

## 2.C CENTRALIZE DATA

By copying files to the Family folder, you can organize your documents, photos, movies, and music from a central location. All files stored on Family are available to everyone in the household all the time.

**CloudBox at Home:** You downloaded your vacation photos to the Family folder from the laptop in your room. The next day, you can show highlights of the trip to a friend on your desktop computer downstairs. By copying the photos to your LaCie CloudBox, you have access to the photos on all computers in the home.

### COPYING FILES FROM A COMPUTER

1. From any of the computers in your home, open **Family** (see [Connect your Computers](#)).
2. Locate the folder on your computer that contains the files you wish to store on your LaCie CloudBox.
3. Drag and drop or copy and paste the files from your computer to **Family**.

### COPYING FILES FROM A DIGITAL CAMERA, VIDEO CAMERA, MUSIC PLAYER, AND OTHER MEDIA DEVICES

1. Connect the media device to your computer. Please refer to your media device's user manual for instructions.
2. On the same computer, open **Family** (see [Connect on your Computer](#)).
3. Drag and drop or copy and paste the files from the media device to **Family**.

## SPEED UP TRANSFERS OF LARGE AND MULTIPLE FILES

To share files with everyone in the home, the LaCie CloudBox connects to your home router. However, you can speed up data transfers to the LaCie CloudBox by attaching it directly to one of your home computers. This is ideal for large music, movie, and photo libraries that you wish to copy and store on the LaCie CloudBox.

1. Disconnect your LaCie CloudBox from your home router. Unplug the end of the Ethernet cable that is connected to the router.
2. Plug the Ethernet cable from your LaCie CloudBox into one of your home computers.
3. To access the Family folder or a personal folder:
  - Windows: Open an Explorer window to type \\LACIE-CLOUDBOX\ in the address window. Open the folder you wish to access. You must enter the username and password for a personal folder.
  - Mac: Select **Go > Connect to server...** to type SMB://lacie-cloudbox. Open the folder you wish to access. You must enter the username and password for a personal folder.
4. Once all the files have been copied to the LaCie CloudBox, disconnect it from the computer and reconnect it to your home router.

**Note:** To share files on the LaCie CloudBox, the device must be connected to the same router as all the computers in your home.