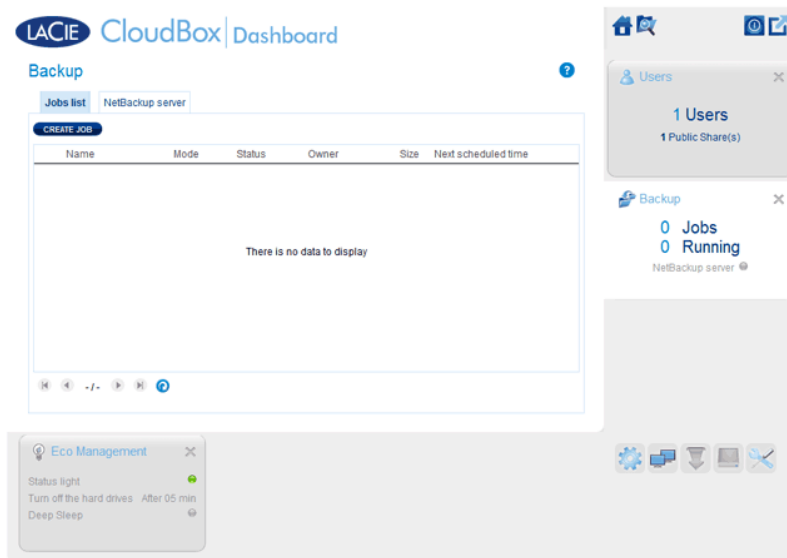# 5.E BACK UP YOUR CLOUDBOX USING THE DASHBOARD

The Backup page helps the administrator and users configure *Backup and Restore Jobs* of data stored on the LaCie CloudBox. A backup job can be:

- An automated backup that runs daily, weekly, or monthly.
- A restore of all or select files from a backup.

The Backup page features a **Backup & Restore Wizard** to guide you through the setup. Types of backup for public and private access folders:

- Local (Folder-to-Folder): *User Folder A* on a LaCie CloudBox to *Family* on the same LaCie CloudBox. When you back up files from one folder to another folder on the same CloudBox, the system keeps up to 10 copies of the backup job. Each iteration of a backup job has a specific date and time giving you the flexibility to restore earlier versions of files. This can be helpful if someone has deleted or made revisions to a document and you wish to revert to an earlier version.
- Remote Network Backup (Home): A folder on the LaCie CloudBox to a folder on a second LaCie network attached storage (NAS) on your home network. For example, *User Folder A* on LaCie CloudBox A in your home to LaCie CloudBox B in your home.
- Remote Network Backup (Offsite): A folder on the LaCie CloudBox to a folder on a second LaCie network attached storage (NAS) outside of your home. For example, *Private Access Folder A* on LaCie CloudBox A in your home to LaCie CloudBox B at a friend's home.

> **Important info:** Your LaCie CloudBox gives you the option to move data between its volumes. However, since data is copied to the same hard drive, it is **not a valid backup**. If the hard drive fails, all data on all volumes will be lost. Therefore, LaCie highly recommends that users back up data to a second NAS or a hard drive connected to a computer.

Backup Examples:

Backup: To prevent data loss due to drive failure, fire, flood, or theft, you wish to back up folders on a LaCie CloudBox in your home to a LaCie CloudBox at your parents' home. You can use the Backup page to set up a remote backup to a LaCie CloudBox that is in another location (offsite).

Restore: Someone in the household accidentally deleted an important term paper from his personal folder. Thankfully, he backed up his personal folder every night onto the Family folder on the same LaCie CloudBox. Use the Backup page to begin a Restore Job to retrieve the missing document.

> **Important info:** Depending upon the amount of data you intend to backup and the speed of your network, the first backup may take several hours or, in the case of offsite backups, several days.

> **Folders or Shares?:** In general, this user manual refers to the Family folder and private access folders as *folders*. The public access folder and private access folders on your LaCie CloudBox may also be called *shares*. A share is a common networking term used to describe a particular volume, partition, or folder.

SET UP A LOCAL BACKUP (FOLDER-TO-FOLDER)

Local

1. Choose the **Backup** page in the Dashboard.
2. Click the **CREATE JOB** button.
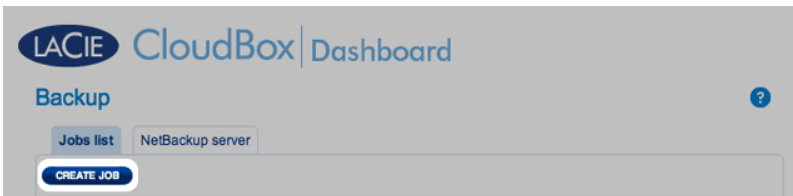

3. Select **Local Backup** then click **Next**.
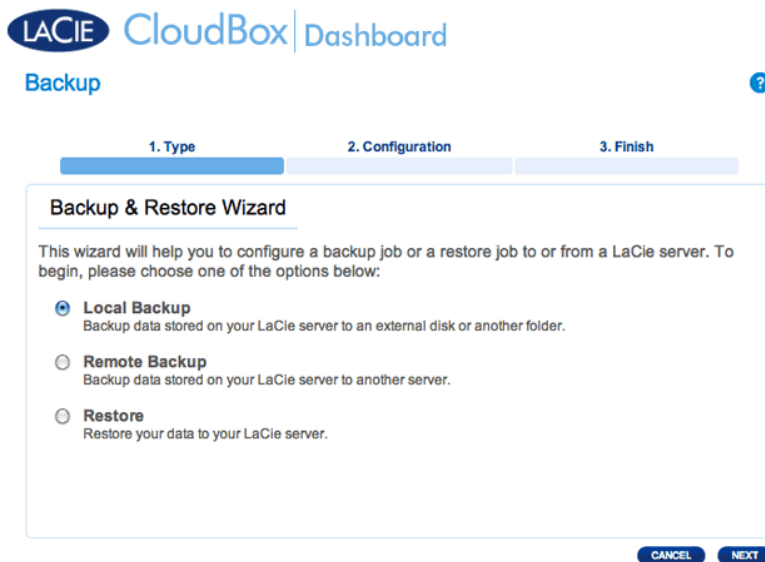
4. Under **Source** on the left, select the *Internal Share(s)* you wish to backup. In this example, we will choose *Davidone*.
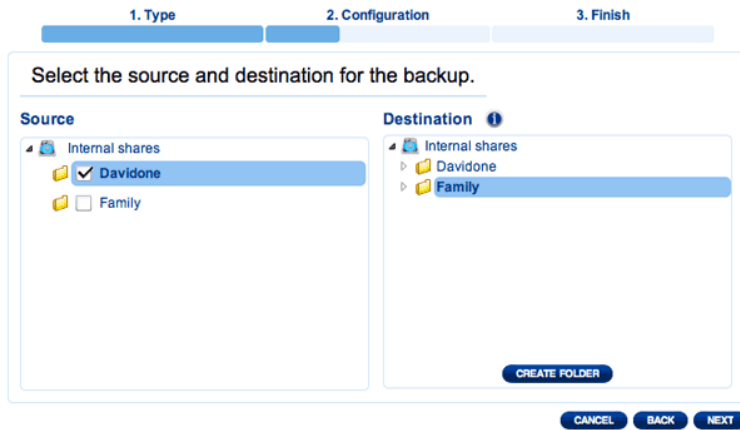
5. Under **Destination** on the right, select the *Internal Share* you wish to use for the backup. LaCie highly recommends that you create a folder inside the share to store the backup. Click on the **CREATE FOLDER** button to add a folder to the share.
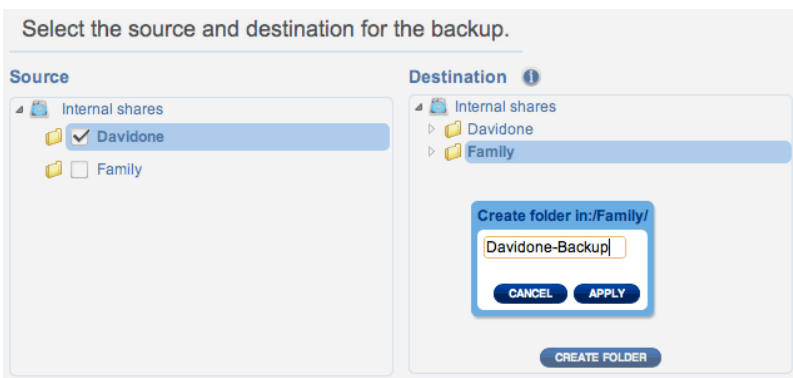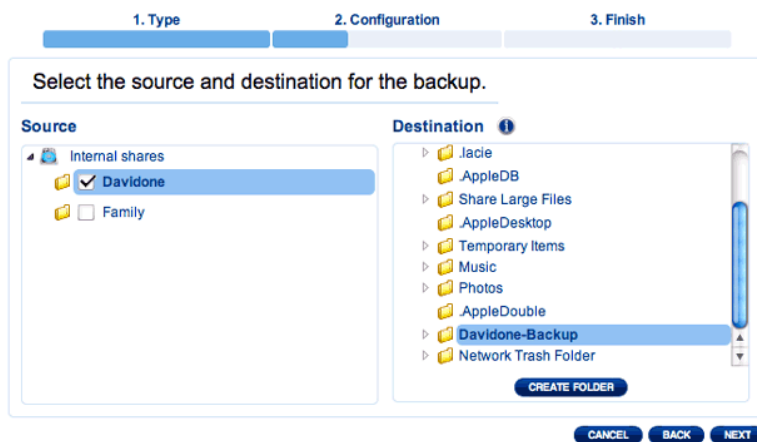
6. Click **NEXT**.

7. Select **Manual** or **Scheduled** then click **NEXT**.

Backup

| 1. Type | 2. Configuration | 3. Finish |

Select a Backup mode

○ **Manual**
Create and initiate backups as needed.

◉ **Scheduled**
Schedule an automated backup: daily, weekly, monthly, or custom.

CANCEL BACK NEXT

8. (Skip this step if you chose *Manual*) Select the frequency for your backup and the time of day. Click **NEXT**.

Backup

| 1. Type | 2. Configuration | 3. Finish |

Choose the backup schedule

◉ Daily ○ Weekly ○ Monthly

Backup time: 08 : 00

CANCEL BACK NEXT

9. Enter a name for the backup job then click **NEXT**.

Backup

| 1. Type | 2. Configuration | 3. Finish |

Choose a backup name

Name your backup job: Davidone-BU

CANCEL BACK NEXT

10. Confirm the backup settings on the *Backup summary*. If you wish to begin the backup immediately, keep the box checked next to **Start the backup immediately.** and click **FINISH**.

Backup

1. Type	2. Configuration	3. Finish

Backup summary

Please confirm your backup settings before selecting FINISH.

Job	Davidone-BU
Backup Type	Local Backup - Full
Backup Mode	Scheduled
Shared folders to back up	/Davidone/
Destination	/Family/Davidone-Backup
Backup Schedule	Daily, at 08:00

☑ **Start the backup immediately.**
Check this box to begin the backup after you click FINISH.

CANCEL   BACK   FINISH

The Backup Job will appear on the Backup page.

Backup

Jobs list   NetBackup server

CREATE JOB

Name	Mode	Status	Owner	Size	Next scheduled time		
Davidone-BU	Scheduled	Done	Davidone	12 KB	2012-09-25 08:00	✂	▶

◄◄ ◄ 1 / 1 ▶ ▶◄

Note on Manual Backups: A manual backup must be started by the administrator: A manual backup must be started by the administrator or user:

1. Choose the **Backup** page in the Dashboard.
2. Locate the manual backup job you wish to start then click on its grey arrow icon on the far right.

SET UP REMOTE BACKUPS

Remote backups will copy data from a folder on your LaCie CloudBox to a folder on a second network attached storage, also known as NAS. A second NAS could be another LaCie CloudBox or an alternative LaCie NAS device (see LaCie Network Storage for details). The folder that you wish to back up on your LaCie CloudBox is the *Source*. The second NAS is the *Destination* hard drive that will store the backup.

Source NAS	Destination NAS	Destination NAS Location	Destination Folder	Type of Remote Backup
LaCie CloudBox A at home	LaCie CloudBox B or a third-party rsync compatible NAS (see note on *rsync* below)	Home network	Network Backup Share (see Network Backup Share)	Home NAS-to-NAS
LaCie CloudBox A at home	LaCie CloudBox B or a third-party rsync compatible NAS (see note on *rsync* below)	Network outside of the home (e.g. a relative or friend's home)	Network Backup Share (see Network Backup Share)	Offsite NAS-to-NAS

Note on rsync: A complete explanation of the networking term *rsync* is beyond the scope of this user manual. For your CloudBox, rsync is used to indicate compatibility for data transfers/backups to non-LaCie (third-party) network hard drives. For more information on rsync, see http://en.wikipedia.org/wiki/Rsync.

Network Backup Share

All Remote Backups from your LaCie CloudBox must be copied to a special share called *Network Backup* on the Destination NAS. Therefore, it is important to enable the Network Backup Share on the destination NAS before setting up a remote backup.

Enable the Network Backup Share

1. Launch the Dashboard for the **Destination NAS**.
2. Choose the **Backup** page in the Dashboard and select the tab **Network Backup server**.

3. Click on **ENABLE**.

4. At the prompt, enter and confirm a password then click **APPLY**. The password can be different from the password you used for your personal folder/Dashboard. Your Network Backup password will be needed when you set up a Remote Backup.

5. With Network Backup enabled, the Dashboard provides a summary page of the settings. You may refer to this page if you forget the password or you wish to disable the Network Backup share.

Important info:

- The Network Backup Share can only be accessed by the administrator of the CloudBox/NAS.
- The administrator can find the Network Backup password if it is forgotten. Go to the Network Backup tab and click on the magnifying glass icon.
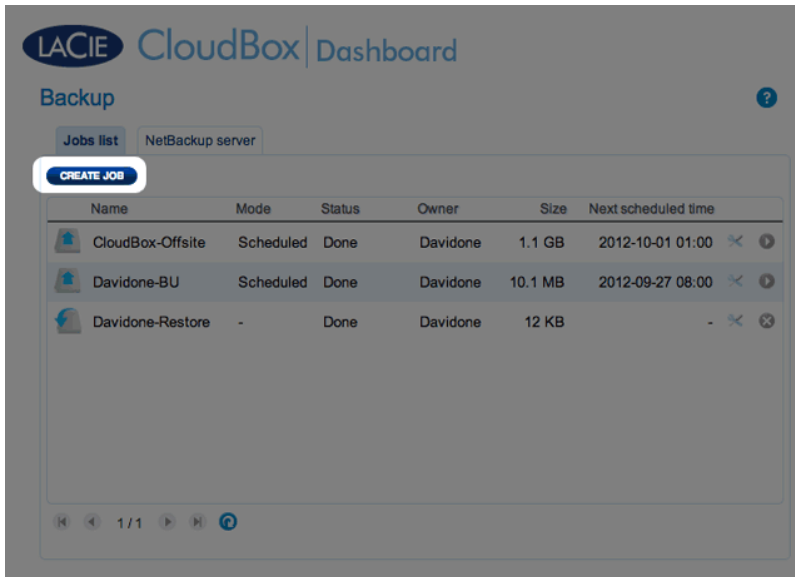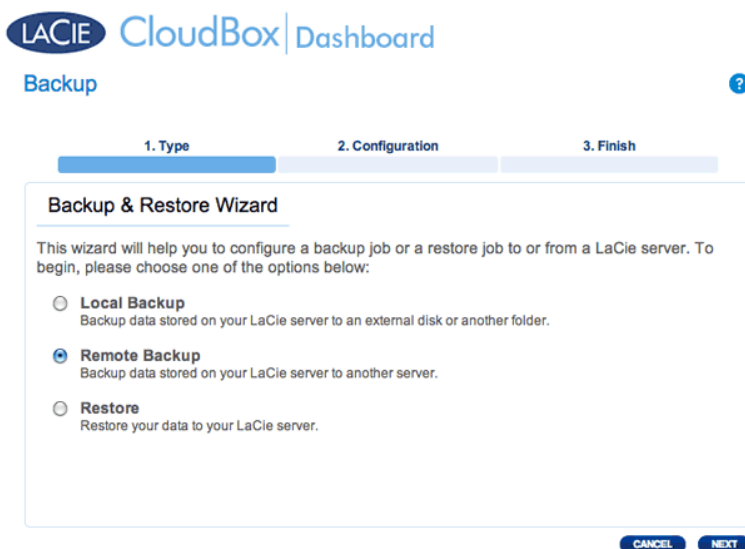
Remote Backup: Home

Set up

Before following the instructions below, please make certain that:

- The Destination NAS is connected to the same network as your LaCie CloudBox and that it is powered on.
- The Network Backup Share has been enabled on the Destination NAS.

1. Go to your LaCie CloudBox Dashboard (Log on to the Dashboard) to select the Backup page.
2. Click the **CREATE JOB** button. to launch the Backup & Restore Wizard.

3. Select **Remote Backup** and click **NEXT**.

4. Select the share(s) you want to back up. Please note that shares are also called folders.
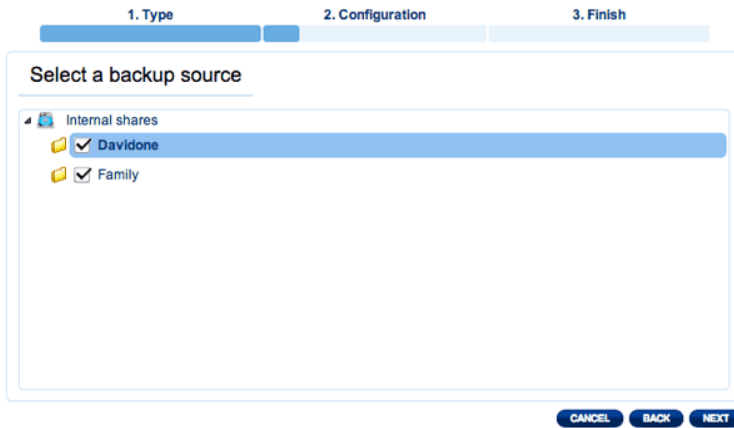
5. Select **A LaCie NAS** to back up to another LaCie CloudBox or another LaCie network storage device. The steps that follow do not cover backups to third-party network storage devices that are compatible with sync. If you are backing up to an rsyinc compatible server, please follow the directions provided by the Dashboard.
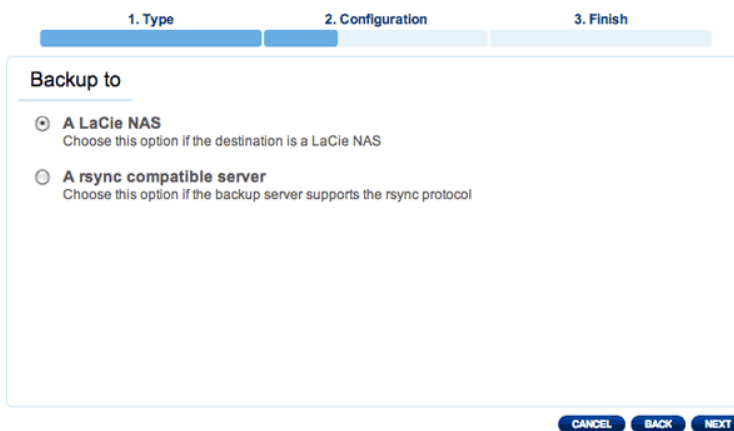
6. Click **NEXT**.
7. The second LaCie CloudBox or LaCie NAS that you are using as a Destination NAS should appear. Select it and enter the Network Backup password for the Destination NAS. Click **NEXT**. (See the section on Network Backup for further information on the Destination NAS password.)
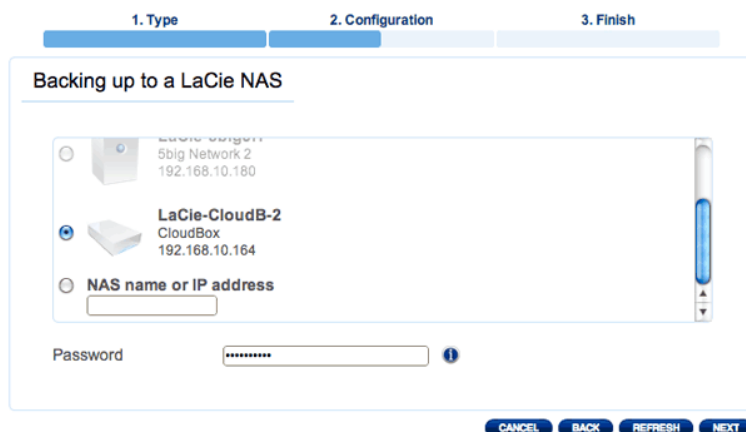
- If the LaCie NAS is listed but cannot be selected, you must enable Network Backup Server. See the instructions above, Network Backup Share.
- If the LaCie NAS does not appear on the list, please make certain it is powered on and out of sleep mode (Dashboard Eco Management).

8. The Advanced Parameters window lists four options for your backup (Please note that you do not have to select one or more of the Advanced parameters to continue with the backup.):

- Encryption provides secure data transfers over the network. This is ideal for offsite backups.
- Compressing data will optimize data transmission rates. This is ideal for low bandwidth networks.
- Sending modified parts of files is best used with backups that include files larger than 50MB. For example, if you edit a Word document that has already been backed up, only the edits will be copied during the next backup.
- You can leave data on the Destination NAS even if it is deleted from your LaCie CloudBox. Please note that this will take up a good amount of storage on your Destination NAS.

9. Click **NEXT**.
10. Set the frequency for the backup.

- *Manual*: You must initiate the backup.
- *Scheduled*: The backup will begin at the scheduled time.

11. Enter a name for the backup job then click **NEXT**.

12. Review the summary page then click **FINISH**.

The backup will be listed on the Dashboard Backup page.

Note on Manual Backups: A manual backup must be started by the administrator or user:

1. Choose the **Backup** page in the Dashboard.
2. Locate the manual backup job you wish to start then click on its grey arrow icon on the far right.

Remote Backup: Offsite

Set up

Please review the list of prerequisites for an offsite backup before following the instructions:

- The Destination NAS is connected to an offsite network and powered on.
- You must have the **public IP address** for the Destination NAS. The public IP address has been assigned to your router by an internet service provider. You can find the public IP address by clicking here or by accessing your router's management software. When searching for the public IP address, use a computer connected to the same router as the Destination NAS. For further information, review the user manual for the offsite network router or contact your internet service provider. An explanation of IP addressing is available at http://en.wikipedia.org/wiki/IP_address.
- Use your router's management software at the offsite location to open port numbers 22 and 873 to the Destination NAS. (To learn how to open ports on your router, review the user manual for the offsite network router or contact your internet service provider.)
- Enable the Network Backup Share on the Destination NAS Network Backup Share.

Offsite Backup Setup

1. Go to your LaCie CloudBox Dashboard to select the Backup page.
2. Click the **CREATE JOB** button. to launch the Backup & Restore Wizard.

3. Select **Remote Backup** and click **NEXT**.

4. Select the share(s) you want to back up. Please note that shares are also called folders.

5. Select **A LaCie NAS** to back up to another LaCie CloudBox or another LaCie network storage device. The steps that follow do not cover backups to third-party network storage devices that are compatible with sync. If you are backing up to an rsync compatible server, please follow the directions provided by the Dashboard.

6. Click **NEXT**.
7. To send the backup to the offsite Destination NAS, choose **NAS name or IP address** then enter the public IP address. If you do not know the public address for the Destination NAS, please refer to the user manual for the offsite network router or contact the internet service provider. Select **NEXT** to continue.

8. The Backup & Restore Wizard will search for the Destination NAS. If the Destination NAS cannot be found, please make certain that:
   - It is powered on and out of sleep mode (Eco Mode).
   - Network Backup Server has been enabled. See the instructions above, Network Backup Share.
   - The proper IP address has been entered. You must use the public IP address rather than the IP address generated for the network.
9. The Advanced Parameters window lists four options for your backup (Please note that you do not have to select one or more of the Advanced parameters to continue with the backup.):

- Encryption provides secure data transfers over the network. This is ideal for offsite backups.
- Compressing data will optimize data transmission rates. This is ideal for low bandwidth networks.
- Sending modified parts of files is best used with backups that include files larger than 50MB. For example, if you edit a Word document that has already been backed up, only the edits will be copied during the next backup.
- You can leave data on the Destination NAS even if it is deleted from your LaCie CloudBox. Please note that this will take up a good amount of storage on your Destination NAS.

10. Click **NEXT**.
11. Select the frequency of the backup.

- *Manual*: You must initiate the backup.
- *Scheduled*: The backup will begin at the scheduled time.

12. Enter a name for the backup job then click **NEXT**.

13. Review the summary page then click **FINISH**.

The Backup Job will appear on the Backup page.

Note on Manual Backups: A manual backup must be started by the administrator or user:

1. Choose the **Backup** page in the Dashboard.
2. Locate the manual backup job you wish to start then click on its grey arrow icon on the far right.
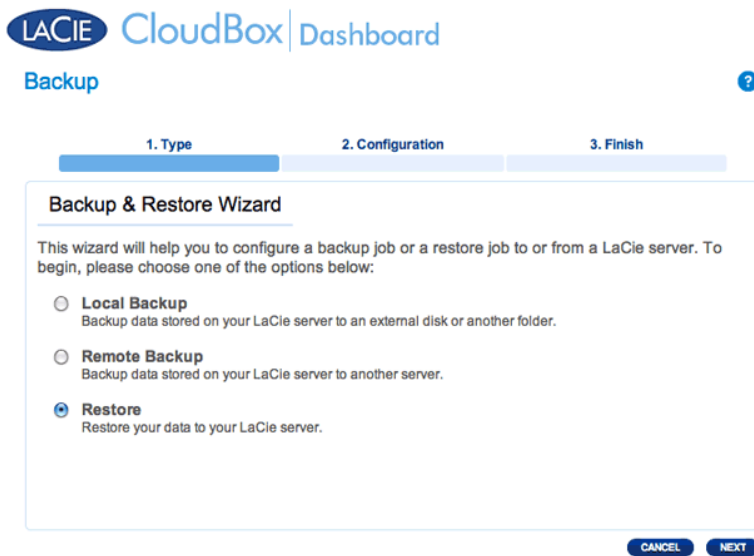
RESTORE A LOCAL BACKUP

Restore and Remote Backups: Remote Backups cannot be restored using the Backup & Restore Wizard. You can retrieve backup files directly from the backup disk.

Setup

1. Launch the CloudBox Dashboard (Log on to the Dashboard) to select the Backup page.
2. Click the **CREATE JOB** button.
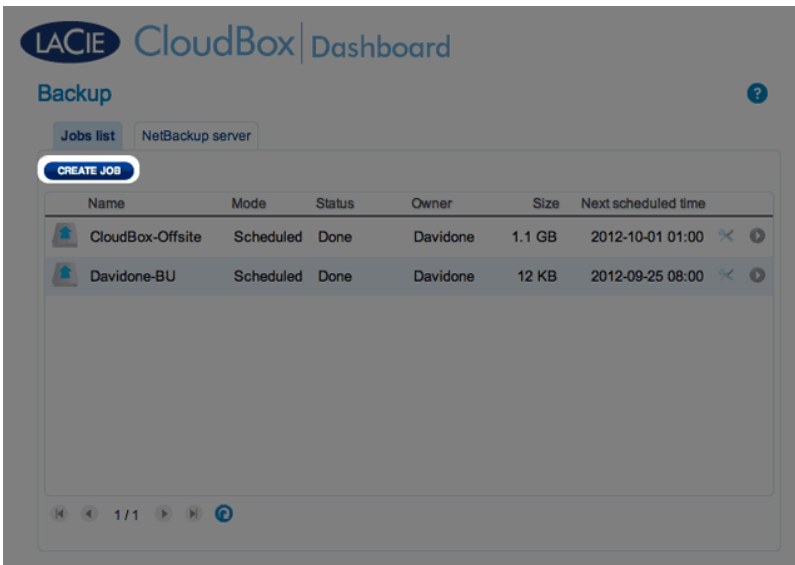
3. Select **Restore**, then click **NEXT**.

4. Select a restore type, either from an existing backup job, or from a backup folder. Click **NEXT**.

- Backup job: select the backup job from the pulldown menu then click **NEXT**.
- Backup folder: browse for the source folder with your backup. Valid backups have a red folder icon. Choose the backup directory, then click **NEXT**.

5. Review the summary of the backup then select **NEXT**.

6. Select the last backup or choose an earlier *restore point*. To simplify, a restore point is the date for a backup. You can select an earlier restore point from the calendar and the time from the drop-down menu. Click **NEXT**.

7. Choose where to restore the backup.

- Restore to the initial location of the data, which will save over the source folder. This gives priority to the backup and will replace it with all the data from the backup. **All changes since the date of the backup will be lost**.

- If you want to restore the backup to a specific folder, click this option to **BROWSE** for the destination. Click **APPLY**.
- To free disk space, you can choose to clear the source before the job starts. By checking the box in this step, all data will be erased in the source directory. Before continuing to the next step, a prompt will ask you to acknowledge that all data will be erased in the source before the restore begins.

8. Name the restore job, then click **NEXT**.

9. Review the summary for the restore job then click **FINISH** to add the job.

10. The Restore Job has been added to the list.
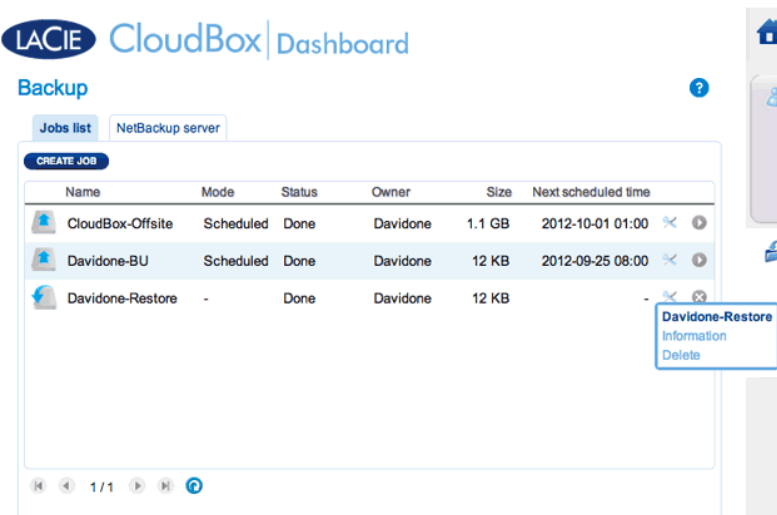
MODIFY EXISTING JOBS

Revise Backup and Restore Jobs

On the Dashboard Backup page, click the configuration icon (intertwined screwdriver and wrench) on the far-right column. You can get detailed information on a job or choose start/delete/enable/disable.

If you disable a scheduled job, it will not run until it is enabled again.
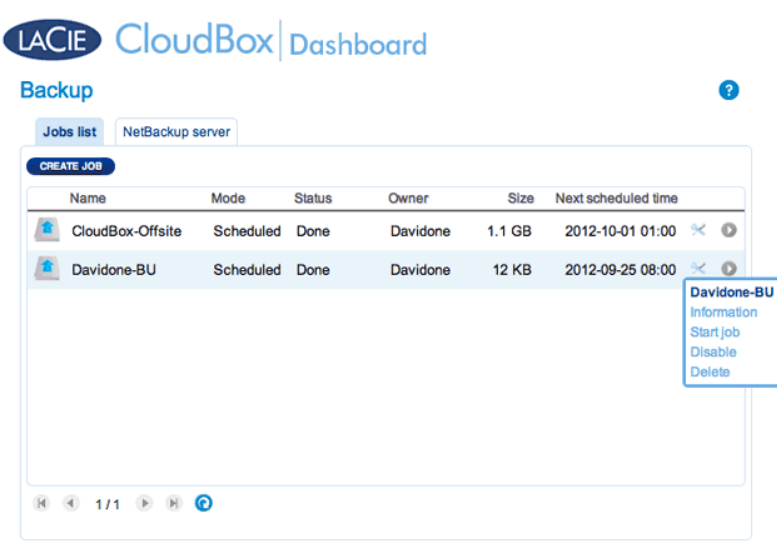
Modify a Backup Job

Modify a Restore Job