



Mirra

Sync and Share
Personal Server

Mirra Manual
for Macintosh
Version 2.2

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Patent Number: U.S. Patent 6,928,476

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The following instructions pertain to the risk of fire, electric shock, or bodily injury. Please read all of these instructions carefully.

1. Save these instructions for later use.
2. Follow all the instructions and warnings marked on this product or included in this manual.
3. Do not place Mirra on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.

4. Keep away from excessive heat or moisture. Inadequate ventilation may cause internal component failure. Do not use your product near water.
5. Never push objects of any kind into the product through the cabinet openings. Objects may touch dangerous voltage points or short out parts that could result in a fire or electrical shock. Never spill liquid of any kind on the product. Unplug the product from the main power outlet if exposed to liquids, rain, or water.
6. Connect your product only to an AC power source as indicated on the product's information label. If you're not sure of the type of AC power available, consult your local power company.
 - a. CAUTION: TO PREVENT ELECTRIC SHOCK, FULLY INSERT PLUG INTO GROUNDED AC OUTLET. DO NOT USE A PLUG WITH A RECEPTACLE OR OTHER OUTLET UNLESS THE BLADES CAN BE FULLY INSERTED TO PREVENT BLADE EXPOSURE.
 - b. PROTECT POWER CORDS FROM BEING WALKED ON, ROLLED OVER, CRIMPED, BENT, OR PINCHED, PARTICULARLY AT PLUGS, CONVENIENCE RECEPTACLES, AND THE POINT AT WHICH THEY CONNECT TO THE SERVER.
7. Turn off and unplug your product from the main electrical power outlet before cleaning. Use a damp cloth for cleaning. Do not use liquid cleaners or aerosol cleaners. Aerosol cleaners may be harmful to the environment

Do not attempt to open your Mirra Sync and Share Personal Server. Only Seagate Technology LLC can safely repair your Mirra. Opening the Mirra or attempting to modify it will subject you to a risk of injury, may damage the product, and will void your warranty. Go to <http://support.mirra.com> for service.

MirraGuard Data Guarantee

If one of your computer hard drives fails, all data backed up on your Mirra Sync and Share Personal Server will be restored. Seagate will assist you in the restoration and, if necessary, Seagate's Data Recovery Service will commit up to \$1,000 to recover and restore your data. See details on line at www.seagate.com.

Mirra Limited Warranty

One year parts and labor.

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Chapter 1: Introduction

This manual provides information about how to connect your Mirra™ Personal Server and install, set up, and use the Mirra software.

Your shipping container should include the following components:

Your shipping container should include the following components:

- Seagate Mirra Sync and Share Personal Server
- AC power cable
- Ethernet cable
- Mirra software CD (contains this electronic *Mirra Manual*)
- Mirra license key sticker (affixed to the Mirra software CD sleeve)
- *Mirra Setup Guide* (printed on the pocket folder insert in the shipping container)
- *Mirra Getting Started Guide*

System Requirements

The Mirra software can be installed on Macintosh computers that meet these minimum system requirements:

- Power PC G3, G4, or G5 processor running Mac OS X 10.3.9 or higher
— OR —
Intel Core Duo or Core Solo processor running Mac OS X 10.4.6 or higher
- 256 MB RAM
- 50 MB of free disk space
- Ethernet network support and CD-ROM drive
- Broadband always-on Internet connection (such as DSL or cable)

Network Requirements

Your Personal Server must be connected to a router or hub with an open Ethernet port. If you have only one computer and connect to the Internet with a broadband modem, you must install a router or a hub so that your Personal Server and your computer can share the same Internet connection. If you have a different configuration, see *Setting Up a Single Computer* or *Setting Up Multiple Computers* in Chapter 2 for further details on connecting your Personal Server to your computer.

Note: If you have a wide area network (WAN) that uses a router to bridge different subnets, you can use your Personal Server only with computers connected to the same subnet.

Chapter 2: Connecting the Components

Using a Router

You should have a router on your network for several reasons:

1. To set up a local network so that other computers can connect to your Mirra.
2. To connect the local network to the Internet.
3. To provide firewall protection between the local network (including the Mirra) and the Internet.

You should always use a router that includes a firewall to connect your local network to your Internet Service Provider (ISP) because the firewall blocks unauthorized access to your local network from the Internet.

Using an Apple AirPort Wireless Router

Apple Airport Extreme

If the Mirra is Your Only Wired/Ethernet Device

If you use an Apple AirPort Extreme wireless router and your Personal Server is your only wired/Ethernet device, simply plug the Ethernet cable from your Mirra into the LAN Ethernet port of your AirPort. (Don't plug it into the WAN Ethernet port or your Mirra won't work properly.)

If the Mirra is Not Your Only Wired/Ethernet Device

If you use an Apple AirPort Extreme wireless router with more than one wired/Ethernet device, you must use a hub or a switch to connect the AirPort to all wired/Ethernet devices. Do not use an additional router, as a router will prevent your wireless devices from communicating with your Mirra.

Step 1: Plug an Ethernet hub or switch into the Ethernet LAN port of your Apple AirPort.

Step 2: Plug both your Mirra and your other wired/Ethernet device(s) into the hub.

Apple Airport Express

The Apple Airport Express has no LAN Ethernet ports, so there's no way to connect your Personal Server to your local network.

You can do one of two things:

1. Purchase a wireless router such as the Apple Airport Extreme that does have wired LAN Ethernet ports and follow the directions above.
2. Purchase an Ethernet-to-wireless bridge to connect your wireless network to the wired Ethernet port your Personal Server requires.

Connecting your Mirra to your Macintosh

The Mirra can be used with one computer or with multiple computers.

Setting Up a Single Computer

Connect your Mirra to a router (such as the Apple AirPort Base Station) using the Ethernet cable included in your shipping carton. Once connected, your setup should resemble the one shown in Figure 2~1:

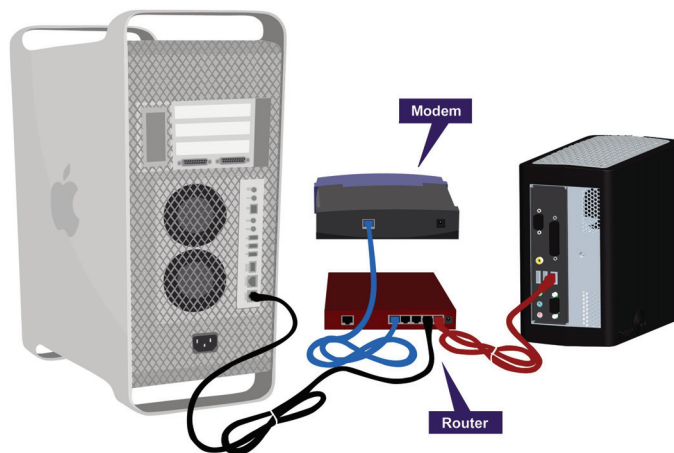


Figure 2~1 Connecting your Personal Server with a Single Computer

In Figure 2~1, your Personal Server is connected to a router which is, in turn, connected to a broadband modem and to the computer. Some broadband modems and wireless access points include a router, so your setup might look different.

Setting Up Multiple Computers

If you already have multiple computers sharing a broadband Internet connection, you probably already have a router. Check for an available Ethernet port and use the provided Ethernet cable to connect your Personal Server to the router as shown in Figure 2~2:

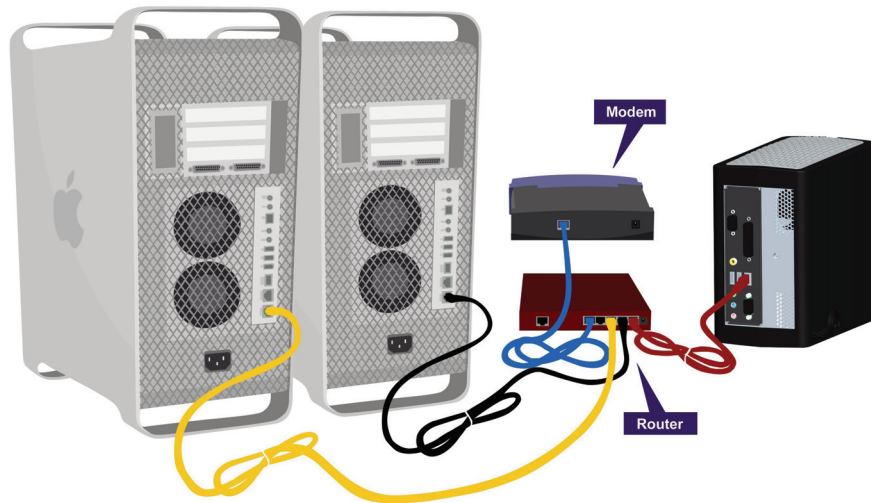


Figure 2~2 Connecting your Personal Server with Multiple Computers

Your configuration might look different than the one pictured in Figure 2~2. Connect your Personal Server to your router in the same way you connect other computers.

Connecting your Mirra to a Power Source

To connect your Mirra to a power source,

Step 1: Plug the appropriate end of the provided power cable into the power slot on the rear of your Personal Server. Make sure it's firmly and completely seated.



Figure 2~3 Mirra Power Plug Outlet

Step 2: Connect the other end of the power cable to an AC power source.

Step 3: On the front of the Mirra, press and release the power button:



Figure 2~4 Mirra Power Button

- The green light to the right of the power button shines steadily.
- The amber light to the left of the power button starts blinking after a few seconds.

When the amber light shines steadily and a startup tone sounds, you have successfully installed your Personal Server. (If the amber status light shuts off, check the Mirra web site for help at <http://support.mirra.com>.)

Chapter 3: Setting Up your Mirra

Installing the Mirra Software

You must install the Mirra software on each Macintosh computer in your network that you want to connect to your Personal Server.

Note: You must have Administrator privileges (or the Administrator's password) to install the Mirra software on your computer. However, Administrator privileges are not required to run the Mirra application.

To install the Mirra software,

Step 1: Insert the Mirra CD in your computer's CD-ROM drive and launch the installer:

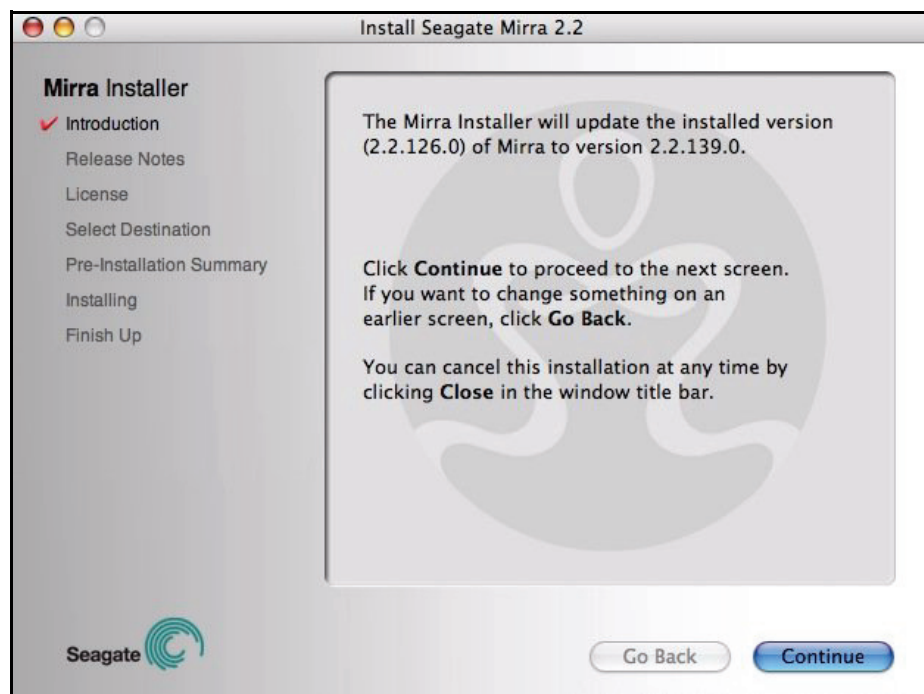


Figure 3~1 Introduction

Step 2: Click Continue.

The **Release Notes** window opens:

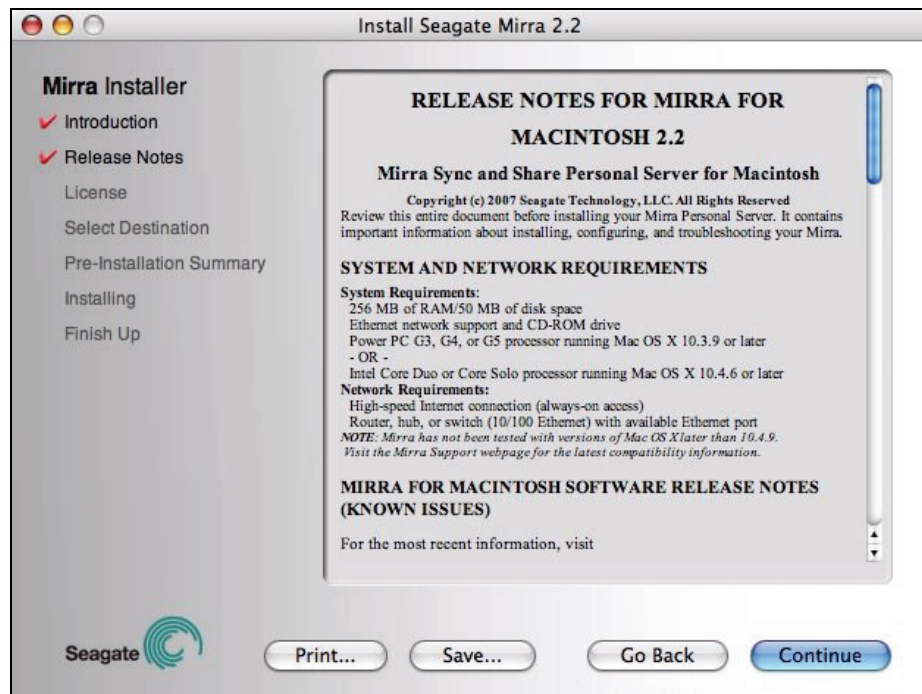


Figure 3~2 Release Notes

Step 3: When you've finished reading the Release Notes, click **Continue**.

The Mirra License Agreement opens:

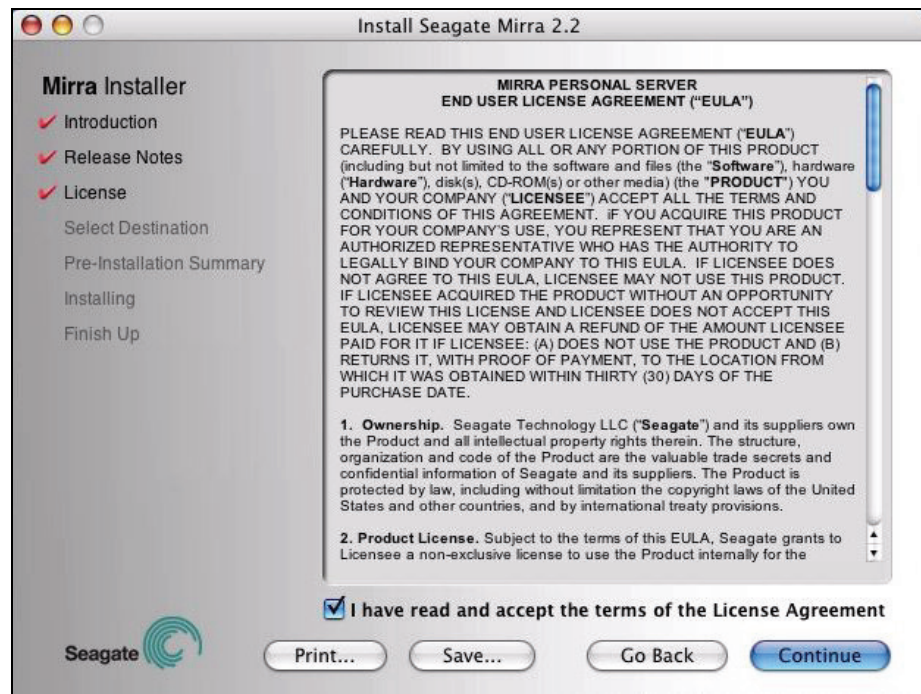


Figure 3~3 Mirra License Agreement

Step 4: If you agree, check **I have read and accept the terms of the License Agreement** and click **Continue**.

The **Select Destination** window opens:

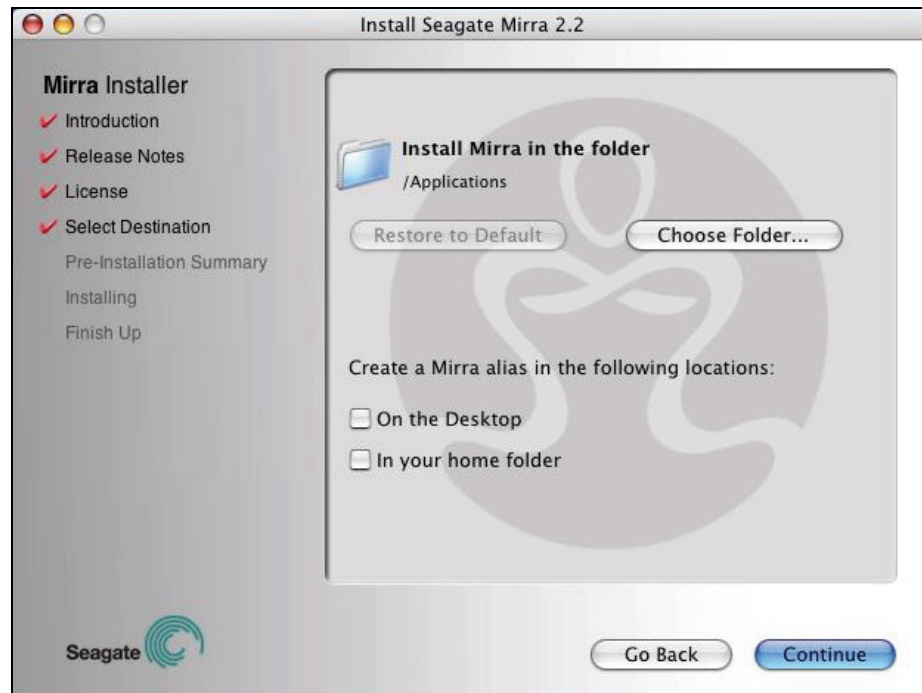


Figure 3~4 Select Destination

Use this window to tell Mirra where to install the Mirra software and aliases.

Note: Aliases will be created for ALL Mirra users on this computer.

Step 5: Decide whether to accept the default destination folder or choose a folder and select any locations at which you want a Mirra alias.

Step 6: Click **Continue**.

If you selected **Choose Folder** to change the destination folder, the **Choose a Folder** dialog opens:

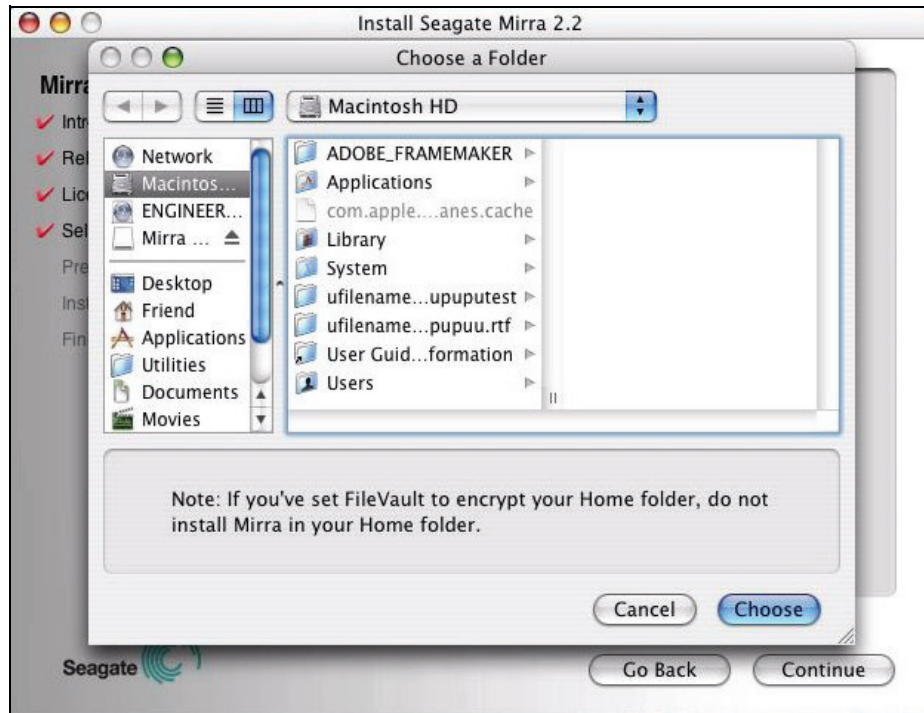


Figure 3~5 Save Dialog

Step 7: Select a destination folder and click **Choose** to return to the Installer.

The **Select Destination** screen now displays the folder you've selected.

Step 8: Click **Continue**.

The **Pre-Installation Summary** screen opens:

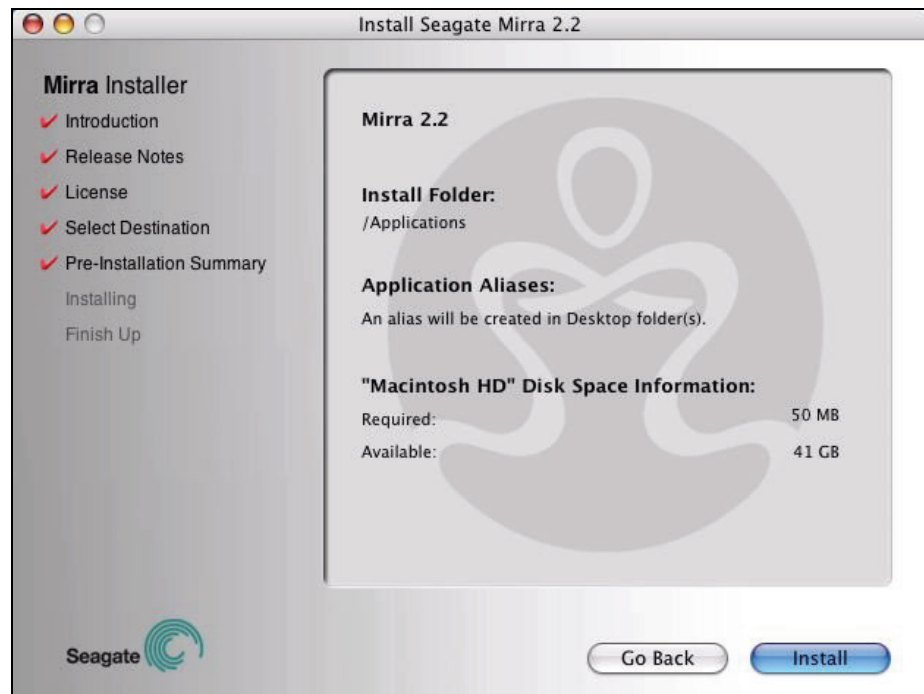


Figure 3~6 Pre-Installation Summary

Step 9: To change any previous settings, click **Go Back**.

When you're satisfied with your settings, click **Install** to begin the installation.

Step 10: Enter your Administrator name and password at the prompt.

The **Installing** screen informs you of the progress of the installation:

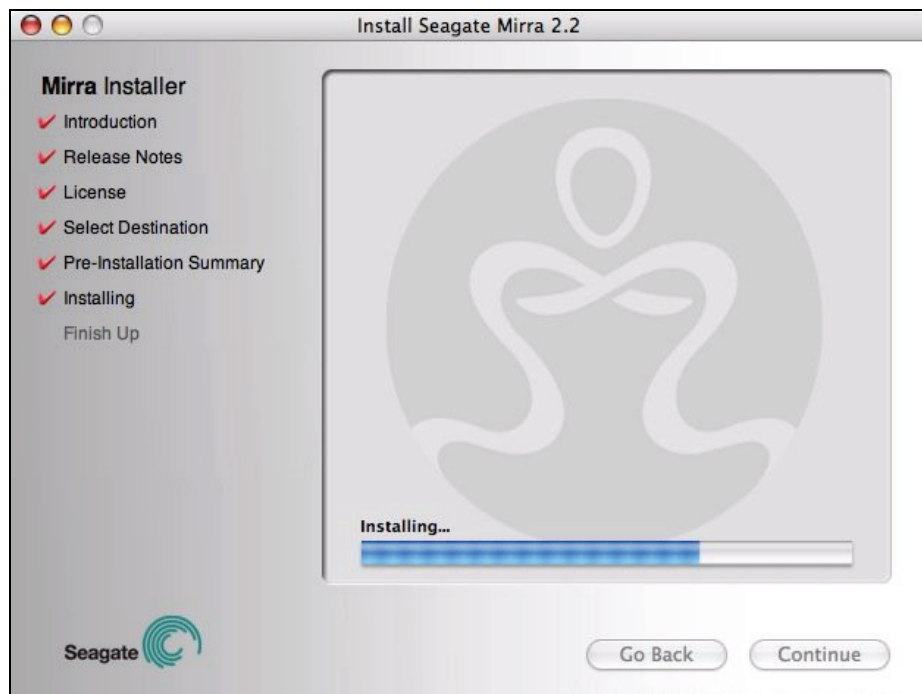


Figure 3~7 Installing

When the installation is complete, the **Finish Up** window opens:

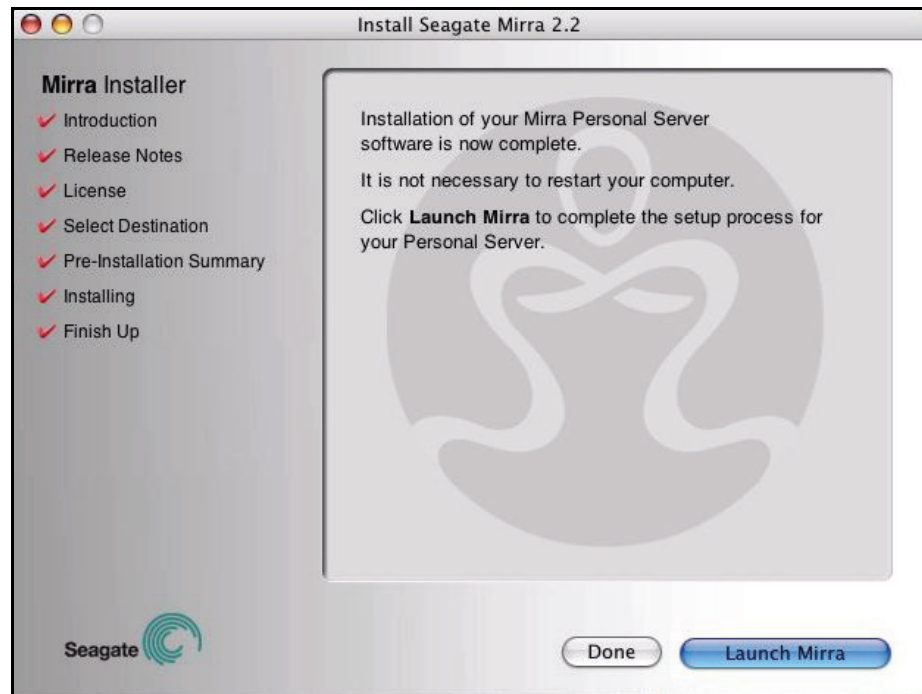


Figure 3~8 Finish Up

Step 11: Click **Launch Mirra** to close the Installer and automatically open Mirra Setup.

— OR —

Click **Done** to exit the Installer and set up the Mirra software at another time.

Setting Up the Mirra Software

Mirra Setup walks you through the steps to set up your Mirra4 Mac software.

The **Welcome** screen introduces Setup:

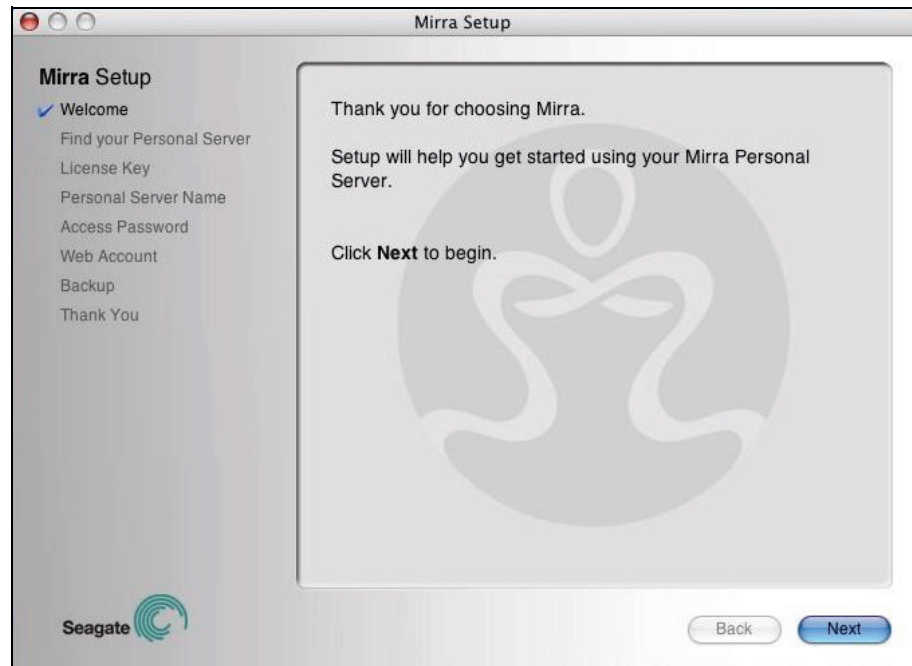


Figure 3~9 Welcome

Step 1: Click **Next**.

The Find your Personal Server window opens:

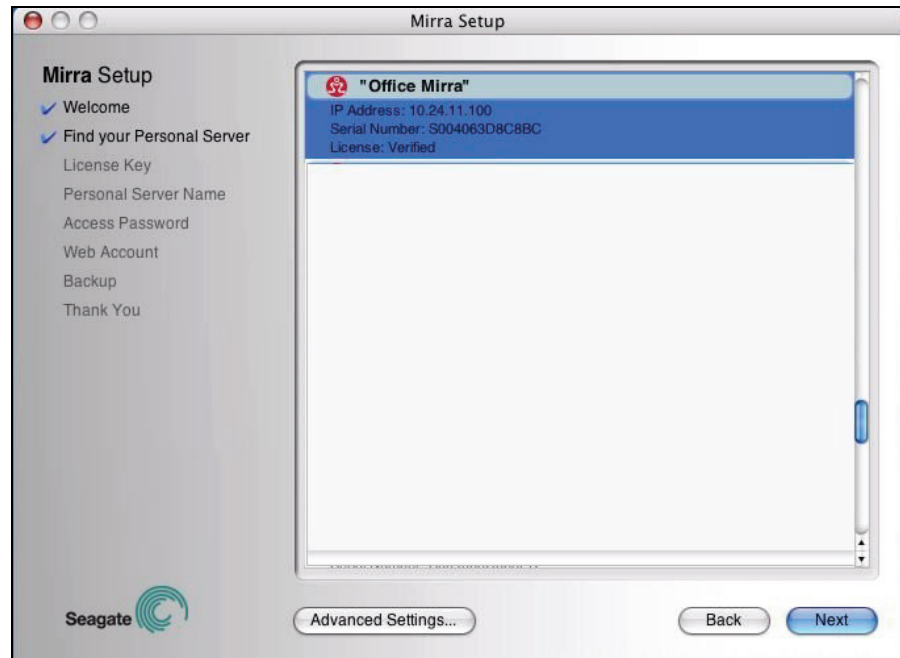


Figure 3~10 Find Your Personal Server

Step 2: Select your Personal Server and click **Next**.

The License Key window opens:

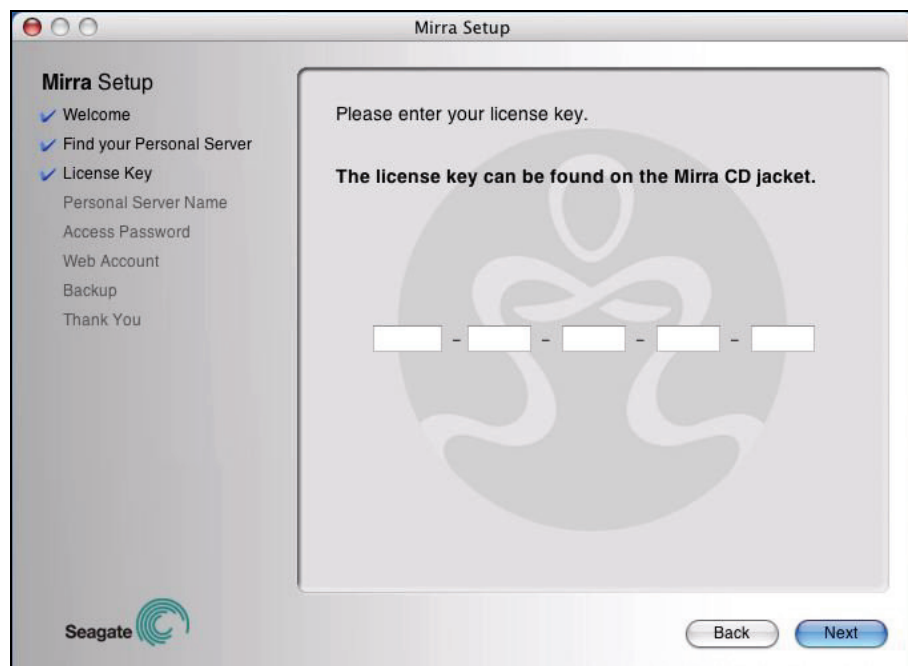


Figure 3~11 License Key

Entering a license key insures that only authorized Personal Servers are added to the Mirra network and that only authorized computers in your network have access to your Personal Server. If multiple computers are connected to your Personal Server, you must enter this license key on each computer.

Your Mirra license key sticker is affixed to the Mirra software CD sleeve.

Step 3: Enter your license key and click **Next**.

The **Personal Server Name** window opens:

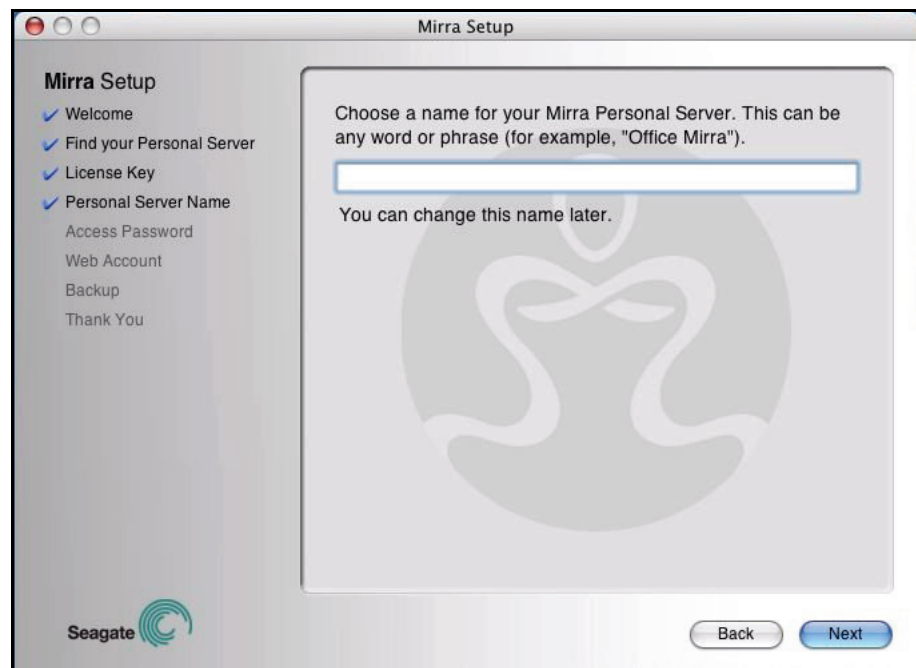


Figure 3~12 Personal Server Name

Step 4: Give your Personal Server a name of your choosing or accept the default name, **Mirra Personal Server**, and click **Next**.

Note: You can change the Personal Server name at any time in the Mirra application (see **Adjusting Network Settings**).

The **Access Password** window opens:

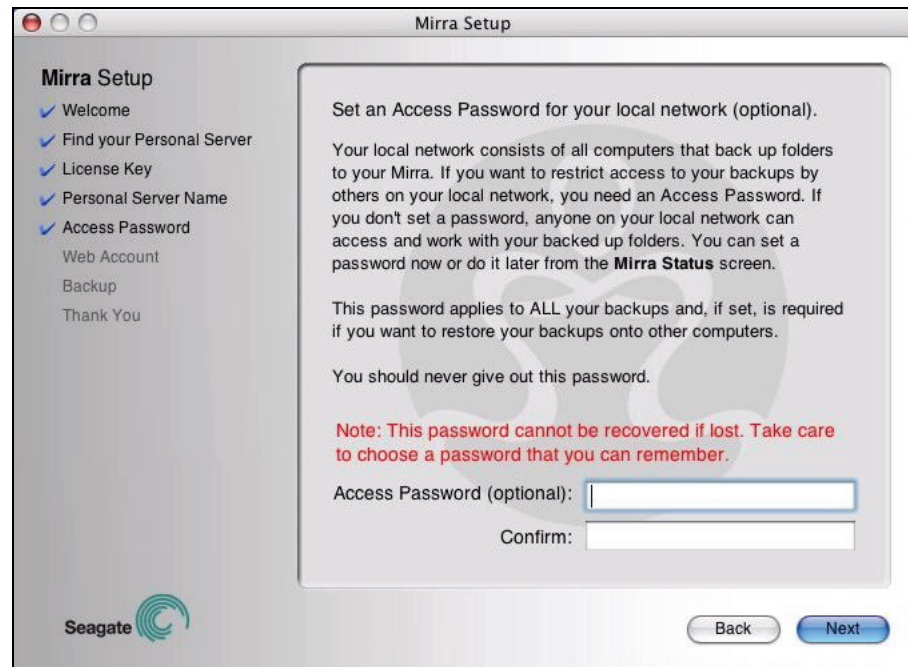


Figure 3~13 Access Password

The **Access Password** window offers the option of password protection for your backed up folders. If other computers are connected to your Mirra and you don't set a password, any Mirra user can use the **Backup & Restore** screen to access, edit, or delete your backed up folders.

- You can set a password now or do it later from the **Status** screen in the Mirra application.
- If you set an Access Password, it will apply to all your folders; you cannot assign it to some folders and not to others.
- If you set a password, you won't have to enter it to open your own folders on your own computer. But you will have to enter it if you want to access a backed up folder from a different computer than the one on which you created the password.

Caution: Mirra cannot recover your Access Password for you. If you forget it, you will not be able to restore folders from your Personal Server.

Step 5: If you wish, enter and confirm a password and click **Next**.

The **Web Account** window opens:

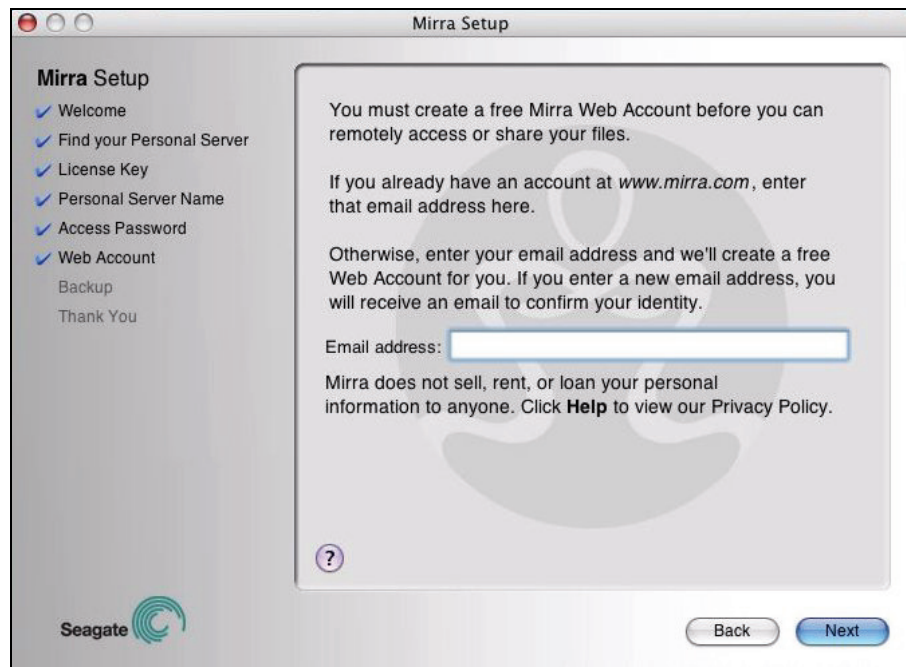
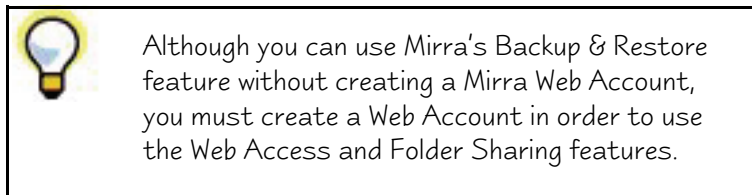


Figure 3~14 Web Account



Step 6: If you've previously created a Mirra Web Account, enter the email address you used to create that account.

If you're creating a new Mirra Web Account, enter the email address you want to associate with this Personal Server. After you finish Setup, you'll complete the creation of your Web Account (see *Creating a New Web Account*).

Step 7: Click **Next**.

The **Backup** window allows you to select some basic folders for backup:

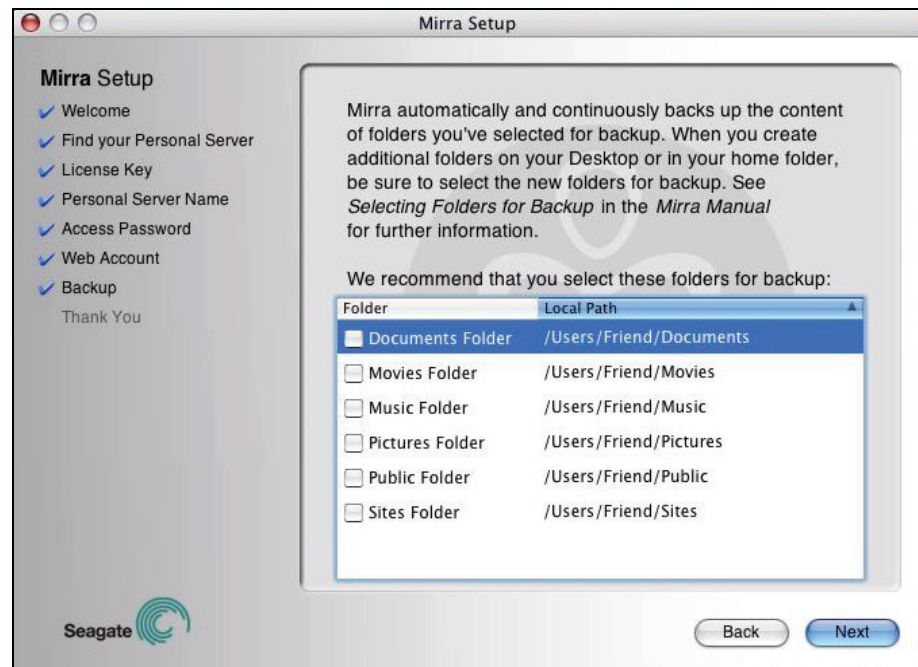


Figure 3~15 Backup

The folders listed in the **Backup** window are those most frequently selected for backup. Once you've completed Setup, you'll be able to back up other folders not listed in this window or folders listed here but not selected during Setup.

Step 8: Select the folders you want to back up to your computer and click **Next**.

The **Thank You** window opens:

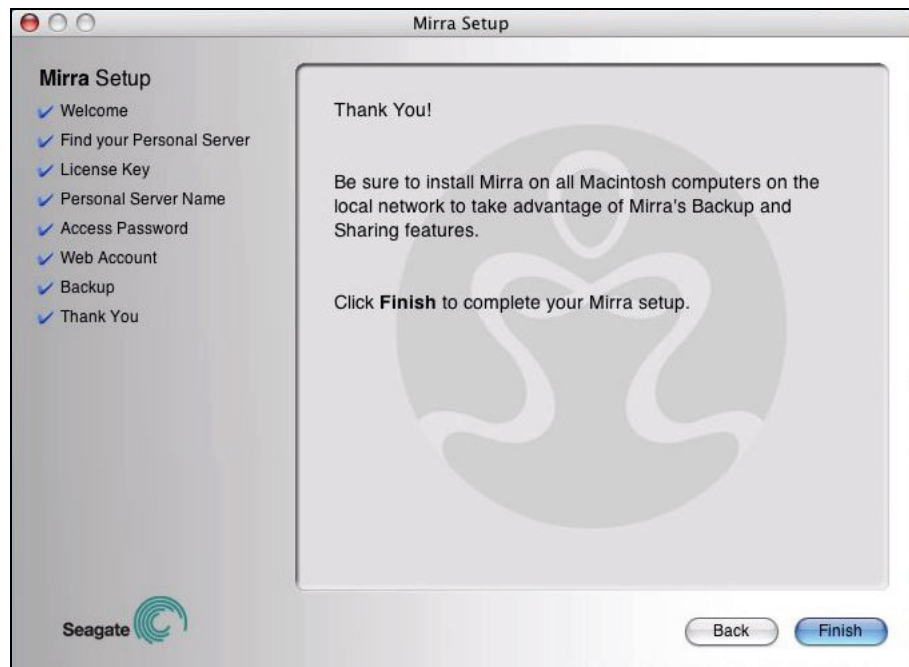


Figure 3~16 Thank You

Step 9: Click **Finish** to close Setup.

Three items open automatically on your desktop when Setup closes:

- The Mirra web site **Product Registration** page:

Figure 3~17 Mirra Product Registration

Although registering your Mirra is not required, you must register to activate the MirraGuard™ Data Guarantee and receive update notices from Mirra

— To register now, complete the **Mirra Product Registration** form.

- The **Connecting** screen, which informs you that the Mirra software is connecting to your Personal Server:

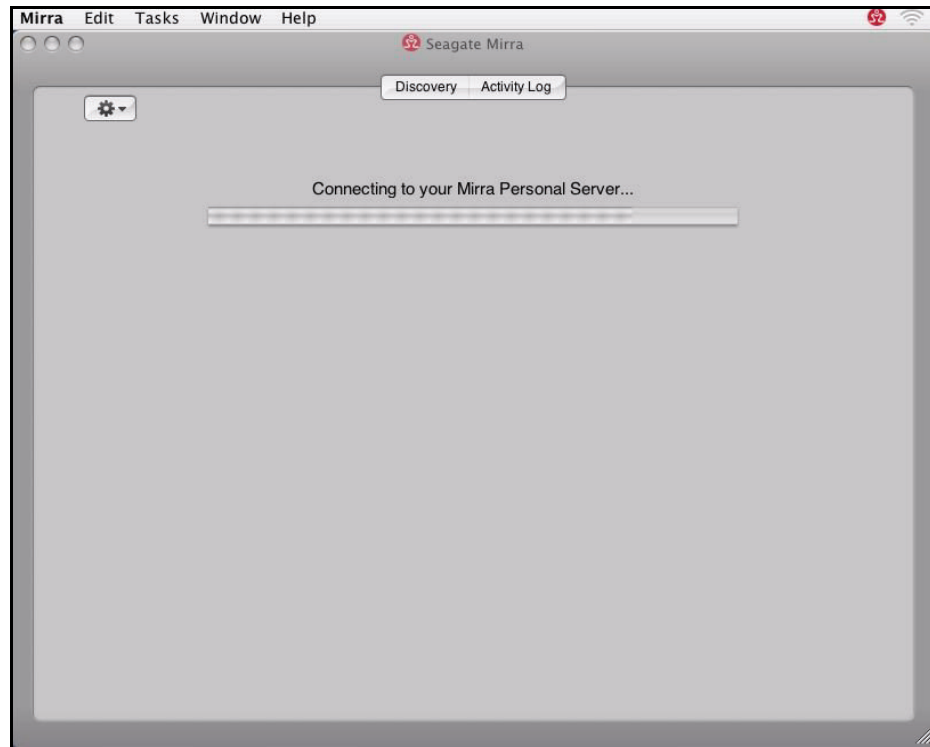


Figure 3~18 Connecting Screen

- A **Configure Backup** window for each folder you selected for backup during Setup:

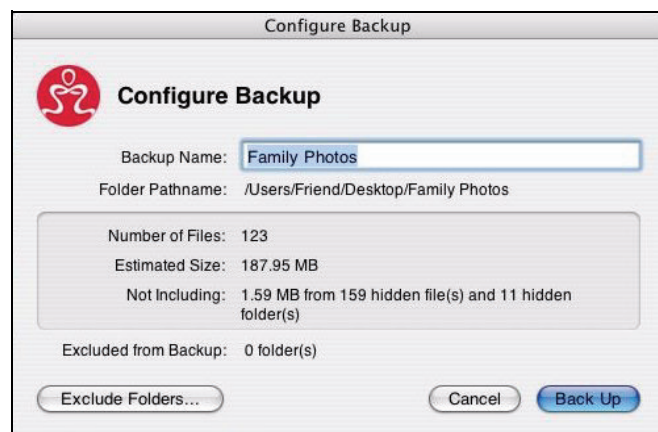


Figure 3~19 Configure Backup

- For each folder, change the folder name if you wish and click **Back Up** to verify that you want to back it up.

Creating a New Web Account

Although you can now use the Mirra software to back up folders without creating a Web Account, you cannot access your folders remotely or share them with others until you create a Web Account.

In the **Web Account** window of Setup, you entered an email address to be associated with your free Mirra Web Account. Now you must complete the creation of your Web Account on the Mirra web site.

Until you create a Web Account, the **Web Account Information** area of the **Web Access** screen in your Mirra application indicates that your Mirra is connected but that your Web Account has not yet been confirmed:

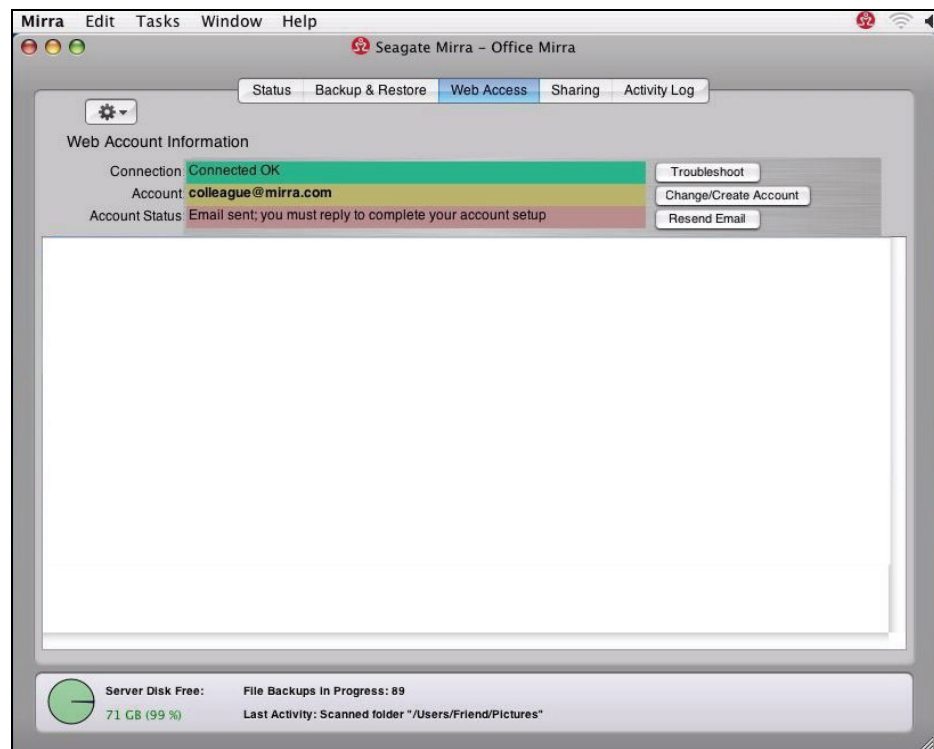


Figure 3~20 Web Access Screen — No Web Account

To complete the creation of your Mirra Web Account,

Step 1: Check the email account associated with the email address you used to create your Mirra Web Account. Usually within a few minutes, you receive a message resembling the one shown below with a link to the Mirra web site:

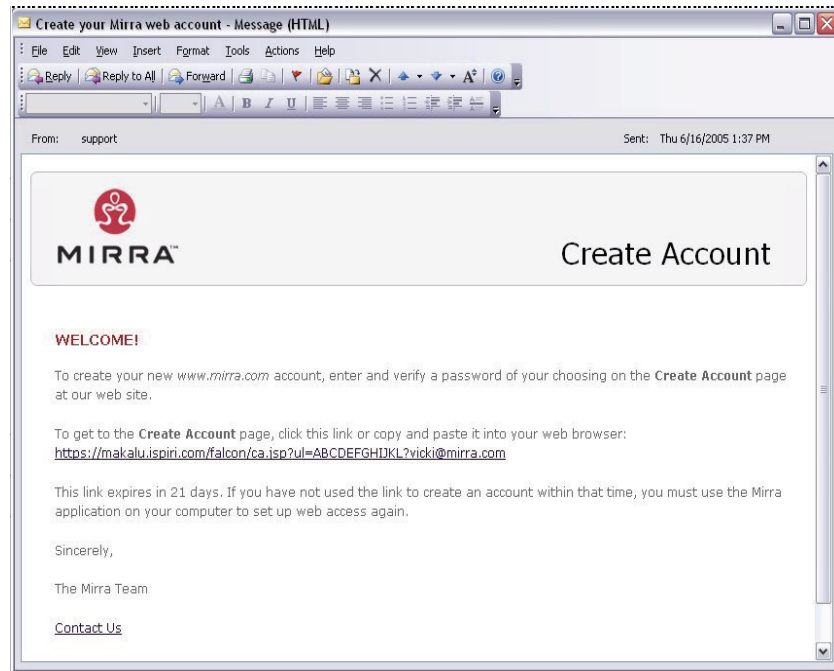


Figure 3~21 Create Your Mirra Account Email



If you don't receive an email,

- Check your Spam folder to be sure your Mirra email hasn't mistakenly been identified as spam.
- Make sure you're checking the email account that matches the email address you used to create your Web Account.
- Click **Resend Email Now** on the **Web Access** screen in your Mirra application.

If the email isn't there, contact Mirra Technical Support at <http://support.mirra.com>.

Step 2: Click the link in the email.

You're taken directly to the **Create Account** page on the Mirra web site, where your email address has already been entered:

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New to the Mirra Web Service?

Use the free Mirra Web Service to view and download shared files from a friend's or business associate's Mirra Personal Server and to remotely access files from your own Mirra Personal Server.

[Learn More about Mirra](#)

[How to create a Mirra Web Account](#)

Maintenance on Sundays and Thursdays between 11 p.m. and midnight PST

Create a Mirra Web Account

Create a Mirra Web Account to view folders from your Mirra Personal Server. Enter a name and password.

Email: friend@mirra.com

Name:

Password:

Re-enter Password:

Figure 3~22 Create Web Account

Step 3: Enter your name and enter and confirm a password of your choosing.

Step 4: Click **Create Account**.

The Thank You page opens:

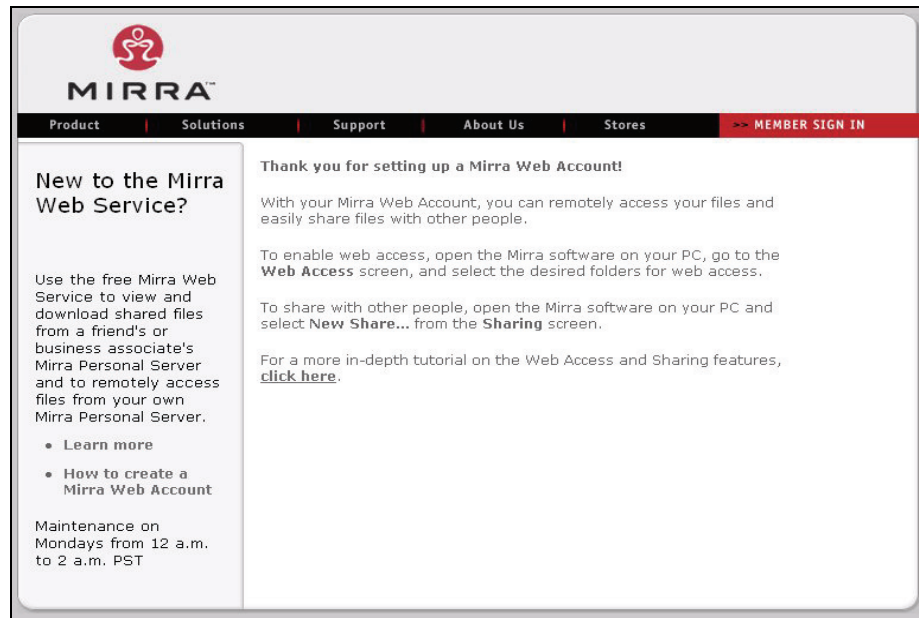


Figure 3~23 Thank You

Step 5: Return to the **Web Access** screen in the Mirra application on your desktop.

The **Web Access** screen now reflects the confirmation of your Web Account:

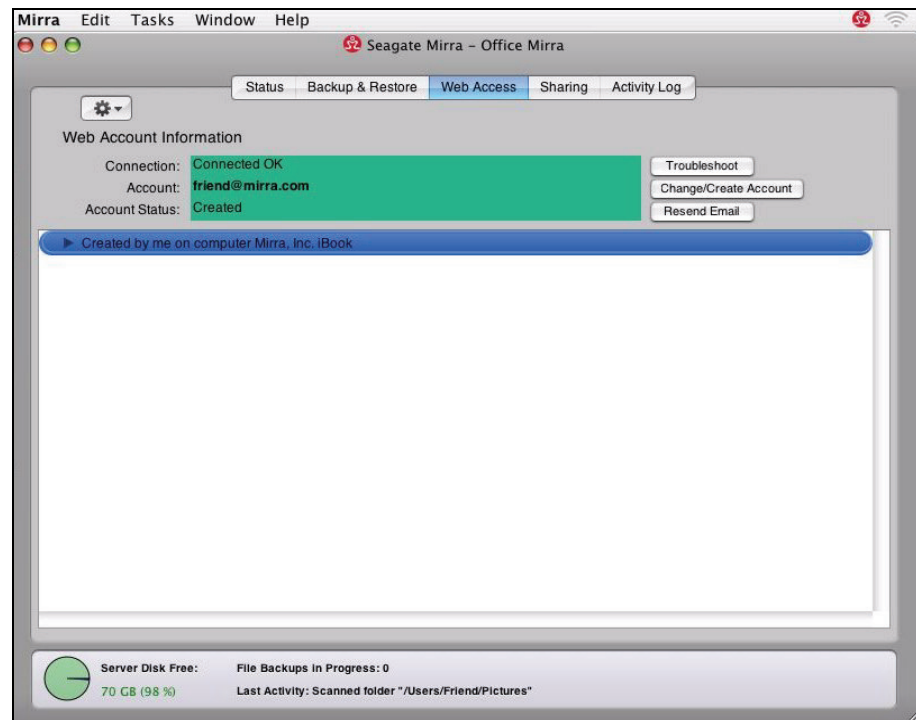


Figure 3~24 Web Access Screen — Web Account Confirmed

You'll receive an email confirming the creation of your Web Account and another confirming the registration of your Mirra.

Organizing your Mirra

Using Mirra Icons and Aliases

During the installation of the Mirra software, a Mirra icon is placed in your menu bar. The icon indicates whether your Mirra is connected and working properly and can be used to open the Mirra application and to set preferences .

To open the Mirra application,

Step 1: Click the Mirra icon in the menu bar.

Step 2: Select **Open Mirra** from the pull-down menu:

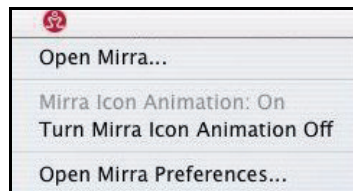


Figure 3~25 Mirra Menu Bar Icon Menu

The Mirra icon is normally red. A gray icon indicates that your connection has been lost.



The Mirra icon pulses slowly when backups are in progress. You can turn off the pulsing behavior if you wish.

To turn off the pulsing behavior,

Step 1: Click the Mirra icon in the menu bar.

Step 2: Select **Turn Mirra Icon Animation Off** from the pull-down menu.

In addition to the menu bar icon, Mirra aliases appear on your desktop and in your home folder if you selected those options during the software installation. You can click any of them to open the Mirra application.

Note: The Mirra application is located in the Applications folder or wherever you installed it.

Using the Mirra Widget

Note: The Mirra widget is available in Tiger (Mac OS X 10.4) and Leopard (Mac OS X 10.5).

When you install the Mirra software, a Mirra icon is placed in the widget bar of the Dashboard. You can drag the Mirra widget onto your desktop so you can easily track what your Mirra is doing without opening the Mirra application.

To access the Mirra widget,

Step 1: Make the Dashboard active by clicking the icon in the Dock or pressing F12.



Figure 3~26 Mirra Widget

Step 2: Click the Open (+) button in the lower left corner to reveal the widget bar.

The widget bar, which displays all widgets on your Mac, slides into view at the bottom of the screen.

Step 3: Click the arrow buttons on either side of the widget bar to display more widgets until the Mirra widget is displayed.

Step 4: To activate the Mirra widget, click its icon or drag it out of the widget bar.

Step 5: To close the widget bar, click the close button on the lower-left part of the screen right above the Widget Bar.

Step 6: To return to your desktop, press F12 or click the desktop.

Setting Mirra Preferences

You can use the **Mirra Preferences** window to set Notification, Web Access, Mirra Update Reminder preferences, and turn the pulsing menu bar icon on or off.

To set Mirra preferences,

Step 1: In the Mirra menu bar, click **Mirra > Preferences**.

The *Mirra Preferences* window opens:

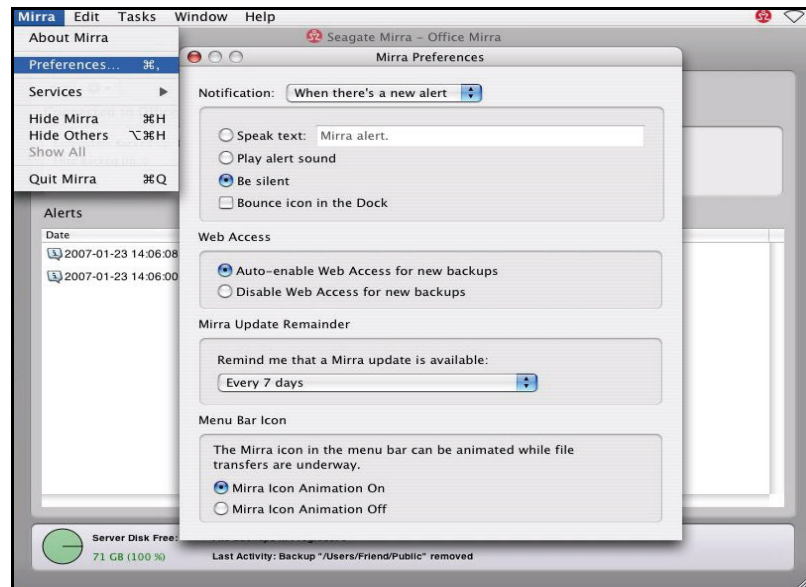


Figure 3~27 Mirra Preferences

Step 2: Make your choices for new alert notification preferences, web access preferences, and Mirra Update reminder preference.

Step 3: Close the window to save your preferences.

Changing Your Email Address

Your Mirra Web Account uses your email address to identify your user account. So if you change your email address, you must associate your new address with your Mirra Web Account. When you change your email address, you are in effect creating a new Mirra Web Account. However, you can use the same login name and password you used with your previous email address.

To change your email address,

Step 1: In the **Web Account Information** area of the **Web Access** screen, click **Change/Create** next to your current email address:

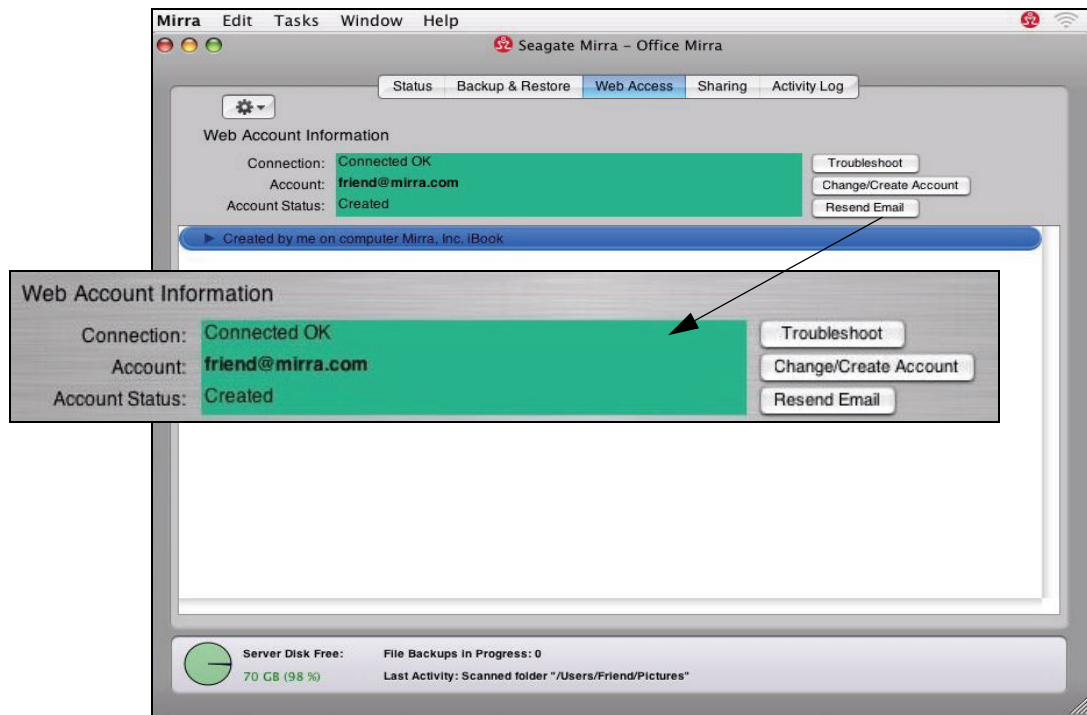


Figure 3~28 Change/Create Account Link

The **Create a Mirra Web Account** window opens:

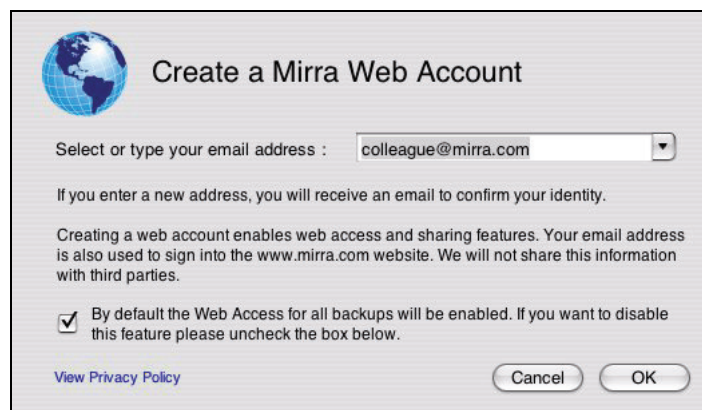


Figure 3~29 Create a Mirra Web Account Window

Step 2: Enter your new email address and click **OK**.

Step 3: Check your email. Usually after a few minutes you receive a message from Mirra resembling the message shown below with a link to the **Create Account** page on the Mirra web site:

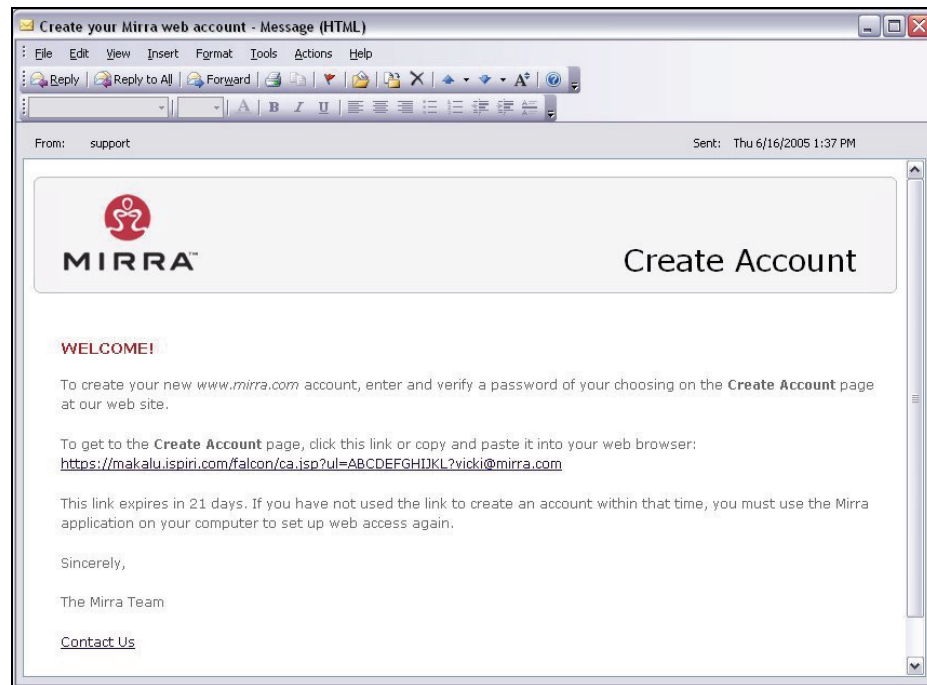


Figure 3~30 Create Your Mirra Account Email

Step 4: Click the link in your email.

You're taken to the Mirra web site **Create Account** page:

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New to the Mirra Web Service?

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- [Learn More about Mirra](#)
- [How to create a Mirra Web Account](#)

Maintenance on Sundays and Thursdays between 11 p.m. and midnight PST

Create a Mirra Web Account

Create a Mirra Web Account to view folders from your Mirra Personal Server. Enter a name and password.

Email: friend@mirra.com

Name:

Password:

Re-enter Password:

[Create Account](#)

Figure 3~31 Create Account Page

Step 5: Enter a username and enter and confirm a password of your choosing.

Step 6: Click **Create Account**.

The Thank You page opens:

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New to the Mirra Web Service?

Use the free Mirra Web Service to view and download shared files from a friend's or business associate's Mirra Personal Server and to remotely access files from your own Mirra Personal Server.

- [Learn more](#)
- [How to create a Mirra Web Account](#)

Maintenance on Mondays from 12 a.m. to 2 a.m. PST

Thank you for setting up a Mirra Web Account!

With your Mirra Web Account, you can remotely access your files and easily share files with other people.

To enable web access, open the Mirra software on your PC, go to the **Web Access** screen, and select the desired folders for web access.

To share with other people, open the Mirra software on your PC and select **New Share...** from the **Sharing** screen.

For a more in-depth tutorial on the Web Access and Sharing features, [click here](#).

Figure 3~32 Thank You

Step 7: Return to the Mirra application on your desktop.

Adjusting Network Settings

You can customize the network configuration for your Mirra by changing the name you gave your Mirra or entering advanced network settings, such as static IP addressing. Almost everyone will use the default network settings. Use Advanced Network Settings only if you need to set static IP addressing and only if you have the technical expertise necessary to configure network settings.

Note: If you enter incorrect settings, you may not be able to connect to your Mirra. If that happens, contact Mirra Technical Support at <http://support.mirra.com>.

To adjust your network settings,

Step 1: In the **Tasks** menu on the **Status** screen, click **Configure**.

The **Mirra Configuration** window opens with the current name of your Personal Server displayed:

Figure 3~33 Mirra Configuration

Step 2: Enter a name of your choosing for this Personal Server.

Note: The name you choose affects only your Personal Server and does not change any network settings on your computer.

Step 3: Enter the desired IP and DNS Server information.

Step 4: Click **OK** to save your changes and close the **Advanced Network Settings** window.

For additional information about advanced network settings, see *Advanced Network Settings for Manual Addressing*.

Advanced Network Settings for Manual Addressing

Most modern routers and broadband modems are able to share your Internet connection using automatic address assignment (DHCP) for computers in your network along with address sharing (NAT). If your networking equipment does not include these features or if you have other requirements or constraints, you may need to manually set an Internet address for Mirra.

Contact your broadband Internet provider for more information about sharing your Internet connection and about the type of addressing required for your network. If static IP addressing is required, determine a static IP address or ask your Internet provider to do so. Use the Advanced Network Configuration option to enter this address information.\



If you use static IP addresses and want to move your Mirra to a different network, be sure to update the static IP address to avoid a conflict.

Setting Up Multiple Users on One Computer

If more than one person logs on to a computer that is backed up to a Personal Server, each person must create an individual Mirra Web Account in order to enable web access and file sharing for that individual's folders.

To create a Web Account after another user has already installed and licensed a Mirra,

Step 1: Log onto a computer on which another user has already installed the Mirra software and created a Mirra Web Account.

Step 2: Open the Mirra application and click the **Web Access** tab:

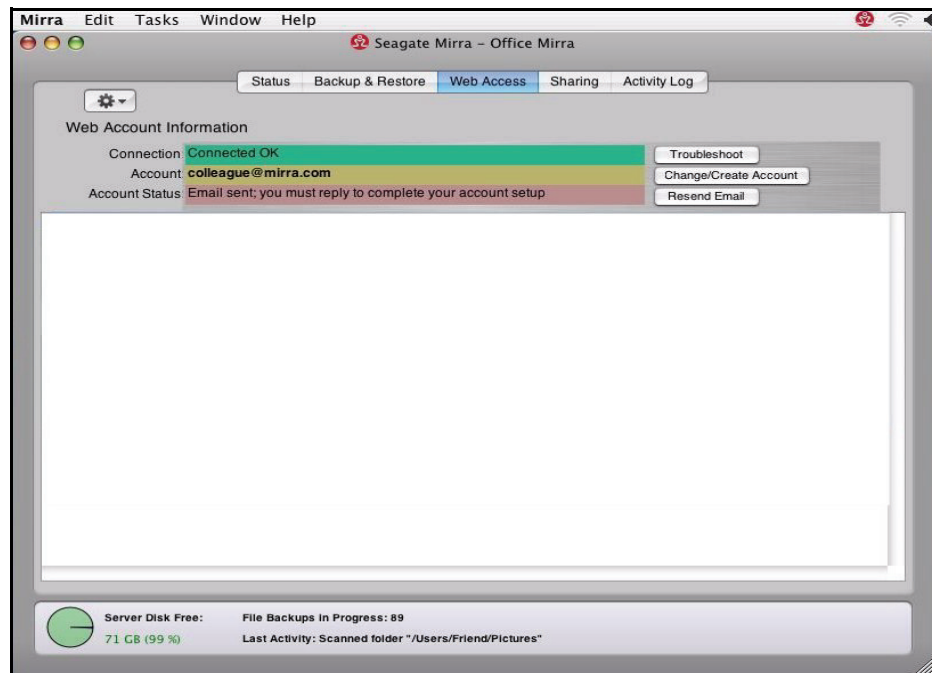


Figure 3~34 Web Access Screen - No Web Account

The Web Account Information area indicates that the Personal Server is connected and operating, but that you have not yet created a Mirra Web Account.

Step 3: Click **Change/Create** next to **Account**.

The **Create a Mirra Web Account** window opens:

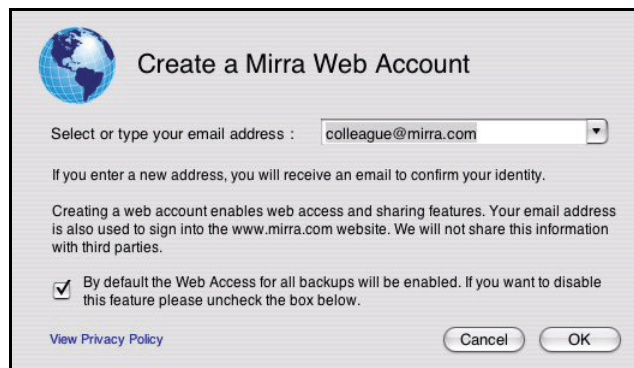


Figure 3~35 Create a Mirra Web Account Window

Step 4: Enter the email address you want to associate with your Web Account and click **OK**.

Step 5: Check your email for a message from Mirra resembling the message shown below with a link to the Mirra web site:

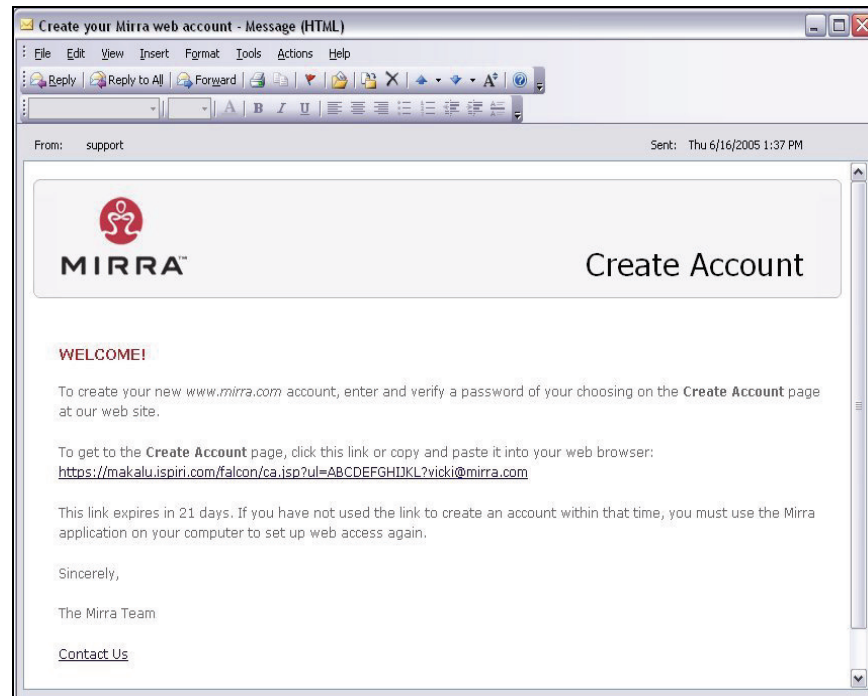


Figure 3~36 Create Your Mirra Account Email



If you don't receive an email, check your Spam folder to be sure your Mirra email hasn't mistakenly been identified as spam. If the email isn't there, contact Mirra Technical Support at <http://support.mirra.com>.

Step 6: Click the link in your email.

You're taken to the **Create Account** page on the Mirra web site, where your email address is already entered:

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New to the Mirra Web Service?

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- [Learn More about Mirra](#)
- [How to create a Mirra Web Account](#)

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Create a Mirra Web Account

Create a Mirra Web Account to view folders from your Mirra Personal Server. Enter a name and password.

Email: friend@mirra.com

Name:

Password:

Re-enter Password:

Create Account

Figure 3~37 Web Site Create Account Page

Step 7: Enter a name and enter and confirm a password of your choosing.

Step 8: Click **Create Account**.

The **Thank You** page opens:

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New to the Mirra Web Service?

Use the free Mirra Web Service to view and download shared files from a friend's or business associate's Mirra Personal Server and to remotely access files from your own Mirra Personal Server.

- Learn more
- How to create a Mirra Web Account

Maintenance on Mondays from 12 a.m. to 2 a.m. PST

Thank you for setting up a Mirra Web Account!

With your Mirra Web Account, you can remotely access your files and easily share files with other people.

To enable web access, open the Mirra software on your PC, go to the **Web Access** screen, and select the desired folders for web access.

To share with other people, open the Mirra software on your PC and select **New Share...** from the **Sharing** screen.

For a more in-depth tutorial on the Web Access and Sharing features, [click here](#).

Figure 3~38 Thank You

Step 9: Return to the application on your desktop.

Step 10: Check your email for a welcome message from Mirra:

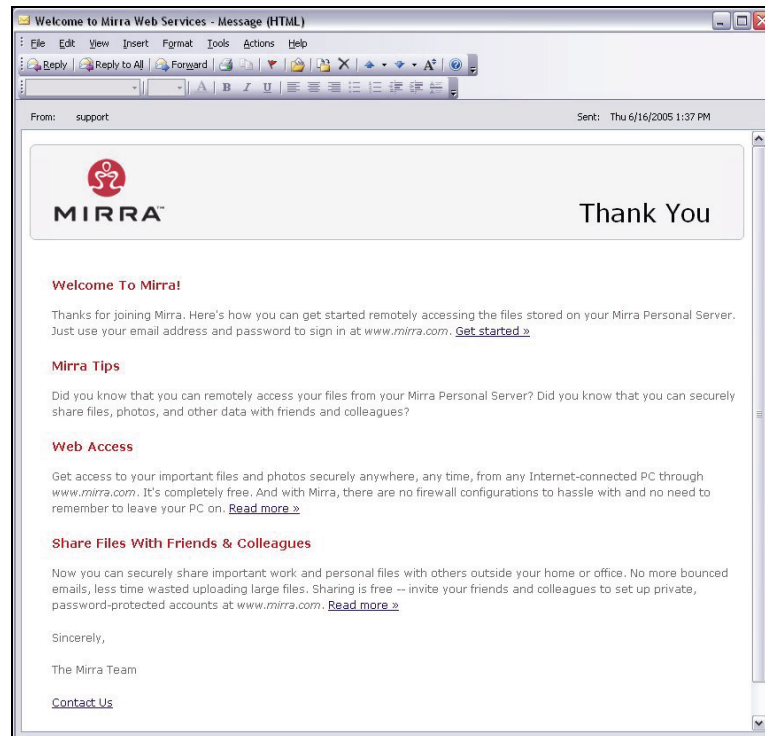


Figure 3~39 Welcome Email

Using Mirra with Mac OSX Fast User Switching

When users who share a computer change user accounts via fast user switching, the Mirra application remains open on both users' desktops. Mirra continues to back up all users' files. Once files have been selected for backup by any user on a computer connected to a Personal Server, those files are continuously backed up regardless of who is logged on at any given moment (and even when no one is logged on and the application is closed).

Setting Up Multiple Computers with One Mirra

In order to back up two or more computers to a Mirra, you must install the Mirra software and enter your Mirra license key on each computer. Each user on each computer must then create a separate Mirra Web Account in order to remotely access and share folders. Both Macs and PCs can be connected to the same Mirra.

Backing Up to Multiple Mirras

You can back up the folders on your computer to more than one Mirra Personal Server. For example, you can back up folders from your laptop to one Mirra at work and another Mirra at home, providing additional security through a redundant backup.

To back up your folders to more than one Mirra,

Step 1: Install the Mirra software on your computer.

Step 2: Connect to and license each of your Mirras.

After you've licensed your Mirras, the Mirra software automatically discovers whichever Mirra you're connected to. If two Mirras are present simultaneously, the one most recently used is selected.



We recommend that you use the same email address when creating a Mirra Web Account for each Mirra so that you can remotely access backups on all your Mirras with one login at www.mirra.com.

Accessing the Mirra Screens

Each Mirra function (Status, Backup & Restore, Web Access, Sharing, and Activity Log) has its own screen. To open a screen, click the tab associated with it:

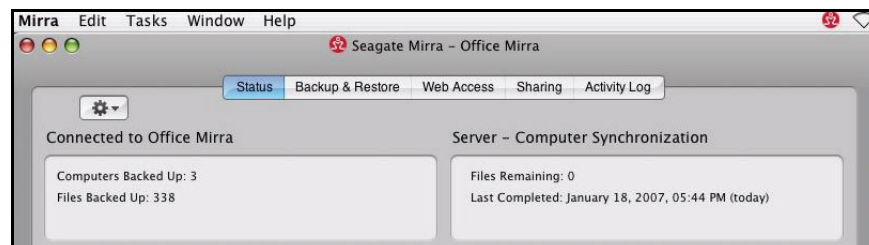


Figure 3~40 Mirra Screen Tabs

Displaying the Task Menus

Each Mirra function (Status, Backup & Restore, Web Access, Sharing, and Activity Log) has its own Task menu. You can display a Task menu in two ways:

- Click **Tasks** on the menu bar of a Mirra screen:

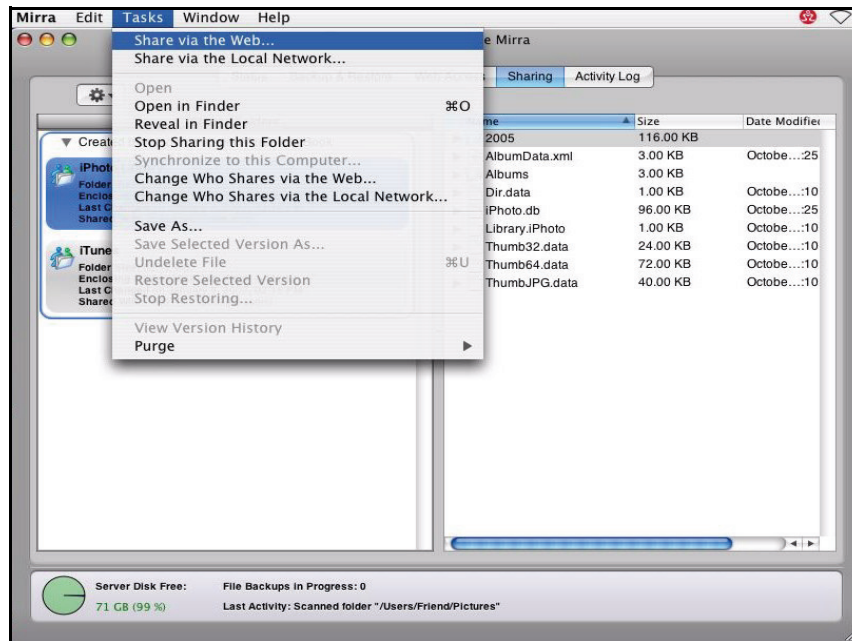


Figure 3~41 Tasks Menu from the Menu Bar

— OR —

- Click the Tasks button on a Mirra screen:

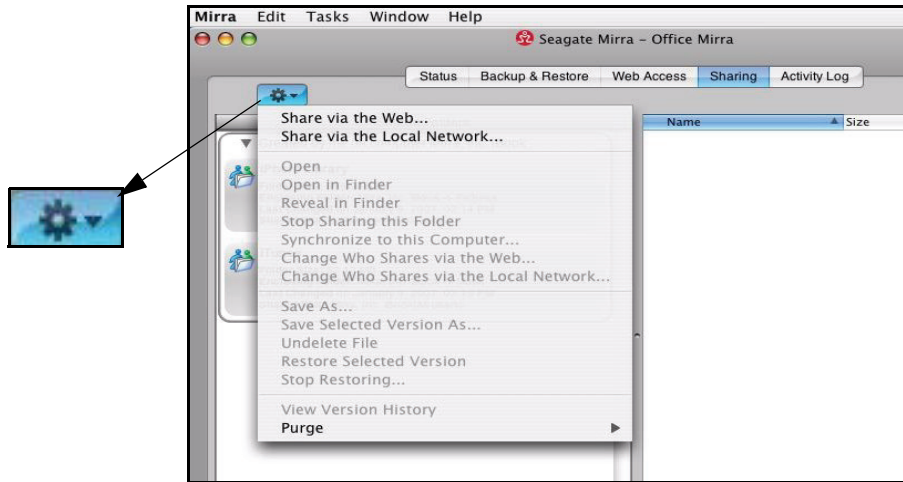


Figure 3~42 Tasks Button

Reading the Status Bar

The Status Bar across the bottom of the Mirra application provides continuously updated information about the status of your Personal Server: connection status, amount of free disk space, time of the last synchronization, and most recent activity. When a backup is under way, the Status Bar reflects its progress.

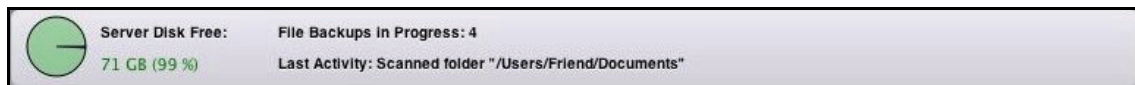


Figure 3~43 Status Bar

Chapter 4: Using the Mirra Status Screen

The Mirra **Status** screen provides you with information about the current status of your Personal Server:

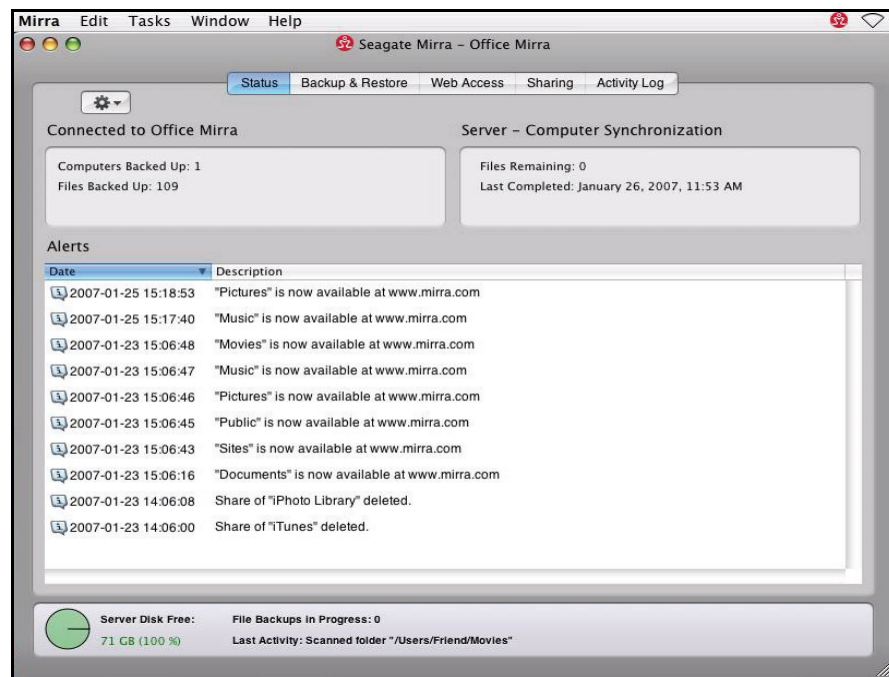


Figure 4~1 Status Screen Fields

- The **Connected** area tells you which Personal Server you're connected to, how many computers are backed up to it, and how many files are backed up on it from all connected computers.
- The **Server – Computer Synchronization** area tells you how many files are not yet backed up and, if all files are currently backed up, the completion time of the last backup.
- The **Server disk free** indicator displays the amount of free disk space remaining on the Personal Server.
- The **Alerts** pane displays all notifications, such as license and account verifications and backup and sharing confirmations. The date and name of each alert is provided.

Displaying the Status Tasks Menu

You can display the Status Tasks menu in two ways:

- Click **Tasks** on the menu bar of the **Status** screen:

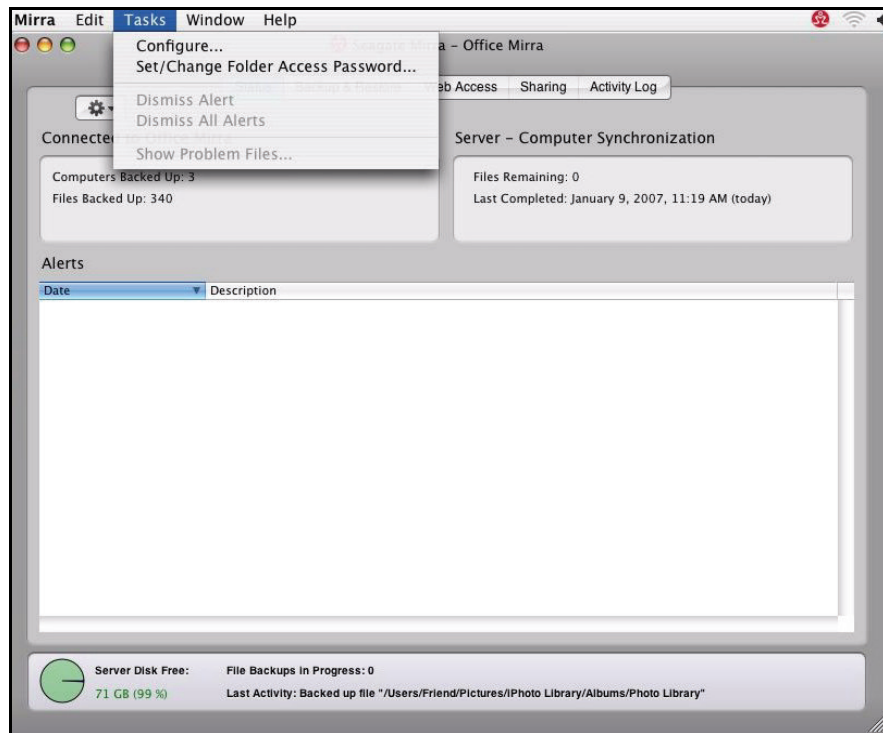


Figure 4~2 Status Tasks Menu from the Menu Bar

— OR —

- Click the Tasks button on the **Status** screen:

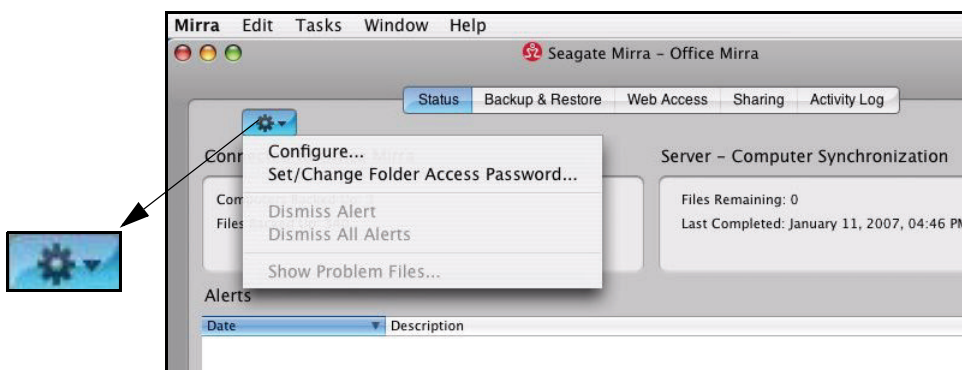


Figure 4~3 Tasks Button

Working with Problem Files

A problem file displays one of more of these characteristics:

- The filename is too long.
- The file is contained in a folder whose name is too long.
- The file or folder pathname contains unsupported characters.
- The file or its surrounding folder has no Read permission.

When Mirra encounters a problem file, it generates an alert in the **Alerts** area of the **Status** screen.

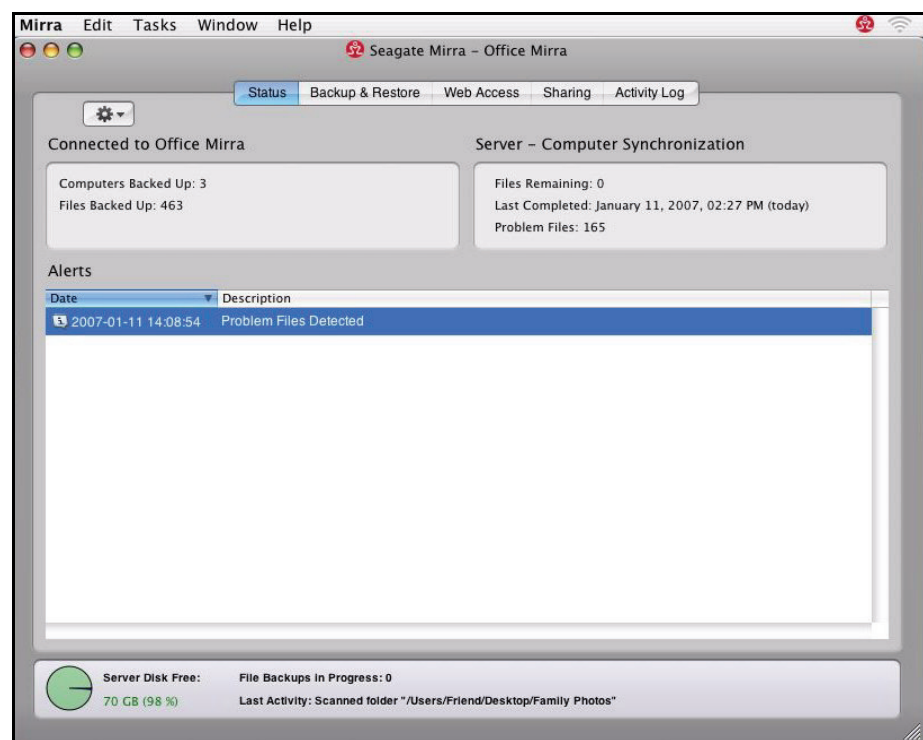


Figure 4~4 Problem File Alert

Opening the Problem Files Window

You use the **Problem Files** window to view problem files so that you can rename them and Mirra can back them up.

You can open the Problem Files window in several ways:

- Click **Tasks** on the menu bar of the **Status** screen and select **Show Problem Files**:

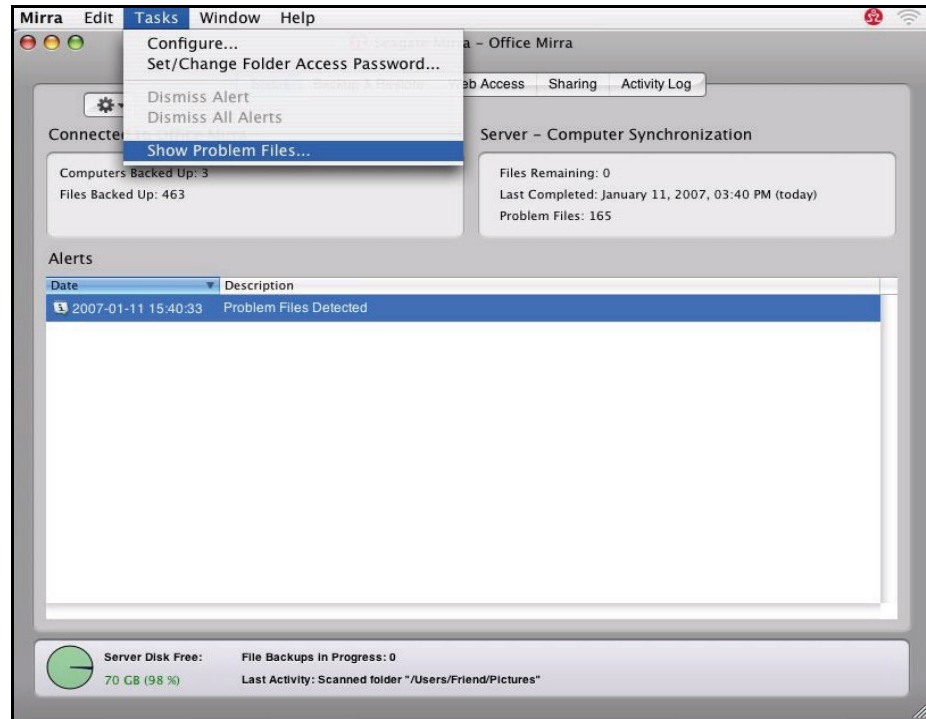


Figure 4~5 Status Tasks Menu from the Menu Bar

- Highlight the Problem File alert in the Alerts field, click **Tasks** on the menu bar, and select **View Alert Details** on the Tasks menu
- Click the **Tasks** button on the **Status** screen and select **Show Problem Files** on the Tasks menu:

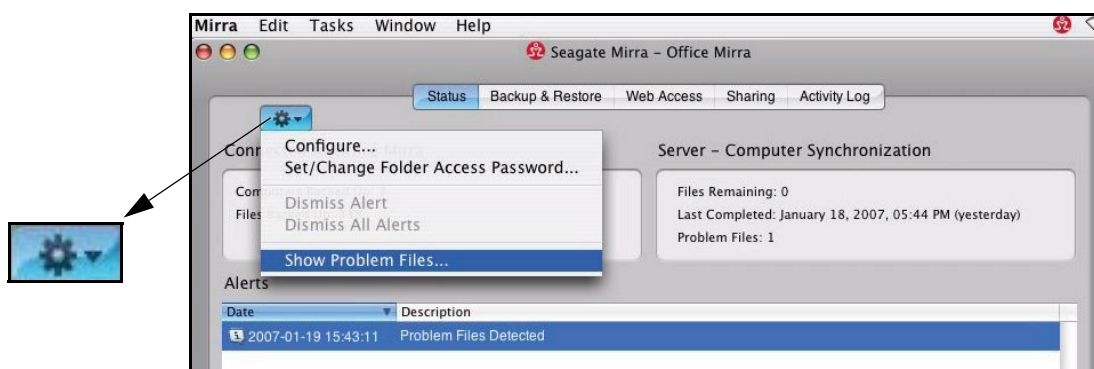


Figure 4~6 Status Tasks Button

- Double-click the Problem File alert in the **Alerts** area of the **Status** screen:

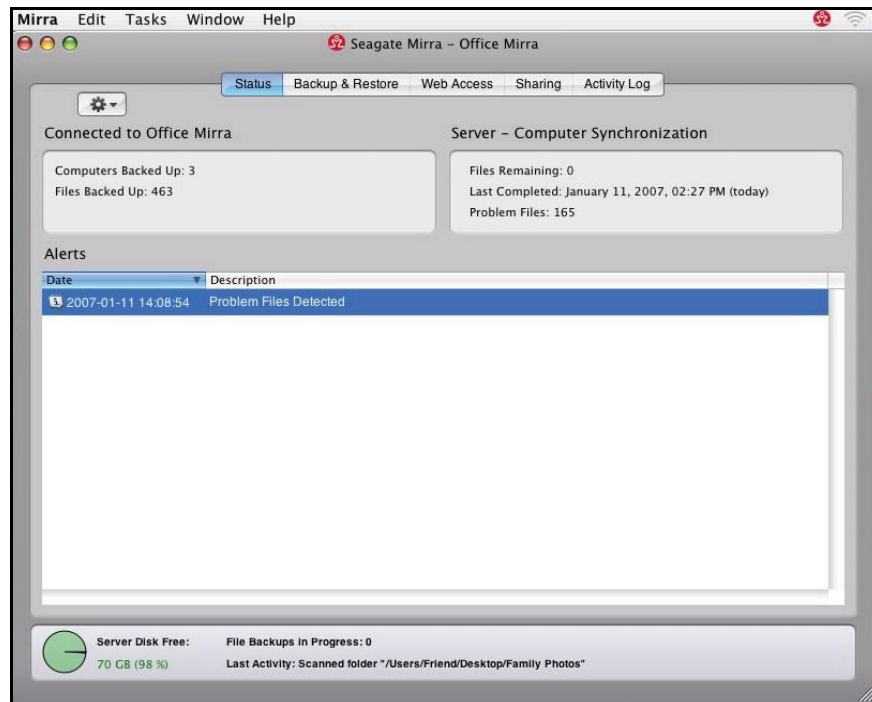


Figure 4~7 Problem File Alert

Fixing Problem Files

To see information about a problem file and fix the problem,

Step 1: Use one of the methods described in the previous section to open the **Problem Files** window:

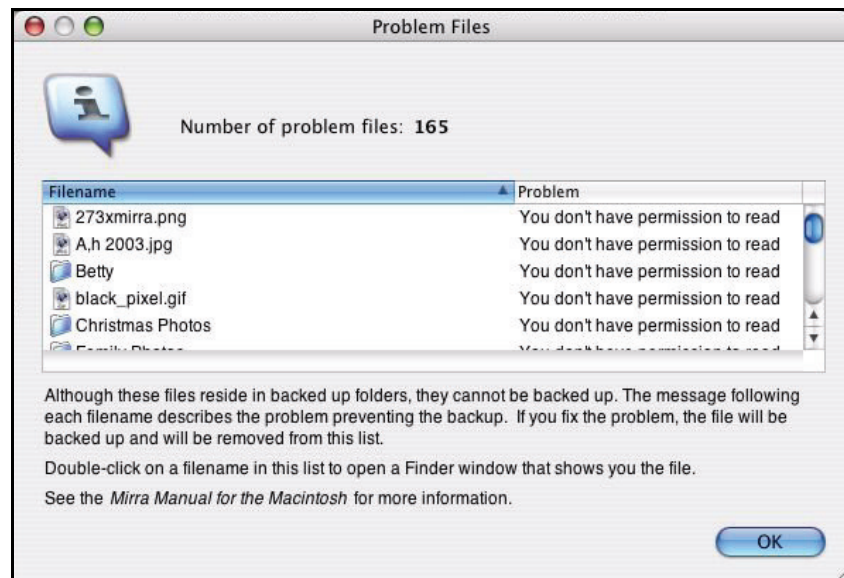


Figure 4~8 Problem Files

If the name of the problem file is too long to be displayed, the first and last few characters of the name are displayed.

Step 2: Double-click on a problem file in the list.

The Finder opens the folder that contains the file and highlights the file.

Step 3: If the problem is too long a filename or a file or folder name that contains unsupported characters,

- Double-click the file name in the list to open the file in the Finder.
- Shorten the filename or replace the unsupported characters in the Finder.

— OR —

If the problem is too long a pathname, rename the enclosing folders or move the folder higher up in the folder hierarchy.

— OR —

If the problem is no Read permission,

- Choose **Get Info** from the File menu in the Finder
- Give yourself Read permission.

Step 4: Click OK.

Mirra Status Tasks

Configuring a Mirra Name or Advanced Network Settings

To change the name of your Mirra or to enter advanced network settings,

Step 1: On the Status Tasks menu, click **Configure**.

The **Mirra Configuration** window opens:

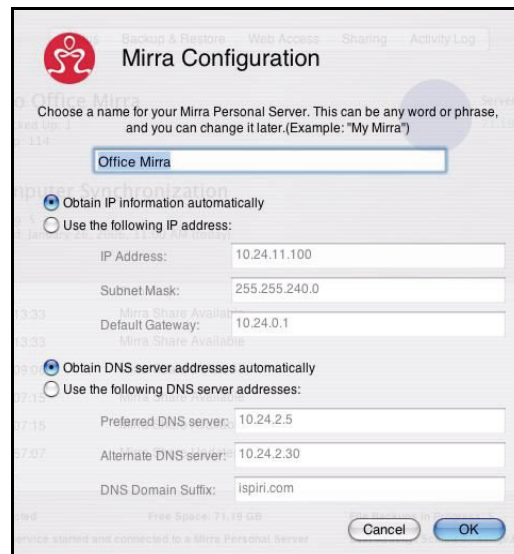


Figure 4~9 Mirra Configuration Window

Step 2: In the **Mirra Configuration** window,

- Enter or edit a name for your Mirra.
- Enter or update IP address and DNS server information.

Step 3: Click OK.

Setting/Changing an Access Password

To set an Access Password if you don't already have one or edit a password you selected previously,

Step 1: On the Status Tasks menu, click **Set/Change Access Password**.

The **Folder Access Password** window opens:

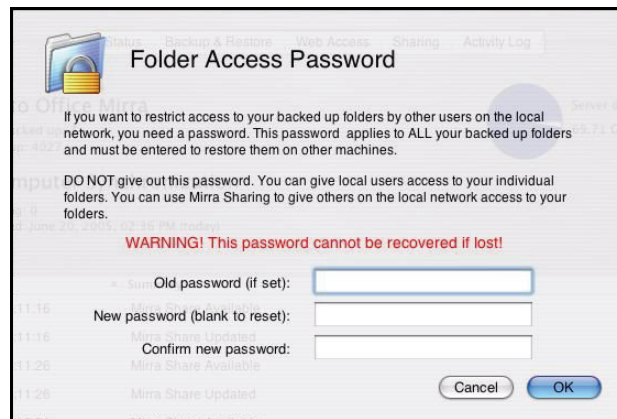


Figure 4~10 Folder Access Password

Step 2: In the **Access Password** window,

- Enter your old password if one exists.
- Enter and confirm the new password.

Step 3: Click **OK**.

Dismissing an Alert

To dismiss a selected alert,

Step 1: In the **Alerts** area of the **Status** screen, select the alert to be dismissed.

Step 2: On the Status Tasks menu, click **Dismiss alert**.

The alert is deleted.

Dismissing All Alerts

To dismiss all alerts at once,

Step 1: Click the **Status** tab.

Step 2: On the Status Tasks menu, click **Dismiss All alerts**.

All alerts are deleted and the **Alerts** area closes.

Viewing Alert Details

To display the details of an alert,

Step 1: Double-click the alert.

— OR —

In the **Alerts** area of the **Status** screen, select the alert to be viewed.

Step 2: On the Status Tasks menu, click **View alert details**.

A window containing the details of the alert opens.

Showing Problem Files

To see information about a problem file and fix the problem,

Step 1: In the **Alerts** area of the **Status** screen, double-click the Problem File alert.

Step 2: In the **Problem Files** window, double-click on a problem file.

The Finder opens the folder that contains the file and highlights the file.

Step 3: If the problem is too long a filename, shorten the filename.

— OR —

If the problem is too long a pathname, rename the enclosing folders or move the folder higher up in the folder hierarchy.

Step 4: Click **OK**.

Chapter 5: Backing Up & Restoring Folders

There are several reasons to use Mirra to back up important folders:

- Your information is safe in the event of a computer crash.
- Mirra saves up to eight versions of each file in a backed up folder.
- You can access and work with your backed up folders remotely from any computer with an Internet hookup.
- Once a folder has been backed up, any files and folders added to it are automatically backed up as well.
- You can share the contents of backed up folders with others.

Mirra automatically and continuously tracks any changes you make to the files in backed up folders and saves the eight most recent versions of each file. If you make changes to files while your computer is not connected to your Personal Server, those changes are tracked and the most recent version of each file is synchronized to your Mirra when you reconnect. Since this is an ongoing, automatic process, you no longer need to schedule updates or backups.



Your computer must remain on while a backup is in progress in order to complete the backup. If your computer goes to sleep or you shut it down before a backup completes, Mirra will continue the backup where it left off when you turn the computer back on. Once the backup has finished, you can turn off your computer.

Mirra does NOT back up the following files and folders:

- Invisible or hidden files and folders (including system folders)
- Files and folders you don't have permission to view
- Folders whose pathnames are longer than 1024 characters
- Files and folders whose names are longer than 253 characters

Note: If you back up files and folders that are constantly changing, such as program files or logs, your Personal Server will be constantly updating those files and your computer's performance may be affected.

Folder-naming Issues

Once you've selected a folder for backup, you cannot change the folder name in any way. If you do change a folder name, you must again select that folder for backup after the name change.

If you place a sub-folder within a backed up folder, the sub-folder is automatically backed up. If you then delete the sub-folder and subsequently place a file with the same name as the deleted sub-folder in the same location, that file will NOT be backed up. You must purge the deleted sub-folder before the file with the same name can be backed up.

Using the Backup & Restore Screen

The **Backup & Restore** screen displays the folders you've selected for backup on your Mirra and lists the files stored in them:

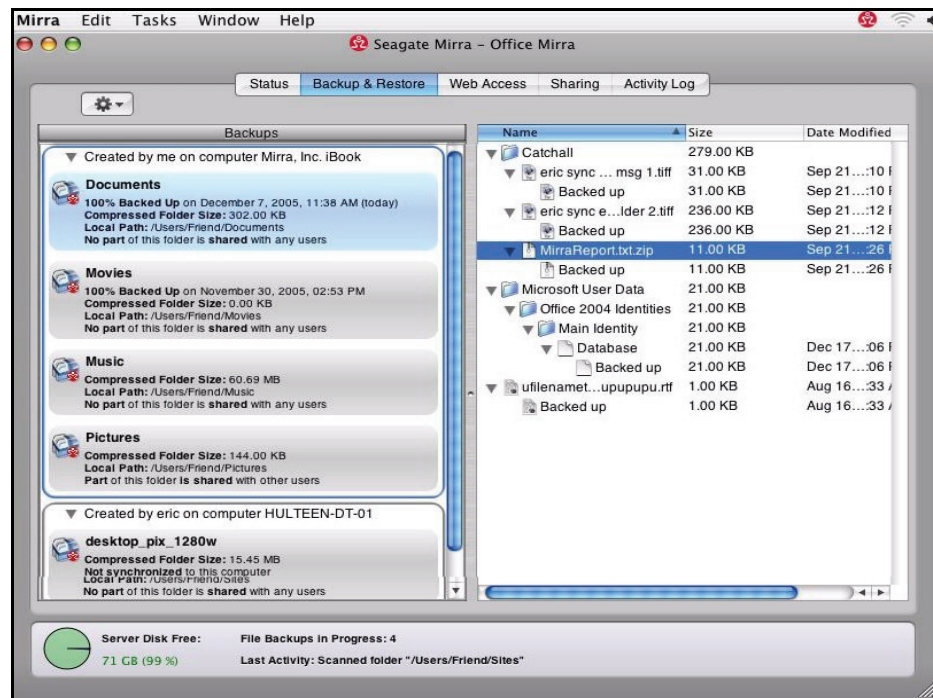


Figure 5~1 Backup & Restore Screen

If other computers are connected to your Mirra, folders backed up from those computers are also displayed on your **Backup & Restore** screen:

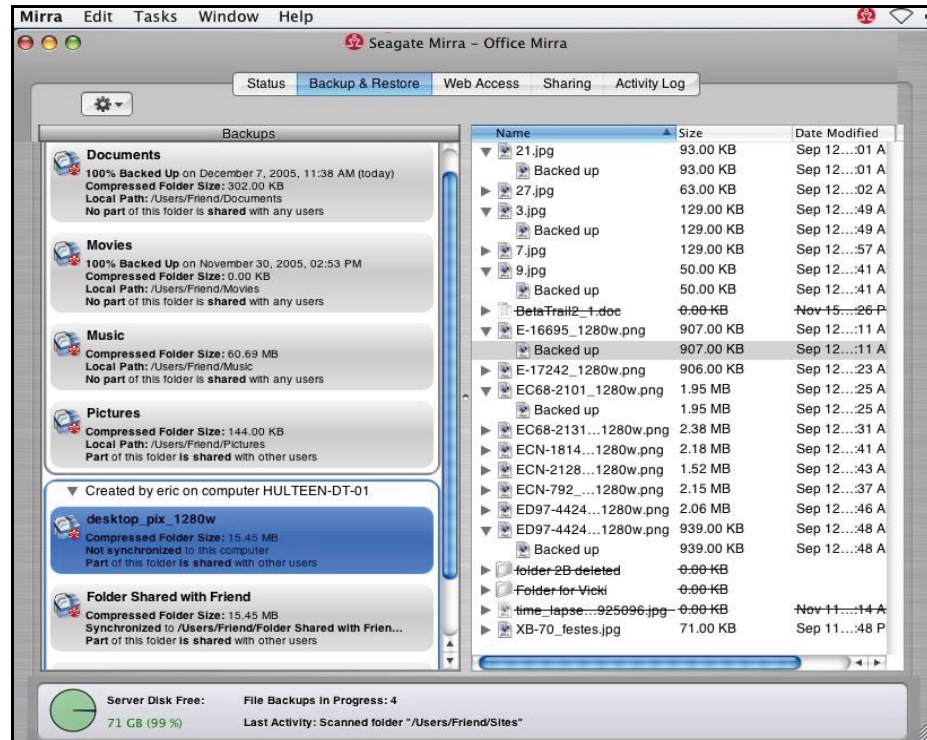


Figure 5~2 Backup & Restore Screen with Local Network

To access the files contained in a backed up folder,

- Step 1:** In the list of backed up folders on the left, select the folder in which the file resides.
- Step 2:** From the list that displays on the right side of the screen, select the desired file.
- Step 3:** Use the Backup & Restore Tasks menu to manage the file.



When you're viewing your Backups on the **Backup and Restore** screen, if something changes in one of your backed up folders (for example, if a file is added), the change does not appear on the screen unless it occurs in the folder whose contents you most recently displayed

Displaying the Backup & Restore Tasks Menu

You can display the Backup & Restore Tasks menu in two ways:

- Click **Tasks** on the menu bar of the **Backup & Restore** screen:

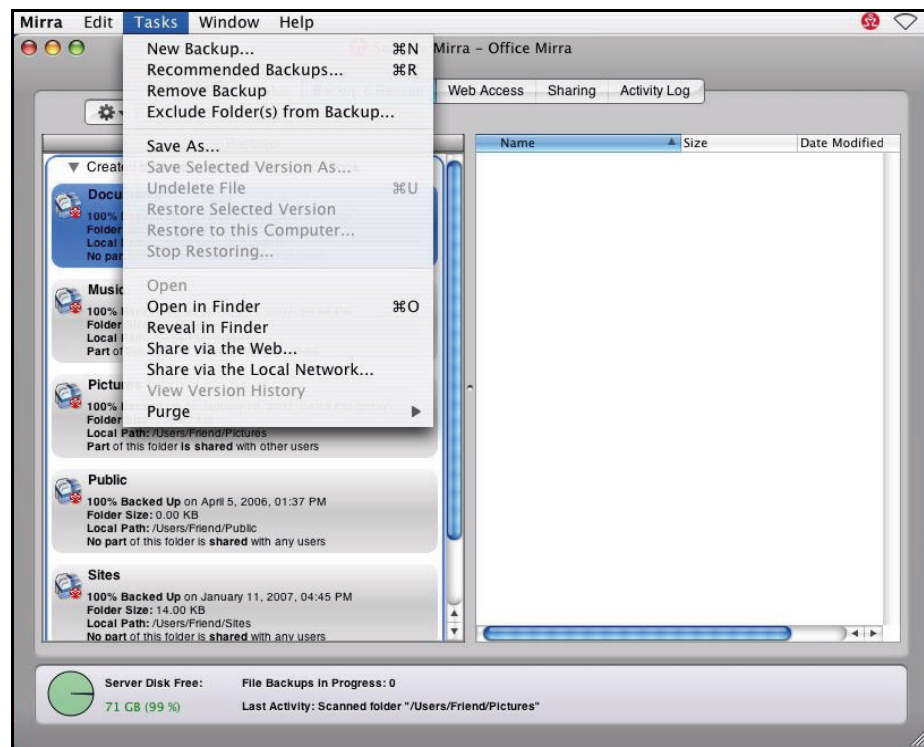


Figure 5~3 Backup & Restore Tasks from the Menu Bar

— OR —

- Click the Tasks button on the **Backup & Restore** screen:

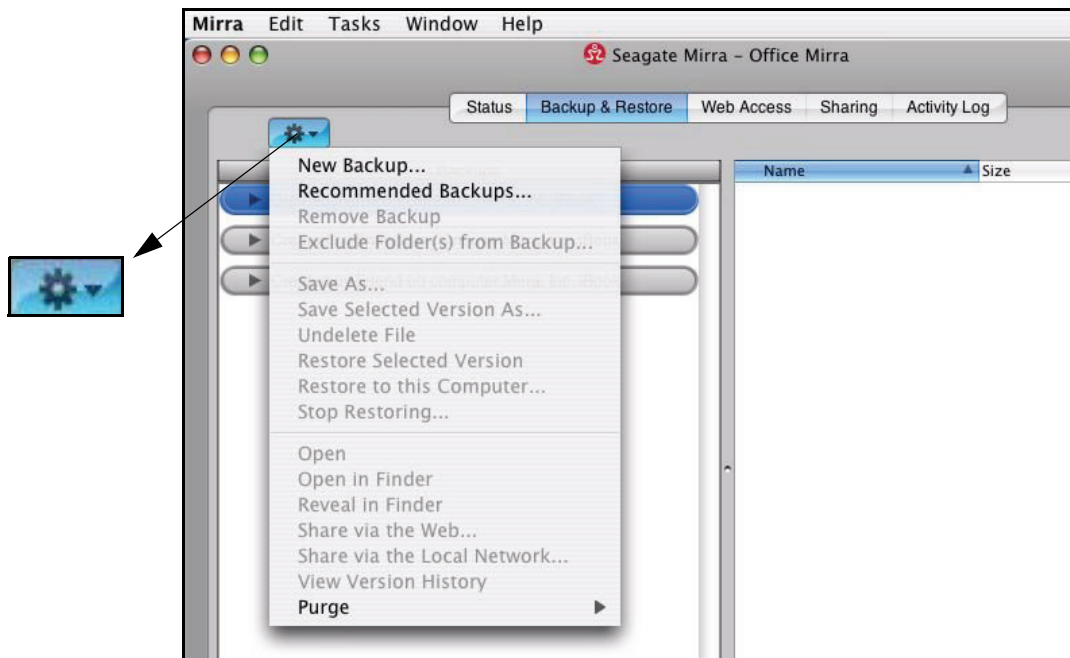


Figure 5~4 Tasks Button

Selecting Folders for Backup

Recommended Backups

The folders listed in the **Recommended Backups** window are the ones most often selected for backup. Once these folders have been backed up, any files and folders you add to them are automatically backed up as well.

If you didn't select folders for backup in Setup, you can do so now on the **Backup & Restore** screen.

Note: You can also back up folders not listed in the **Recommended Backups** window; see **New Backups** for additional information.

To select folders for backup in the **Recommended Backups** window,

Step 1: On the Backup & Restore Tasks menu, select **Recommended Backups**.

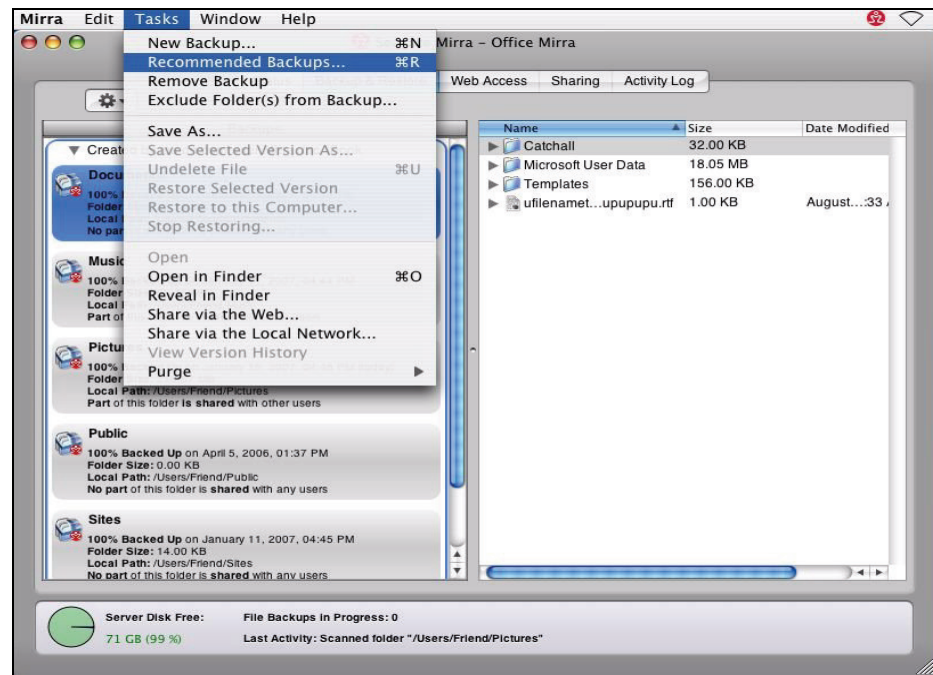


Figure 5~5 Backup & Restore Tasks - Recommended Backups

The **New Backups** window opens with the **Recommended Backups** tab selected:

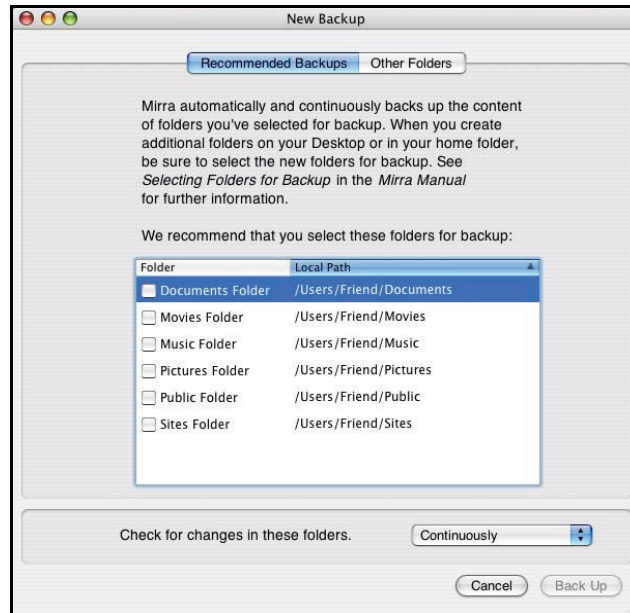


Figure 5~6 Recommended Backups

Step 2: Select the folders you want to back up.

Step 3: Click **Back Up**.

The **New Backups** window closes and a **Configure Backup** window opens for each folder you've selected:



Figure 5~7 Configure Backup

Step 4: In each window, change the backup name if you wish and click **Back Up**.

The **Backup & Restore** screen lists the folders you've selected for backup:

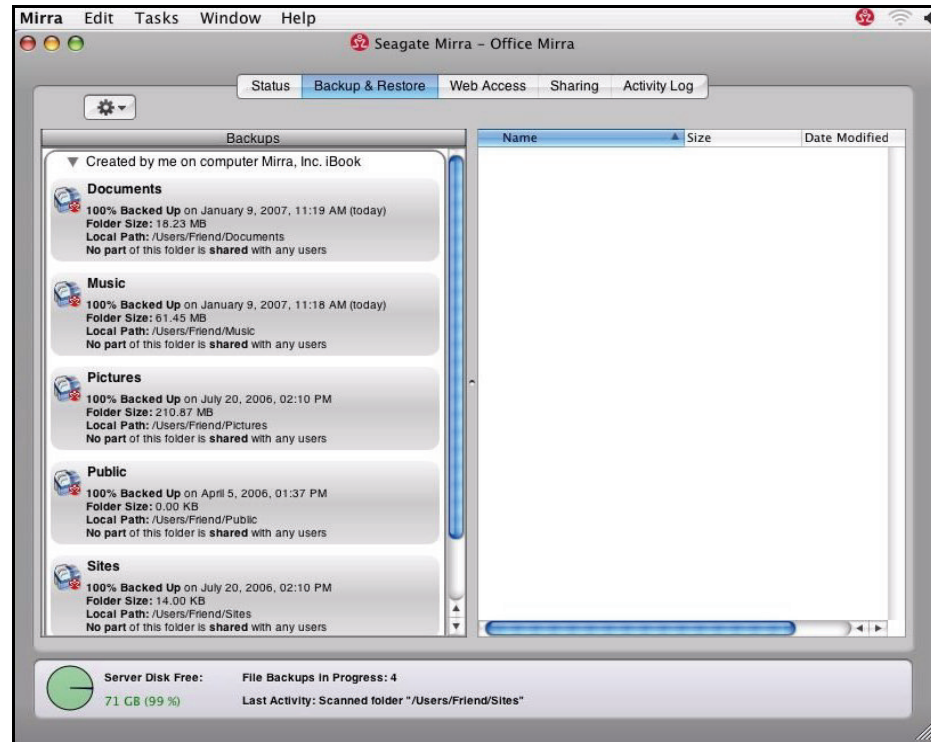


Figure 5~8 Backup & Restore Screen

New Backups

You can back up folders not listed in the **Recommended Backups** window in two ways:

1. From the **Backup & Restore Tasks** menu
2. From the **Finder**

From the Backup & Restore Tasks Menu

To use the Backup & Restore Tasks menu to select folders for backup,

Step 1: On the Backup & Restore Tasks menu, select **New Backup**:

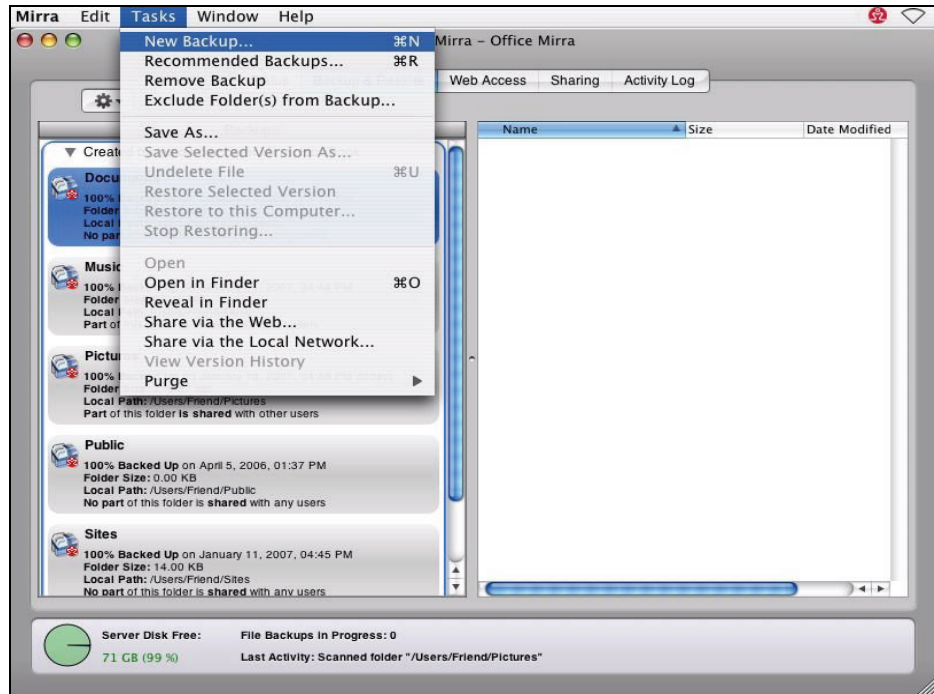


Figure 5~9 Backup & Restore Tasks - New Backup

A **New Backup** window opens with the **Other Folders** tab selected:

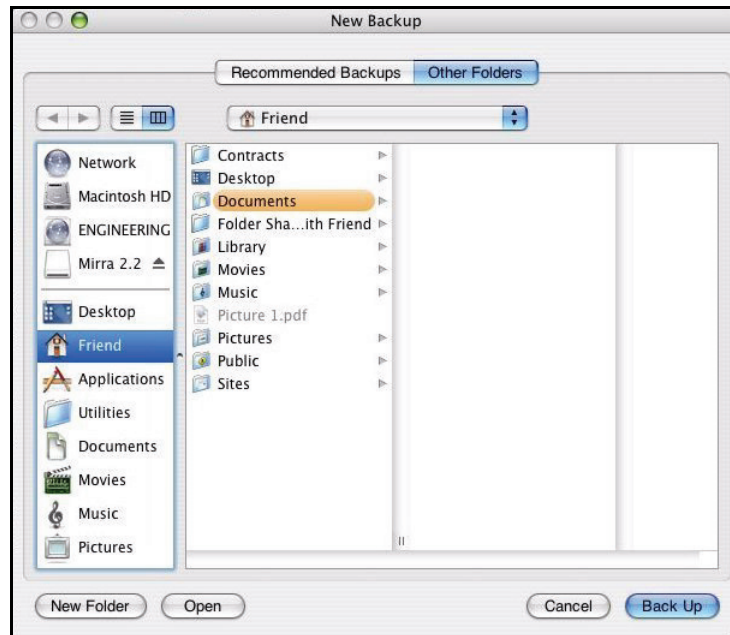


Figure 5~10 New Backup

Step 2: Select the folder to be backed up and click **Back Up**.

A **Configure Backup** window opens:

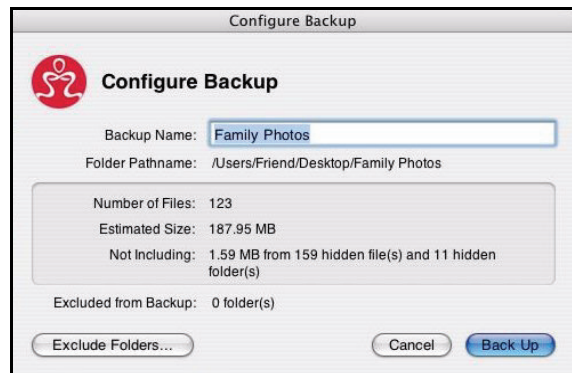


Figure 5~11 Configure Backup

Step 3: Change the backup name if you wish and confirm that this is the folder to be backed up.

Step 4: Click **Back Up**.

The folder is added to the list on the **Backup & Restore** screen.

From the Finder



When you install the Mirra for Macintosh software, Mirra-specific entries are added to the Finder's shortcut menu. Although you aren't required to restart your computer after you install the Mirra software, these Mirra entries won't appear on the shortcut menu until you do restart..

To select a folder for backup from the Finder,

Step 1: Control-click (or right-click) the folder in the Finder.

The shortcut menu appears:

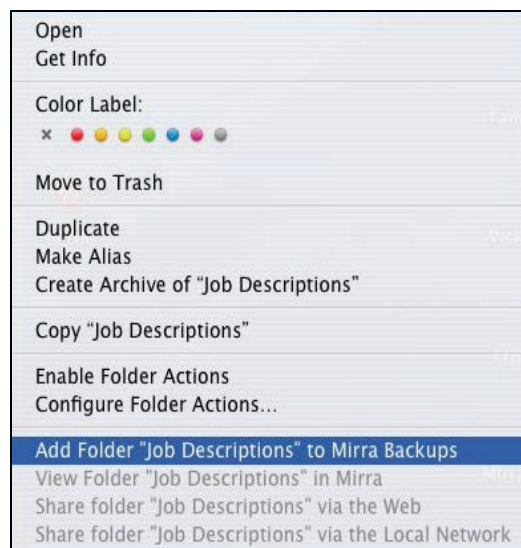


Figure 5~12 Shortcut Menu

Step 2: Select **Add Folder "Foldername" to Mirra Backups**.

The **Configure Backup** window opens.

Step 3: Click **OK**.

The folder is added to the list on the **Backup & Restore** screen.

Backing Up your Home Folder

There are both benefits and drawbacks to backing up your home folder.

Benefit:

- If you back up your home folder, any file or folder you add to the home folder (which includes your desktop) is automatically backed up.

Drawback:

- You cannot synchronize a folder from your Personal Server to your Macintosh in a folder that's backed up. So if you've backed up your home folder, you must select another folder not located in your home folder in which to synchronize folders. We recommend synchronizing in your **Shared** folder (located on your hard drive in */Users/Shared*).

Excluding Folders during Initial Backup

You can select a folder for backup but exclude from backup specific folders within the backed up folder.

For example, you can select your home folder for backup but exclude the large and ever-changing Caches folder, whose backup is unnecessary and would regularly slow your system performance.

To exclude folders from backup,

Step 1: In the **Configure Backup** window, click **Exclude Folders::**

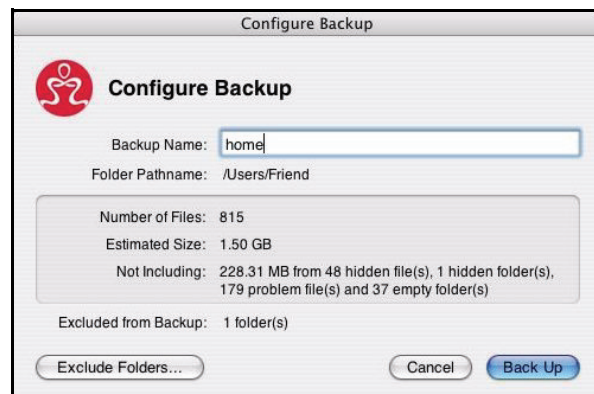


Figure 5~13 Configure Backup

The **Excluded Folder(s)** window opens:

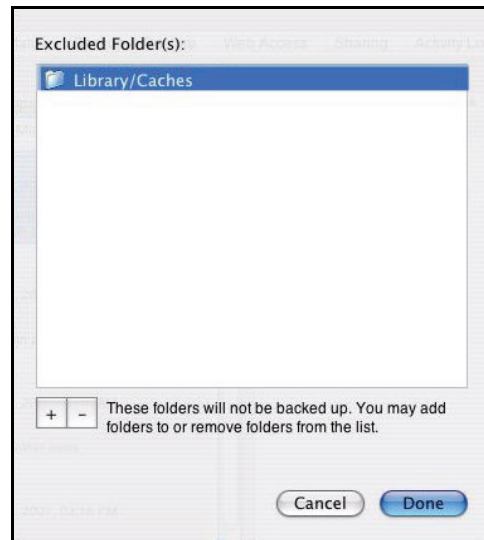


Figure 5~14 Excluded Folder(s)

If you're backing up your home folder, the **Library/Caches** folder is listed in the **Excluded Folder(s)** window.

Step 2: Click the **+** and **-** signs to add or remove folders from the **Excluded Folders** list:

- To add a folder to the **Excluded Folders** list, click **+** and browse to the folder.
- To remove a folder from the **Excluded Folders** list, select the folder in the list and click **-**.

Step 3: When you're finished, click **Done** to return to the **Confirm Backup** window.

Step 4: In **Confirm Backup** window, click **Back Up** to save your configuration and begin your initial backup.

Excluding Folders after the Initial Backup

You can add or remove folders from the **Excluded Folders** list at any time.

To add or remove a folder from the Excluded Folders list after your initial backup,

Step 1: On the **Backup & Restore** screen, highlight the backup from which you want to exclude a folder.

Step 2: On the Backup & Restore Tasks menu, select **Exclude Folder(s) from Backup**:

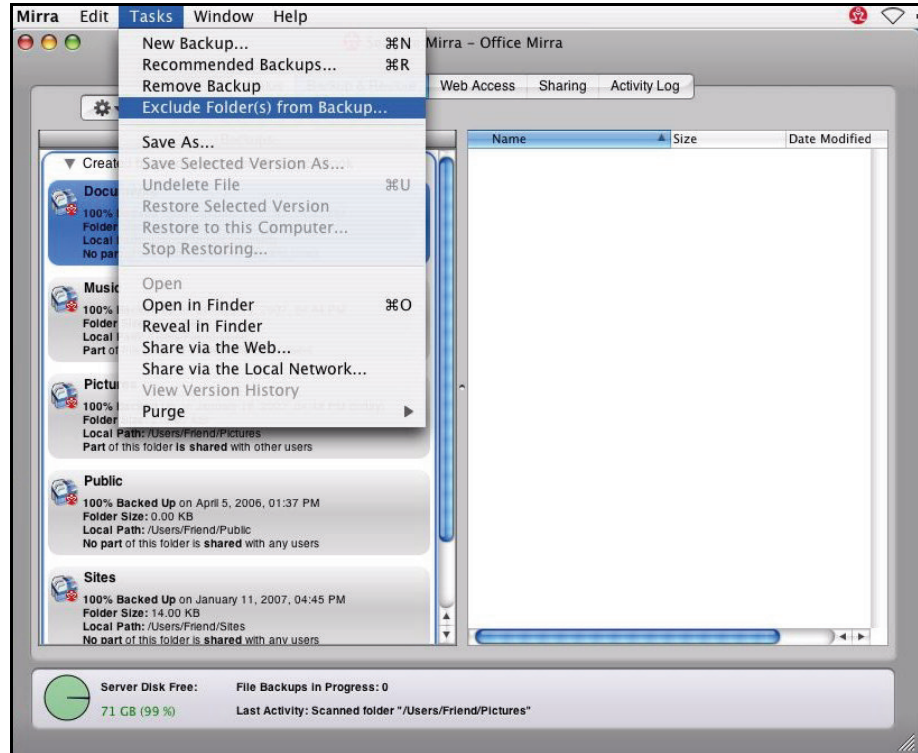


Figure 5~15 Backup & Restore Tasks - Exclude Folder(s) from Backup

The **Excluded Folder(s)** window opens:

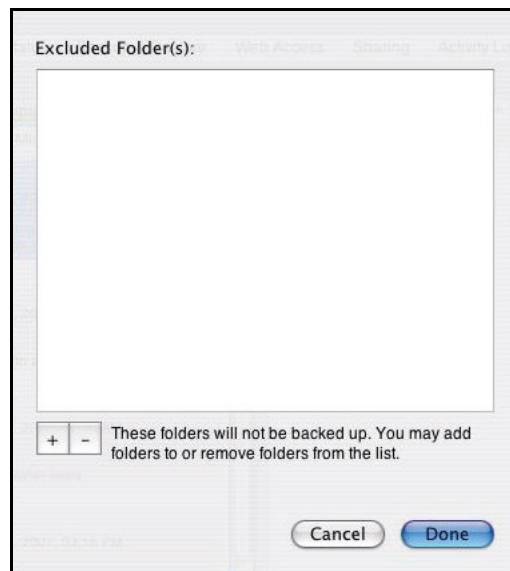


Figure 5~16 Excluded Folder(s)

Step 3: Click the + and - signs to add or remove folders from the **Excluded Folders** list:

- To add a folder to the **Excluded Folders** list, click + and browse to the folder.
- To remove a folder from the **Excluded Folders** list, select the folder in the list and click - .

Step 4: When you're finished, click **Done** to return to the **Backup & Restore** screen.

Checking Backup Status on your Computer

Verifying a Backup

While a backup is under way, the Status Bar at the bottom of the Mirra application indicates the backup progress of every file in each folder being backed up:



Figure 5~17 Status Bar

There are three ways to confirm that a folder has been backed up:

1. The folder is listed on the **Backup & Restore** screen.
2. An alert in the **Alerts** area of the **Status** screen confirms that the folder has been selected for backup.
3. The backup is listed in your Activity Log.

On average, it takes approximately 20 minutes to back up one gigabyte of data on a 100Mb network. However, your data transfer rate will vary depending on a variety of factors:

- Your OS configuration
- The speed of your hard disk
- The type of Ethernet switch/hub you're using
- The number of files in each folder being backed up
- The types of files being backed up
- The number of other computers on your network connected to your Mirra

It takes a while to back up your folders for the first time because all the files in all your selected folders are being backed up at once. After the initial backup, keeping backups up to date is not as time consuming because only a few files change at any one time.

Opening Backups on your Mirra from the Finder

To go directly from the Finder to a backed up folder on your Mirra, even if the Mirra application is not open,

Step 1: Control-click the folder in the Finder.

The shortcut menu appears:



Figure 5~18 Shortcut Menu

Step 2: Select **View folder "Foldername" in Mirra**.

If the Mirra application was not already open, it opens now and displays the contents of the selected folder on the **Backup & Restore** screen.

Reading the Activity Log

You can use the Activity Log to verify that your files are being correctly backed up or to ensure that a backup has completed before you shut down your computer. The Activity Log tracks, among other things, the addition or removal of files from backup and changes made to backed up files and folders and displays the 200

most recent activities. The Status Bar reflects current actions documented in the Activity Log.

To view your Activity Log,

Step 1: Click the **Activity Log** tab.

The Activity Log opens:

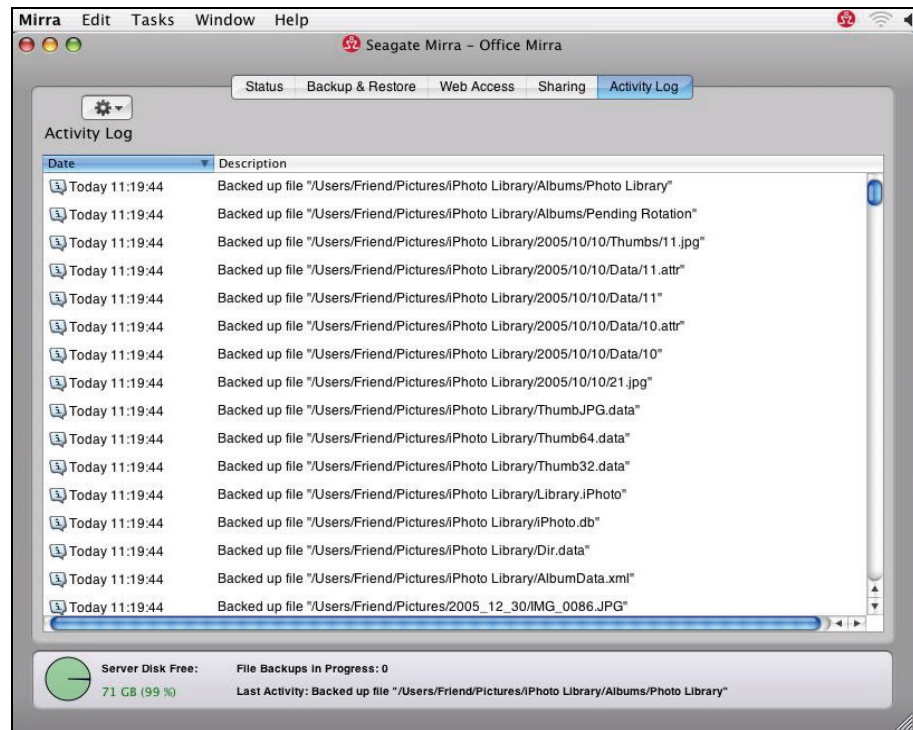


Figure 5~19 Activity Log

Step 2: Scroll through the Activity Log to see the 200 most recent actions performed by your Mirra.

Accessing Backups from Other Computers Connected to Your Mirra

Your **Backup & Restore** screen displays the backed up folders from all computers connected to your Personal Server. You can access a folder backed up from another computer and work with the files contained in it from this screen

- if the folder is not password protected.

— OR —

- if the folder is password protected but its owner has given you the password.



If a folder is password protected and you don't have the password but its owner has shared the folder with you, you can access it on the **Sharing** screen (see **Managing Shared Folders** for additional information).

To view a folder backed up to your Personal Server from another computer,

Step 1: Click the **Backup & Restore** tab.

The **Backup & Restore** screen opens

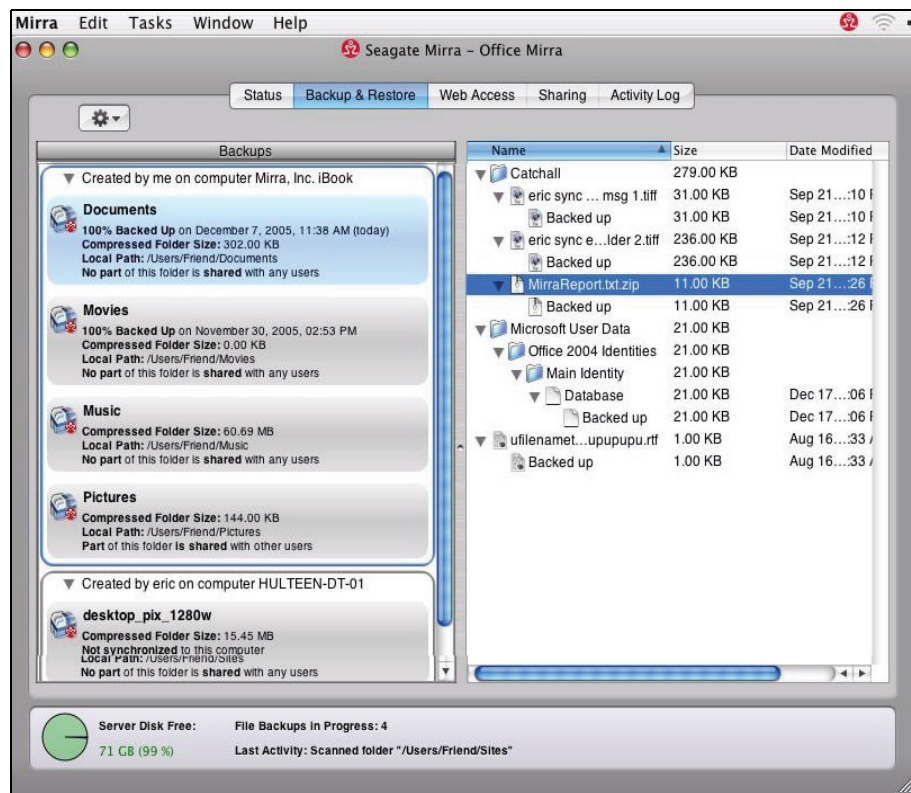


Figure 5~20 Computers Backed Up to this Mirra

Step 2: Under **Backups**, click the folder to be opened.

Step 3: If the folder is yours, or if it is not password protected, its contents are displayed.

If an Access Password has been set, the **Password Required** window opens:

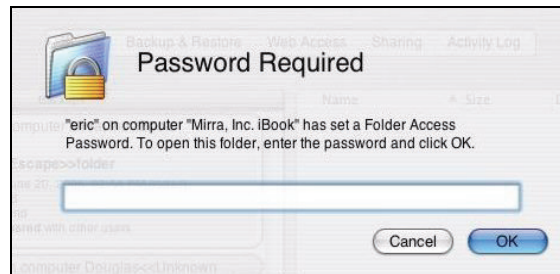


Figure 5~21 Access Password Window

- You're asked to enter an access password for a password-protected folder from another computer or user only the first time you access that folder unless
 - the password changes
 - you're accessing a backup created after you entered the password the first time
 - this is the first time you're accessing a backup from a different computer

Step 4: Enter the password and click **OK**.

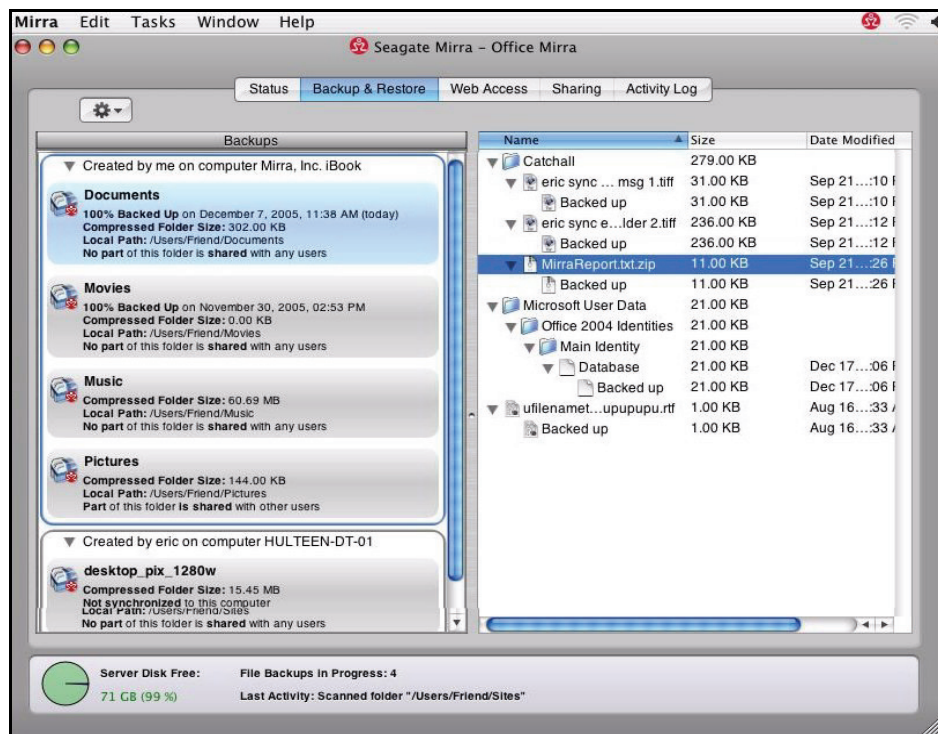


Figure 5~22 Accessing Backups from Other Computers

The files contained in the selected folder are displayed.

Copying Files from Another Computer Connected to Your Mirra

If other computers have backed up folders to your Personal Server, you can copy those folders or the files in them to your computer using either the **Restore to this Computer** or the **Save As** menu option.

Copying a Folder from Another Computer

To copy a folder that's been backed up to your Mirra by another computer,

Step 1: On the **Backup & Restore** screen, select the folder to be copied:

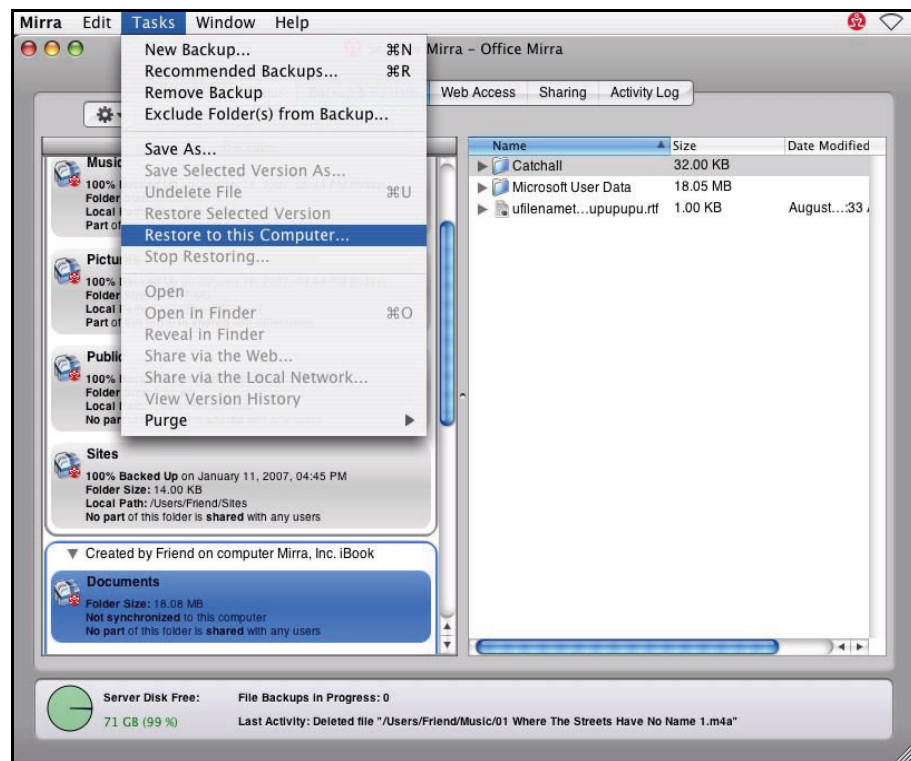


Figure 5~23 Backup & Restore Screen

Step 2: On the Tasks menu, click either **Restore to this Computer** or **Save As**.

- If the folder is not password protected, the **Save Selected Folder As** window opens.
- If the folder is password protected, the **Password Required** window opens:

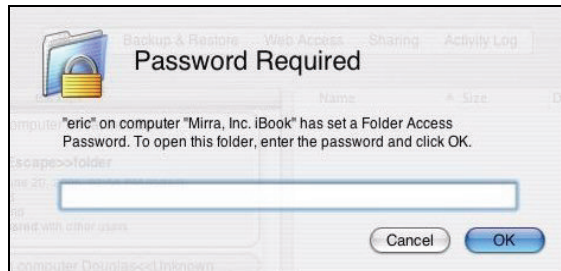


Figure 5~24 Password Required Window

Step 3: Enter the Access Password and click OK.

Note: If you have not obtained the password from the owner of this folder, you cannot proceed.

The appropriate window opens:



Figure 5~25 Restore to this Computer and Save Selected Folder As Windows

Step 4: Change the folder name if you wish, select the location at which you want to save the folder, and click OK.

The folder is saved at the selected location.

Copying a File from Another Computer

To copy a file from a folder that's been backed up to your Mirra by another computer,

Step 1: On the **Backup & Restore** screen, select the file to be copied:

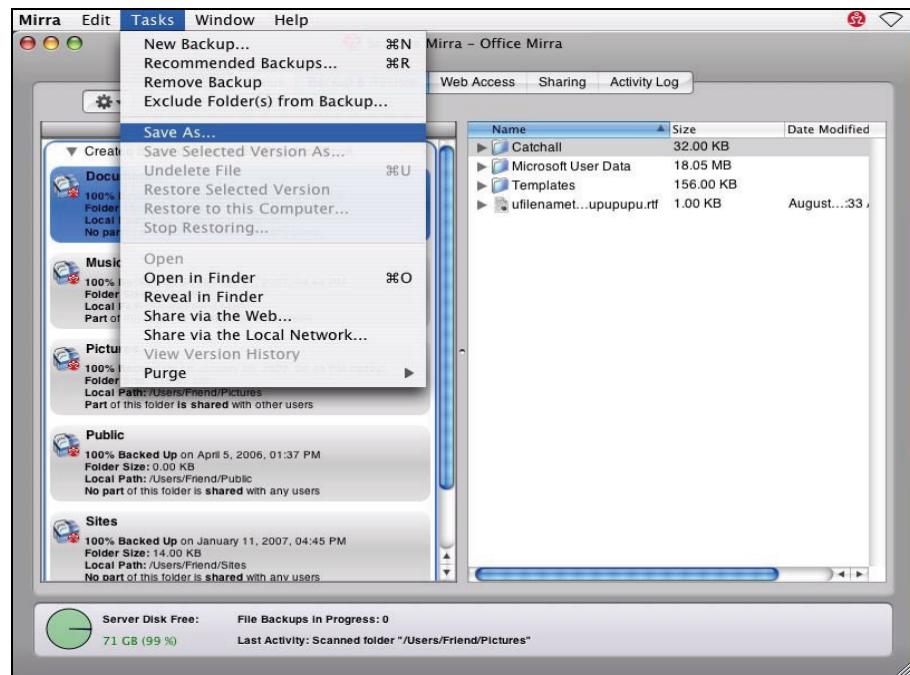


Figure 5~26 Backup & Restore Screen

Step 2: On the Tasks menu, click **Save As**.

The **Save Selected File As** window opens:

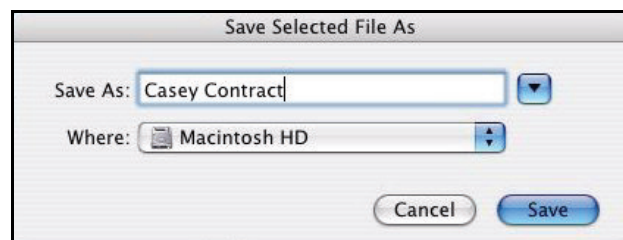


Figure 5~27 Save Selected File As Window

Step 3: Change the File name if you wish, select the location at which you want to save the file, and click **OK**.

The file is saved at the selected location.

Restoring Folders After a Crash

If your computer crashes, you can restore your backed up folders from your Personal Server to your recovered or new computer. When you install and set up the Mirra software on the new computer and open the **Backup & Restore** screen, all your backed up folders are listed as residing on your previous computer. Listed on the Backup & Restore Tasks menu is the **Restore to this computer** option.

After you've restored your folders to your new computer, they exist on the new computer as static copies and are no longer backed up to your Personal Server. You must again select these folders for backup. After you've done so, two copies of each folder reside on your Mirra. You can delete the old copies to avoid confusion and redundancy.

Note: Verify that your folders have indeed been completely restored and backed up before deleting the static copies.

To restore each backed up folder from your Mirra to a recovered or new computer,

Step 1: Reinstall and set up the Mirra software on your recovered computer or on a new computer.

Step 2: On your desktop, open the **Backup & Restore** screen.

A list of your pre-crash backed up folders is displayed.

Step 3: Select a folder and click **Restore to this computer** in the Backup & Restore Tasks menu.

If the folder was password protected, the **Password Required** window opens:

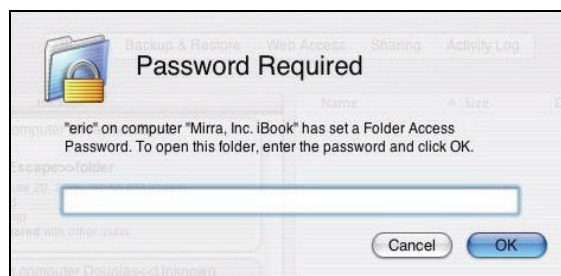


Figure 5~28 Password Required Window

Step 4: Enter your Access Password and click **OK**.

A **Restore to this Computer** window opens:

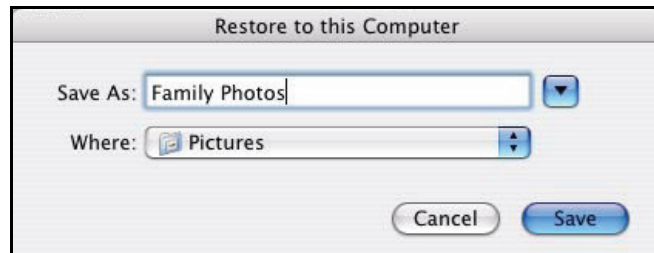


Figure 5~29 Restore to this Computer

Step 5: Select a location for the folder, change the folder name if you wish, and click OK.

The folder is restored at the selected location.

Step 6: Repeat Steps 3 through 5 until all your folders have been restore on your new computer.

Step 7: Select the restored folders for backup (see *Selecting Folders for Backup*).

Step 8: Once you confirm that each folder has been completely restored and backed up, delete the static copy from the Mirra to avoid confusion and redundancy.

Backup & Restore Tasks

Backing Up a New Folder

To select a folder for backup,

Step 1: On the Backup & Restore Tasks menu, click **New Backup**.

The **New Backup** window opens.

Step 2: Select the desired folder and click **Back Up**.

The **Configure Backup** window opens.

Step 3: Click OK.

Selecting Recommended Backups

To select a folder for backup from the **Recommended Backups** window,

Step 1: On the Backup & Restore Tasks menu, click **Recommended Backups**.

The **New Backup** window opens.

Step 2: Select the folders you want to back up

A **Configure Backup** window opens for each folder.

Step 3: Click OK in each **Configure Backup** window.

Removing a Folder from Backup

To stop backing up a folder,

Step 1: On the **Backup & Restore** screen, select the folder to be removed.

Step 2: On the Backup & Restore Tasks menu, click **Remove Backup**.

The **Remove Backup** confirmation window opens:



Figure 5~30 Remove Backup Confirmation

Step 3: Click **Remove** to confirm the removal.

Once removed from backup, the files in this folder are deleted from the Personal Server (but not, of course, from your computer). They can no longer be restored nor are changes made to them reflected on the Mirra.

Saving a Folder

To save a folder,

Step 1: On the **Backup & Restore** screen, select the folder to be saved. You can hold down the Command key to select multiple folders.

Step 2: On the Backup & Restore Tasks menu, click **Save As**.

The **Save Selected Folder** window opens:

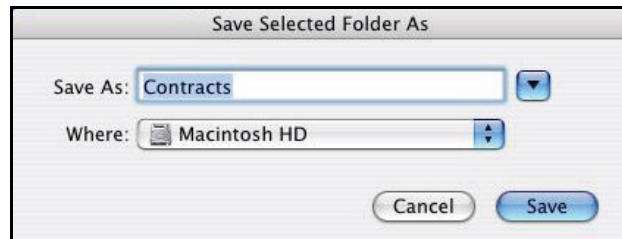


Figure 5~31 Save Selected Folder Window

Step 3: Rename the folder if you wish and select the location at which you want it saved.

Step 4: Click OK.

The new copy of a folder is not automatically backed up unless you have saved it within another folder already selected for backup.

Step 5: Select the saved version for backup.

Saving a File

To save a file,

Step 1: On the **Backup & Restore** screen, select the folder containing the file to be saved.

You see a list of the files contained in the folder.

Step 2: Select the file to be saved. You can hold down the Command key to select multiple files.

Step 3: On the Backup & Restore Tasks menu, click **Save As**.

The **Save Selected File As** window opens:

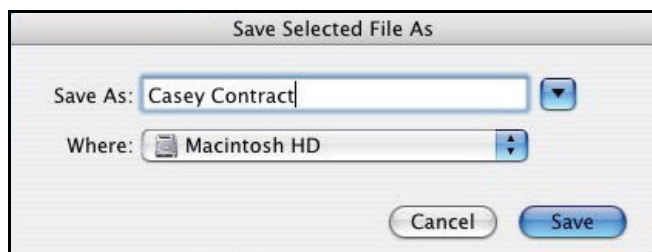


Figure 5~32 Save Selected File As Window

Step 4: Rename the file to be saved if you wish and select the location at which you want it saved.

Step 5: Click **Save**.

The file is saved at the selected location.

The new copy of a file is not automatically backed up unless you have saved it within a folder already selected for backup.

Step 6: Select the saved version for backup.

Saving a File Version

File versions are sorted in the order in which each version was created, with the earliest version listed first. The date displayed for each version reflects the date on which that version was modified according to your operating system's time stamp.

To save a version of a file,

Step 1: On the **Backup & Restore** screen, select the file to be saved.

Step 2: On the Backup & Restore Tasks menu, click **View Version History**.

You see the version history for this file:

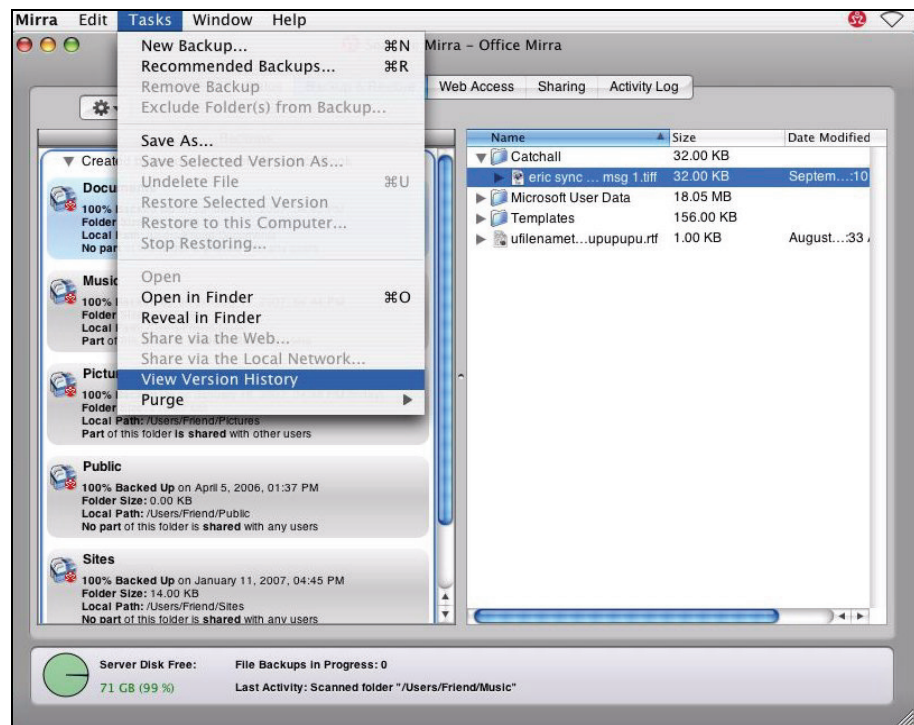


Figure 5~33 Version Tasks Screen

Step 3: Select the version of the file you want to save.

Step 4: On the Backup & Restore Tasks menu, click **Save Selected Version As**.

The **Save selected version as** window opens:

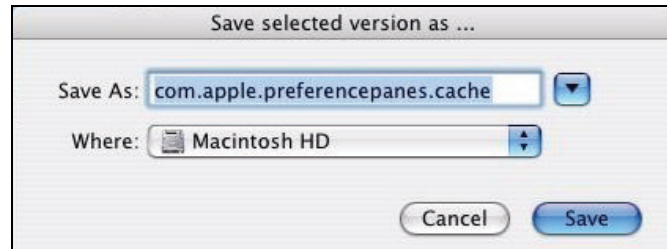


Figure 5~34 Save Selected Version As

Step 5: Rename the file if you wish and select the location at which you want it saved.

Step 6: Click **Save**.

The file is saved at the selected location and now appears in both its original and its new locations.

Undeleting a File or Folder

Backed up files and folders that have been deleted are stored indefinitely on your Mirra and remains on the Backup & Restore list as a grayed-out entry with a line drawn through it. You can undelete a file or folder and restore it to its original location.



You cannot delete a file or folder from your computer using the Mirra application. You must make deletions in the original folder on your computer.

To undelete a file or folder on your Personal Server,

Step 1: On the **Backup & Restore** screen, select the file or folder to be undeleted. You can hold down the Command key to select multiple files or folders:

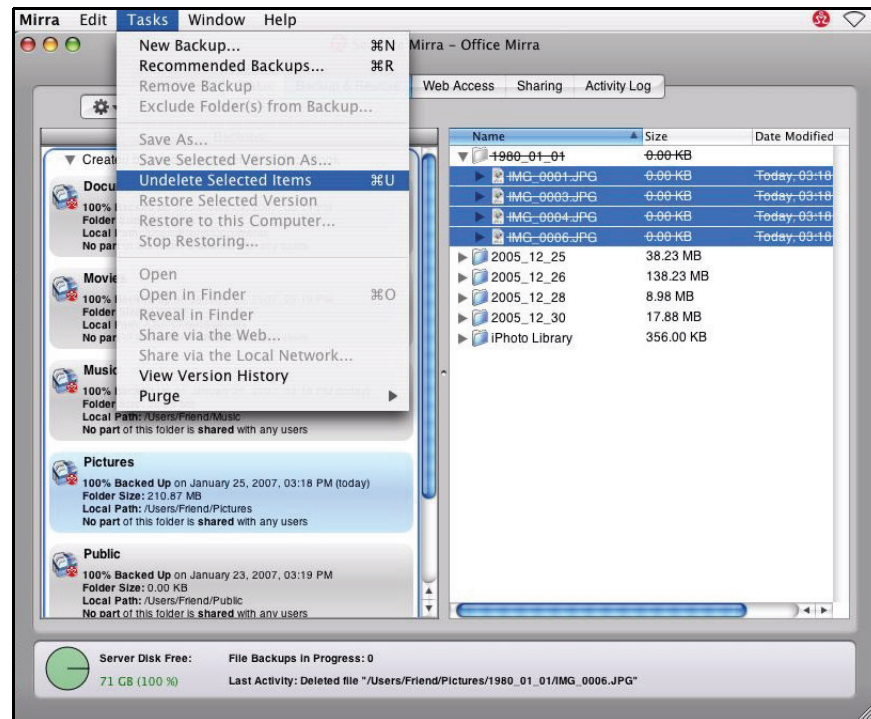


Figure 5~35 Backup & Restore Screen with Deleted Folders

Step 2: On the Backup & Restore Tasks menu, select **Undelete Selected Items** (or **Undelete Folder** or **Undelete File**).

The files or folders are restored to their original locations on your computer and are no longer marked as deleted on your **Backup & Restore** screen.

Restoring a Version of a File

Since Mirra stores the eight most recent versions of each file, you can restore an earlier version to your computer.

File versions are sorted in the order in which each version was created, with the earliest version listed first. The date displayed for each version reflects the date on which that version was modified according to your operating system's time stamp.

Note: Before you can restore a version of a deleted file, you must undelete it.

To restore an earlier version of a file,

Step 1: On the **Backup & Restore** screen, select the file to be restored.

Step 2: On the Backup & Restore Tasks menu, click **View Version History**.

Up to eight versions of this file are displayed.

Step 3: On the **Backup & Restore** screen, select the file version to be restored.

Step 4: On the Backup & Restore Tasks menu, click **Restore Selected Version**.

The selected version of the file is restored to its original location on your computer.

Restoring a Folder

From Another Computer Connected to your Mirra.

To copy to your computer a folder backed up from another computer connected to your Mirra,

Step 1: On the **Backup & Restore** screen, select the folder to be copied.

Step 2: On the **Restore Tasks** menu, click **Restore to this computer**.

The **Browse for Location** window opens.

Step 3: Select the location at which you want to copy the folder.

Step 4: Click **OK**.

From your Mirra After a Crash.

To restore each backed up folder from your Mirra to a recovered or new computer,

Step 1: Reinstall and set up the Mirra software on your recovered computer or on a new computer.

Step 2: On your desktop, open the **Backup & Restore** screen.

A list of your pre-crash backed up folders is displayed.

Step 3: Select a folder and click **Restore to this computer** in the Backup & Restore Tasks menu.

Step 4: If the folder was password protected, enter the password in the **Password Required** window.

A **Restore to this Computer** window opens.

Step 5: Select a location for the folder, change the folder name if you wish, and click **OK**.

The folder is restored at the selected location.

Step 6: Repeat Steps 3 through 5 until all your folders have been restore on your new computer.

Step 7: Select the restored folders for backup (see *Selecting Folders for Backup*).

Step 8: Once you confirm that each folder has been completely restored and backed up, delete the static copy from the Mirra to avoid confusion and redundancy.

Stopping a Restore

To stop restoring a folder,

Step 1: On the **Backup & Restore** screen, select the folder being restored.

Step 2: On the Backup & Restore Tasks menu, click **Stop Restoring**.

Opening a Folder

To open a folder in the Mirra application and access the subfolders and files stored in it,

Step 1: On the **Backup & Restore** screen, select the folder to be opened.

Step 2: On the Backup & Restore Tasks menu, click **Open**.

A list of the sub-folders and files contained in the folder is displayed.

Opening a Folder in Finder

Copies of a backed up folder reside on both your computer and your Personal Server. If you have the Mirra application open on your computer, you can use it to open the folder in Finder so you can access the files stored in it.

To open a folder in Finder through the Mirra application,

Step 1: On the **Backup & Restore** screen, select the folder to be opened in Finder.

Step 2: On the Backup & Restore Tasks menu, click **Open in Finder**.

You see the contents of the folder in the Finder:

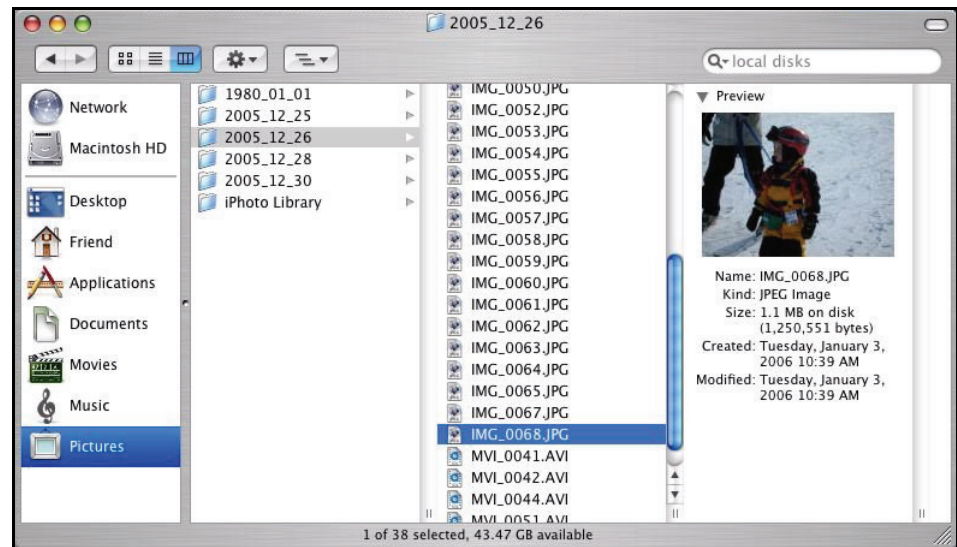


Figure 5~36 Backed Up Folder Opened in the Finder

Opening a File in Finder

If you have the Mirra application open on your computer, you can use it to open a file in Finder so you can work on it in its original application (i.e. a Word document opens in Microsoft Word™).

To open a file in Finder through the Mirra application,

- Step 1:** On the **Backup & Restore** screen, double-click the folder containing the file.
- Step 2:** Select the file.
- Step 3:** On the Backup & Restore Tasks menu, click **Open in Finder**.

Revealing a File or Folder in Finder

Revealing a file or folder in Finder shows you the location of the item in Finder but does not allow you to open the item.

To open or reveal a file or folder in Finder,

- Step 1:** Select the file or folder in the right side of the **Backup & Restore** screen.
You can hold down the Command key to select multiple files or folders.
- Step 2:** On the Backup & Restore Tasks menu, select **Reveal in Finder**.

Sharing a Folder via the Web

To share a folder via the web,

Step 1: On the Backup & Restore Tasks menu, click **Share via the Web**.

The **Share via the Web** window opens.

Step 2: Select the folder to be shared, the recipients, and the folder permissions.

Step 3: Click OK.

See *Using the Share a Folder Window*, for detailed instructions.

Sharing a Folder via the Local Network

To share a folder via the local network,

Step 1: On the Backup & Restore Tasks menu, click **Share via the Local Network**.

The **Share via the Local Network** window opens.

Step 2: Select the folder to be shared, the recipients, and the folder permissions.

Step 3: Click OK.

See *Using the Share a Folder Window*, for detailed instructions.

Viewing Previous Versions of a File

Mirra tracks any changes you make to the files in a backed up folder and saves the eight most recent versions of each file. File versions are sorted in the order in which each version was created, with the earliest version listed first. The date displayed for each version reflects the date on which that version was modified according to your operating system's time stamp.

To view previous versions of a file,

Step 1: On the **Backup & Restore** screen, click the folder that contains the file.

Step 2: Select the desired file.

Step 3: On the Backup & Restore Tasks menu, click **View Version History**.

The eight most recent versions of this file are displayed.

Purging Files and Folders from your Personal Server

Purging Deleted Files from a Folder. Use the Purge feature to free up space on your Personal Server by permanently erasing deleted files. You can purge all deleted files from a folder at one time or you can purge them individually.

To purge all deleted files from a folder at one time,

Step 1: On the **Backup & Restore** screen, select the folder to be purged.

Step 2: On the Backup & Restore Tasks menu, click **Purge > Purge Deleted Files from Folder**.

All previously deleted files are permanently removed from the folder and can no longer be undeleted and restored.

To purge a specific deleted file,

Step 1: On the **Backup & Restore** screen, double-click the folder containing the deleted file.

You see a list of the files contained in the folder.

Step 2: Select the deleted file to be purged.

Step 3: On the Backup & Restore Tasks menu, click **Purge > Purge deleted file**.

The deleted file is permanently removed from the folder and can no longer be undeleted and restored.

Purging Old Files Versions from a Folder. Use the Purge feature to free up space on your Personal Server by permanently erasing old versions of files. You can purge all previous versions of a file from a folder at one time or you can purge them individually.

To purge all previous versions of all the files in a folder at one time,

Step 1: On the **Backup & Restore** screen, select the folder to be purged.

Step 2: On the Backup & Restore Tasks menu, click **Purge > Purge Old File Versions from Folder**.

All previous versions of all the files in this folder are permanently removed from the folder; only the most recent version of each file remains.

To purge all previous versions of a specific file from a folder,

Step 1: On the **Backup & Restore** screen, double-click the folder containing the file.

You see a list of the files contained in the folder.

Step 2: Select the file for which you want to purge old versions.

Step 3: On the Backup & Restore Tasks menu, click **Purge > Purge Old Versions of File**.

All previous versions of this file are permanently removed from the folder; only the most recent version remains.

Purging a Deleted Folder. Use the Purge feature to free up space on your Personal Server by permanently erasing deleted folders.

To purge a deleted folder,

Step 1: On the **Backup & Restore** screen, select the deleted folder to be purged.

Step 2: On the Backup & Restore Tasks menu, click **Purge > Purge Deleted Folder**.

The folder is permanently removed from the Mirra.

Notes on Backing Up and Restoring Files and Folders

- If you interrupt the backup of your files by turning off your computer or disconnecting from your network, Mirra remembers where you left off and picks up from there when you turn your computer back on or reconnect to your network.
- **Laptop users:** Even when you disconnect your computer from the network, the Mirra software continues to track changes and automatically synchronizes the most recent version of each of your files to your Personal Server when you reconnect to the network.
- Mirra backs up files even when the Mirra application is not open on your desktop.

Chapter 6: Sharing Folders

Mirra's Sharing feature allows you to share the files stored in backed up folders both via the web at www.mirra.com and locally with other computers connected to your Personal Server. You do this by granting people access to specified folders stored on your Personal Server so they can view, download, edit, and save changes to the files stored in them.

The **Sharing** screen displays information about folders you're sharing with others and folders others have shared with you via the local network:

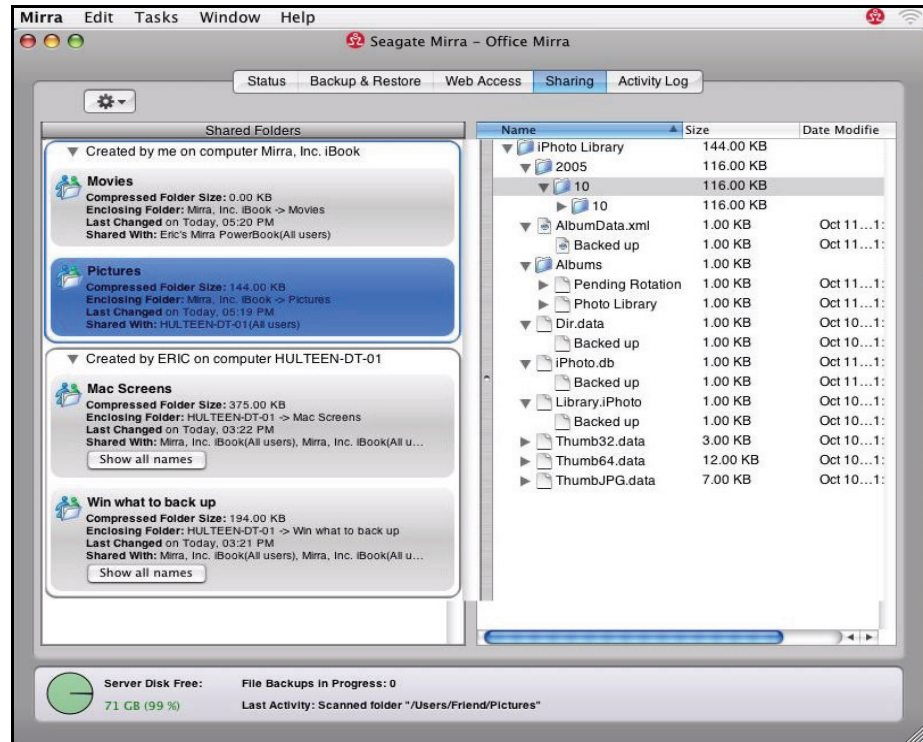


Figure 6~1 Sharing Screen

Note: Folders shared with you via the web do not appear on the **Sharing** screen since they can be accessed only via the web.

Displaying the Sharing Tasks Menu

You can display the Sharing Tasks menu in two ways:

- Click **Tasks** on the menu bar of the **Sharing** screen:

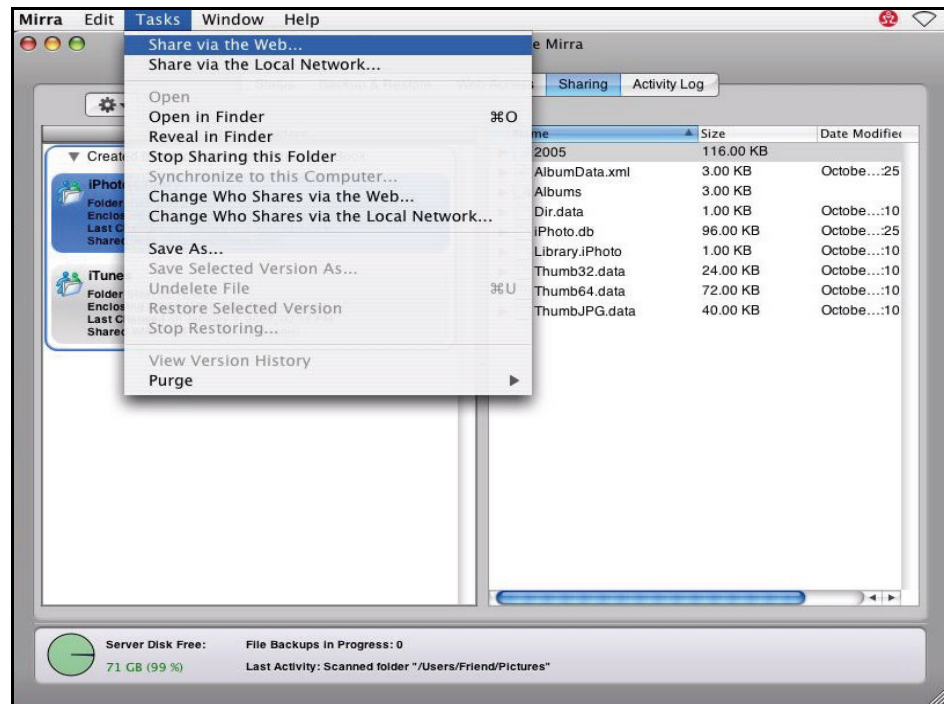


Figure 6~2 Sharing Tasks Menu from the Menu Bar

— OR —

- Click the Tasks button on the **Sharing** screen:

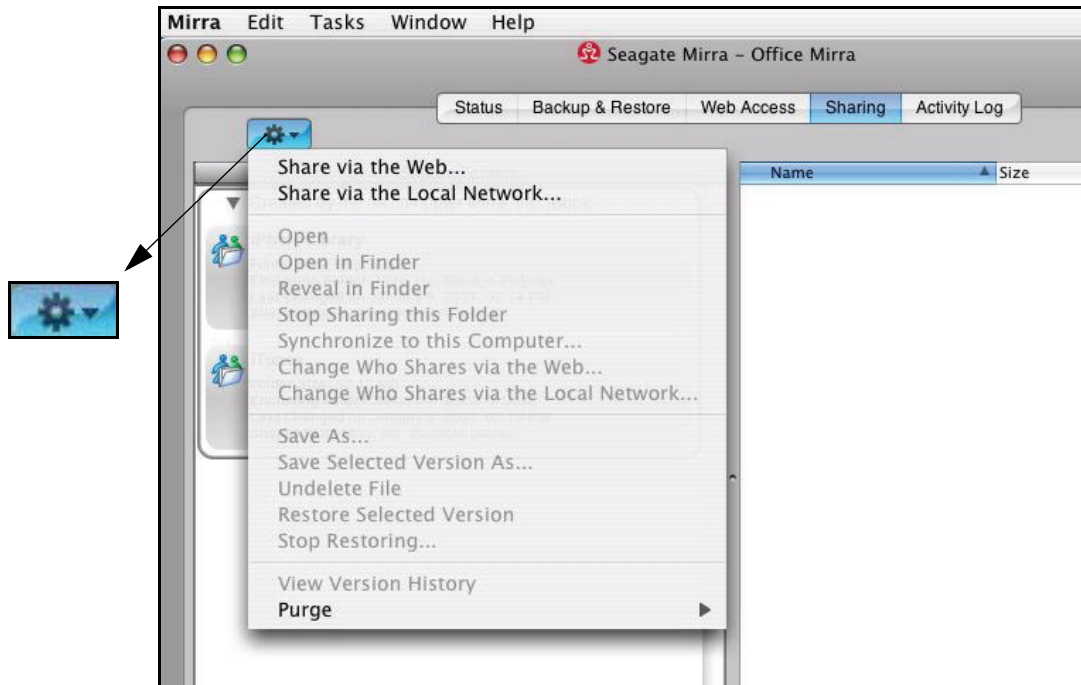


Figure 6~3 Tasks Button

Using the Sharing Screen

The **Sharing** screen provides detailed information about folders you're sharing with others and folders others have shared with you via the local network.

In the **Shared Folders** pane:

- Name of the person and the computer that created the shared folder
- Folder name
- Folder size
- Name of the enclosing folder, if any
- Date folder was last modified
- Name of the person you're sharing the folder with or the person who has shared the folder with you
- Synchronized path if a folder has been sync'd

In the Contents pane on the right

- File name
- File size
- Date file was last modified
- File type (i.e. .doc, .jpeg)

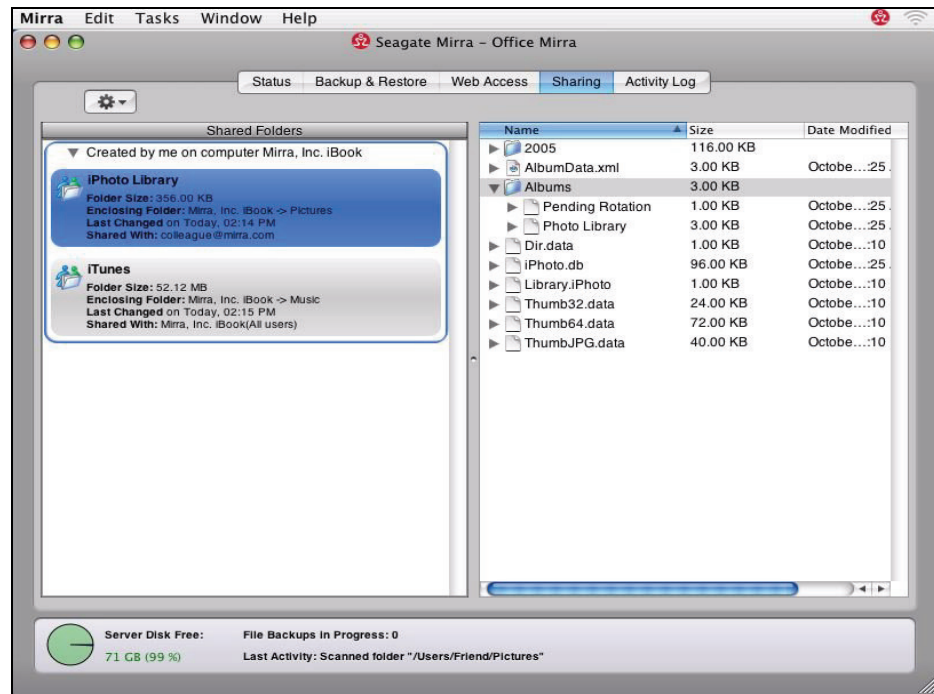


Figure 6~4 Sharing Screen

You can share backed up folders in two ways:

1. Via the web through a free, password-protected account at www.mirra.com.
2. Locally with any computer connected to your Mirra.

Once you share a folder, any new files you add to that folder are automatically shared as well.

Sharing via the Web

You use the **Share via the Web** window to select a folder to be shared, identify the people with whom to share it, regulate how the shared folder may be used, and send an email message to the people with whom you're sharing:

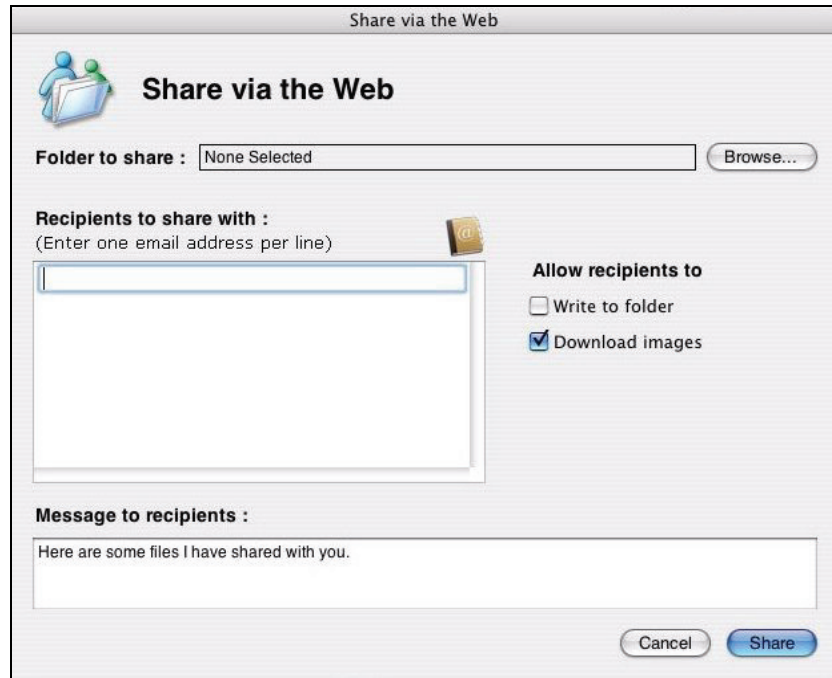


Figure 6~5 Share via the Web

Opening the Share via the Web Window

You can open the **Share via the Web** window in three ways:

1. From the **Sharing** screen.
2. From the **Backup and Restore** screen.
3. From the **Finder**.

From the Sharing Screen

To open the **Share via the Web** window from the **Sharing** screen,

Step 1: Click the **Sharing** tab.

The **Sharing** screen opens:

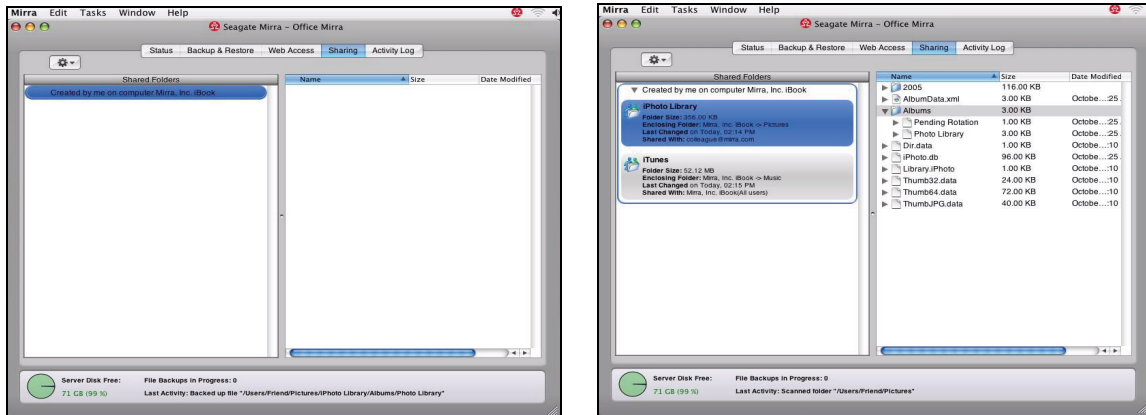


Figure 6~6 Sharing Screen - No Shares

Sharing Screen - Populated

If you have not yet shared any folders, the **Sharing** screen is empty. If you've previously shared folders or have had folders shared with you, they're listed here.

Step 2: On the Sharing Tasks menu, click **Share via the Web**.

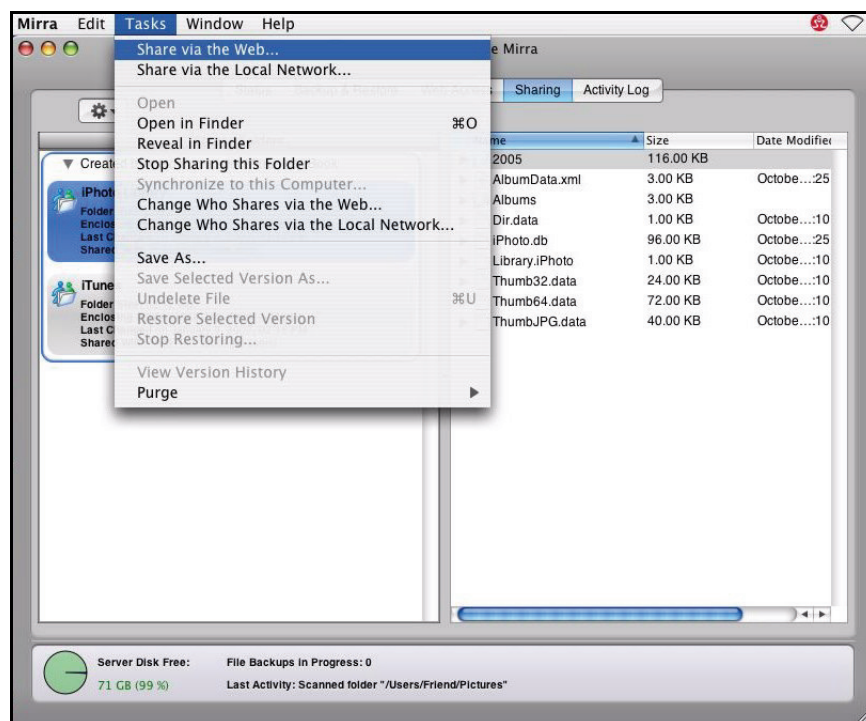


Figure 6~7 Share via the Web

The **Share via the Web** window opens:



Figure 6~8 Share via the Web

From the Backup & Restore Screen

To open the **Share via the Web** window from the **Backup and Restore** screen,

Step 1: Click the **Backup & Restore** tab.

The **Backup & Restore** screen opens:

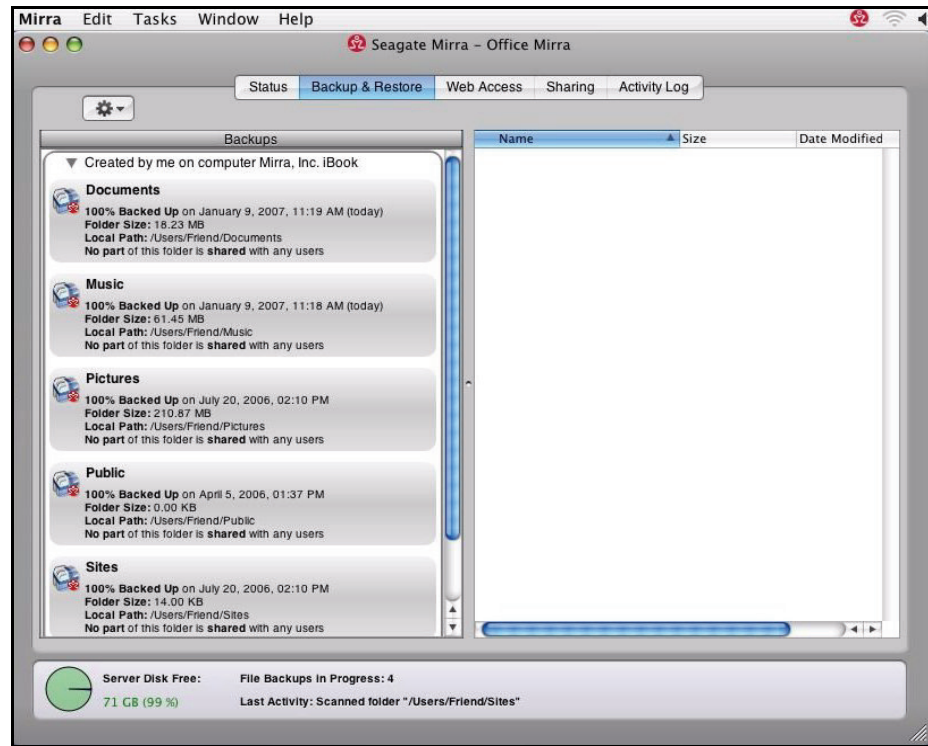


Figure 6~9 Backup and Restore Screen

Step 2: Select a folder to share from the list of backed up folders.

Step 3: On the Backup & Restore Tasks menu, click **Share via the Web**.

The **Share via the Web** window opens with the name of the folder to be shared already entered:

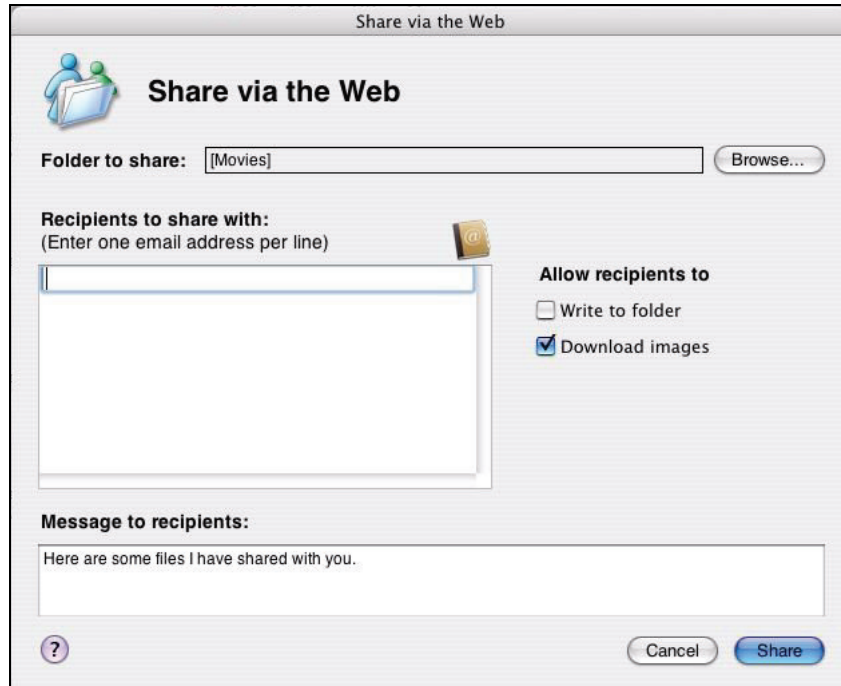


Figure 6~10 Share via the Web (Folder Name Entered)

From the Finder

To open the **Share via the Web** window from the Finder,

Step 1: Control-click a backed up folder.

The shortcut menu appears:



Figure 6~11 Shortcut Menu

Step 2: From the shortcut menu, choose **Share Folder "foldername" via the Web**.



If the folder has not already been backed up, **Share Folder "foldername" via the Web** is disabled on the menu. Use the **Add Folder "foldername" to Mirra Backups** option to select the folder for backup. Once you've completed the backup process, Control-click on the folder again to share it.

The **Share via the Web** window opens with the name of the folder to be shared already entered:



Figure 6~12 Share via the Web (Folder Name Entered)

Using the Share via the Web Window

Selecting a Folder to Share



Figure 6~13 Folder to Share

If you've opened the **Share via the Web** window from the **Backup & Restore** screen or by Control-clicking on the folder in the Finder, the name of the folder to be shared is already displayed in the **Folder to share** field.

If you've opened the window from any other Mirra screen, you must browse to the folder and select it.

To select a folder to share,

Step 1: Click **Browse** next to **Folder to share**

The **Browse for Folder** window opens:

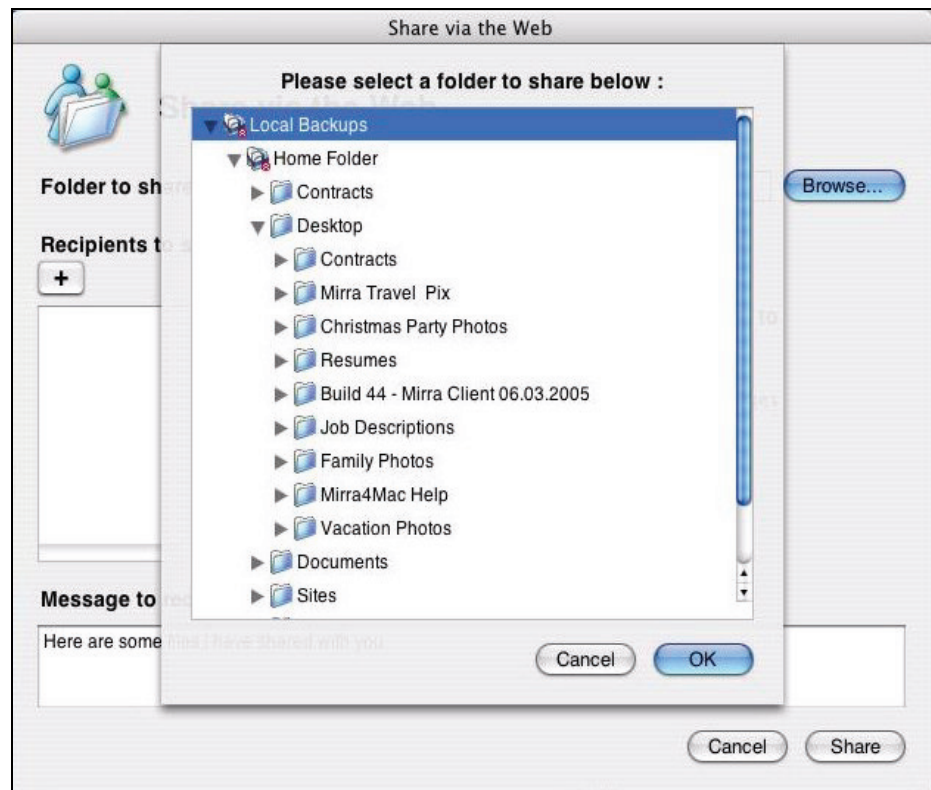


Figure 6~14 Browse for Folder Window

Listed are all the folders backed up on your Personal Server.

Step 2: Select the folder to be shared and click **OK**.

The name of the selected folder appears in the **Folder to share** field.

Selecting Recipients to Share With

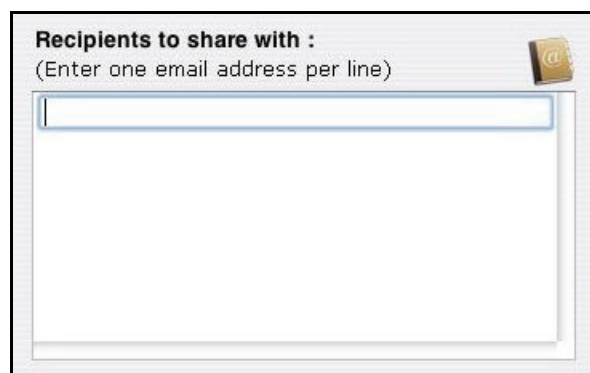


Figure 6~15 Recipients to Share With

The people with whom you share via the web are notified of the Share by email and are provided with a link to the Mirra web site, where they can quickly set up a free Mirra Web Account that allows them to access your folder.

Entering Addresses with the Apple Address Book

If you use Apple's Address Book, you can use it to enter email addresses in the **Recipients to share with** field:

Step 1: In the **Share via the Web** window, click the Address Book icon.

Address Book opens:

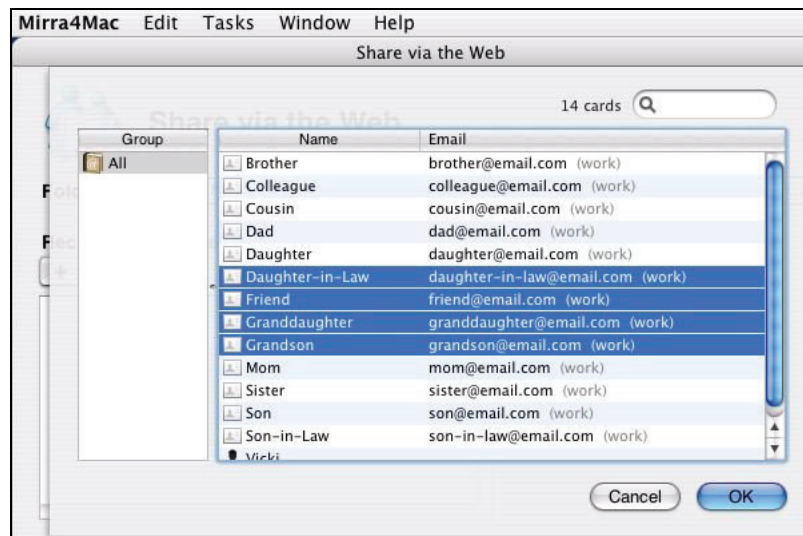


Figure 6~16 Apple Address Book

Step 2: Select the people with whom you want to share this folder and click **OK**.

The names appear in the **Recipients to share with** field of the **Share via the Web** window.

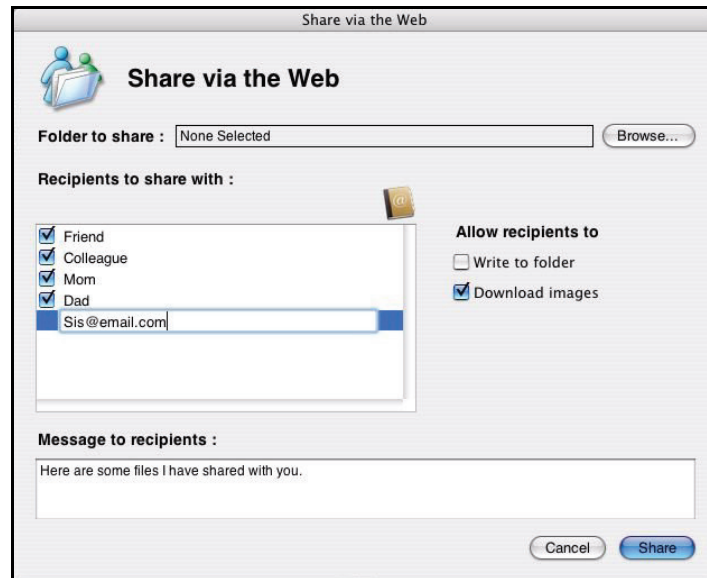


Figure 6~17 Share via the Web Window with Addresses

Typing Email Addresses

To type in the email addresses of people with whom you want to share a folder,

Step 1: Type an email address (one address per line).

Step 2: Press Return.

Continue to enter email addresses until you've added everyone with whom you want to share the folder.

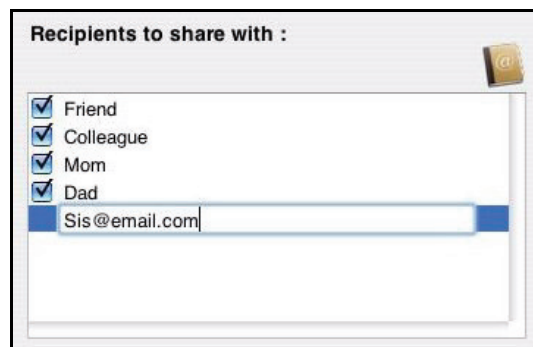
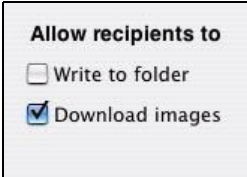


Figure 6~18

Setting Folder Permissions

Use the **Allow recipients to** area to set the permissions attached to the folder you're sharing:

- **Write to folder:** Recipients may download, edit, upload, and add files to or delete files from the shared folder.
- **Download images:** Recipients may download full-size images.



Allow recipients to

☐ Write to folder

☒ Download images



If you don't give the people with whom you're sharing this folder permission to download full-size images, they won't be able to download the folder or any folders contained within it, even if none of the folders contains images.

Sending a Message to Recipients

Mirra sends people with whom you're sharing a folder via the web an email with a link to the Mirra web site. You can change the default message in that email:



Message to recipients :

Here are some files I have shared with you.

Figure 6~19 Message to recipients

- Leave the default message as it is or replace it with your own message.

Completing the Share

Step 1: Review the information you've provided in the **Share via the Web** window.

Step 2: Click **Share** to complete the folder share.

The people with whom you're sharing a folder via the web receive an email containing your message and a link to the Mirra web site:

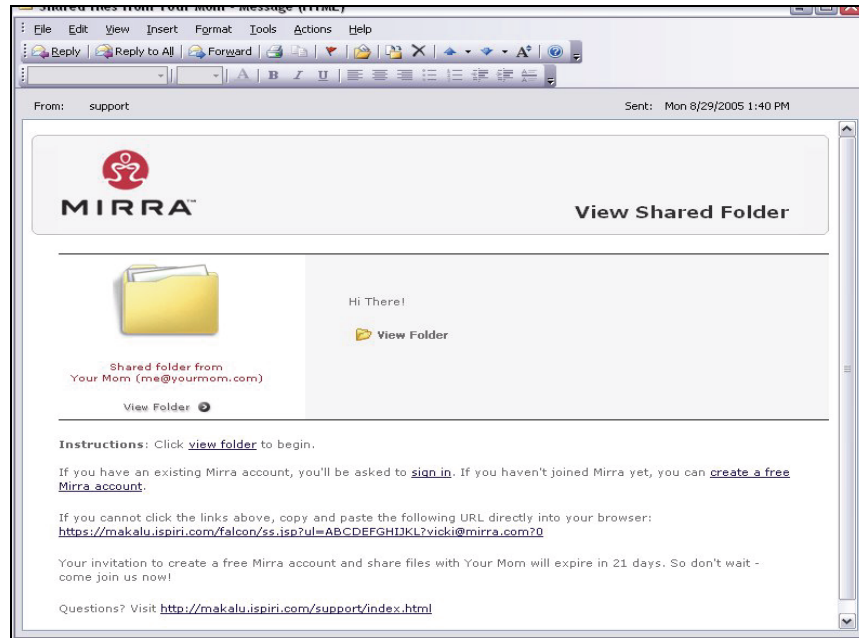


Figure 6~20 Share a Folder Email

Sharing via the Local Network

You use the **Share via the Local Network** window to select a folder to be shared, identify the people connected to your Mirra with whom to share it, and regulate how the shared folder may be used:

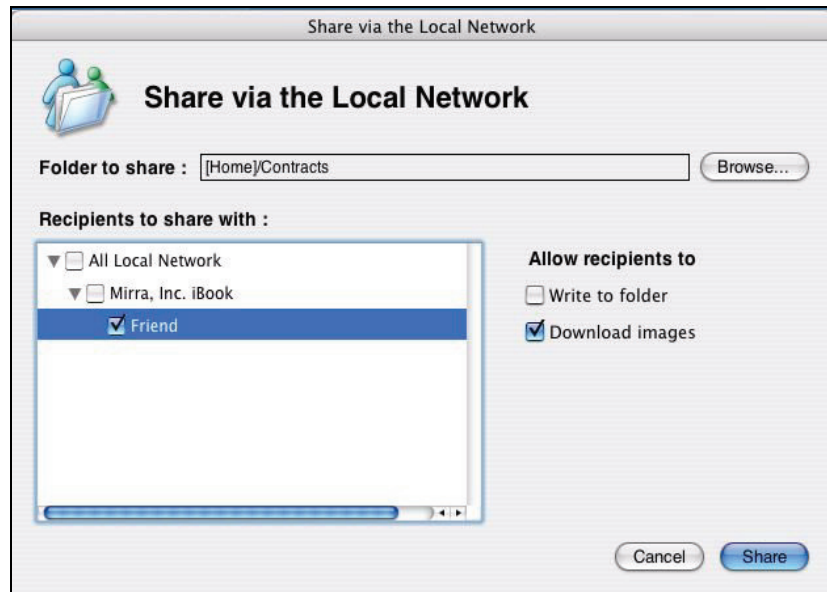


Figure 6~21 Share via the Local Network

People with whom you share on your local network receive alerts on their **Status** screens informing them of your shared folder.

When you share a folder with others connected to your Mirra, they can access it on your Personal Server and download the files stored in it to their local computers.

Opening the Share via the Local Network Window

You can open the **Share via the Local Network** window in three ways:

1. From the **Sharing** screen.
2. From the **Backup and Restore** screen.
3. From the Finder

From the Sharing Screen

To access the **Share via the Local Network** window from the **Sharing** screen,

Step 1: Click the **Sharing** tab.

The **Sharing** screen opens:

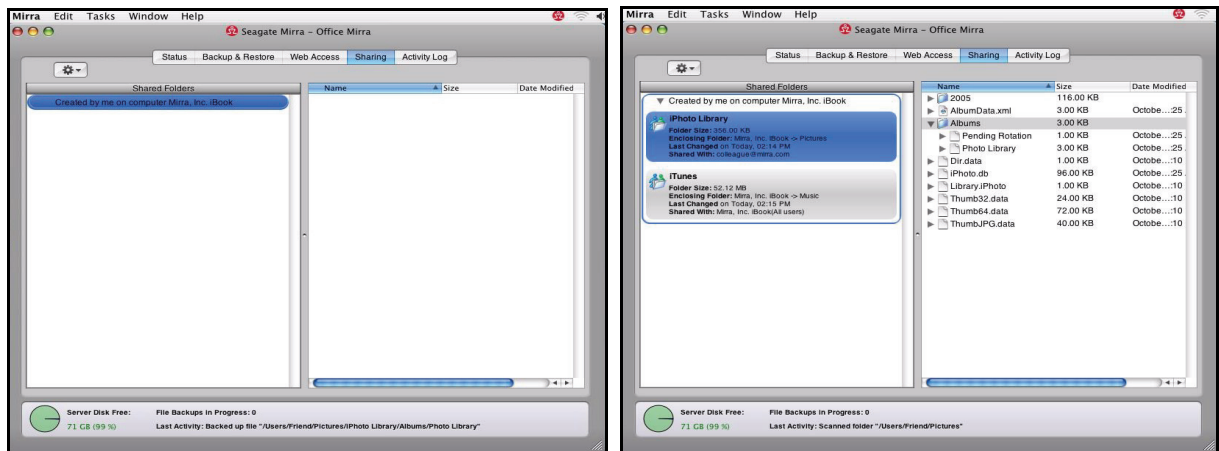


Figure 6~22 Sharing Screen - No Shares

Sharing Screen - Populated

If you have not yet shared any folders, the **Sharing** screen is empty. If you have previously shared folders or have had folders shared with you, they're listed here.

Step 2: On the **Sharing Tasks** menu, click **Share via the Local Network**.

The **Share via the Local Network** window opens:

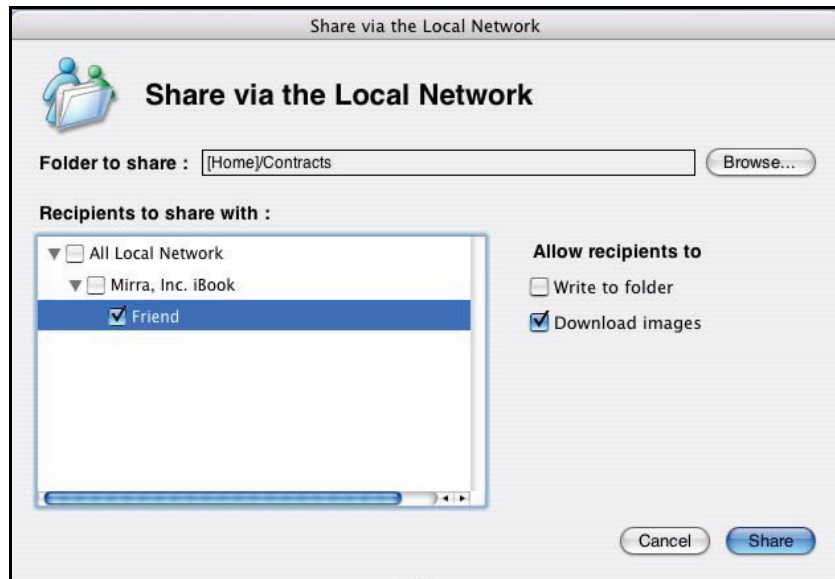


Figure 6~23 Share via the Local Network

From the Backup & Restore Screen

To access the **Share via the Local Network** window from the **Backup & Restore** screen,

Step 1: Click the **Backup & Restore** tab.

The **Backup & Restore** screen opens:

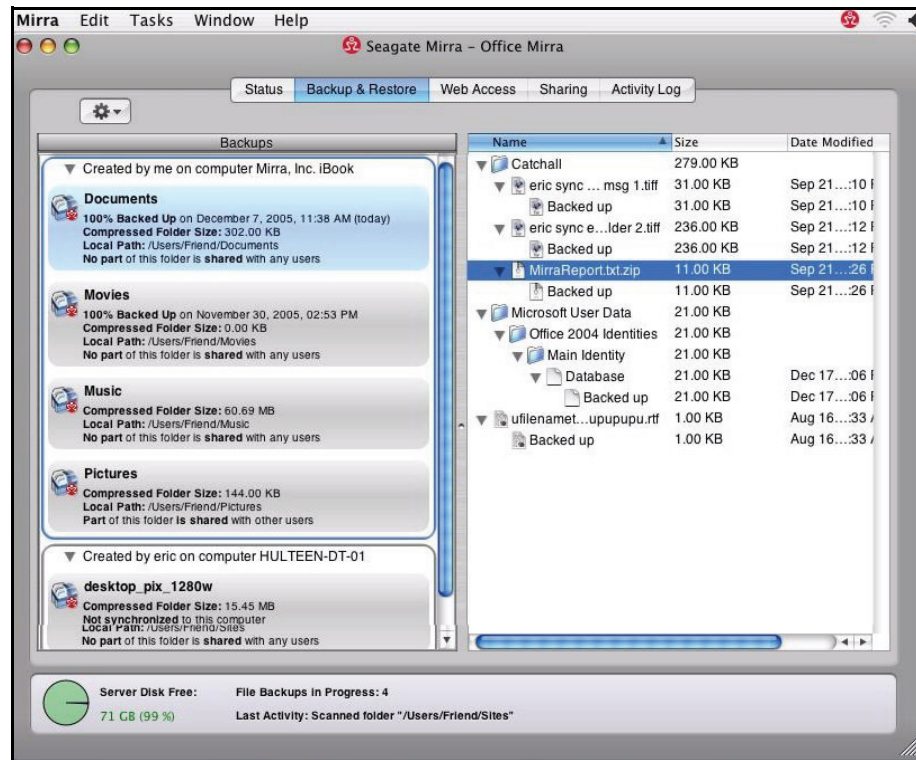


Figure 6~24 Backup and Restore Screen

Step 2: Select a backed up folder to share.

Step 3: On the Backup & Restore Tasks menu, click **Share via the Local Network**.

The **Share via the Local Network** window opens with the name of the folder to share already entered:

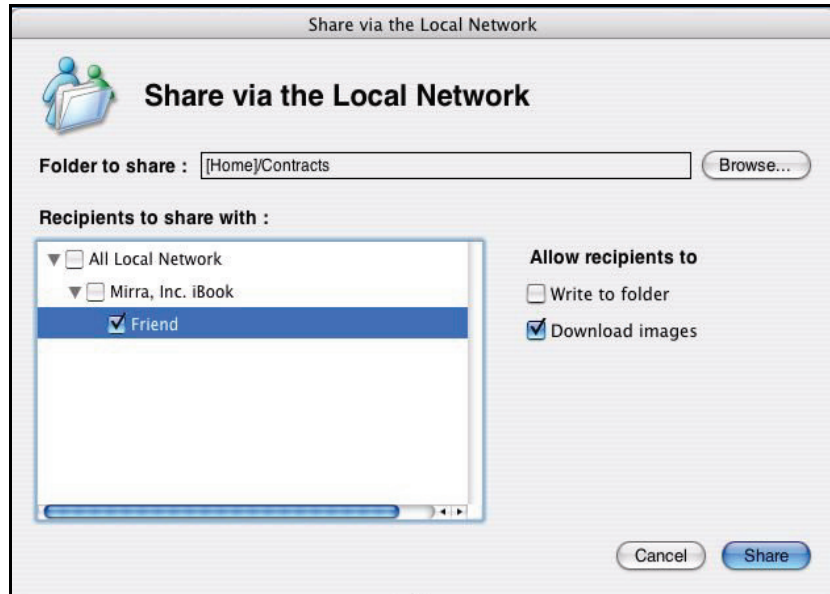


Figure 6~25 Share via the Local Network (Folder Name Entered)

From the Finder

To access the **Share via the Local Network** window from the Finder,

Step 1: Control-click on a backed up folder.

The shortcut menu appears:



Figure 6~26 Windows Dropdown Menu

Step 2: From the dropdown menu, select *Share Folder "foldername" via the Local Network*.



If the folder has not already been backed up, **Share Folder "foldername" via the Web** is disabled on the menu. Use the **Add Folder "foldername" to Mirra Backups** option to select the folder for backup. Once you've completed the backup process, Control-click on the folder again to share it.

The **Share via the Local Network** window opens with the name of the folder to share already entered:

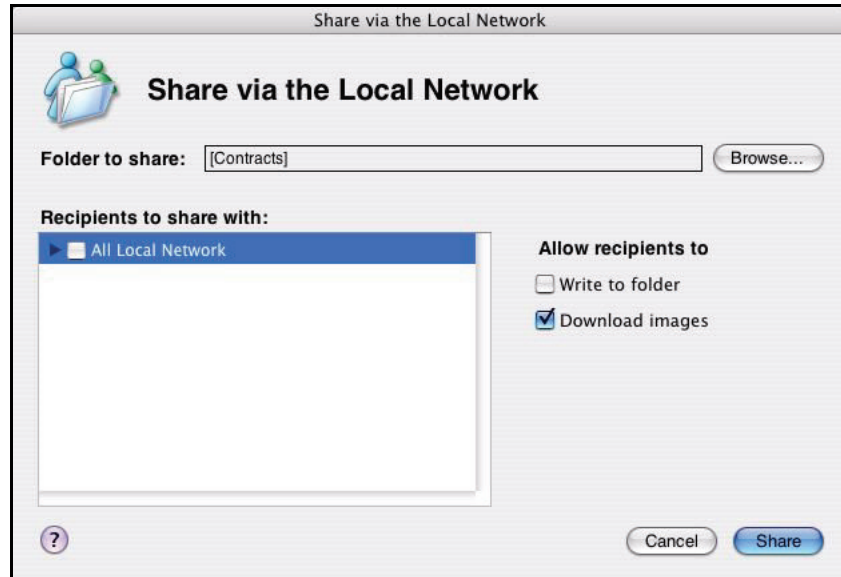


Figure 6~27 Share via the Local Network (Folder Name Entered)

Using the Share via the Local Network Window

Selecting a Folder to Share

If you've opened the **Share via the Local Network** window from the **Backup & Restore** screen or by control-clicking on the folder on your computer, the name of the folder to be shared is already displayed in the **Folder to share** field.

If you've opened the window from any other Mirra screen, you must browse to the folder and select it.

To select a folder to be shared,

Step 1: Click **Browse** next to **Folder to share**:



Figure 6~28 Browse for Folder to Share

The **Browse for Folder** window opens:

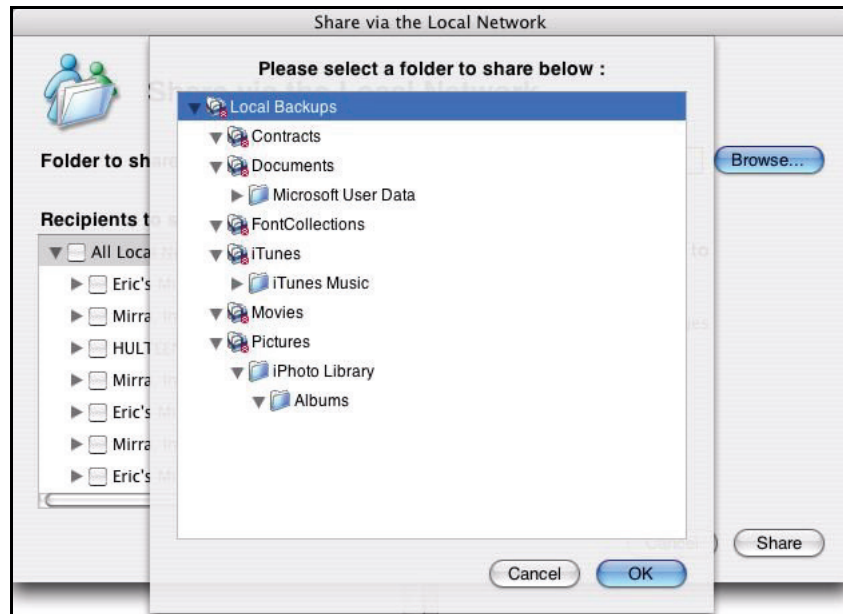


Figure 6~29 Browse for Folder Window

Listed are all the folders backed up on your Personal Server.

Step 2: Select the folder to be shared and click **OK**.

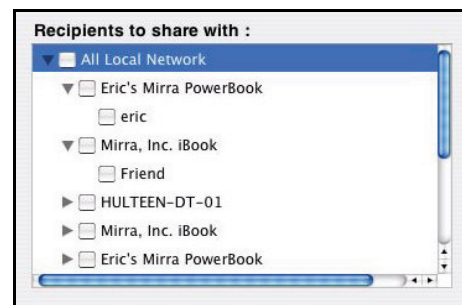
The name of the selected folder appears in the **Folder to share** field.

Selecting Recipients on the Local Network

The **Share via the Local Network** window displays all the computers connected to your Personal Server and lists the users on each computer.

To select Share recipients,

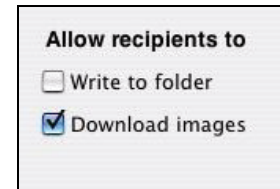
- Select recipients from the list displayed beneath **Recipients to share with**:
 - To share with all users on a computer, select the computer.
 - To share with specific users on a computer, display the list of users and select those with whom you wish to share.



Setting Folder Permissions

Use the **Allow recipients to** area to set the permissions attached to the folder you're sharing:

- **Write to folder:** Recipients may download, edit, upload, and add files to or delete files from the shared folder.
- **Download images:** Recipients may access this folder on the Mirra web site and download full-size images.



Completing the Share

Step 1: Review the information you've provided in the **Share via the Local Network** window.

Step 2: Click **Share** to complete the folder share.

Synchronizing Folders

Once someone connected to your Personal Server has shared a folder with you, the Synchronize feature allows you to keep a synchronized copy of the folder on your own computer. Synchronizing a folder establishes a link between the copy on your computer and the copy stored on the Personal Server. If this folder has been shared with other computers connected to your Personal Server and they have also established a link to it, all copies are kept synchronized through the Personal Server. This allows people to work on the same folder, each on his or her own computer.

For example, suppose that Computers 1, 2, and 3 are all synchronized to Folder A on a Personal Server. Changes made on Computer 1 to a file in that folder are automatically reflected in the copy of that file on the Personal Server and then, in turn, in the copy on Computers 2 and 3.

Synchronizing Versions

Mirra saves up to eight versions of a file to protect against permanent loss of data. However, Mirra does not provide version control. It creates versions on a first-come-first-served basis and orders them according to when they were backed up and not when they were actually edited. So when two or more people are working concurrently on a file in a synchronized folder, the copy most recently backed up to

the Mirra appears as the most recent version even if it doesn't contain the most recent edits.

It's possible (but unlikely) that the copy of the file on your computer containing your more recent edits may be overwritten by another person's edits. As a result, changes you made to the file may exist only in a previous version of the file no longer present on your computer, but still residing on the Mirra. Since Mirra saves up to eight versions of a synchronized file, you can retrieve an overwritten version.

Working with Synchronized Folders

Once a folder has been synchronized with other computers, the treatment of the copy of the folder on any of the synchronized computers affects the copies residing on everyone's computers:

- If a synchronized folder is deleted, its name is changed, or it's moved to another location on any computer synchronizing the folder, the files contained in that folder disappear from the Mirra and from the others' computers. However, the folder itself (now empty) remains on the other computers. If anyone now adds files or folders to that sync'd folder, they appear on everyone's computers.
- If a folder containing sub-folders is created on computer A, shared and synchronized on computer B, and then deleted on computer B, the folder still resides on computer A and contains the original sub-folders, but they're now empty. If a file is added to the folder on computer A, the folder is re-created on computer B and contains the new file but no sub-folders.

To synchronize a folder that's been shared with you,

Step 1: On the **Sharing** screen, select the folder.

Step 2: On the Sharing Tasks menu, select **Synchronize to this Computer**.

A **Synchronize to this Computer** window explains what happens when you synchronize a folder to your computer:

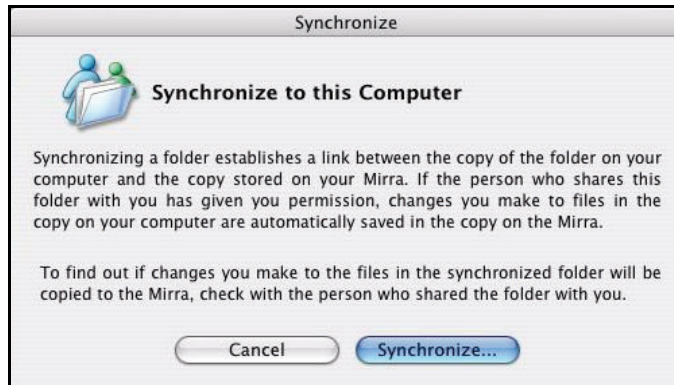


Figure 6~30 Synchronize to this Computer

Step 3: Click OK.

The **Synchronize to** window opens:

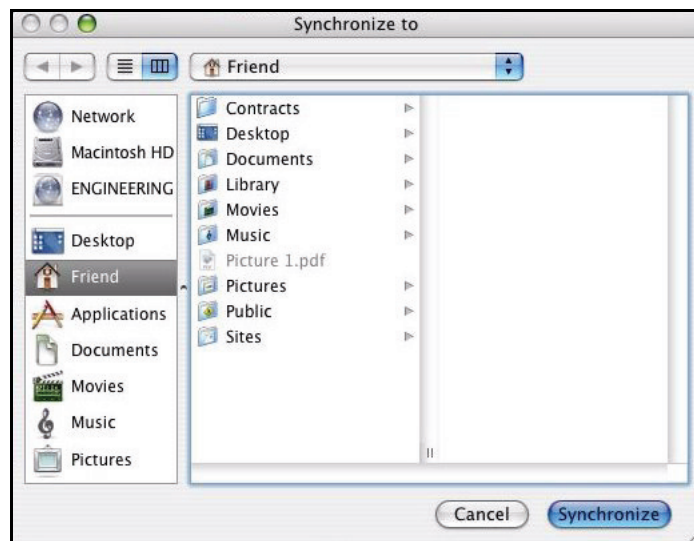


Figure 6~31 Synchronize to

Step 4: Select the location on your computer at which you want to place the synchronized folder.

Step 5: Click OK.

The folder appears at the selected location on your computer.

Stopping Synchronization

If you no longer want the changes you make to your copy of a folder to be reflected in the copy backed up on the Personal Server, you must stop the synchronization to break the link between the folder on your computer and the folder on the Personal Server.

To stop the synchronization,

Step 1: On the **Sharing** screen, select the folder.

Step 2: On the Sharing Tasks menu, select **Stop Synchronization**.

The folder on your computer is no longer linked to the copy stored on the Personal Server and is no longer backed up. However, the copy on your computer still exists and is accessible unless you delete it from your computer.

Sharing Tasks

Sharing a Folder via the Web

To share a folder via the web,

Step 1: On the Sharing Tasks menu, click **Share via the Web**.

The **Share via the Web** window opens.

Step 2: Select the folder to be shared, the recipients, and the folder permissions.

Step 3: Click **OK**.

See *Using the Share a Folder Window*, for detailed instructions.

Sharing a Folder via the Local Network

To share a folder via the local network,

Step 1: On the Sharing Tasks menu, click **Share via the Local Network**.

The **Share via the Local Network** window opens.

Step 2: Select the folder to be shared, the recipients, and the folder permissions.

Step 3: Click **OK**.

See *Using the Share a Folder Window*, for detailed instructions.

Opening a Folder

To open a folder,

Step 1: On the **Sharing** screen, select the folder to be opened.

Step 2: On the Sharing Tasks menu, click **Open**.

Opening or Revealing a File or Folder in Finder

Opening a file or folder in Finder is the equivalent of double-clicking the item in Finder to open it.

Revealing a file or folder in Finder shows you the location of the item in Finder but does not allow you to open the item.

To open or reveal a file or folder in Finder,

Step 1: Select the file or folder in the right side of the **Sharing** screen. You can hold down the Command key to select multiple files or folders.

Step 2: On the Sharing Tasks menu, select **Open in Finder** or **Reveal in Finder**.

Stopping a Share

To stop sharing a folder,

Step 1: On the **Sharing** screen, select the desired folder.

Step 2: On the Sharing Tasks menu, click **Stop Sharing this folder**.

The **Stop Sharing Folder** confirmation window opens:



Figure 6~32 Stop Sharing Folder Confirmation

Step 3: Click **Yes**.

Step 4: The folder is removed from the list on the **Sharing** screen and can no longer be accessed by anyone with whom you previously shared it.

Synchronizing Folders

To synchronize a folder that's been shared with you,

Step 1: On the **Sharing** screen, select the folder.

Step 2: On the **Sharing Tasks** menu, select **Synchronize to this computer**.

A **Synchronize to this Computer** window explains what happens when you synchronize a folder to your computer:

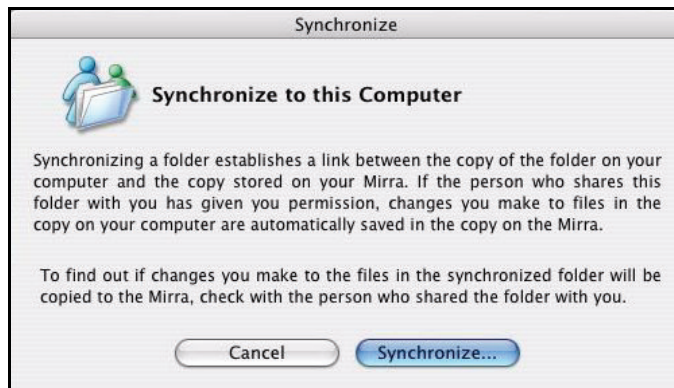


Figure 6~33 Synchronize to this Computer

Step 3: Click **OK**.

The **Browse for Location** window opens:

Step 4: Select the location on your computer at which you want to place the synchronized folder.

Step 5: Click **OK**.

The folder appears at the selected location on your computer.

Stopping Synchronization

To stop a synchronization,

Step 1: On the **Sharing** screen, select the folder.

Step 2: On the **Sharing Tasks** menu, select **Stop synchronization**.

The folder on your computer is no longer linked to the copy stored on the Personal Server and is no longer backed up.

Changing Web Shares

To add or remove people from the list of recipients via the web or change the permissions you assigned to a folder,

Step 1: On the Sharing Tasks menu, click **Change Who Shares via the Web**.

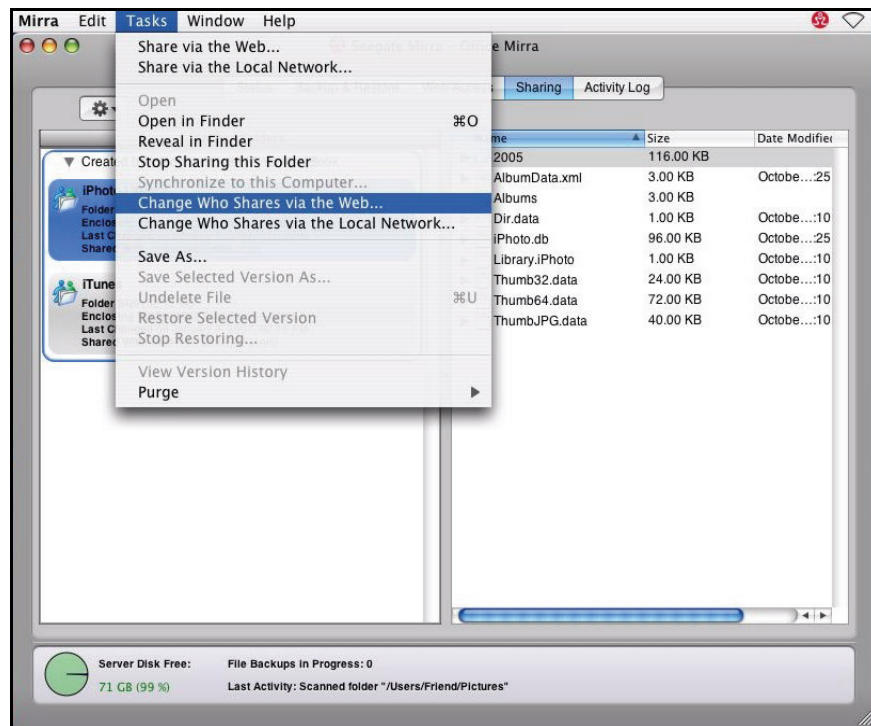


Figure 6~34 Sharing Tasks Menu

The **Share via the Web** window opens:

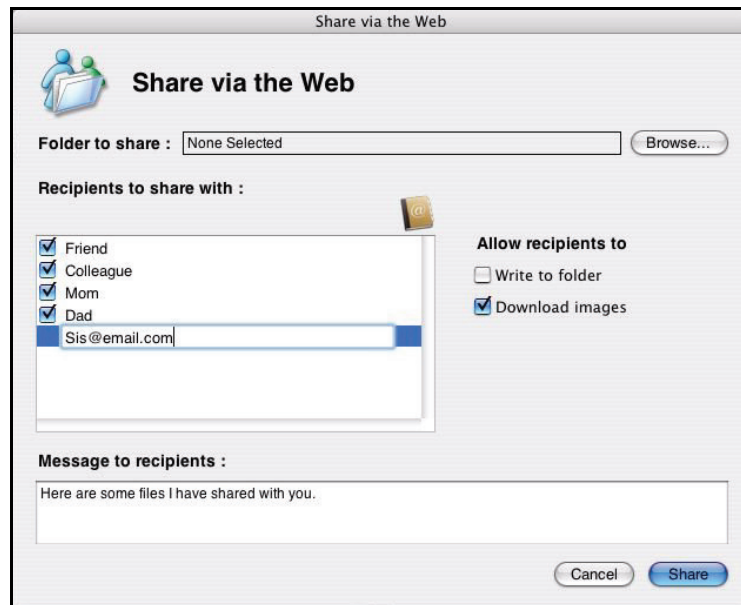


Figure 6~35 Share via the Web

Displayed are the people with whom this folder is being shared and the permissions you've set for this folder.

- Step 2:** To *remove* a name from the list of recipients to share with, click the box preceding the name to deselect it.
- Step 3:** To *add* a name to the list of recipients to share with, add the name from your Address Book or enter it in the field beneath **By email address**.
- Step 4:** Make the desired changes to the permissions listed below **Allow recipients to**.
- Step 5:** If you've added a recipient, you can edit the **Message to recipients**.
People added to your Recipients list (and *only* those people) receive a Share notification email. If you've removed people from your Share list, they can no longer access the folder.
- Step 6:** Click **OK**.

Changing Local Network Shares

To add or remove people from the list of recipients on your local network or change the permissions you assigned to a folder,

Step 1: On the Sharing Tasks menu, click **Change Who Shares via the Local Network**:

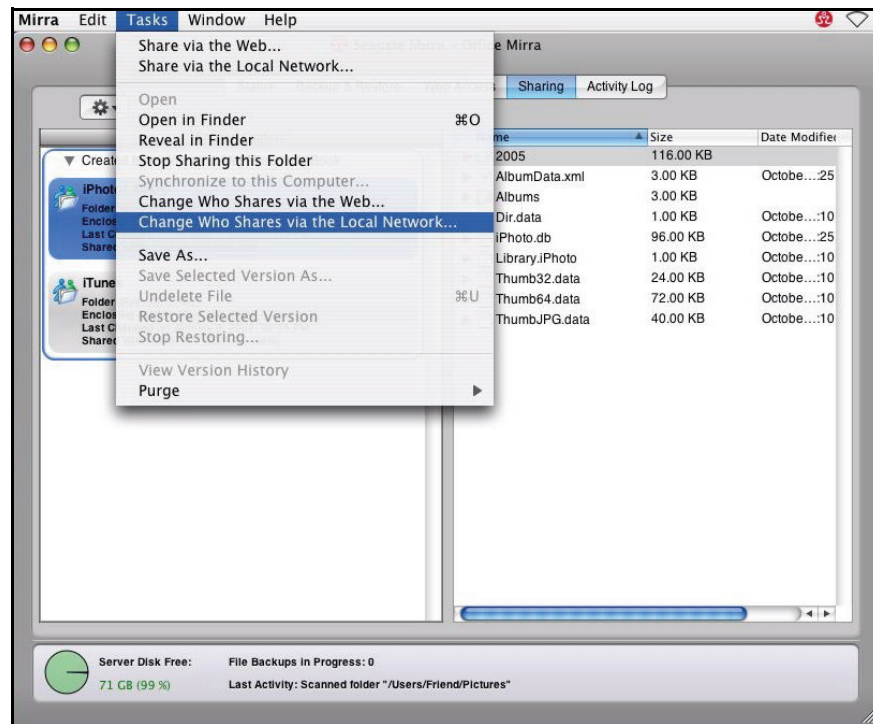


Figure 6~36 Sharing Tasks Menu

The **Share via the Local Network** window opens:

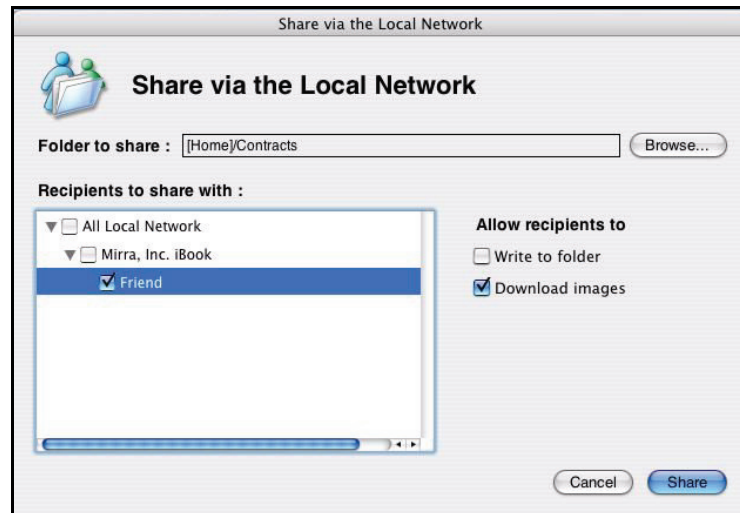


Figure 6~37 Share via the Local Network

Displayed are the computers and/or the users with whom this folder is being shared and the permissions you've set for this folder.

- Step 2:** To *remove* a name from the list of recipients to share with, click the box preceding the name to deselect it.
- Step 3:** To *add* a name to the list of recipients to share with, click the box preceding the name to select it
- Step 4:** Make the desired changes to the permissions listed below **Allow recipients to**.
- Step 5:** Click OK.

Saving a Folder

To save a folder,

- Step 1:** On the **Sharing** screen, select the folder to be saved. You can hold down the Command key to select multiple folders.
- Step 2:** On the Sharing Tasks menu, click **Save As**.

The **Save Selected Folder As** window opens:

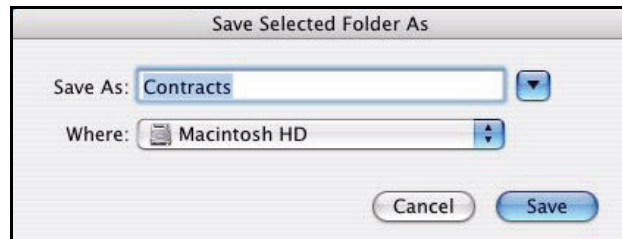


Figure 6~38 Save Selected Folder As Window

Step 3: Rename the folder if you wish and select the location at which you want it saved.

Step 4: Click OK.

The folder is saved at the selected location.

The new copy of a folder is not automatically backed up unless you have saved it within another folder already selected for backup.

Step 5: Select the saved version for backup.

Saving a File

To save a file,

Step 1: On the **Sharing** screen, select the folder containing the file to be saved.

You see a list of the files contained in the folder.

Step 2: Select the file to be saved. You can hold down the Command key to select multiple files.

Step 3: On the Sharing Tasks menu, click **Save As**.

The **Save Selected File As** window opens:

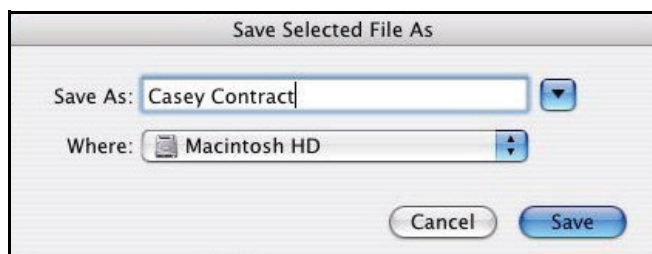


Figure 6~39 Save Selected File As Window

Step 4: Rename the file to be saved if you wish and select the location at which you want it saved.

Step 5: Click **Save**.

The file is saved at the selected location.

The new copy of a file is not automatically backed up unless you have saved it within a folder already selected for backup.

Step 6: Bck up the saved version.

Saving a File Version

File versions are sorted in the order in which each version was created, with the earliest version listed first. The date displayed for each version reflects the date on which that version was modified according to your operating system's time stamp.

To save a version of a file,

Step 1: On the **Sharing** screen, select the file to be saved.

Step 2: On the Sharing Tasks menu, click **View Version History**.

You see the version history for this file:

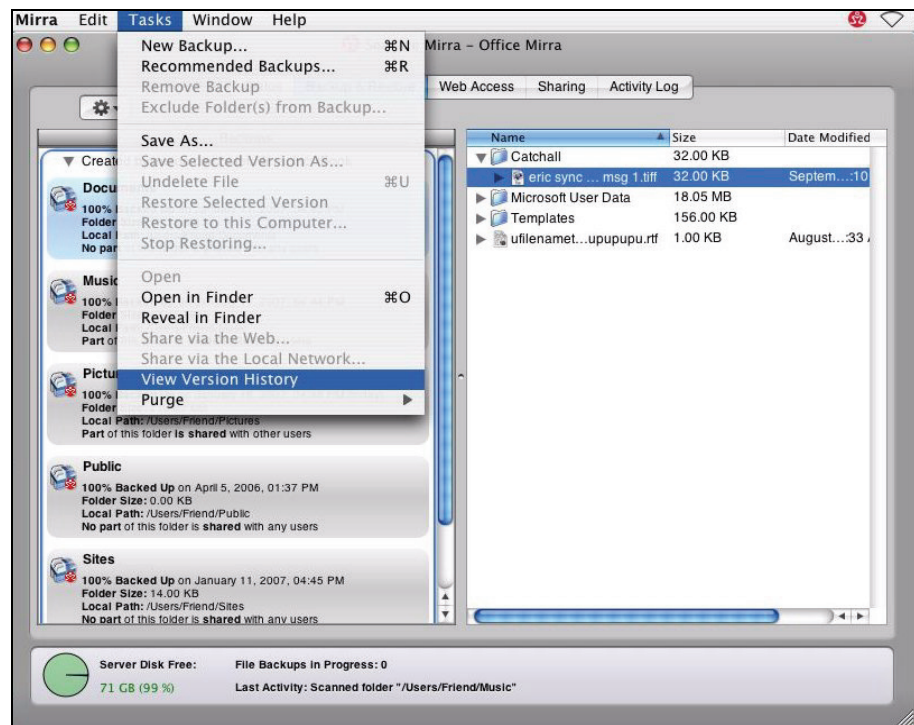


Figure 6~40 Version Tasks Screen

Step 3: Select the version of the file you want to save.

Step 4: On the Sharing Tasks menu, click **Save Selected Version As**.

The **Save selected version as** window opens:

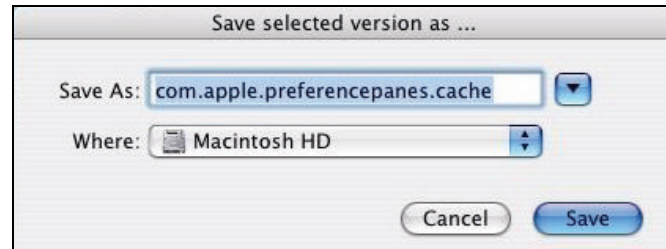


Figure 6~41 Save Selected Version As

Step 5: Rename the file if you wish and select the location at which you want it saved.

Step 6: Click **Save**.

The file is saved at the selected location and now appears in both its original and its new locations.

Undeleting a File or Folder

Backed up files and folders that have been deleted are stored indefinitely on your Mirra and remains on the Sharing list as a grayed-out entry with a line drawn through it. You can undelete a file or folder and restore it to its original location.



You cannot delete a file or folder from your computer using the Mirra application. You must make deletions in the original folder on your computer.

To undelete a file or folder on your Personal Server,

Step 1: On the **Sharing** screen, select the file or folder to be undeleted. You can hold down the Command key to select multiple files or folders:

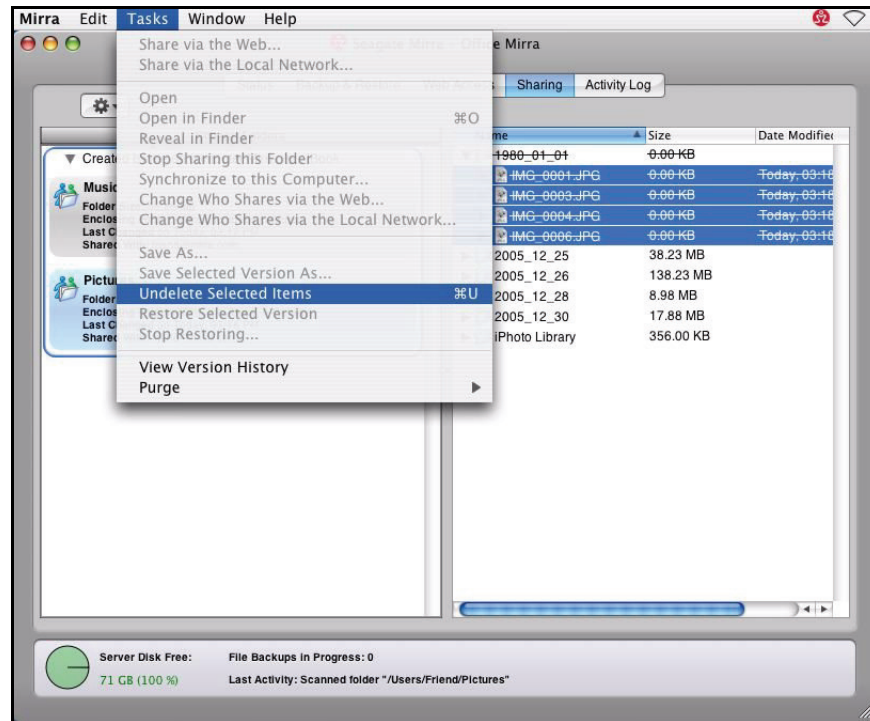


Figure 6~42 Sharing Screen with Deleted Folders

Step 2: On the Sharing Tasks menu, select **Undelete Selected Items** (or **Undelete Folder** or **Undelete File**).

The files or folders are restored to their original locations on your computer and are no longer marked as deleted on your **Sharing** screen.

Restoring a Version of a File

Since Mirra stores the eight most recent versions of each file, you can restore an earlier version to your computer.

File versions are sorted in the order in which each version was created, with the earliest version listed first. The date displayed for each version reflects the date on which that version was modified according to your operating system's time stamp.

Note: Before you can restore a version of a deleted file, you must undelete it.

To restore an earlier version of a file,

Step 1: On the **Sharing** screen, select the file to be restored.

Step 2: On the Sharing Tasks menu, click **View Version History**.

Up to eight versions of this file are displayed.

Step 3: On the **Sharing** screen, select the file version to be restored.

Step 4: On the Sharing Tasks menu, click **Restore Selected Version**.

The selected version of the file is restored to its original location on your computer.

Stopping a Restore

To stop restoring a folder,

Step 1: On the **Sharing** screen, select the folder being restored.

Step 2: On the Sharing Tasks menu, click **Stop Restoring**.

Viewing Previous Versions of a File

Mirra tracks any changes you make to the files in a backed up folder and saves the eight most recent versions of each file. File versions are sorted in the order in which each version was created, with the earliest version listed first. The date displayed for each version reflects the date on which that version was modified according to your operating system's time stamp.

To view previous versions of a file,

Step 1: On the **Sharing** screen, click the folder that contains the file.

Step 2: Select the desired file.

Step 3: On the Sharing Tasks menu, click **View Version History**.

The eight most recent versions of this file are displayed.

Notes on Sharing Folders

- You can share entire folders or you can share sub-folders.

- Once you share a folder, any new files you add to it are automatically shared as well. Even if you turn off your PC and take it off the network, your Mirra continues to share those photos and files over your broadband connection.

Chapter 7: Setting Up Web Access

The **Web Access** screen provides information about your Web Account and lists the backed up folders that can be enabled for web access:

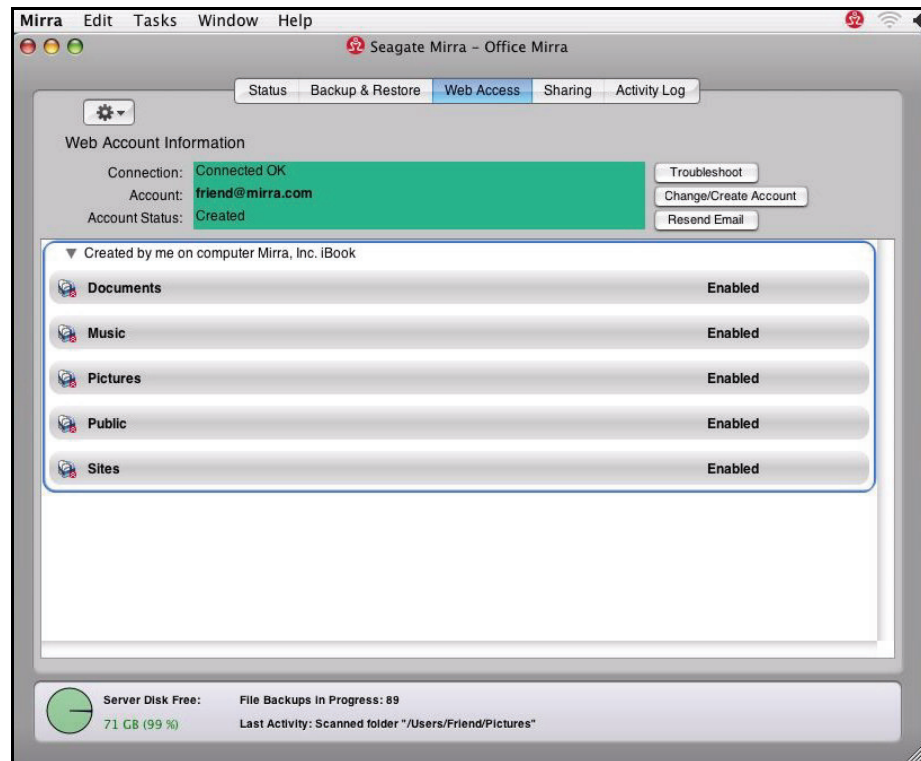


Figure 7~1 Web Access Screen

Once you've created a Mirra Web Account and have enabled your backed up folders for web access, you can view, download, edit, and upload the files stored in them from any computer connected to the Internet by signing in at www.mirra.com.

Displaying the Web Access Tasks Menu

You can display the Web Access Tasks menu in two ways:

- Click **Tasks** on the menu bar of the **Web Access** screen:

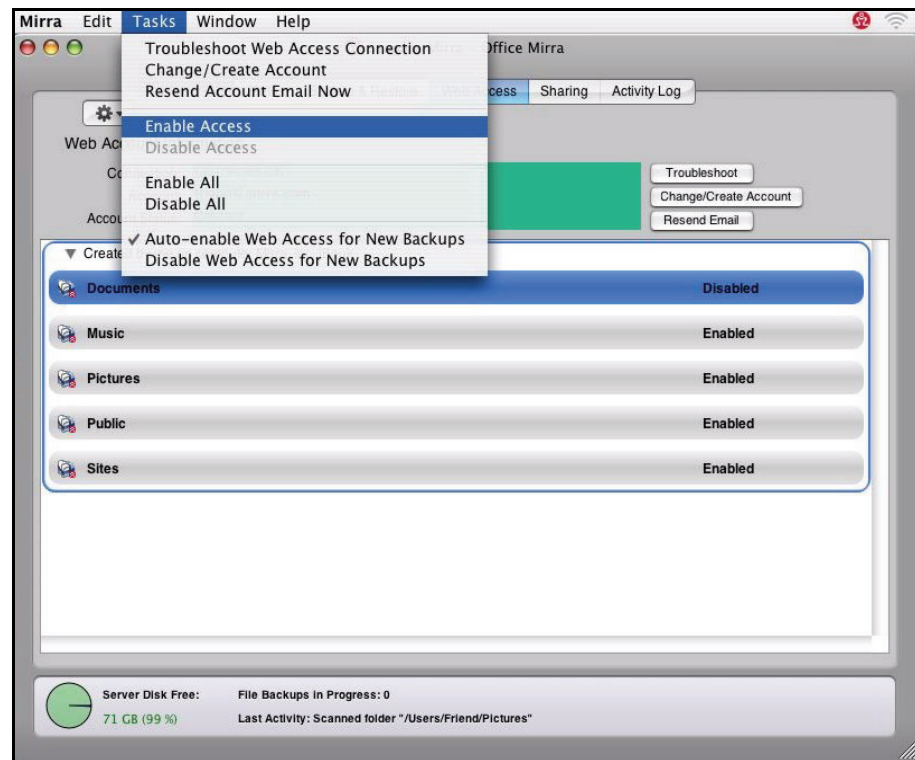


Figure 7~2 Web Access Tasks Menu from the Menu Bar

— OR —

- Click the **Tasks** button on the **Web Access** screen:

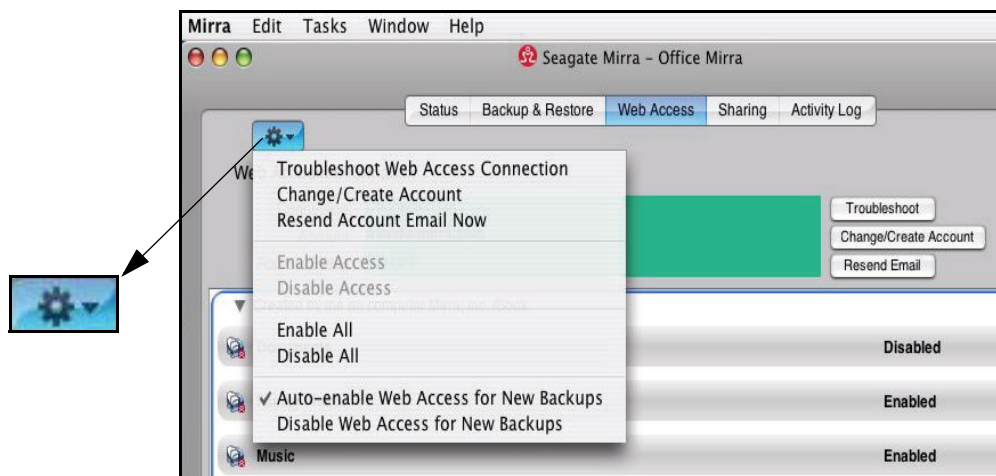


Figure 7~3 Tasks Button

Creating a Mirra Web Account

You must create a Mirra Web Account at *www.mirra.com* before you can use the Web Access feature. If you did not create a Web Account during the Mirra software Setup, this is reflected in the **Web Account Information** area of the **Web Access** screen:

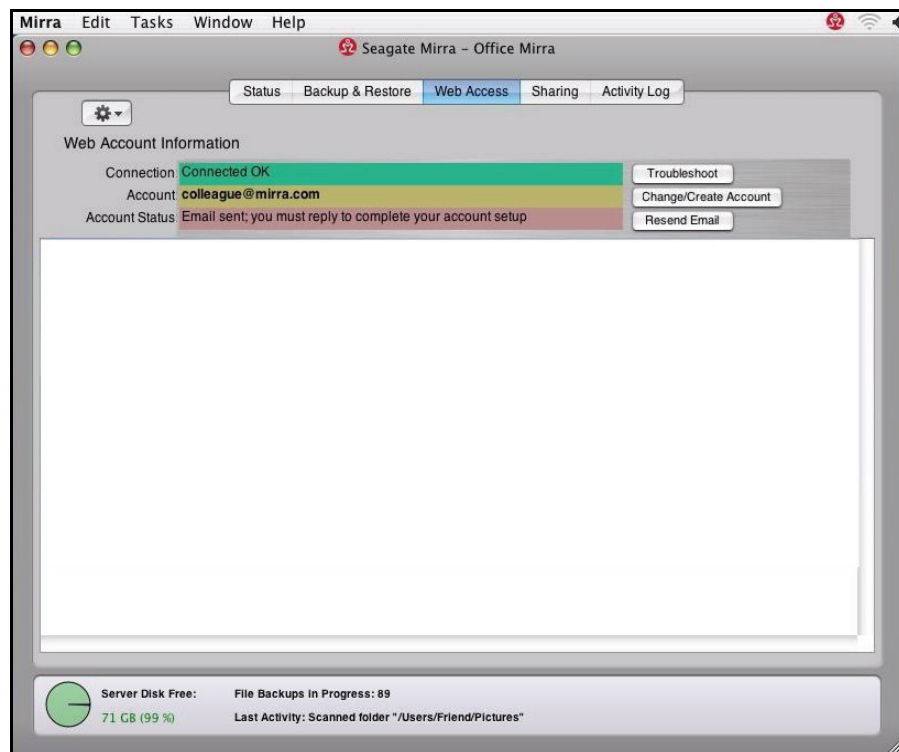


Figure 7~4 Web Access Screen - No Mirra Web Account

To create a Mirra Web Account,

Step 1: Click the **Web Access** tab.

The **Web Access** screen opens.

Step 2: In the **Web Account Information** area, click **Change/Create** next to **Account**.

The **Create a Mirra Web Account** window opens:

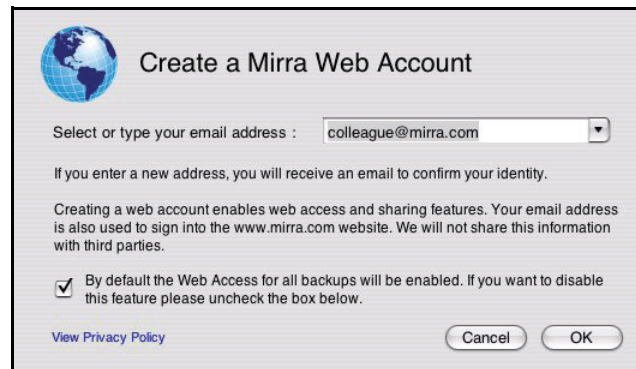


Figure 7~5 Create a Mirra Web Account

Step 3: Enter your email address and click **OK**.

Step 4: Check your email. Usually after a few minutes, you receive a message from Mirra resembling the message shown below with a link to the Mirra web site:

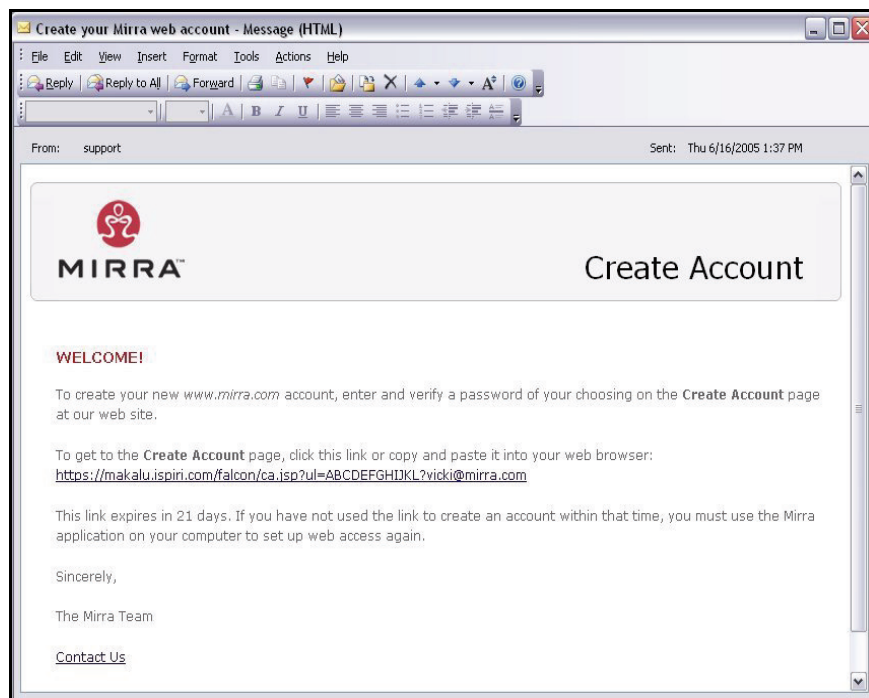


Figure 7~6 Create Account Email



If you don't receive an email, check your Spam folder to be sure your Mirra email has not mistakenly been identified as spam. If the email isn't there, contact Mirra Technical Support at <http://support.mirra.com>.

Step 5: Click the link in your email.

You're taken to the **Create Account** page on the Mirra web site, where your email address is already entered:

Figure 7~7 Web Site Create Account Page

Step 6: Enter a name and enter and confirm a password of your choosing.

Step 7: Click **Create Account**.

The Mirra Thank You page opens:

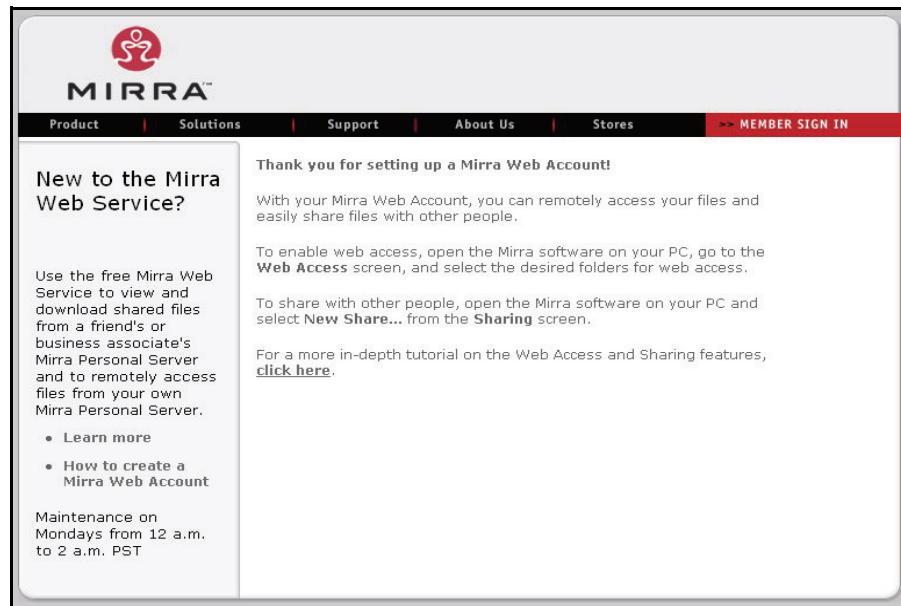


Figure 7~8 Thank You Page

Enabling Folders for Web Access

You can automatically enable or disable all backed up folders for web access or you can enable or disable folders on an individual basis.

To set your preference for enabling folders for web access,

Step 1: Display the Web Access Tasks menu:

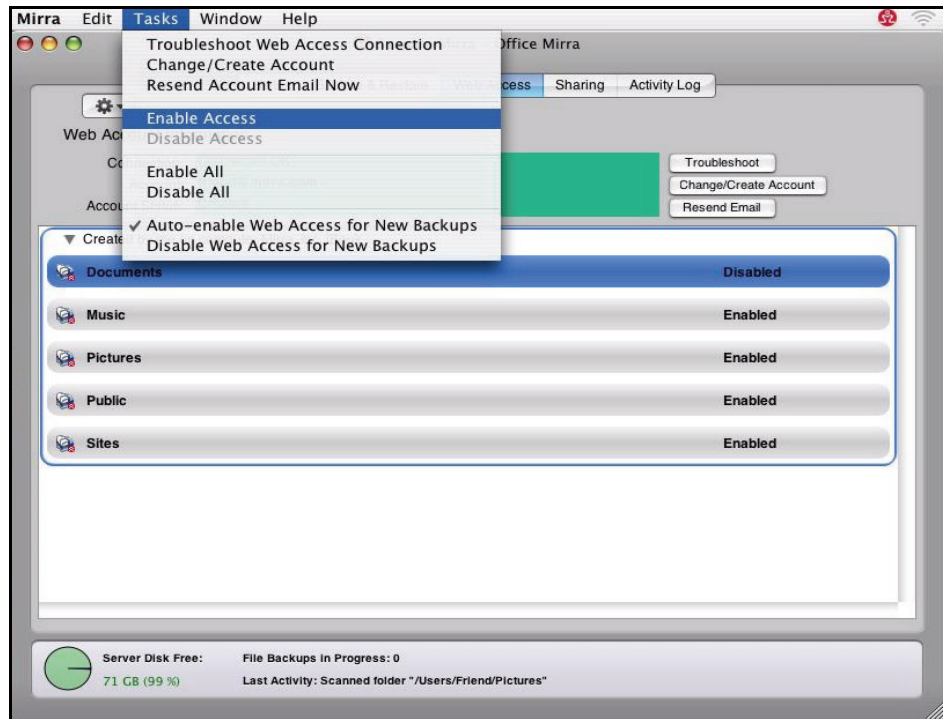


Figure 7~9 Web Access Tasks Menu

Step 2: Make the desired selection:

- **Enable Access:** Enable a currently disabled folder for web access.
- **Disable Access:** Disable a currently enabled folder for web access.
- **Enable All:** Enable all folders not currently enabled for web access.
- **Disable All:** Disable all folders that are currently enabled for web access.
- **Auto-enable Web Access for New Backups:** Automatically enable folders for web access at the time they're selected for backup.
- **Disable Web Access for New Backups:** Automatically disable folders for web access at the time they're selected for backup.

Web Access Tasks

Troubleshooting a Web Access Connection

To open online Help when troubleshooting connection problems,

- On the Web Access Tasks menu, select **Troubleshoot Web Access Connection**.

Your browser opens and points to the appropriate Help item at <http://www.mirra.com/help/2.2Mac/index.html#connectionDown>.

Enabling a Folder for Web Access

To enable a folder currently disabled for web access,

Step 1: On the **Web Access** screen, select the folder to be enabled.

Step 2: On the Web Access Tasks menu, select **Enable folder**.

Enabled appears in the **Web Access** column next to the selected folder.

Disabling a Folder for Web Access

To disable a folder currently enabled for web access,

Step 1: On the **Web Access** screen, select the folder to be disabled.

Step 2: On the Web Access Tasks menu, select **Disable folder**.

Disabled appears in the **Web Access** column next to the selected folder.

Enabling All Folders for Web Access

To enable all folders not currently enabled for web access,

- On the Web Access Tasks menu, click **Enable all**.

Enabled appears in the **Web Access** column next to each folder.

Disabling All Folders for Web Access

To disable all folders that are currently enabled for web access,

- On the Web Access Tasks menu, click **Disable all**.

Disabled appears in the **Web Access** column next to each folder.

Auto-enabling Web Access for New Backups

To automatically enable folders for web access at the time they're selected for backup,

- On the Web Access Tasks menu, select **Auto-enable Web Access for New Backups**.

Disabling Web Access for New Backups

To automatically disable folders for web access at the time they're selected for backup,

- On the Web Access Tasks menu, select **Disable Web Access for New Backups**.

Notes on Accessing Files on the Web

- Files can be accessed on the web even if your computer is turned off as long as your Personal Server is on.
- Files downloaded to a remote computer now reside on that computer. If you don't want the files to remain on that computer (for example, if you're using a public computer at an Internet cafe), be sure to delete the downloaded files and empty the Recycle Bin before you log off.
- If there's a poor connection, it may take several seconds for the remote computer to connect to your Personal Server.

Chapter 8: Reading the Activity Log

The Activity Log tracks activity as it occurs on your Personal Server and displays the 200 most recent actions performed by the Mirra as you work:

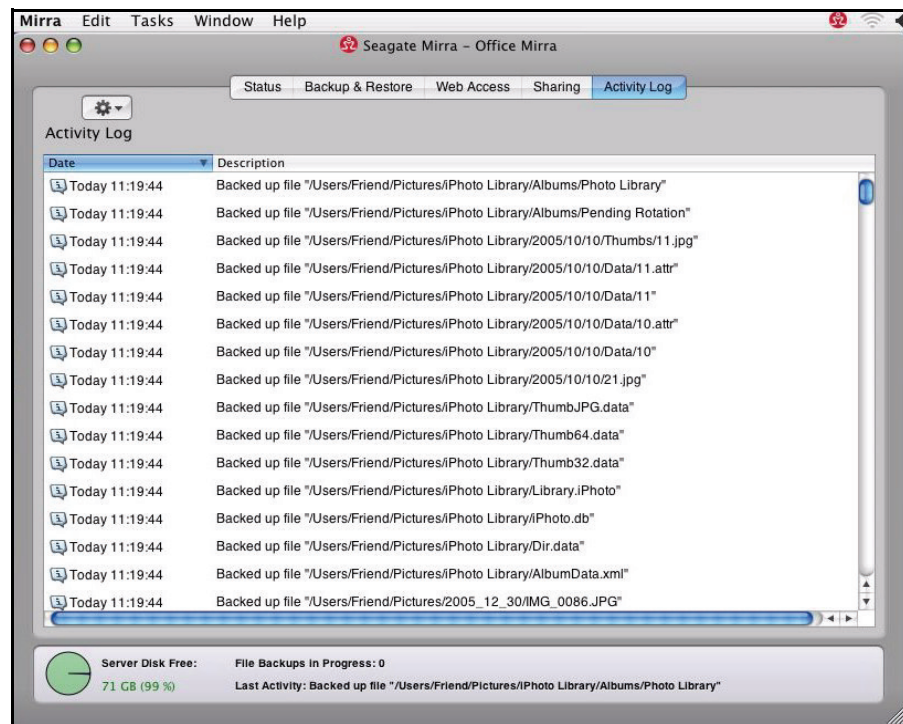


Figure 8~1 Activity Log

The Activity Log documents the actions performed by your Mirra:

- The addition or removal of files from backup, sharing, or web access
- Changes to backed up or shared files and folders
- Mirra file syncs
- Mirra file scans
- File uploads and downloads
- Folder restores
- Undeletes
- Warnings and error messages

Actions documented in the Activity Log are reflected in the Status Bar.

Displaying the Activity Log Tasks Menu

You can display the Activity Log Tasks menu in two ways:

- Click **Tasks** on the menu bar of the **Activity Log** screen:

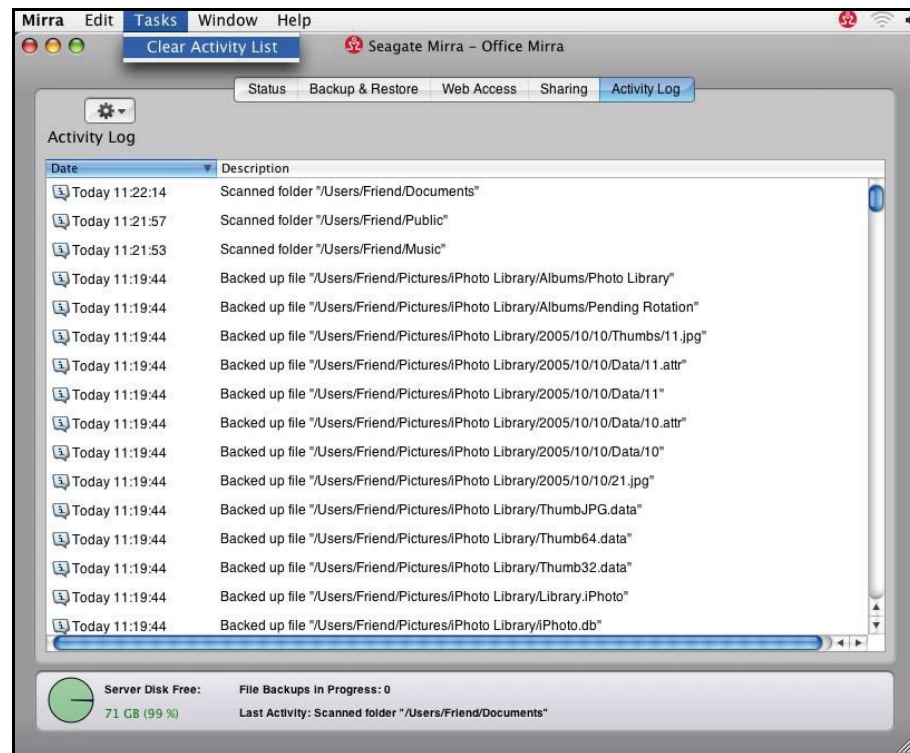


Figure 8~2 Activity Log Tasks Menu from the Menu Bar

— OR —

- Click the Tasks button on the **Activity Log** screen:

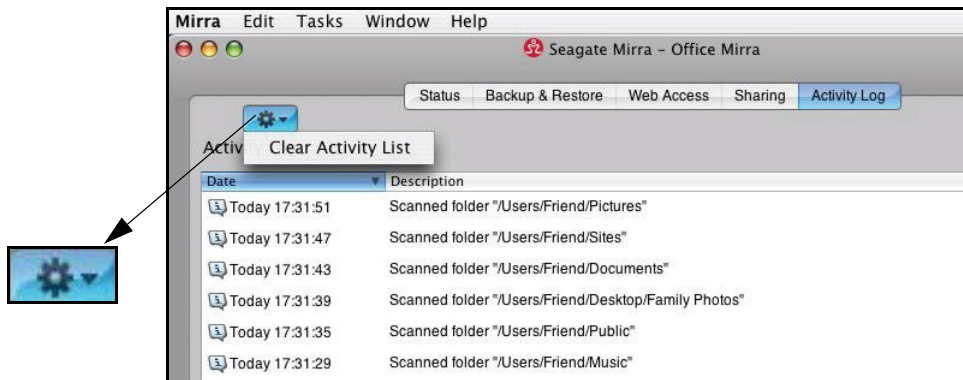


Figure 8~3 Tasks Button

To view the Activity Log,

- Click the **Activity Log** tab.

The Activity Log opens. Listed are the 200 most recent events logged by Mirra, with the activity, status, file path, date, and time of each event.

To clear the Activity Log,

- Select **Clear Activity List** on the Activity Log Tasks menu.

Chapter 9: Managing Your Mirra

Checking the Backup Status of all Computers

To review the status of all computers connected to your Personal Server,

Step 1: Sign in at the Mirra web site at *www.mirra.com*.

You see the Mirra Backups page:

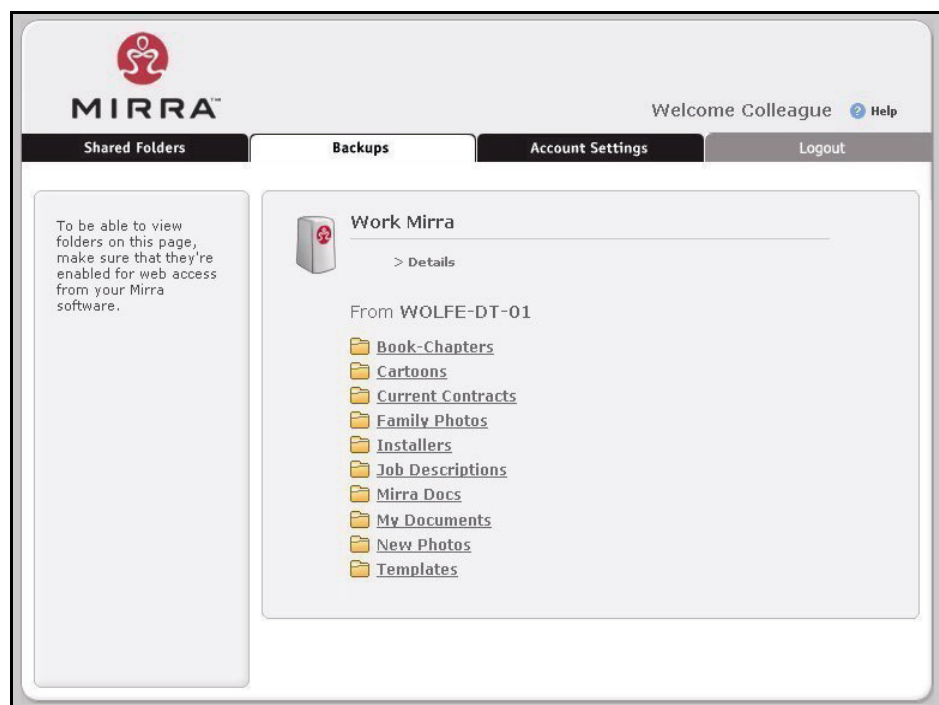


Figure 9~1 Mirra Web Site

Step 2: Click Details.

The **Mirra Details** page displays the current status of all computers backed up to your Personal Server:

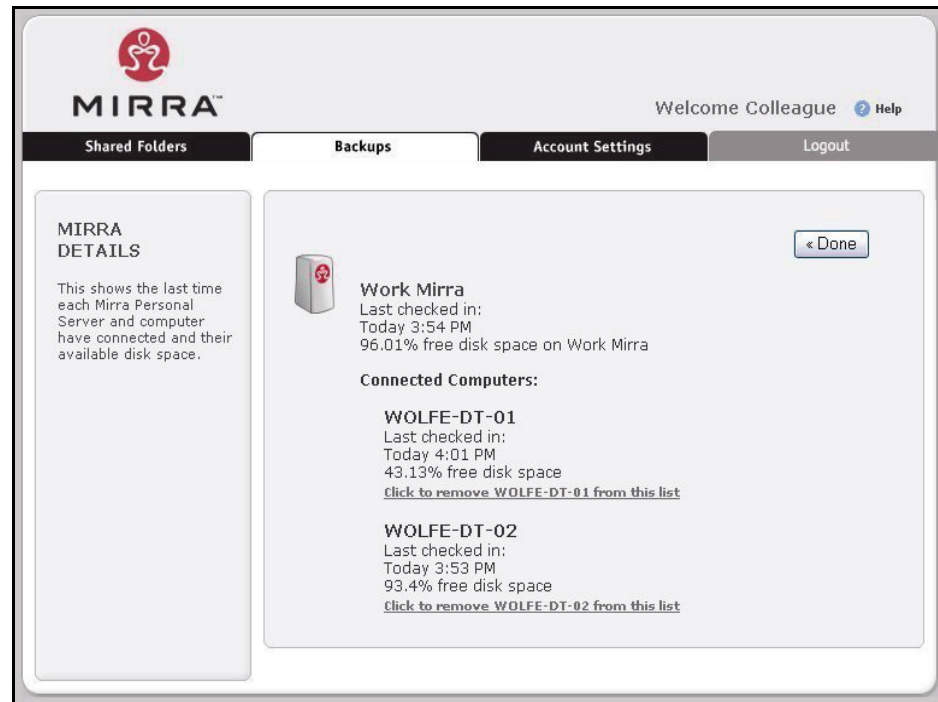


Figure 9~2 Mirra Details Page

Turning Off your Personal Server

Since your Personal Server continuously backs up your computer and must be turned on in order for you to access folders remotely, you should leave it on all the time. However, if you need to move your Personal Server, you must first turn it off.

To turn off your Mirra,

Step 1: Press the power button on the front panel **quickly once** and release it. DO NOT HOLD DOWN THE POWER BUTTON.

The amber status light to the left of the power button blinks while your Personal Server is shutting down. This takes approximately 30 to 60 seconds. When both LED lights have turned off, it's safe to proceed.

Step 2: Remove the cables from the rear of the Personal Server.

You *must* wait until your Personal Server is completely shut down before disconnecting power. If you disconnect power while it's running or while it's in the

process of shutting down, your backed up files can become corrupted. Wait until both lights beside the power button are off before disconnecting power.

Returning to Factory Defaults

Caution: Read the follows instructions carefully before you begin your factory reset.

To erase the contents of your Personal Server and return all settings to the factory defaults,

Step 1: If possible, use your Mirra desktop application to remove all backups from your Personal Server.

Step 2: Run the Mirra Uninstaller, found in your Applications folder (or wherever you installed it).

Step 3: Delete the folder */Library/Application Support/Mirra*.

Step 4: Go to <Current User Home Folder>/Library/Application Support/Mirra and move the Mirra folder to the Trash.

Step 5: Press the power button in the following sequence while your Personal Server is running:

- (a) Press the power button three (3) times in quick succession.
Although a beep follows each button press, the beeps usually occur more slowly than the button presses. Do not slow down your button presses to wait for the beeps. Press the button rapidly 3 times.
- (b) After you've pressed the button for the third time, wait 10 to 15 seconds until the Personal Server beeps quickly 3 times in succession and the amber light flashes 3 times.
- (c) Again press the power button 3 times.

When the amber light shines steadily and the startup tone sounds, your Personal Server settings have been returned to the factory defaults.

Note: If you make a mistake at any point in this sequence, simply wait two minutes and begin again.

Changing a Mirra Web Account

To change the Web Account associated with your Personal Server,

Step 1: In the **Web Account Information** area of the **Web Access** screen, click **Change/Create Account**:

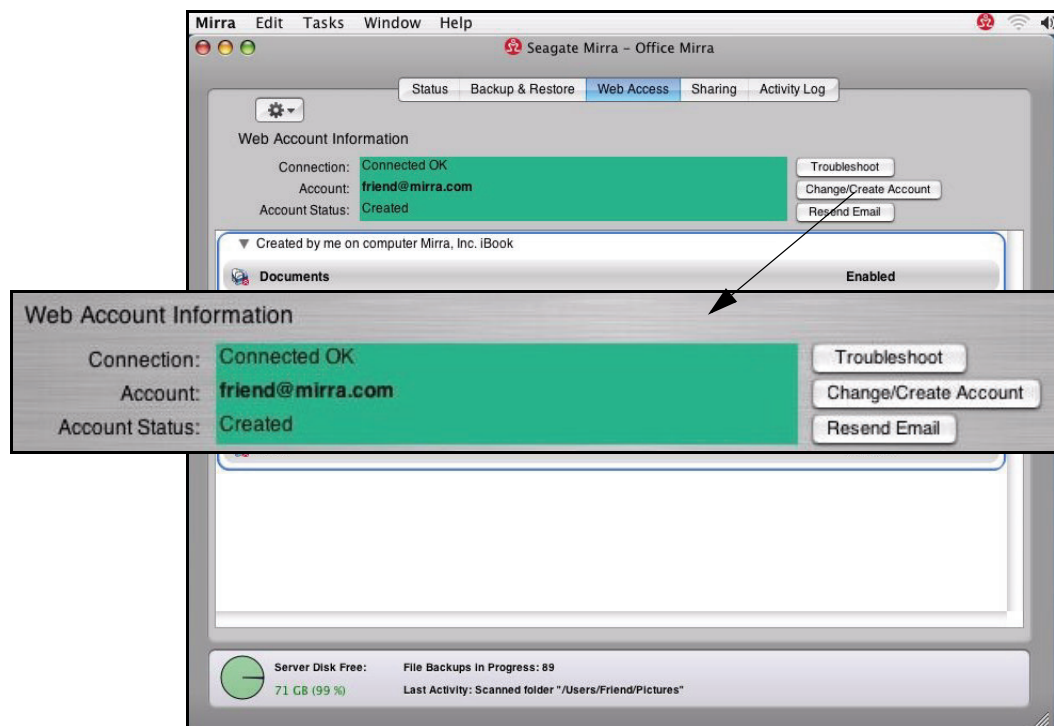


Figure 9~3 Change/Create Account

The **Create a Mirra Web Account** window opens.

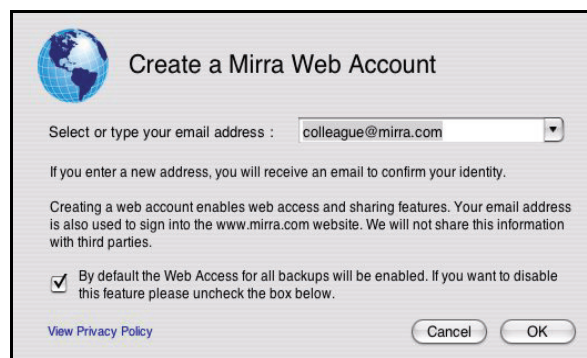


Figure 9~4 Create a Mirra Web Account Window

Step 2: Enter the email address of the new account and click **OK**.

Shortly you'll receive a confirmation email and an opportunity to verify or create your password for the new account.

Troubleshooting

If you encounter problems while setting up or using your Personal Server, read through this Manual for possible solutions. In addition, check the Mirra web site for help at <http://www.mirra.com/support/>.

Technical Support

Please be sure to read our Frequently Asked Questions at <http://www.mirra.com/support/index.html> before contacting Mirra Technical Support. You can also access our **Mirra Help & Tech Support** web page by selecting **Help > Online Help** in the menu bar of your desktop Mirra application.

Telephone Support

Telephone support is available free of charge for the initial setup of your newly purchased Personal Server. Click the **Support** tab at www.mirra.com for phone numbers and hours of operation. Have the serial number of your Mirra and your license key ready.

Online Support

Once you've completed your initial setup, you can receive additional Technical Support on line by submitting an Online Case Form at http://www.mirra.com/support/submit_case.html.

MirraGuard Data Guarantee

If one of your computer hard drives fails, all data backed up on your Mirra Sync and Share Personal Server will be restored. Seagate will assist you in the restoration and, if necessary, Seagate's Data Recovery Service will commit up to \$1,000 to recover and restore your data. Details can be found on line at www.seagate.com.

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