

**Maxtor®**

# Central Axis

User Guide for Macintosh

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# Getting Started

## Overview

The Maxtor Central Axis™ adds storage to your network; backs up files across every compatible computer on your network; streams music, videos and photos from your drive to your home entertainment system; and allows you to remotely access and share backed up files via the web.

The Maxtor Central Axis application runs on a variety of units. The units depicted in some of the images in this User Guide may differ from yours, but the information is applicable to your unit as well.

The Maxtor Central Axis offers these features:

- Back up files and folders to and restore them from an external USB drive
- Access backed up files and folders remotely via the web
- Share access to files, photos, music and videos via the web
- Use media streaming to play digital photos, music and video on a networked home entertainment system without turning on your computer
- Organize files automatically using Drag and Sort™
- Give users full access to public folders while restricting access to private folders
- View backup and storage status for all users with SimpleView™
- Mirror data through Drive Configuration

## Installing the Software

To install the Central Axis software,

**Step 1.** Insert the Central Axis CD in your computer.

The Central Axis CD Installation window opens:



**Figure 1: Central Access CD Installation Window**

**Step 2:** Click the **Maxtor Central Axis Manager** icon.

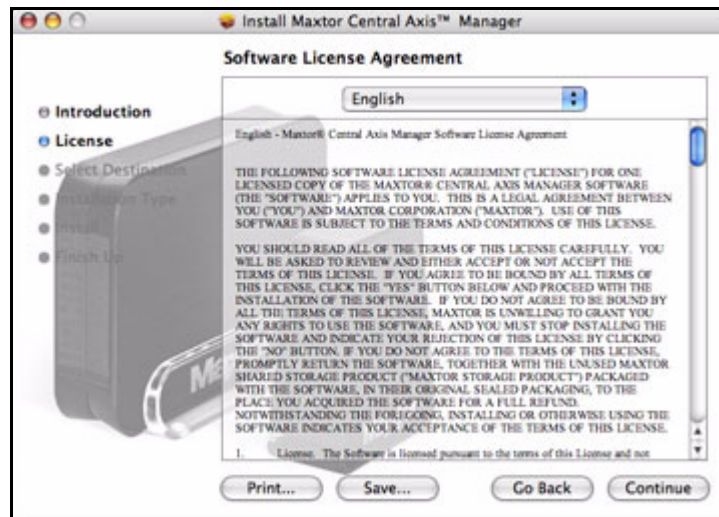
The **Introduction** window opens:



**Figure 2: Introduction**

**Step 3:** Click **Continue**.

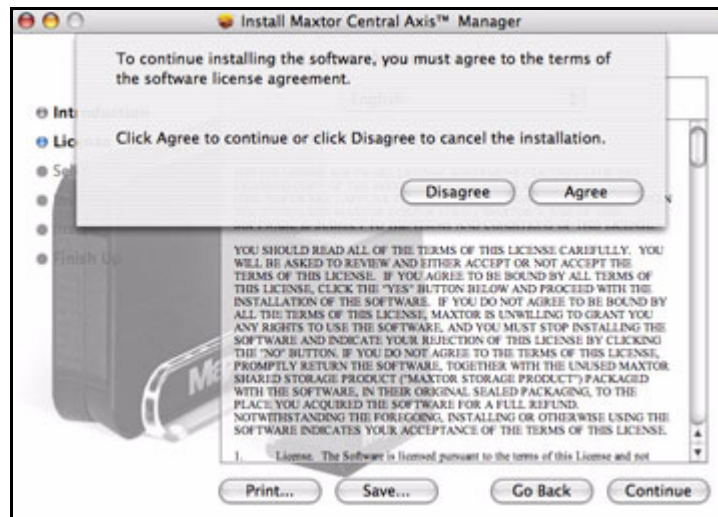
The **License Agreement** window opens:



**Figure 3: EULA Language Selection**

**Step 4:** Select the language in which you want to read the License Agreement and click **Continue**.

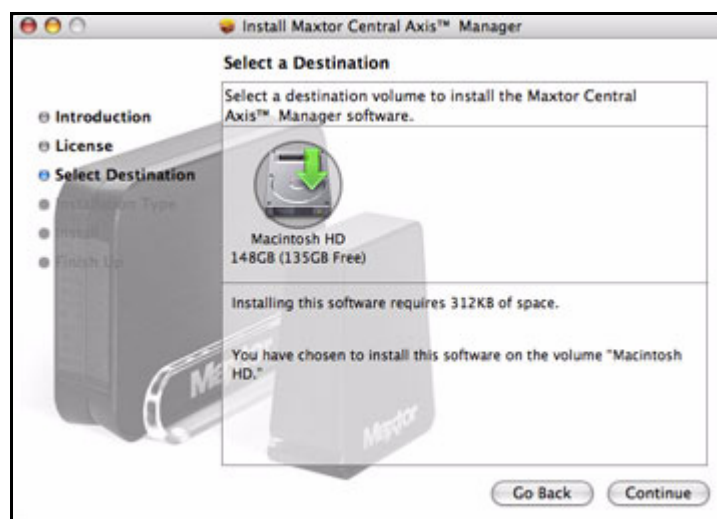
A sheet requires your agreement to continue the installation:



**Figure 4: License Agreement**

**Step 5:** Click **Agree** in the sheet to continue the installation.

The **Select a Destination** window opens:

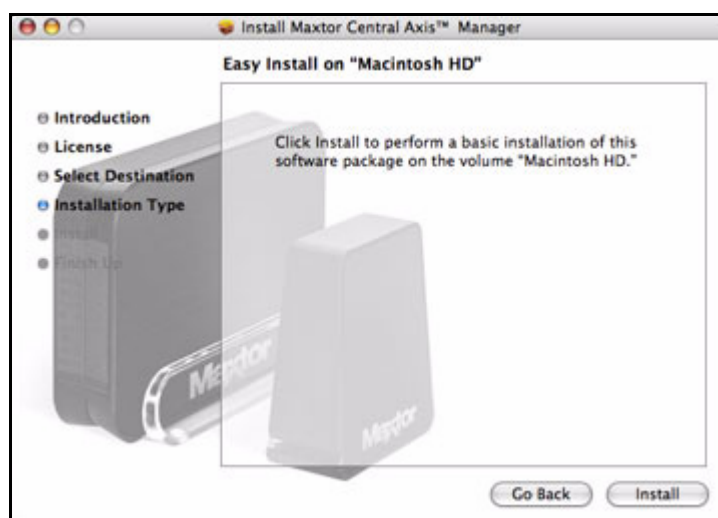


**Figure 5: Select a Destination**

**Step 6:** Make sure your Macintosh hard drive is selected and click **Continue**.

**Note:** The Maxtor Central Axis software can be installed only on the boot volume.

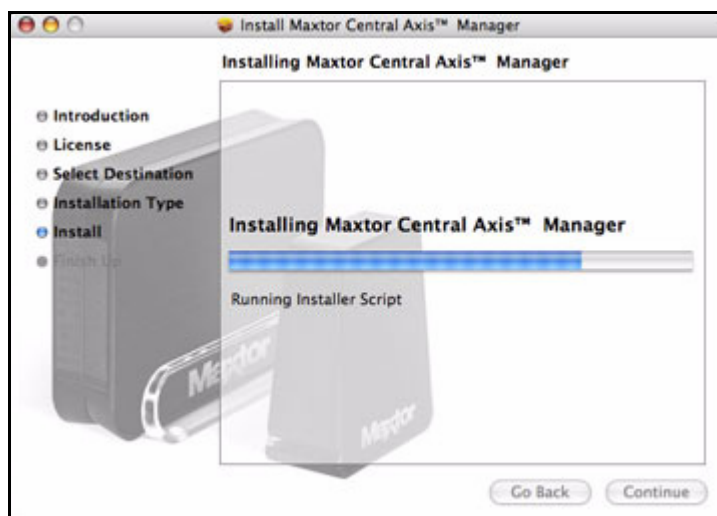
The **Installation Type** window opens:



**Figure 6: Installation Type**

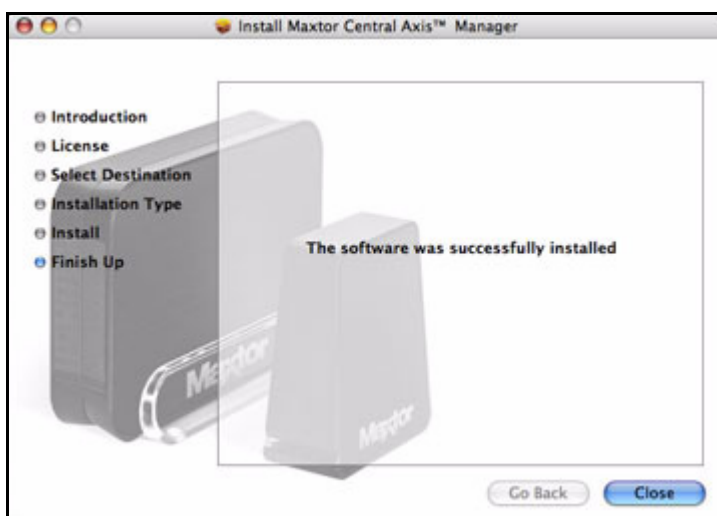
**Step 7:** Click **Install**.

A progress bar keeps you informed as the installation proceeds:



**Figure 7: Installation Progress**

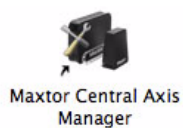
When the installation is complete, the **Finish Up** window opens:



**Figure 8: Finish Up**

**Step 8:** Click **Finish**.

A **Maxtor Central Axis Manager** icon appears on your desktop:





**Step 9:** Double-click the **Maxtor Central Axis Manager** icon to open the **Maxtor Central Axis Manager** application:



**Figure 9:** Maxtor Central Axis Manager Application

# Managing Your Drives

The Maxtor Central Axis Manager main window provides a central point from which to manage your Maxtor Central Axis™. The icons on the left side of the window allow you to access your drive features.



**Figure 10: Main Window**

## Creating a User Account

Anyone connected to your Central Axis can create user accounts on the Central Axis. You can create public or restricted user accounts and can further customize these accounts by choosing a set of folders appropriate for either home or business use.

### Account Types

**Public:** All your files are accessible to anyone who has an account on the Central Axis

**Private:** All your files are password-protected except for those placed in your public folder to share with others

## Folder Types

### Home Folders:

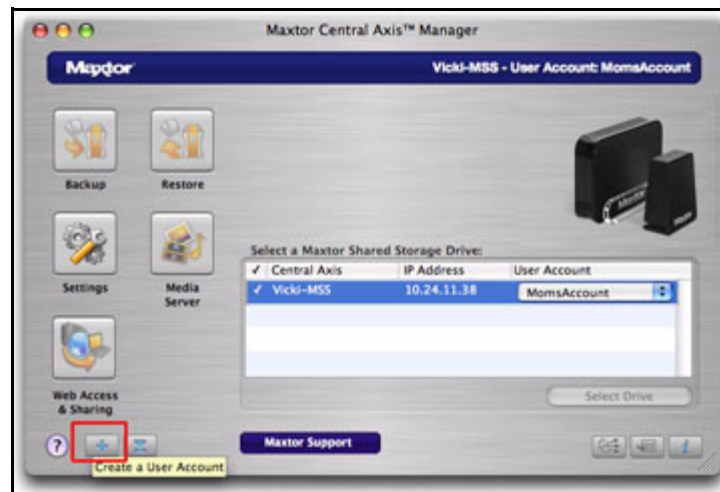
Folder	Appropriate for
My Backup	Backed up files
My Documents	Word processing files
My Library	Electronic books
My Movies	Home videos
My Music	Digital music collection
My Photos	Digital photos and artwork
My Sites	Web pages
My Software	Software storage
Public	Sharing files with others

### Business Folders:

Folder	Appropriate for
My Backup	Backed up files
My Documents	Word processing files
My Multimedia	Audio and video files
My Photos	Digital photos and artwork
My Presentations	Presentation files
My Projects	Project files
My Sites	Web pages
My Spreadsheets	Spreadsheet files
My Software	Software storage
Public	Sharing files with others

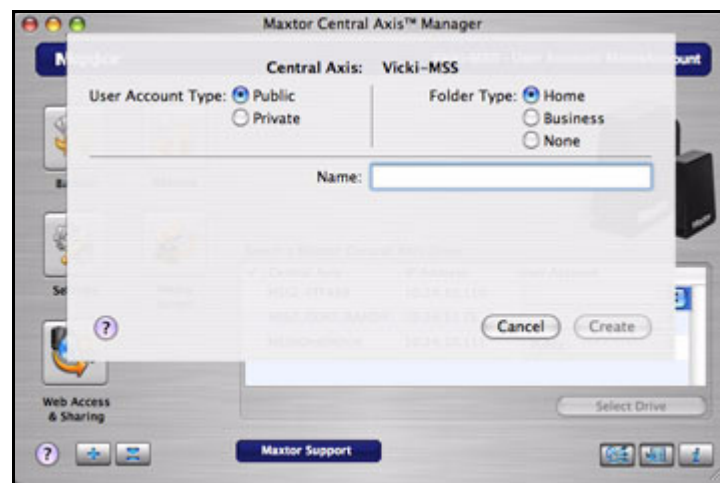
To create a user account on your Central Axis,

**Step 1.** In the Central Axis Manager main window, click the **Create a User Account** button:



**Figure 11: Create a User Account**

The **Create a User Account** sheet opens:

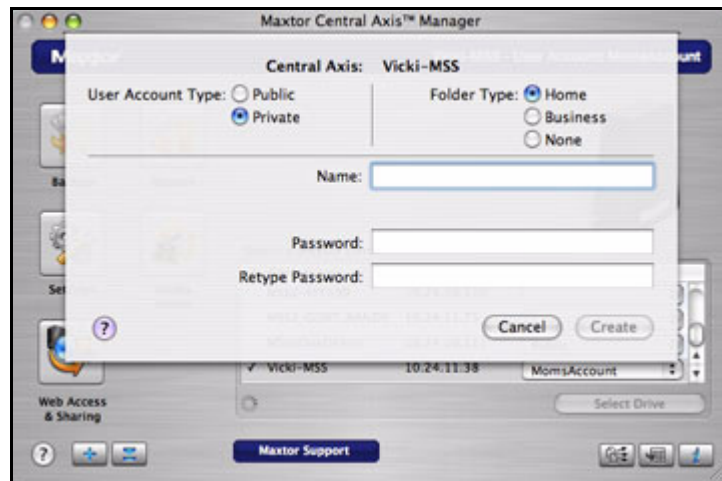


**Figure 12: Account Type Sheet - Public**

**Step 2:** Select an account type:

- **Public:** Open to everyone with an account on your Central Axis; not password protected
- **Private:** Password protected

If you select **Private**, the sheet refreshes to allow you to enter a password:



**Figure 13: Account Type Sheet - Private**

**Step 3:** Select a folder type:

- **Home:** Folders appropriate for use in a home environment
- **Business:** Folders appropriate for use in a business environment

**Step 4:** Name the account.

An account name can contain between 1 and 20 characters and can include letters, numbers, underscores ( \_ ), and spaces.

**Step 5:** If this is a private account, enter and reenter a password.

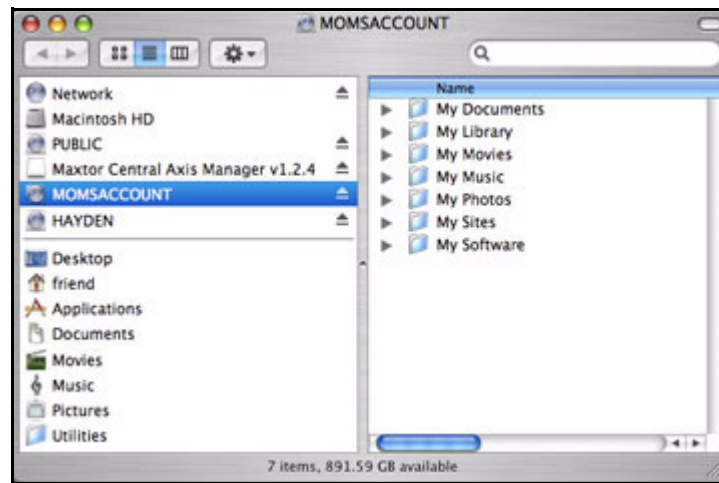
A password can contain between 1 and 14 characters and can include letters, numbers, and underscores ( \_ ), but no spaces or symbols.

**Step 6:** Click **Create**.

An icon for the new volume appears on the desktop:



**Step 7:** Click the volume icon to view the folders that have been created for this user:



**Figure 14: User Account Folders**

## Connecting to a User Account

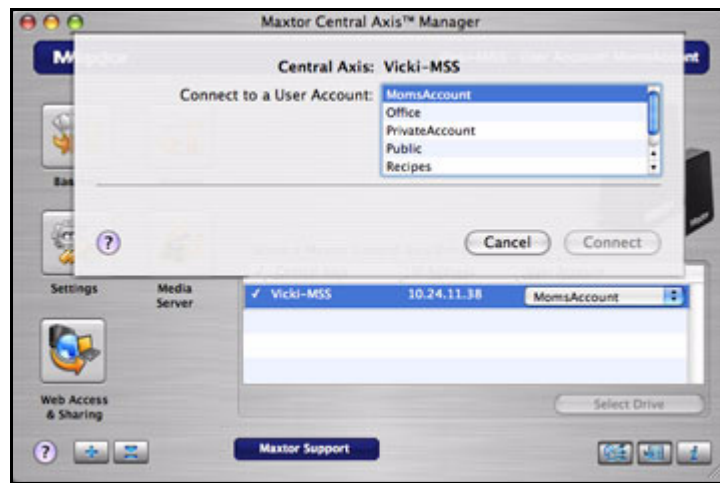
To connect to an existing user account,

**Step 1.** In the Central Axis Manager main window, click the **Connect to a User Account** button:



**Figure 15: Connect to a User Account**

The **Connect to a User Account** sheet opens:



**Figure 16: Connect to a User Account Sheet**

**Step 2:** Select an account from the list and click **Connect**.

An icon for the new account volume appears on the desktop.

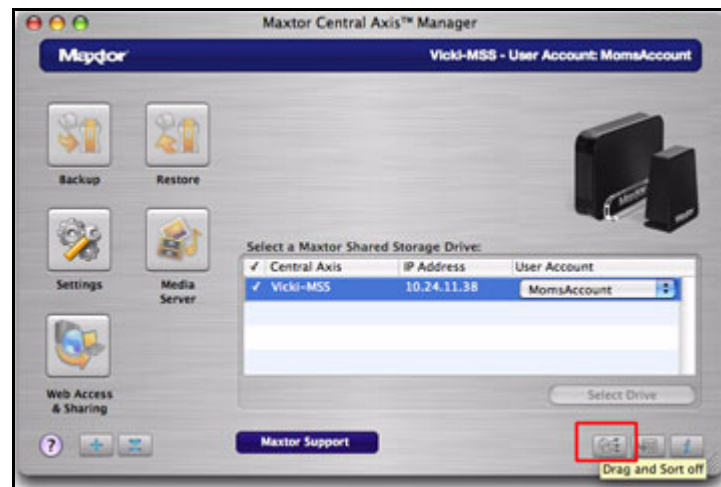
## Turning Drag and Sort On and Off

The Drag and Sort feature automatically sorts files into a selected set of folders as you drag the files to your Central Axis. You can use the Drag and Sort On/Off toggle button in the Central Axis Manager main window to enable or disable the Drag and Sort feature.

To manage Drag and Sort,

**Step 1.** In the Central Axis Manager main window, run your mouse over the **Drag and Sort** button to see if the feature is on or off.

**Step 2:** Click the **Drag and Sort** button to change its setting.



**Figure 17: Drag and Sort**

**Note:** Drag and Sort can also be turned on or off in the **Settings > Drag and Sort** view.

## Turning Scheduled Backup On and Off

The Scheduled Backup feature allows you to back up changed files in backed up folders on the days and time you set. You can use the Scheduled Backup On/Off toggle button to enable or disable Scheduled Backup.

To manage Scheduled Backup,

**Step 1.** In the Central Axis Manager main window, run your mouse over the **Scheduled Backup** button to see if the feature is on or off.

**Step 2:** Click the **Scheduled Backup** button to change its setting.



**Figure 18: Scheduled Backup**



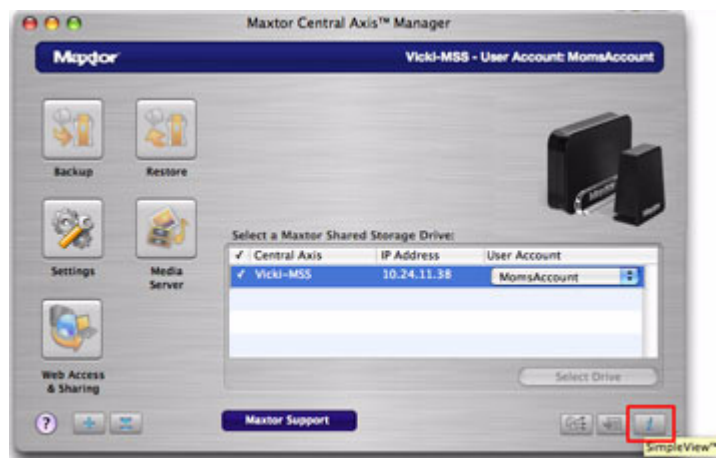
**Note:** Scheduled Backup can also be turned on or off in the **Settings > Backup** view.

## Viewing Account Information with SimpleView

SimpleView provides an overview of storage and backup information for all accounts on this Central Axis.

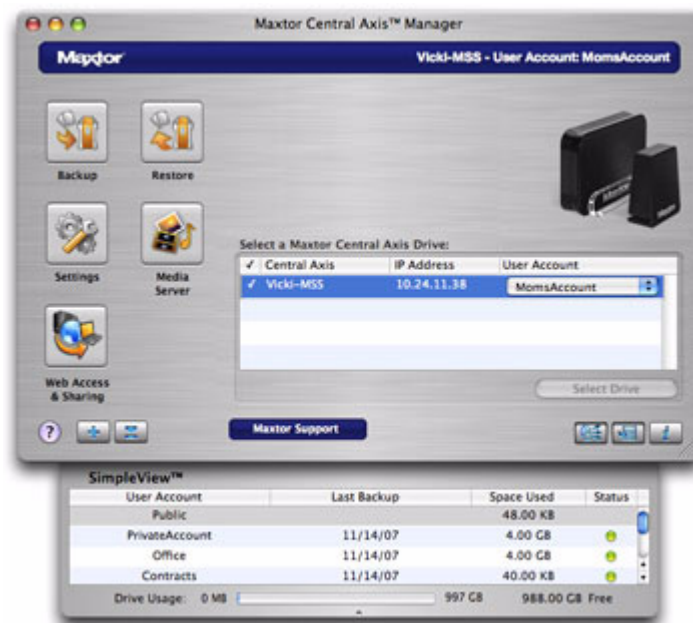
To open SimpleView,

**Step 1.** In the Central Axis Manager main window, click the **Information** button:



**Figure 19:** SimpleView

The **SimpleView** drawer opens:



**Figure 20: SimpleView Account Information**

Information is provided about date of last backup, space used, and backup status for each user on this Central Axis.

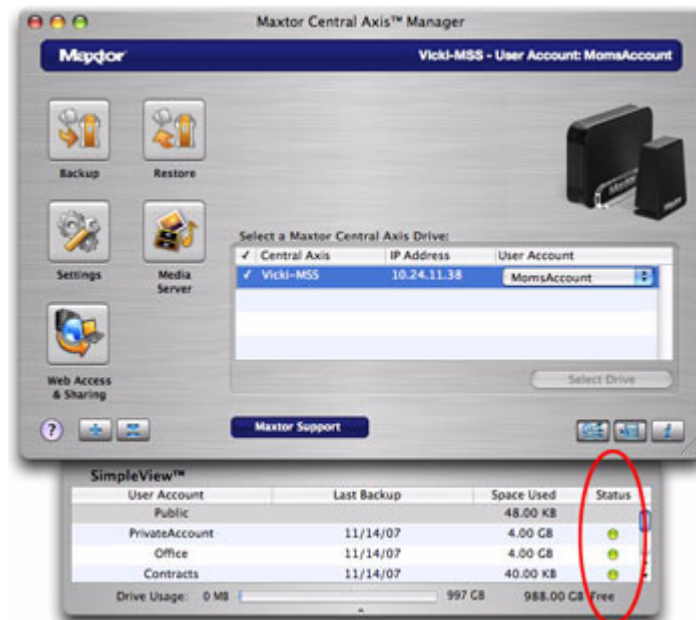
**Step 2:** Click the **Information** button again to close the **SimpleView** drawer.

## Viewing the Backup Log

You can view the backup details for a user account in the MaxBack Log for that user.

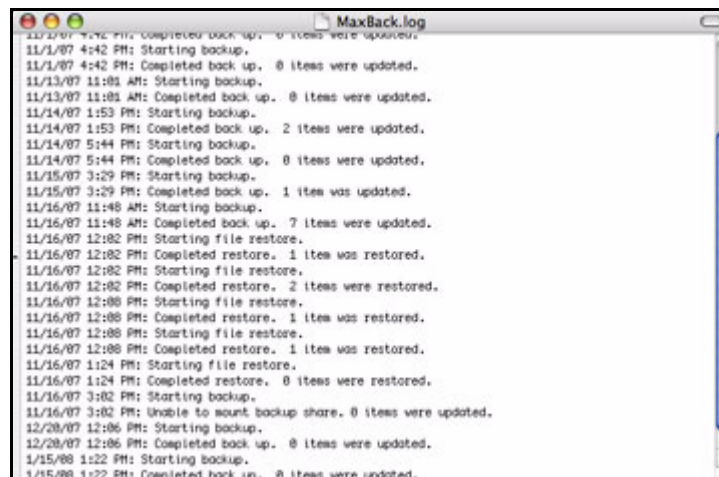
To view a MaxBack Log,

**Step 1.** In the **SimpleView** drawer, double-click an icon in the **Status** column.



**Figure 21: SimpleView Drawer**

The **MaxBack Log** opens:



**Figure 22: MaxBack Log**

**Step 2:** When you've finished with the log, click the close button to close the sheet.

# Updating Your Maxtor Manager Software

The Software Update feature automatically informs you each month of whether your Maxtor Manager application software is up to date. However, you can manually check to see if an update is available or you can turn off the automatic Software Update feature.

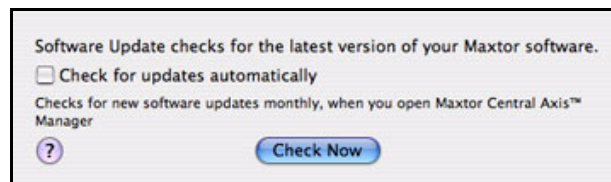
To manually check for updates or turn off Software Update,

**Step 1.** Click **Software Update** in the **Help** menu:



**Figure 23: Software Update**

The **Software Update** window opens.

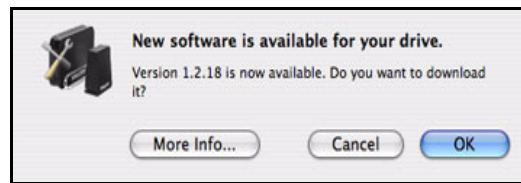


**Figure 24: Check for Software Update**

**Step 2:** To turn on Software Update, select **Check for updates automatically**.

**Step 3:** 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:



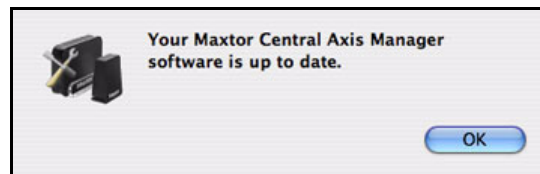
**Figure 25: Update Available**

**Step 4:** Click **OK** to download the software update.

When the software update has downloaded, the Install Welcome window opens.

**Step 5:** Follow the steps to install the update.

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



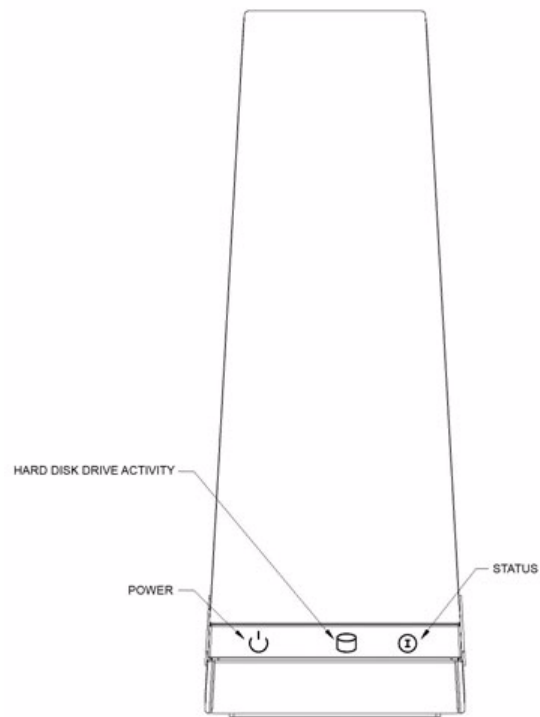
**Figure 26: Software Up To Date**

## Reading the LED Status Indicators

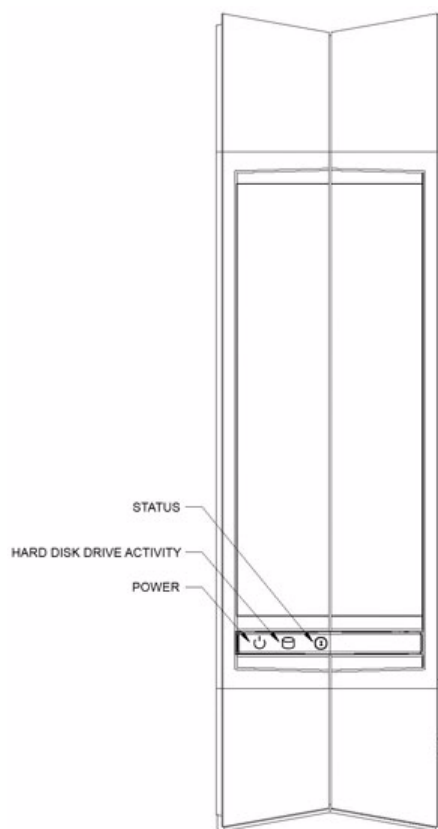
Information about your system status is provided by the LED status indicators on the front and rear of your device.

## Maxtor Central Axis

The Central Axis LED status indicators inform you about the status of the device:



**Figure 27: Central Axis Single Drive LEDs – Front View**




**Figure 28: Central Axis Dual Drive LEDs – Front View**




**Table 1: Front LED Activity States**

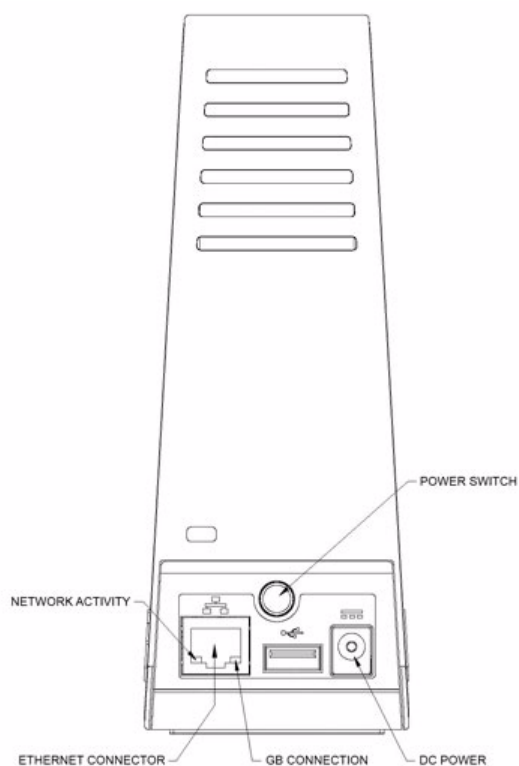
LED Descriptions	State
Power: • Illuminated	Power on
Hard Disk Drive Activity: • Illuminated	Data being transferred
Status: • Steady White • Flashing White • Flashing White/Red Combinations	Status OK; Powering on or off; See <b>Status LED Error Codes</b> table below

**Table 2: Status LED Error Codes**

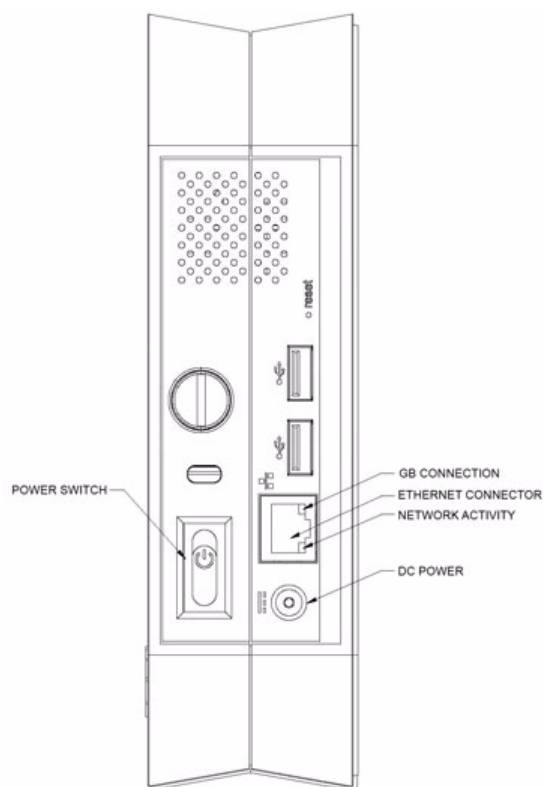
Flashing LED Descriptions	Error
1 White/1 Red	Failure to mirror shared folder
1 White/2 Red	Hard disk drive S.M.A.R.T. Error: Problem with Drive 1 

**Table 2: Status LED Error Codes (continued)**

Flashing LED Descriptions	Error
1 White/3 Red	Boot Error: Cannot boot from Drive 1 
1 White/4 Red	Failure to mount shared folder partition
2 White/2 Red	Hard disk drive S.M.A.R.T Error: Problem with Drive 2 
2 White/3 Red	Boot Error: Cannot boot from Drive 2 

**Figure 29: Central Axis Single Drive LEDs – Rear View**





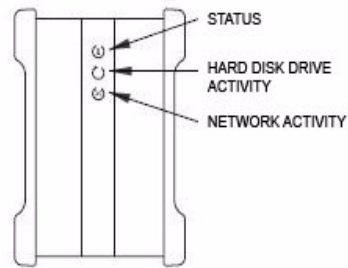
**Figure 30: Central Axis Dual Drive LEDs – Rear View**

**Table 3: Rear LED Activity States**

LED Descriptions	State
Ethernet Connector: <ul style="list-style-type: none"> <li>• Amber</li> <li>• Green</li> <li>• Green Flashing</li> </ul>	GB connection Network connected Network activity

## MSS II

The MSS II LED indicators inform you about the status of the device:



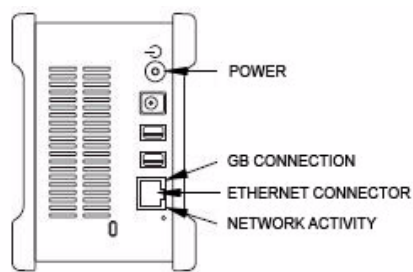
**Figure 31: Drive LEDs – Front View**

**Table 4: Front LED Activity States**

LED Descriptions	State
Status: <ul style="list-style-type: none"> <li>Steady Green</li> <li>Flashing Green</li> <li>Flashing Green/Amber Combinations</li> </ul>	Status OK Powering on or off See <b>Status LED Error Codes</b> table below
Hard Disk Drive Activity: <ul style="list-style-type: none"> <li>Illuminated</li> </ul>	Data being transferred
Network Activity: <ul style="list-style-type: none"> <li>Flashing Green</li> </ul>	Network activity

**Table 5: Status LED Error Codes**

Flashing LED Descriptions	Error
1 Green/1 Amber	Failure to mirror shared folder
1 Green/2 Amber	Hard drive S.M.A.R.T. Error: Problem with Drive 1
1 Green/3 Amber	Boot Error: Cannot boot from Drive 1
1 Green/4 Amber	Failure to mount shared folder partition
2 Green/2 Amber	Hard drive S.M.A.R.T Error: Problem with Drive 2
2 Green/3 Amber	Boot Error: Cannot boot from Drive 2



**Figure 32: Drive LEDs – Rear View**

**Table 6: Rear LED Activity States**

LED Descriptions	State
Power: <ul style="list-style-type: none"><li>• Illuminated</li></ul>	Power on
Ethernet Connector: <ul style="list-style-type: none"><li>• Amber</li><li>• Green</li><li>• Green Flashing</li></ul>	GB connection Network connected Network activity

# Backing Up Folders

After you've created a Backup Plan and identified folders for backup, you can use the Backup icon in the Central Axis Manager main window to back up selected folders now.

To back up folders now,

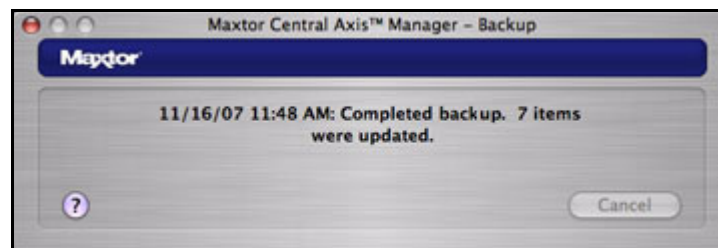
**Step 1.** In the Central Axis Manager main window, click **Backup**:



**Figure 33: Main Window: Backup**

Your folders are backed up immediately.

A **Backup** window specifies the date, time, and number of items backed up:



**Figure 34: Backup Complete**

# Restoring Files

When you restore a file, you have options about which file version to restore and what location to restore it to.

## Selecting a Version to Restore

When you back up the files stored in selected folders, the Maxtor Central Axis Manager saves up to ten (10) previous, or historical, versions of each file on your Central Axis. You can restore a saved historical version of a backed up file or you can restore the most recent version.

- **Historical Version:** Select a version of a file to be restored based on the date the file was backed up. The number of historical versions available is based on the number set in the **Historical Versions** option in the **Backup** tab of the **Settings** window. You can choose to save between 1 and 10 historical versions.
- **Latest Version:** Restore the most recent version of a file.

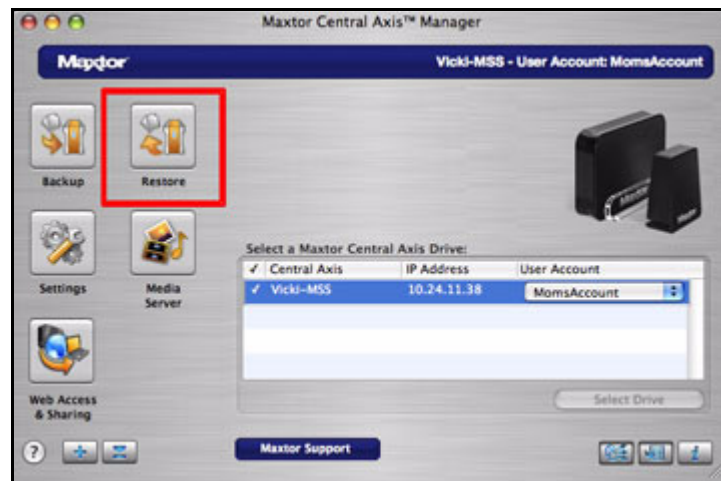
## Selecting a Restore Location

Files can be restored to their original location or to a temporary location.

- **Original:** Restore files to their original location, replacing the existing version.
- **Temporary:** Restore files to a temporary location in the **Documents** folder of the current user (for example, */Users/John/Documents/Maxtor Restore*.)

To restore a file,

**Step 1.** In the Central Axis Manager main window, click **Restore**:



**Figure 35: Main Window: Restore**

The **Restore** window opens:



**Figure 36: Restore Options**

**Step 2:** Click the disclosure triangles to expand the folders until you reach the file you want to restore.

**Step 3:** If you're restoring an historical version, expand the version options listed next to a file and select the version to restore.

**Step 4:** Select a Restore location.

If you're restoring to the original location, you see a warning if a file with the same name already exists in that location:



**Step 5:** Click **Replace** to replace the original version or **Keep Original** to preserve the original version.

**Step 6:** Click **Restore** in the **Restore** window.

The file is restored to the designated location.

# Managing Your Settings

Use the tabs in the **Settings** window to set up and manage Backup, Drag and Sort, and Advanced settings.

To open the **Settings** window,

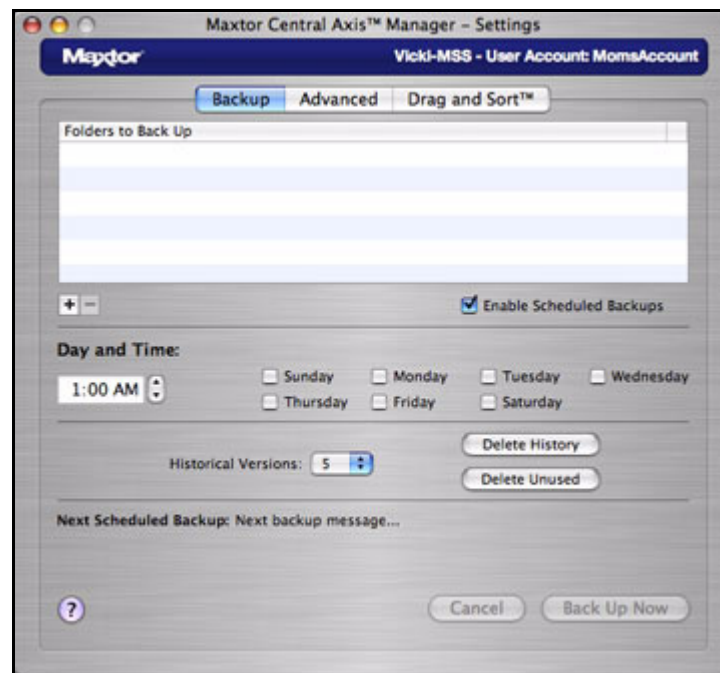
**Step 1.** In the Central Axis Manager main window, click **Settings**:



**Figure 37: Settings**

The **Settings** window opens:





**Figure 38: Settings**

**Step 2:** Click the desired tab to manage the settings for that feature.

## Setting Backup Preferences

The Central Axis Backup feature allows you to

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

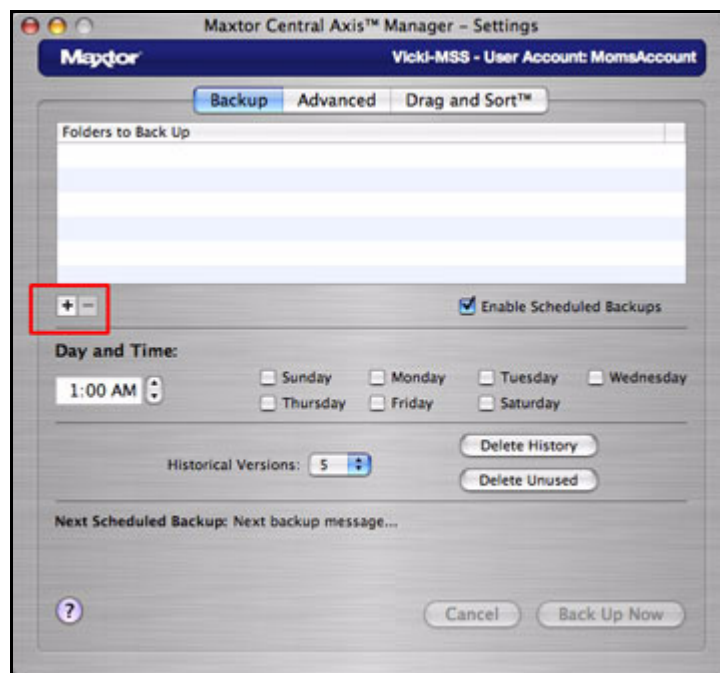
**Note:** If you're running Tiger (Mac OS X 10.4x), you cannot back up a folder whose name contains any of these symbols: <, >, ?, ", \, /, \*, |. Apple has fixed this problem in Leopard (Mac OS X 10.5x).

After the initial backup, the Maxtor Central Axis Manager backs up changed files in backed up folders on a schedule you set or when you click **Back Up Now** in the **Backup** view.

To schedule folders for backup,

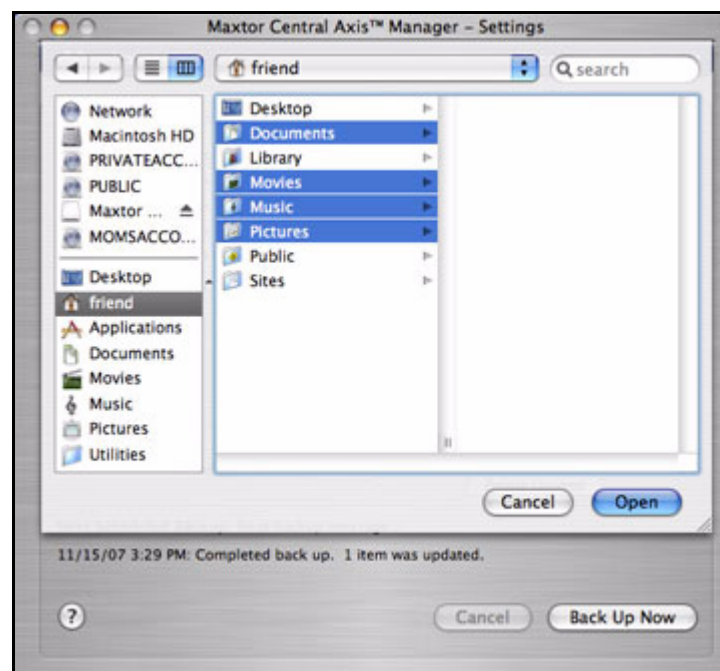
**Step 1.** In the **Settings** window, click the **Backup** tab.

**Step 2:** Click the plus sign (+) below the **Folders to Back Up** list to add folders for backup.



**Figure 39: Backup Settings**

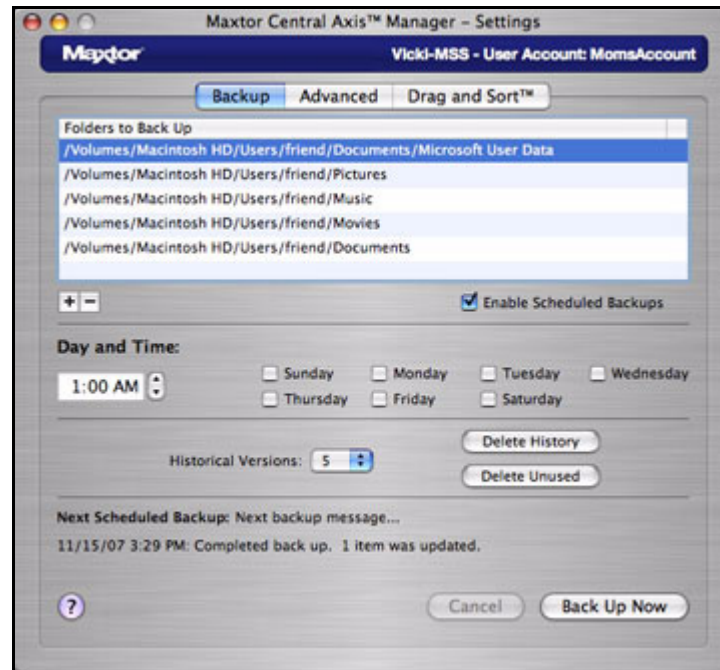
The **Settings** window opens:



**Figure 40: Settings**

**Step 3:** Select the folders you want to back up and click **Open**.

The selected folders appear in the **Folders to Back Up** list:



**Figure 41: Folders to Back Up**

**Step 4:** Check **Enable Scheduled Backups** to activate the **Day and Time** options.

Enabling scheduled backups is reflected in the Central Axis Manager main window when you click the **Scheduled Backup** button.

**Step 5:** Select the time and days for the backup.

**Note:** The **Day and Time** setting is global. All selected folders will be backed up on the same schedule.

**Step 6:** Select the number of historical versions of each backed up file to save.

## Setting the Number of Historical Versions to Save

The Maxtor Central Axis Manager can save up to ten (10) previous, or historical, versions of each backed up file stored on your Central Axis. This allows you to restore an individual historical version of a file based on the date it was backed up.

The number of historical versions saved is based on the number set in the **Backup** window. By default, 5 historical versions of each file are saved. However, you can choose to save between 1 and 10 historical versions.

To edit the number of historical versions to be saved,

- In the **Backup** view, select a number from the **Historical Versions** dropdown menu

## Deleting Historical Versions

Deleting historical versions removes all but the most recent historical version of each backed up file.

To delete historical versions of files,

- In the **Backup** window, click **Delete History**.

## Deleting Unused Versions

Deleting unused versions deletes all backed up files from your Central Axis that no longer exist on your computer.

To delete unused versions of files,

- In the **Backup** window, click **Delete Unused**.

## Backing Up Now

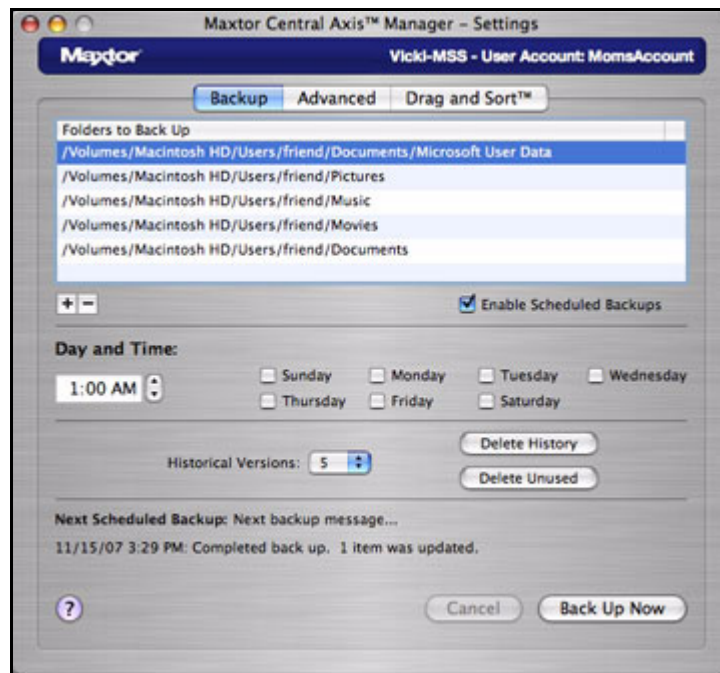
To back up folders immediately rather than waiting for a scheduled backup,

- In the **Backup** window, click **Back Up Now**.

## Managing Backup Preferences

**Step 1.** To manage your backup preferences, click **Settings** in the Central Axis Manager main windowCentral Axis Manager main window.

The **Settings** window opens:



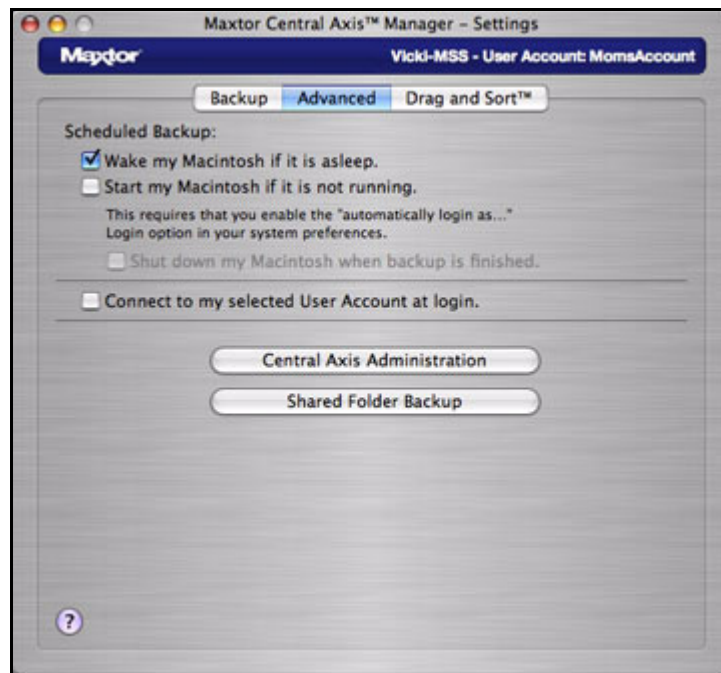
**Figure 42: Backup Preferences**

**Step 2:** Click the **Backup** tab.

**Step 3:** Make the desired changes to folder selection, days and time of backups, and the number of historical versions to be saved.

## Using Advanced Settings

The **Advanced** tab allows you to set preferences for Scheduled Backup and automatic connection to a selected user account and provides direct links to Central Axis Administration and Shared Folder Backup pages on the Central Axis admin website:



**Figure 43: Advanced**

## Setting Scheduled Backup Preferences

**Wake my Macintosh if it is asleep:** Automatically wake up your Macintosh so a backup can take place. This option is enabled by default.

- If you don't select this option, you must manually wake up your Macintosh before backup can start.

**Start my Macintosh if it is not running:** Automatically start your Macintosh so that backup can take place.

- This requires that the “**automatically log in...**” option be selected for your Mac OS X user account.

**Shut down my Macintosh when backup is finished:** If you've selected **Start my Macintosh if it is not running**, your Macintosh is automatically shut down after the backup is complete.

## Setting User Account Connection Preferences

You can choose to connect automatically to a particular user account each time you restart your computer. If you don't select this option, you must manually connect to a user account each time you restart your computer. You can select this preference for each user account associated with your Central Axis.

To automatically connect to a selected user account at login,

**Step 1:** In the Central Axis Manager main window, log into the user account to which you want to connect automatically.

**Step 2:** In the **Settings** window, click the **Advanced** tab:



**Figure 44: Advanced**

**Step 3:** Click **Connect to my selected User Account at login**.

**Step 4:** Repeat these steps for each account to which you want to connect automatically.

## Opening the Central Axis Admin Web Page

To connect to the Main Menu of the Central Axis admin web page,

- Click **Central Axis Administration** in the **Settings** window.  
The **Maxtor Central Axis Main Menu** admin web page opens:



**Figure 45: Maxtor Central Axis Main Menu**

**Note:** For detailed instructions on how to use the admin web page features, see the **Maxtor Central Axis Admin User Guide**.

## Connecting to the Shared Folder Backup Web Page

To connect to the **Shared Folder Backup** page on the Central Axis admin website,

- Click **Shared Folder Backup** in the **Settings** window.

The **Shared Folder Backup** page on Maxtor Central Axis admin web page opens:





**Figure 46: Shared Folder Backup Admin Web Page**

From here you can manage the backed up folders you've shared with others via the Web Share web page.

**Note:** For detailed instructions on how to use the admin web page features, see the **Maxtor Central Axis Admin User Guide**.

## Using Drag and Sort

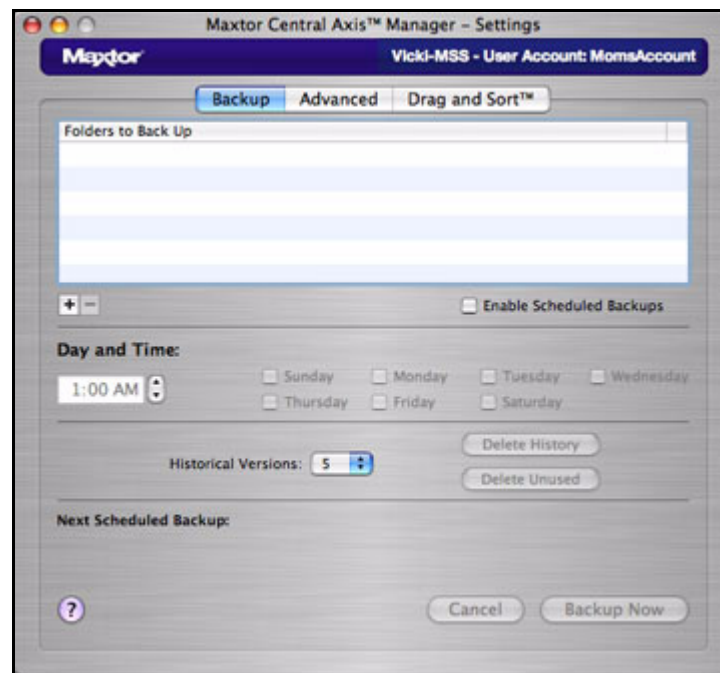
The Drag and Sort feature automatically sorts files into a selected set of folders as you drag the files to your Central Axis. You can sort files into your personal folders for restricted access by others or into your public folder for open access to everyone.

Files are sorted into specified folders according to file type (for example, **.doc** or **.mp3**). The **Drag and Sort** view provides a default set of folders and file types but allows you to customize the Drag and Sort feature by adding or removing both folders and file types

To set Drag and Sort preferences,

**Step 1.** In the Central Axis Manager main window, click **Settings**.

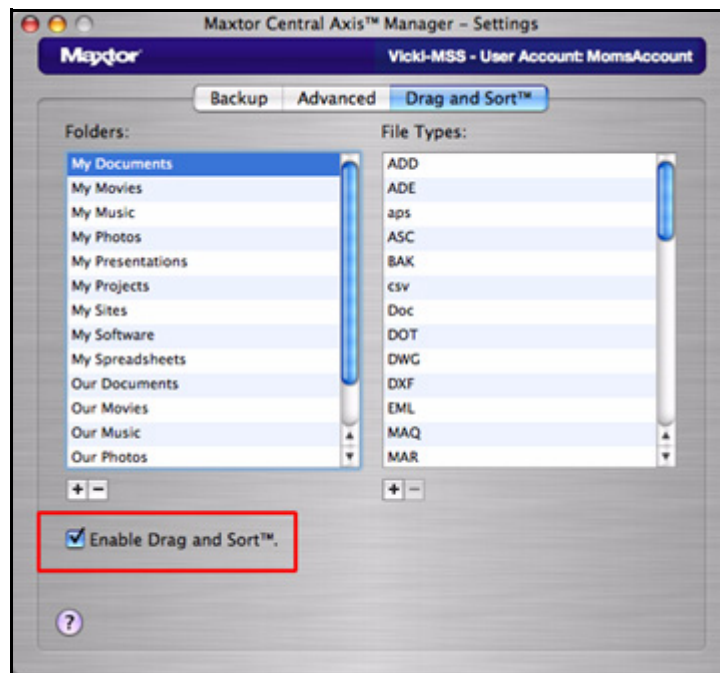
The **Settings** window opens:



**Figure 47: Settings**

**Step 2:** Click **Drag and Sort**.

The **Drag and Sort** window opens, populated with the default set of folders and file types:



**Figure 48: Drag and Sort**

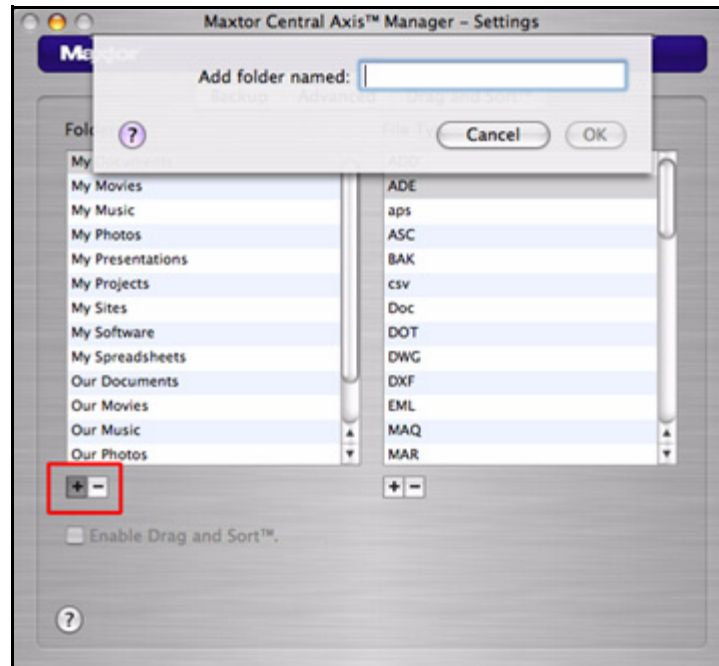
Each folder has a series of file types associated with it. You can accept the default folders and associated file types or create your own.

**Step 3:** Click **Enable Drag and Sort**.

Enabling Drag and Sort is reflected in the Central Axis Manager main window when you click the **Drag and Sort** button.

**Step 4:** Click the plus sign (+) below the **Folders** list to add a folder into which you want to drag and sort files.

The **Add a folder** sheet asks for the name of the new folder:



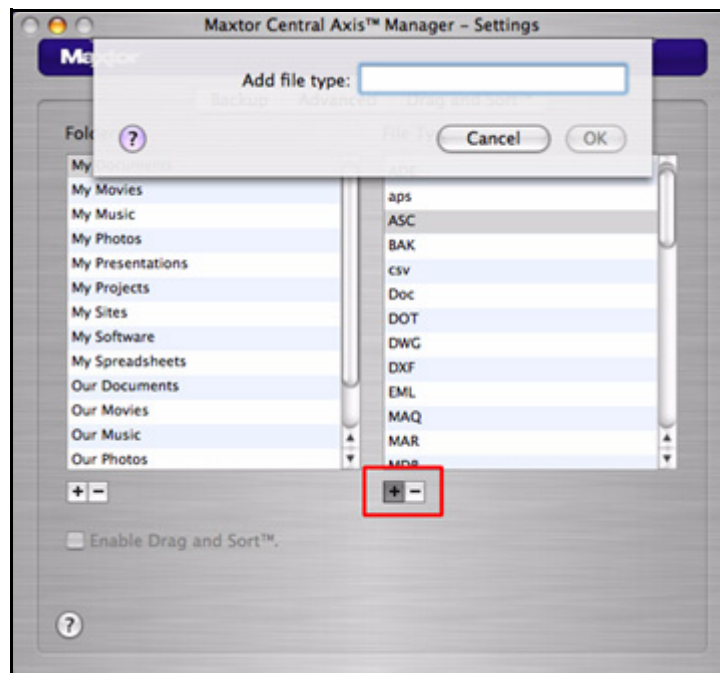
**Figure 49: Add a Folder**

**Step 5:** Enter a name and click **OK**.

The folder name is added to the **Folders** list.

**Step 6:** Select a folder in the **Folders** list and click the plus sign (+) below the **File Types** list to add a file type to this folder.

The **Add a file type** sheet asks for the name of the new file type:



**Figure 50: Add a File Type**

**Step 7:** Enter a file type (for example, **doc** or **mp3**) and click **OK**.

The file type is added to the **File Types** list.

**Note:** Drag and Sort is not activated until you put files in the shared folder (either your private share or the public share). The file types must match those you set for Drag and Sort tab.

# Using Media Server

Media Server allows you to use your Central Axis™ with any UPnP-enabled home entertainment system to play back digital photos, music, and videos on networked home entertainment systems. You can export your favorite music and video playlists. You can even search your iTunes Music folder for music and video files.

Media Server recognizes files in *Our Photos*, *Our Music*, *Our Movies*, *My Photos*, *My Music*, *My Movies*, and *My Multimedia* folders. If you put media files in these folders, they are automatically available for use with your entertainment system.

To use Media Server,

**Step 1.** In the Central Axis Manager main window, click **Media Server**:



**Figure 51: Media Server**

The **Manage Digital Content** page on the Admin web page opens:



**Figure 52: Manage Digital Content**

**Step 2:** Use the options on the **Manage Digital Content** web page to set preferences for your Media Server.

**Note:** For detailed instructions on how to use the admin web page features, see the **Maxtor Central Axis Admin User Guide**.

# Using Web Access & Sharing

The Web Access & Sharing feature allows you to access files you've stored on your Central Axis from any computer with an Internet connection and to share stored files with others via the web.

- You manage Web Access by enabling or disabling web access to your files in the **Web Access & Sharing** sheet in the Maxtor Central Axis Manager application on your desktop.
- You manage Web Sharing by setting preferences on the **Shared Folder Management** page on the Maxtor Central Axis admin webpage.

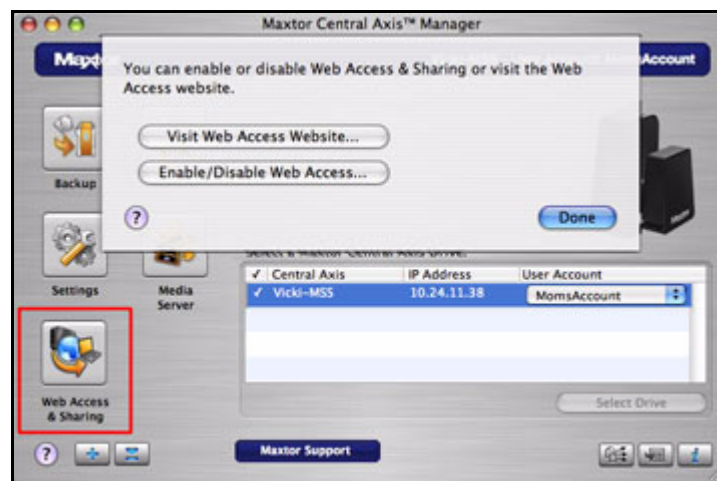
To use Web Access, you must have both a Seagate Global Access account and a Central Axis user account. You probably created a Central Axis user account when you set up your Central Axis (see *Managing Your Drives* for further information). If you do not yet have a free Seagate Global Access account, you can create one now.

## Creating a Seagate Global Access Account

To create a Seagate Global Access account,

**Step 1.** In the Central Axis Manager main window, click **Web Access & Sharing**.

The **Web Access & Sharing** sheet opens:



**Figure 53:** Web Access & Sharing

**Step 2:** Click **Enable/Disable Web Access**.

The **Web Access & Sharing** local account sheet opens:





**Figure 54: Web Access & Sharing Local Account**

**Step 3:** Enter the username and password for your local Central Axis account and click **Enter**.

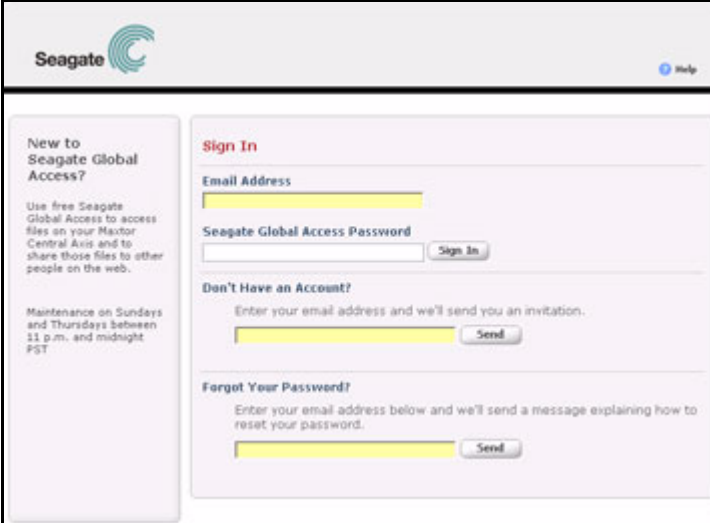
The Seagate Global Access account sheet opens:



**Figure 55: Web Access & Sharing Global Access Account**

**Step 4:** If you have not yet created a Seagate Global Access account, click **Create an Account**.

The **Seagate Sign In** page opens:

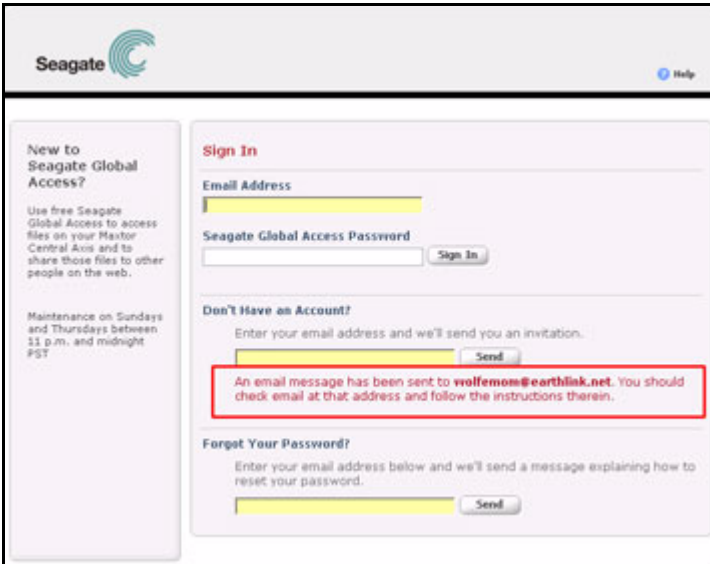


The image shows the Seagate Sign In page. On the left, there is a sidebar with the Seagate logo and text about 'New to Seagate Global Access?' and maintenance times. The main content area has a 'Sign In' section with fields for 'Email Address' and 'Seagate Global Access Password', followed by a 'Sign In' button. Below this is a 'Don't Have an Account?' section with a text input field and a 'Send' button. At the bottom is a 'Forgot Your Password?' section with a text input field and a 'Send' button.

**Figure 56: Seagate Sign In Page**

**Step 5:** Enter your email address below **Don't have an account?** and click **Send**.

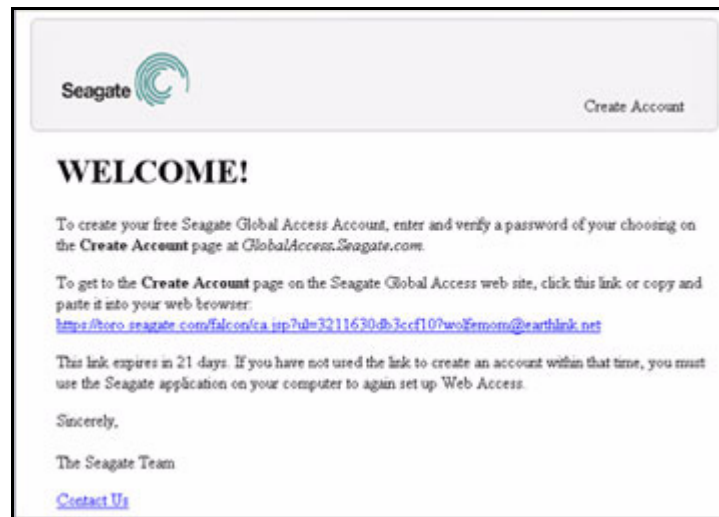
The page refreshes to indicate that Seagate has sent you an email:



The image shows the Seagate Sign In page after a successful email send. A red rectangular box highlights a confirmation message: 'An email message has been sent to wolffemom@earthlink.net. You should check email at that address and follow the instructions therein.' The rest of the page structure is identical to Figure 56.

**Figure 57: Seagate Email Sent**

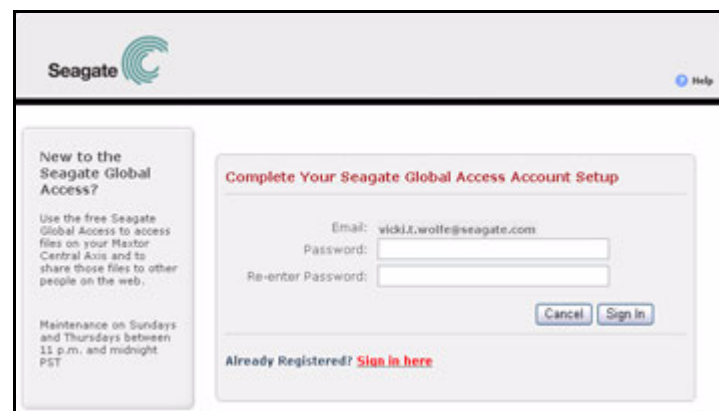
**Step 6:** Check your account for the email from Seagate, which contains a link to the web page on which you'll open a Seagate Global Access account:



**Figure 58: Seagate Create Account Email**

**Step 7:** Click the link in the Seagate email.

The **Seagate Global Access Account Setup** page opens:

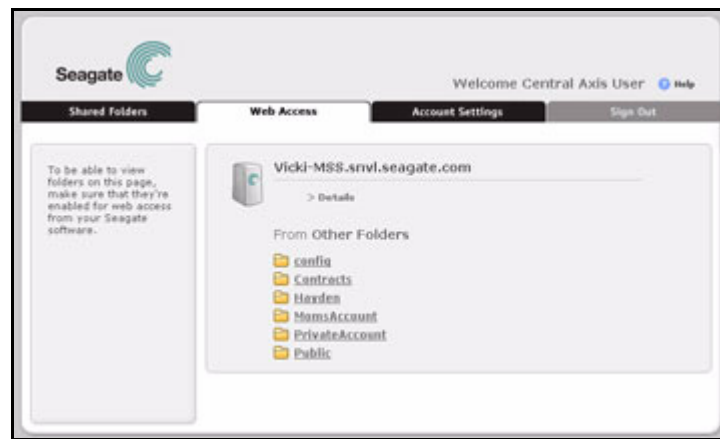


**Figure 59: Seagate Global Access Account Setup**

Your username is the email address you used to register for your Global Access account.

**Step 8:** Enter and re-enter a password for your Global Access account and click **Sign In**.

**Step 9:** The **Web Access** page opens:



**Figure 60: Seagate Global Access**

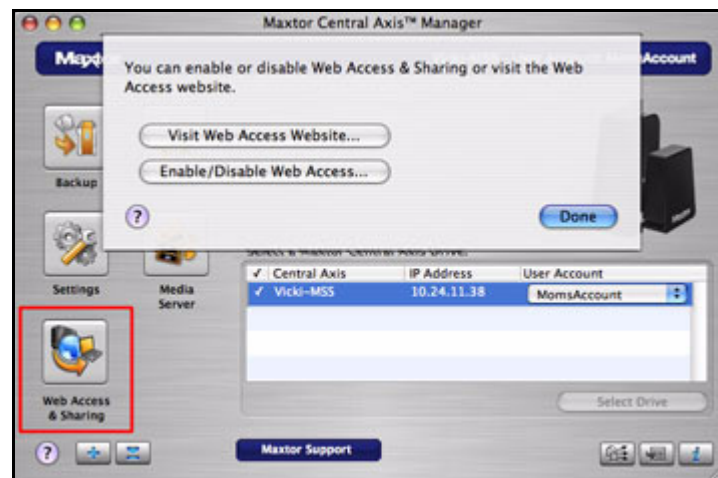
You've created a Seagate Global Access account. You can close the web page and return to the Central Axis application on your desktop.

## Enabling and Disabling Web Access

To enable or disable Web Access,

**Step 1.** In the Central Axis Manager main window, click **Web Access & Sharing**.

The **Web Access & Sharing** sheet opens:



**Figure 61: Web Access & Sharing**

**Step 2:** Click **Enable/Disable Web Access**.

The **Web Access & Sharing** local account sheet opens:



**Figure 62: Web Access & Sharing Local Account**

**Step 3:** Enter the username and password for your local Central Axis account and click **Enter**.

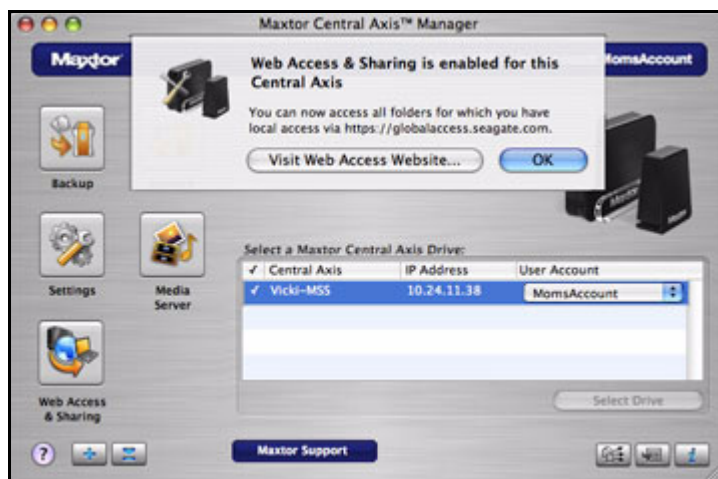
The Seagate Global Access account sheet opens:



**Figure 63: Web Access & Sharing Global Access Account**

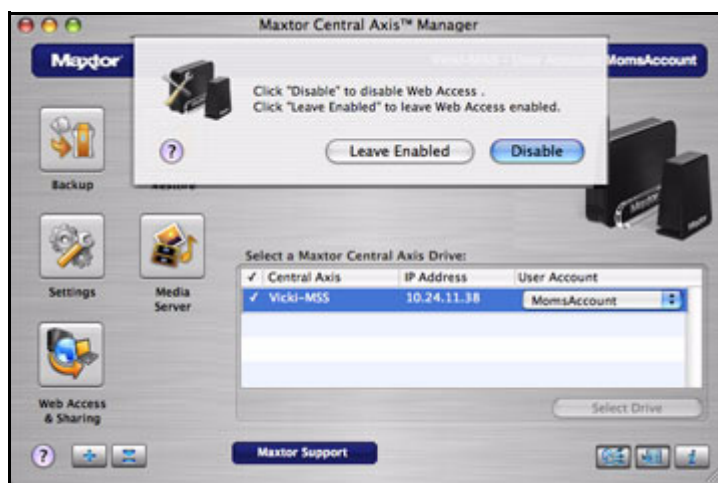
**Step 4:** Enter your Global Access username (email address) and password and click **Enter**.

If you're opening the **Web Access & Sharing** sheet for the first time during this user session, you see a confirmation that web access is enabled for this local account:



**Figure 64: Web Access Enabled**

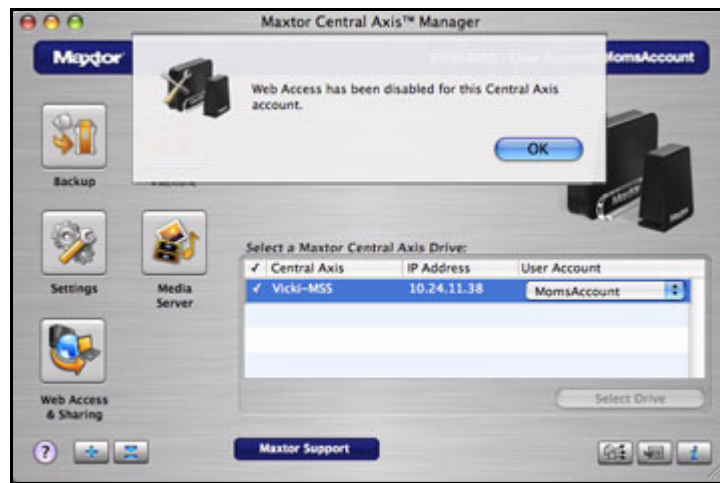
If you open the **Web Access & Sharing** sheet again during this user session, you see the **Enable/Disable** sheet:



**Figure 65: Web Access & Sharing Enable/Disable**

**Step 5:** Choose to leave Web Access enabled or to disable it.

- If you click **Disable**, a sheet confirms that Web Access is disabled for this local account:



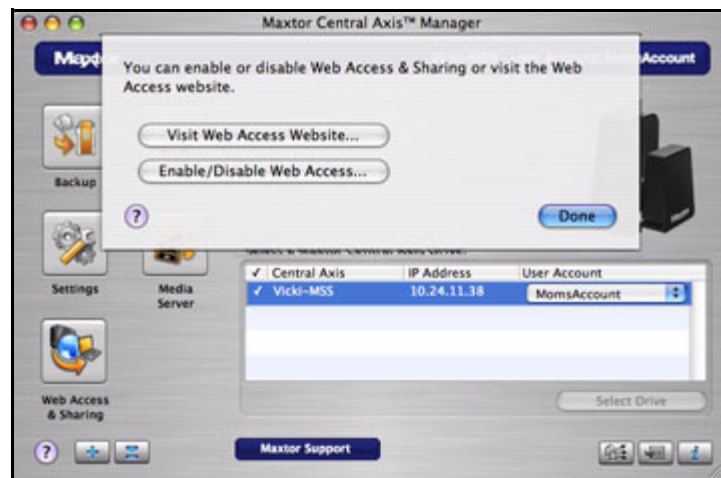
**Figure 66: Web Access Disabled**

## Accessing the Seagate Web Access Web Page

You use the Seagate Web Access web page to access files you've backed up to your Central Axis when you're away from your computer and to share backed up files with others via the web.

To open the Seagate Web Access web page,

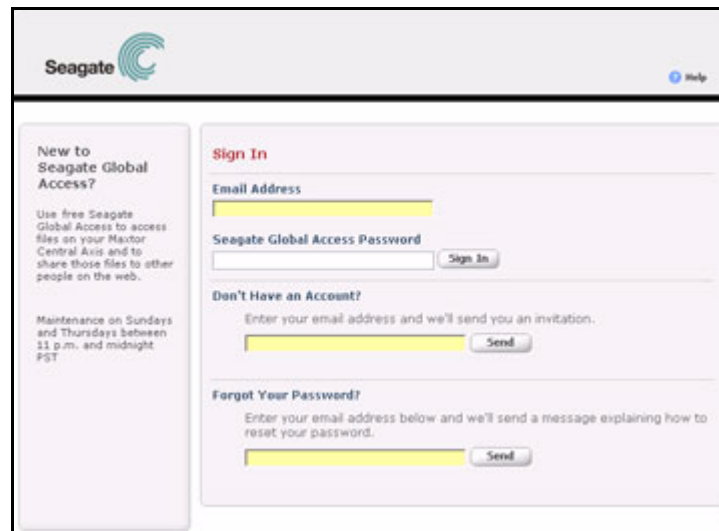
**Step 1.** In the **Web Access & Sharing** sheet, click Visit **Web Access Website**.



**Figure 67: Web Access & Sharing**

The **Seagate Sign In** page opens:



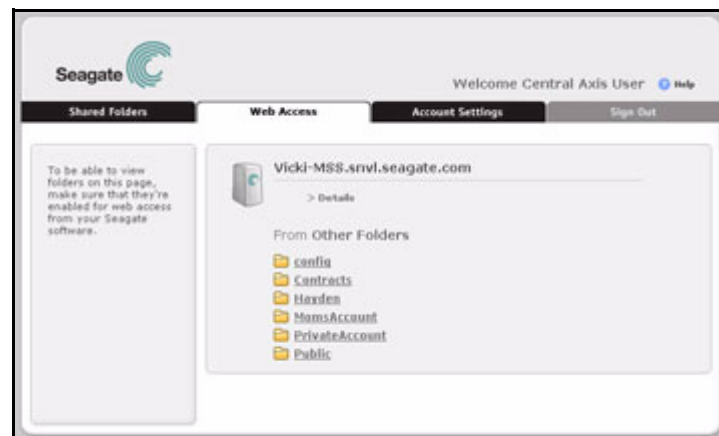


The image shows the Seagate Sign In page. At the top left is the Seagate logo. On the right is a 'Help' link. The page is divided into two main sections. The left section, titled 'New to Seagate Global Access?', contains text about using Seagate Global Access to access files on a Maxtor Central Axis and share them on the web, along with maintenance hours: 'Maintenance on Sundays and Thursdays between 11 p.m. and midnight PST'. The right section, titled 'Sign In', has a 'Email Address' field, a 'Seagate Global Access Password' field, and a 'Sign In' button. Below this are two links: 'Don't Have an Account?' and 'Forgot Your Password?'. The 'Don't Have an Account?' link has a text input field and a 'Send' button. The 'Forgot Your Password?' link also has a text input field and a 'Send' button.

**Figure 68: Seagate Sign In Page**

**Step 2:** Enter the email address and password for your Seagate Global Access account and click **Sign In**.

The Global Access web page opens.



The image shows the Seagate Global Access Web Page. At the top left is the Seagate logo. On the right is a 'Welcome Central Axis User' message and a 'Help' link. Below the logo is a navigation bar with four tabs: 'Shared Folders', 'Web Access', 'Account Settings', and 'Sign Out'. The 'Web Access' tab is selected. The main content area shows a folder named 'Vicki-MSS.snvl.seagate.com' with a '> Details' link. Below this is a section titled 'From Other Folders' with a list of folders: 'confia', 'Contracts', 'Harden', 'MomsAccount', 'PrivateAccount', and 'Public'. On the left side of the page, there is a note: 'To be able to view folders on this page, make sure that they're enabled for web access from your Seagate software.'

**Figure 69: Global Access Web Page**

**Note:** For detailed instructions on how to use the Global Access website features, see the **Seagate Global Access User Guide**.



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