

## Virtual Vault

Thank you for purchasing Virtual Vault by Net Access Corporation. This document will assist you in setting up the software for the first time.

### I) Software Installation

Before you can setup the software you will need to have a username and password setup by Net Access. You would have selected this when you signed up with the Sales department.

**Please save and close all other programs as your computer may need to reboot after the installation process. Any unsaved data could be lost.**

To begin the installation process double click on the setup icon that was supplied to you by Net Access.

**Step 1:** On the welcome screen click next.

**Step 2:** You will be prompted to read and accept the terms of the License and User Agreement. Once you have read and accepted the terms of the License and User Agreement, Choose "I accept the terms of the License Agreement." You can also print the License and User Agreement by Clicking Print. Click Next.

**You may click Back at any time during the setup process to change any of the previously selected options of each wizard.**

**Step 3:** You will now be prompted to choose the folder where the Vault software will be installed. The default folder is C:\Program Files\Net Access Corporation\The Vault.

**We recommend using the default folder location.**

If you want to use the default folder, Click Next. If you want to change the folder location, Click Change. Choose the folder to which you want to install the Vault software or Type in your desired path and Click Next to continue.

**Step 4:** Click Install to begin the installation. The installation process may continue for several minutes after the status bar reaches 100%.

The Vault installer may need to install certain Microsoft Windows updates onto your computer. If this should happen, a dialog box will appear displaying, "Installing Windows Updates."

**WINDOWS MAY NEED TO REBOOT YOUR SYSTEM AFTER THIS PROCESS.**

The installation will continue automatically after your computer has been rebooted.

**Step 5:**

The Vault software has been installed on your computer. You need to complete two additional setup wizards. First you will setup your Encryption Key. The second wizard will help you design your first Backup Set.

**II) Setup your Encryption Key**

**What is the Encryption Key?**

The Encryption Key is used by the Vault software to encrypt every file that you backup and then decrypt every file that you restore. In just a minute, you will be asked to provide a 32 character string that will then be converted into a 256 bit Encryption Key. You will not need to re-enter the Encryption Key unless you have a complete system failure and need to reinstall the Vault software.

**VERY IMPORTANT – PLEASE READ**

While you will not need your Encryption Key to perform daily backups or to retrieve selected files, you will need your Encryption Key if you have a system failure and need to perform a full recovery.

**Please note: If you lose your Encryption Key Net Access will not be able to retrieve this key for you. As a result, you will have lost all of your backups.**

We highly recommend that you keep printed and electronic copies of your Encryption Key in a secure, offsite location, such as a Safe Deposit Box.

**Step 1:**

This wizard will guide you through the steps necessary to setup your Encryption Key. If this is the first time you are installing the Vault to this computer, Choose Create a New Key (this is the default option) and Click Next.

**Step 2:**

Enter the Username and Password that you selected upon signup and click Next.

**Step 3:**

To create your Encryption Key, you will be prompted to enter a string of 32 characters. You may use any combination of numbers and letters but you may not use spaces or punctuation. The key is also case sensitive so

upper and lower case letters are different. Alternatively, you may generate a random key by Clicking Generate Random Key. If you choose to create your own key, enter a 32 character string and then click on Generate Key.

**IMPORTANT: Your Encryption Key may contain letters and numbers but no spaces or punctuation. The Encryption Key is case sensitive.**

**Step 4:**

Before you can move on, you must either save or print your Encryption Key. You may save and print the Encryption Key as many times as you wish. You will also be able to save or print your Encryption Key at anytime later using the Vault software.

If you want to save the file, Click Save to File. The default filename will be "youruserid.key." You may change the filename, as long as it ends with the file extension ".key." We recommend that you save the file to a floppy disk or CD-R and store it in a secure, offsite location, such as a Safe Deposit Box.

If you want to print your Encryption Key, Click Print. You will be prompted to select a printer and then it will be printed. We recommend that you store this printout in a secure, offsite location, such as a Safe Deposit Box.

Please note: The printout or file of the Encryption Key is different from the 32 character string that you typed in. It actually contains the same information (to the computer), but, for security reasons, displays the information in a manner that is more difficult to remember and to copy. If you need your Encryption Key at some point to restore your data you will have the option of using the 32 character string that you typed in or the version of the Encryption Key that you just saved and/or printed.

**Step 5:**

Once you have finished saving or printing your Encryption Key, Click Done.

**VERY IMPORTANT – PLEASE READ** Once again, it is **ABSOLUTELY ESSENTIAL** that you have a copy of your Encryption Key. You **WILL NOT** be able to retrieve your files in the event that you have a complete system failure unless you have either the 32 character string that you typed in or the version of the Encryption Key that you just saved and/or printed.

## **II) Creating Your First Backup Sets**

You are almost ready to start backing up your data. The third and final wizard will help guide you through the steps necessary to design a Backup Set.

## What is a Backup Set?

A Backup Set is a list of files and folders that will be backed up, and a specified schedule of when those files will be backed up. The Vault allows you to create an unlimited number of Backup Sets. To setup your first backup set click on "New Backup Set" under Manage Backups.

### Selecting Files By Folder

- Step 1:** If you know what folders your important files are in, choose By Folder. Select this method, for example, if you want to backup every file in "My Documents." Click Next.
- Step 2:** You will now be taken to a folder tree view of your system so you can select a folder to backup. Select a folder to backup and Click Next.
- Step 3:** You will then be prompted with a window asking if you would like to calculate the usage of this folder. Click Yes.
- Step 4:** On the bottom left hand of the window you will see the estimated disk usage. If you would like to go forward with the creation of the backup set Click Next.
- Step 5:** The wizard will ask you what time the last person leaves the office. This question is to help prevent backups from occurring during your hours of business operation. You will also need to select what days and times you would like the backups to run. Click Next.
- Step 6:** Name the backup set and click Finish.

### Selecting Files By File

- Step 1:** To backup specific file extensions select By File Type and Click Next.
- Step 2:** A list of commonly used programs are provided if you do not know the correct program extension of the files you are looking to backup. If your program file extension is not listed you can add it by clicking on Manage Extensions. Click Next.
- Step 3:** You will then be prompted with a window asking if you would like to calculate the usage of this folder. Click Yes.
- Step 4:** On the bottom left hand of the window you will see the estimated disk usage. If you would like to go forward with the creation of the backup set Click Next.
- Step 5:** The wizard will ask you what time the last person leaves the office. This question is to help prevent backups from occurring during your hours of business operation. You will also need to select what days and times you would like the backups to run. Click Next.

**Step 6:** Name the backup set and click Finish.

### III) FAQ

***Will a backup set exceed the estimated disk usage displayed when I created the backup set?***

Yes. The Vault software defaults to allow for 10 revisions. As a result, the file will be backed up each time you modify the file up to 10 times. For example, if you backup a PDF which is 2 megabytes and has been modified 10 times the total size of the backup will be 20 megabytes.

***How do I display my disk usage?***

Open the Vault backup agent and click on Account Information. Your usage will be displayed under Online Information.

***Can I change the default number of revision rules?***

Yes. Open the Vault backup agent and change this under Preferences => Revision Rule Settings.

***My Vault plan provides 5 gigs of storage space. Once I reach 5 gigs will my backups stop?***

Computers have an uncanny habit of dying when you need them most. Net Access will allow you to continue backups even if you exceed you're allotted space. It is important to check your usage to avoid high overage charges.