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**PORT-A-DISK BACKUP SYSTEM™  
BACKUP INSTRUCTIONS**

**Never remove/unplug a backup drive tray while the power to your drive unit is still on.**

**Before your regular backup**

Save all work and close down all other programs

If your backup is on a stand alone computer, you should restart the computer

If your backup is on a windows server, do not restart the server as this will impact other users

Your backup system is on a

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**If you are on a stand alone computer**

Close down all extraneous utility software that might be running in the system tray.

Your computer's extraneous software might include the following items:


Turn on the external backup drive unit.

The power switch is located

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Click on MY COMPUTER from your windows desktop  
Verify that a drive letter has been assigned to your Port-A-Disk drive.  
Your drive letter should be:

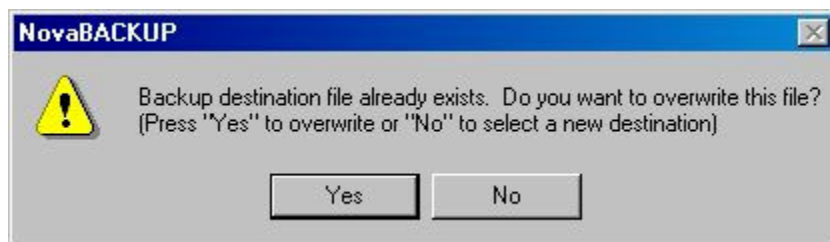
Close the MY COMPUTER WINDOW

If you are running a manual backup

- ❖ Open the backup utilities folder
- ❖ Open the folder for MEDIA
- ❖ Delete all contents of the MEDIA folder
- ❖ Close the MEDIA folder
- ❖ Open the NovaBACKUP icon for the appropriate backup job and the backup will begin

or

- ❖ Open the backup utilities folder
- ❖ Open the folder for MEDIA
- ❖ Delete all contents of the MEDIA folder
- ❖ Close the MEDIA folder
- ❖
- ❖ Open the NovaBACKUP program
- ❖ Click on File
- ❖ Open Backup Job
- ❖ Open the appropriate backup job
- ❖ Click Backup in the lower right corner of the screen
- ❖ Click Yes if prompted that a backup job already exists. You do want to overwrite this file.



Close down the program after the backup job ends

If you are running a scheduled backup

- ❖ Your backup should run automatically at the designated time

After the backup has finished you will want to replace the current port-a-disk drive tray or backup unit with one of the alternate drive trays or backup units.

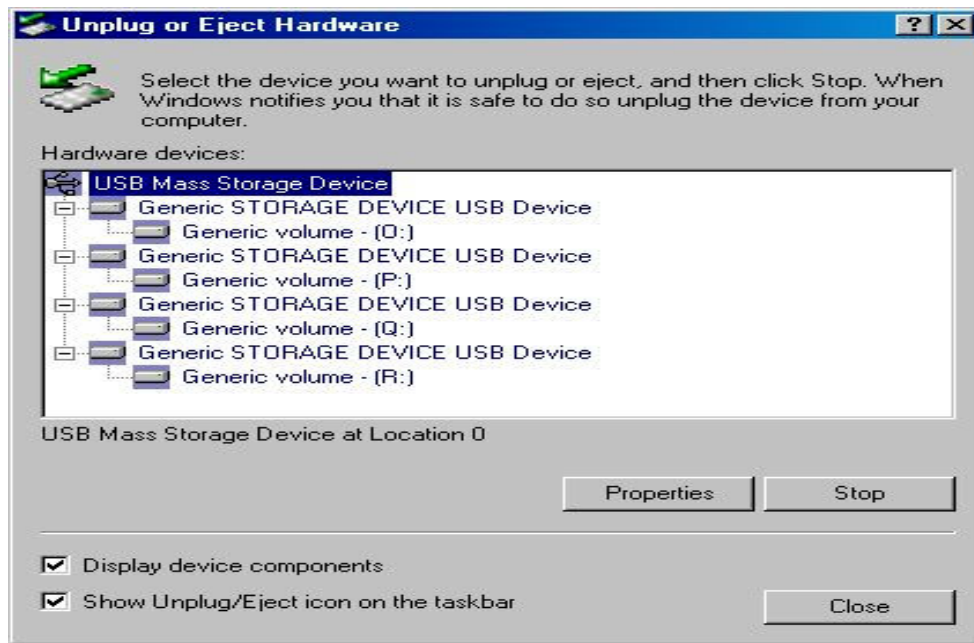
**Never remove/unplug a backup drive tray while the power to your drive unit is still on.**

Your Port-a-Disk drive unit uses a USB connection to your computer. This means that the backup drive can be removed while the computer is on. However, you must “safely” unplug or eject the backup drive unit before turning off the drive unit and removing or inserting an alternate drive tray.

This **safe removal** is a normal feature of the USB hot-swappable technology. Locate the green arrow in the task bar (lower right corner of the screen near the clock) Double Click on the green arrow to bring up the Unplug/Eject Hardware screen Click on the drive letter for your backup drive Your drive letter should be:



Click on Stop to safely stop the drive.



*Note that your system drive letters may not look exactly like the screen above.*

The system will indicate one of two choices:

Choice 1

- ❖ It is safe to remove the drive.
- ❖ Turn off the drive unit.
- ❖ Lift up on the handle on the removable drive tray and remove the drive



Choice 2

- ❖ The drive cannot be removed now. (Wait a minute and try again)




### **Replace the drive with an alternate drive tray.**

Locate an alternate drive tray and insert it into the external drive unit.

- ❖ Make sure that the drive tray fits snugly into the external kit.
- ❖ The alternate drive tray must sit flush into the external unit

The Port-a\_Disk may come in a few different model variations. The concept is basically the same. A standard hard drive is housed within the unit and can be removed if needed.

Choose the picture that matches your variation

<p>Newer Model Port-a-Disk <b>Correct</b> Tray Placement (flush to drive unit)</p>	<p>Newer Model Port-a-Disk <b>Incorrect</b> Tray Placement (<b>not</b> flush to drive unit)</p>
	
<p>Original Model Port-a-Disk <b>Correct</b> Tray Placement (flush to drive unit)</p>	<p>Original Model Port-a-Disk <b>Incorrect</b> Tray Placement (<b>not</b> flush to drive unit)</p>
	
<p>Nighthawk Model without removable tray Power Switch is on left rear</p>	<p>Nighthawk Model Turn off Unit, Unplug power and USB cables on rear of when removing unit</p>
	 

## NOTES ON THE PORT-A-DISK BACKUP SYSTEMS

### ALTERNATE DRIVES

- ❖ It is a good idea to use several alternate drives to backup your systems.
- ❖ If one drive should fail, the alternate drive may be your only valid backup.
- ❖ You can have as many alternate drives as you wish.
- ❖ One alternate drive should always be taken away from the computer is it servicing. In case of fire, flood, earthquake, theft or any other natural or man-made disaster, an alternate drive can make the difference between recovering your data or losing it all.

### BACKUP SOFTWARE

The actual backup software is NovaBACKUP from Novastor Corporation (<http://www.novastor.com/>)

Your NovaBACKUP Version and Serial # are:

Version #	Serial #
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### BACKUP DRIVES

The backup drives are standard ATAPI/EIDE hard drives.

### DISASTER RECOVERY

You may need additional technical assistance for some of the following steps:

If your existing system has crashed and/or windows is not functioning at all, you can restore your system using the NovaBACKUP software.

The Port-A-Disk system requires a functional windows system to operate. The Port-A-Disk external kit connects to a standard USB port. These are only available with Windows 98SE, Windows ME, Windows2000 or Windows XP operating systems.

The standard hard drive within the Port-A-Disk system can be removed from the tray and placed in any Windows based computer.

Data Recovery can be accomplished in the following manner

- 📁 Reinstall windows to a new hard drive.
- 📁 Do a basic windows install or use NovaBACKUP's Disaster Recovery CD if available.
- 📁 Do not bother to reinstall all your software and hardware. The backup system will recover this information
- 📁 Attach the Port-A-Disk drive unit to your computer's existing ATAPI/EIDE cable.
- 📁 Your new hard drive should be configured as a master drive or CS select on master channel.
- 📁 The actual drive of the Port-A-Disk system should be configured as a slave drive or CS select on slave channel.

**Do not format** the Port-A-Disk drive as it contains a backup of your computer's information.

If you did not create a Disaster Recovery CD you will have to reinstall NovaBACKUP  
Then run NovaBACKUP and restore your data.

## DISK MAINTENANCE—INDEX FILES

In addition to the backup files, NovaBACKUP will create index files that correspond to each backup job. These are used to locate individual files and folders within the large backup job.

Over time, the number and size of these index files can be excessive. Feel free to delete these index files except those created within the last 30 days.

These index files are not needed and can be recreated to restore data.

To delete the index files

- Close all programs
- Save all work
- Make sure the backup program is not running
  
- Open my computer
- Open the C drive
- Open Program Files Folder
- Open Novastor folder
- Open NovaBackup Folder
- Open Index folder
- Click on view
- Details
- Click on view
- arrange icons by date

Delete all files except for those created within the last 30 days.

## DISK MAINTENANCE- BACKUP LOGS

The backup logs are text files that are a record of backup and restore jobs that have been run.

The log files can be reviewed from the NovaBackup program, they can be emailed to you or both.

The number and size of the log files can become excessive over time.

If your backups are running fine and you review the log files regularly, you can delete the older log files.

As a general practice, I usually delete log files that are over 30 days old.

Open the NovaBackup program

Click on the tab for logs

Click on the column for Date/Time to sort by date (descending date order)

Click Date/Time again to sort by date with older dates first (ascending date order)

Use Windows Shift/Click method to highlight a block of older dated backup jobs.

Click Delete to delete these logs.

Sort by Date/Time again to reorder the list. The list appears to automatically reorder into descending order with most recent dates on top.

Continue to delete older logs as needed.

Exit the program

## DATA RESTORATION—NOTES, CAUTION AND FLEXIBILITY

Backups are an insurance policy that guard against loss of information.

As much as computers fail, hard drives fail, windows becomes corrupt ,or files are accidentally erased, backup sets can also fail. Multiple backup sets should be used as redundancy for damaged backup files.

Most users use the program with backups that are scheduled to run automatically or can be run as a saved script.

The restore function complements the backup with the ability to restore individual files, entire folders or in many cases, entire computers. The latter is considered Disaster Recovery

As an insurance policy, you may need to call for assistance when attempting to use the “RESTORE” feature.

Scheduled jobs and saved backup scripts are used to automatically backup selected sets of information to backup media – CD, DVD, external hard drive, etc.

Restoration should not be scheduled or scripted as it could overwrite existing data that is valid.

My recommendation is to restore data to alternate locations before replacing existing data. This “alternate location” is an option within the restore settings.

Alternate locations will not work when restoring entire computers in a Disaster Recovery environment.

Both backup and restore functions require almost exclusive access to the computer they are assisting. Restoration of individual files could take some time.

The Port-A-Disk backup system is unique in that the backup media can be attached to other computers. The NovaBackup software can be installed and used on these “other” computers to restore the data to an alternate location. The original system (usually a server) can continue to function normally until the selected data is restored and ready to be copied back to it’s original location on the server.

One can even take the backup media out of the office- restore data to another computer and then bring the restored data back when it is available.

You will need a compatible version of the NovaBackup software as well as a compatible USB interface to restore data when using “other” computers.

Note that if you are using standard hard drives, you could attach the backup media to another computer as long as it is configured as a slave or secondary drive.

This portability feature will not work for complete computer Disaster Recovery problems.