

Quick Install User Guide for PC's and Laptops Version 3.0

For more feature sets please download the complete user guide that explains all of the feature sets at <http://www.oneicon.com/download/OneIconTechnologies-3.0-Manual.pdf>

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1.0 Introduction to Onelcon Technologies

1.1 Welcome

Thank you for choosing Onelcon Technologies from One Icon, LLC. The fact that you are reading this user manual shows you understand how important it is to ensure that your data remains safe, secure, and always available.

One Icon, LLC is one of the leading providers of online backup and recovery services. Onelcon, LLC is also one of the very few online backup service providers with its own unique software technology. Onelcon Technologies offers the same security and functionality of backup and recovery services used by Fortune 500 companies, presented in an easy to use package.

We hope that using Onelcon Technologies will give you the peace of mind that your data is truly protected. We are always striving to improve the ease of use and functionality of our software, so please feel free to contact us if you have any questions, comments, or suggestions.

1.2 About Onelcon Technologies

Onelcon Technologies is a secure, online backup and recovery service that automates backups of your data. Onelcon Technologies backs up your files by compressing and then encrypting them using your unique encryption key. The encrypted files are transmitted over the Internet via a secure channel to two sets of One Icon, LLC servers. The servers are located in geographically separate locations.

Once you have installed and configured the Onelcon Technologies software, you only need to select the folders and/or files that you wish to backup. If you want these sets to run periodically, you can then set up the backup scheduler. After your first backup is run (either automatically or manually) all subsequent backups will only transmit any new files, along with the incremental changes to your existing files. This saves you valuable time and bandwidth. You can restore your files at any time, and as often as you like. Recovering your files is as easy as a few clicks of the mouse.

1.3 Using Onelcon Technologies

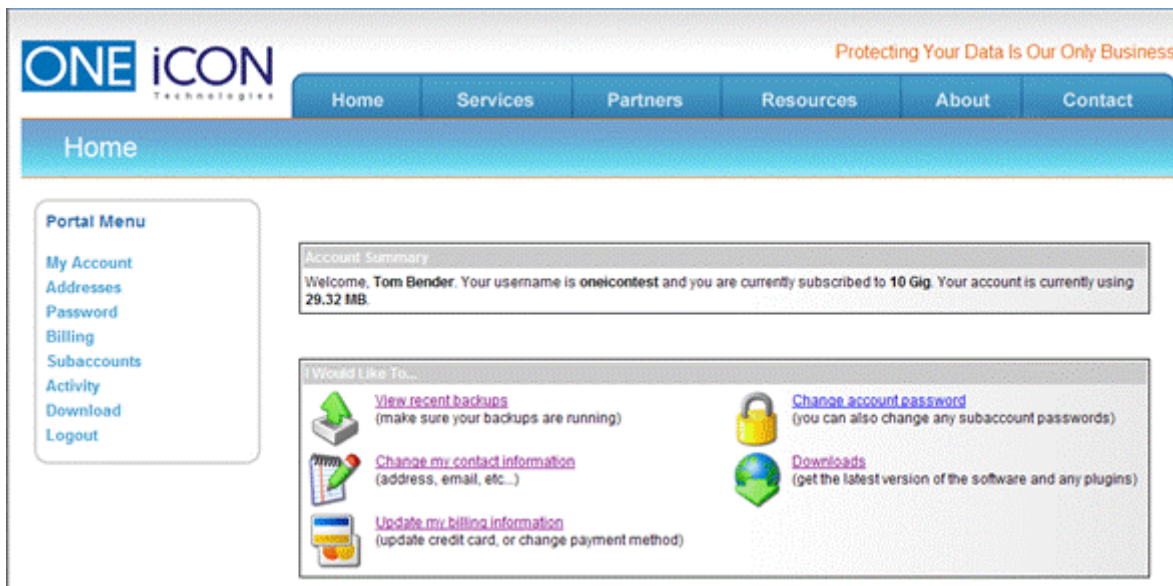
The Onelcon Technologies software is configured to open and run in the background on your computer, without interfering with your other running programs. You can continue to use your computer normally, including accessing the Internet, while backups are in progress. You will see the Onelcon Technologies icon (an arrow on top of a globe) in your system tray. Because the software runs as a service, the Onelcon Technologies Monitor itself does not need to be open in order for your backups to occur.

Your computer must remain on for backups to occur automatically. Note, however, that you do not need to be logged into your account and you may lock your computer. Depending on the configuration of your system, Onelcon Technologies may or may not work properly if your computer does go into sleep, hibernate, or power-save modes. Please check to make sure that automated backups are occurring if your computer enters any of these modes. If automated backups do not occur, you may have to change the mode settings or turn the power saving feature off. If you have any questions about the use of Onelcon Technologies, please do not hesitate to contact us.

Signup for Oneicon Backup

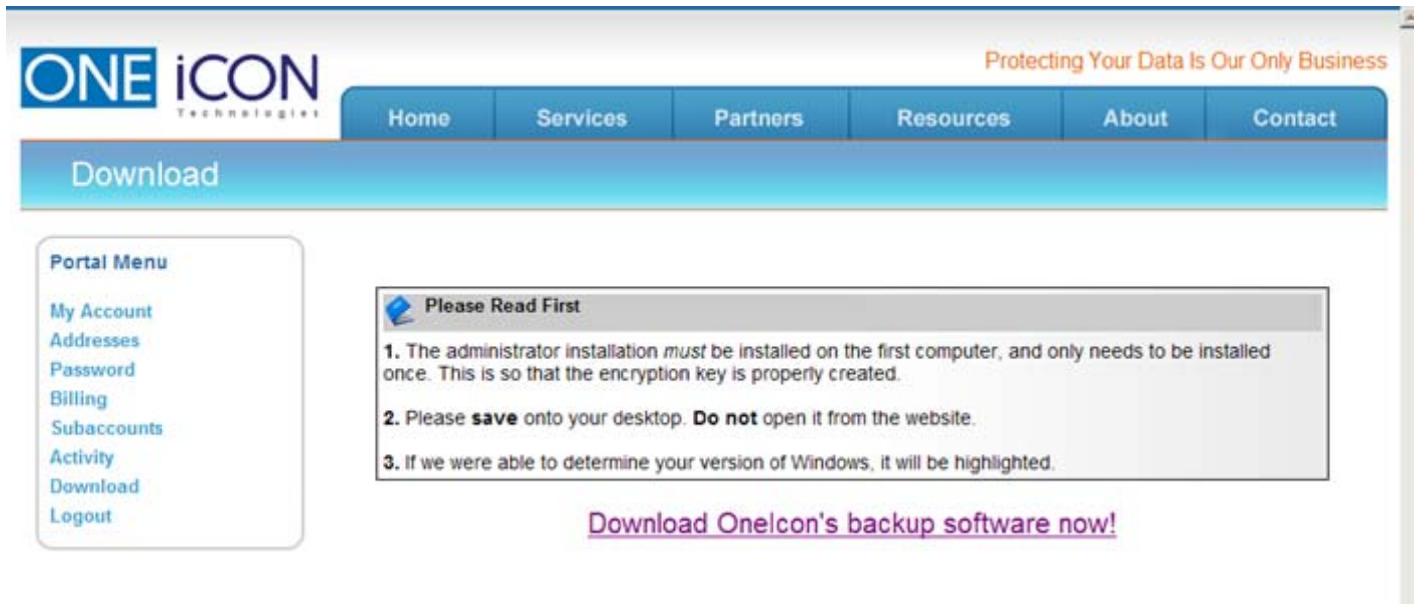
It is easy to sign up for a Oneicon backup plan. In just a few simple steps, and you can have the confidence that your data will never be lost.

1. Go to <http://www.oneicon.com> and click on free trial to create your new Oneicon account. There is no credit card required. At the end of the trial period your account can be converted to a paid service and the data you have backed up will not be lost.
2. Next enter in your account information. You will need to enter an account username and a password for your new backup account. Note, if you retain the same username and password after the trial period, your trial account can be converted to a monthly plan.
3. After the account is created, login to your management control panel with the same username and password created during account setup.
4. Download the backup software. Click Download and save the software to your computers desktop.



5. You can login into you portal anytime by going to <http://www.oneicon.com> and selecting the "Login" link in the top right corner.

6. At the next window, select Save the file. Please save the file to your desktop.



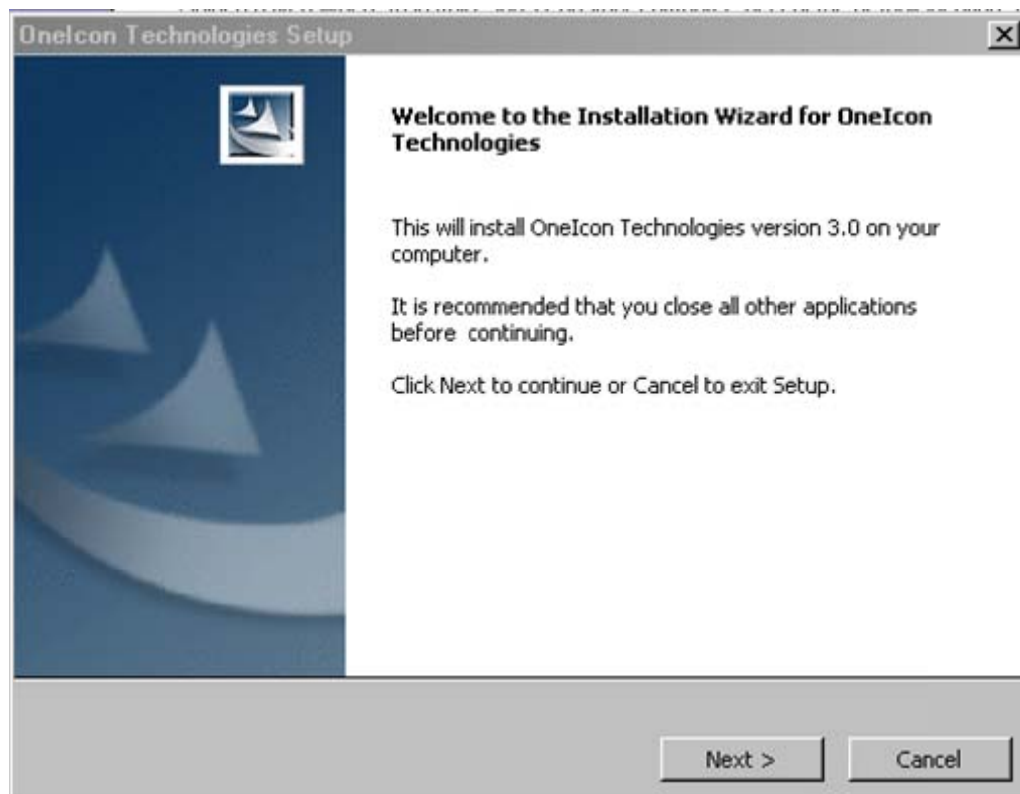
7. Once the download has completed, you can start the install process. The installation process is covered in the next section, entitled Installing Oneicon (Version 3.0).



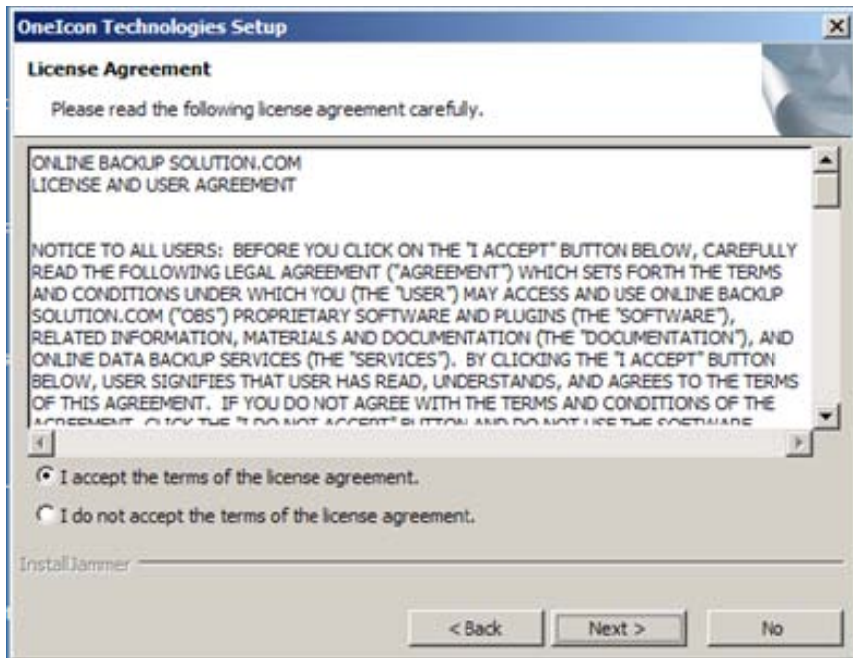
Installing Oneicon Backup version 3.0

Now it is time to install Oneicon on your computer. If multiple computers are going to be backed up, Oneicon must be installed on each computer. It is recommended that you close any computer applications that are running on your computer before you start the Oneicon installation process. After the installation process is completed, Oneicon will need an Internet connection, as it automatically connects back to the server for the automatic setup process.

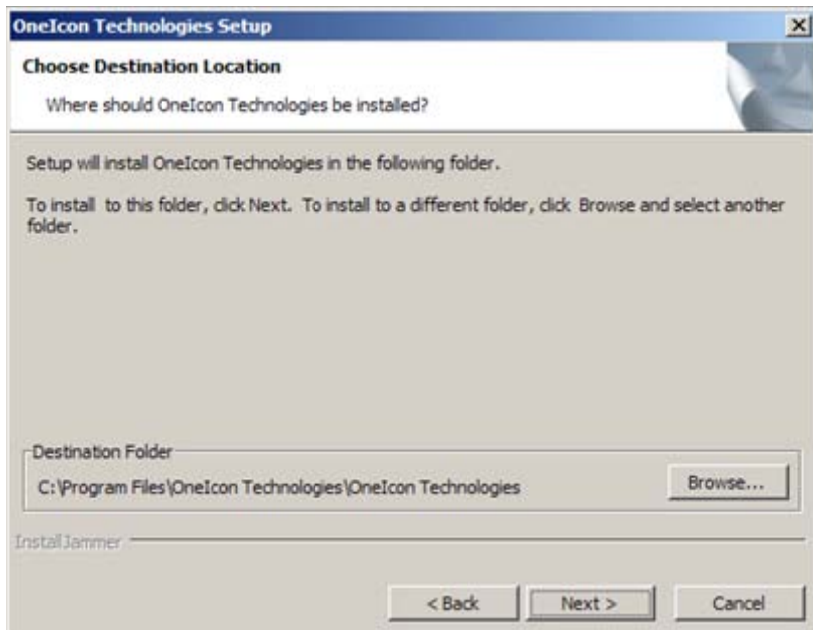
1. To start the Oneicon install, double click on the Oneicon version 3.0 icon that is on your desktop.
2. At the Welcome to the Installation Wizard window, click Next.



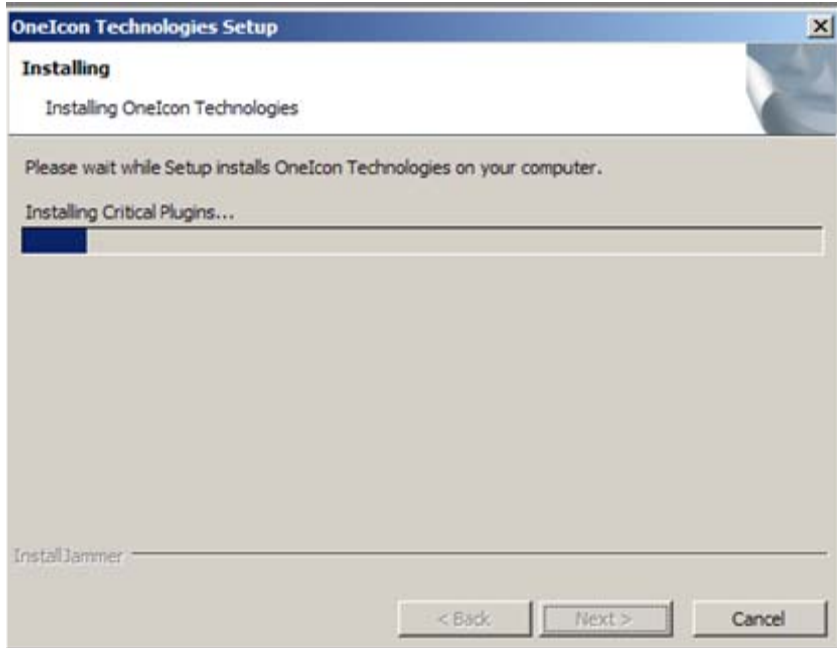
3. The next window you will ask you to accept the license agreement. After reading the agreement and agreeing to the terms, select I accept the terms of the license agreement and then click I Accept



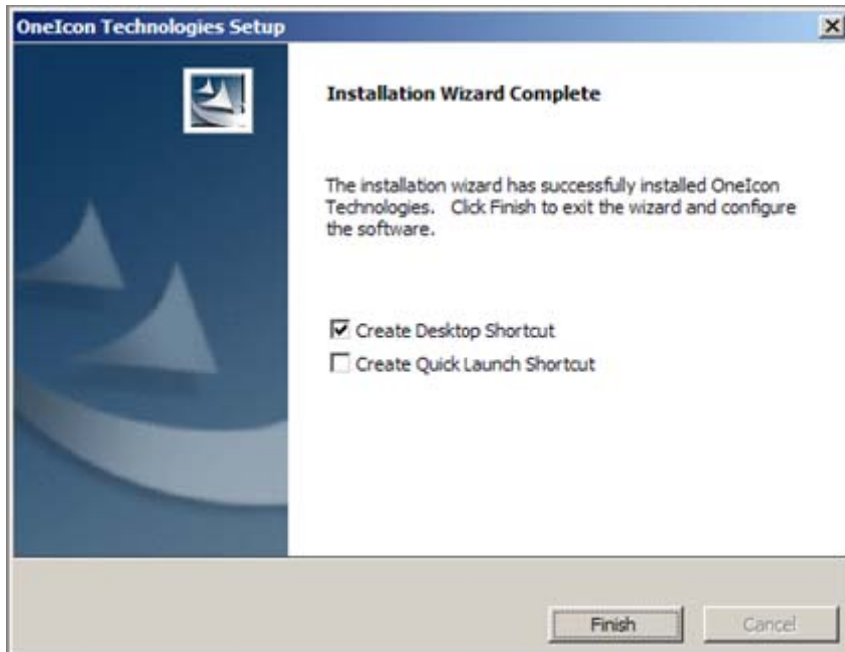
4. When asked where to install Oneicon on your computer, accept the default location. Click Next.
5. The Oneicon Review window will display the selected installation information. Click Next.



6. The installation process will begin



7. The Oneicon install process will tell you when the installation process has completed. You can accept the final settings. If you want, you can select to Create Quick Launch Shortcut. When done, click Finish



Setting up Oneicon's Backup Client on Your Computer

Oneicon will automatically start up and will connect to the Internet to setup your account and the program on your computer. The connection time will vary and is based on your Internet connection speed.



1. The first task for you is to enter your account information – username and password. Enter your account information.
2. Select to set up this computer as the main computer in your account (use this option is if you have only one computer in your account or this is the first of the other computers that will be using Oneicon. Backup. The computer id 0000 will auto fill, then select “Validate”

The screenshot shows a web form titled "Enter Your Account Information" with the Oneicon Technologies logo. The form includes a help icon (question mark) and a paragraph of instructions. Below the instructions are three input sections: "Type your username:" with a text box, "Type your password:" with a text box, and "I want to set up:" with three radio button options. The first option, "The main computer in my account.", is selected. Below these are two more options: "An additional computer. The computer ID is:" with a text box, and "A subaccount from the list:" with a dropdown menu. At the bottom right of the form is a "Validate" button with a right-pointing arrow. Red boxes highlight the username and password fields, the selected radio button, and the "Validate" button. Red arrows point from the text in step 2 of the previous list to these highlighted elements.

3. Oneicon will now go out to the Internet to validate your account. Once your account is validated, you will need to make a selection regarding your encryption key. The Encryption Key is used to encrypt all the files that are sent to Oneicon and is used again to decrypt any file that you restore to your computer. In the case that your computer suffers a system failure, your encryption key is needed to restore your files from the Oneicon backup. Without it, you cannot restore your data

8. Oneicon has two Encryption Key options:



9. Use a Managed Key – In this option, the Oneicon software creates your encryption key and it is maintained by Oneicon Technologies. If you suffer a catastrophic system failure, you do not need to find your encryption key to recover your data.

10. Create Your Own Key – This option allows you to create your own 48 character encryption key. You are now responsible for keeping either a digital or a printed version of your encryption key safe, sound, and ready for recovery. If you choose this option, you should keep a digital or printed version of the key in a safe, secure place that is off site (not where your computer is) place like a Safe Deposit box. For more information on crating your encryption key. See Creating Encryption Key at the end of document

Please Note: When you choose to create your own encryption key, you are responsible for it. Only you have access to this key. If you lose this key, Oneicon will NOT BE ABLE to restore your data.

11. After you have selected your encryption key option, Oneicon will need to test your Internet connection. To start the test, click Test. If you are prompted by your firewall software, please grant access to the Internet for the “Backup Agent”



12.

13. If your firewall software blocks the Backup Agent from accessing the Internet, you will receive a red X at

the Securely Upload phase of the test. Please open your firewall software and grant access to the Backup Agent to access the Internet. If you need assistance please call Oneicon at 408-842-8801.

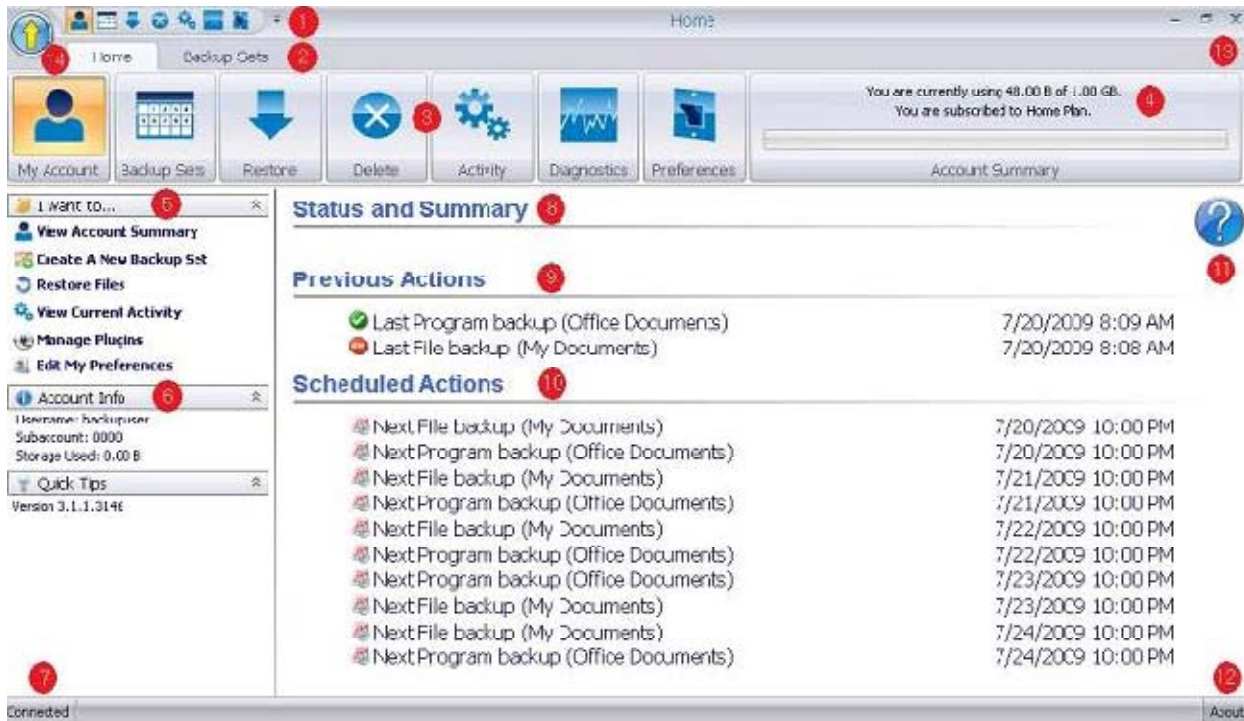
14. Oneicon will tell you when the test is completed and if a secure connection was established. Click Next.
15. After completing the test, you will see the Default Settings window. Click Next.



16. The next step is to create your first backup set. For more information as how to create a backup set, please refer to the Oneicon User Manual (Version 3.0).

Account Tab

This chapter is a quick tour of the My Account windows within Onelcon Technologies. When you open Onelcon Technologies, the default snap-in displayed is the My Account section which contains shortcuts to frequently used Onelcon Technologies actions. You can click Create a New Backup Set or View Account Summary information. You can also see the date and time of your last backups.



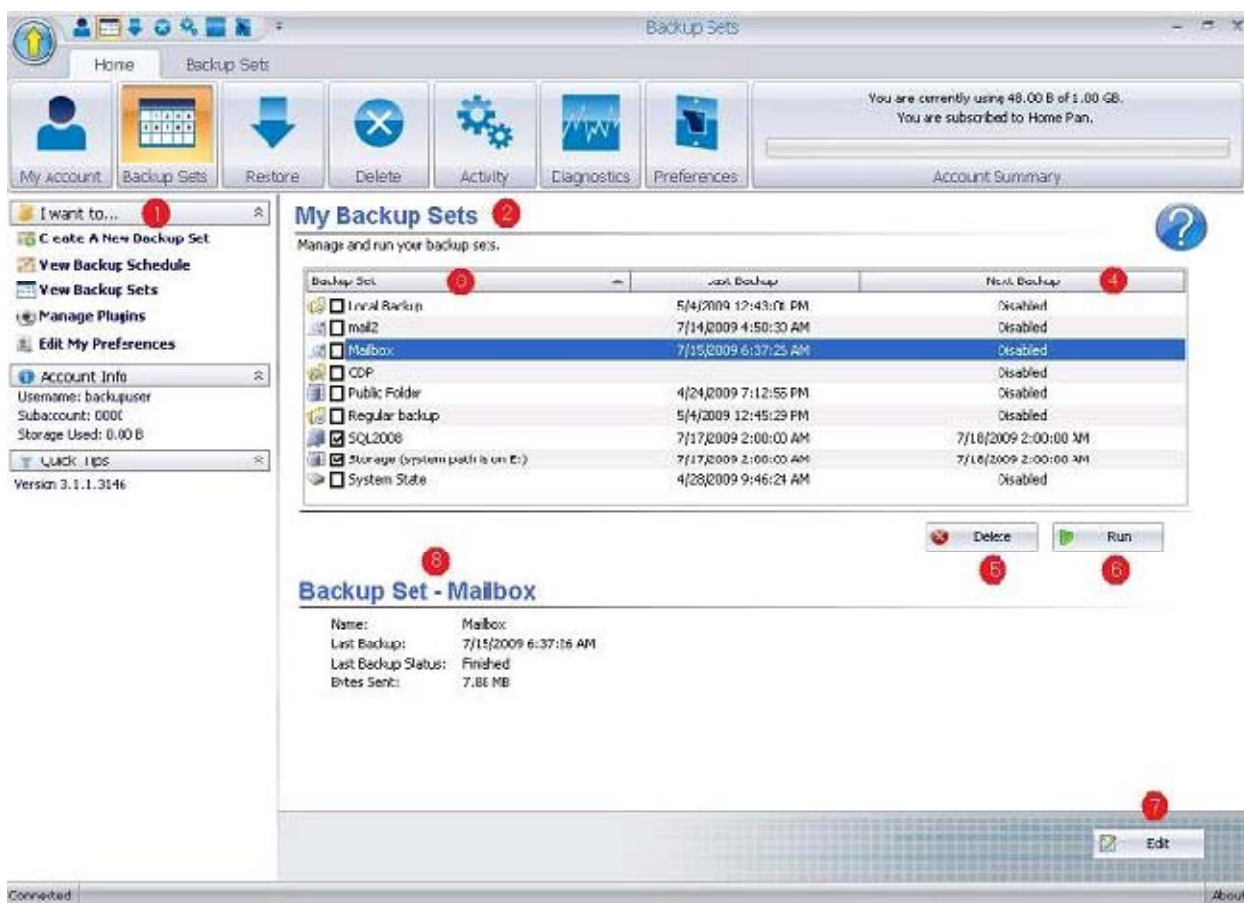
Points of Interest in My Account:

1. This section contains shortcuts to the main menu items in Onelcon Technologies.
2. Home and Backup Sets - The Home Snap-In contains all links to most of the actions that you will need in Onelcon Technologies. The Backup Sets Snap-In allows you to create a backup set and perform manual (on-demand) backups.
3. These are the main ribbon icons in Onelcon Technologies.
4. This area displays your current plan with your current storage use compared to the amount covered by your plan.
5. The "I want to..." section contains the submenus - links to different screens within the current snap-in. The contents of this section will change depending on the current screen.
4. This area displays the username, subaccount number, and storage information that currently is in use by this installation of the software.
5. Indicates when you are connected to the server
6. This is the main window where all backup sets are created, all recoveries are performed, and all other actions within the application are detailed. If you have not configured any backup sets, this section will be empty.
7. This area lists all of your past backups. You can see when they were run as well as the

8. success/failure status of each backup.
9. This area contains a complete list of all of your upcoming backups by date and time.
10. Help - opens the Onelcon Technologies Help files
11. About - tells you what version of Onelcon Technologies you have installed.
12. This section contains the standard window buttons - minimize, maximize, restore, and close.
13. This is the Exit button for Onelcon Technologies.

Backup Sets Tab

The Backup Sets Snap-In is where you go to create, edit, delete, and view your backup sets. You can also start a manual backup from this tab. Please note that deleting a backup set does **not** delete the backed up data on the server. To permanently delete the files from our servers, please go to the Delete Snap-In, select the files, and then delete the files there. This separate delete process ensures that you do not unintentionally delete the files from our servers.



The list below discusses each section in the Backup Sets window:

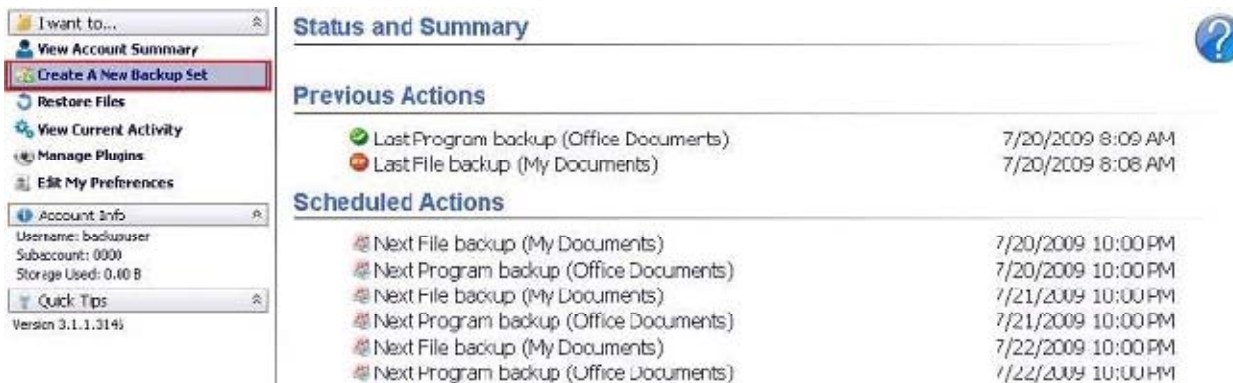
1. The "I want to..." area contains submenus to create a new backup set, view your scheduled backups, list your existing backup sets, manage your plugins, and edit your preferences.
2. This is the main window where you create your backup sets.

3. This section lists the last backup performed, and the next scheduled backup, for each backup set you have in the list.
4. This section shows your current backup schedule for each backup set.
5. If you do not need a backup set you can select it, click Delete, and after confirming this operation, the set will be removed from the list.
6. The Run button allows you to start a manual backup.
7. If you need to add folders or files, change the schedule, or rename a backup set, select the set and then click edit.
8. The bottom of the Backup Set list displays the name of the selected backup set.

Create a Quick Backup Set

This chapter is to show you how to create a quick backup set in Onelcon Technologies. If you do not have any backup sets, your first task is to create one. A backup set is a list of the files, folders, or program extensions that you want to backup. It takes just three steps to create a backup set. First, you select the files and folders that you want to include in the backup set. Second, if you want the backup set to automatically run, create a schedule for the set. Third, give the backup set a name. That's all there is to it. You have up to seven backup set options that you can use to create a backup set (some might not be available, depending on the computer that is running Onelcon Technologies. These options are covered in-depth in the section "Backup Set Options". The directions below cover the quick creation of a backup set.

1. Open Onelcon Technologies and select the Backup Sets tab.
2. Under the "I Want To..." panel, click "Create A New Backup Set".



The screenshot displays the Onelcon Technologies Backup Sets interface. On the left, a sidebar titled "I want to..." contains several menu items: "View Account Summary", "Create A New Backup Set" (highlighted with a red box), "Restore Files", "View Current Activity", "Manage Plugins", "Edit My Preferences", "Account Info" (showing Username: backuser, Subaccount: 0000, Storage Used: 0.00 B), and "Quick Tips" (Version 3.1.1.3145). The main content area is titled "Status and Summary" and includes a help icon (question mark in a blue circle). Below this, there are two sections: "Previous Actions" and "Scheduled Actions".

Previous Actions

Last Program backup (Office Documents)	7/20/2009 8:09 AM
Last File backup (My Documents)	7/20/2009 8:08 AM

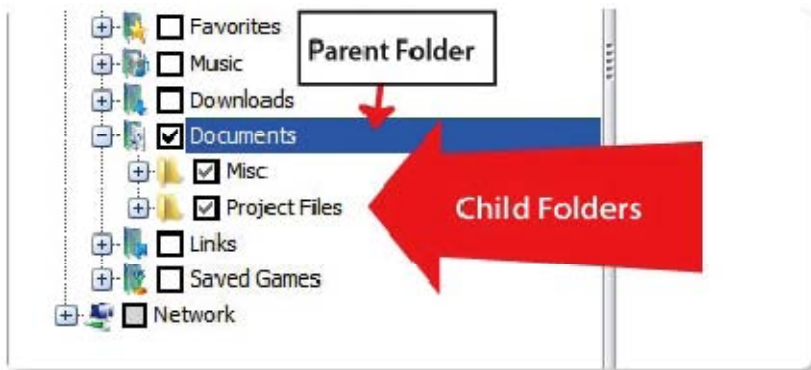
Scheduled Actions

Next File backup (My Documents)	7/20/2009 10:00 PM
Next Program backup (Office Documents)	7/20/2009 10:00 PM
Next File backup (My Documents)	7/21/2009 10:00 PM
Next Program backup (Office Documents)	7/21/2009 10:00 PM
Next File backup (My Documents)	7/22/2009 10:00 PM
Next Program backup (Office Documents)	7/22/2009 10:00 PM

3. In the Create a New Backup Set window, select "Choose Files and Folders By Location".



4. The next window is the first step of the Backup Set Wizard. Here is where you add folders and files to your backup set. To add a folder, select the checkbox next to that folder. Once you have selected a folder, the wizard will add all the subfolders and files within that folder. For example, if you want to backup your My Documents folder, you would simply select only the checkbox for that folder, and everything within the folder will be automatically included.

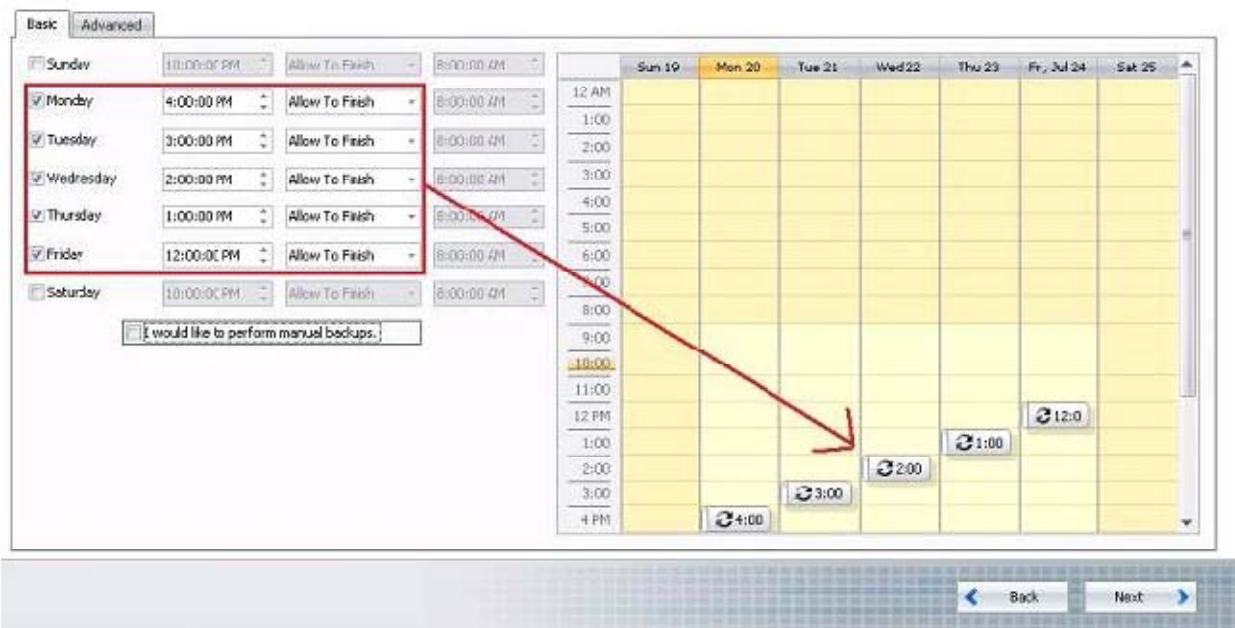


If you want to select specific files within a folder, click on that folder (not the checkbox next to the folder, but on the folder itself). This will display the contents of the folder in the right side of the window. Click on the checkbox next to the desired files to include these in the backup set. If you wish to remove a checkbox, simply click on the checkbox again. Please note that, if the parent folder containing the files is selected, you must remove the checkmark from the parent folder so you can remove the individual files that are in the folder, since including the parent folder would force these individual files to be included.



5. Select the files and folders for the backup set.
6. Click Estimate Usage. This will give you an estimate of the size of your backup set.
7. Click OK to close the window.
8. Click Next.

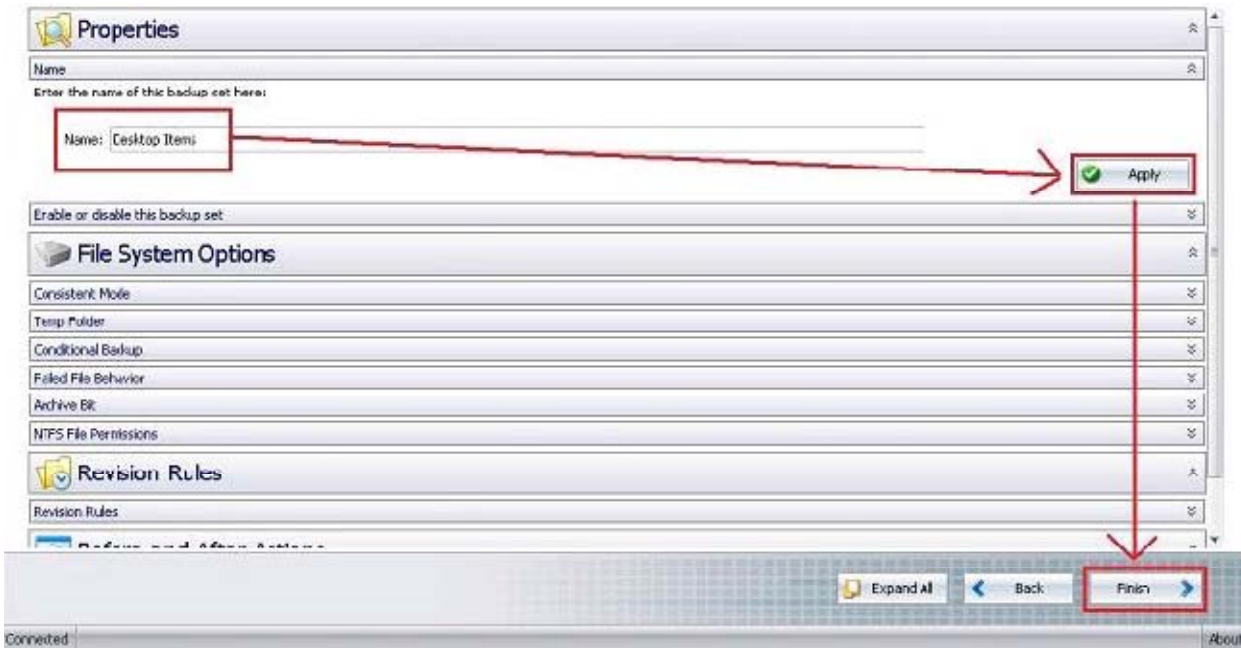
The next window is where you create your backup schedule. Backups can be configured to run at any time, and on any day. The basic schedule is the default setting for created backup sets. Please remember, for any backup to happen, your computer **MUST BE ON** and have a working connection to the Internet.



You can click on the up and down arrows in the numeric boxes to change the time. Clicking on the specific number or letters allows you to change them by typing in new values. If you want backups to run only on certain days, click the checkboxes in front of the days you wish to remove. The default setting for whether or not to cancel a set before it has concluded is "Allow To Finish". This means the backup set will run until the backup is complete. This option can be changed later, but for now, accept the default settings.

9. When you have completed setting your timers, verify your schedule and then click Next.
10. Enter a name for the backup set, click Apply, and the backup set name will be saved. You can use any letters and numbers in the backup set name.

11. To complete the wizard, click Finish.



Once the backup set creation process is completed, the backup set is listed in the main window under My Backup Sets. Since this is a new backup set, the displayed date and time of the last backup is Never.

My Backup Sets

Manage and run your backup sets.



Backup Set	Last Backup	Next Backup
<input checked="" type="checkbox"/> Desktop Items	Never	7/20/2009 4:00:00 PM
<input checked="" type="checkbox"/> My Documents	7/20/2009 8:06:21 AM	7/20/2009 10:00:00 PM
<input checked="" type="checkbox"/> Office Documents	7/20/2009 8:09:01 AM	7/20/2009 10:00:00 PM

New backup set

Would you like to run the backup now?

Backup Set - Desktop Items

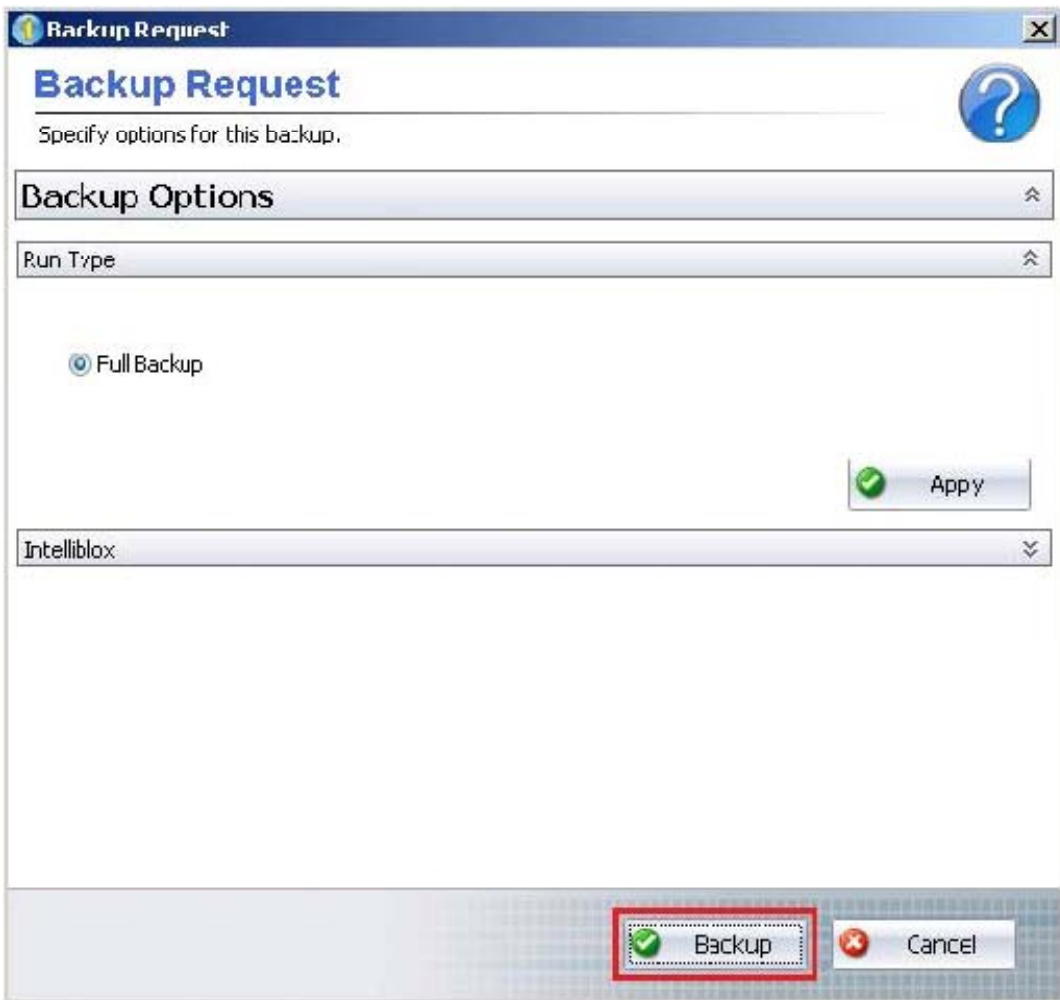
Name: Desktop Items

About

12. Next, Onelcon Technologies will ask you if you wish to run the backup now. Click Yes.

13. When the Backup Request window opens, click Backup. That's it: now just sit back, and let Onelcon Technologies backup your data!

The first backup usually takes the longest. The actual backup time will vary depending on the size of the data and the speed of your Internet connection. Once this initial backup is done, all subsequent backups will be faster, as only the new and changed data is uploaded.



When an action is started, the Monitor will automatically redirect to the View Current Activity Snap-In. It will display the status of any ongoing actions. The upper panel shows you the current phase of active backups, restores, and deletes. The second section gives a breakdown by files with runtimes for each file, size, and the current phase the file is in. If the backup is in progress, you can see any files that are being uploaded or processed.

View Current Activity



Here you can monitor the status and progress of all your running actions.

Action	Start Date	Runtime	Phase	Progress	Current file	Total files
Desktop Items	7/20/2009 10:52:1...	00:00:21	Uploading	0		21

Status Information About Current Backup

Details Concerning Uploading Files

Filename	Runtime	Size	Phase	Progress
C:\docume...\Earnings Forecast CONFIDENTIA...	00:00:01	16.00 B	Encrypt/Compress	
C:\documents and settin...\Prospective EULA.txt	00:00:01	12.00 B	Encrypt/Compress	
C:\docume...\Earnings Forecast CONFIDENTIA...	00:00:01	16.00 B	Encrypt/Compress	

Show Logs

Bandwidth Usage: 0.00 B/s

Cancel

When the initial backup is completed, it will be displayed in the My Backup Sets window with the date and time of the last successful backup.

My Backup Sets

Manage and run your backup sets.

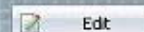


Backup Set	Last Backup	Next Backup
<input checked="" type="checkbox"/> Desktop Items	7/20/2009 10:52:14 AM	7/20/2009 4:00:00 PM
<input checked="" type="checkbox"/> My Documents	7/20/2009 8:08:21 AM	7/20/2009 10:00:00 PM
<input checked="" type="checkbox"/> Office Documents	7/20/2009 8:09:01 AM	7/20/2009 10:00:00 PM



Backup Set - Desktop Items

Name: Desktop Items
Last Backup: 7/20/2009 10:52:14 AM
Last Backup Status: Finished
Bytes Sent: 672.00 B



About

When the backup is completed, you will receive an email indicating that the backup was completed with the completion date and time.

That's it. You have created your first backup set. Congratulations!

Backing up Outlook

1. Open Onelcon Technologies and select the Backup Sets tab.
2. Under the "I Want To..." panel, click "Create A New Backup Set".
3. In the Create a New Backup Set window, select "Choose Files by Program Type".

I want to...

- View Account Summary
- Create A New Backup Set**
- Restore Files
- View Current Activity
- Manage Plugins
- Edit My Preferences

Account Info

Username: backupuser
Subaccount: 0000
Storage Used: 0.00 B

Quick Tips

Version 3.1.1.3146

Status and Summary

Previous Actions

- Last Program backup (Office Documents) 7/20/2009 8:09 AM
- Last File backup (My Documents) 7/20/2009 8:06 AM

Scheduled Actions

- Next File backup (My Documents) 7/20/2009 10:00 PM
- Next Program backup (Office Documents) 7/20/2009 10:00 PM
- Next File backup (My Documents) 7/21/2009 10:00 PM
- Next Program backup (Office Documents) 7/21/2009 10:00 PM
- Next File backup (My Documents) 7/22/2009 10:00 PM
- Next Program backup (Office Documents) 7/22/2009 10:00 PM

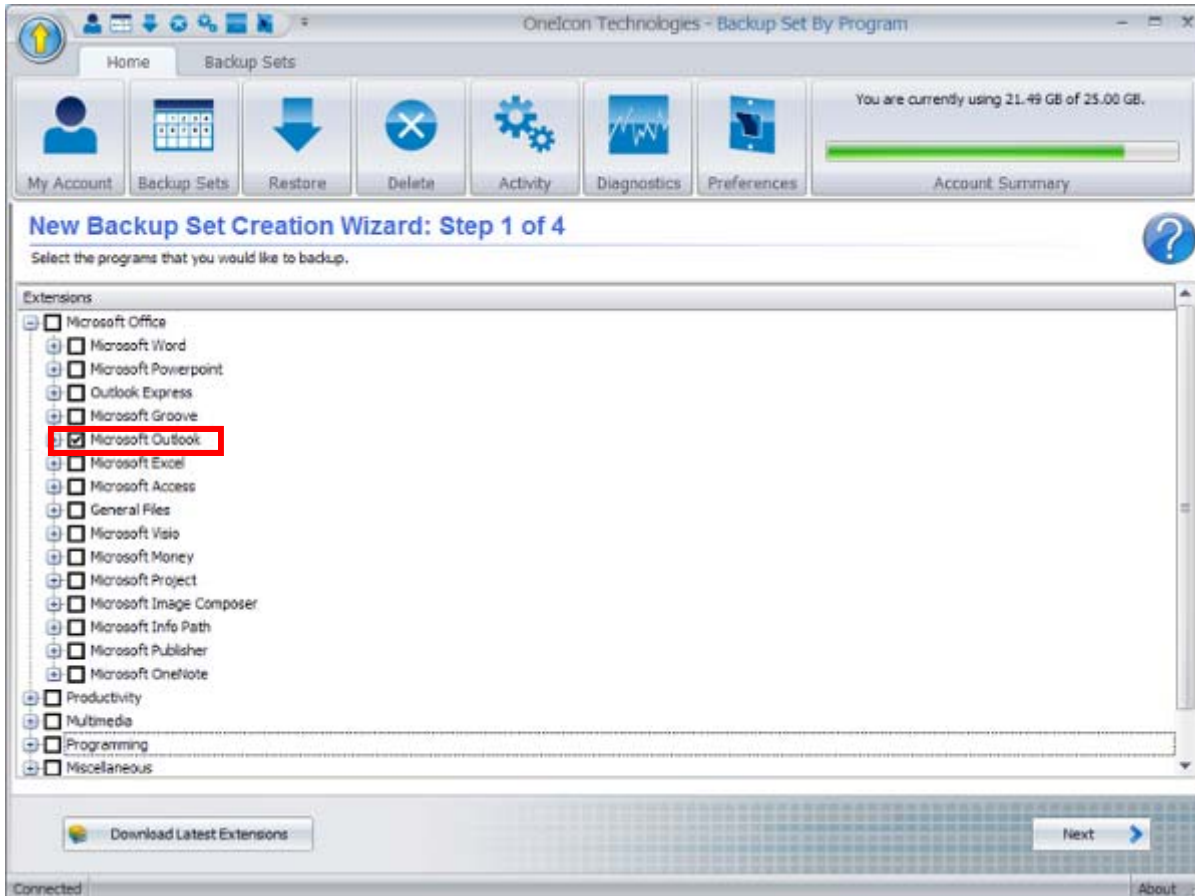
4. Select Choose files by Program Type

Create A New Backup Set

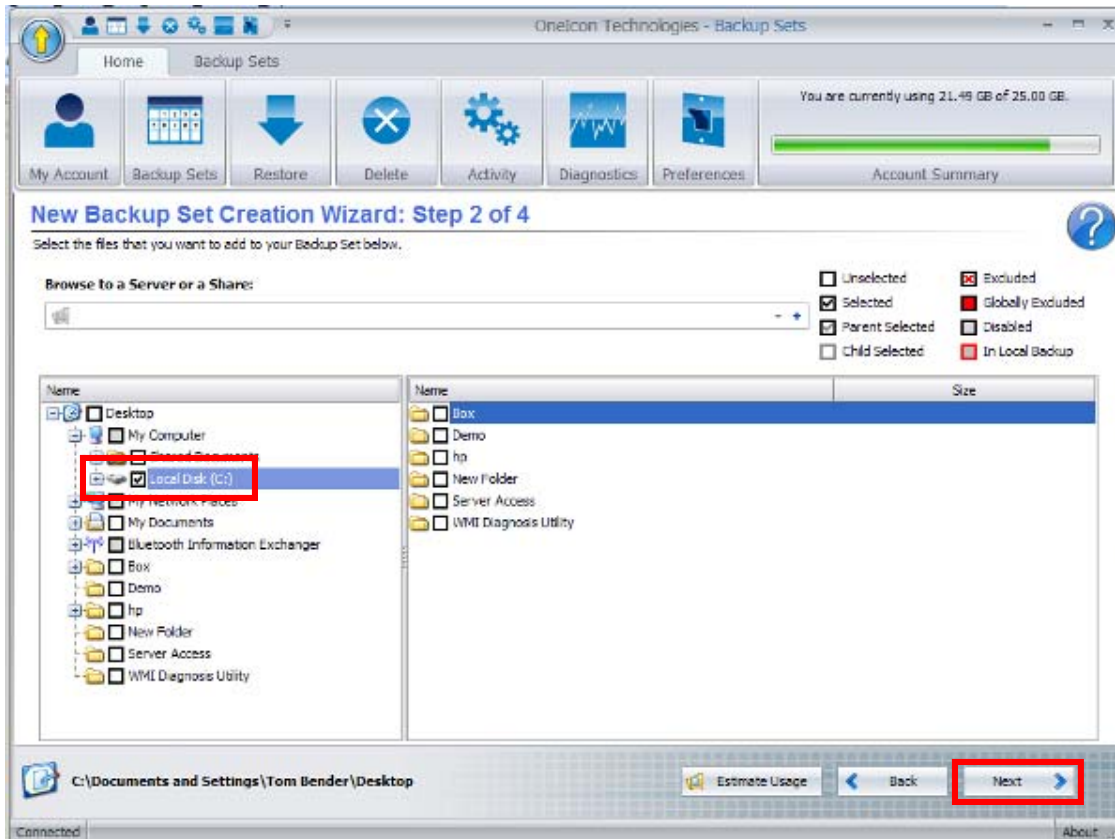
To backup your computer, you must create a backup set.

- Choose Files and Folders By Location**
Searches the filesystem for files.
- Choose Files by Program Type**
Searches for files associated with the programs specified.
- Continuous Data Protection**
Listen for changes in files and folders selected as often as every 15 minutes.
- Backup the System State**
Uses NTBackup to perform a system state backup.
- Backup Full Exchange Information Stores**
Choose Information Stores of a local Exchange Server.
- Backup Individual Mailboxes and Messages**
Choose Mailboxes of users on an Exchange Server.
- SQL Server**
Microsoft SQL Server.

5. Check Microsoft Outlook

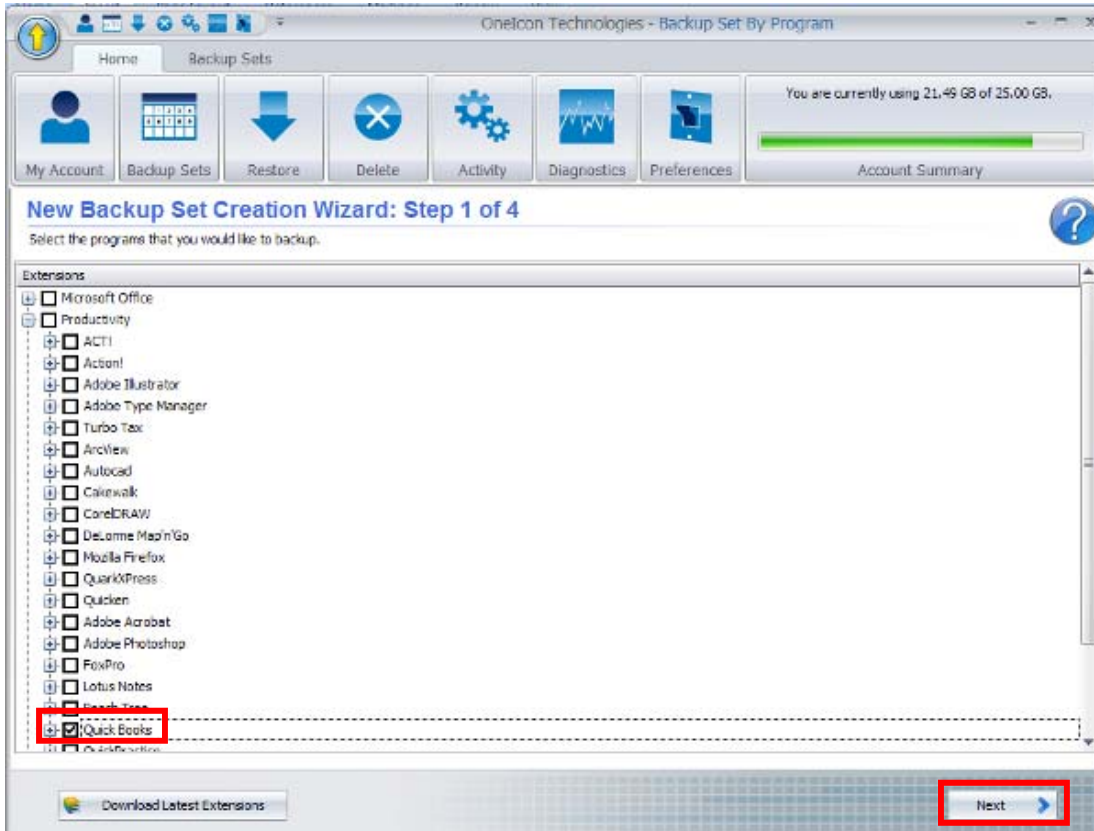


6. Select the Drive the Outlook data is stored on and select next.

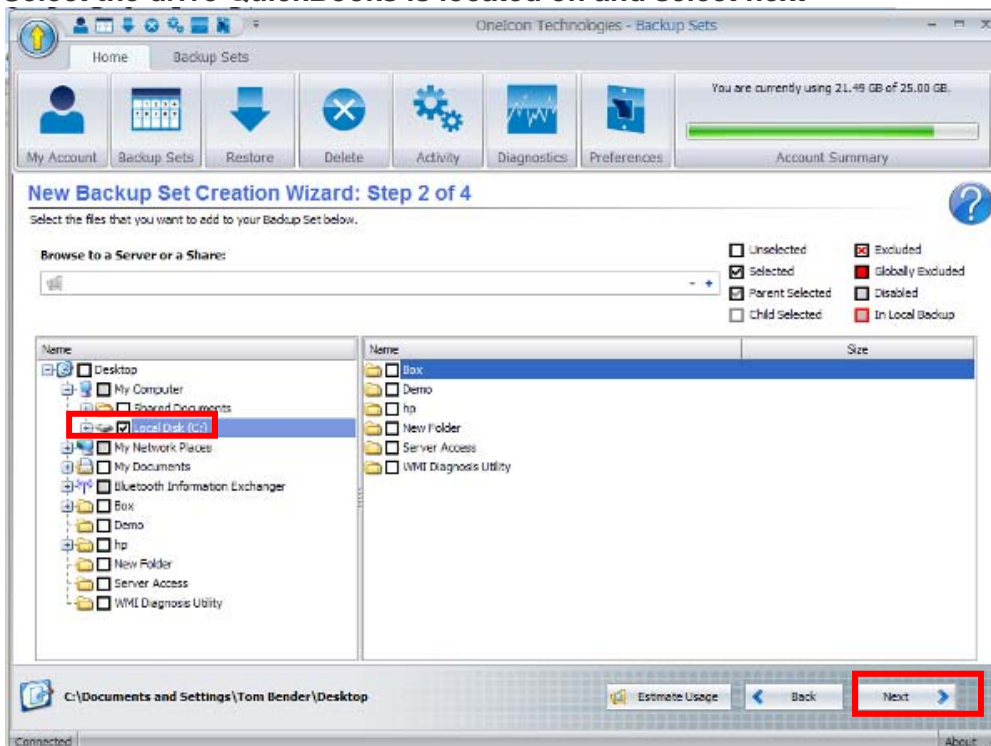


Backing up QuickBooks

1. Open Onelcon Technologies and select the Backup Sets tab.
2. Under the "I Want To..." panel, click "Create A New Backup Set".
3. In the Create a New Backup Set window, select "Choose Files by "Program Type"
4. Select Quick Books then select "Next"



Select the drive QuickBooks is located on and select next



Creating Your Own Encryption Key

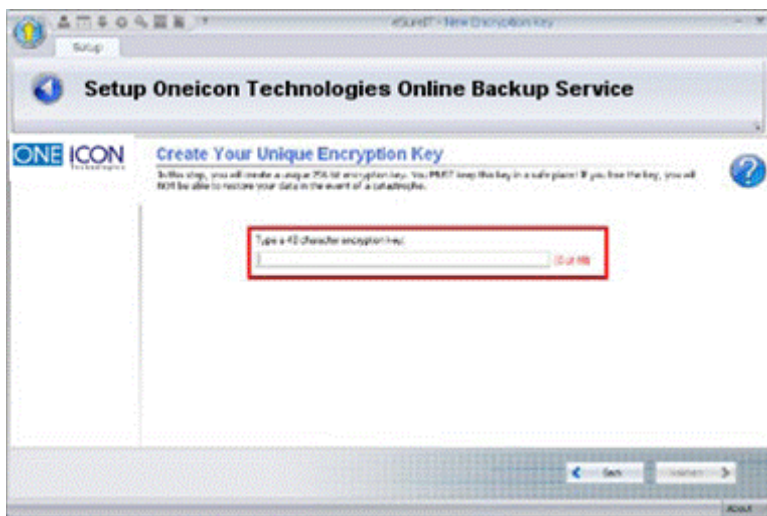
If you choose to create your own encryption key, you will need to provide a 48 character string of numbers, symbols, and letters that will then be converted to create the 256 bit encryption key. Your encryption key is based on the English language. It can include upper and lower case letters and may contain any item that is on your computer keyboard - as long as it produces a symbol. No arrows, tabs, spaces, or other non symbol keys can be used in your encryption key. Using symbols and upper/lower case can make the key stronger. This makes it harder for anyone to break your encryption key. The window will tell you when you reach the 48 character limit. To create your own key, follow the steps below.

1. Select Create Your Own Key. Once you select Create Your Own Key, the Next button becomes active. Click Next.



Please Note: When you choose to create your own encryption key, you are responsible for it. Only you have access to this key. If you lose this key, Oneicon will **NOT BE ABLE** to restore your data.

2. The next window asks you to enter in your own unique encryption key. It must be a length of 48 character that can include numbers, symbols (as long as it produces a symbol), and letters (upper and lower case) that will then be converted to create the 256 bit encryption key.



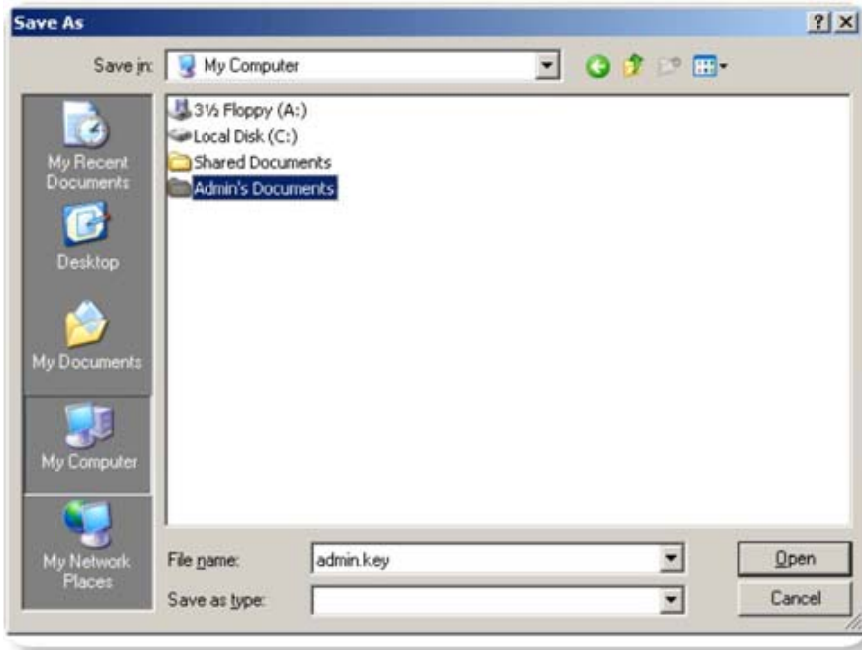
3. Once you enter in your own Encryption Key, the software will tell you when you have reached the 48 character limit. It will also tell you the strength of the key. The stronger the key, the harder it is for it to be

broken.

4. Once you create your key, you will be prompted by the software to either Save or Print your newly created Encryption Key. This is an important step, since only you have this key. We suggest that you keep a digital copy of your encryption key on a CD or other removable media in a safe, secure place, like a safe deposit box. This way, the encryption key is available to you whenever you need it
 - A. If you select to save your encryption key, click Save. Follow the computer prompts to save the file to your computer. Remember where you saved the encryption key so you can access it when you need it. We suggest that you move the encryption key to another computer or to another media and store the key in an offsite place that is secure and is away from your computer, in the event of a failure.
 - B. If you select to print your encryption key, click Print. We suggest that you move the printed encryption key to a safe and secure place offsite, which you can get to, in the event of a failure. After you print your encryption key, you are done. You will continue on to test your connection and on to create your backup sets.
5. If you selected to Save the encryption key, you next will be asked to acknowledge that you have saved your encryption key. Place a checkmark in the box and click OK to accept the notice



6. If you selected to Save the encryption key, your next step is to determine where the encryption key will be saved. Once you have selected a destination folder, click OK to save the encryption key there. We strongly suggest that you copy the encryption key to a CD or other removable media and move it to a safe and secure location.



7. If you selected to Save the encryption key, you will next receive a success message. Click OK to close the window.



8. You have finished creating your encryption key. You now can continue on to test your connection and on to create your backup sets