



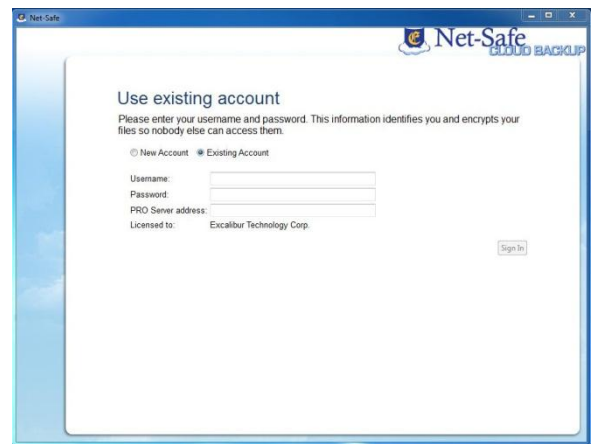
# Excalibur TECHNOLOGY

700 Fox Glen  
Barrington, Illinois 60010  
ph: [847] 842 - 9570  
fx: [847] 842 - 0190  
[www.excaltech.com](http://www.excaltech.com)  
[support@excaltech.com](mailto:support@excaltech.com)

Thank you for choosing Excalibur Technology's Net-Safe for your online backup solution. Once the software has been installed on your machine you are just steps away from having your data safely backed up to our secure servers. Your data will be encrypted using 448 bit encryption before being sent over the Internet to our secure network operations center. Rest assured that your data is secure with the highest level of encryption. Net-Safe will perform a full backup of all of your data the first time. Files will then be backed up as they change throughout the day by default. In the event of a disaster your data can be restored from any location with an Internet connection. Please use this guide to help you get started backing up your data.

## Install Net-Safe:

1. Before installing Net-Safe Cloud Backup please uninstall any previous version of Net-Safe you have installed.
2. The 32bit installer can be downloaded from <http://www.fieldfiles.net/netsafecloud32.exe> and the 64bit installer can be downloaded from <http://www.fieldfiles.net/netsafecloud64.exe>
3. Run the installer and select all defaults.
4. When prompted for account info select the option for existing account then enter the credentials provided to you. For the server address use [netsafecloud.excaltech.net](http://netsafecloud.excaltech.net). If you have not received your credentials or there is an issue with the provided credentials please contact our office at 847-842-9570 and select option 4 for support.

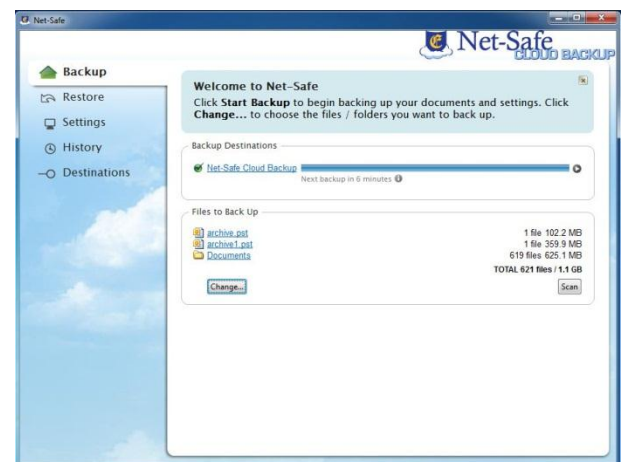


## Create the Backup Set:

When Net-Safe is first opened you will be on the backup tab. By default your My Documents folder will be selected for backup.

To configure your backup set click the Change button and select the files/folders you would like to backup. Once all files/folders have been selected click the Save button. **Note:** Any folder to be backed up must include SYSTEM in the Security tab with Full Control. Otherwise, Net-Safe Cloud will not be able to view the contents of the folder.

Click the Backup button to start backing up immediately. There is no more set schedule for Net-Safe. The initial backup will run and back everything up. From there as files are changed they will be backed up automatically every 15 minutes by default if you have an active internet connection. You can start and stop the program as it will start back up when you are connected to the internet.



The next section will cover some advanced settings like changing what hours the backup can and can't run.

### Please Note

- You must have a connection to the internet to backup.
- The first backup can take a long time depending on the amount of data that you are backing up and the speed of your Internet connection.
- The program will try to backup open files. They will be skipped if the file is locked. All files should be closed to ensure a complete backup.
- If you need to back up mapped network drives, System State, SQL or Exchange contact our office for assistance in setting that up.



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## Advanced Settings:

Click the Settings tab on the left hand side of Net-Safe.

### General tab:

- If you want Net-Safe to only run during certain hours change the “Net-Safe will run” option from “Automatic” to “Between specified times” then indicate the times.

### Backup tab:

- To configure the backup frequency and versions to keep click the Configure button next to “backup frequency and versioning”. Please note the more versions you keep the more storage your account will take up. By default backed up files will never be deleted.
- Under Backup Status and Alerts you can set the delivery times of your reports and under the Configure button you can set the frequency of alerts and reports.

### Account tab:

- Set your personal information here. This is the email address that will be used for reporting. Only one email address can be listed.

### Security tab:

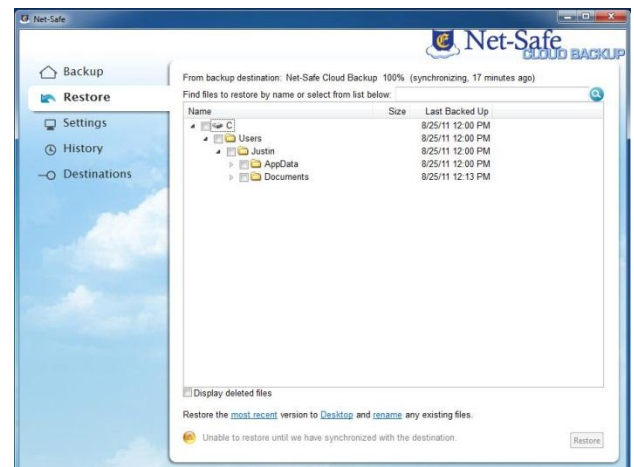
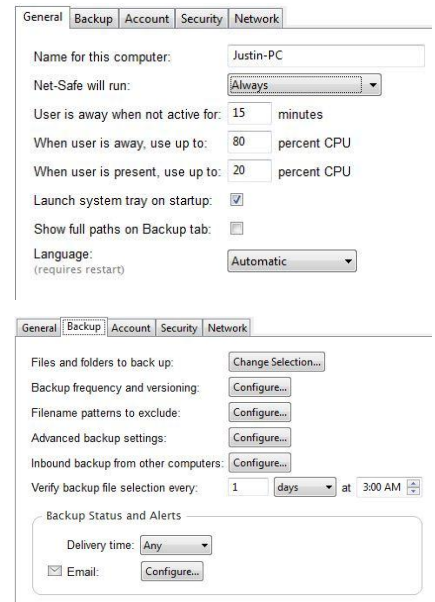
- You can change your encryption key here if desired. If this key is lost or forgotten your data will not be recoverable.

### Network tab:

- You can limit the bandwidth Net-Safe uses here.

## Data Restoration:

1. To restore data click on the Restore tab on the left hand side.
2. Navigate through the file tree and select the files you would like to restore. You can also search for files at the top.
3. If you do not want to restore the most recent version of the backup click the link at the bottom that says “most recent” then select a different date.
4. To specify where you want to restore the files to click the link at the bottom that says “Desktop”. You can restore to the desktop, original location or a specified folder.
5. Use the “rename” link at the bottom to choose whether the original file will be renamed or overwritten by the restore. When renaming Net-Safe will add “original1.” To the front of the existing file.
6. Click the Restore button to start the process.



Thank you once again for choosing the Excalibur Technology’s Net-Safe Cloud backup solution. This completes the quick start setup instructions. There are more options that have not been discussed. If you need additional support please contact us at 847-842-9570 and select option 4 for support. **Please be sure that you have clicked the Backup button on the Backup tab otherwise the backup will not start or run.**