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Getting Started

The Drive Manager software offers these features:

- Backup & Restore to protect your data
- Utilities to control power management, drive diagnosis, and software updates

Installing the Software

To install the Drive Manager software,

**Step 1.** Connect your drive to your computer.

The **Main Menu** window opens:

![Figure 1: Main Menu](image)

**Step 2:** Click **Install Drive Manager**.

The **Welcome** window opens:
Step 3: Click Next.

The EULA language selection window opens:

![EULA Language Selection](image)

Figure 3: EULA Language Selection

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

The License Agreement window opens in the selected language:
Step 5: Click Yes to accept the terms of the License Agreement.

The Choose Destination Location window opens:

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

Step 7: Click Next.

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

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When the installation is complete, the **InstallShield Wizard Complete** window opens:

![Setup Status](setup_status.png)

**Figure 6: Setup Status**

When the installation is complete, the **InstallShield Wizard Complete** window opens:

![InstallShield Wizard Complete](installshield.png)

**Figure 7: InstallShield Wizard Complete**

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

A Drive Manager icon appears on your desktop:
The Drive Manager application opens:

![Drive Manager Application](image)

*Figure 8: Drive Manager Application*

### Using the System Tray Icon

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

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

![System Tray Icon](image)

*Figure 9: System Tray Icons*

The information popup confirms the drive’s status and identifies the drive letter. The color of the system tray icon conveys this information:
Using the System Tray Icon

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Using the System Tray Icon

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Note: When a backup has failed, the red icon continues to display until the next successful backup.

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

![System Tray Icon Information](image)

Figure 10: System Tray Icon Information

Note: When a backup has failed, the red icon continues to display until the next successful backup.

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

![System Tray Popup Menu](image)

Figure 11: System Tray Popup Menu

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

Table 1: Using your Mouse with the System Tray Icon

| Click the system tray icon to | • Launch Drive Manager  
| | • Back Up Now  
| | • View Backup Log  
| | • Edit Backup Settings  
| | • Exit  |

| Run your mouse over the icon to show | • Status Information  
| | • Status for Multiple Events  |

Restoring the System Tray Icon

If you select Exit from the System Tray menu, the Drive Manager icon disappears from the System Tray.
Step 1. To restore the icon to the System Tray, go to
Start > Programs > Maxtor > Drive Manager Icon

Figure 12: Restore System Tray Icon
Managing Your Drives

The My Drives window provides a central point from which to manage your drives. It displays all Seagate and Maxtor drives connected to your computer:

![My Drives Window](image)

Figure 1: My Drives

The Command panel across the top of the window allows you to access your drive features and manage drive utilities.

In the My Drives window,

**Step 1.** Select a device.
**Step 2.** Click an option in the Command panel.

*Note: External drives are automatically detected and listed in the My Drives window. It can take a few seconds for the Drive Manager software to detect your devices. If a device doesn’t appear, make sure it’s properly connected and turned on.*

Adjusting the Power Setting

You can choose how long your drive should remain inactive before it goes into power-saving mode.
To adjust the power setting,

**Step 1.** In the My Drives window, click **Settings**.

The **Settings** window opens:

![Settings window](image)

**Figure 2: Settings**

**Step 2:** Click **Adjust Power Setting**.

The **Adjust Power Setting** window opens:
Step 3: Select an interval from the dropdown menu or click Default to return to the default power setting.

Step 4: Click Apply to save the power setting.

The Adjust Power Setting window confirms that the power setting for your drive has been changed:
Testing Your Drive

Test your drive to check the health of your device. The diagnostic utility performs its tests without affecting the data on your drive.

To test your drive,

**Step 1.** In the **My Drives** window, click **Settings**.

The **Settings** window opens:
Step 2: Click Test My Drive.

The Test My Drive window opens:
Step 3: Click Test.

A progress bar indicates the progress of the test. When the test is complete, the results are displayed:

Figure 6: Run Drive Diagnostics
The drive pictured above is functioning normally. If the diagnostic encounters an error during testing, the serial number of the bad device is displayed with instructions to contact Seagate for service and support:

---

**Figure 7: Diagnostics Complete**

The drive pictured above is functioning normally. If the diagnostic encounters an error during testing, the serial number of the bad device is displayed with instructions to contact Seagate for service and support:

---

### Updating Your Software

The Software Update feature automatically informs you when an update is available for your software. However, you can manually check to see if an update is available or you can turn off the Software Update feature.

To check for software updates,

**Step 1.** In the *My Drives* window, click *Settings*.

The *Settings* window opens:
Step 2: Click Check for Software Update.

The Software Update window opens:

Figure 8: Settings
Software Update is turned on by default.

**Step 3:** To turn off Software Update, unselect Check for updates automatically.

**Step 4:** 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 9: Software Update**

**Step 5:** Click Yes to download the software update.

A window indicates the progress of the download:
When the software update has downloaded, you're asked if you want to install the update now.

**Figure 11: Software Update Progress**

Step 6: Click **Yes** to install the update now.

The Install Wizard **Welcome** window opens.

**Step 7:** Follow the steps in the Install Wizard to install the update.

If your software is up to date, a **Software Update** window provides your software version number:
Step 8: Click OK.

Reading the LED Status Indicators

Your drive has an LED status indicator to keep you informed of the status of the drive:

Figure 13: Software Up to Date

Figure 14: Drive LED
<table>
<thead>
<tr>
<th>LED Descriptions</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flashing rapidly</td>
<td>Drive fault</td>
</tr>
<tr>
<td>Shining steadily/bright</td>
<td>Power on; no data activity</td>
</tr>
<tr>
<td>Pulsing slowly</td>
<td>Data activity</td>
</tr>
<tr>
<td>Shining steadily/dim</td>
<td>Asleep</td>
</tr>
</tbody>
</table>
Back Up & Restoring Folders

The Backup & Restore feature allows you to

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

After the initial backup, the Drive 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 OneTouch drive connected to your computer. You can use either of the following two Backup Plans:

- **Simple Backup:** Pre-configured to back up your XP **My Documents** or Vista **Documents** 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

Using Simple Backup

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

To use Simple Backup,

*Step 1.* Click **Backup** in the Command panel.

The **Backup** window opens:
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:

Step 3: Enter a name for your Backup Plan and click OK.
The **Backup** window now allows you to edit your backup settings and restore backed up files and describes your Backup Plan and the details of your most recent backup.

![Backup Window](image)

*Figure 3: Backup*

**Creating a Custom Backup**

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

**Step 1.** Click **Backup** in the Command panel.

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

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

The **Backup File Types** window opens:
Step 4: Select the types of files you want to back up:

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

You can back up any or all of these:
Custom

Select specific file types to include or exclude for backup:

- To back up only a few of the available file types,
  a. Select Include these file types.
  b. Select each file type you do want to back up and click Add to move it to the Include window.

- To back up most of the available file types,
  a. Select Exclude these file types.
  b. Select each file type you don’t want to back up and click Add to move it to the Exclude window.
**Figure 8:  File Types: Custom**

**Step 5:** Click Next.

The **Backup Schedule** window opens:
Step 6: Select the days and time at which you want to back up your folders and click Finish.

The Backup window now allows you to edit your backup settings and restore backed up files and describes your Backup Plan.
Managing Backup Settings

Editing Backup Settings

To edit the settings for a Backup Plan,

**Step 1.** Click **Backup** in the Command panel.

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

The Backup Folder Selection window displays your current Backup Plan name and 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 12: Backup Folder Selection
Step 4: Edit the types of files to be backed up and click Next.

The Backup Schedule window displays your current schedule:
Step 5: Edit the days and time you want to back up your folders and click **Finish**. The **Backup** window now displays your edited Backup Plan.
Deleting a Backup Plan

You can delete the Backup Plan for any Seagate or Maxtor drive connected to your computer.

To delete a Backup Plan,

**Step 1.** Click **Backup** in the Command panel.

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

The Delete Backup Plan window opens:
Managing Backup Settings

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Listed is the Backup Plan for each drive 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.
You can back up files manually whenever you like, whether Scheduled Backup is on or off.

You can launch a backup manually in any of these ways:

- Press the OneTouch button if you’ve customized it to back up files.
- Click **Back Up Now** in the lower right corner of the **Backup** window.
- Select **Back Up Now** from the System Tray menu:

A **Backup Progress** window opens to inform you of the progress of the manual backup and let you know when the backup is complete:
Step 4: When the backup is complete, click OK.

Listed in the Backup window beneath Restore Files are the date and time of your most recent backup:

Figure 19: 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 Log in the Backup window:
You can also click the OneTouch icon in your System Tray to display the OneTouch popup menu:

**Figure 21: Backup**

You can also click the OneTouch icon in your System Tray to display the OneTouch popup menu:

**Figure 22: System Tray Menu**

**Step 2:** Click **View Backup Log** to open a text file showing the history of your system backups:
When you back up the files stored in selected folders, Drive Manager saves ten (10) previous, or historical, versions of each revised file stored on your drive. 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.

To restore files,

**Step 1.** Click **Backup** in the Command panel.

The **Backup** window opens:
Step 2: In the Backup window, click Restore Files.

The Restore a Backup window opens:
Restoring an Historical Version

**Step 1.** Click *Restore historical version of backed up file* to restore a previous version of a file.

The *Restore Historical Version* window opens:
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

Step 1. Click Restore most recent version to restore the latest version of a file.

Windows Explorer displays the contents of the Maxtor Backup folder:
Step 2: Browse to the desired file and drag it to the location at which you want it restored.

Step 3: Close Windows Explorer.
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