# Dr.Backup Installation and Configuration Checklist

This checklist describes the basic steps required to install and configure the Dr.Backup remote backup software. If you have any questions or wish to re-install the software on the same or a different PC, please contact our support staff at **301-560-4534** or via email at **support@drbackup.net** for assistance.

## Step 1 - Preparing your PC for Backup Software Installation

❏ **Adjust Control Panel Power Settings** to disable standby and hibernate power saver options. These options are individually configured on separate tabs of the Power Settings application. If your PC is sleeping when a backup is scheduled, it will not run.

❏ **Temporarily disable any firewall** until installation and configuration of the backup client software is complete. Afterwards, re-enable and adjust the firewall configuration as required.

❏ **Use Windows File Explorer** to verify that you have ample free space on your C:\ system drive. Best results are obtained when 5 GB (5,000 MB) of free working space is available.

🛈 **Important:** If you currently have limited free space on your C:\ drive please contact customer support for assistance in moving the working folder for Dr.Backup to an alternate disk volume with ample free space. For system stability reasons, your backups will not run if you have less than 1,000MB free on your system volume.

## Step 2 – Download and Install Backup Client Software

❏ **Navigate to the Dr.Backup website** at www.drbackup.net and click on the client logon button. Enter the username and password sent to you in your registration email message and press **Go**

❏ **Download and save the software** distribution to your desktop. Double click on the downloaded file and follow the installation instructions. We recommend taking all the default values during installation. A system **reboot** should be performed after completing this checklist.

## Step 3 – Initializing Backup Software

❏ **Double click on the remote backup icon** on the desktop. Select **New Registration** and carefully enter the **Username** and **Password** you received in your registration email. Press the **Register** button. Your username and password must be typed EXACTLY as shown in your email or you will not be able to authenticate to the backup service.

❏ **Create your secret encryption key** or click **Generate Key** to have the system create a random encryption code for you. You may chose to make an electronic copy of your encryption key on removable media. If no removable media is available, select **Cancel**

❏ **Print multiple copies of encryption key certificate** for your records. Be sure to maintain one copy offsite to protect yourself against physical disasters.

🛈 **Important:** You must carefully safeguard a copy of your encryption key form. Without this information, you will not be able to recover your files. Remember, your password is not your encryption key.

**Step 4 – Configuring Backup Client**

❑ **Start the Remote Backup application** on the desktop. From the menu bar select **Run > Test Connection**. Verify all green checks display before proceeding. Adjustments to personal firewall software may be required. The backup client program is named *rbclient.exe*.

❑ **Select Backupset > New from the menu**. Create a name for your new backupset job and click **OK**. The scheduler dialog box will appear. Use the scheduling options to set the day(s) and time that your backupset job will run. Click **Apply** and **Close.**

❑ **Use the file explorer interface** to locate data files on your computer requiring backup. As you identify each candidate file/folder, highlight it and then **click the green checkmark** in the icon menu bar - or right click the file/folder and choose **Include**. Repeat until all important information has been selected. If required, highlight any previously selected file/folder which is not suitable for backup and press the red "X" on the icon bar to explicitly exclude the item from the backup set.

❑ **Select Backupset > Save from the menu** to save your configuration.

⚠ **Important:** Select only important data files such as My Documents, word processing files, spreadsheets, accounting data, client lists and marketing materials. Avoid selecting operating system and program files which can be reinstalled from CD.

☑ **TIP:** 2000-XP-2003 users should not select the entire **Documents and Settings** folder for backup. Vista-2008-Windows7 users should not select the entire **Users** folder for backup. These high-level folders contain operating system files and other data that is not suitable for online backup. Narrow your selection to subfolders with names you recognize as storage for critical information.

**Congratulations!** You have just configured your first backup. Close the remote backup client software so that your backupset job will run at the scheduled time. Your first backup will create a complete baseline on the server and may take an extended time to complete. Subsequent backups need only identify and backup files which have recently changed and will complete much quicker.

**For Additional Information**

The Dr.Backup remote backup software contains many additional capabilities and features not covered in this checklist. Examples include: Administrator control mode to specify file retention properties, use of multiple backup sets to partition data into manageable groups, auto-select to scan your disk for files of a known type and BitBackup technology to perform faster regular backups of large files. Please refer to the built-in application help file for additional information and helpful hints. Customer support is available to provide configuration assistance.