

# SHARED FOLDERS

**Important info on Windows Default Shares:** For optimal server performance, the system partition should not be used to store data. Therefore, the pre-configured RAID includes a Data (D:) partition with greater storage capacity than the System volume. However, the Windows operating system places its default shared volumes (*Shares*) on the System (C:) volume. For ease of use and superior operation, LaCie highly recommends that you move the default Shares to the Data partition before using the server to store data.

Create Shared Folders (“shares”) on your LaCie professional server so that users on the network may access data. Naming shares can help administrators organize data by department, subject, or user. Once created, the administrator decides who can have access to the data within the share. Access is divided into three categories: no access, read only, and read/write. A Shared Folder will appear as network storage to the user.

Your LaCie professional server Dashboard will help you create shares compatible with Windows workstations via an intuitive setup wizard. For a more in-depth explanation of Shared Folders, please read the [Technical Brief: Shared Folders](#). The [Technical Brief: Shared Folders](#) is especially helpful to administrators who must create Shared Folders compatible with NFS for Linux workstations.

# PARTITIONS

Your LaCie professional server has a large storage capacity to hold your company's data. For your convenience, the storage is preconfigured for use out of the box. The three default partitions on the 4big Office are: *Windows (C: drive)*, *Data1 (D: drive)*, and *Data2 (E: drive)*.

<b>Disk 0</b> Dynamic 1863.02 GB Online	<b>Data2 (E:)</b> 60.10 GB NTFS Healthy	<b>Data1 (D:)</b> 1802.92 GB NTFS Healthy	
<b>Disk 1</b> Dynamic 1863.02 GB Online	<b>Data2 (E:)</b> 60.10 GB NTFS Healthy	<b>Data1 (D:)</b> 1802.92 GB NTFS Healthy	
<b>Disk 2</b> Dynamic 1863.02 GB Online	<b>System</b> 100 MB NTFS Healthy (System)	<b>Windows (C:)</b> 60.00 GB NTFS Healthy (Boot, Page File, Crash Dump)	<b>Data1 (D:)</b> 1802.92 GB NTFS Healthy
<b>Disk 3</b> Dynamic 1863.02 GB Online	<b>System</b> 100 MB NTFS Healthy (System)	<b>Windows (C:)</b> 60.00 GB NTFS Healthy (Boot, Page File, Crash Dump)	<b>Data1 (D:)</b> 1802.92 GB NTFS Healthy

## 4big Office Storage - Disk Management

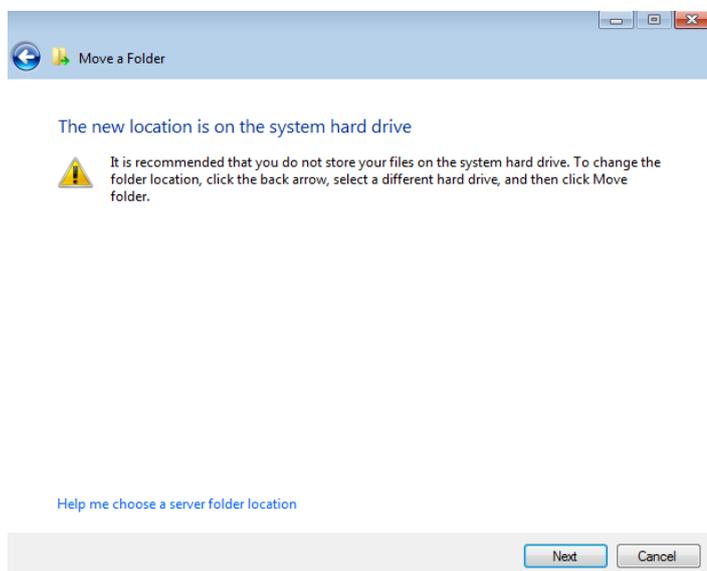
Name	Capacity	Used space	Free space	Status
<b>Hard drives</b>				
Data1 (D:)	5408.8 GB	2.5 GB	5406.2 GB	
Data2 (E:)	60.1 GB	0.4 GB	59.7 GB	
Windows (C:)	60 GB	33.2 GB	26.8 GB	

## 4big Office Storage - Dashboard

**Note on Partitions/RAID:** For more detailed information on the partition and RAID configurations of your LaCie professional server, please read the [Technical Brief: 4big Rack Office RAID](#). You will find an explanation of the RAID levels as well as instructions on how to format, configure, and repair the disks. The [Technical Brief: 4big Rack Office RAID](#) is especially helpful to administrators who wish to resize the partitions for use with the Windows backup wizard (see [Backup](#)).

## Shared Folders and Partitions

The **Windows (C: drive)** partition is reserved for the Windows operating system. **Therefore, it is recommended that you do not store any Shared Folders on the C: drive since it may affect the server's performance.**



Refer to the table below for details on how the RAID is configured on the 4big Rack Office. Please note:

- The **Data1 (D: drive)** has the greatest capacity which makes it ideal for your Shared Folders.
- The **Data2 (E: drive)** may be used for a page file to enhance server performance as well as a limited amount of Shared Folders.

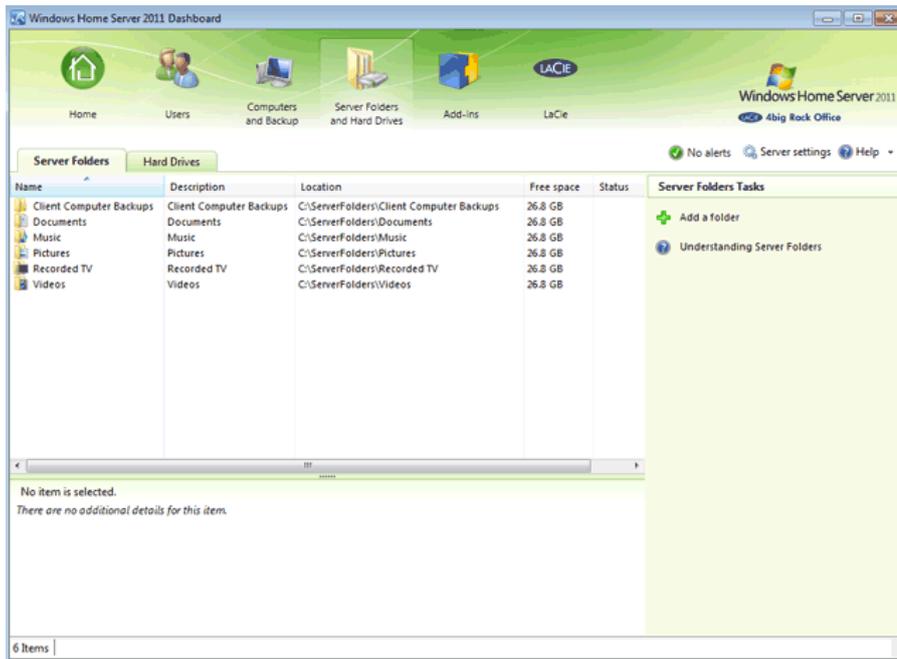
Volume	Disks and RAID Level	Usage	Notes
Windows (C: drive)	2 Disks Mirror (RAID 1)	<p>Server performance is optimized when the operating system is run from a dedicated volume.</p> <p>Storing data on the system volume will impact server performance.</p> <p>Page file* (optional)</p>	<p>A Mirror offers redundancy, duplicating each file on the two disks that make up the volume.</p> <p>If one disk should fail, the system data will be available on its mirrored drive.</p>
Data1 (D: drive)	4 Disks RAID 5	The Data1 volume should be used to create Shared Folders for data.	<p>RAID 5 requires three or more disks.</p> <p>RAID 5 offers improved storage capacity. While mirroring has an overhead of 50% storage capacity due to file duplication, RAID 5 parity on a server with four disks has approximately 25% overhead. This means that close to 75% of the total capacity is available for storing data. (NOTE: Overhead refers to the parity control data that will require storage capacity. In this case, 25% of the total RAID 5 storage capacity will be used for parity data.)</p>
Data2 (E: drive)	2 Disks Mirror (RAID 1)	<p>The Data2 volume can be used for the page file* (optional) and to host a limited amount of Shared Folders.</p> <p>Write the page* file to this volume to extend the server's physical memory.</p>	If one disk should fail, the data will be available on its mirrored drive.

\*A page file is used by the Windows operating system to temporarily increase the available memory. It can be created on the Windows volume or the Data2 volume.

# DEFAULT SHARED FOLDERS

A LaCie professional server includes the following Shared Folders by default:

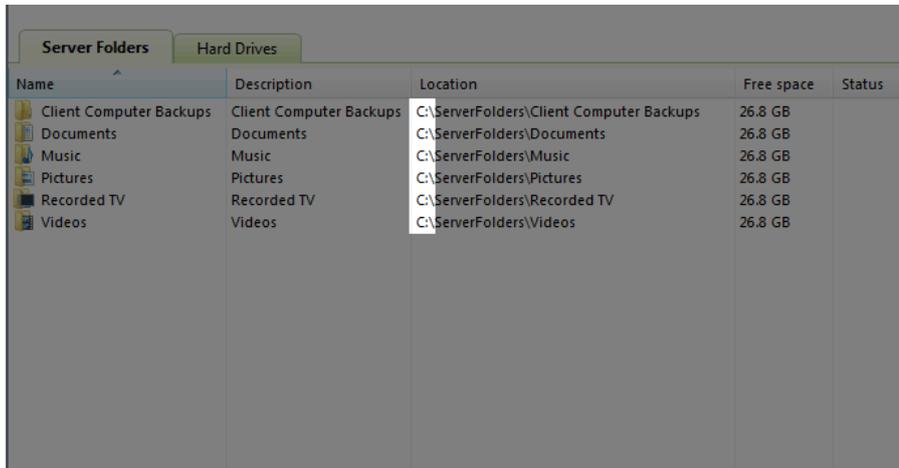
- Client Computer Backups
- Documents
- Music
- Pictures
- Recorded TV
- Videos



## Moving the Default Shared Folders

**Note:** The steps below may be used to move any Shared Folder.

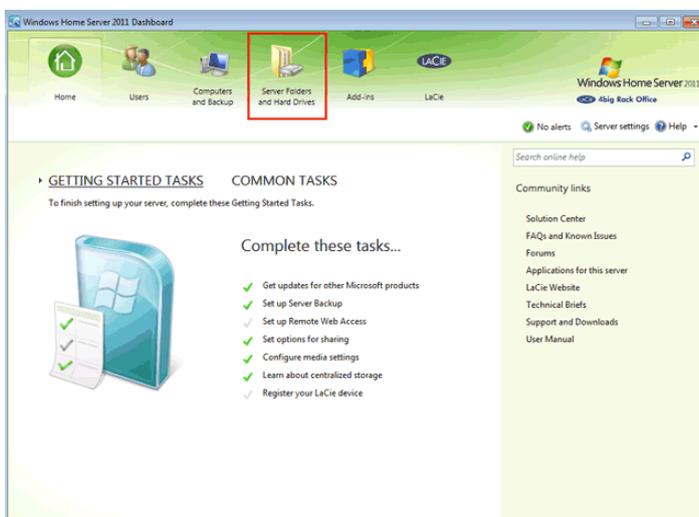
The default Shared Folders will first appear on the Windows (C: drive) partition.



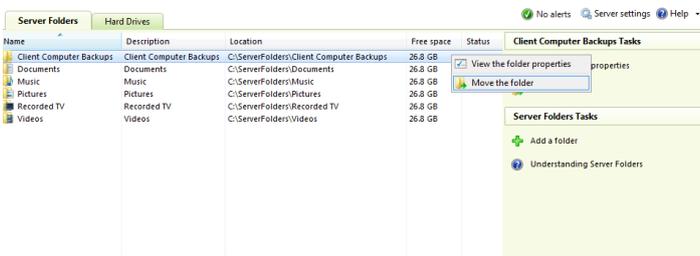
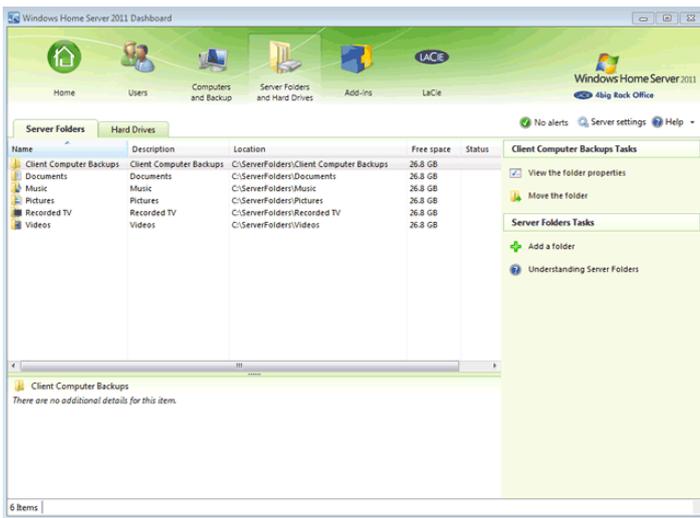
Name	Description	Location	Free space	Status
Client Computer Backups	Client Computer Backups	C:\ServerFolders\Client Computer Backups	26.8 GB	
Documents	Documents	C:\ServerFolders\Documents	26.8 GB	
Music	Music	C:\ServerFolders\Music	26.8 GB	
Pictures	Pictures	C:\ServerFolders\Pictures	26.8 GB	
Recorded TV	Recorded TV	C:\ServerFolders\Recorded TV	26.8 GB	
Videos	Videos	C:\ServerFolders\Videos	26.8 GB	

Due to the potential constraints this may cause on the server's performance, **LaCie highly recommends that you move all default Shared Folders from the Windows (C: drive) partition to the Data1 (D: drive) partition.**

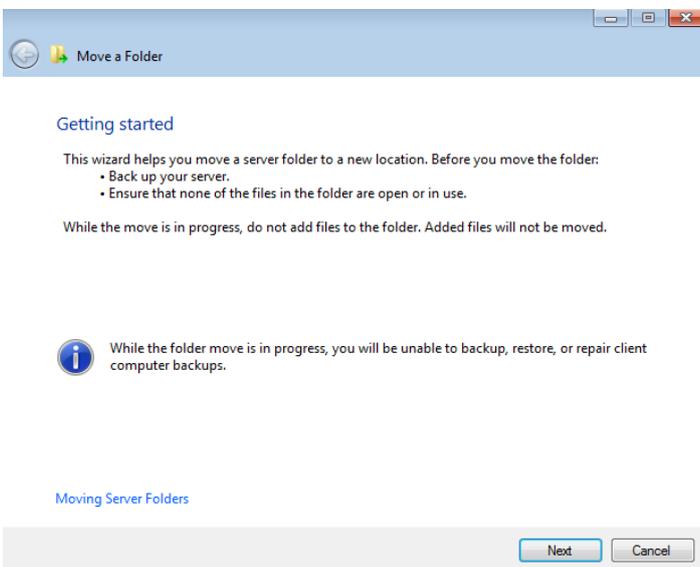
1. Launch the Dashboard ([Access the Server](#)) and choose the **Server Folders and Hard Drives** tab.



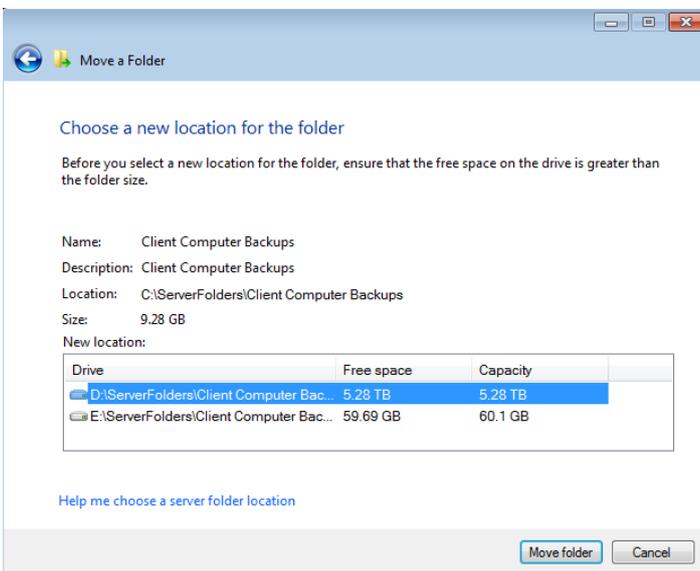
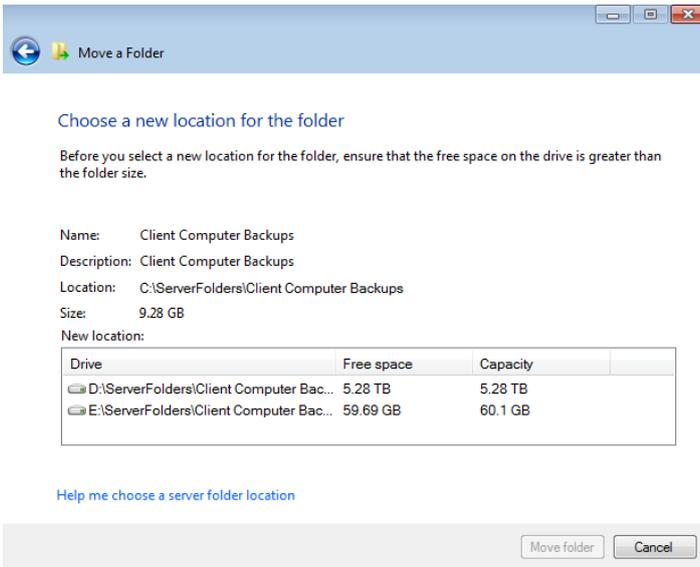
2. Right click on the Shared Folder to select **Move the folder**. In this example, we will move the Shared Folder *Client Computer Backups*.



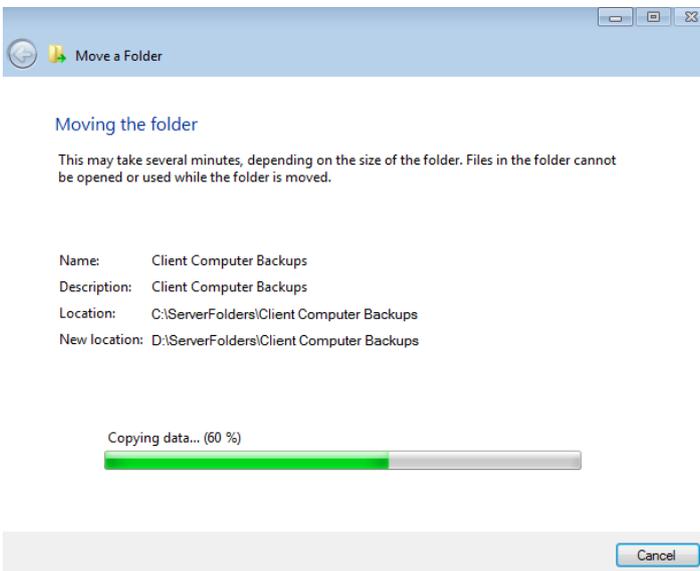
3. Read the *Getting Started* page and click **Next** to continue.



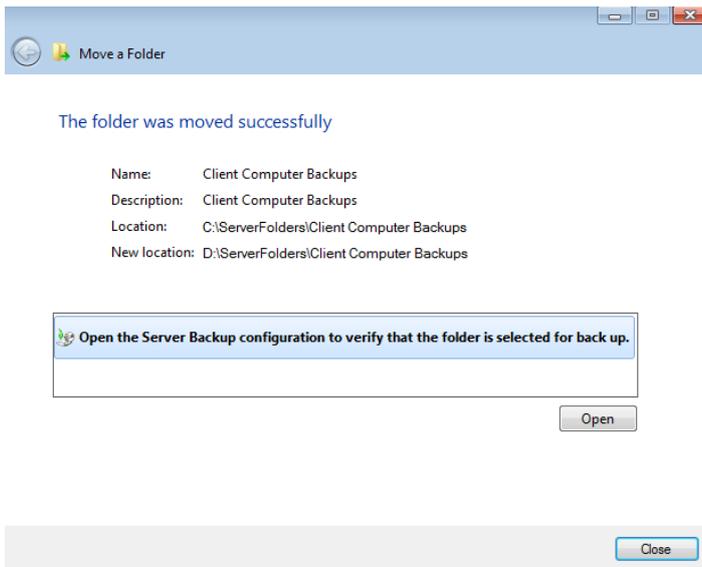
4. Choose the Data1 (D: drive) partition then click **Next**.



5. The move may take time depending upon the amount of data on the Shared Folder.



6. Click **Close** to exit.



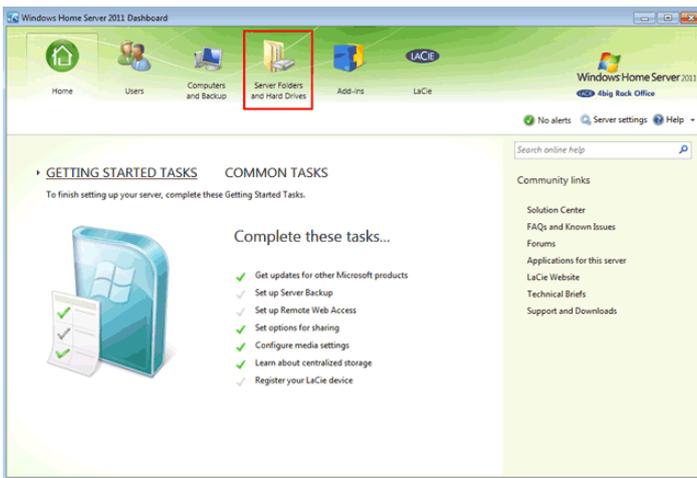
Repeat the steps for each Shared Folder on the Windows (C: drive) until they are all on the Data1 (D: drive).

Server Folders		Hard Drives		
Name	Description	Location	Free space	Status
Client Computer Backups	Client Computer Backups	D:\ServerFolders\Client Computer Backups	5398.8 GB	
Documents	Documents	D:\ServerFolders\Documents	5398.8 GB	
Music	Music	D:\ServerFolders\Music	5398.8 GB	
Pictures	Pictures	D:\ServerFolders\Pictures	5398.8 GB	
Recorded TV	Recorded TV	D:\ServerFolders\Recorded TV	5398.8 GB	
Videos	Videos	D:\ServerFolders\Videos	5398.8 GB	

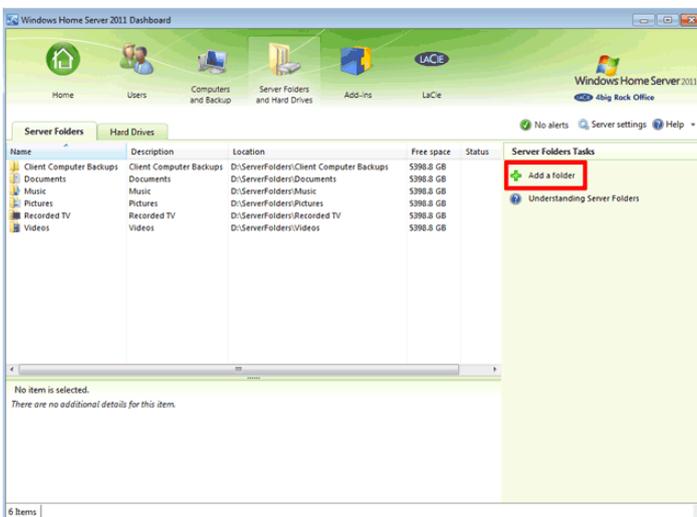
# CREATE, DELETE, OR MODIFY SHARED FOLDERS

## Create a Shared Folder

1. Launch the Dashboard ([Access the Server](#)) and choose the **Server Folders and Hard Drives** tab.



2. Click on **Add a folder**.



3. Enter the Name and Location for the new Shared Folder. LaCie recommends that you choose the Data1 (D: drive) as the Location. A description is optional.

Add a Folder

Type a name and description for the folder

Name

Location:

Browse...

Description (optional)

Next Cancel

Add a Folder

Type a name and description for the folder

Name

Marketing

Location:

D:\ServerFolders\Marketing

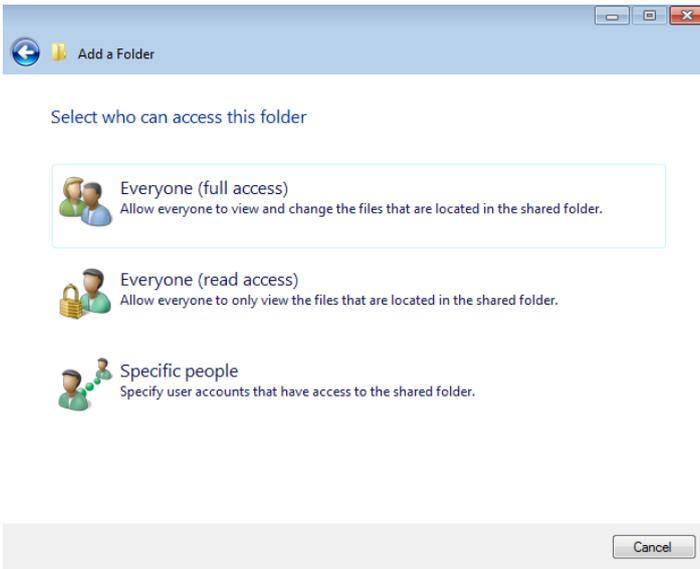
Browse...

Description (optional)

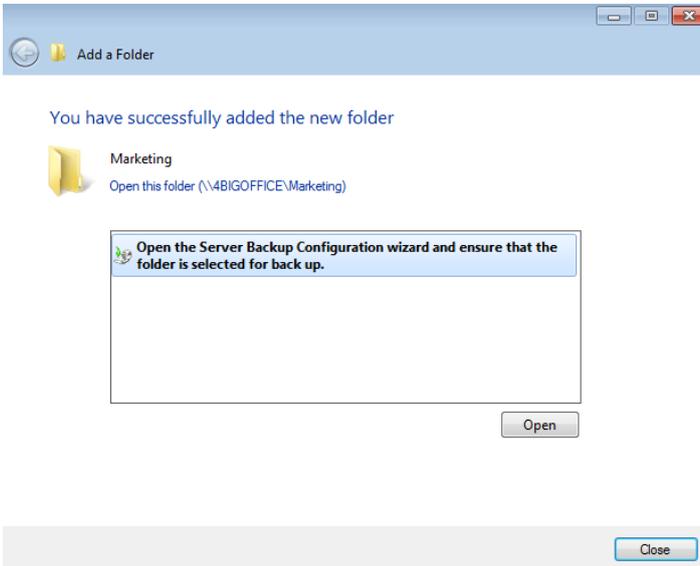
Product road maps and publicity

Next Cancel

4. Click **Next**.
5. Choose the type of access users will have to the Shared Folder. Please note that this may be modified at any time.



6. The Shared Folder has been created. Click **Close** to exit.



7. The new Shared Folder will appear on the list within the **Server Folders and Hard Drives** tab.

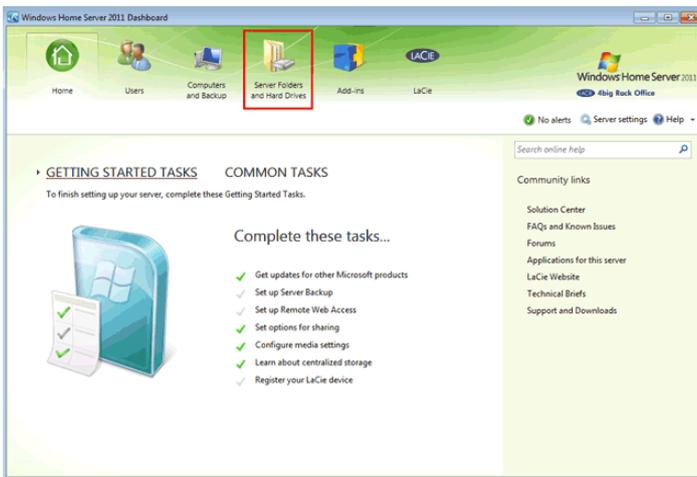
Server Folders		Hard Drives		
Name	Description	Location	Free space	Status
Client Computer Backups	Client Computer Backups	D:\ServerFolders\Client Computer Backups	5398.8 GB	
Documents	Documents	D:\ServerFolders\Documents	5398.8 GB	
Marketing	Product road maps and ...	D:\ServerFolders\Marketing	5398.8 GB	
Music	Music	D:\ServerFolders\Music	5398.8 GB	
Pictures	Pictures	D:\ServerFolders\Pictures	5398.8 GB	
Recorded TV	Recorded TV	D:\ServerFolders\Recorded TV	5398.8 GB	
Videos	Videos	D:\ServerFolders\Videos	5398.8 GB	

## Delete a Shared Folder

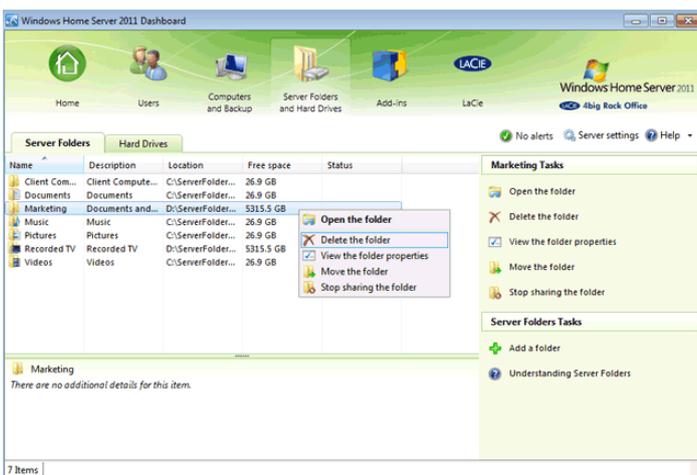
**Important info:** Deleting a Shared Folder will remove the folder and all of its contents. **All data will be deleted.** Please back up all data that you wish to keep before performing the steps below.

**Note:** Default Shared Folders cannot be deleted.

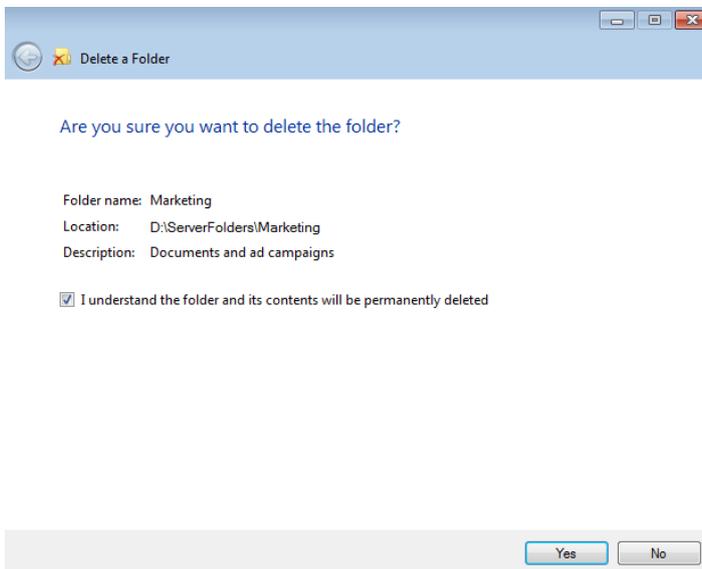
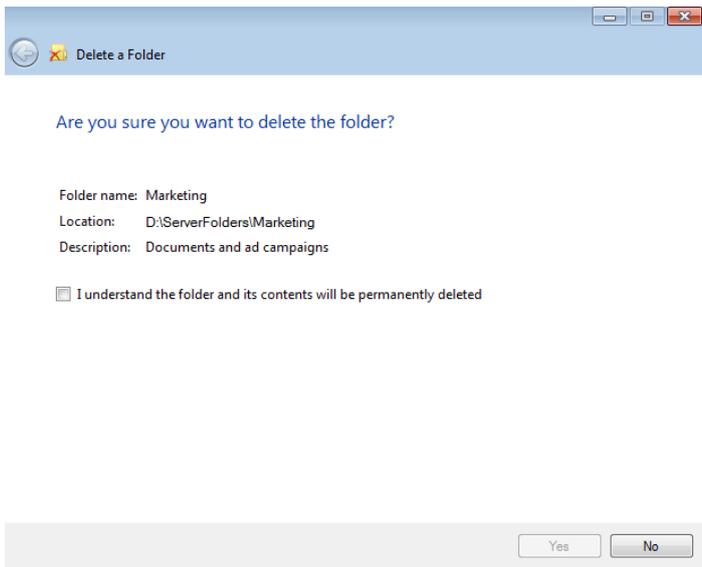
1. Launch the Dashboard ([Access the Server](#)) and choose the **Server Folders and Hard Drives** tab.



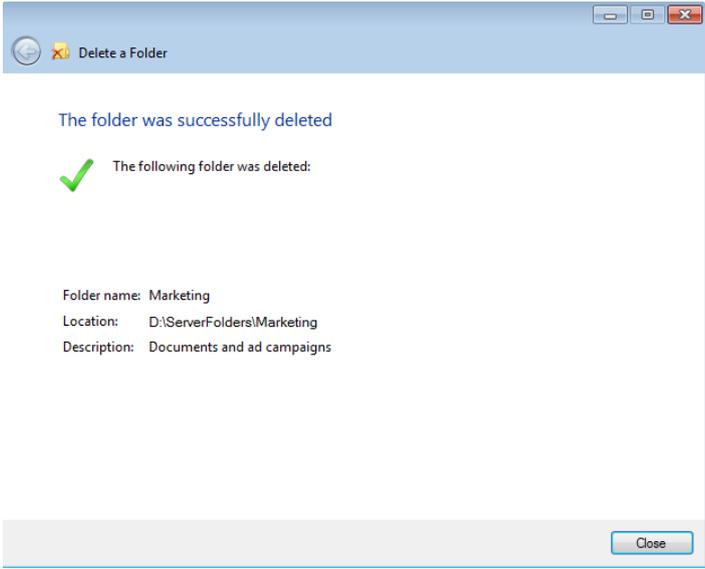
2. Right click on the Shared Folder you wish to delete.



3. Check the box next to **I understand the folder and its contents will be permanently deleted.**



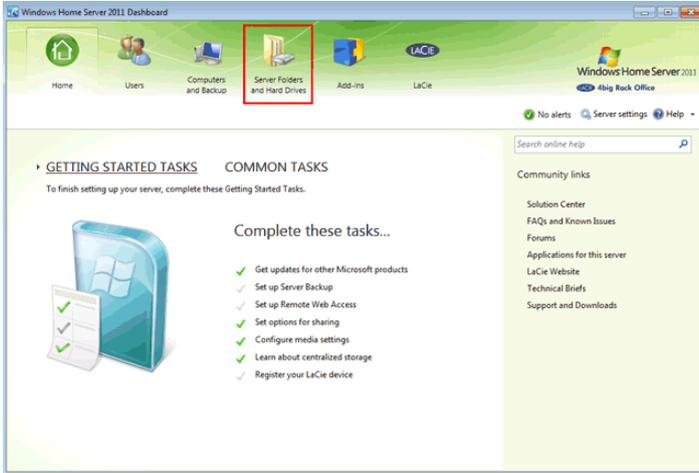
4. Click **Yes** to confirm that you wish to delete the folder and all of its data.
5. The Shared Folder has been deleted. Click **Close** to exit.



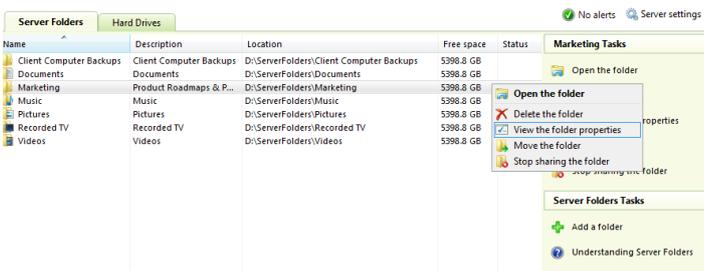
# Modify Access Rights to a Shared Folder

Administrators can revise access rights to Shared Folders:

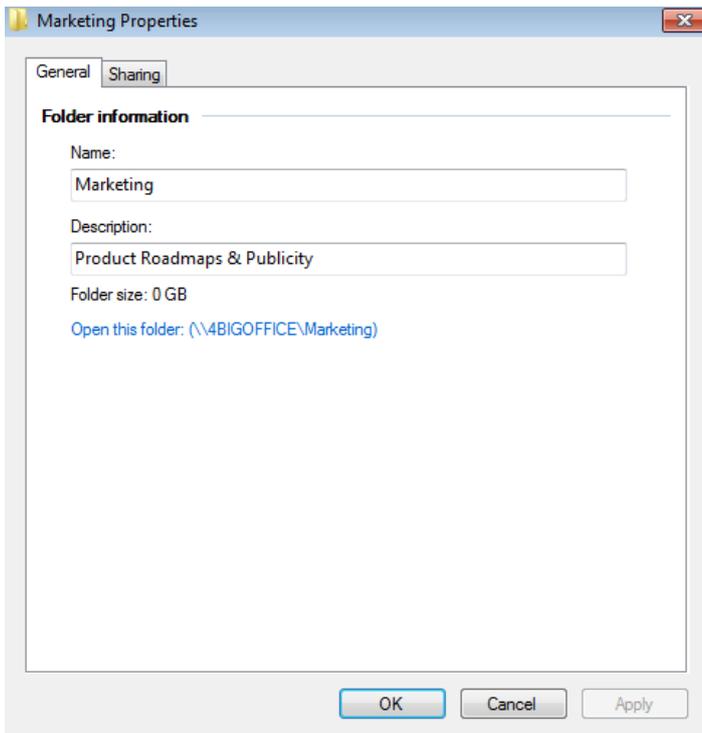
1. Launch the Dashboard ([Access the Server](#)) and choose the **Server Folders and Hard Drives** tab.



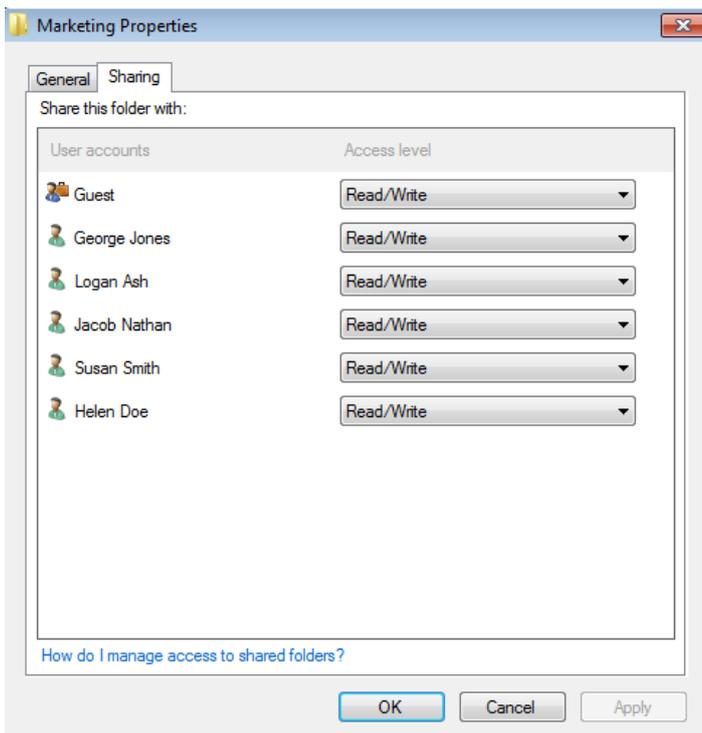
2. Right click on the Shared Folder you wish to modify. Select **View the folder properties**.

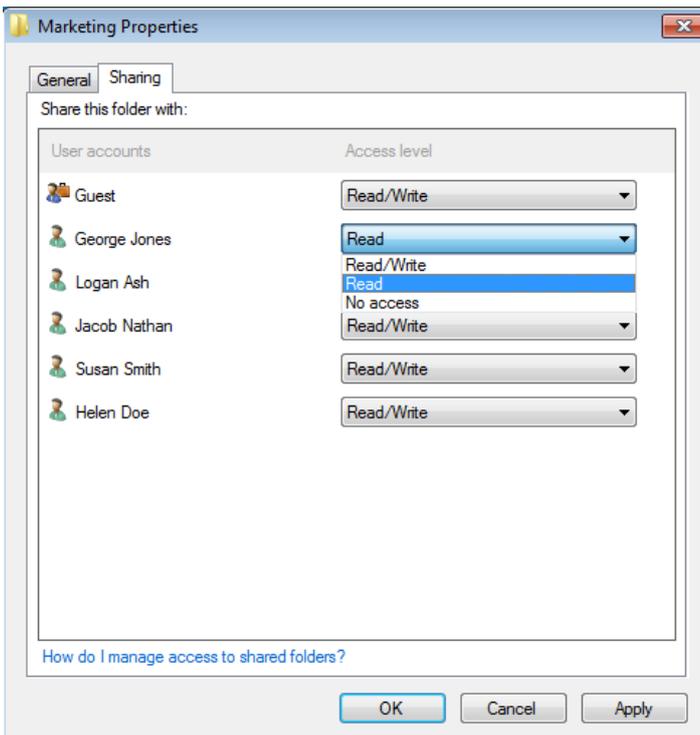


3. The Folder Properties window will appear. Click on the **Sharing** tab.



4. Use the pulldown menus to adjust the access rights to one or more users.





5. Once the modifications are finished, click **OK** to exit.

