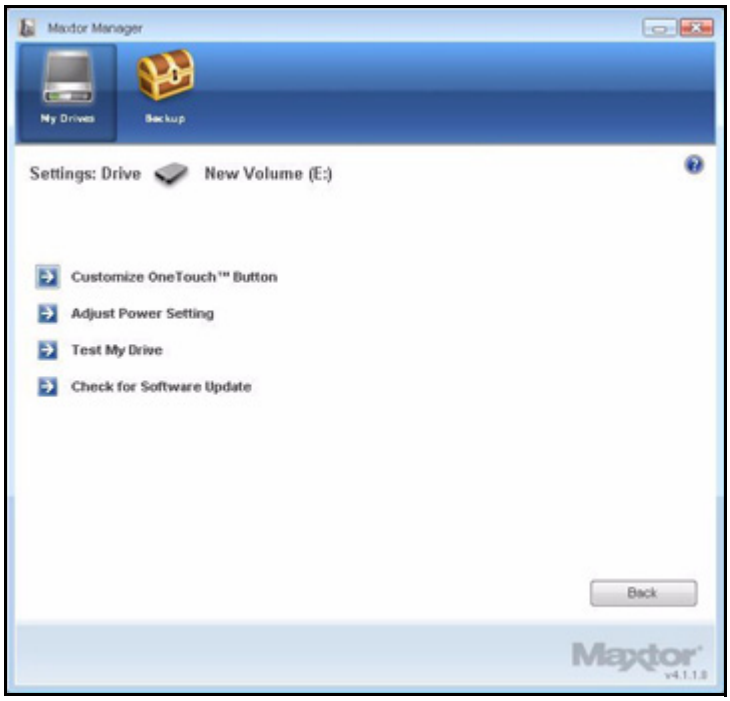


Figure 15: Settings

Step 2: Click **Check for Software Update**.

The **Software Update** window opens:

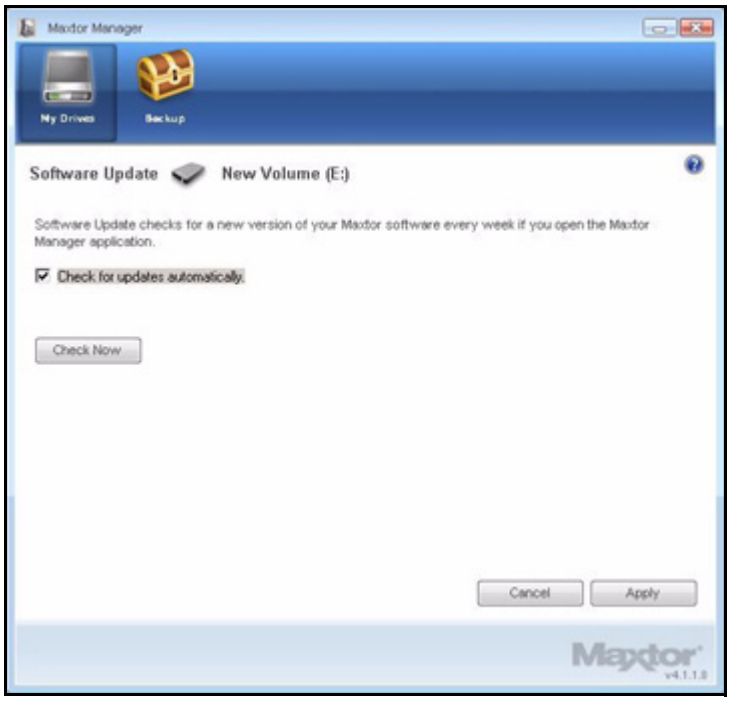


Figure 16: Software Update

Software Update is selected by default.

Step 3: To turn off Software Update, unselect **Check for updates automatically**.

Step 4: To check for updates now, click **Check Now**.

If an update is available for your software, a **Software Update** window allows you to download the update:

Figure 17: Software Update Available

If your software is up to date, a **Software Update** window informs you of that:

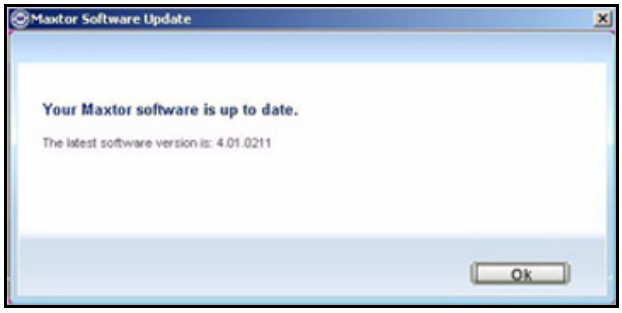


Figure 18: Software Up to Date

Backing Up & Restoring Folders

The Maxtor OneTouch Backup feature allows you to

- Schedule the backup of selected folders
- Edit backup settings]
- Launch an immediate file backup
- Restore backed up files

After the initial backup, the OneTouch software backs up changed files in backed up folders on a schedule you set or when you click **Back Up Now** in the **Backup** window.

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

- **Simple Backup:** Pre-configured to back up your XP **My Documents** or Vista **Documents** 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.

Creating a Backup Plan

Using Simple Backup

Use Simple Backup to back up your XP **My Documents** or Vista **Documents** folder daily at 10 p.m.

To use Simple Backup,

Step 1: Click **Backup** in the Command panel.

The **Backup** window opens:

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:

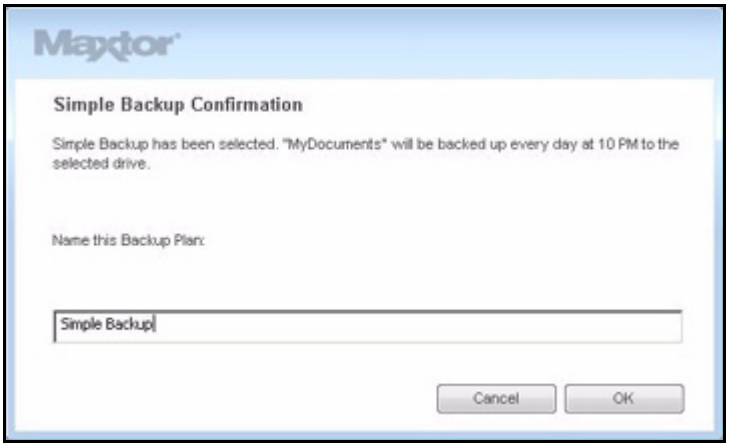


Figure 2: Simple Backup Confirmation

Step 3: Enter a name for your Backup Plan and click **OK**.

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:

Figure 4: Backup

Step 2: In the **Backup** window, click **Custom Backup**.

The **Backup Folder Selection** window opens:

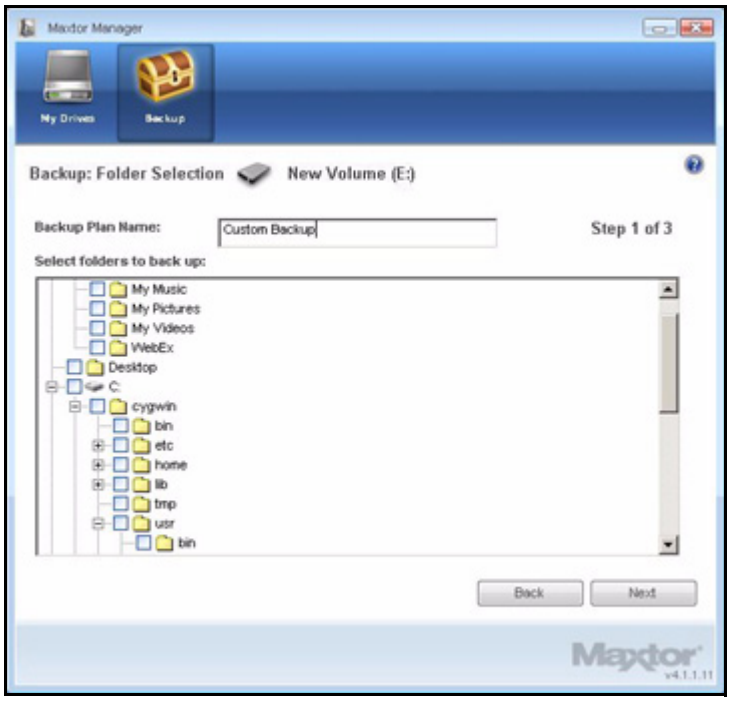


Figure 5: Backup Folder Selection

Step 3: Name your Backup Plan, select the folders to be backed up, and click **Next**.

The **Backup File Types** window opens:

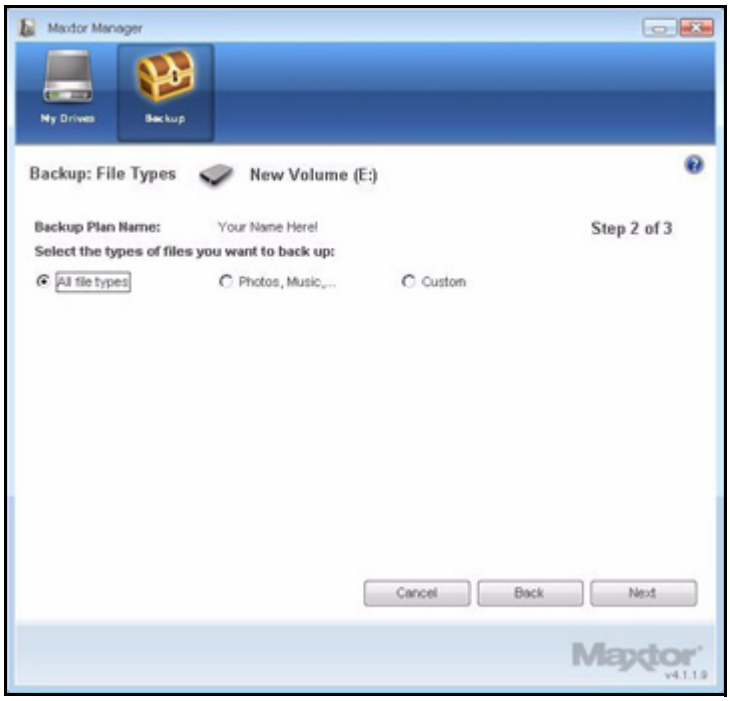


Figure 6: File Types: All Types

Step 4: Select the types of files you want to back up:

- **All File Types**
- **Photos, Music, Videos, Documents**

  — You can choose to back up any or all of these:

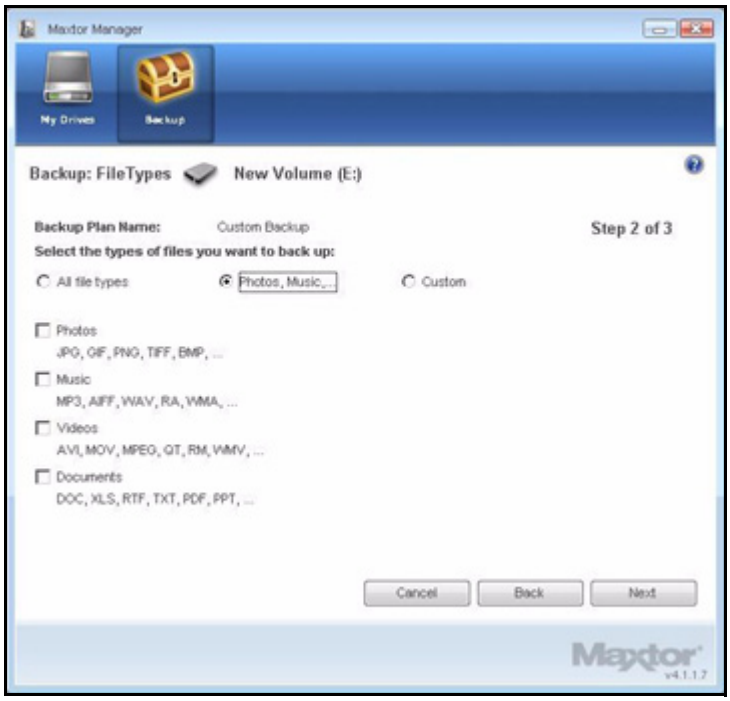


Figure 7: File Types: Photo, Music, Video, Documents

- **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.

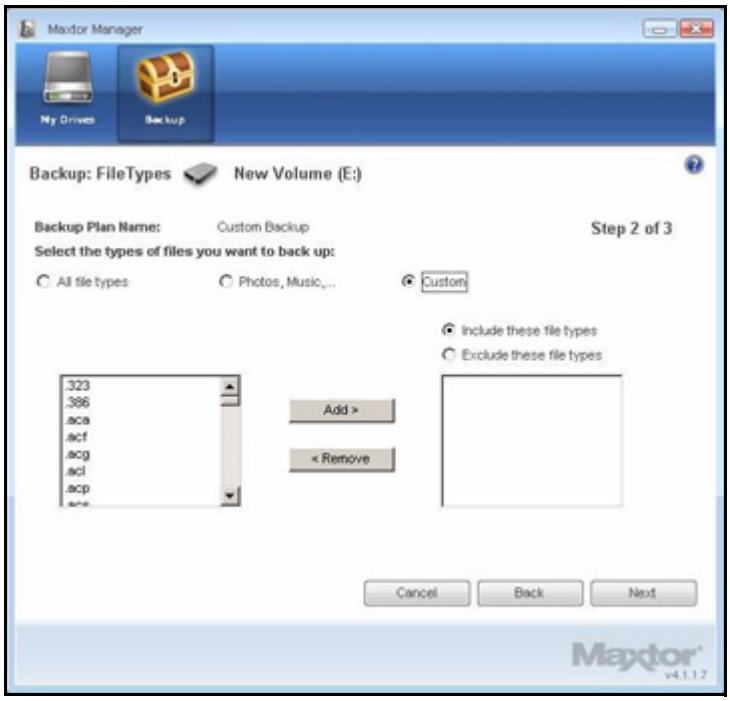


Figure 8: File Types: Custom

Step 5: Click **Next**.

The **Backup Schedule** window opens:

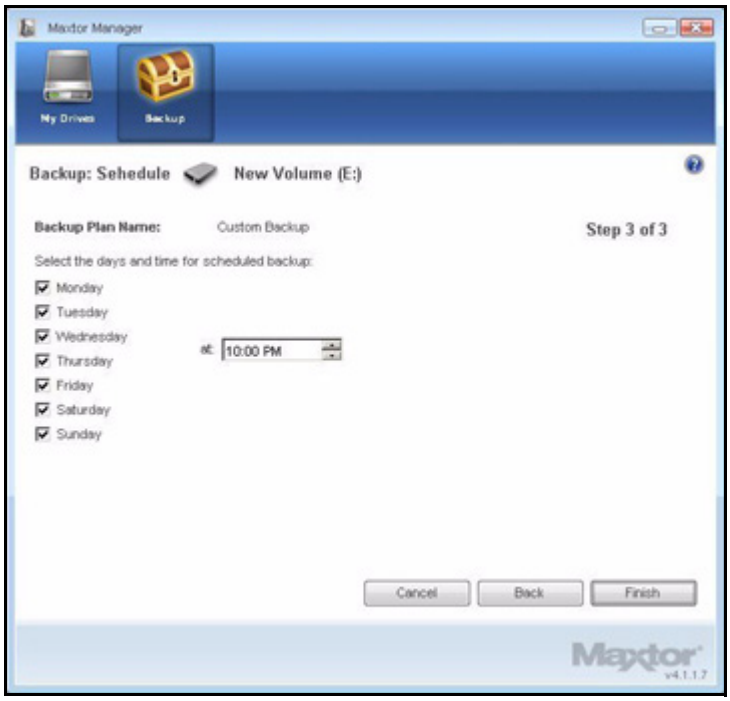


Figure 9: Backup Schedule

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.

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:

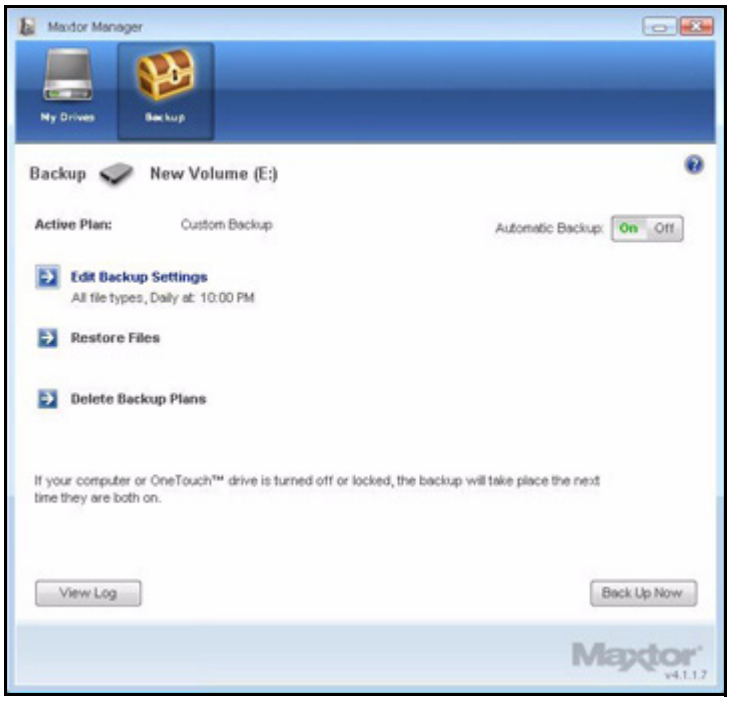


Figure 11: Backup

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:

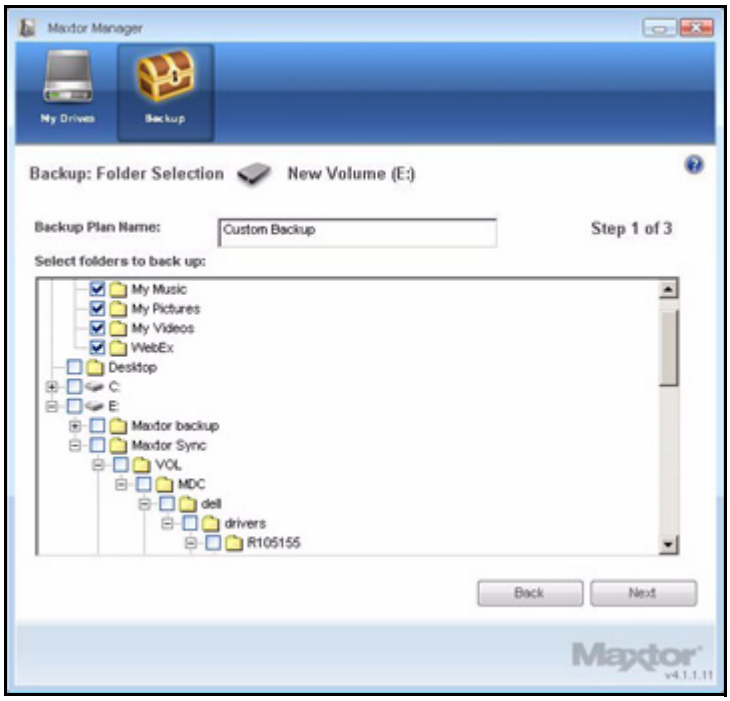


Figure 12: Backup Folder Selection

Step 3: Edit the Backup Plan name and/or the folder selection and click **Next**.

The **Backup File Types** window displays your current selections:

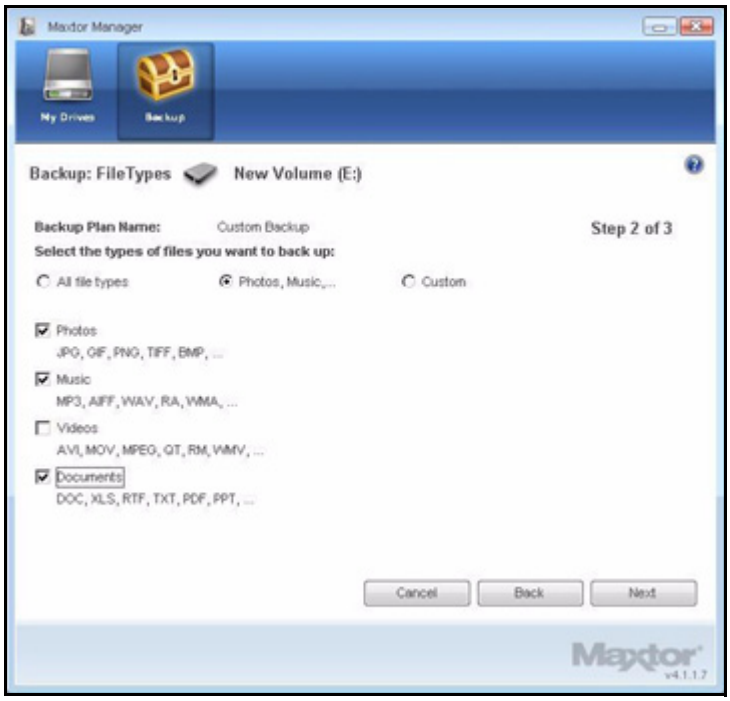


Figure 13: File Types

Step 4: Edit the types of files to be backed up and click **Next**.

The **Backup Schedule** window displays your current schedule:

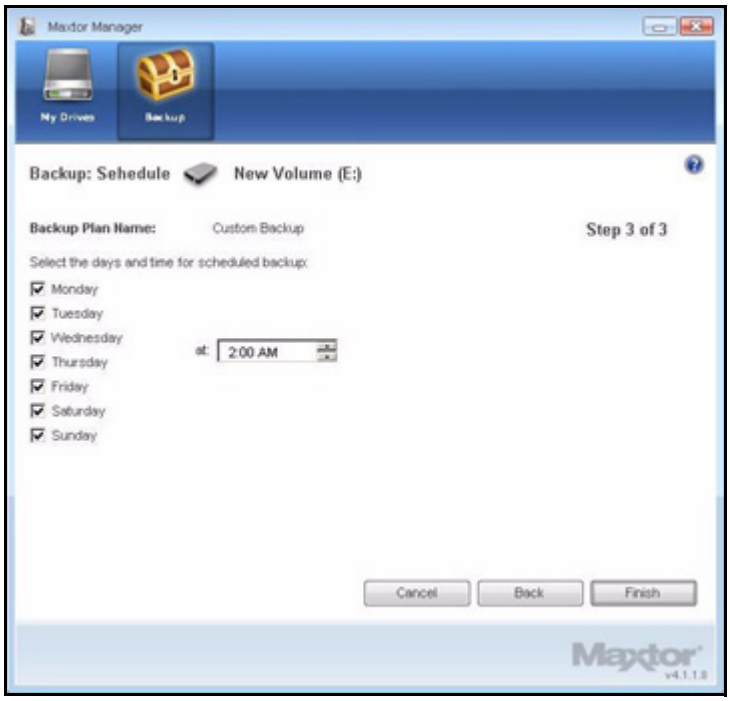


Figure 14: Backup Schedule

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.

Figure 15: Backup

Deleting a Backup Plan

You can delete the Backup Plan for any OneTouch drive connected to your computer.

To delete a Backup Plan,

Step 1: Click **Backup** in the Command panel.

The **Backup** window opens:

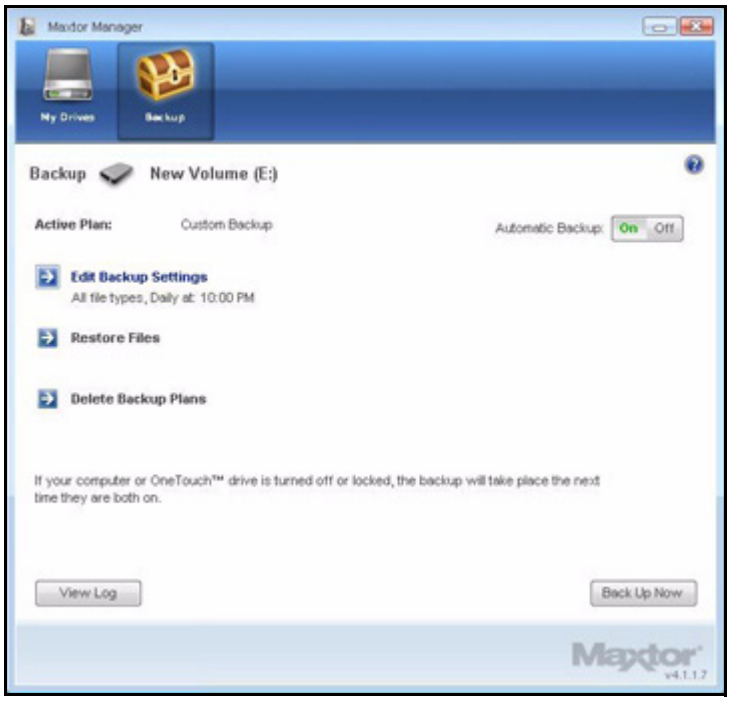


Figure 16: Backup

Step 2: In the **Backup** window, click **Delete Backup Plan**.

The **Delete Backup Plan** window opens:

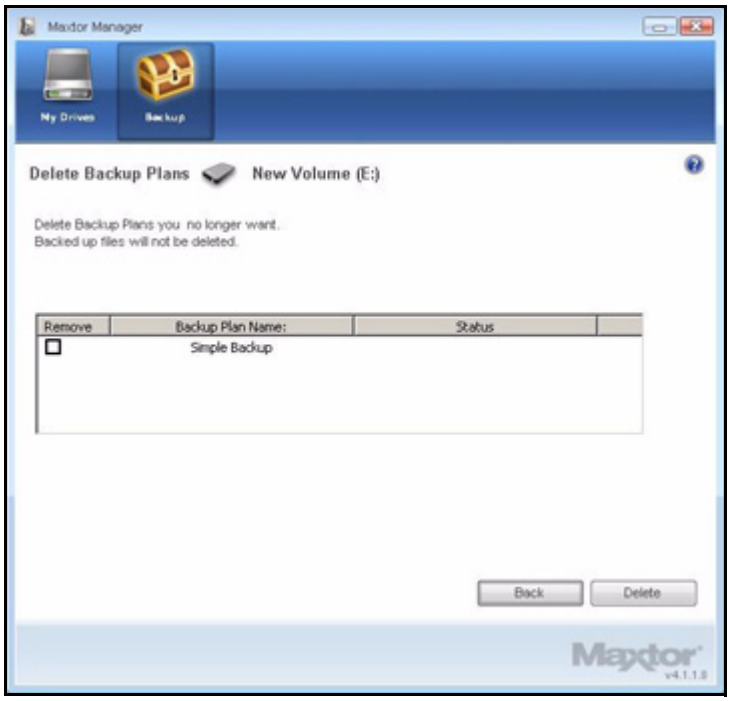


Figure 17: Delete Backup Plans

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.

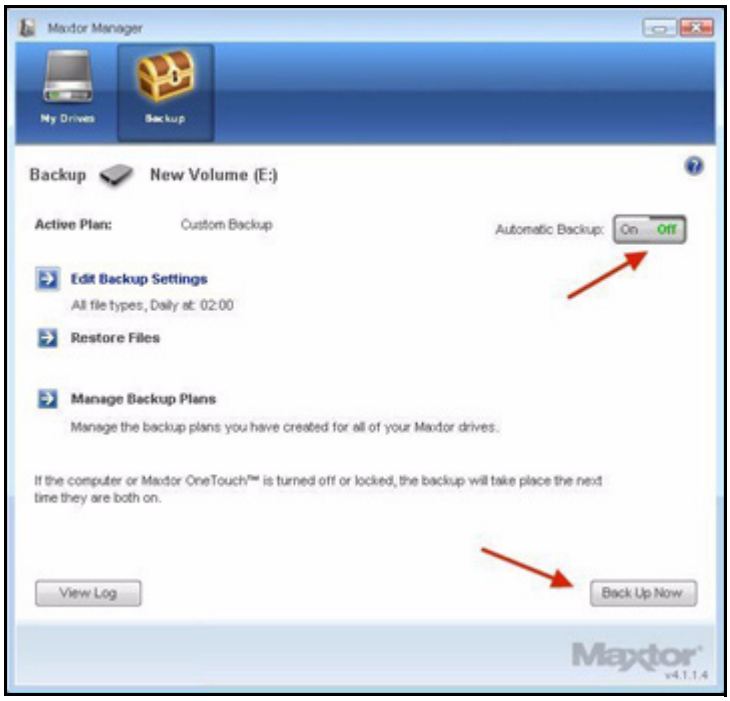


Figure 18: Automatic Backup Off

Backing Up Manually

You can back up files manually whenever you like, whether Automatic Backup is on or off.

To launch a backup manually,

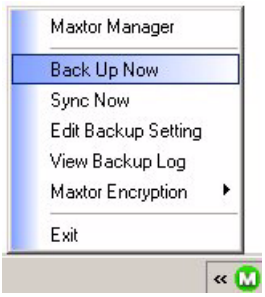
- Press the OneTouch button if you've customized it to back up files.

  — OR —

- Click **Back Up Now** in the lower right corner of the **Backup** window**.**

  — OR —

- Select **Back Up Now** from the System Tray menu:



A **Backup Progress** window opens to inform you of the progress of the manual backup and let you know when the backup is complete:

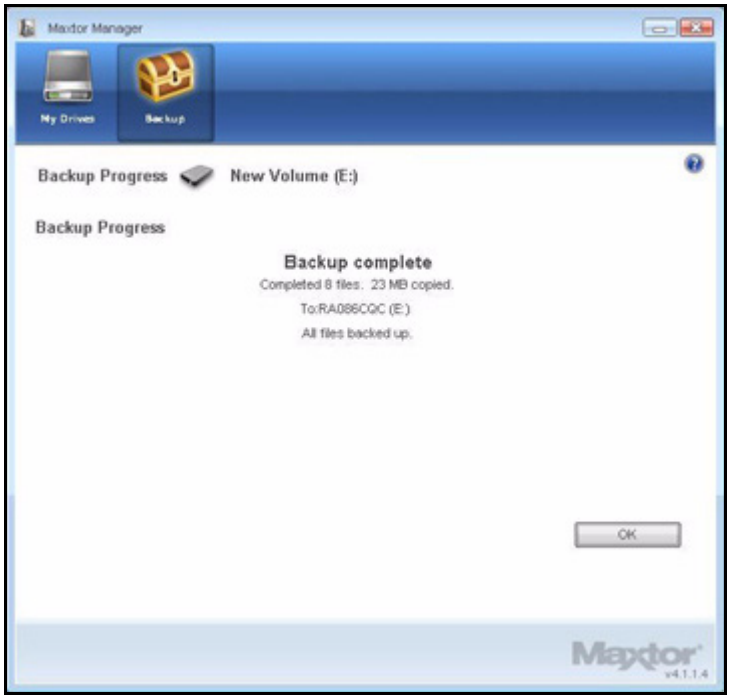


Figure 19: Manual Backup Complete

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:

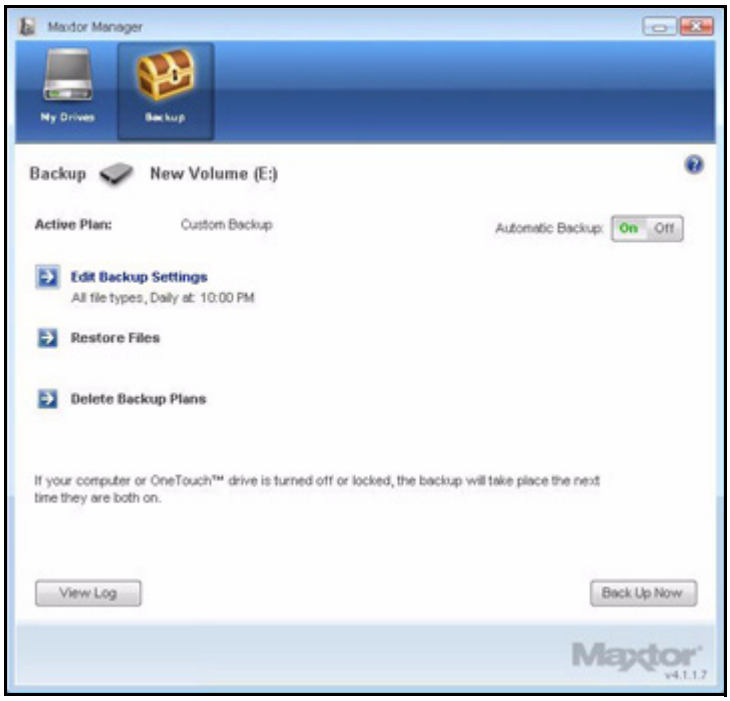


Figure 20: Backup

— OR —

Click the OneTouch icon in your System Tray to display the OneTouch popup menu:

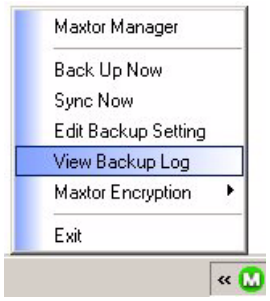


Figure 21: System Tray Menu

Step 2: Click **View Log** to open a text file showing the history of your system backups:

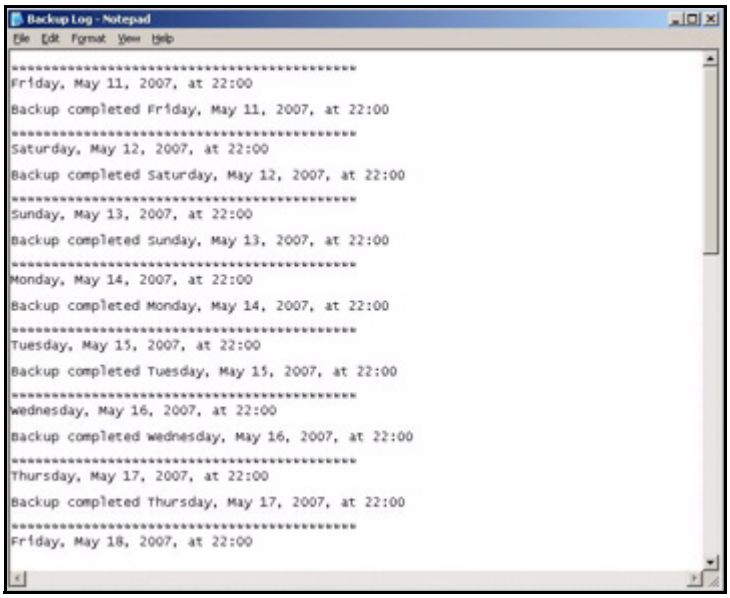


Figure 22: Backup Log

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.

To restore files,

Step 1: Click **Backup** in the Command panel.

The **Backup** window opens:

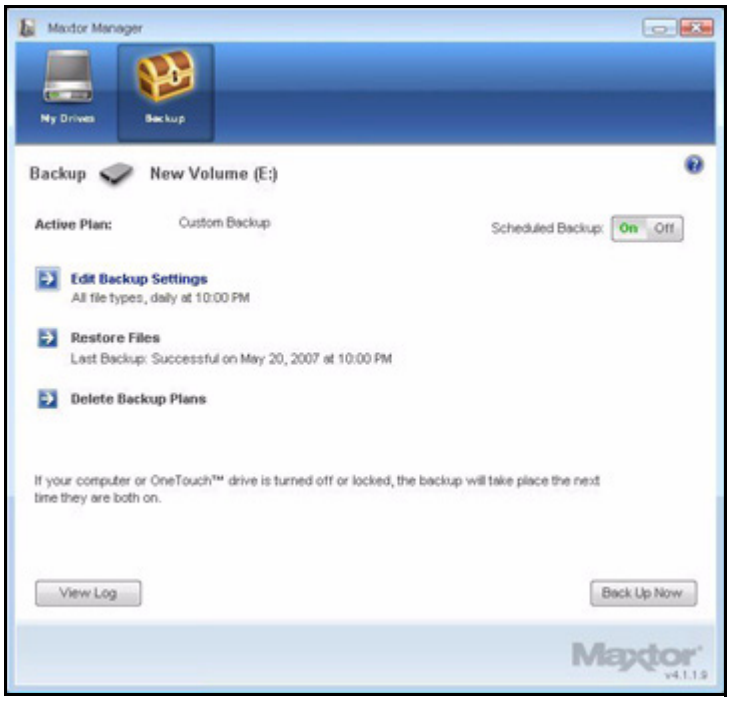


Figure 23: Backup

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:

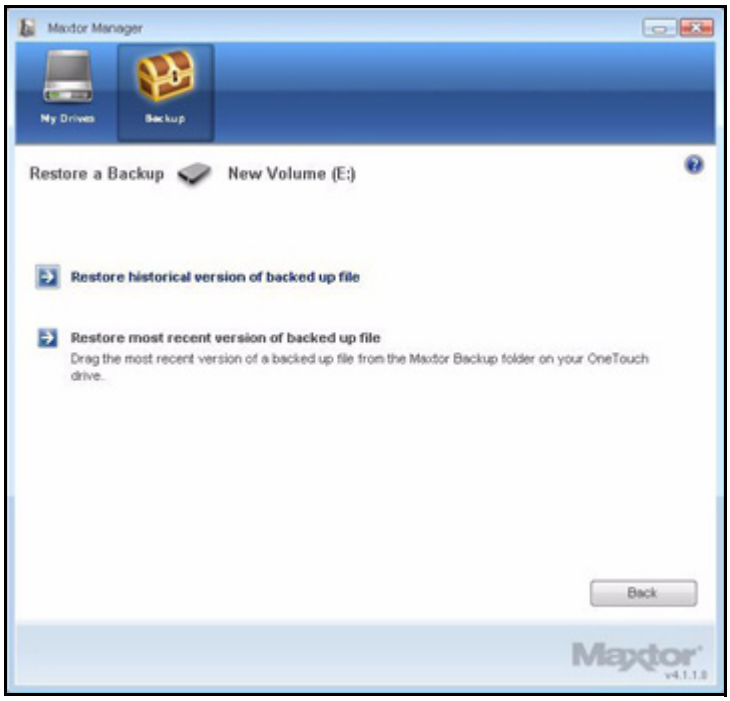


Figure 24: Restore a File

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:

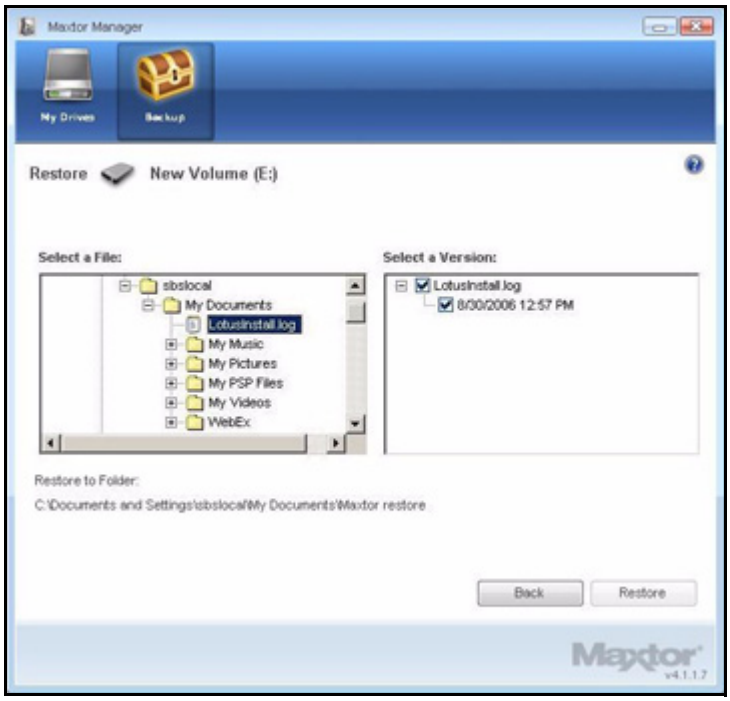


Figure 25: Restore Historical Version

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:

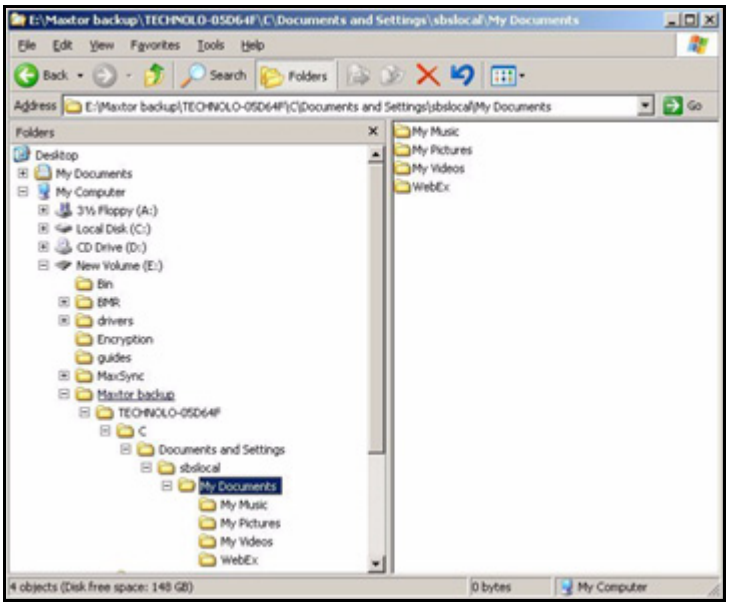


Figure 26: Maxtor Backup in Windows Explorer

Step 2: Browse to the desired file and drag it to the location at which you want it restored.

Step 3: Close Windows Explorer.

OneTouch II and III Users

Although the OneTouch 4 software does not offer Security, Sync, or RAID, users who also own OneTouch II or III drives on which those features have been available can continue to access them.

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: In the **My Drives** window, select your OneTouch II or III drive:

Figure 1: My Drives

Step 2: Click **Settings.**

The **Settings** window opens:

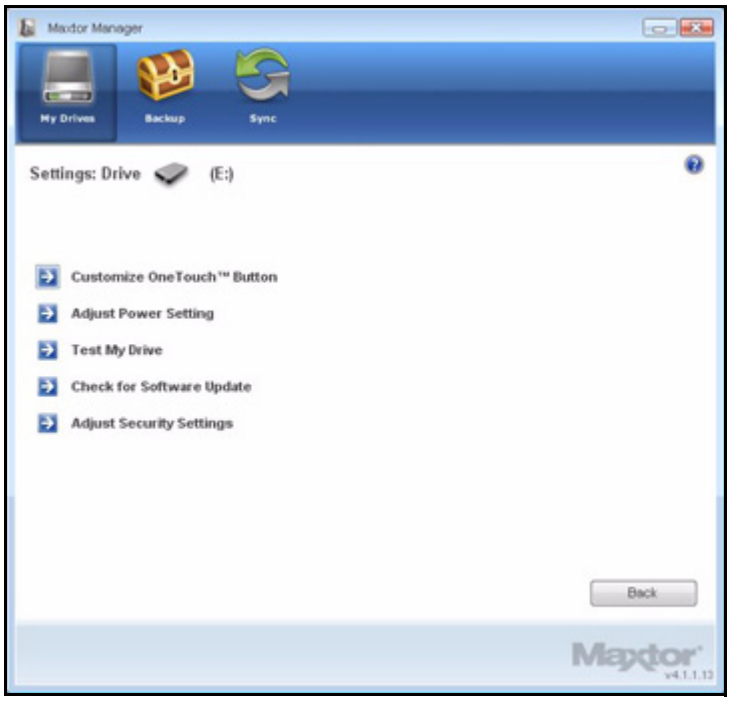


Figure 2: Settings

Step 3: Click **Adjust Security Settings**.

The **DrivePass Password** window opens:

Figure 3: DrivePass Password

Step 4: 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: If you wish, select a security question from the dropdown menu and then enter and re-enter the answer to that question.

You can use the answer to the security question to unlock your drive if you forget your password.

Step 6: Click **Apply**.

A warning window reminds you to save a copy of your password in a safe place:

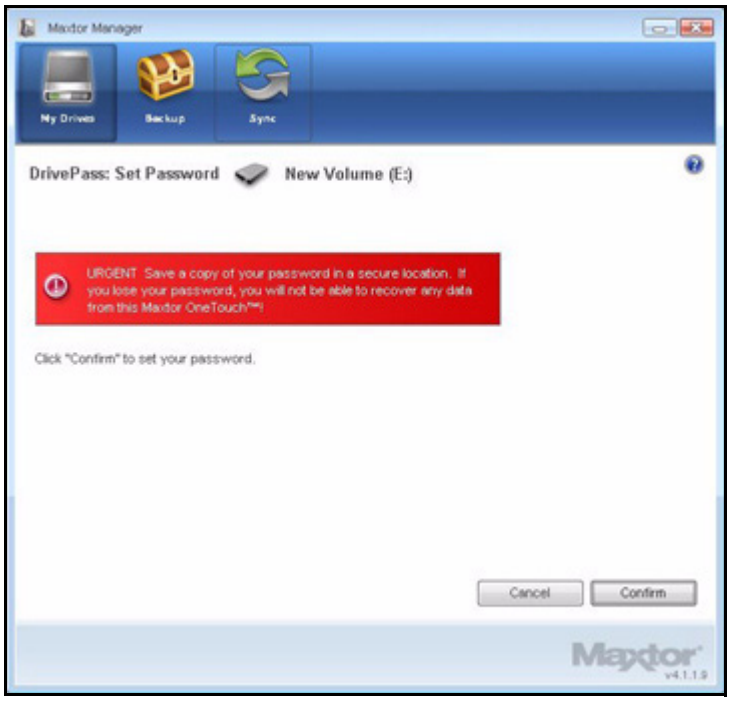


Figure 4: Password Warning

Step 7: Click **Confirm** to set your password.

A confirmation window verifies that your password has been set:

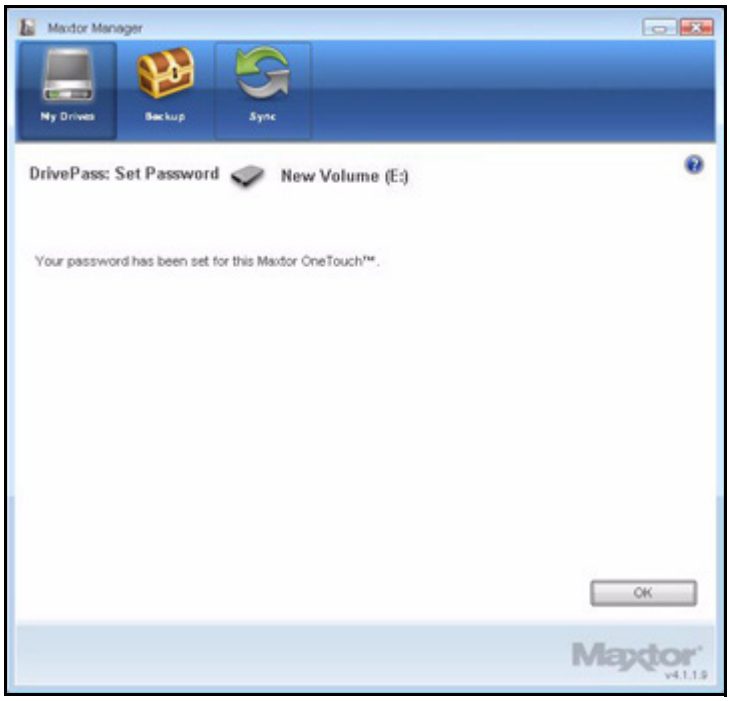


Figure 5: Password Confirmation

Step 8: Click **OK**.

Unlocking Your OneTouch Drive

Once you enable DrivePass, your OneTouch drive locks automatically each time you shut down your computer or remove the OneTouch drive. When you restart your computer or reconnect your drive, a **Maxtor Manager** password window opens:

Figure 6: Drive Locked

To unlock your drive,

Step 1: Enter your password and click **OK**.

A confirmation verifies that your drive is unlocked.

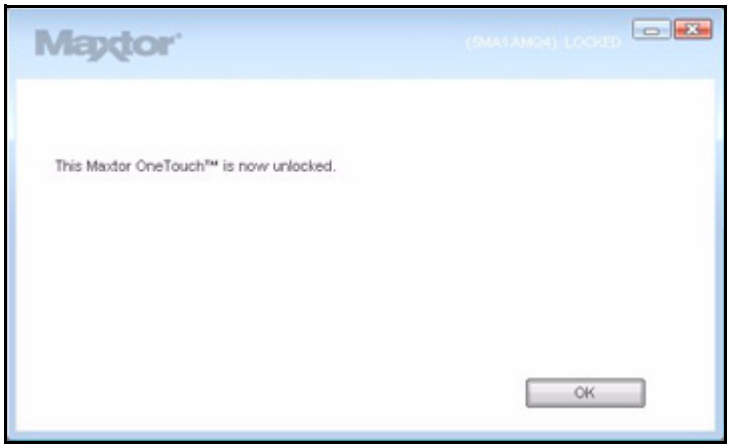


Figure 7: Drive Unlocked

Step 2: Click the desktop Maxtor Manager icon to open the Maxtor Manager application:

Removing DrivePass

To remove DrivePass from your OneTouch,

Step 1: In the **My Drives** window, select your OneTouch II or III drive:

Figure 8: My Drives

Step 2: Click **Settings.**

The **Settings** window opens:

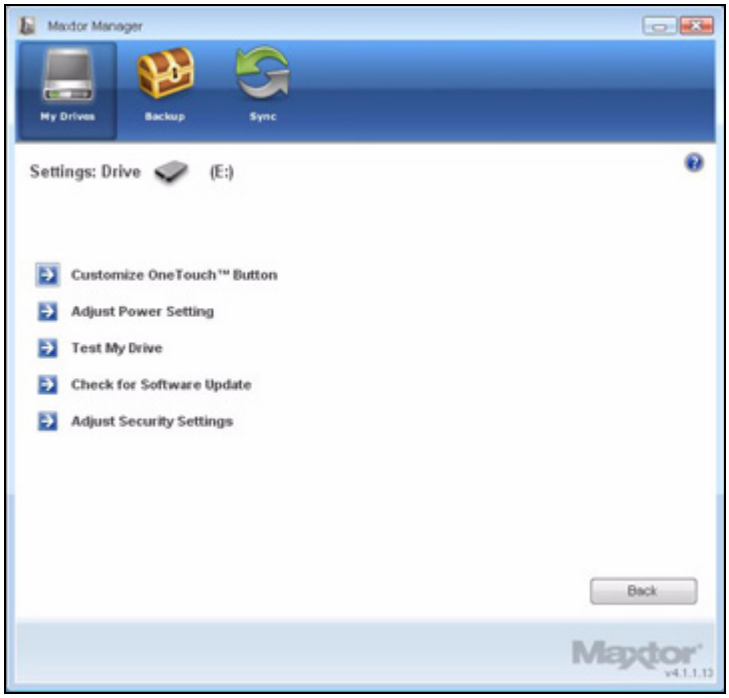


Figure 9: Settings

Step 3: Click **Adjust Security Settings**.

The Manage **DrivePass** window opens:

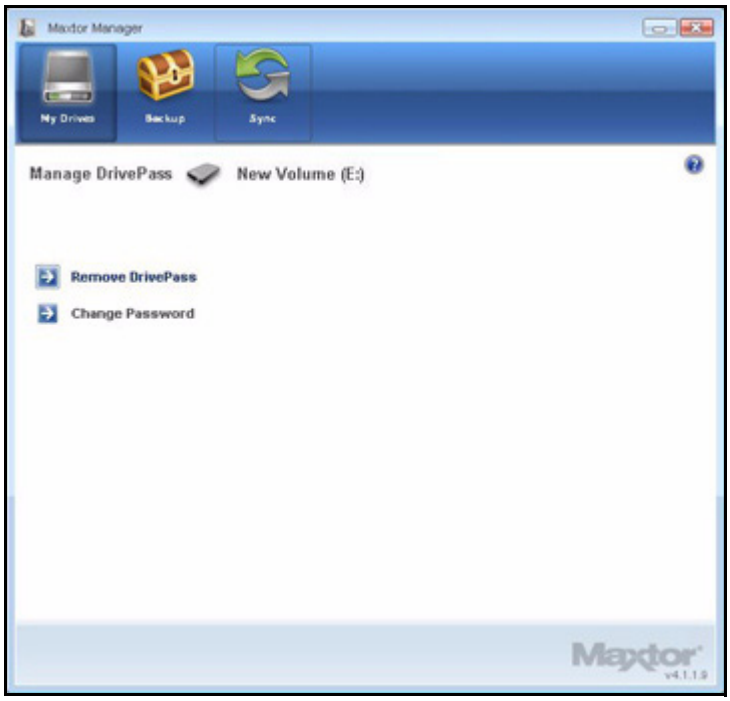


Figure 10: Manage DrivePass

Step 4: Click **Remove DrivePass**.

The **Remove DrivePass** window opens:

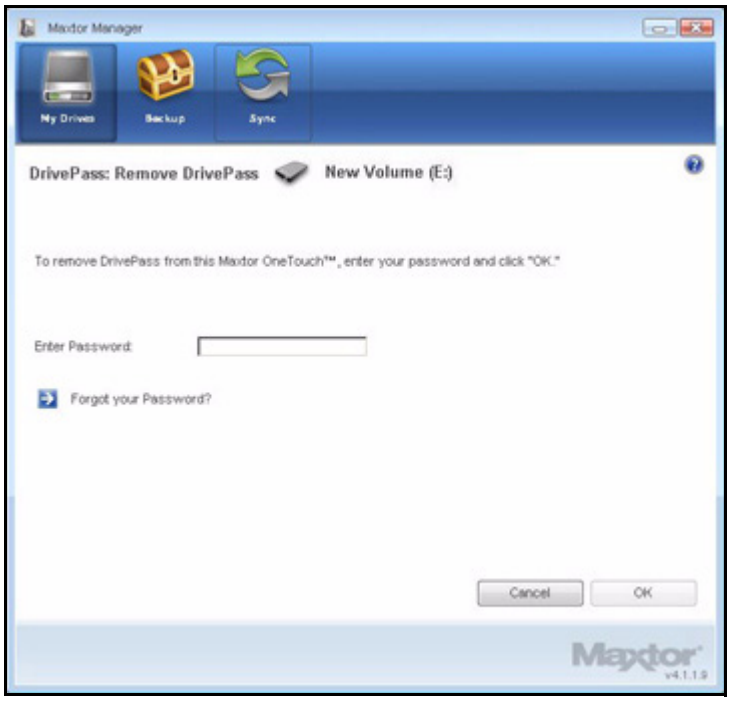


Figure 11: Remove DrivePass

Step 5: Enter your DrivePass password and click **OK**.

A confirmation window verifies that DrivePass has been removed:

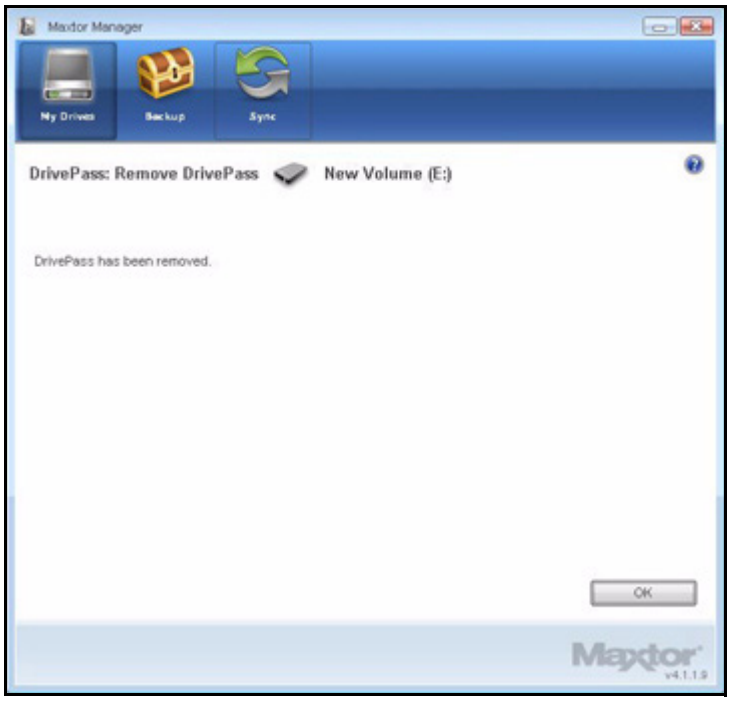


Figure 12: DrivePass Removed

Changing Your DrivePass Password

To change your DrivePass password,

Step 1: In the **My Drives** window, select your OneTouch II or III drive:

Figure 13: My Drives

Step 2: Click **Settings.**

The **Settings** window opens:

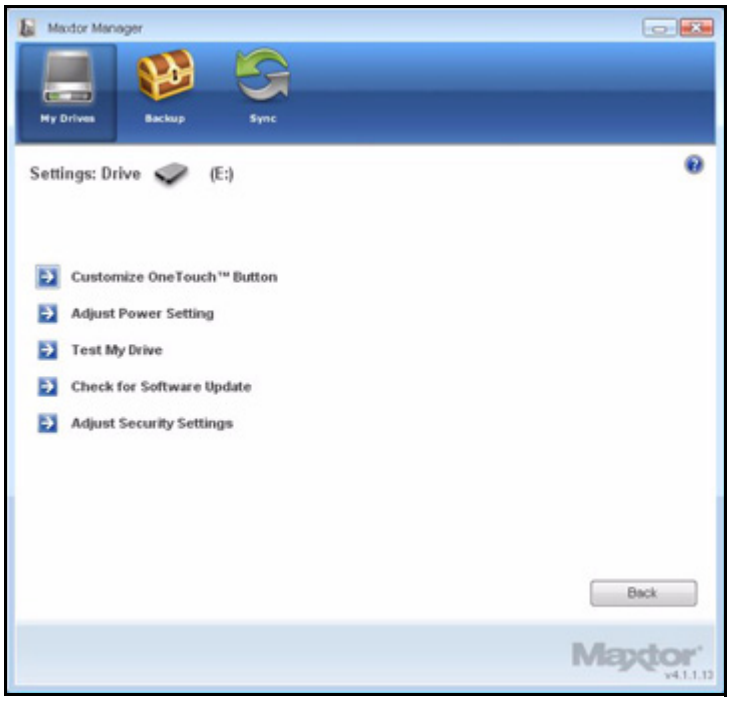


Figure 14: Settings

Step 3: Click **Adjust Security Settings**.

The Manage **DrivePass** window opens:

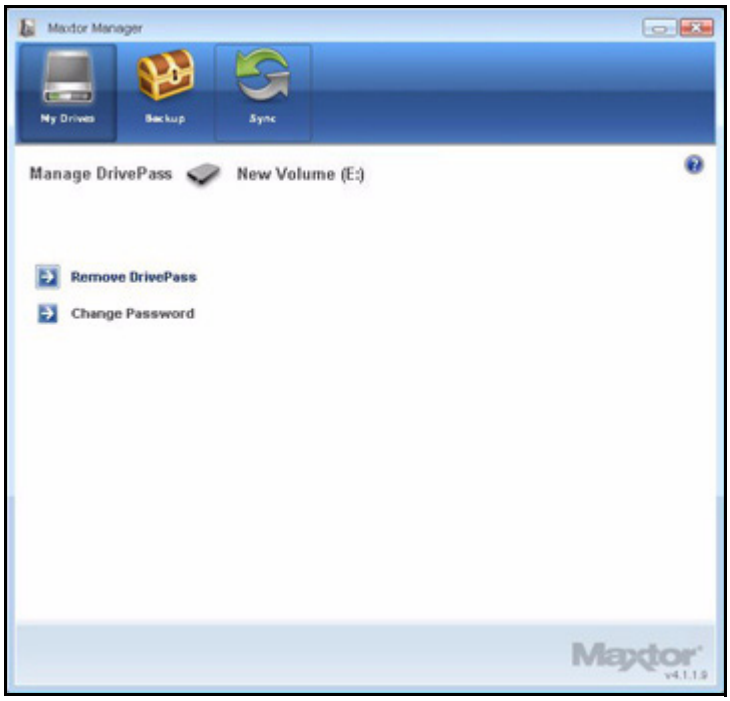


Figure 15: Manage DrivePass

Step 4: Click **Change Password**.

The **Change Password** window opens:

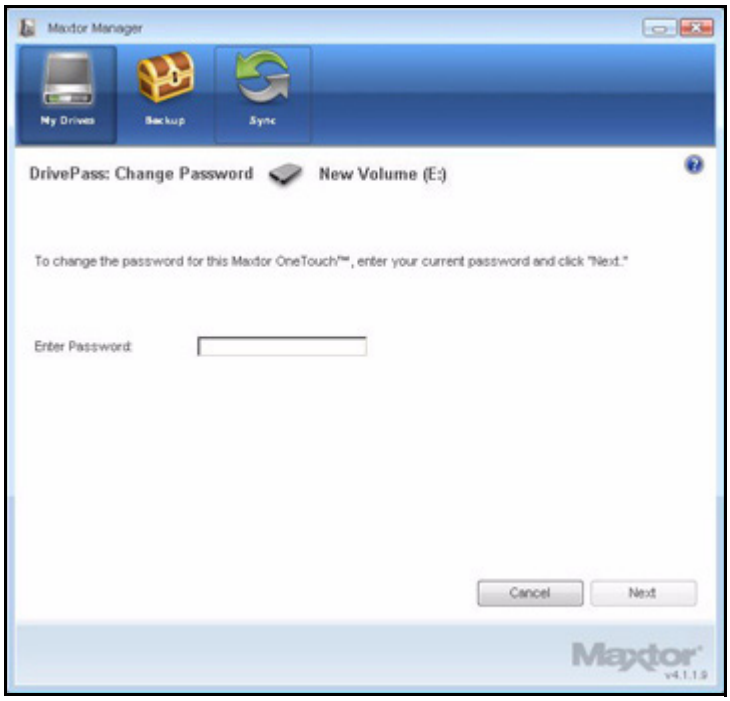


Figure 16: Change Password

Step 5: Enter your current DrivePass password and click **Next**.

A **Change Password** window opens:

Figure 17: Change Password

Step 6: Enter and re-enter the new password.

Step 7: If you wish, enter and re-enter the answer to a security question.

Step 8: Click **Apply**.

A warning window reminds you to save a copy of your password in a safe place:

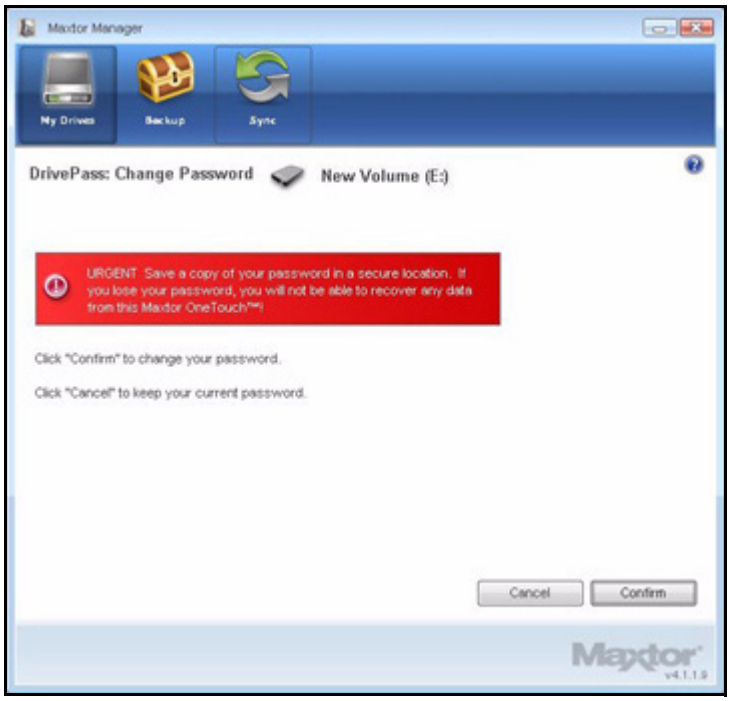


Figure 18: Password Warning

Step 9: Click **Confirm** to change your password.

A confirmation window verifies that your password has been changed:

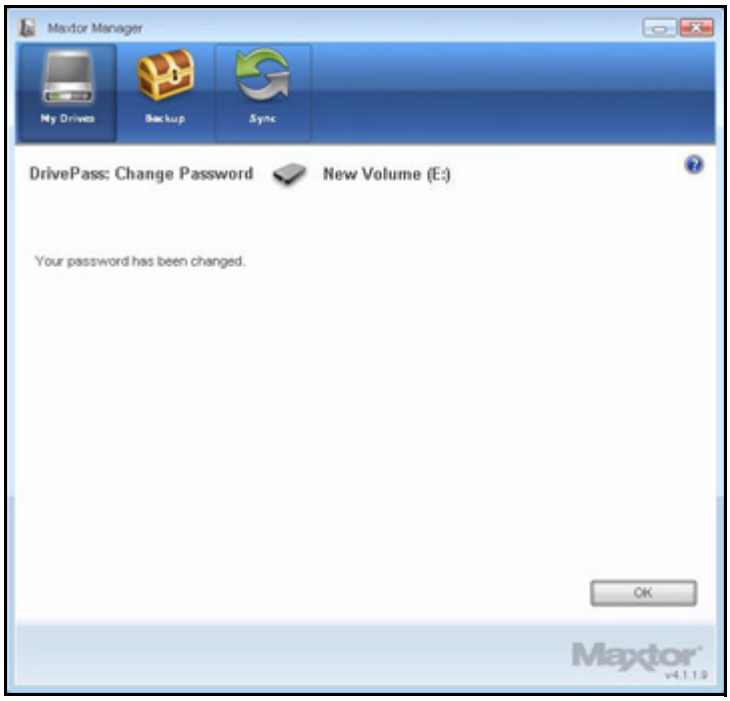


Figure 19: Password Changed

Step 10: Click **OK**.

If You Forget Your Password...

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.

When you disconnect a OneTouch drive for which you've set a DrivePass password, the drive locks automatically. When you re-connect the drive, a password window opens:

Figure 20: DrivePass Password Window

If you've forgotten both your password and (if you've set one) the answer to your security question, you must erase and reformat your OneTouch drive before you can use it again.

To erase your OneTouch drive,

Step 1: If the DrivePass password window is open, click **Forgot your Password?**

— OR —

Open Maxtor Manager.

Step 2: Click **Security** in the Command panel.

The **Security** window opens:

Figure 21: Security - Drive Locked

Step 3: Click **DrivePass**.

The **Manage DrivePass** window opens:

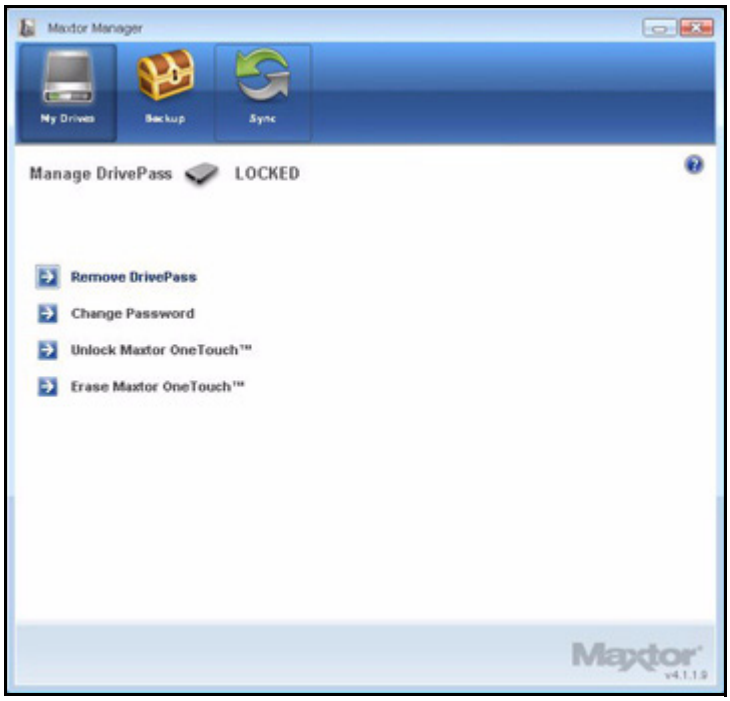


Figure 22: Manage DrivePass Locked

Step 4: Click **Erase Maxtor OneTouch**.

The **Erase Maxtor OneTouch** window warns that all data on this OneTouch will be erased:

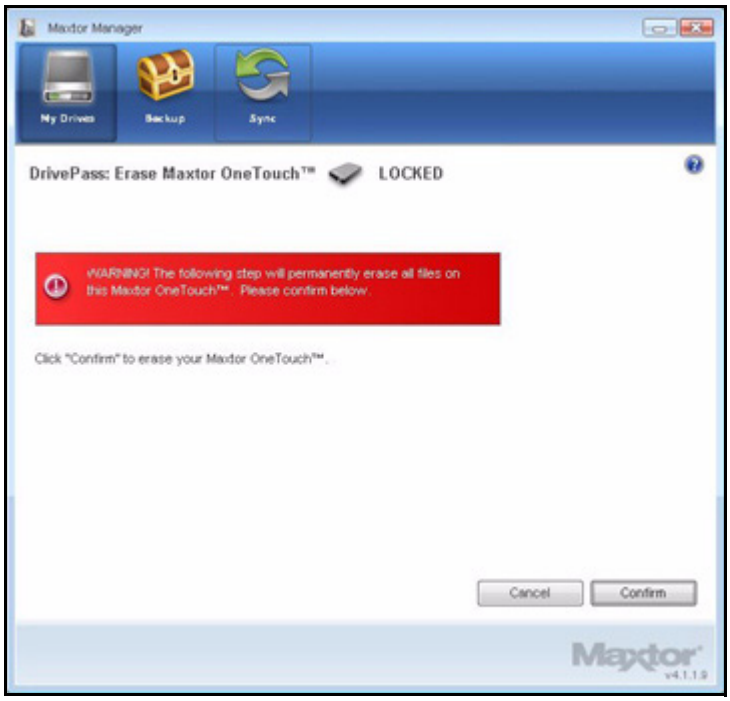


Figure 23: Erase Maxtor OneTouch Warning

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:

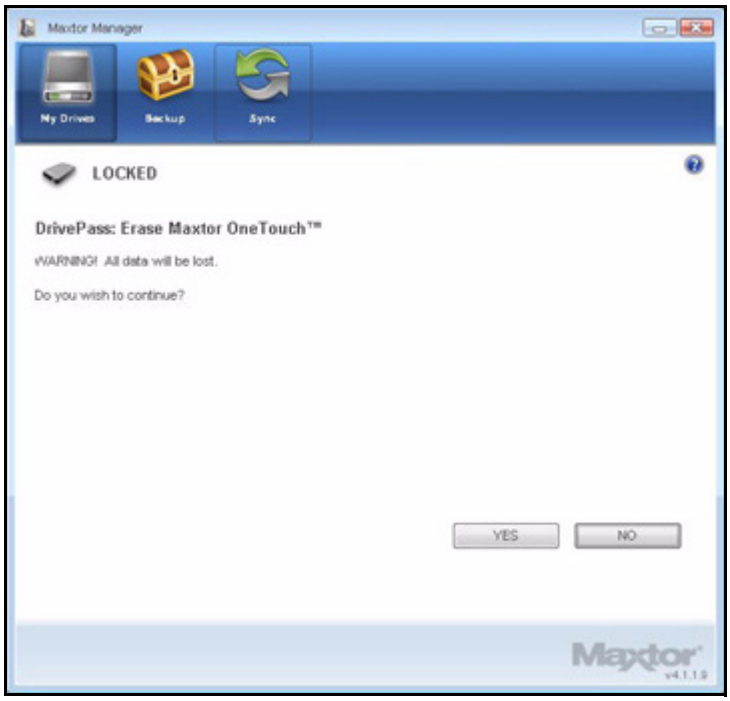


Figure 24: Erase Maxtor OneTouch Warning

Step 6: Click **Yes** to proceed with the disk erasure.

The **Erasing** window informs you of the progress of the erasure.

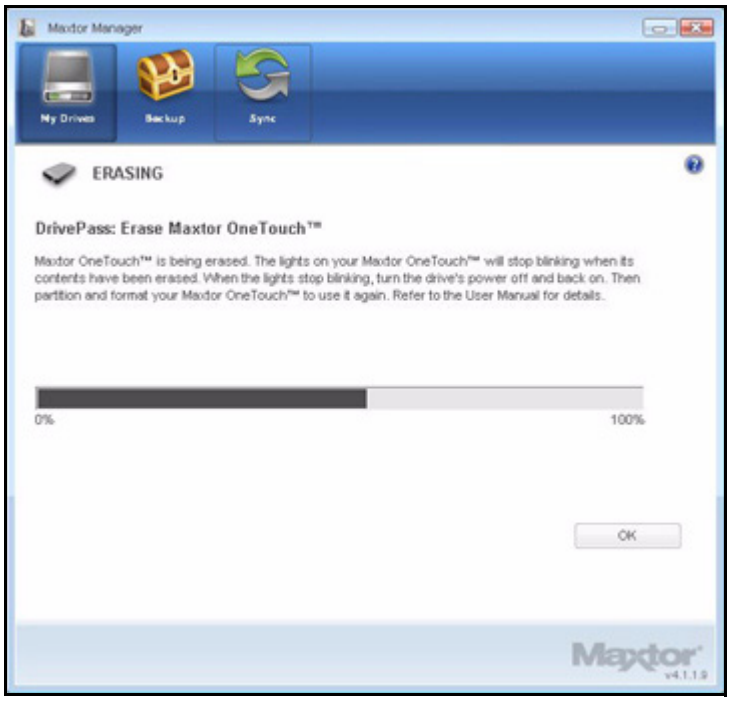


Figure 25: Erasing

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:

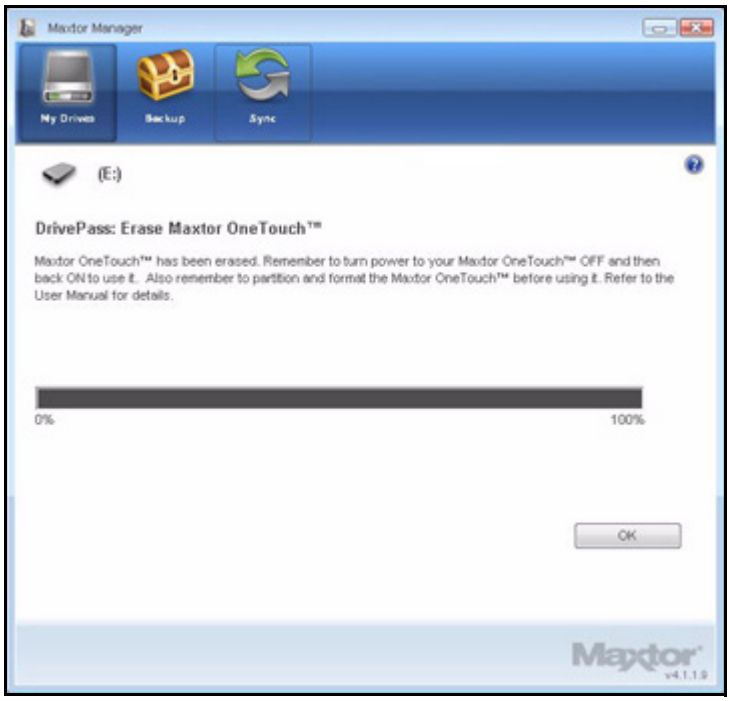


Figure 26: Erasure Complete

Step 7: Click **OK**.

Step 8: Turn your OneTouch drive off and back on.

Your OneTouch drive is now ready to be used again.

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:	**Custom Sync:**
Sync XP **My Documents** or Vista **Personal Folder**	Select one or more folders to sync
Sync all file types	Select file types to include or exclude
Sync automatically	Select automatic or manual sync
Always overwrite older file versions	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 **Documents** folder. Newer file versions always overwrite older versions.

To select Simple Sync,

Step 1: Click **Sync** in the Command panel.

The **Sync** window opens:

Figure 27: Sync

Step 2: Click **Simple Sync**.

The **Simple Sync Confirmation** window opens:

Figure 28: Confirm Simple Sync

Your **My Documents** folder is now synchronized with your drive. Connect the drive to other computers to complete the Sync.

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 29: Sync

Step 2: Click **Custom Sync**.

The **Folder Selection** window opens:

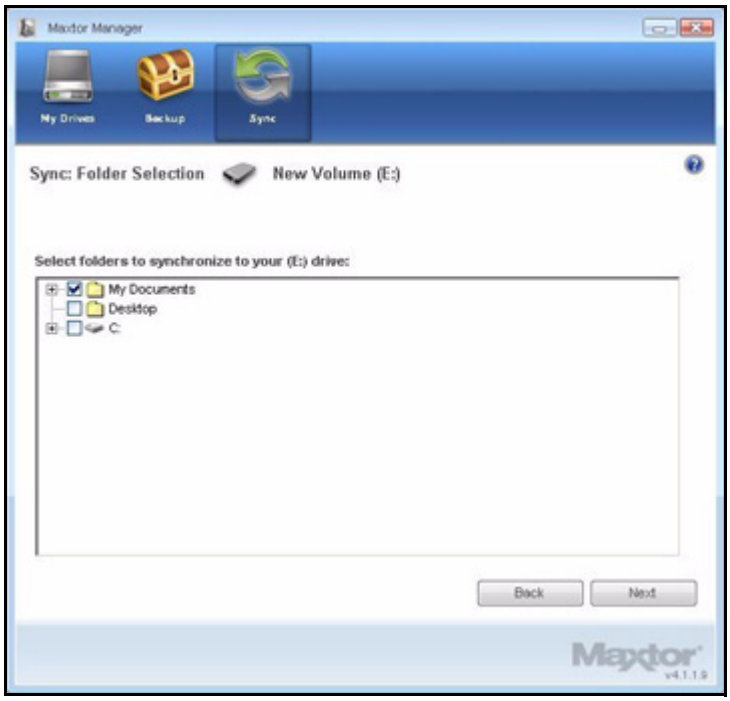


Figure 30: Folder Selection

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:

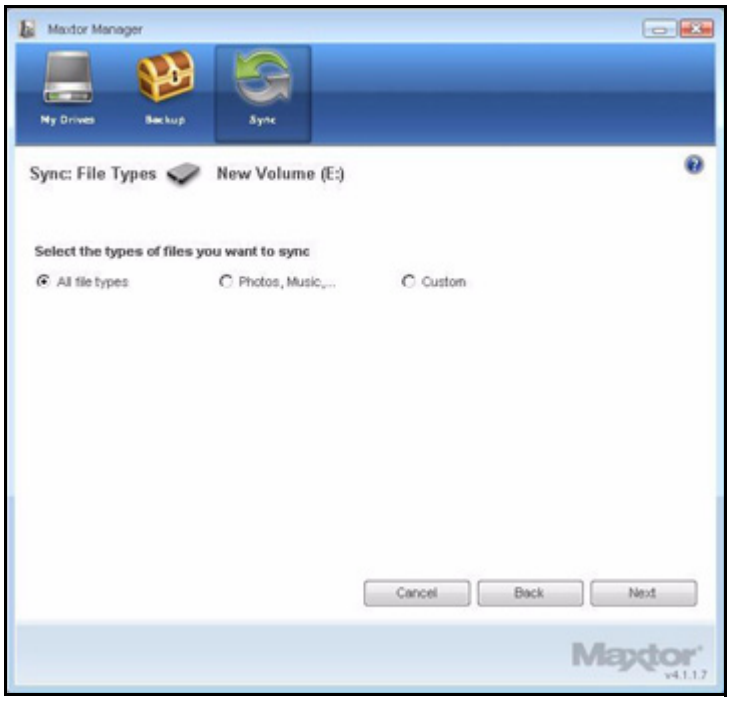


Figure 31: All File Types

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:

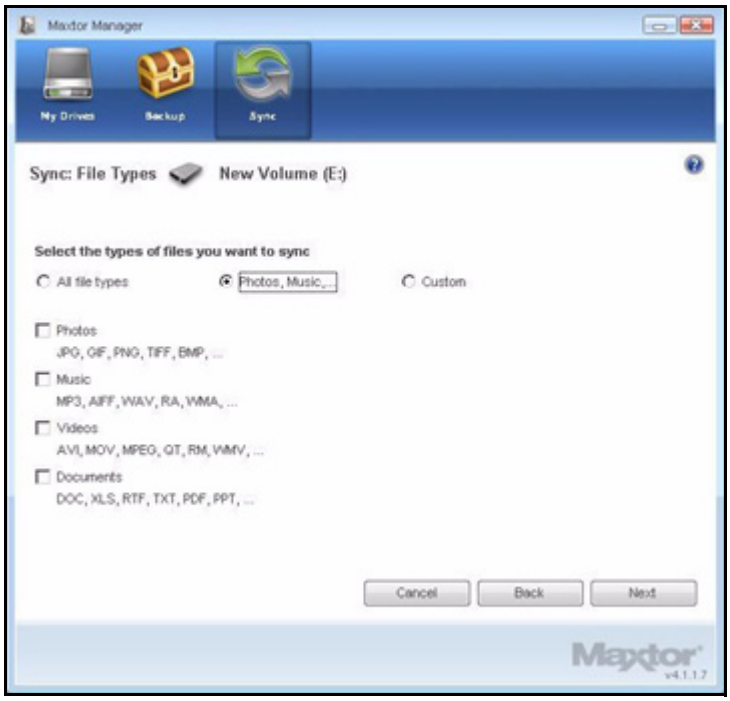


Figure 32: File Types: Photo, Music, Video, Documents

- **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.

Figure 33: File Types: Custom

Step 6: After you've selected the types of files to sync, click **Next**.

The **Sync Options** window opens:

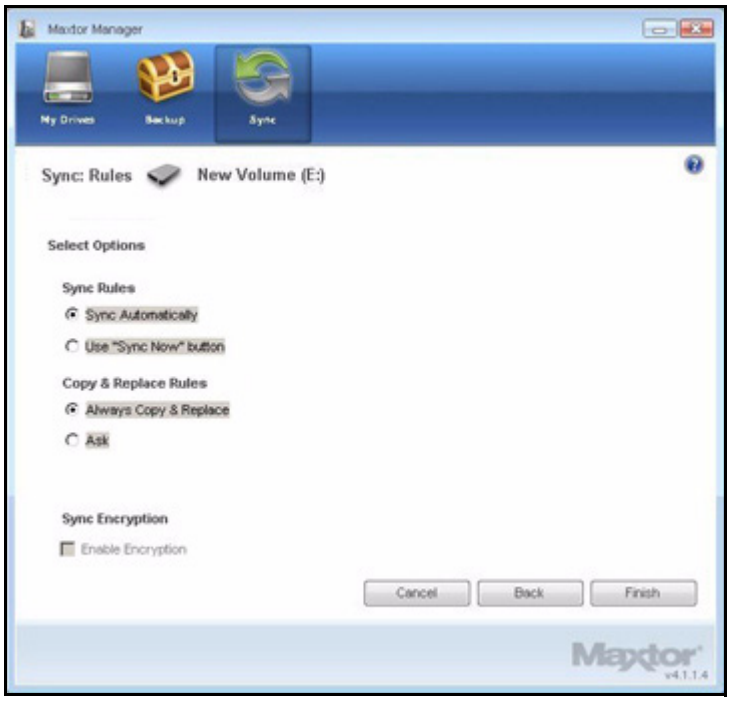


Figure 34: Sync Options

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**

  Sync Encryption is not available on the OneTouch 4 drive, so this option is not active. (Sync Encryption is available on the OneTouch 4 Mini and the OneTouch 4 Plus.)

Step 8: After you've set your Sync options, click **Finish**.

The **Sync Settings** window opens:

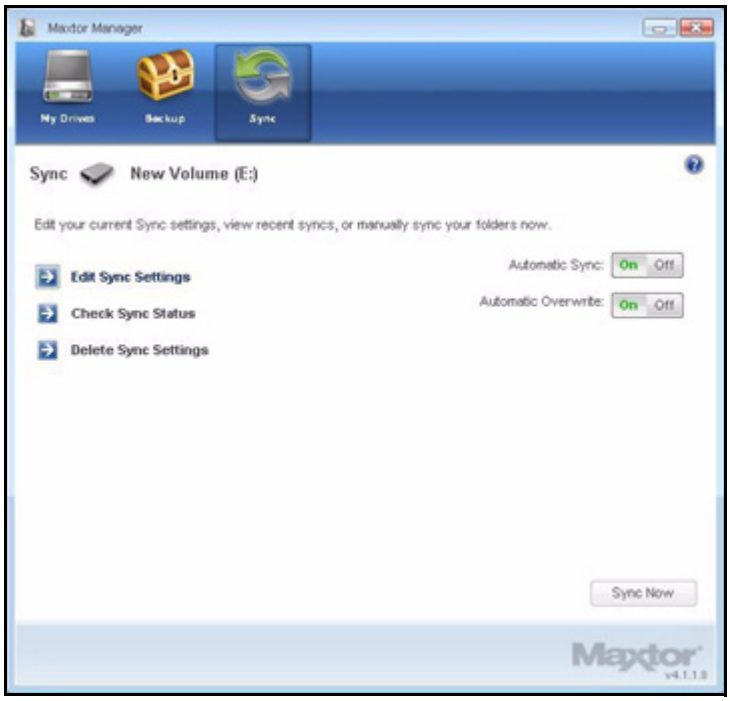


Figure 35: Sync Settings

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:

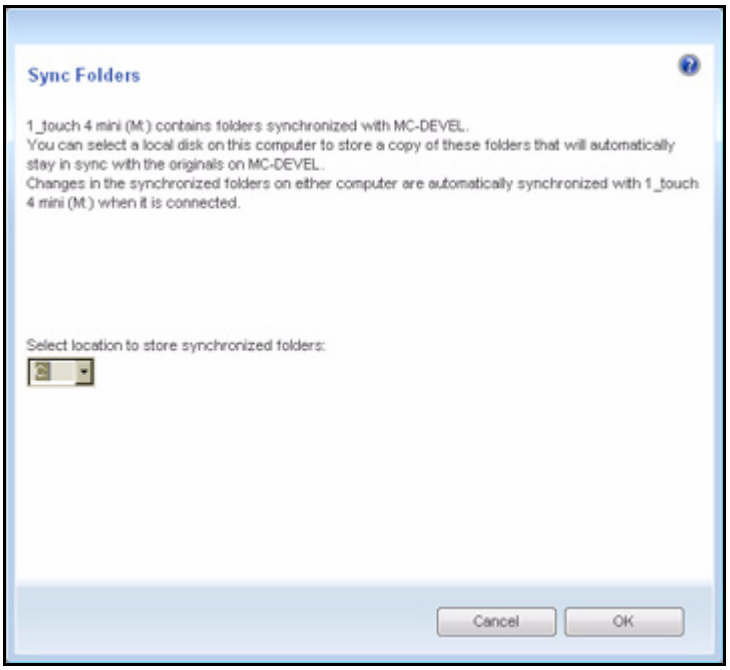


Figure 36: Sync Folders

(b) If you've synchronized your XP **My Documents** (or Vista **Personal Folder**), the **Sync "My Documents"** (or **Sync "Personal Folder"**) window opens:

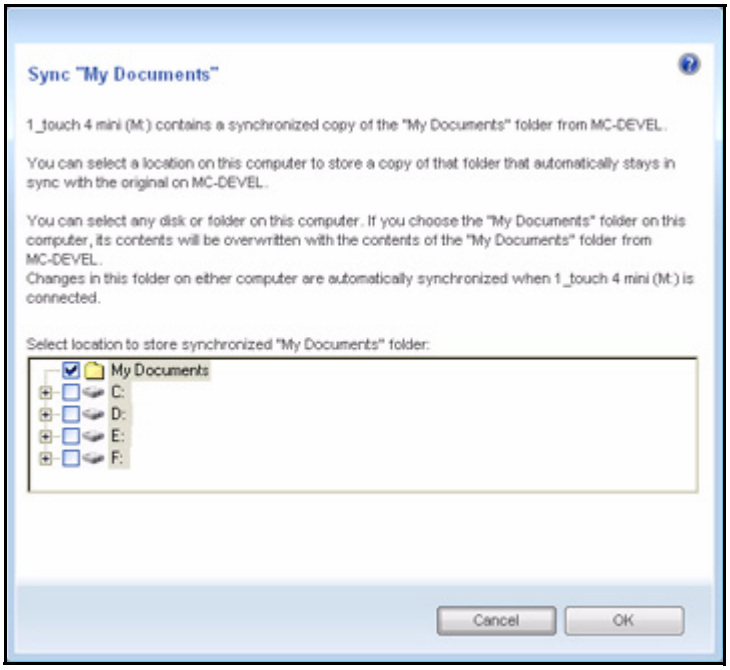


Figure 37: Sync My Documents or Personal Folder

(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:

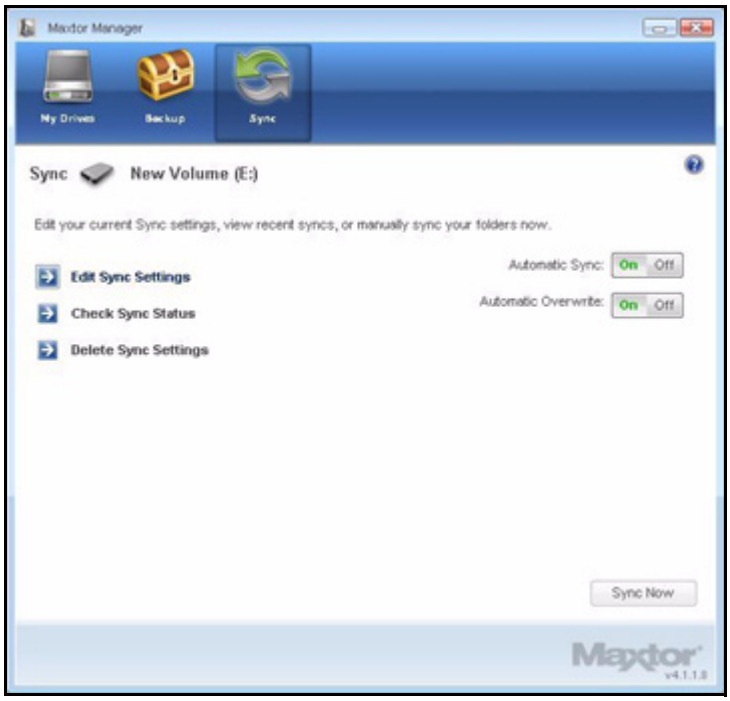


Figure 38: Sync Settings

Step 2: Click **Edit Sync Settings**.

The **Folder Selection** window displays your current folder settings:

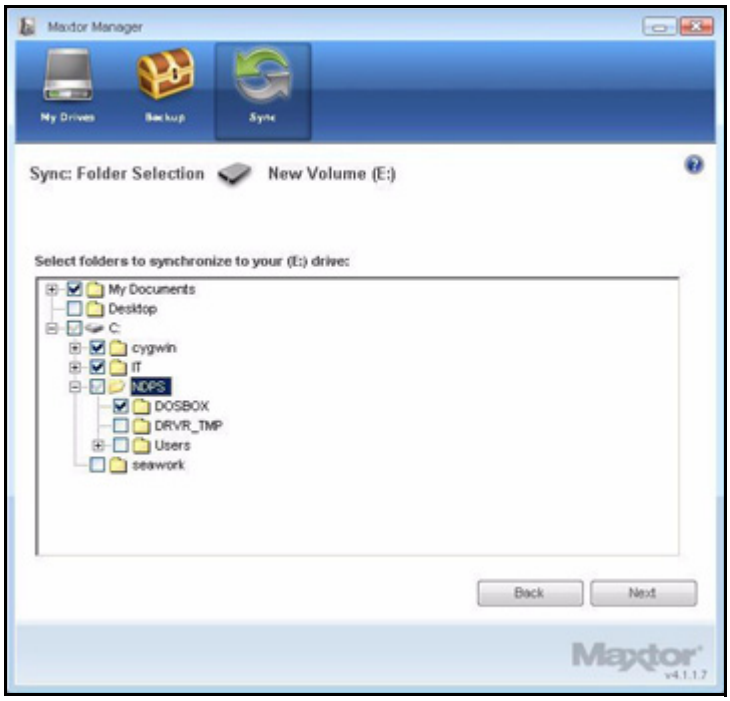


Figure 39: Folder Selection

Step 3: Make the desired changes and click **Next**.

The **File Types** window displays your current file type settings:

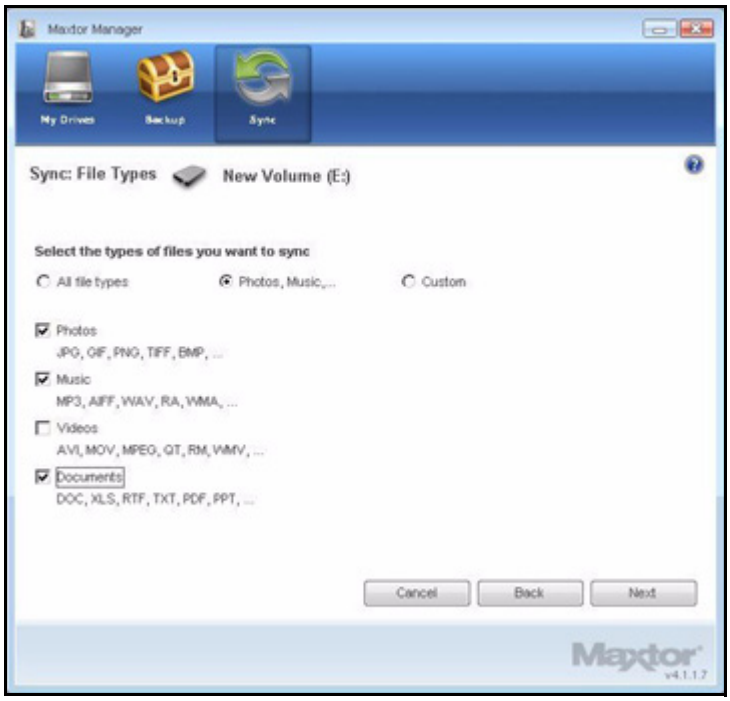


Figure 40: File Types

Step 4: Make the desired changes and click **Next**.

The **Sync Options** window displays your current Rules settings:

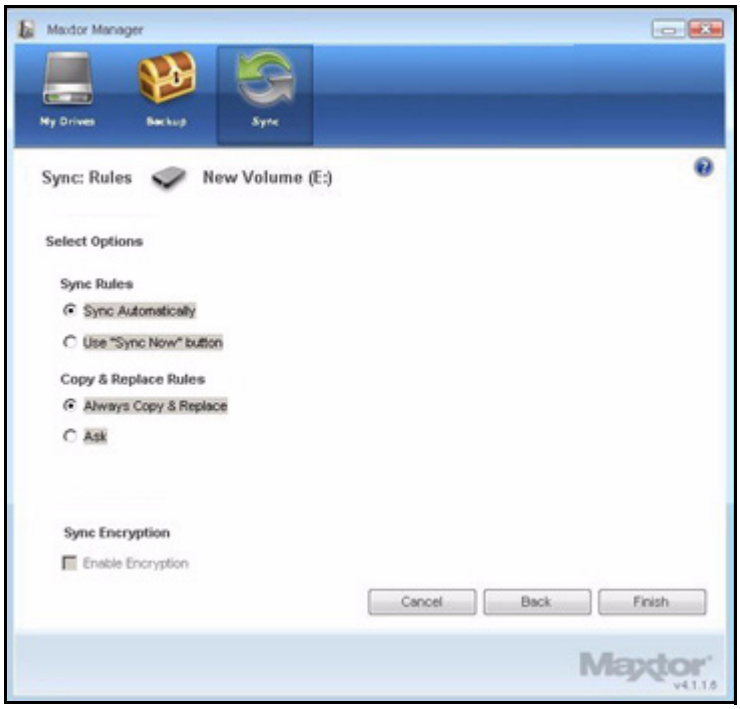


Figure 41: Sync Options

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:

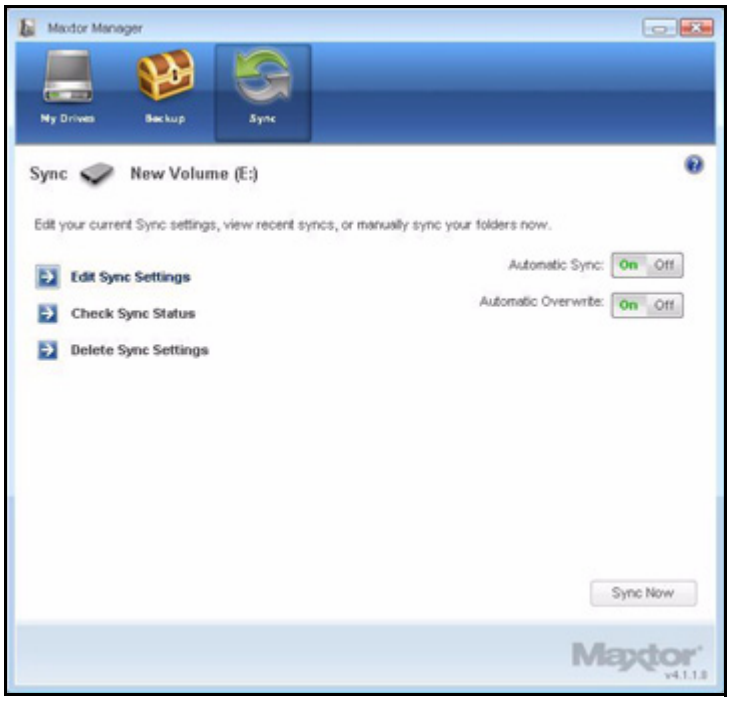


Figure 42: Sync Settings

Step 2: Click **Check Sync Status**.

The **Sync Status** window opens:

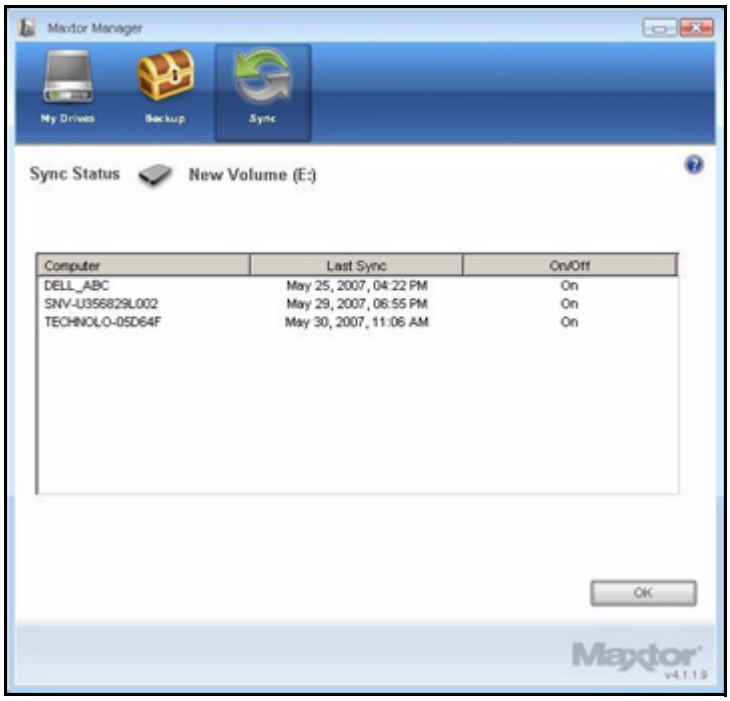


Figure 43: Sync Status

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:

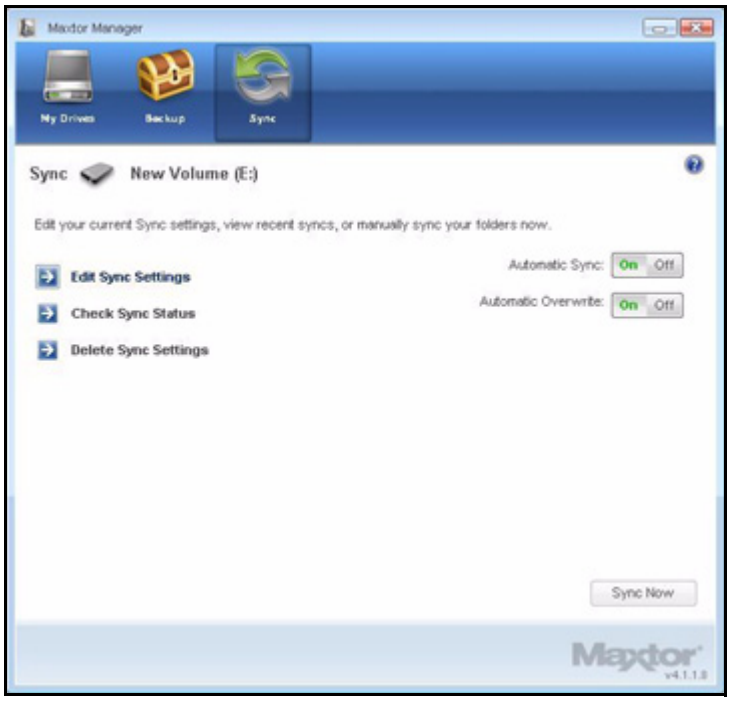


Figure 44: Sync Settings

Step 2: Click **Delete Sync Settings**.

The **Delete Sync Settings Confirmation** window opens:

Figure 45: Delete Sync Settings Confirmation

Step 3: Click **Delete**.

The original **Sync** window opens:

Figure 46: Sync

Step 4: Select **Simple Sync** or **Custom Sync** and choose the desired Sync settings.

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.

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:

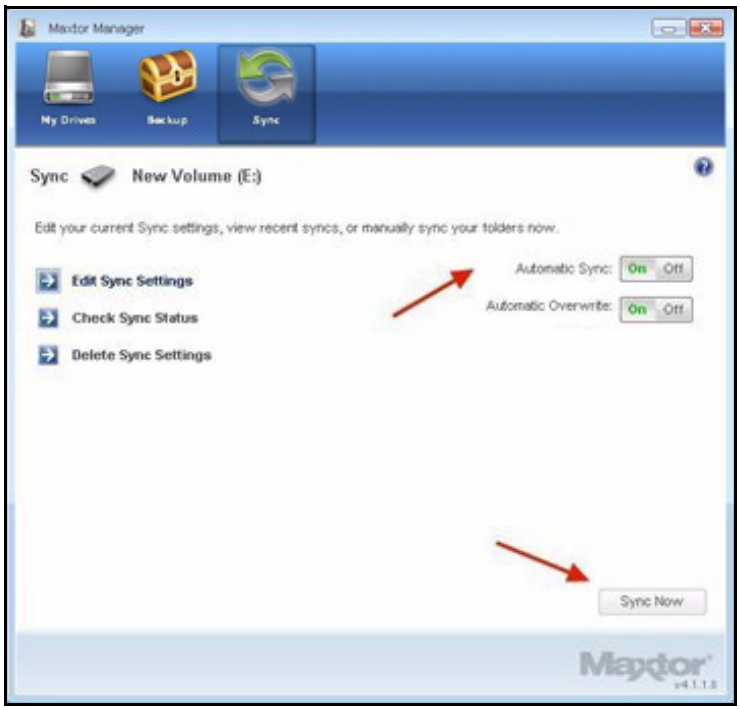


Figure 47: Sync Settings

Step 2: In the **Sync** window, click the Automatic Sync **Off** button.

Step 3: To sync manually when Automatic Sync is off,

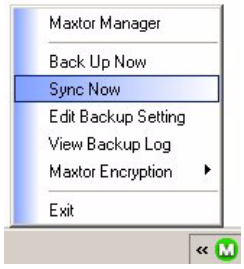
- Press the OneTouch button if you've customized it to sync files

  — OR —

- Click **Sync Now** in the lower right corner of the **Sync** window**.**

  — OR —

- Select **Sync Now** from the System Tray menu:



The **Sync Preview** window opens:

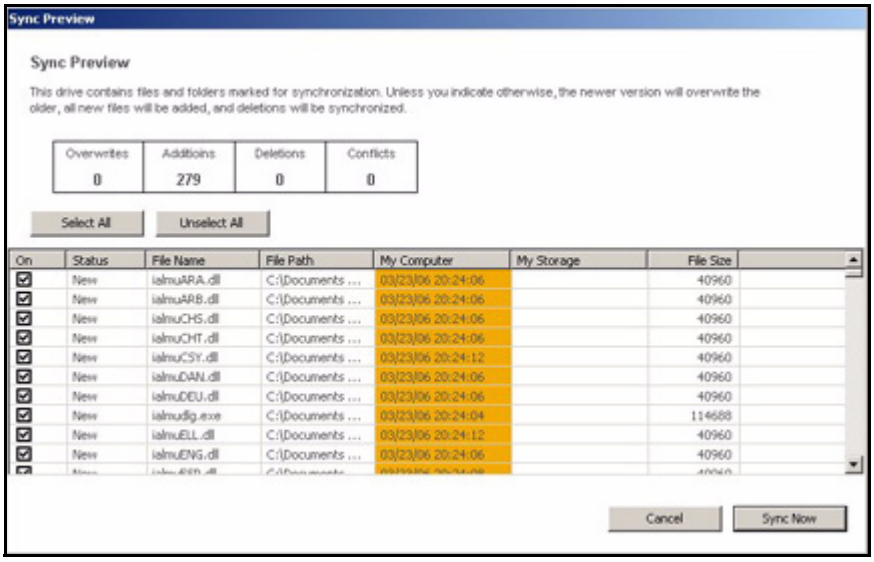


Figure 48: Sync Preview

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:

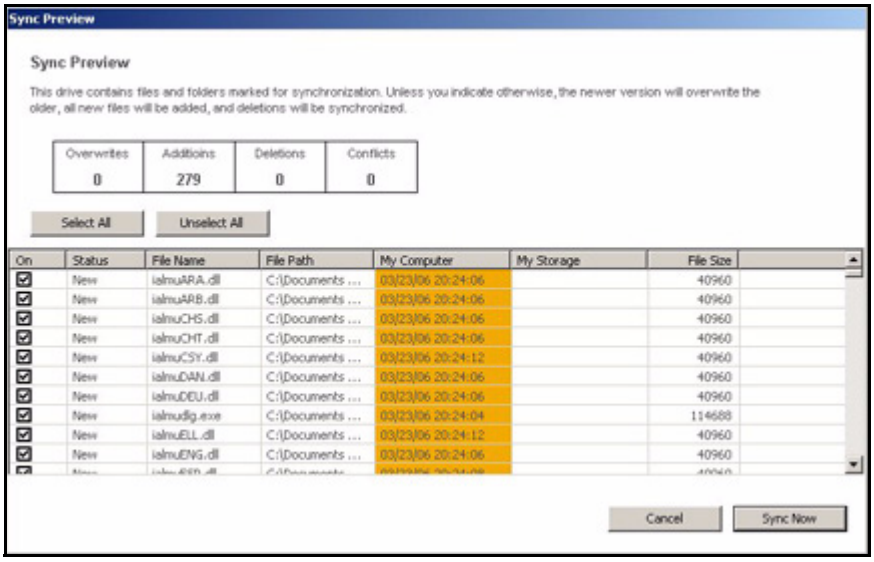


Figure 49: Sync Preview

To use the **Sync Preview** window,

Step 1: Use the **On** checkbox to tell Maxtor Manager which file versions to overwrite, add, or delete.

Step 2: Click **Sync Now** to complete the sync.

A **Sync Progress** window informs you of the progress of the sync:

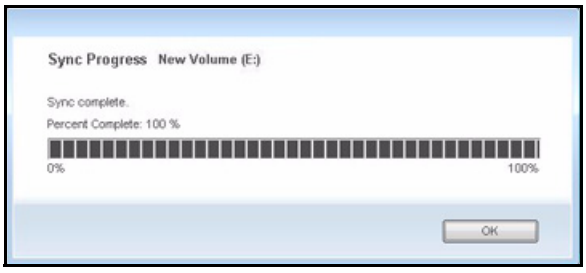


Figure 50: Sync Progress

Step 3: When the sync is complete, click **OK** to close the window.

Using Automatic Overwrite

When Automatic Overwrite is on, older file versions are always replaced with newer versions.

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:

Using RAID

If your OneTouch III drive supports RAID, you can access this feature via the OneTouch 4 **My Drives** window:

Figure 51: My Drives

To use RAID,

Step 1: In the **My Drives** window, select your OneTouch III drive and click **Settings**.

The **Settings** window opens:

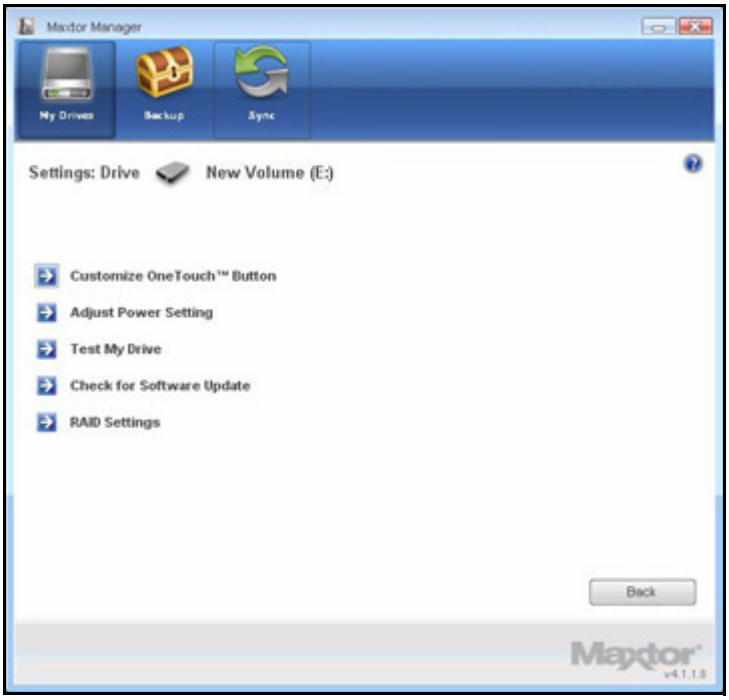


Figure 52: Settings

Step 2: Click **RAID Settings**.

The **RAID Settings** window opens:

Figure 53: RAID Settings

Step 3: Select a RAID setting and click **Next**.

A RAID warning window cautions you about loss of data:

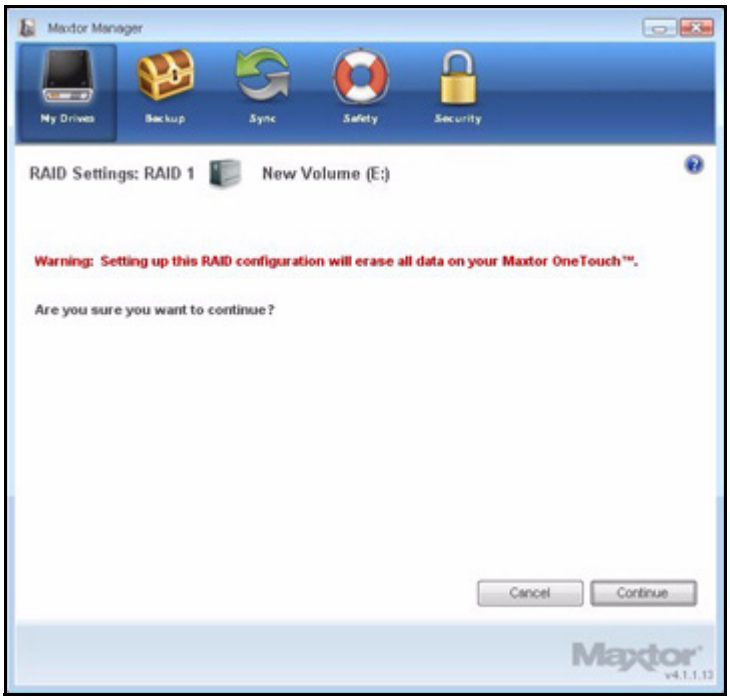


Figure 54: RAID Warning

Step 4: Click **Continue**.

A window informs you that RAID Setup is in progress:

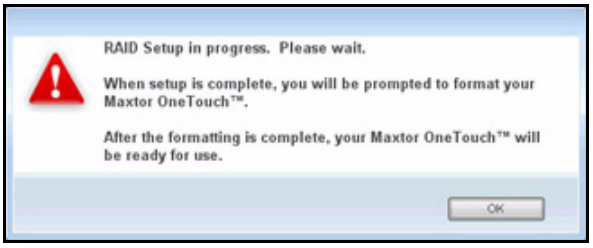


Figure 55: Reformat Warning

Step 5: Click **OK**.

When RAID Setup is complete, a window confirms that you want to reformat your drive:

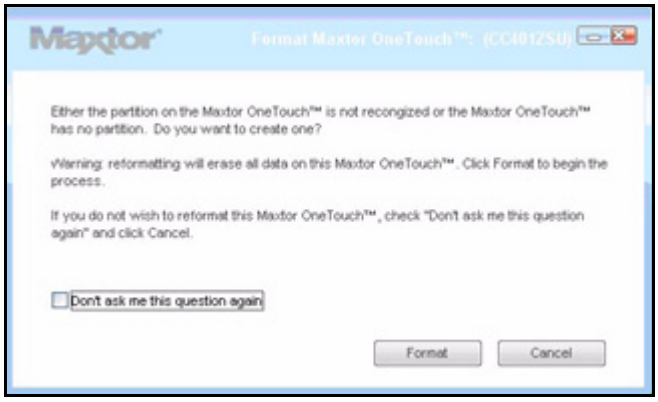


Figure 56: Reformat in Progress

Step 6: Click **Reformat**.

When the reformat is complete, your drive is ready for use.

For further information about using RAID, refer to your OneTouch III User Guide.

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*.

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

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.
- Personal Mail Files created with Outlook, Outlook Express, Windows Mail, and Macintosh Mail
- Financial Files/Data
- Other user data files/folders

The Maxtor Manager's Backup and Sync utilities are designed to back up or sync a single user's Windows XP or Mac OS X **Documents** folder or Vista **Personal User** folder.

5. Is there any way to recover a lost DrivePass or Maxtor Encryption password?

No. There is no way to recover a lost password.

- If you lose a DrivePass password, you must erase the OneTouch drive in order to use it again. Erasing the drive will erase all data stored on it.
- If you lose a Maxtor Encryption password, you must delete the encrypted folder. 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?

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. 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*. On the website, click the **Download Center** link for all available downloads for your OneTouch 4.

Index

A

Adjusting Power Setting *14*

B

Backing Up & Restoring Folders *25*
- Creating a Backup Plan *25*
- Restoring Files *45*

Backing Up Manually *42*

C

Changing your DrivePass Password *61*

Checking Sync Status *90*

Completing the Sync *84*

Creating a Backup Plan *25*
- Creating a Custom Backup *27*
- Using Simple Backup *25*

Creating a Custom Backup *27*

Customizing the OneTouch Button *10*

D

Deleting a Backup Plan *39*

Deleting Sync Settings *92*

E

Editing Backup Settings *34*

Editing Sync Settings *86*

Enabling DrivePass *50*

F

Frequently Asked Questions *103*

G

Getting Started *1*
- Installing the Software *1*
- Using the System Tray Icon *6*

I

Installing the Software *1*

M

Managing Backup Settings *34*
- Backing Up Manually *42*

Deleting a Backup Plan *39*
Editing Backup Settings *34*
Using Scheduled Backup *41*
Viewing the Backup Log *43*
Managing Security *50*
Setting Up DrivePass *50*
Managing Your Drives *9*
Adjusting Power Setting *14*
Customizing the OneTouch Button *10*
Testing Your Drive *17*

O

OneTouch II and III Users *50*
If You Forget Your Password... *68*
Managing Security *50*
Synchronizing Folders *75*
Using RAID *98*

R

Removing DrivePass *57*
Restoring an Historical Version *47*
Restoring Files *45*
Restoring an Historical Version *47*
Restoring the Most Recent Version *48*
Restoring the Most Recent Version *48*

S

Setting Up DrivePass *50*
Changing Your DrivePass Password *61*
Enabling DrivePass *50*
If You Forget Your Password... *68*
Removing DrivePass *57*
Unlocking Your OneTouch Drive *55*
Synchronizing Folders *75*
Checking Sync Status *90*
Completing the Sync *84*
Editing Sync Settings *86*
Using Custom Sync *77*
Using Simple Sync *76*

T

Testing Your Drive *17*
Turning Off Automatic Sync *94*
Turning Off Scheduled Backup *41*

U

Unlocking Your OneTouch Drive *55*

Updating Your Software *21*

Using Automatic Overwrite *97*

Using Automatic Sync *94*

  Turning Off Automatic Sync *94*

Using Custom Sync *77*

Using RAID *98*

Using Scheduled Backup *41*

Using Simple Backup *25*

Using Simple Sync *76*

Using the Sync Preview Window *96*

  Using Automatic Overwrite *97*

Using the System Tray Icon *6*

V

Viewing the Backup Log *43*