

Thanks for selecting Intact Remote Backup to help ensure you have complete peace of mind. And remember, when it comes to your data you now have no worries because we've got your back!

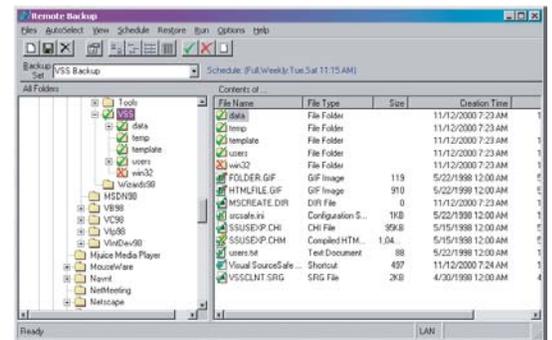
**Installing Your Backup Software** - Insert the enclosed CD into your computer and an installation wizard will begin automatically. If the wizard does not appear, you can manually begin installation by browsing the installation CD and double-clicking on "Setup.exe". The wizard will guide you through a simple installation procedure.



**IMPORTANT:** You are **STRONGLY** encouraged to select your own encryption key when prompted. Please remember it. You are the only one who has it and without it you will **not** be able to access your data.

**Activating Your Account** - Once installed, you need to activate your account by selecting your monthly package and providing your billing information. After installation, your web browser will display the account activation page (You can also activate by visiting <https://www.intact-it.com/activation>). Complete the activation information and you are ready to begin.

**Specifying Your Encryption Key** - The first time you use Intact Remote Backup, you will be prompted to select either "New Registration" or "Disaster Recovery". If you are a first time user you should select "New Registration" to register your software and specify your encryption key. "Disaster Recovery" is used if you are reinstalling your software and need to recover all of your data.



### Selecting Your Files

A file or folder has two backup settings. A ✓ indicates that the file or folder will be backed up. No mark or a ✗ indicates that the file or folder will not be backed up.

Just like your Windows Explorer, you have a folder list on the left side and a file list on the right. By clicking with the right mouse button on a file or folder on the right side you can include or exclude that file or folder from your backup. You can also select the file or folder and clicking on ✓ to add the file or folder to your backup or ✗ to exclude the file or folder from your backup.

If you select a folder to be included in your backup, the entire contents of the folder will also be included (including any sub folders and their contents).

**Use caution when selecting entire folders for backup.**

Enjoy backing up all of your important files like accounting and tax records, digital photographs, business documents and school work.



- Only select files that you will not be able to replace. No programs or windows operating system files.
- Be selective with your MP3s. They are already in a compressed format and can add up in a hurry. So will your cost!
- Do not select your entire hard drive. It will be expensive and take a long time to backup

**Scheduling Your Backup** - The default schedule will work for most users and can be seen just below the toolbar next to the "Backup Set" dropdown. You can change your settings by clicking "Schedule" from the main menu and then selecting "Backup Schedule".

**Backup Type** - There are two key types of backup that can occur each time.

Incremental: Backs up any new or modified files since the last backup. (Preferred)

Full: Backs up all of the selected files regardless of whether or not they have changed.

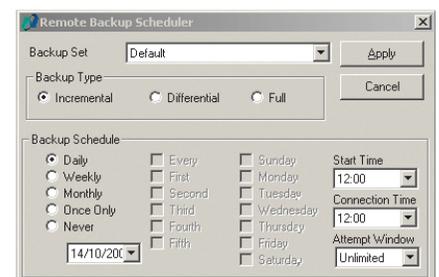
**Backup Frequency** - Choose the option that best suits your needs.

Daily: backs up the files every day at the specified time (Preferred).

Weekly: select certain days of the week to backup your files.

Monthly: select particular days of the month for backup.

Once Only: launch a single backup session on the specified date.



**Backup Window** - The Start Time and Attempt Window determine when the backup will begin and how long it will attempt to complete the backup.