

Maxtor®

Central Axis

User Guide for Windows

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Getting Started

Overview

This User Guide is written for both Windows XP and Windows Vista users. The images shown reflect the Windows XP environment, but all information is relevant for the Windows Vista environment as well.

The Maxtor Central Axis™ application runs on a variety of devices. The devices 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 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 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 Install Menu opens:



Figure 1: Install Menu

Step 2: Click **Install Maxtor Central Axis**.

The **Welcome** window opens:

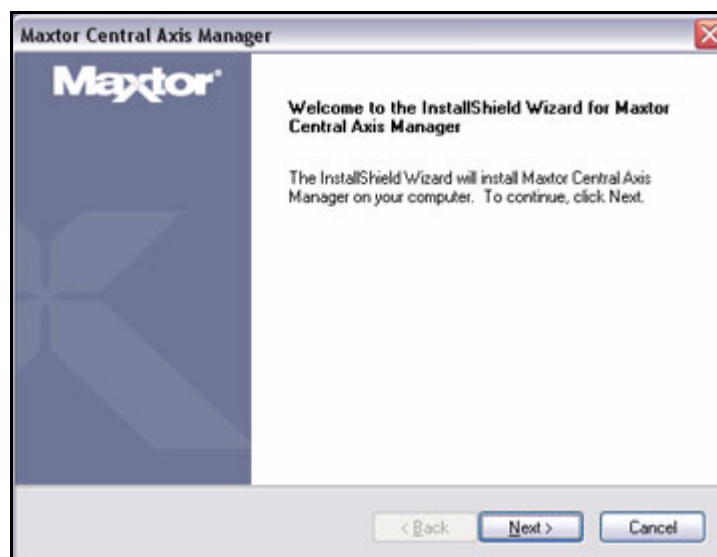


Figure 2: Welcome

Step 3: Click **Next**.

The **EULA** language selection window opens:

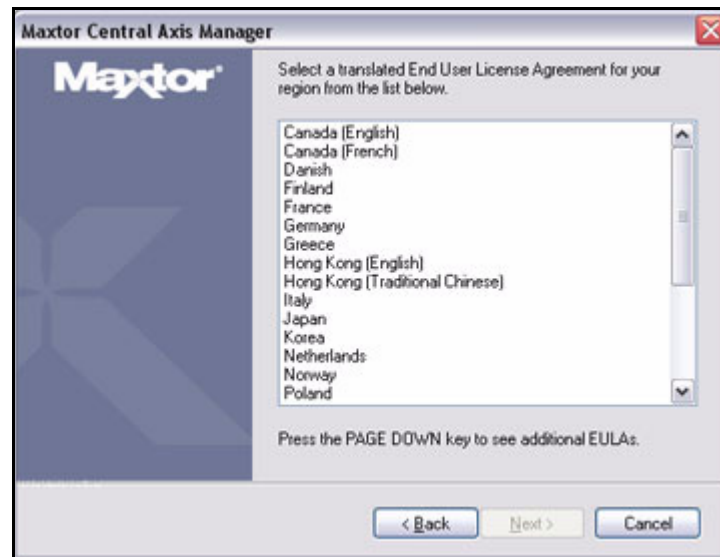


Figure 3: EULA Language Selection

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

The **License Agreement** window opens in the selected language:



Figure 4: License Agreement

Step 5: Click **Yes** to accept the terms of the License Agreement.

The **Choose Destination Location** window opens:



Figure 5: Select a Destination

Step 6: Accept the default destination folder or click **Browse** to select a different folder.

Step 7: Click **Next**.

A **Setup Status** window keeps you informed as the installation proceeds:

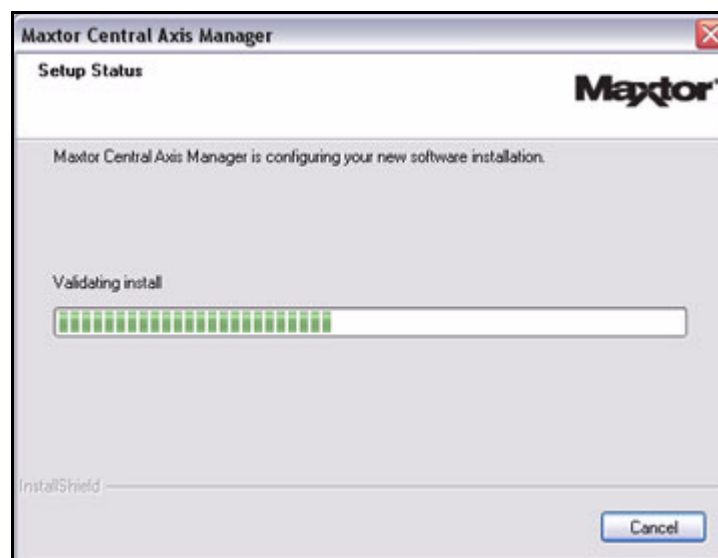


Figure 6: Setup Status

When the installation is complete, a **Register** window opens:



Figure 7: Register

Step 8: Click **Register** to register your Central Axis now or click **Next** to conclude the installation.

The **InstallShield Wizard Complete** window opens:

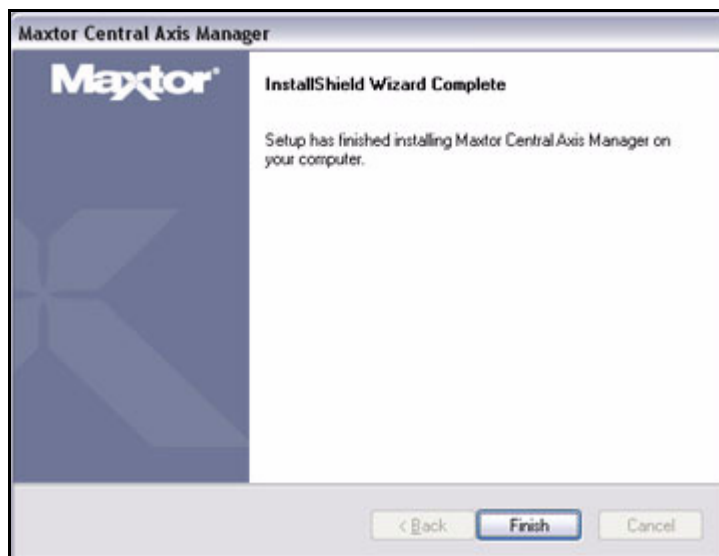


Figure 8: InstallShield Wizard Complete

Step 9: Click **Finish**.

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



Step 10: Double-click the **Maxtor Manager** icon to open the Maxtor Manager application for your Central Axis:

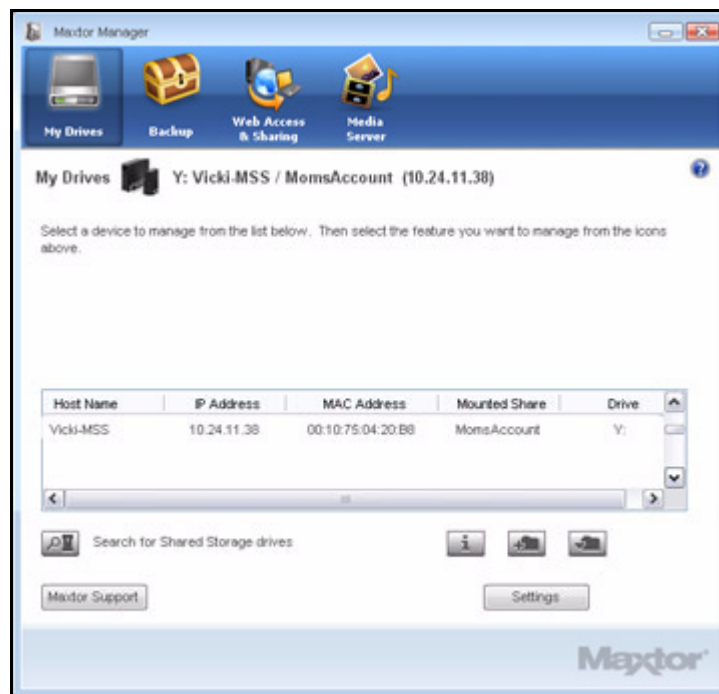


Figure 9: Maxtor Manager Application

Installing OneTouch 4 after Installing Central Axis

If you install the Maxtor OneTouch 4 software after you've installed the Maxtor Central Axis software, you must be sure to install the OneTouch 4 software in the same directory as the Central Axis software

If the Web Access button and Central Axis Help stop functioning after you've installed the OneTouch 4 software, do the following:

If you're certain that you've installed the OneTouch 4 software in the same directory as the Central Axis software,

Step 1. In the **Add or Remove Programs** list, select **Maxtor Central Axis Manager** and choose the **Change** option.

Step 2: After the installer starts, choose **Repair**.

Step 3: Accept the default options and let the installer complete.

Step 4: Allow your computer to restart.

If either OneTouch 4 or Central Axis features are still missing, remove and reinstall both applications:

Step 1. In **Add or Remove Programs**, remove the OneTouch 4 **Maxtor Manager** software

Step 2: In **Add or Remove Programs**, remove the Central Axis **Maxtor Central Axis Manager** software

Step 3: Reinstall the OneTouch 4 software.

Step 4: Reinstall the Central Axis software in the same directory as the OneTouch 4 software.

Using the Maxtor System Tray Icon

You can use the Maxtor system tray icon to check the status of your Central Axis and to access the drive features.

Step 1. To check the status of your drive, roll your mouse over the system tray icon:

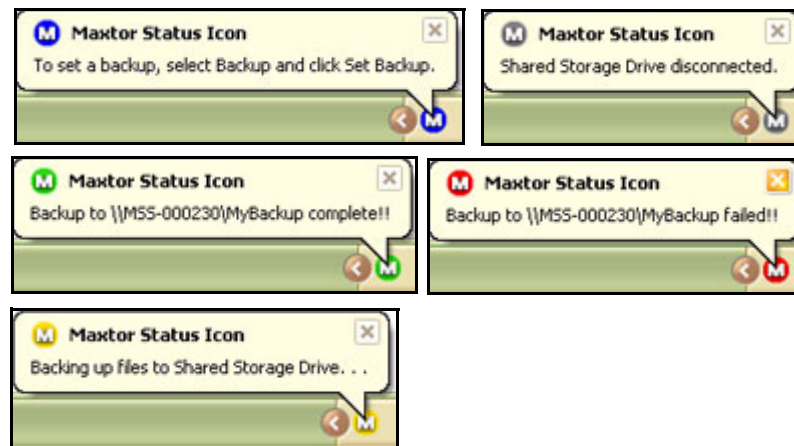


Figure 10: System Tray Icons

The information popup confirms the drive's status.

When a backup has failed, the red icon continues to display until the next successful backup. You can find a description of the backup error in the Backup Log. See *Viewing the Backup Log* for details on how to access the Backup Log.

Step 2: To display the Maxtor Manager menu, click the system tray icon.

The Maxtor Manager menu opens:

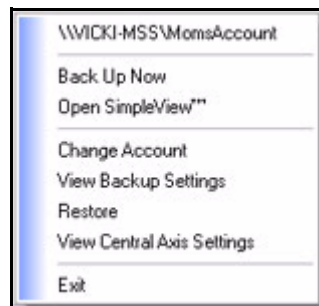


Figure 11: System Tray Menu

Step 3: Select the feature you want to access or select **Exit** to close the menu (the Maxtor Manager application remains open).

Table 1: Using your Mouse with the Maxtor System Tray Icon

Click the system tray icon to	<ul style="list-style-type: none"> • Back Up Now • Open SimpleView • Change Account • Edit Backup Settings • Restore • Edit Central Axis Settings • Exit
Run your mouse over the icon to show	<ul style="list-style-type: none"> • Status Information • Status for Multiple Events

Restoring the System Tray Icon

If you select **Exit** from the System Tray menu, the Maxtor icon disappears from the System Tray. To restore the Maxtor icon to the System Tray, go to

Start > Programs > Maxtor > Maxtor Status Icon

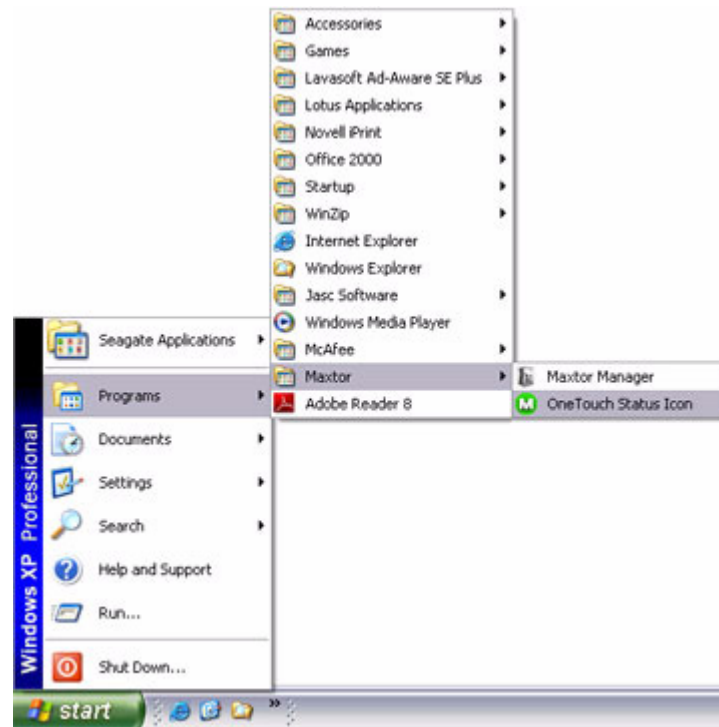


Figure 12: Restore System Tray Icon

Managing Your Drives

The **My Drives** window provides a central point from which to manage your Central Axis™ drives. It displays all Maxtor devices on your computer's local network.

When you open the Maxtor Manager application, one of two **My Drives** windows opens:

- If you've installed only the Central Axis software, the **My Drives** windows displays that Central Axis:

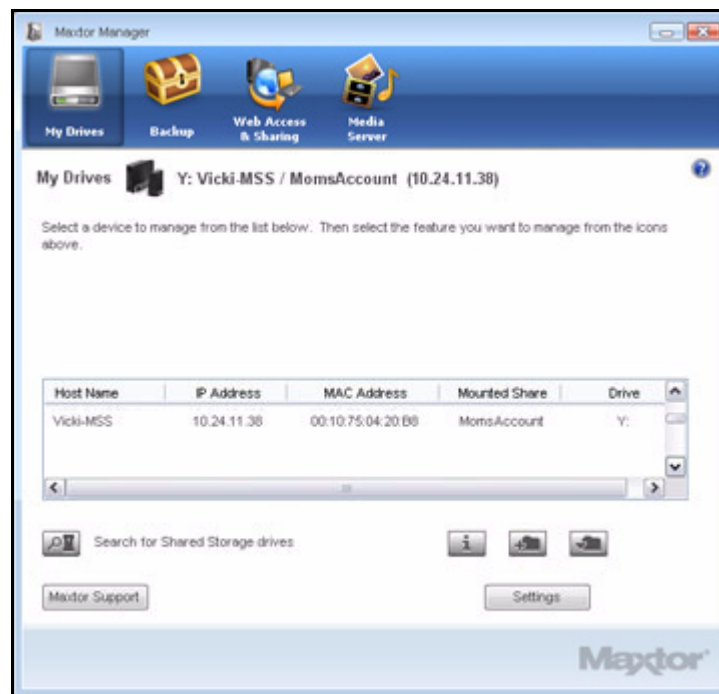


Figure 13: Central Axis Software Installed

- If you've installed the software for both a Central Axis and other external Maxtor drives, the **My Drives** windows displays radio buttons allowing you to display either the external Maxtor drives or the Central Axis shared storage device:



Figure 14: Software for Multiple Drives Installed

If your Central Axis does not appear in the **My Drives** window, make sure your unit is completely powered up and connected to the network. The power LED on the front should shine a solid green and the ethernet LED on the rear should indicate either a green 10/100 MB connection or a 1GB ethernet connection. Further troubleshooting help is available on the Seagate website at <http://support.seagate.com>.

Creating a User Account

Anyone connected to your Central Axis can create user accounts on the Central Axis. You can create public or private (limited access) 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 **My Drives** window, click the **Create a User Account** button:

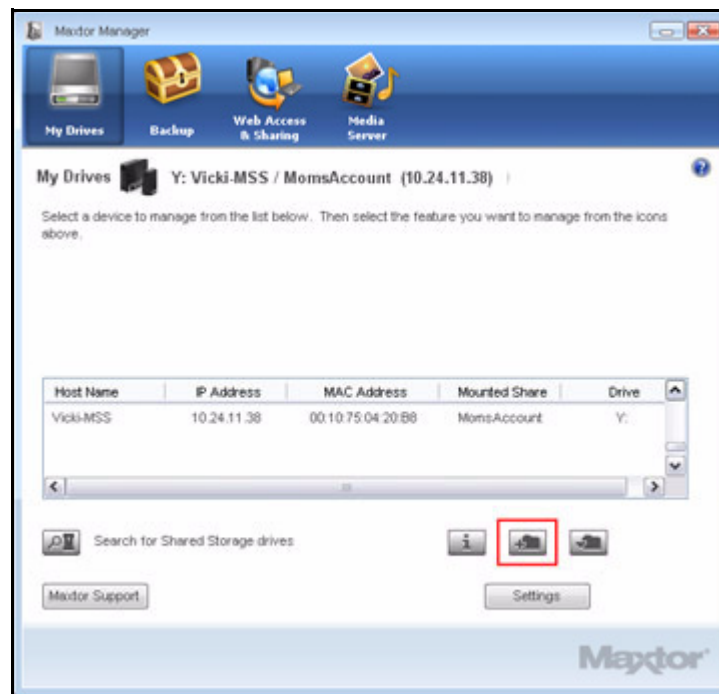


Figure 15: Create a User Account

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

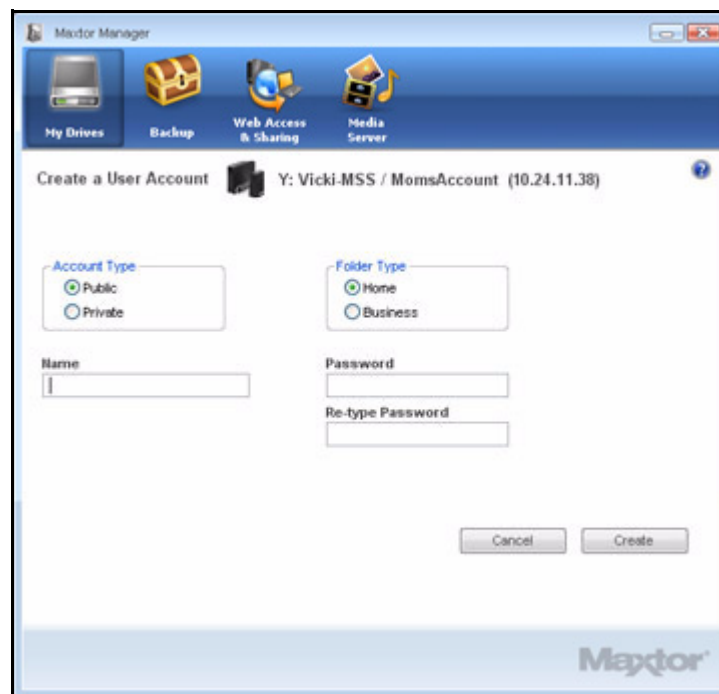


Figure 16: Create a User Account

Step 2: Select an account type:

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

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, and underscores (_), but no symbols.

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 symbols.

Step 6: Click **Create**.

A **Setup Complete** window confirms the creation of the new user account:

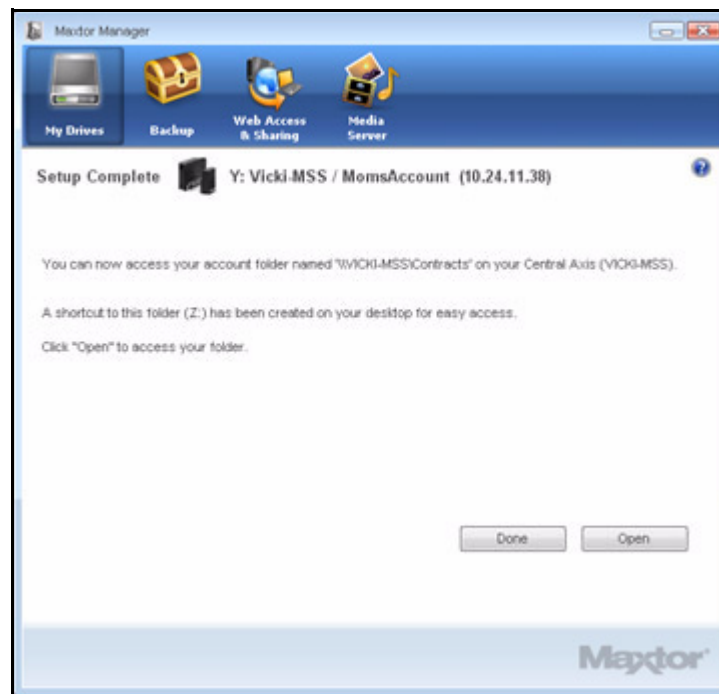


Figure 17: Account Created

Step 7: Click **Open** to access the account folder now or **Done** to return to the **My Drives** window.

The **Mounted Share** and **Drive** fields in the **My Drives** window are now populated with the user account information.

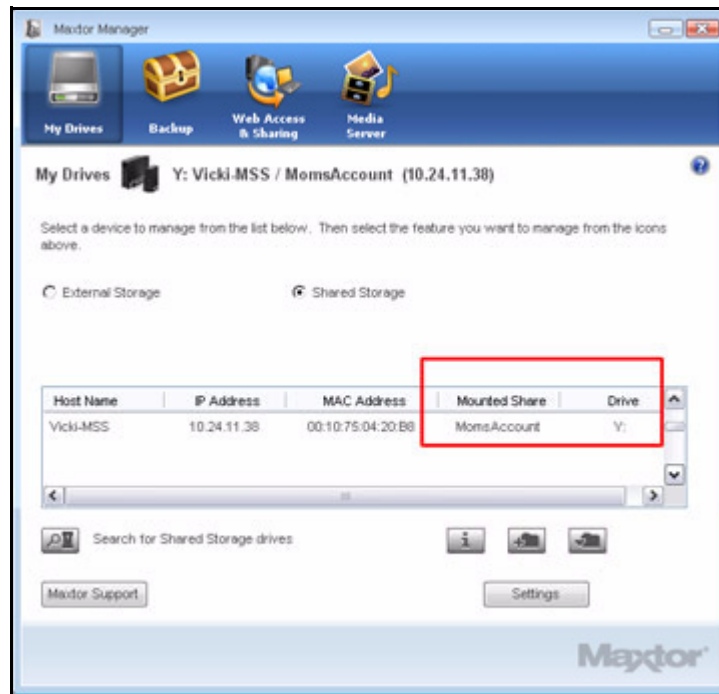
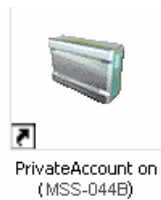


Figure 18: Account Created

A shortcut icon appears on the desktop:



Connecting to a User Account

To connect to an existing user account,

Step 1. In the **My Drives** window, click the **Connect to a User Account** button:

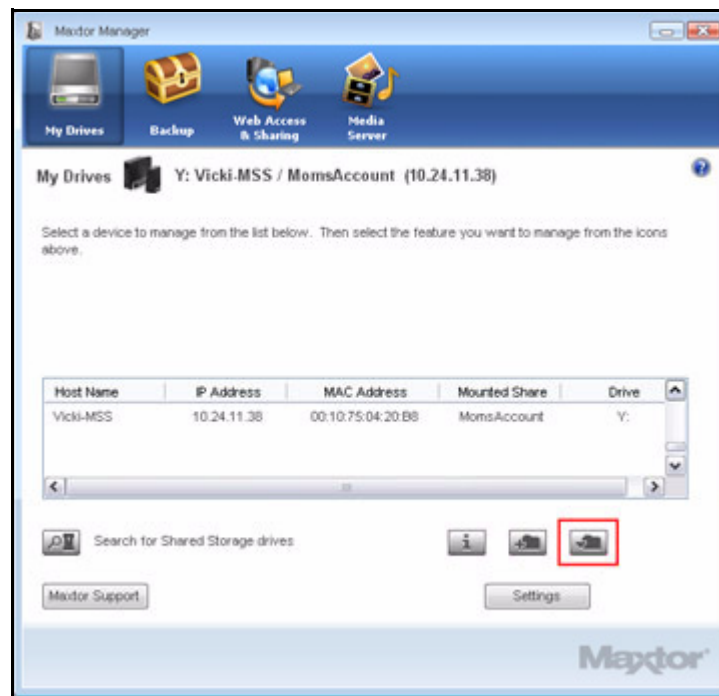


Figure 19: Connect to a User Account

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

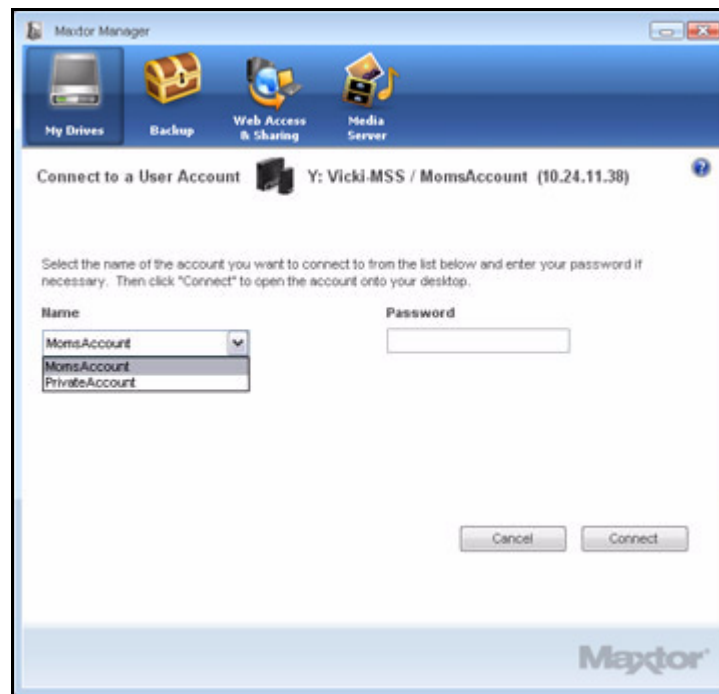


Figure 20: Connect to a User Account

Step 2: Below **Name**, select an account from the dropdown menu

Step 3: If the account is private, enter the password.

Step 4: Click **Connect**.

A **Setup Complete** window confirms that the selected user account is now accessible:

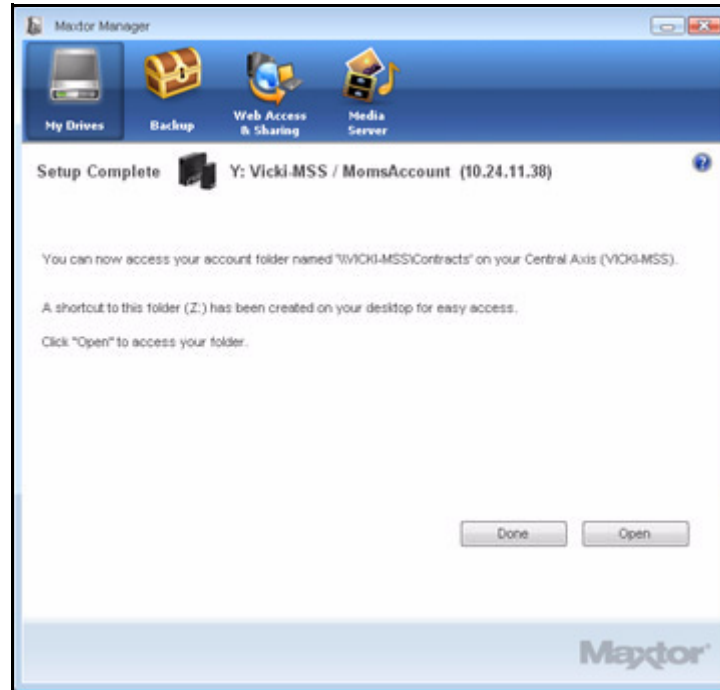


Figure 21: Setup Complete

Step 5: Click **Open** to access the account folder now or **Done** to return to the **My Drives** window.

The **Mounted Share** and **Drive** fields in the **My Drives** window are now populated with the user account information.

Getting Account Information

To get storage and backup information for all accounts on this Central Axis,

Step 1. In the **My Drives** window, click the **Information** button:

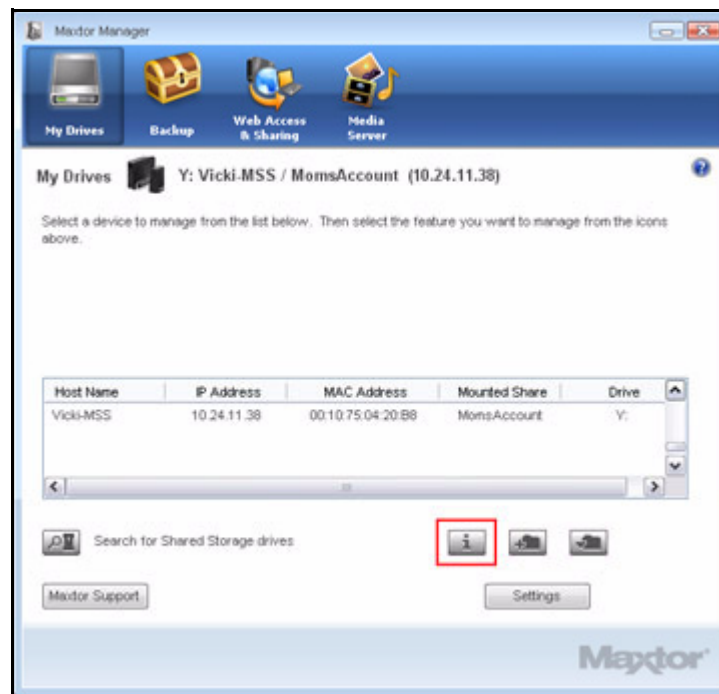


Figure 22: Account Information

The **SimpleView** window opens:

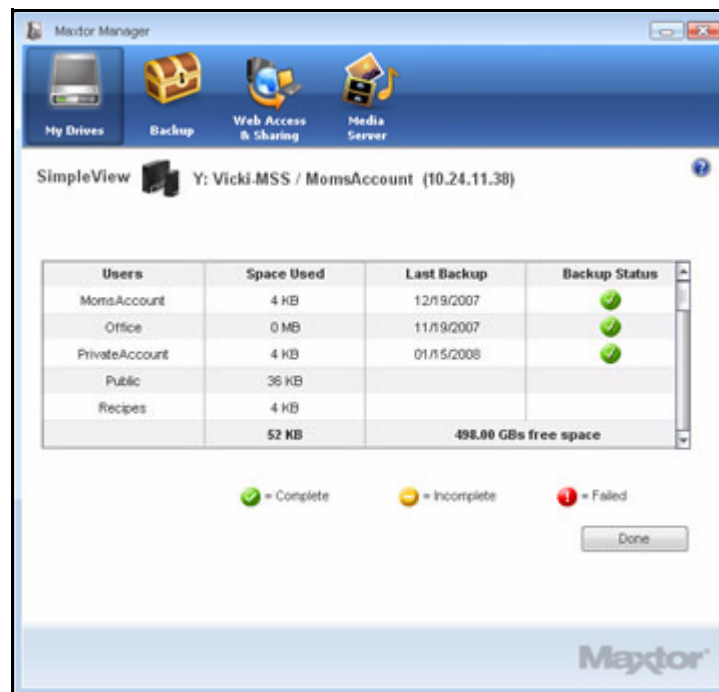


Figure 23: SimpleView

Step 2: Displayed is information on space used, date of last backup, and backup status for each account on this Central Axis.

Note: This information can also be accessed by selecting **SimpleView** in the **Settings** window.

Managing Settings

To access the settings for your Central Axis,

- Click **Settings** in the bottom right corner of the **Drives** window:

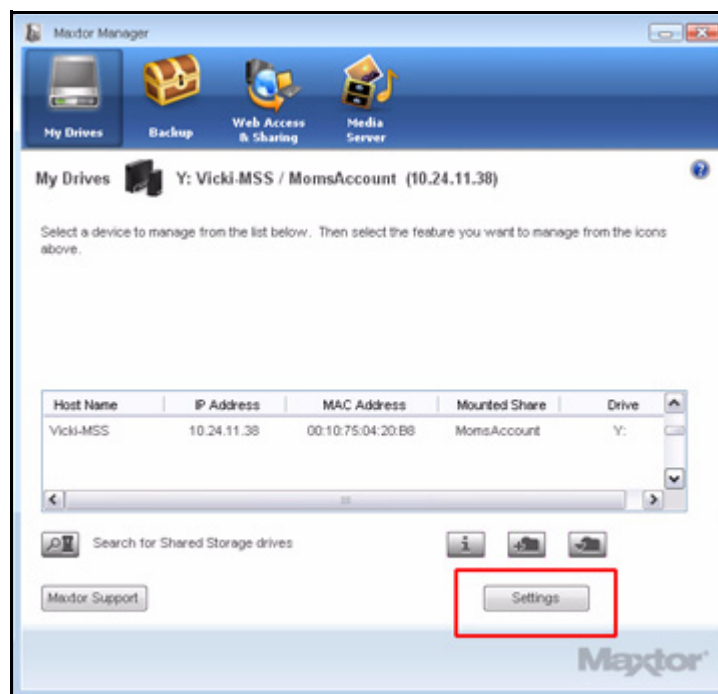


Figure 24: Settings Button

The **Settings** window opens:



Figure 25: Settings

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.

To set Drag and Sort preferences,

Step 1. Click **Drag and Sort** in the **Settings** window.

The **Drag and Sort** window opens:



Figure 26: Drag and Sort

Step 2: Set the **On/Off** button to the desired position.

Step 3: Select whether to sort files into your private or your public folder.

Step 4: Click **Apply** to apply and save your preferences.

Note: *Drag and Sort is not activated until you put files in the shared folder (either your private share or the public share).*

Advanced Web Page

The **Advanced Web Page** link in the **Settings** window takes you directly to the Main Menu for Maxtor Central Axis admin web pages that control your account setup and management.

Note: *You must log in as the admin user to use the Central Axis admin web pages.*

To access the Central Axis web pages,

Step 1. Click **Advanced Web Page** in the **Settings** window.

If this is your first time signing in, you're asked for the admin account name and password.

The **Maxtor Central Axis Main Menu** opens:



Figure 27: Advanced Web Page Main Menu

Step 2: Click the icons across the top of the window to access the Central Axis features.

Note: For detailed instructions on how to use the Advanced Web Page features, see the **Maxtor Central Axis Admin User Guide**.

Folder Tags

A Folder Tag is a special icon added to every folder selected for backup to your Central Axis:



The Folder Tag setting is global and applies to all drives backed up by Maxtor Manager. To manage Folder Tags,

Step 1. Click **Folder Tags** in the **Settings** window.

The **Folder Tags** window opens:

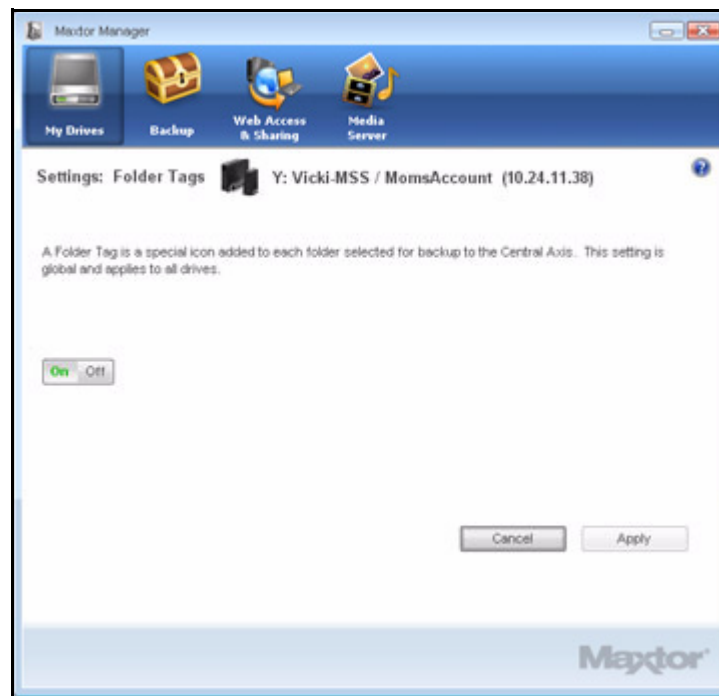


Figure 28: Folder Tags

Step 2: Decide whether to turn Folder Tags on or off and click **Apply** to apply and save your preference.

SimpleView

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

To open SimpleView,

Step 1. Click **SimpleView** in the **Settings** window.

The **SimpleView** window opens:

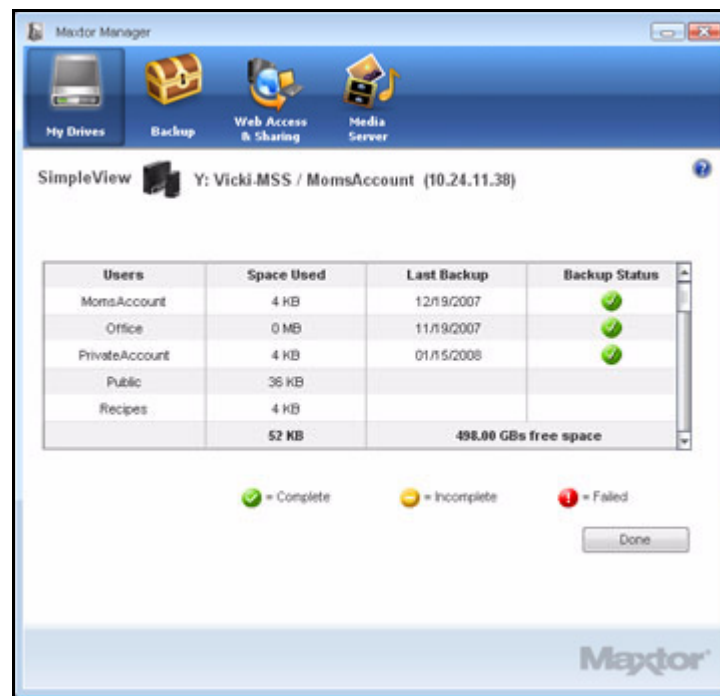


Figure 29: SimpleView

Displayed is information on space used, date of last backup, and backup status for each user on this Central Axis.

Note: A red **Failed** icon indicates a problem with your backup status, NOT with your Central Axis unit.

Step 2: Click **Done** to return to the **My Drives** window.

Note: SimpleView can also be accessed by clicking the Information button in the **My Drives** window.

If a red **Failed** icon is displayed in the **Backup Status** column, you can find a description of the backup error in the Backup Log. See *Viewing the Backup Log* for details on how to access the Backup Log.

Shared Folder Backup

The **Shared Folder Backup** feature allows you to back up data on your Central Axis to another drive connected to the Central Axis.

The **Shared Folder Backup** link in the **Settings** window takes you directly to the Maxtor Central Axis admin website. The options on this web page allow you to manage the backup of your shared folders.

To set Shared Folder Backup preferences,

Step 1. Click **Shared Folder Backup** in the **Settings** window.

The **Shared Folder Backup** web page opens:



Figure 30: Shared Folder Backup

Step 2: Use the options listed to set preferences for your shared backed up folders.

Note: For detailed instructions on how to use the Shared Folder Backup features, see the **Maxtor Central Axis Admin User Guide**.

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 **Check for Software Update** in the **Settings** window.

The **Software Update** window opens.

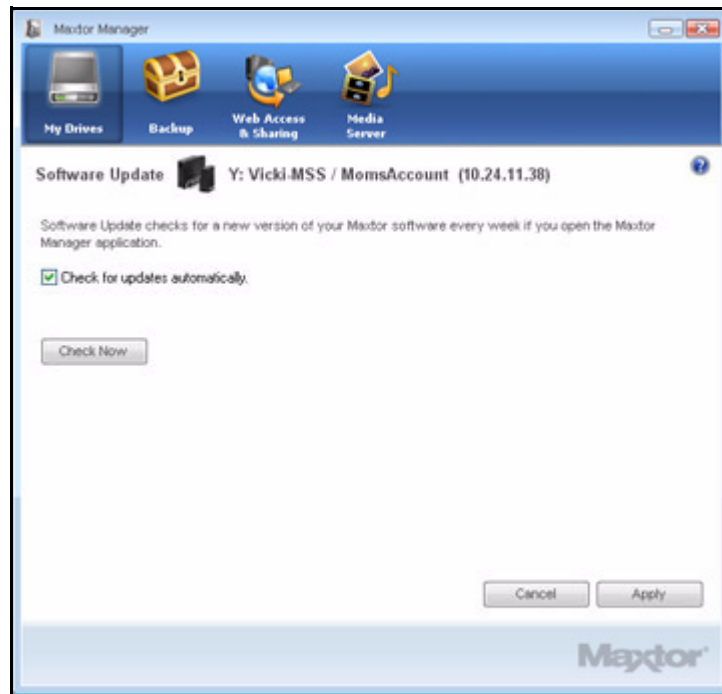


Figure 31: Software Update

Software Update is turned on by default.

Step 2: To turn off Software Update, unselect **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 32: Software Update Available

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

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

Step 5: Follow the steps in the Install Wizard to install the update.

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

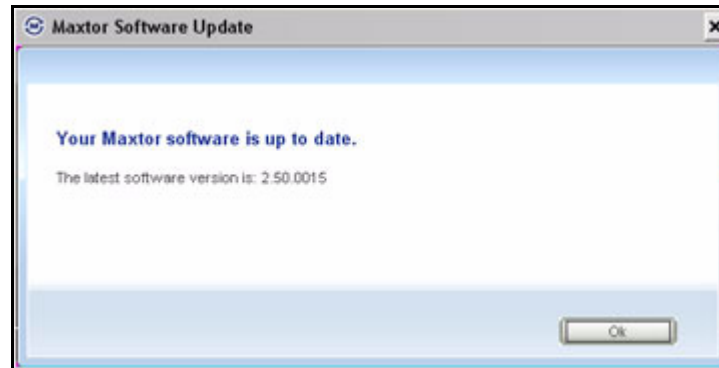


Figure 33: *Software Up To Date*

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:

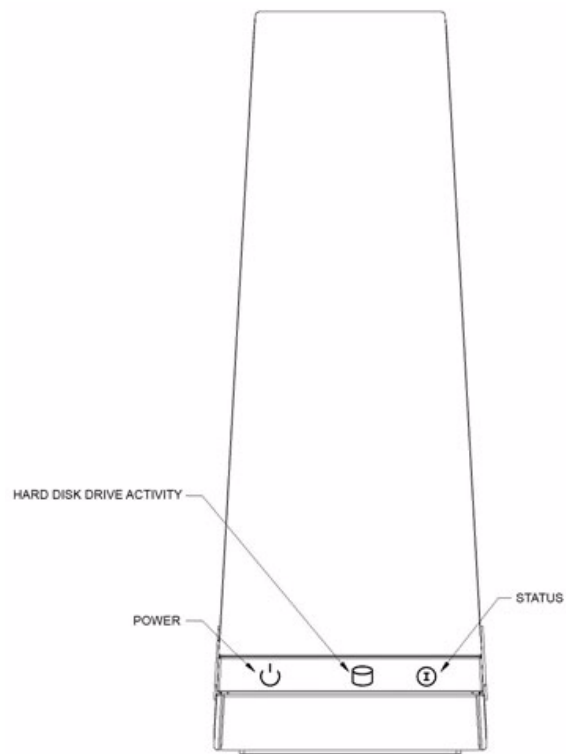


Figure 34: Central Axis Single Drive LEDs – Front View

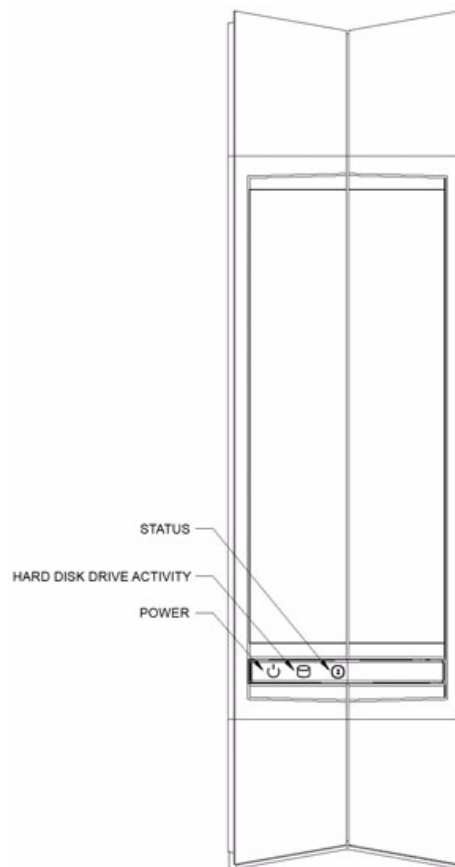


Figure 35: Central Axis Dual Drive LEDs – Front View

Table 2: Front LED Activity States

LED Descriptions	State
Power: <ul style="list-style-type: none"> • Illuminated 	Power on
Hard Disk Drive Activity: <ul style="list-style-type: none"> • Illuminated 	Data being transferred
Status: <ul style="list-style-type: none"> • Steady White • Flashing White • Flashing White/Red Combinations 	Status OK; Powering on or off; See Status LED Error Codes table below

Table 3: Status LED Error Codes





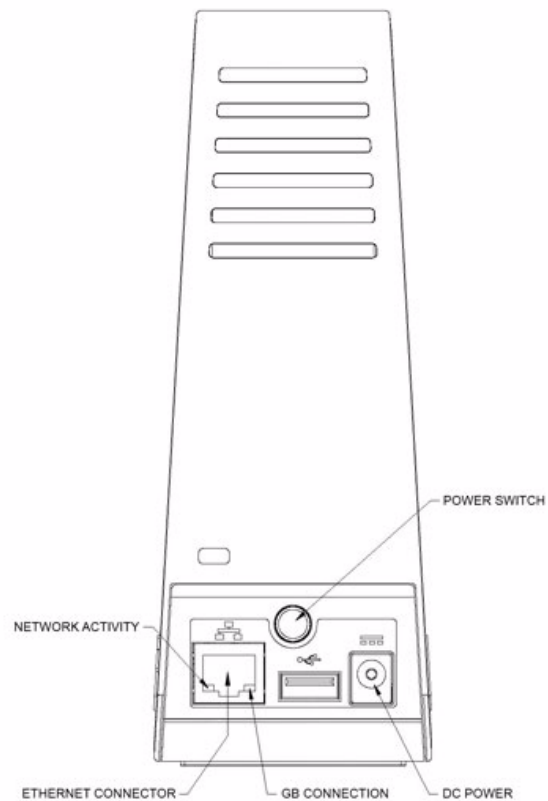
Flashing LED Descriptions	Error
1 White/1 Red	Failure to mirror shared folder
1 White/2 Red	Hard disk drive S.M.A.R.T. Error: Problem with Drive 1 

Table 3: 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 36: Central Axis Single Drive LEDs – Rear View**

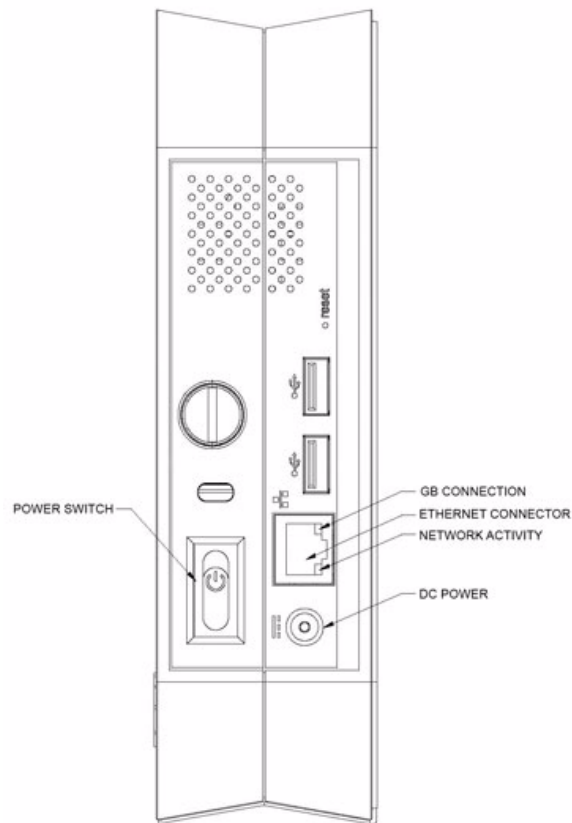


Figure 37: Central Axis Dual Drive LEDs – Rear View

Table 4: Rear LED Activity States

LED Descriptions	State
Ethernet Connector: • Amber • Green • Green Flashing	GB connection Network connected Network activity

MSS II

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

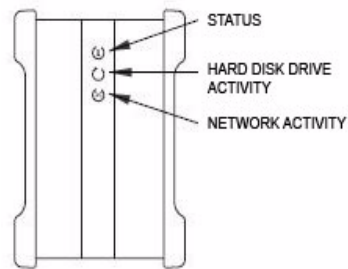


Figure 38: Drive LEDs – Front View

Table 5: Front LED Activity States

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

Table 6: 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

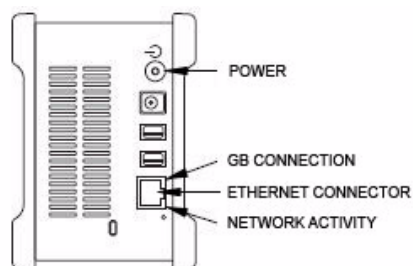


Figure 39: Drive LEDs – Rear View

Table 7: Rear LED Activity States

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

Backing Up and Restoring Files

The Central Axis Backup feature allows you to

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

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

You can create one Backup Plan for each Central Axis connected to your computer. You can select either of two types of Backup Plans:

- **Simple Backup:** Pre-configured to back up your XP **My Documents** or Vista **Personal Folder** folder daily at 10:00 p.m.
- **Custom Backup:** You select the folders to be backed up and set a backup destination and schedule.

Creating a Backup Plan

Create a backup plan using the default Simple Backup settings or design a Custom Backup plan that fits your particular requirements.

Using Simple Backup

Use Simple Backup to back up your XP **My Documents** or Vista **Personal Folder** folder daily at 10 p.m.

To use Simple Backup,

Step 1. Click the **Backup** icon in the **Maxtor Manager** window.

The **Backup** window opens:

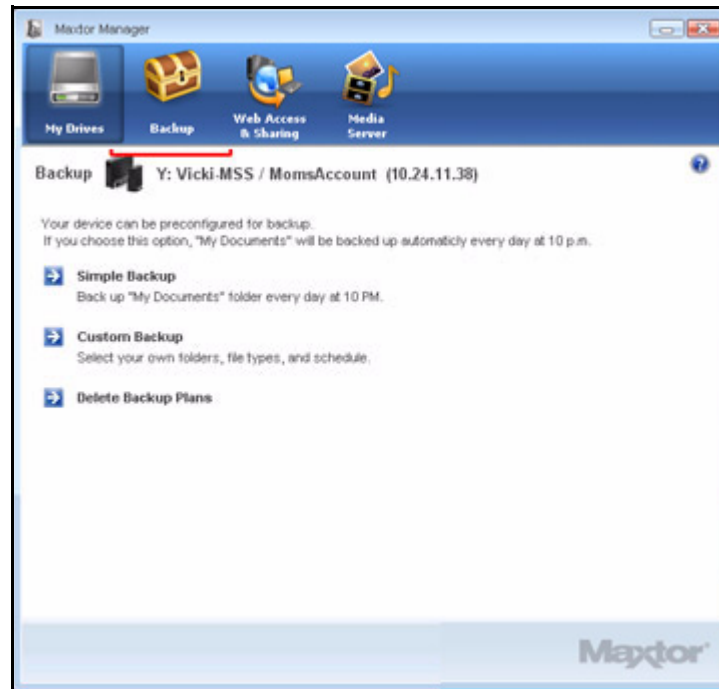


Figure 40: Backup (Initial View)

Step 2: In the **Backup** window, click **Simple Backup**.

A **Simple Backup Confirmation** window confirms that you've selected Simple Backup and asks you to name this Backup Plan:

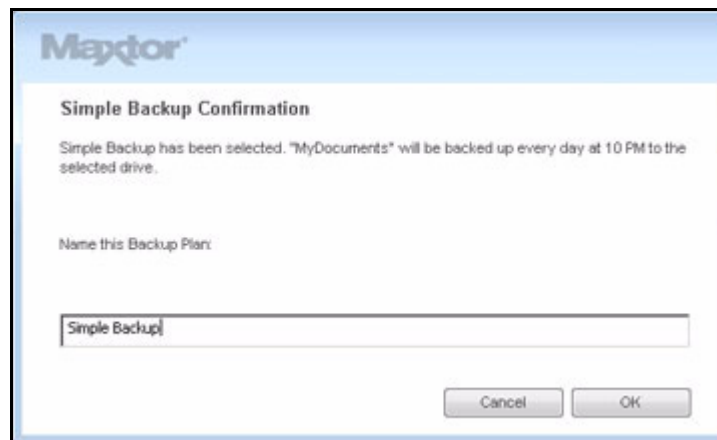


Figure 41: Simple Backup Confirmation

Step 3: Enter a name for your Backup Plan and click **OK**.

The **Backup** window now offers the options of editing your backup settings and restoring backed up files and describes your current Backup Plan and the details of your last backup.

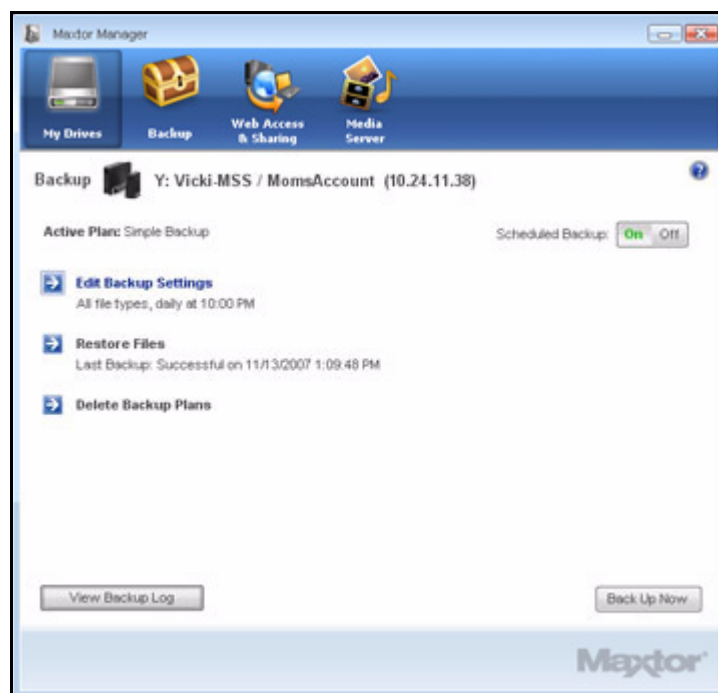


Figure 42: Simple Backup

Creating a Custom Backup

To select specific folders for backup and set up a customized backup destination and schedule,

Step 1. Click the **Backup** icon in the **Maxtor Manager** window.

The **Backup** window opens:

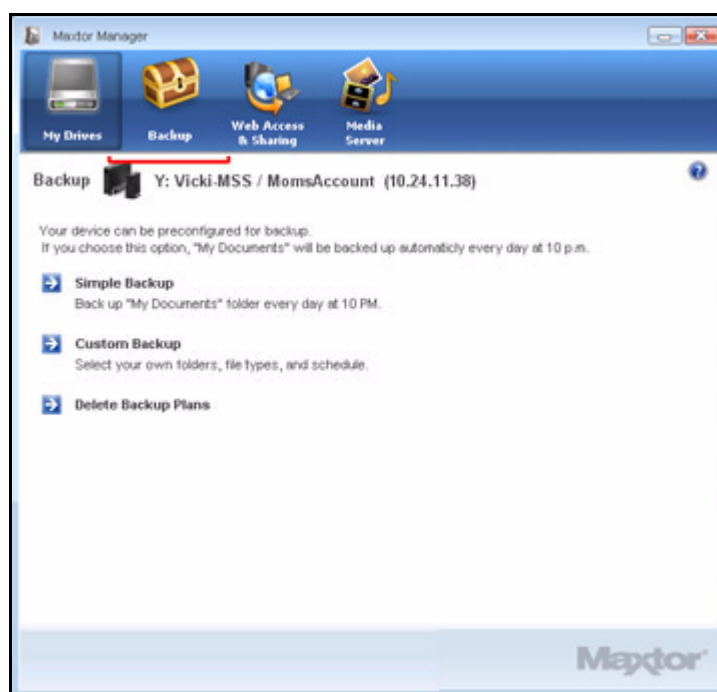


Figure 43: Backup

Step 2: In the **Backup** window, click **Custom Backup**.

The **Backup Folder Selection** window opens:

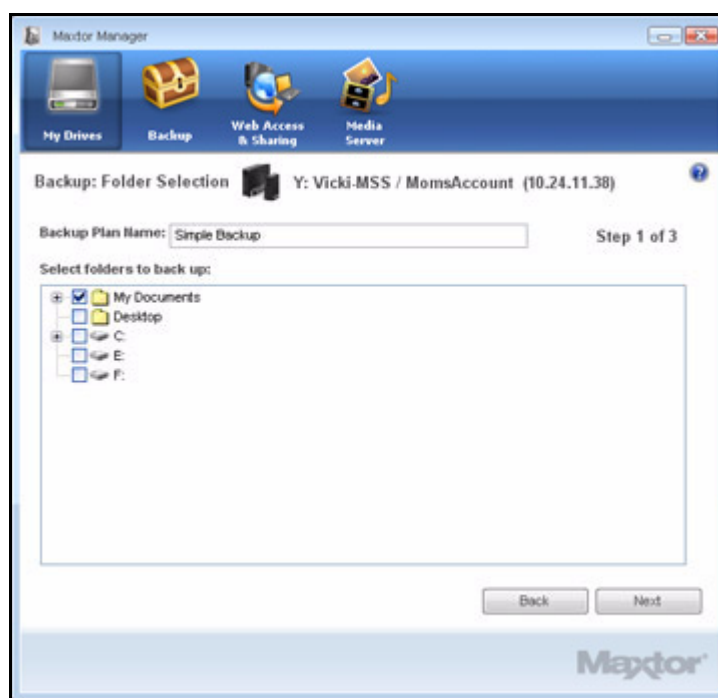


Figure 44: Custom Backup Folder Selection

Step 3: Name your Backup Plan, select the folders to be backed up, and click **Next**.

The **Backup File Types** window opens:

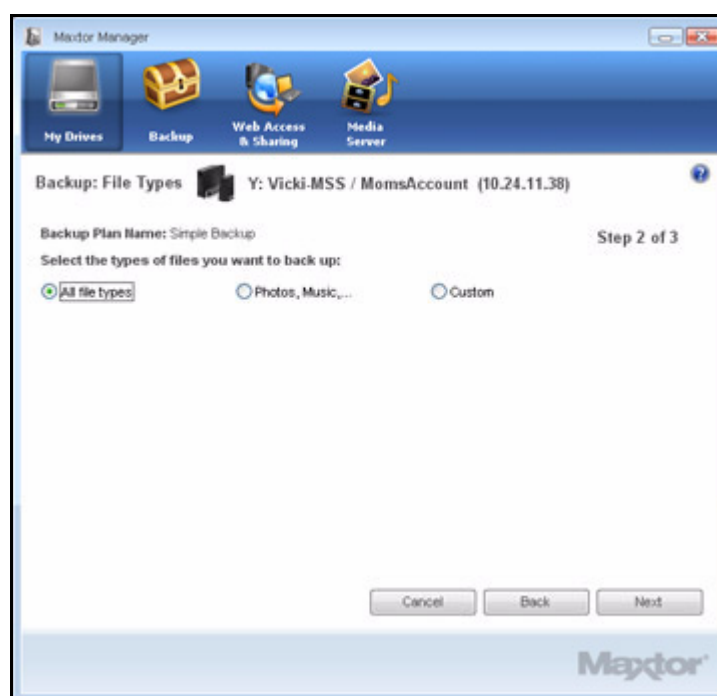


Figure 45: File Types: All Types

Step 4: Select the types of files you want to back up:

- **All File Types**
- **Photos, Music, Videos, Documents**

Back up any or all of these types of files:

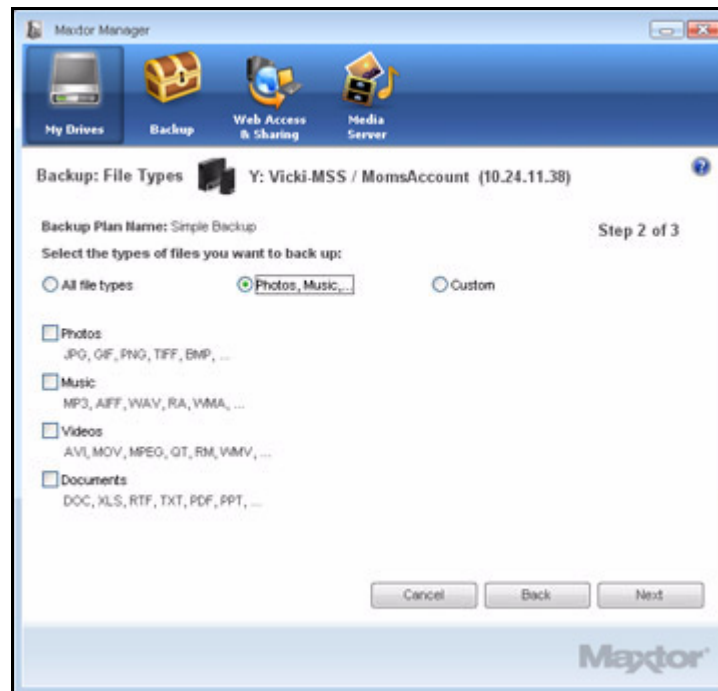


Figure 46: File Types: Photo, Music, Video, Documents

- **Custom**

Select specific file types to include or exclude for backup:

- To back up only a few of the available file types,
 1. Select **Include these file types**.
 2. Select each file type you *do* want to back up and click **Add** to move it to the **Include** list.
- To back up most of the available file types,
 1. Select **Exclude these file types**.
 2. Select each file type you *don't* want to back up and click **Add** to move it to the **Exclude** list.

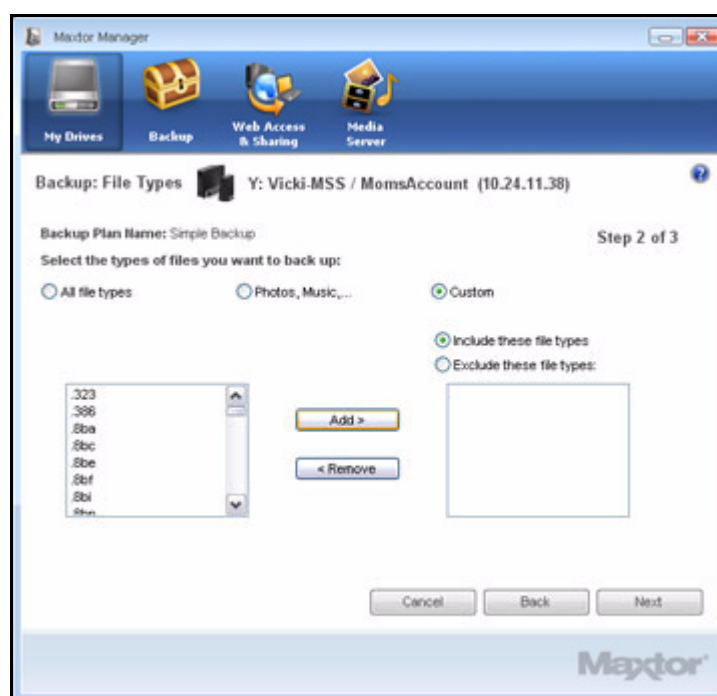


Figure 47: File Types: Custom

Step 5: Click **Next**.

The **Backup Schedule** window opens:

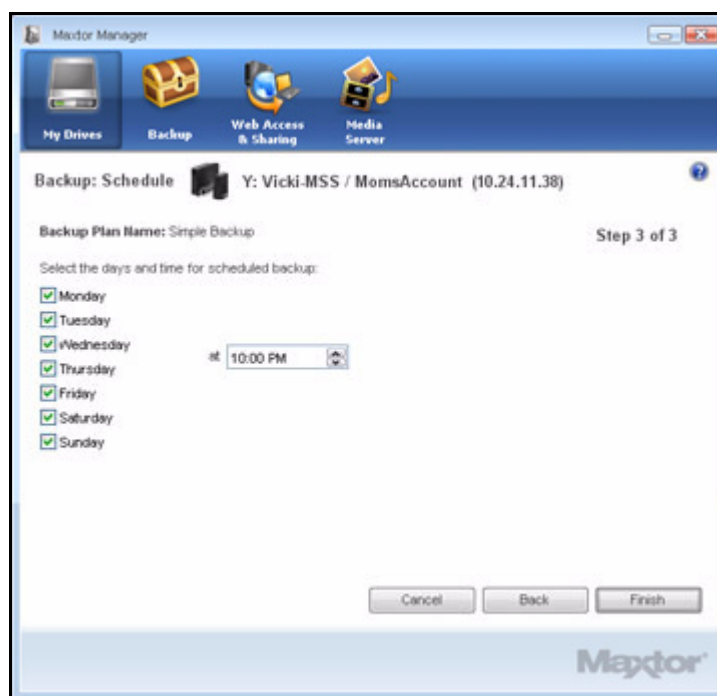


Figure 48: Backup Schedule

Step 6: Select the days and time you want to back up your folders and click **Finish**.

The **Backup** window now offers the options of editing your backup settings and restoring backed up files and describes your Backup Plan.

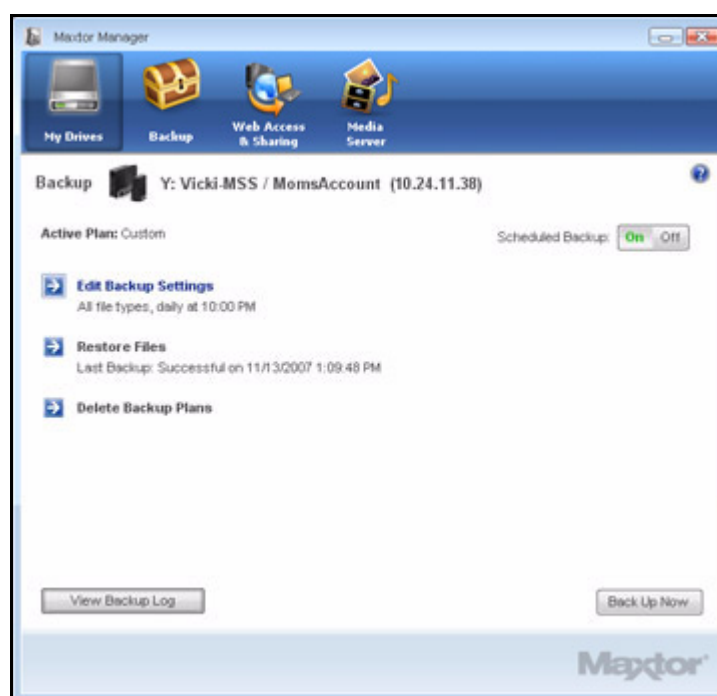


Figure 49: Custom Backup

Editing Backup Settings

To edit the settings for a Backup Plan,

Step 1. Click the **Backup** icon in the **Maxtor Manager** window.

The **Backup** window opens:

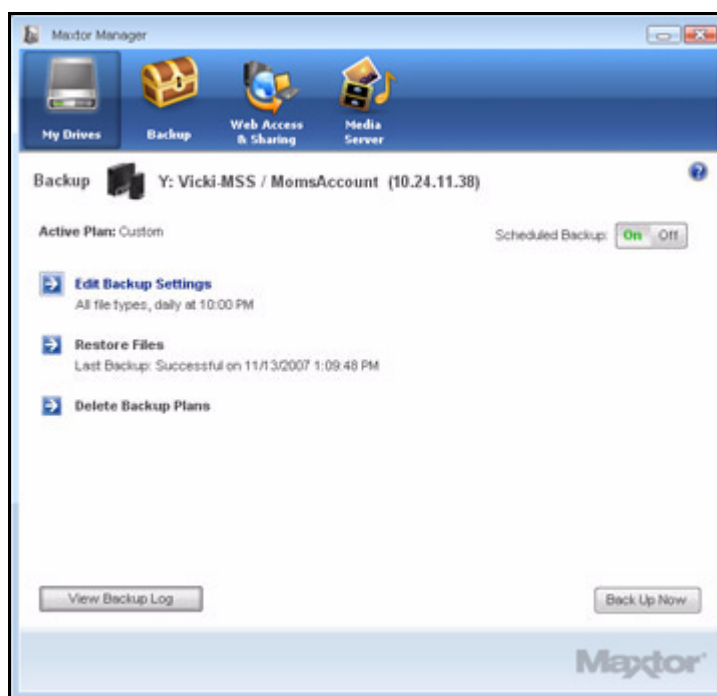


Figure 50: Backup

Step 2: In the **Backup** window, click **Edit Backup Settings**.

The **Backup Folder Selection** window displays your current Backup Plan name and folder selection:

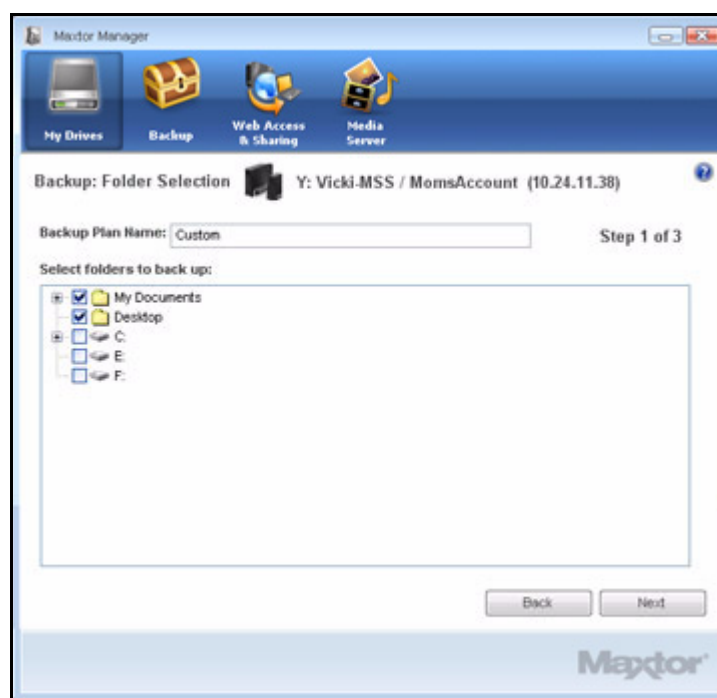


Figure 51: Backup Folder Selection

Step 3: Edit the Backup Plan name and/or the folder selection and click **Next**.

The **Backup File Types** window displays your current selections:

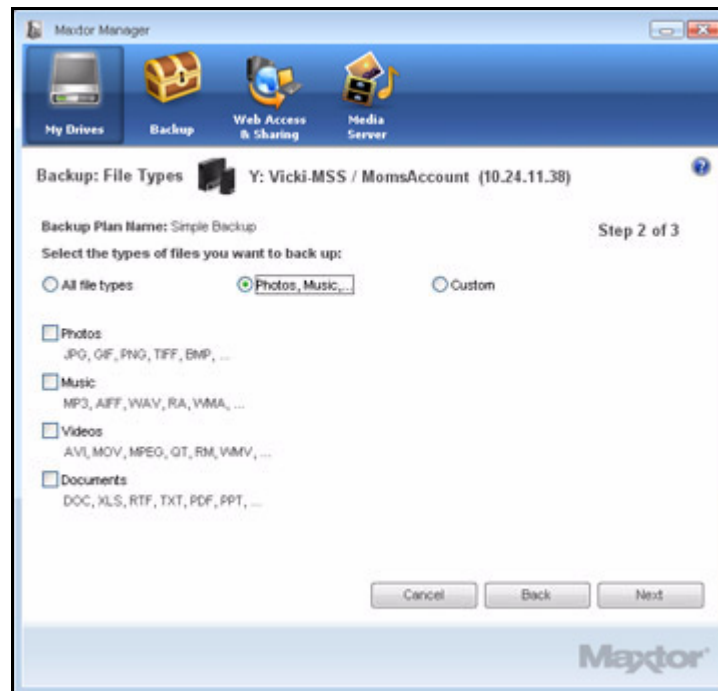


Figure 52: File Types

Step 4: Edit the types of files to be backed up and click **Next**.

The **Backup Schedule** window displays your current schedule:

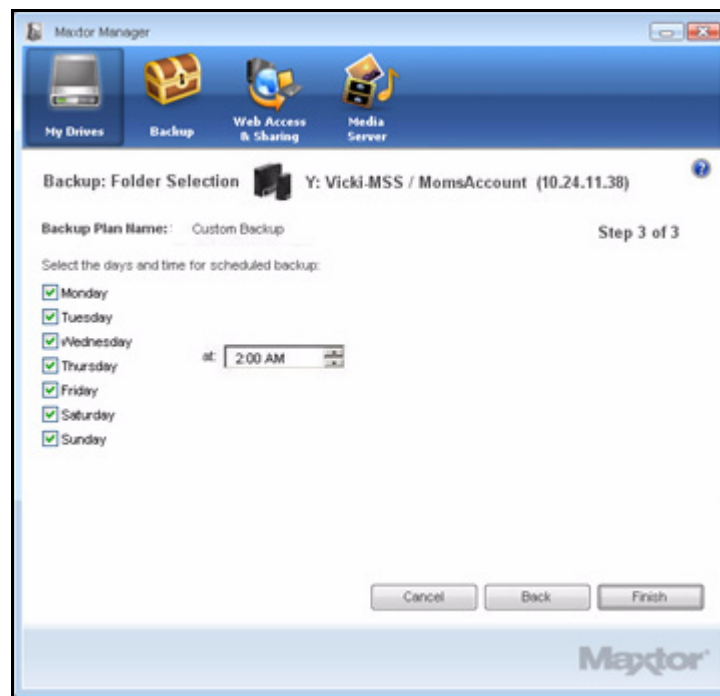


Figure 53: Backup Schedule

Step 5: Edit the days and/or time you want to back up your folders and click **Finish**.

The **Backup** window now displays your edited Backup Plan.

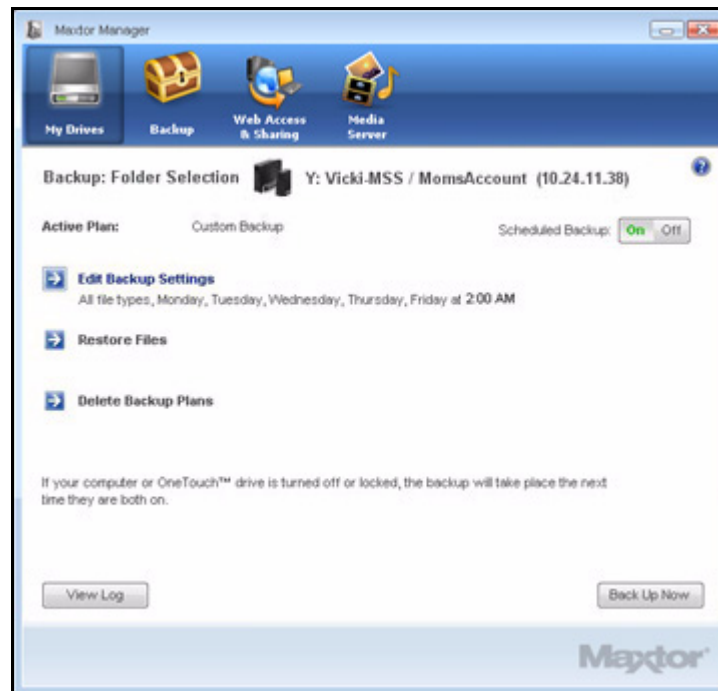


Figure 54: Backup

Deleting a Backup Plan

You can delete the Backup Plan for any Central Axis on which you've created one, even if the device is not connected to your computer.

To delete a Backup Plan,

Step 1. Click the **Backup** icon in the **Maxtor Manager** window.

The **Backup** window opens:

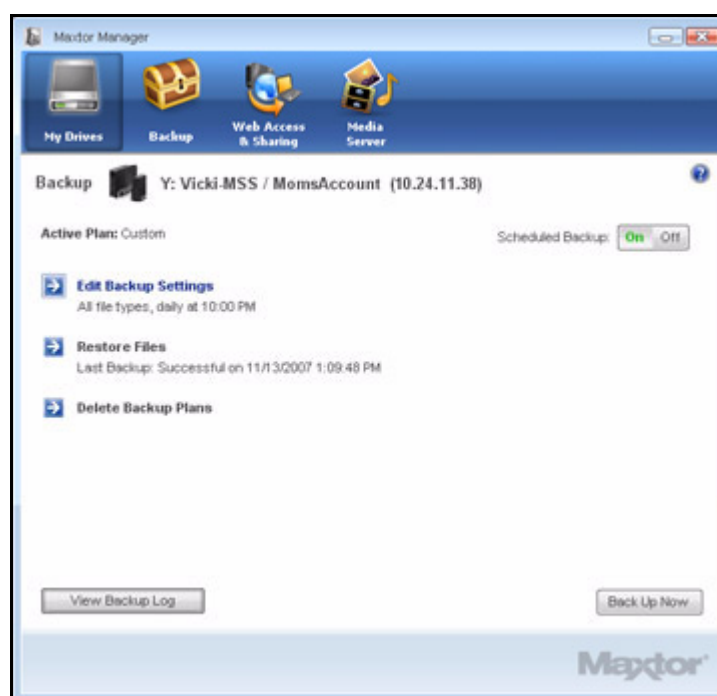


Figure 55: Backup

Step 2: In the **Backup** window, click **Delete Backup Plan**.

The **Delete Backup Plan** window opens:

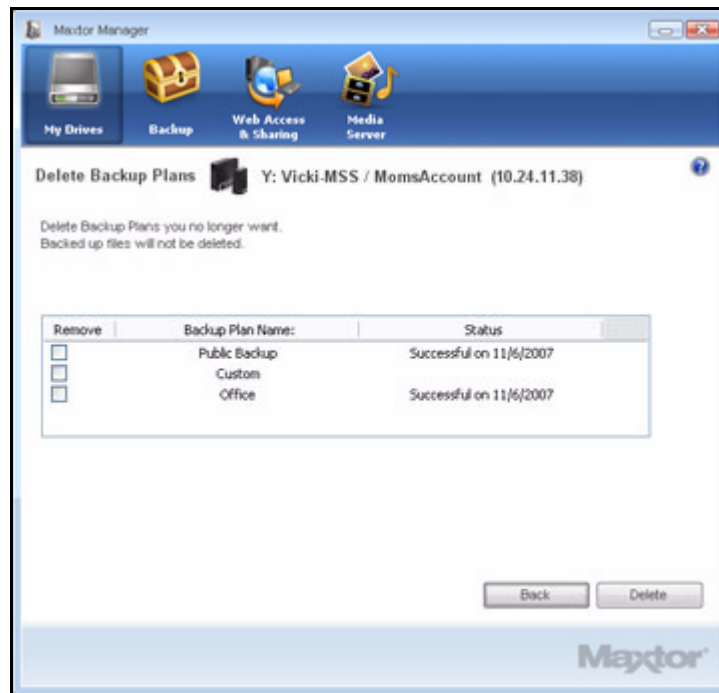


Figure 56: Delete Backup Plan

Listed is the Backup Plan for each Central Axis connected to your computer.

Step 3: Select the Backup Plan you want to delete and click **Delete**.

The Backup Plan is deleted.

Note: Your backed up files are **NOT** deleted.

Using Scheduled Backup

Use Scheduled Backup to back up changed files in backed up folders on the days and time you set. The Scheduled Backup On/Off switch enables or disables the Backup schedule.

By default, Scheduled Backup is turned on.

Turning Off Scheduled Backup

To turn off Scheduled Backup,

- In the **Backup** window, click the **Scheduled Backup Off** button.

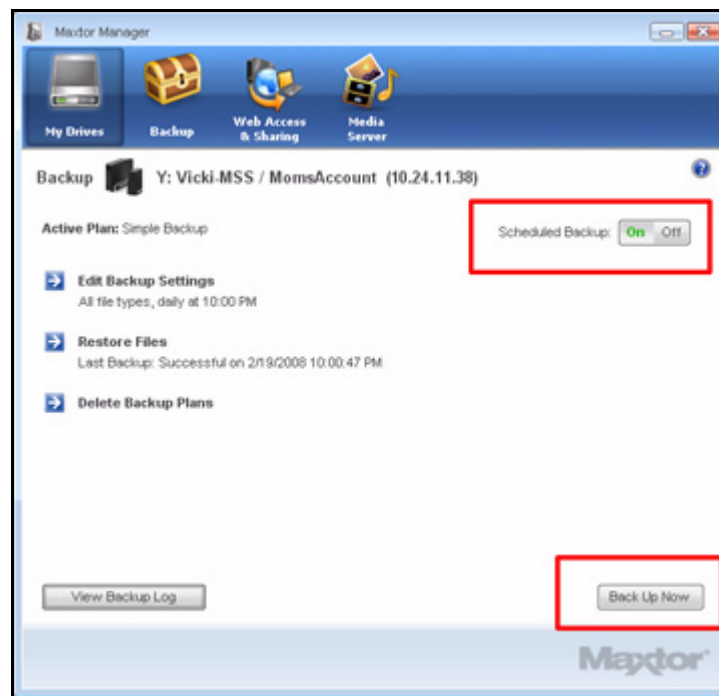


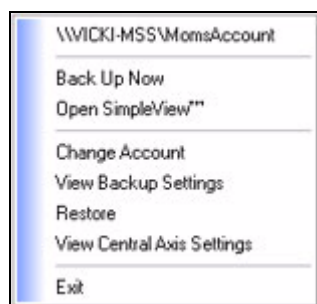
Figure 57: Scheduled Backup Off

Backing Up Manually

You can back up files manually whenever you like, whether Scheduled Backup is on or off.

To launch a backup manually,

- Click **Back Up Now** in the lower right corner of the **Backup** window.
- OR —
- Select **Back Up Now** from the System Tray menu:



A **Backup Progress** window tells you when the backup is complete:

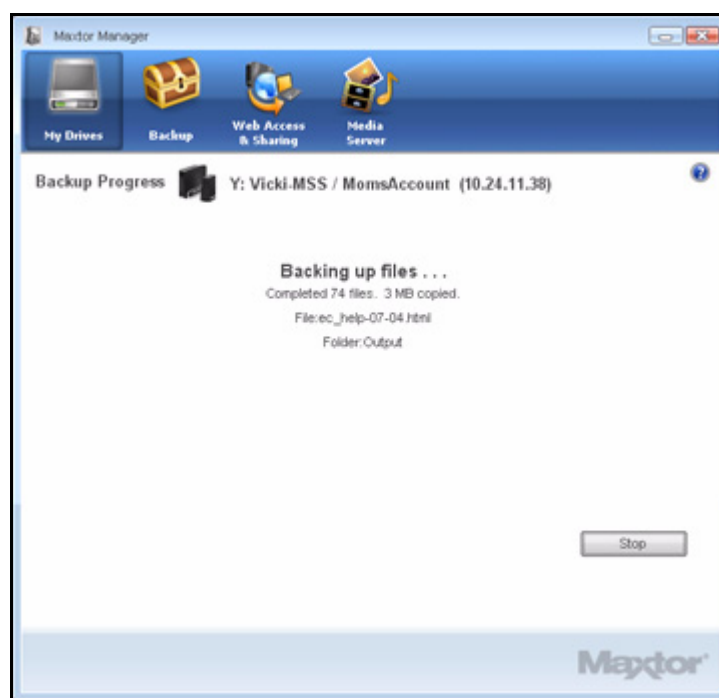


Figure 58: Manual Backup Complete

Viewing the Backup Log

The Backup Log is a text-based report of your backup history.

To view the Backup Log,

Step 1. Click **View Backup Log** in the **Backup** window:

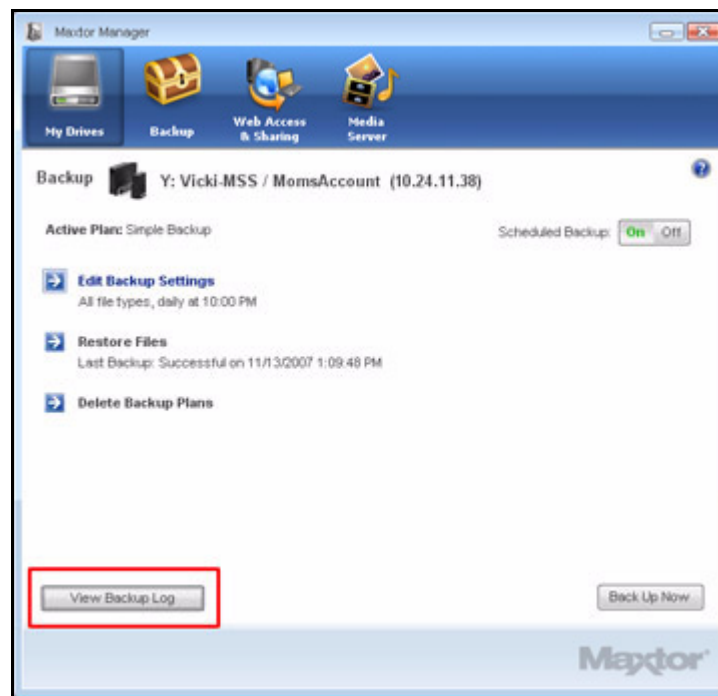


Figure 59: Backup

A text file showing the history of your system backups opens:

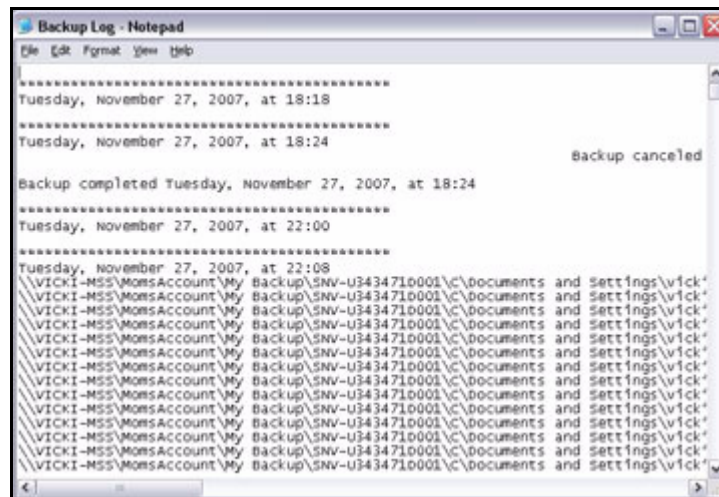


Figure 60: Backup Log

Restoring Files

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

- **Historical Version:** Restore an individual historical version of a file based on the date it was backed up.
- **Most Recent Version:** Restore the most recent version of multiple files and folders by clicking on them in the **My Backup** folder for your user account on the Central Axis and dragging them to wherever you want to put them on your computer.

Note: An encrypted file is restored based on the date it was backed up rather than on the date it was last modified.

To restore files,

Step 1. Click the **Backup** icon in the **Maxtor Manager** window.

The **Backup** window opens:

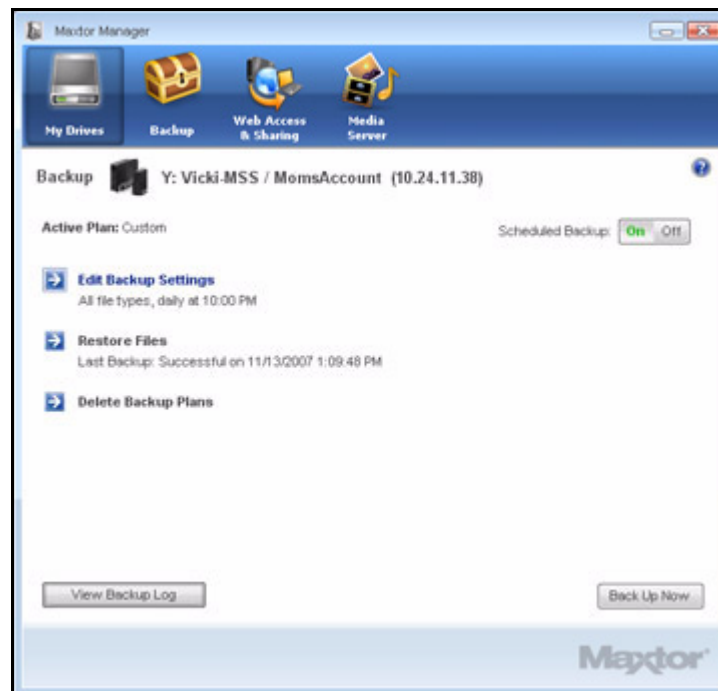


Figure 61: Backup

Listed beneath **Restore Files** are the date and time of your most recent backup.

Step 2: Click **Restore Files**.

The **Restore a Backup** window opens:

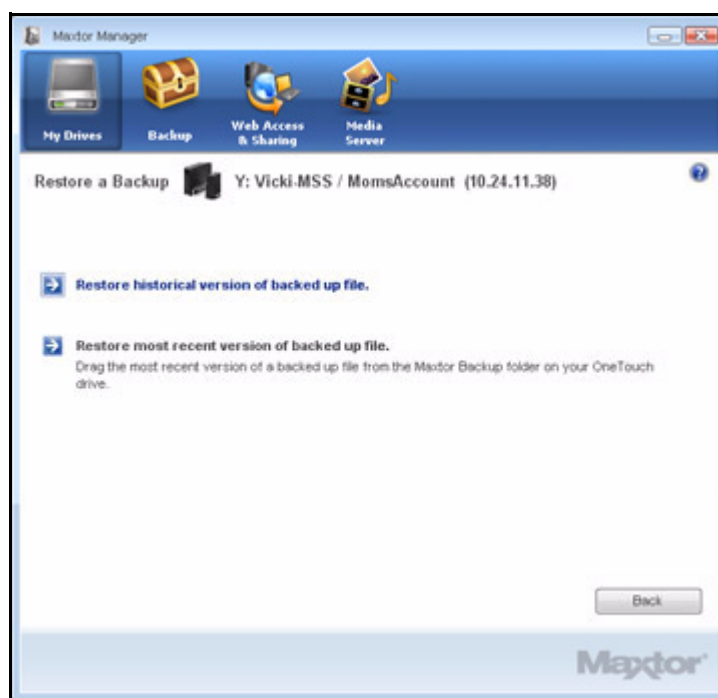


Figure 62: *Restore a Backup*

Restoring an Historical Version

To restore a previous version of a file,

Step 1. Click **Restore historical version of backed up file.**

The **Restore Historical Version** window opens:

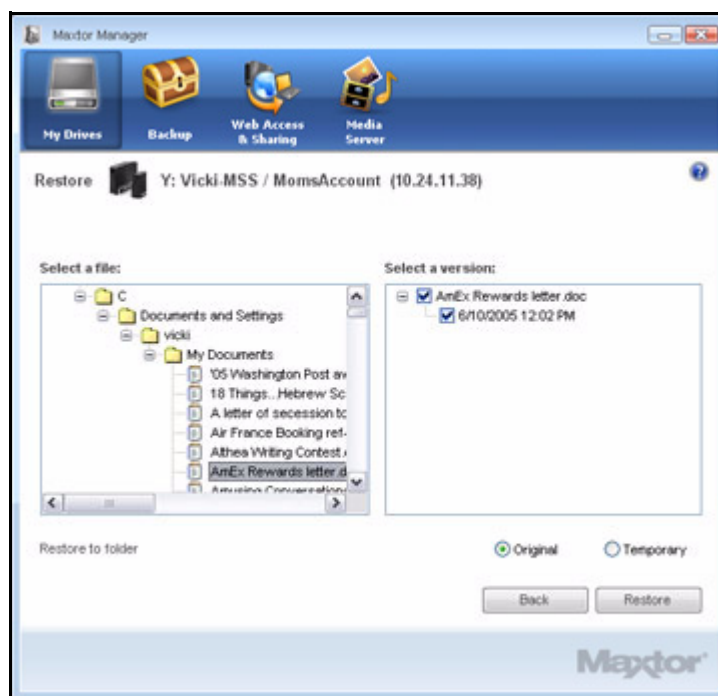


Figure 63: Restore Historical Version

Step 2: Select a file and file version to be restored and click **Restore**.

The selected file version is restored to the location noted in the **Restore Historical Version** window.

Restoring the Most Recent Version

To restore the most recent version of a file,

Step 1. Click **Restore most recent version**.

Windows Explorer displays the contents of the **Maxtor Backup** folder:

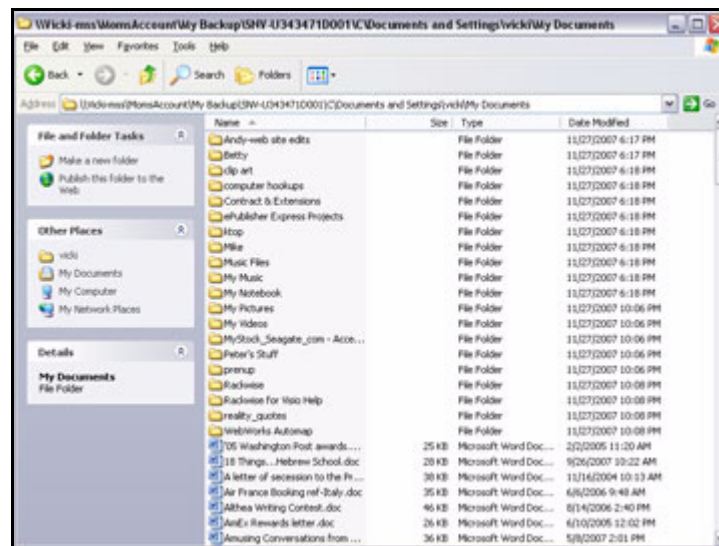


Figure 64: Maxtor Backup in Windows Explorer

Step 2: Browse to the desired files and folders and drag them to the location on your computer at which you want them restored.

Step 3: Close Windows Explorer.

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** window in the Maxtor 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. Click the **Web Access & Sharing** icon in the **Maxtor Manager** window.

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

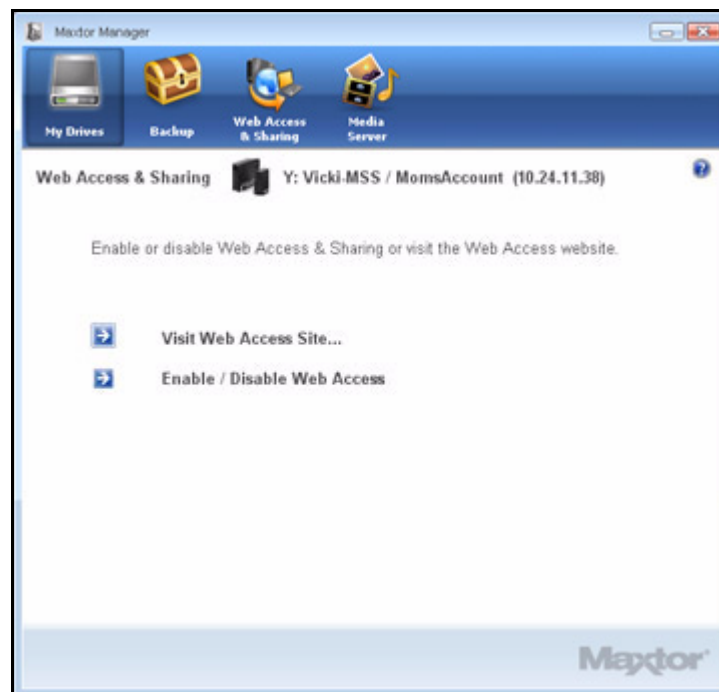


Figure 65: Web Access & Sharing

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

Step 3: The **Web Access & Sharing** local account window opens:



Figure 66: Web Access & Sharing Local Account

Step 4: Enter the username and password for your local Central Axis account and click **Enter**.

The Seagate Global Access account window opens:

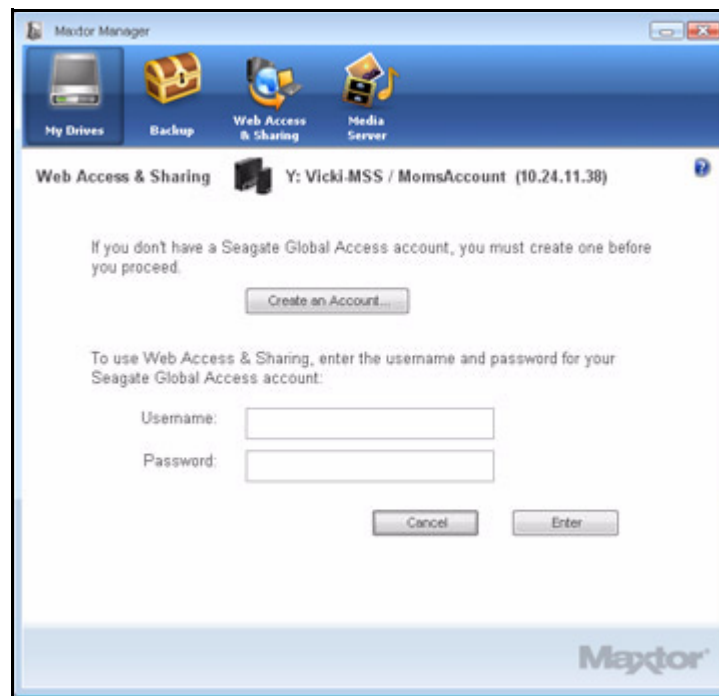


Figure 67: Global Access Account

Step 5: If you have not yet created a Seagate Global Access account, click **Create an Account**.

The **Seagate Sign In** page opens:

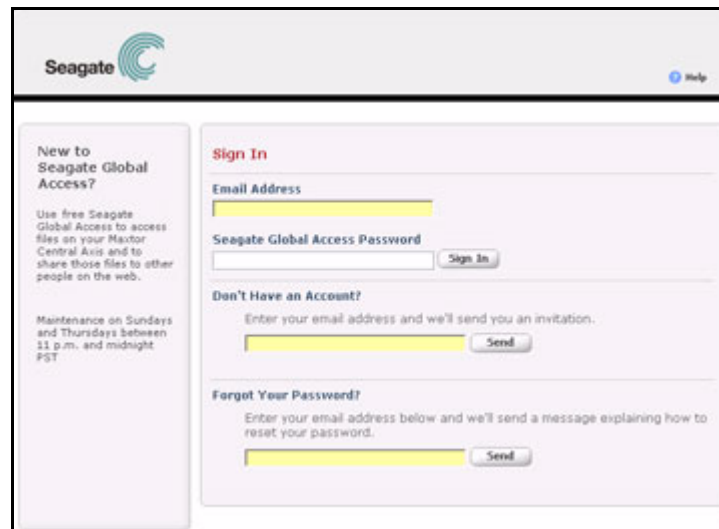


Figure 68: Seagate Sign In Page

Step 6: 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 screenshot shows the Seagate Global Access login page. On the left, there is a sidebar with the Seagate logo and a 'New to Seagate Global Access?' section. The main content area has a 'Sign In' section with fields for 'Email Address' and 'Seagate Global Access Password', and a 'Sign In' button. Below this is a 'Don't Have an Account?' section with a 'Send' button. A red-bordered box highlights a message: 'An email message has been sent to **wolfemom@earthlink.net**. You should check email at that address and follow the instructions therein.' Below this is a 'Forgot Your Password?' section with a 'Send' button.

Figure 69: Seagate Email Sent

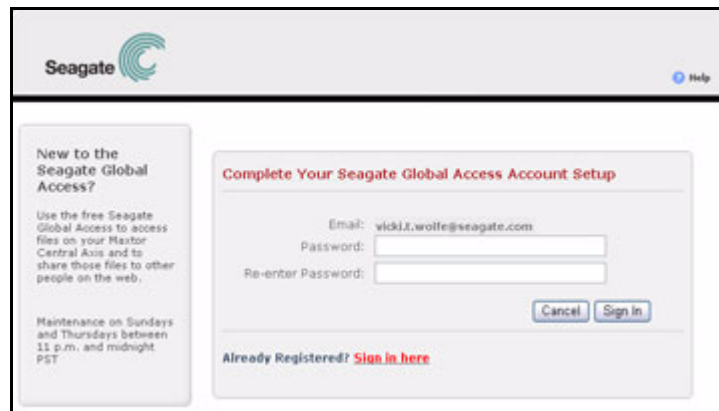
Step 7: Check your account for the email from Seagate, which contains a link to the web page on which to open a Seagate Global Access account:

The screenshot shows the content of a Seagate email. At the top is the Seagate logo and a 'Create Account' link. The main text says 'WELCOME!' and provides instructions on how to create a free Seagate Global Access Account. It includes a link to the 'Create Account' page and a specific URL: <https://toro.seagate.com/falcon/ca.jsp?ulm=32116304b3ccf107woXemom@earthlink.net>. It also states that the link expires in 21 days. The email is signed 'Sincerely, The Seagate Team' and includes a 'Contact Us' link.

Figure 70: Seagate Create Account Email

Step 8: Click the link in the Seagate email.

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



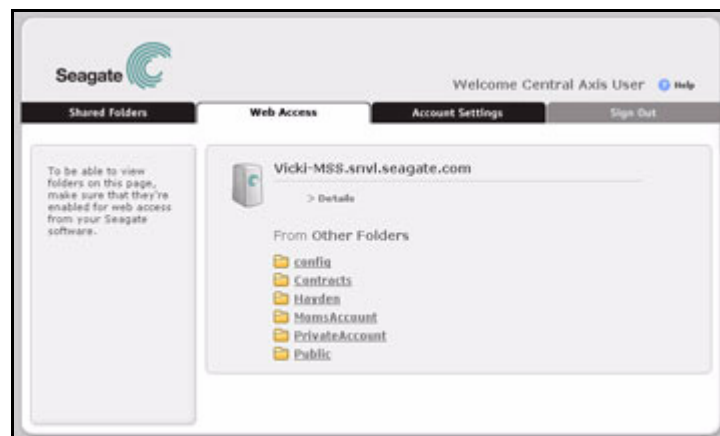
The screenshot shows the Seagate Global Access Account Setup page. At the top left is the Seagate logo. On the right is a 'Help' link. The page is divided into two main sections. The left section, titled 'New to the Seagate Global Access?', provides instructions on using the free Seagate Global Access to access files on a Maxtor Central Axis and share them online. It also mentions maintenance times: 'Maintenance on Sundays and Thursdays between 11 p.m. and midnight PST'. The right section, titled 'Complete Your Seagate Global Access Account Setup', contains a form with fields for 'Email' (pre-filled with 'wicki.t.wolfe@seagate.com'), 'Password', and 'Re-enter Password'. There are 'Cancel' and 'Sign In' buttons. Below the form, it says 'Already Registered? [Sign in here](#)'.

Figure 71: Seagate Global Access Account Setup

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

Step 9: Enter and re-enter a password for your Global Access account and click **Sign In**.

Step 10: The Seagate Web Access page opens:



The screenshot shows the Seagate Global Web Access page. At the top left is the Seagate logo. On the right, it says 'Welcome Central Axis User' with a 'Help' link. Below the logo is a navigation bar with four tabs: 'Shared Folders', 'Web Access' (which is selected), 'Account Settings', and 'Sign Out'. The main content area is divided into two columns. The left column contains a message: 'To be able to view folders on this page, make sure that they're enabled for web access from your Seagate software.' The right column shows the URL 'Vicki-MSS.srvl.seagate.com' with a '> Details' link. Below this, under the heading 'From Other Folders', there is a list of folders with folder icons: 'canfile', 'Contracts', 'Harden', 'MomsAccount', 'PrivateAccount', and 'Public'.

Figure 72: Seagate Global Web Access

You have created a Global Account. You can close the web page and return to the Maxtor Manager application on your desktop.

Enabling and Disabling Web Access

Web Access allows you to access via the web the same folders on your Central Axis that you can access via the Central Axis desktop application. Before you can access folders stored on your Central Axis via the web, you must enable Web Access for those folders. To

do this, you must link your Maxtor Central Axis local account to your Seagate Global Access account.

Note: For information on creating a Maxtor Central Axis local account, see **Creating a User Account**. For information on creating a Seagate Global Access account, see **Creating a Seagate Global Access Account**.

To enable or disable Web Access,

Step 1. Click the **Web Access & Sharing** icon in the **Maxtor Manager** window.

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

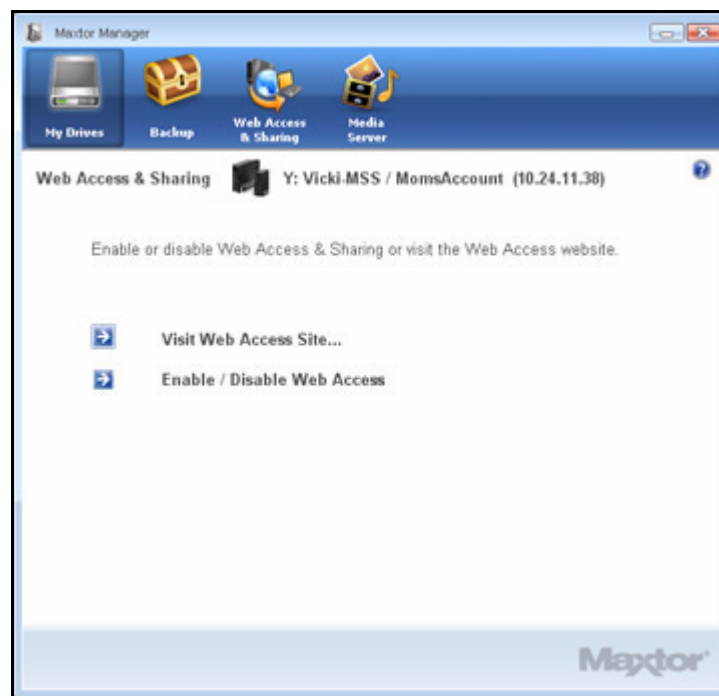


Figure 73: Web Access & Sharing

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

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



Figure 74: Web Access & Sharing Local Login

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

The Seagate Global Access account window opens:

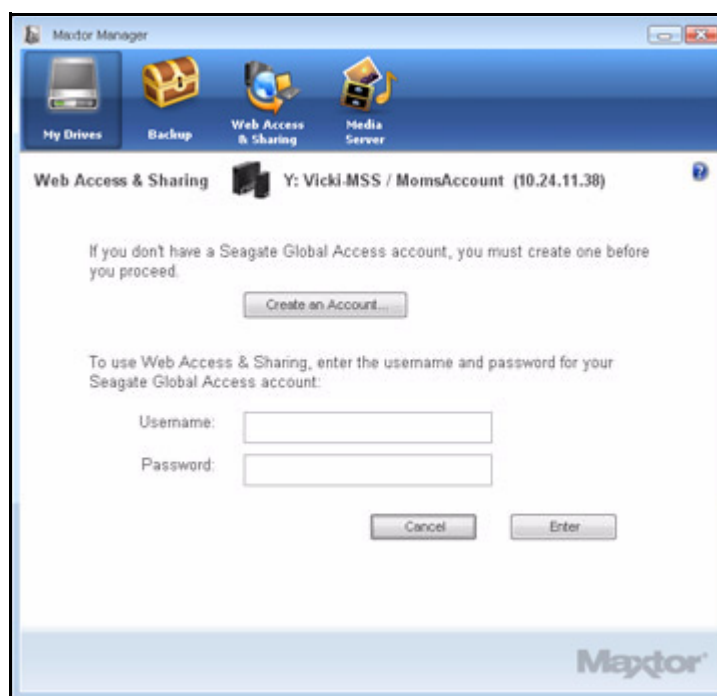


Figure 75: Web Access & Sharing Global Access Login

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

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

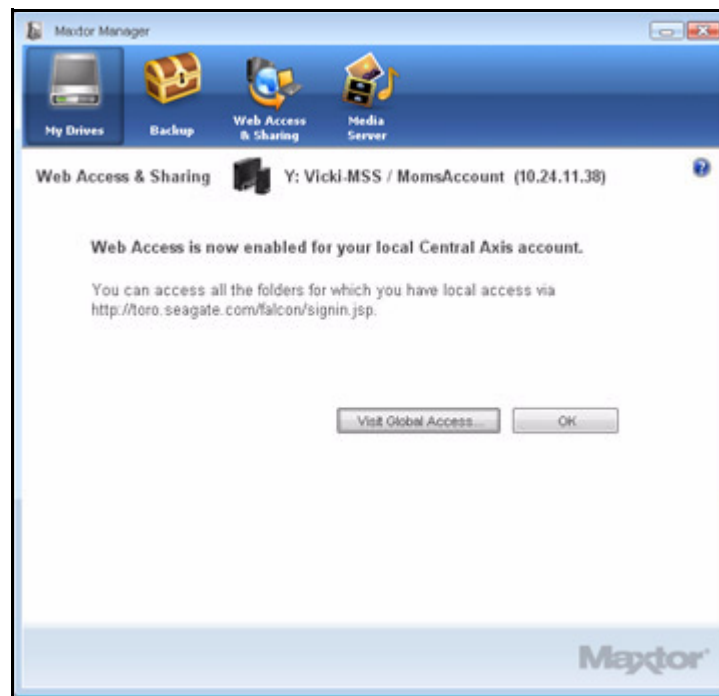


Figure 76: Web Access Enabled

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

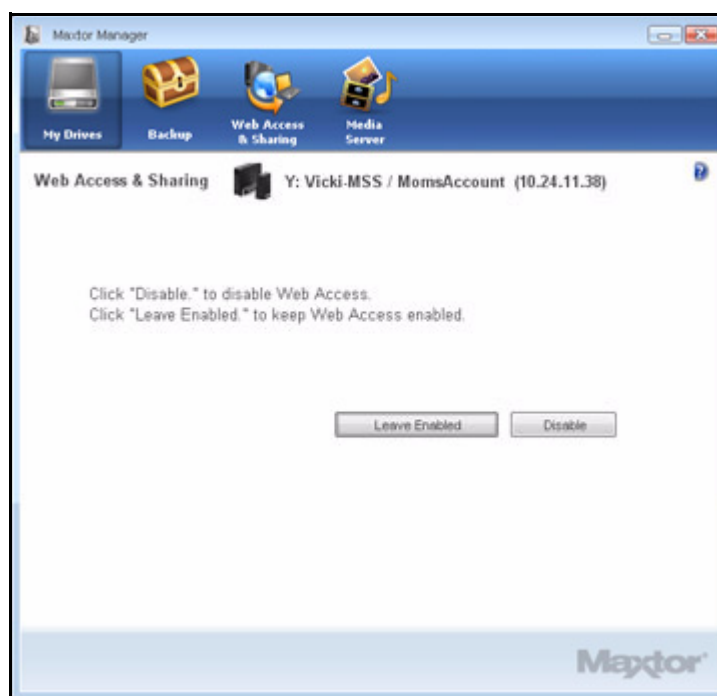


Figure 77: Enable/Disable Web Access & Sharing

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

(a) If you click **Leave Enabled**, the **Web Access & Sharing** window opens:

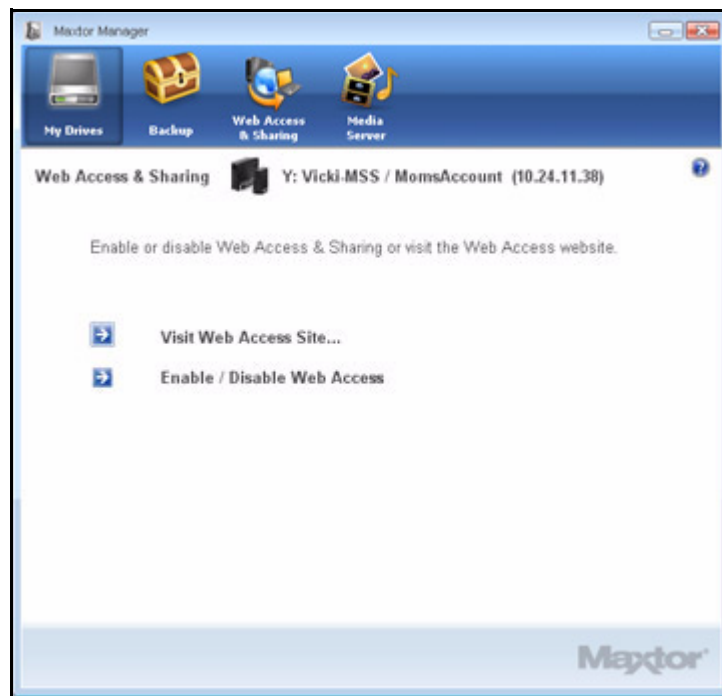


Figure 78: Web Access & Sharing

- (b) If you click **Disable**, a window confirms that web access is disabled for this local account:

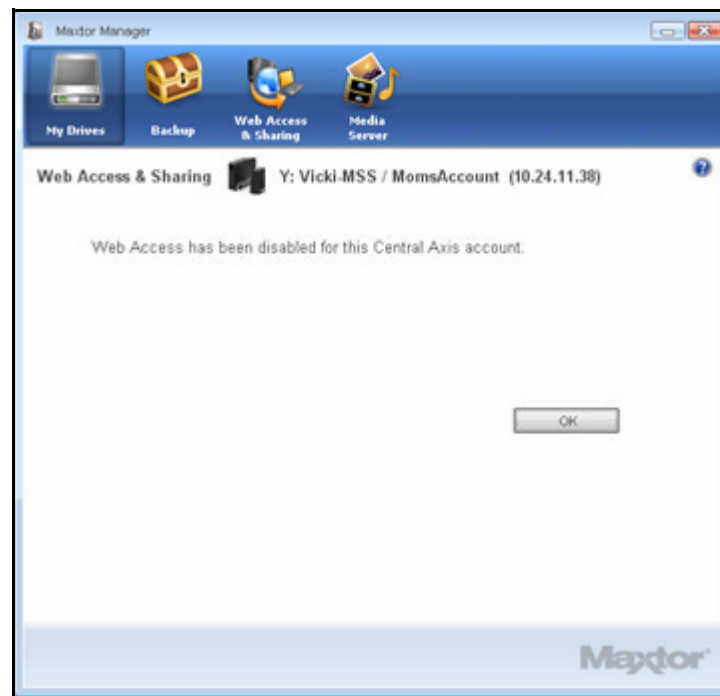


Figure 79: Web Access Disabled

Step 6: Click **OK** to return to the **Web Access & Sharing** window.

In order to enable Web Access, you must again log in to both your local Central Axis account and your Seagate Global Access account.

Accessing the Seagate Web Access Website

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

To go to the Seagate Web Access website,

Step 1. In the **Web Access & Sharing** window, click Visit **Web Access Site**.

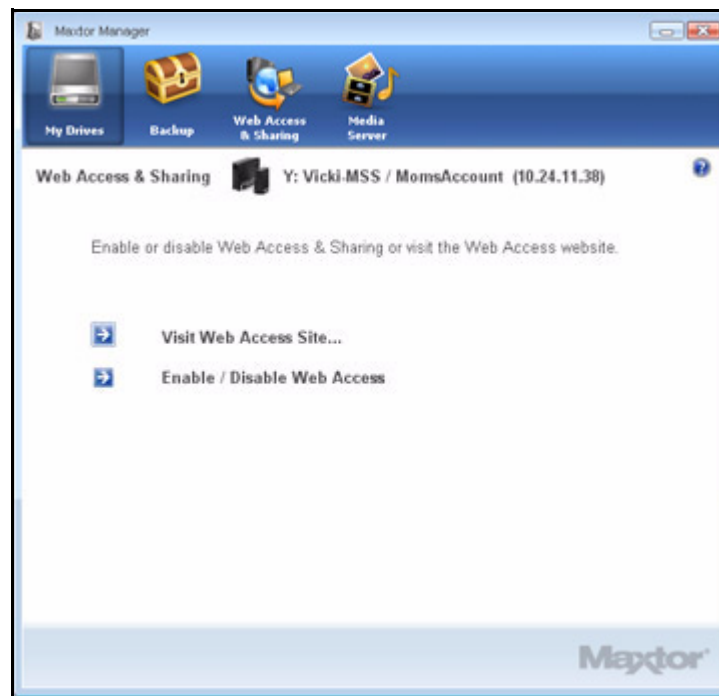


Figure 80: Web Access & Sharing

The **Seagate Sign In** page opens:

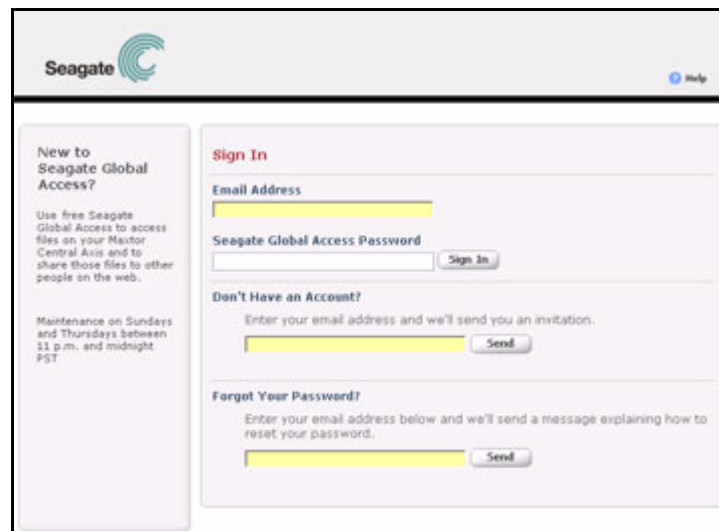


Figure 81: Seagate Sign In Page

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

The Global Access web page opens.

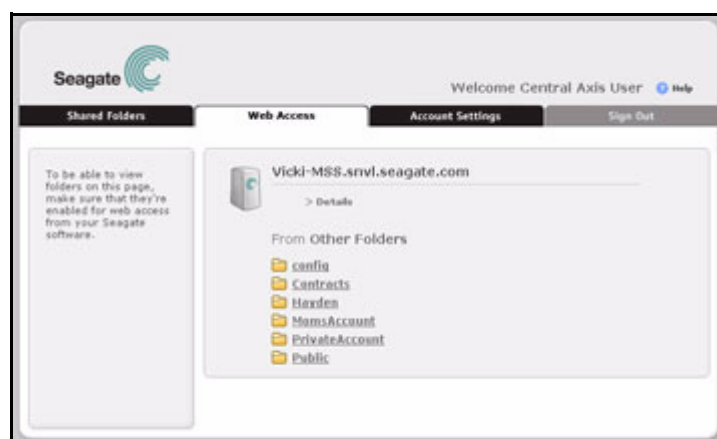


Figure 82: Global Access Web Page

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

Using Media Server

Media Server allows you 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 your files in these folders, they are automatically available for use with your entertainment system.

To use Media Server,

Step 1. Click the **Media Server** icon in the **Maxtor Manager** window.

The **Media Server** window opens:

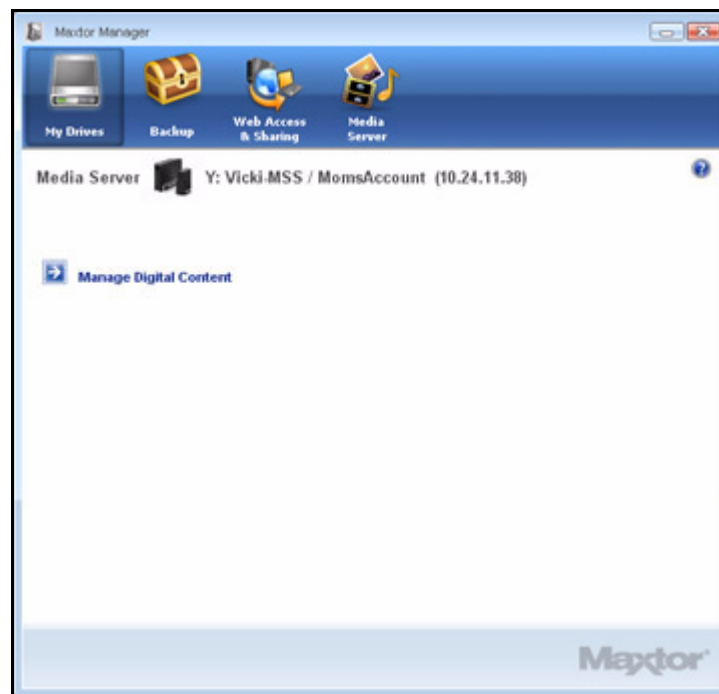


Figure 83: Media Server

Step 2: Click **Manage Digital Content**.

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



Figure 84: Manage Digital Content

Step 3: 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 **Admin User Guide**.

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