



# Mirra

Sync and Share  
Personal Server

Mirra Manual  
for Windows  
Version 2.2

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- I. 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](http://www.seagate.com).

## Mirra Limited Warranty

One year parts and labor.

052407



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# Chapter 1: Introduction

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

Your shipping container should include the following components:

- Seagate Mirra Sync and Share Personal Server (320 GB or 500 GB model)
- 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 PCs that meet these minimum system requirements:

- Pentium III 450 MHz processor
- 256 MB of RAM
- 100 MB of free disk space
- Ethernet network support and CD-ROM drive
- Windows XP Home, Windows XP Professional, Windows 2000, Windows 2000 Server, Windows 2003 Server, or Windows Vista plus the latest Service Packs and updates

Mirra works only with the English version of the Windows OS.

- Broadband always-on Internet connection (such as DSL or cable)

## File System Requirement

If your system disk is a FAT32 file system instead of the standard NTFS file system (for example, if you upgraded your PC to Windows XP or 2003 from an earlier operating system), when you install the Mirra software, you see this message:



**Figure 1-1** NTFS File System Warning

Because your computer is not using NTFS, the Volume Shadow Copy Service is not available. As a result, although your Mirra will function, the Mirra software cannot back up files opened and locked by an application such as Outlook. Once those files have been closed, Mirra can back them up.

If you wish, you can upgrade your system partition to NTFS using a built in Windows tool called *Convert* (see the Microsoft Knowledge Base at <http://support.microsoft.com/?kbid=307881>).

## 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* 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.

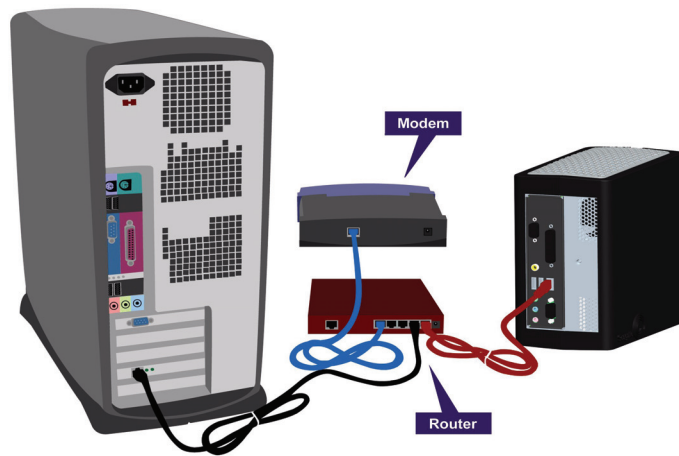
You should always use a router that includes a firewall to connect your local network to your Internet Service Provider (ISP) because the firewall blocks unauthorized access to your local network from the Internet.

## Connecting your Mirra to your Computer

The Mirra Sync and Share Personal Server can be used with one computer or with multiple computers.

## Setting Up a Single Computer

Connect your Mirra to a router using the Ethernet cable included in your shipping carton. Once connected, your setup should resemble the one shown in Figure 2~1:



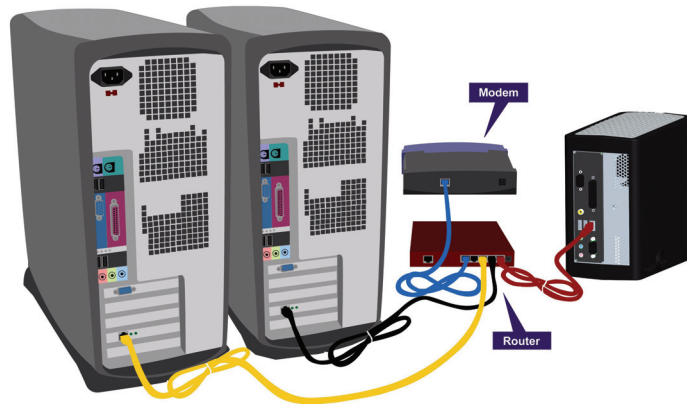
**Figure 2~1** Connecting your Personal Server with a Single Computer

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 Windows XP or 2000 PC, Windows 2000 Server, Windows 2003 Server, or Windows Vista in your network that you want to connect to your Personal Server.

### If You're Updating from 2.0 to 2.2

If you're updating your Mirra software from Version 2.0 to Version 2.2, you must exit the Mirra software on your desktop before you begin the update process. (This does not apply to an upgrade from Version 2.1 to Version 2.2.)

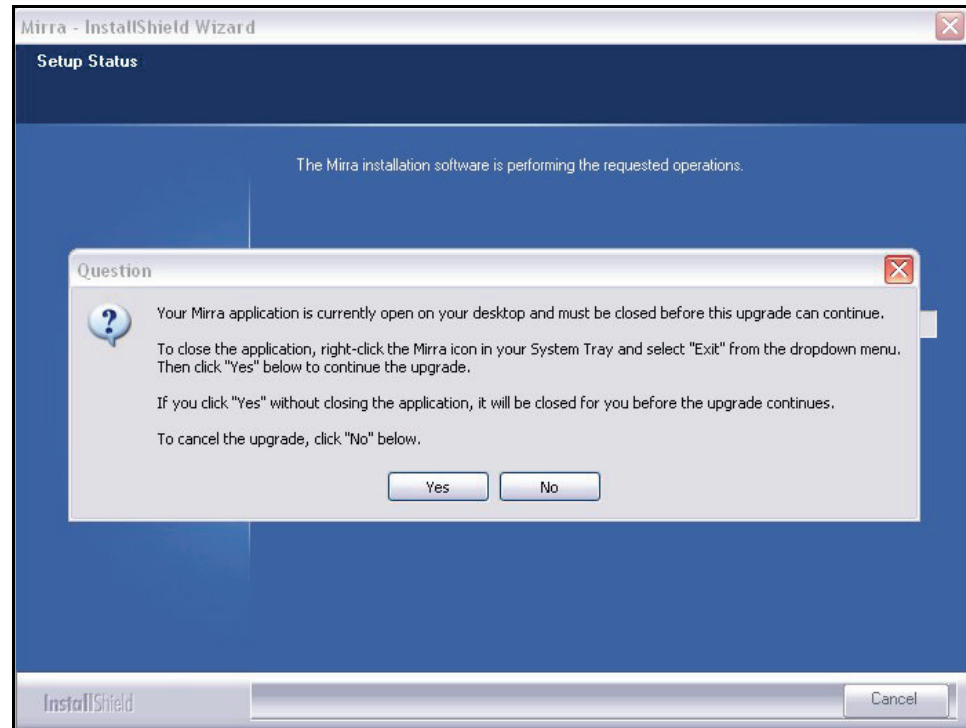
To exit the Mirra software,

**Step 1:** Right-click the Mirra icon in the System Tray.

**Step 2:** On the dropdown menu, select **Exit**.


The software closes on your desktop and the Mirra icon disappears from your System Tray.

If you forget to exit the software before you begin installing the update, a **Question** window opens:



**Figure 3~1** Reminder to Exit the Mirra Software

- Step 3:** Right-click the Mirra icon in your System Tray and select **Exit** from the dropdown menu.
- Step 4:** Click **Yes** in the Question window to continue with the update installation.



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. This does not affect most users since the Windows 2000 and XP operating systems automatically set up personal accounts with Administrator privileges. It might be an issue only in an office setting.

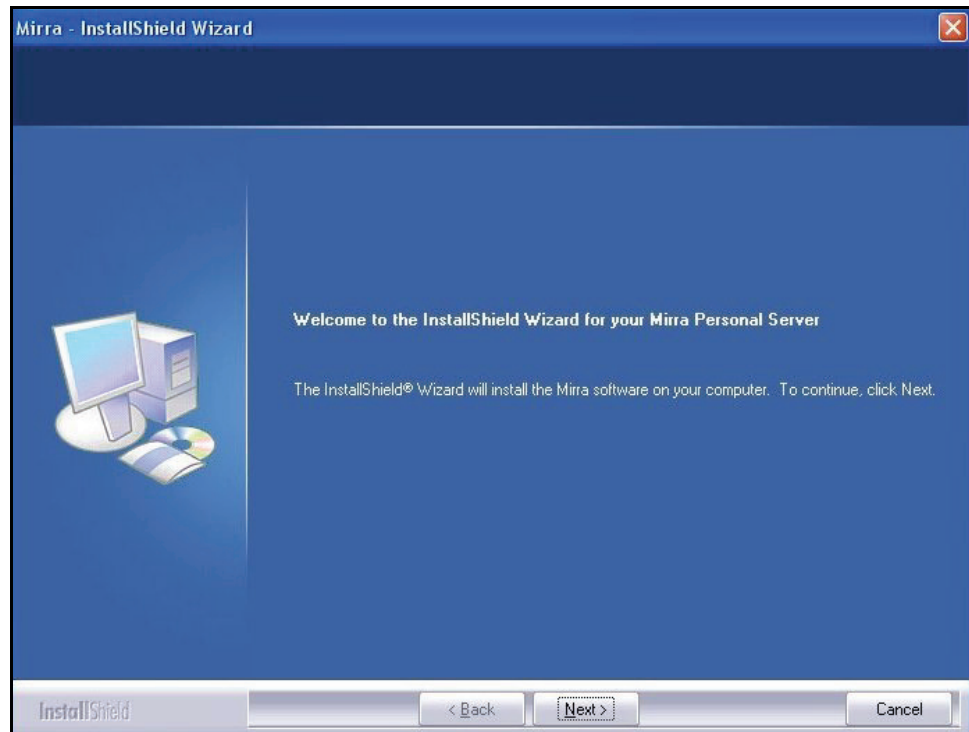
To install the Mirra software,

- Step 1:** Insert the Mirra CD in the computer's CD-ROM drive.



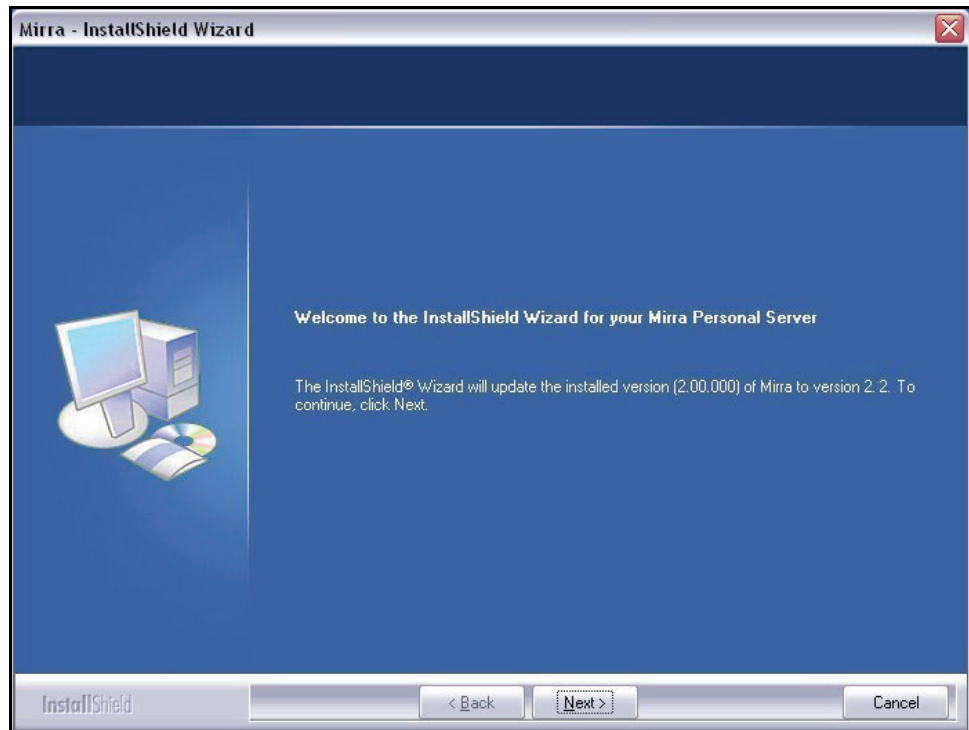
The InstallShield Wizard **Welcome** window opens.

If you're installing the Mirra software for the first time, you see this window:



**Figure 3~2** InstallShield Wizard Welcome — New Installation

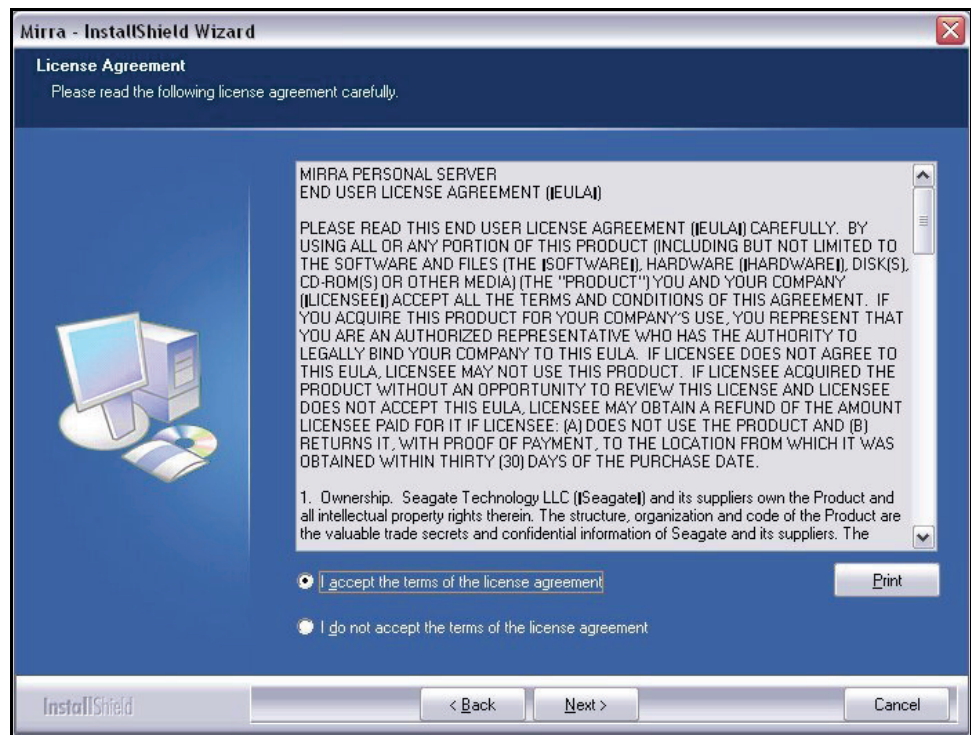
If you're updating from Mirra software Version 2.0 to Version 2.2, you see this window:



**Figure 3~3** InstallShield Wizard Welcome — Update

**Step 2:** Click Next.

The Mirra License Agreement opens:

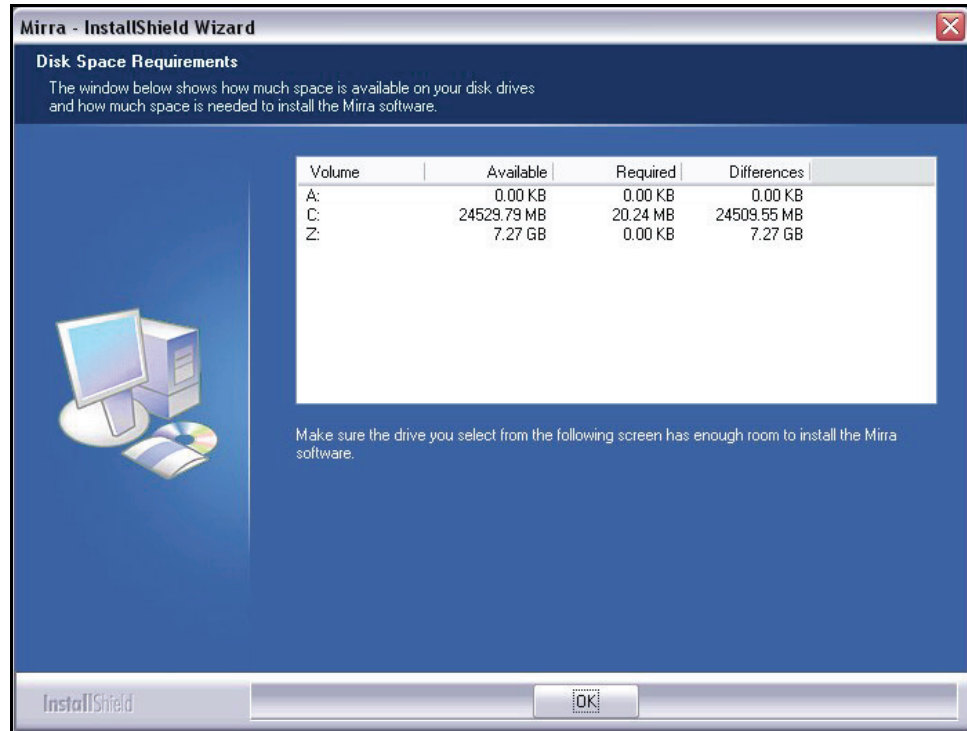


**Figure 3~4** Mirra License Agreement

**Step 3:** If you agree, select **I accept the terms of the license agreement** and click **Next**.

The installer searches for Microsoft™ .NET Framework 1.1 SP1 software and installs it if it is not already present on your computer.

Once the Microsoft™ .NET Framework 1.1 software has, if necessary, been installed, the **Disk Space Requirements** window shows you how much space is available on each of your disk drives and how much space the Mirra software requires:



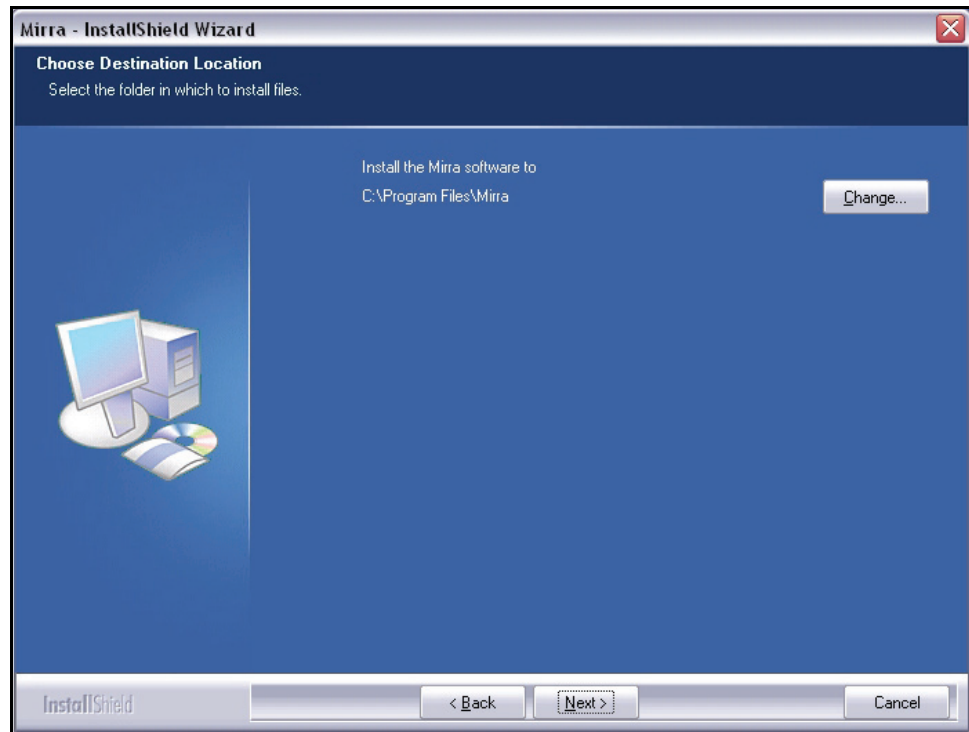
**Figure 3~5** Disk Space Requirements

**Step 4:** Review the information provided.

If necessary, you can change the destination drive or remove files to make room on the following screen.

**Step 5:** Click OK.

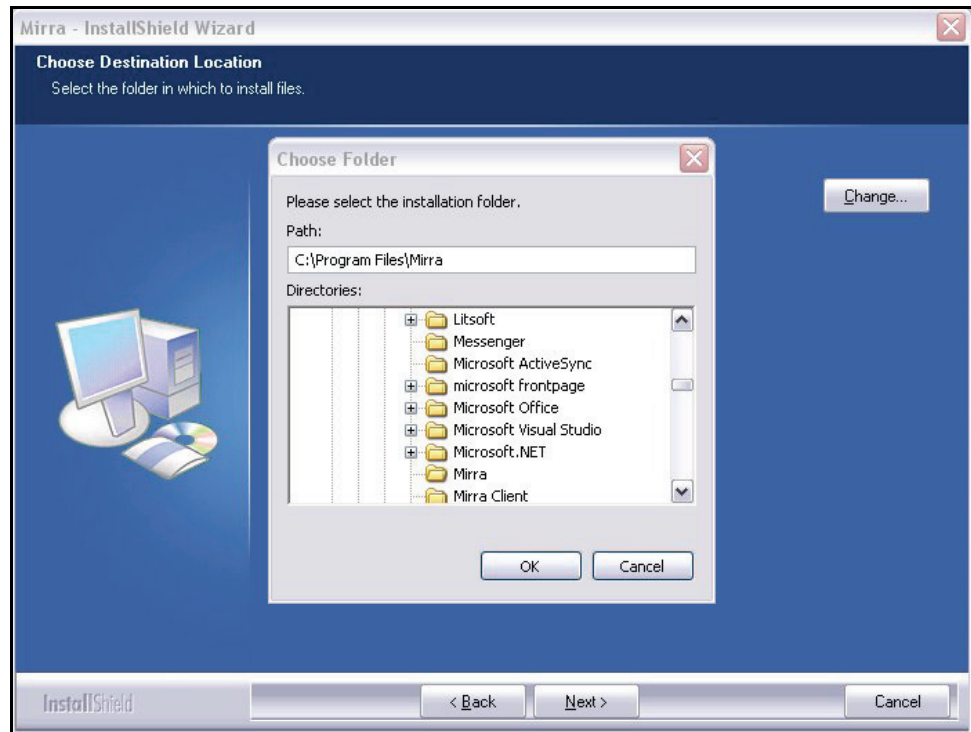
The **Choose Destination Location** window asks you to identify the folder on your computer in which to place the Mirra software:



**Figure 3~6** Choose Destination Location

**Step 6:** Accept the default destination folder or click **Change** to select a different destination folder.

If you click **Change**, a **Choose Folder** window opens:



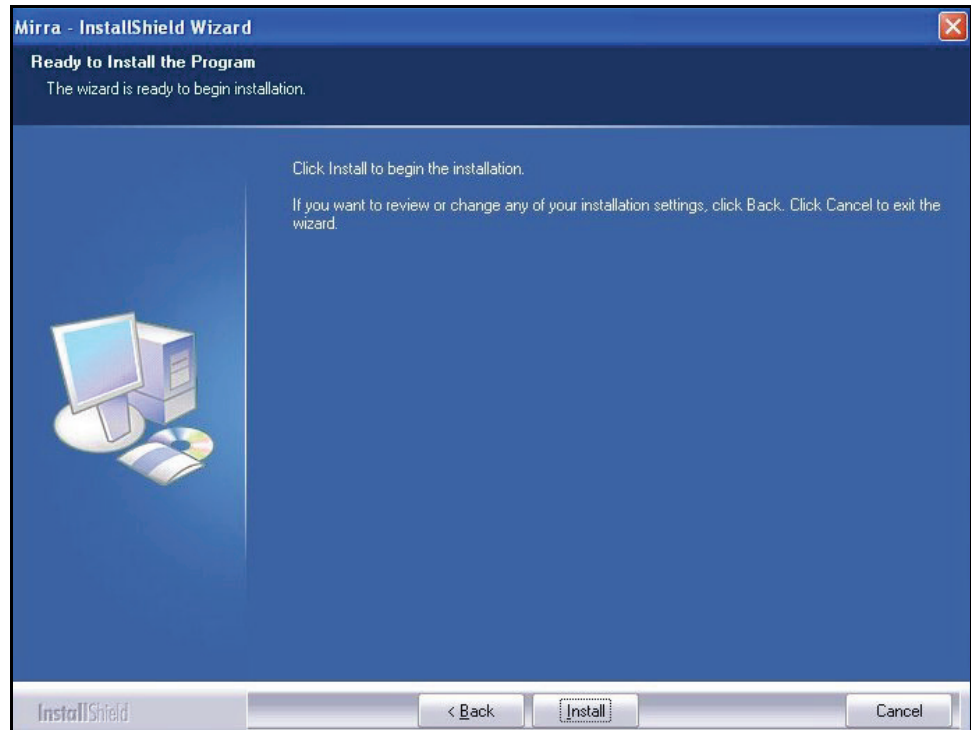
**Figure 3~7** Change Destination Folder

**Step 7:** Select a new folder and click **OK**.

The **Choose Destination Location** window now displays the folder you selected.

**Step 8:** Click **Next**.

The **Ready to Install** window allows you one more chance to change the folder in which your Mirra software will be installed:

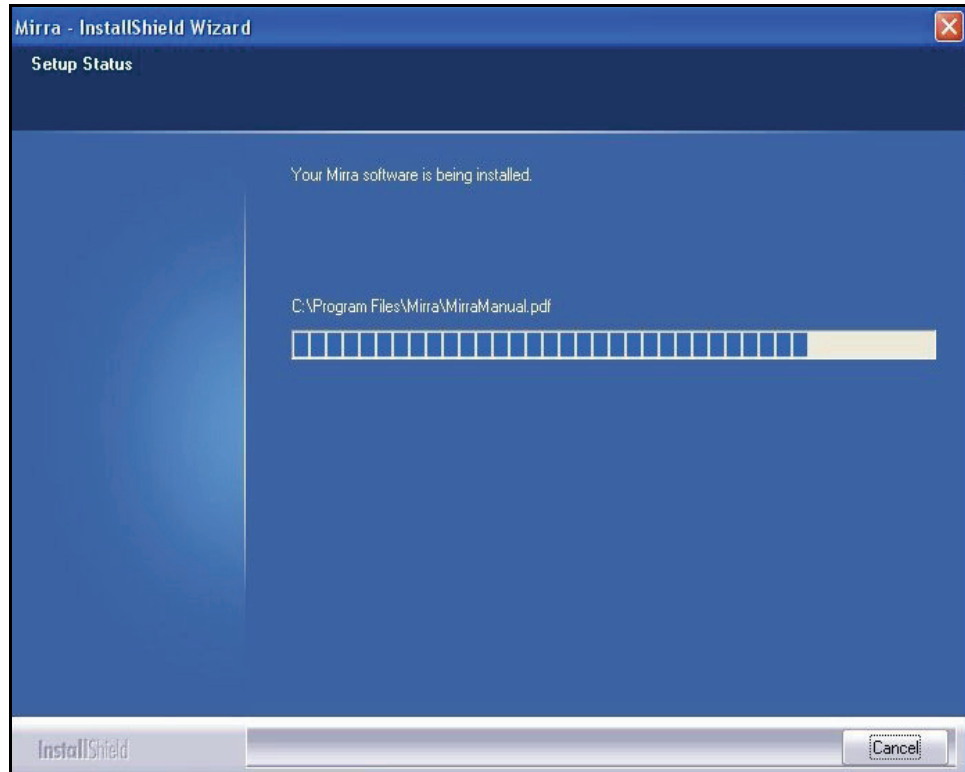


**Figure 3~8** Ready to Install

**Step 9:** To review or change any previous settings, click **Back** and make your changes.

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

The **Setup Status** window keeps you informed of the progress of the installation:

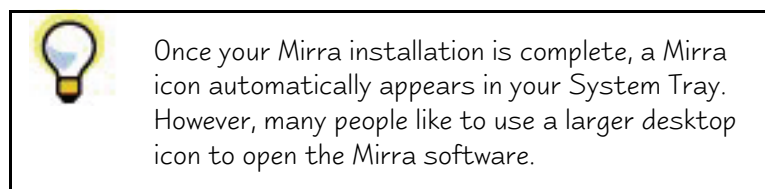


**Figure 3~9** Setup Status

During the installation, you're asked if you want a Mirra shortcut on your desktop:



**Figure 3~10** Create Desktop Shortcut

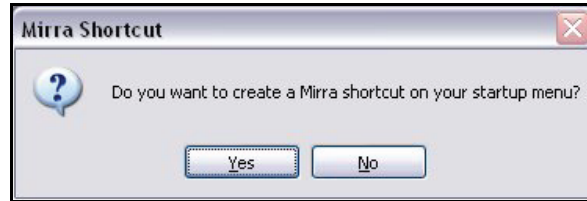




**Step 10:** Choose whether you want a Mirra shortcut on your desktop.

If you select **Yes**, a Mirra icon appears on your desktop:

You're asked if you want a Mirra shortcut on your startup menu:



**Figure 3~11** Create Startup Menu Shortcut

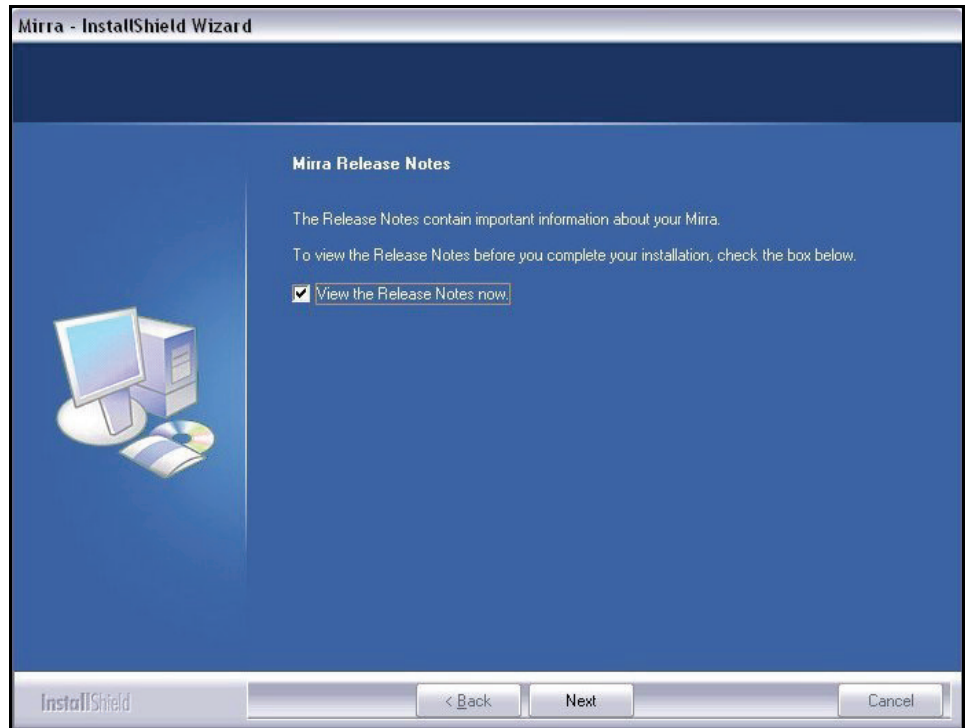
**Step 11:** Choose whether you want a Mirra shortcut on your startup menu.

If you select **Yes**, a Mirra icon appears on your startup menu:



**Figure 3~12** Startup Menu Mirra Shortcut

Before the installation completes, you're given an opportunity to view the Mirra Release Notes for Version 2.2 of the software.



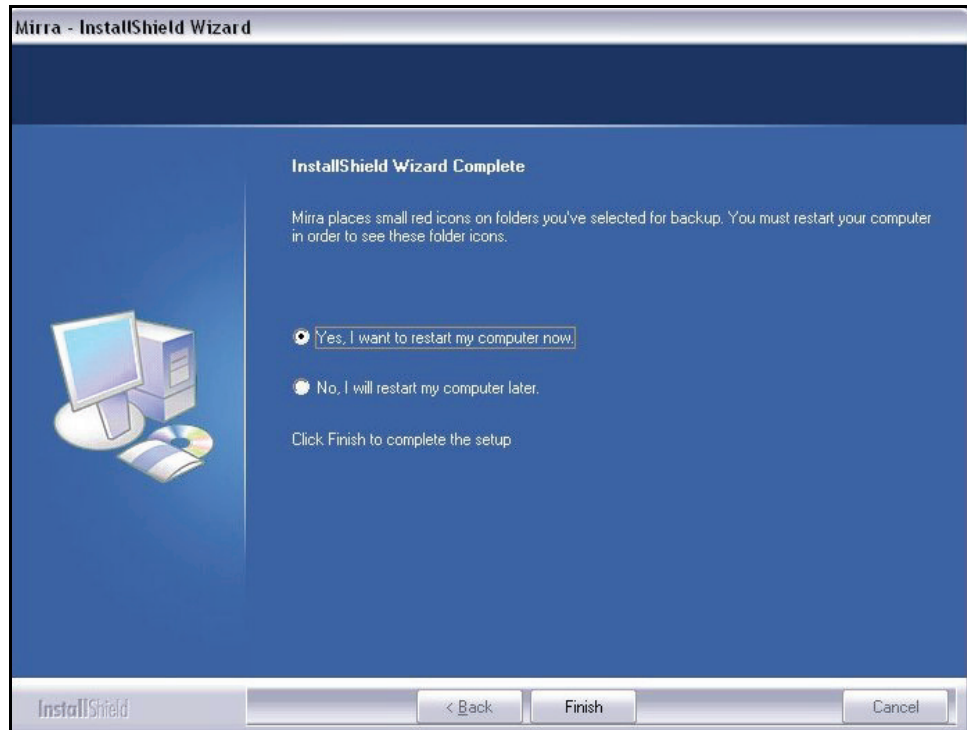
**Figure 3~13** Mirra Release Notes

**Step 12:** Choose whether you want to open and read the Release Notes now and click **Next**.

**Note:** If you open the Release Notes, you must close them before you can return to the Installation Wizard and finish the installation.

**Step 13:** If you've opened the Release Notes, read and then close them.

The Installation Wizard Complete window asks whether you want to restart your computer now:

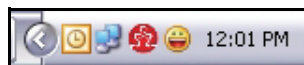


**Figure 3~14** Installation Wizard Complete

Before you can use the Mirra program, you must restart your computer.

**Step 14:** Choose whether to restart your computer now or later and click **Finish**.

When your computer restarts, a Mirra icon appears in your System Tray:



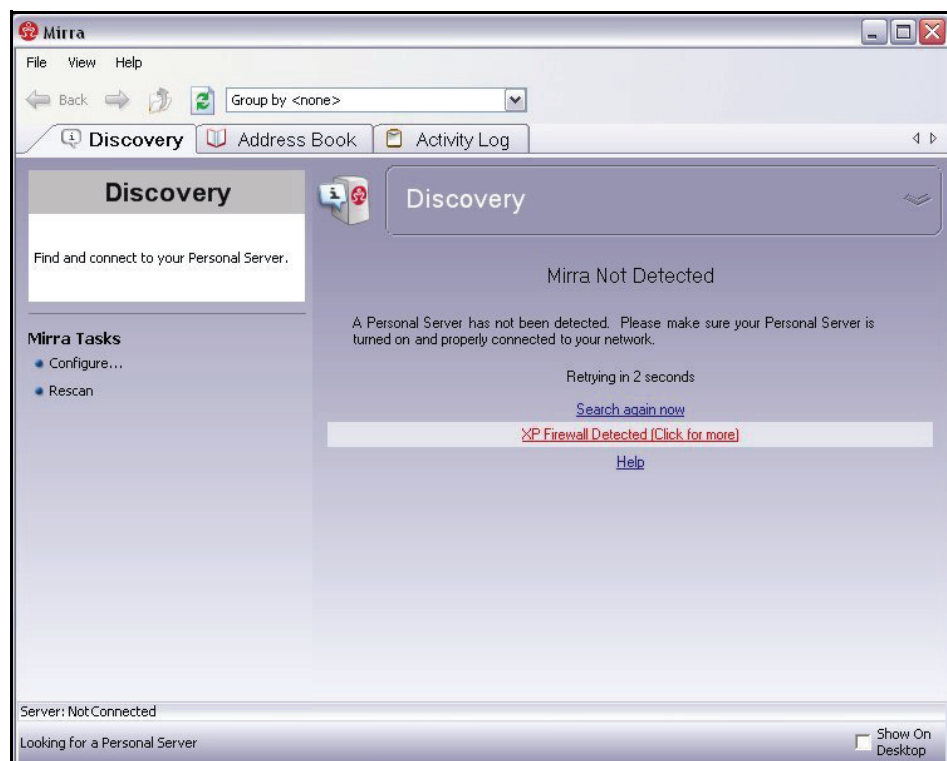
**If You're Updating:** If you're updating your Mirra PC software rather than installing it for the first time, you don't have to reconfigure your firewall, re-enter your license key, or complete the Setup Wizard again. After you restart your computer, you see the **Connection** screen briefly as your Mirra reconnects to the Mirra Service. Once the connection is complete, your Mirra application opens on your desktop and you can use your Personal Server as you normally do.

# Configuring your Firewall

If you're installing the Mirra software for the first time, you may have to configure your firewall to detect your Personal Server. Most firewalls detect the Mirra Sync and Share Personal Server during installation and prompt you for permission to open the appropriate ports. If your firewall must be configured manually, you must open port UDP 19430 in order for your computer to communicate with your Personal Server. Refer to the Mirra Support Center at <http://support.mirra.com> for additional information.

## XP Firewall (Internet Connection Firewall)

If the Mirra software detects the presence of an XP firewall, also known as an Internet Connection Firewall (ICF), it displays a message on the Status screen asking if you want it to adjust the firewall settings to accommodate the Mirra:

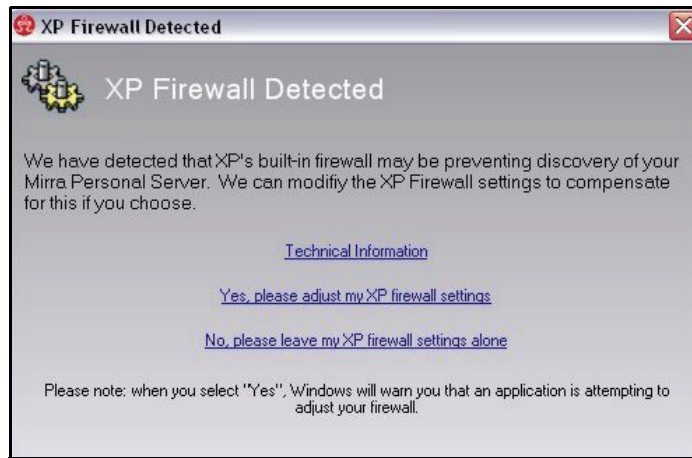


**Figure 3~15** Windows XP Firewall Message

To enable the Mirra software to adjust your firewall settings,

**Step 1:** Click the **XP Firewall Detected** link.

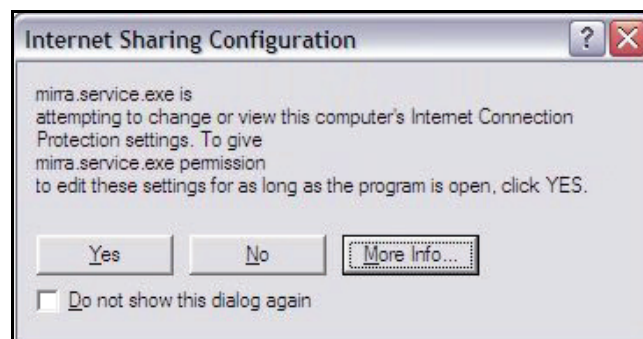
The XP Firewall Detected window opens:



**Figure 3~16** XP Firewall Detected Window

**Step 2:** Click *Yes, please adjust my XP firewall settings*.

The Internet Sharing Configuration window opens (unless you've previously requested that the window not be shown again):



**Figure 3~17** Internet Sharing Configuration Window

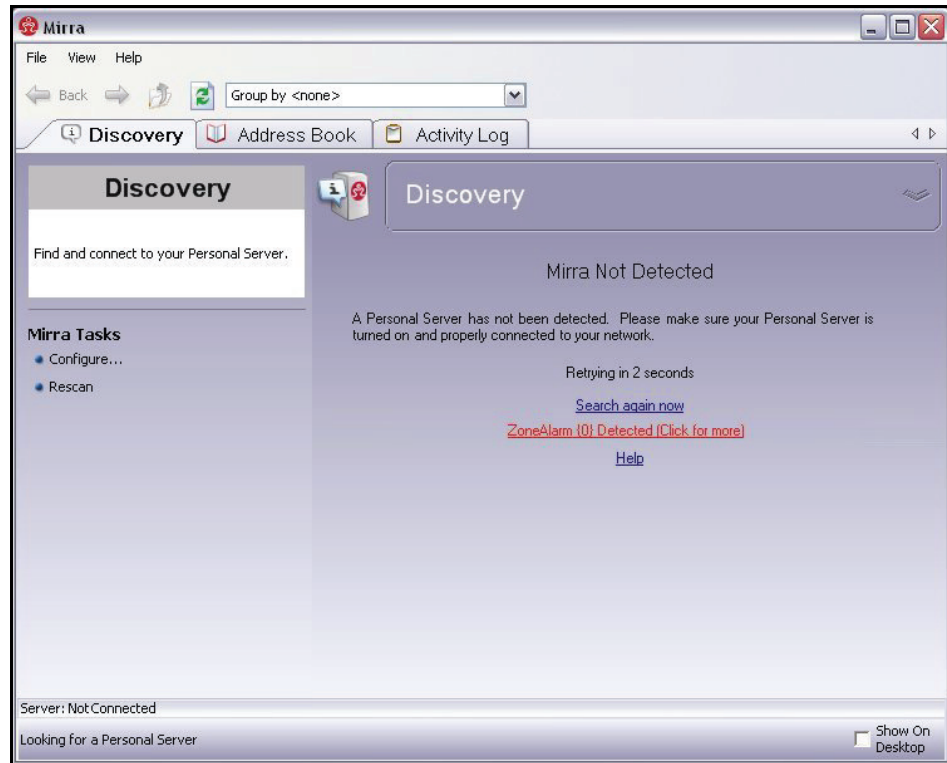
**Step 3:** Click *Yes*.

The Mirra software makes the appropriate adjustments to your XP firewall settings.

## ZoneAlarm Firewall

ZoneAlarm may detect your Personal Server during the discovery phase of the Mirra software installation. If it does not, and if the Mirra software cannot detect

your Personal Server but detects the presence of a ZoneAlarm firewall, a message on the **Status** screen provides a link to a special FAQ entry on the Mirra web site.



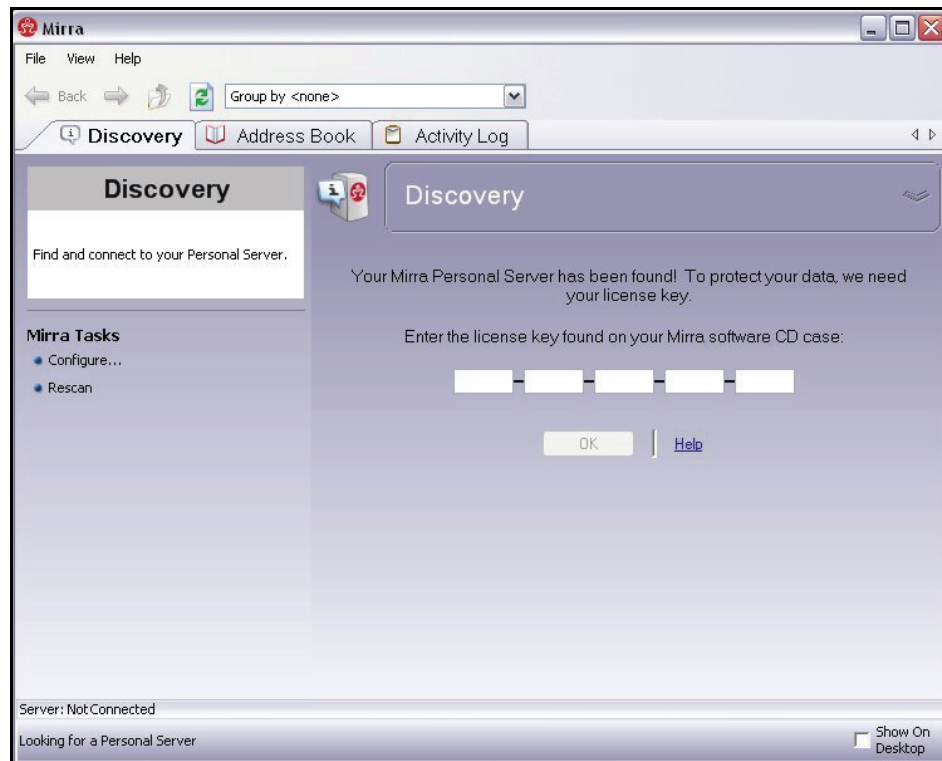
**Figure 3~18** ZoneAlarm Firewall Message

When you click the **ZoneAlarm Detected** link, the FAQ entry to which you are directed at <http://www.mirra.com/support/help.html#ZoneAlarm> provides detailed instructions on how to configure ZoneAlarm to handle the Mirra.

# Setting Up the Mirra PC Software

## Mirra Discovery Process

When your computer restarts, the **License Key** screen is displayed:



**Figure 3~19** License Key Screen

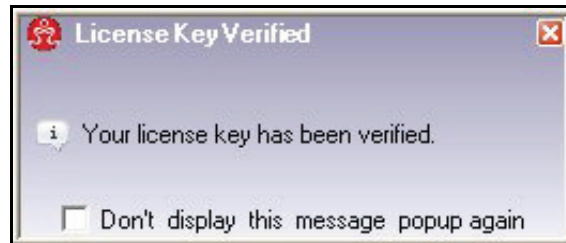
Entering a license key insures that only authorized Personal Servers are added to the Mirra network and that only authorized computers in your network have access to your Personal Server. If multiple computers are connected to your Personal Server, you must enter this license key on each computer.

To license your Personal Server,

**Step 1:** Enter the license key (provided on the jacket containing your Mirra software CD).

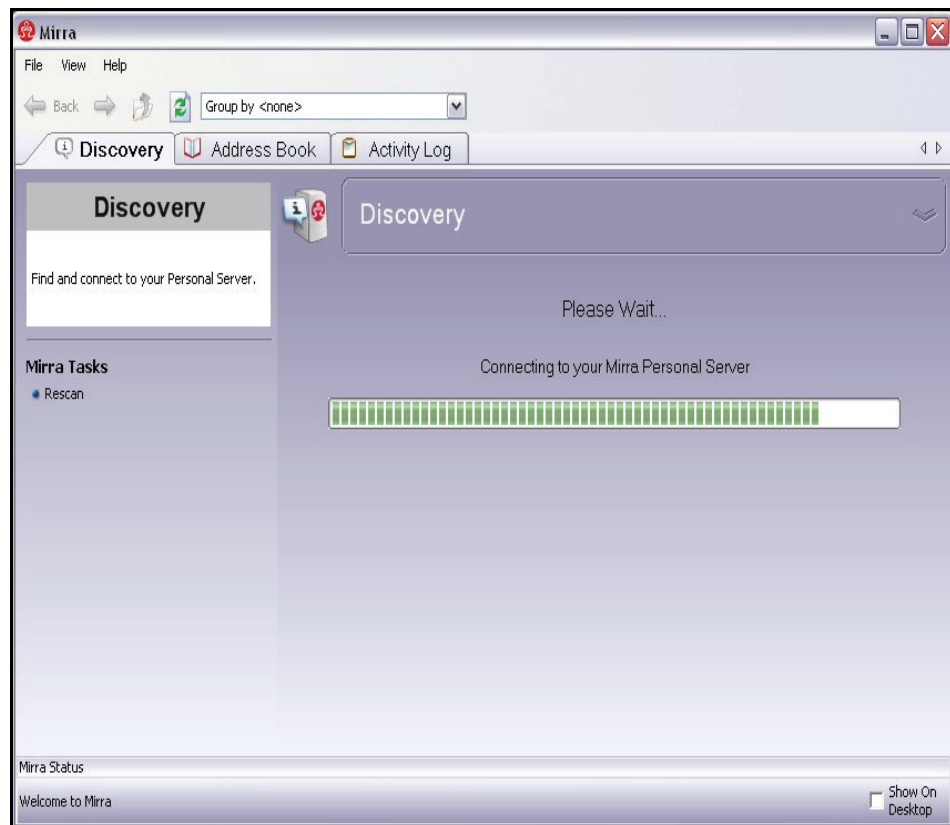
**Step 2:** Click OK.

**Note:** It may take a few minutes for your license key to be verified. When it has been verified, you receive an alert in the **Alerts** window on the **Status** screen and a popup notification in the System Tray (if popups are enabled on your computer):



**Figure 3~20** License Key Verified

The **Mirra Connecting** screen opens:

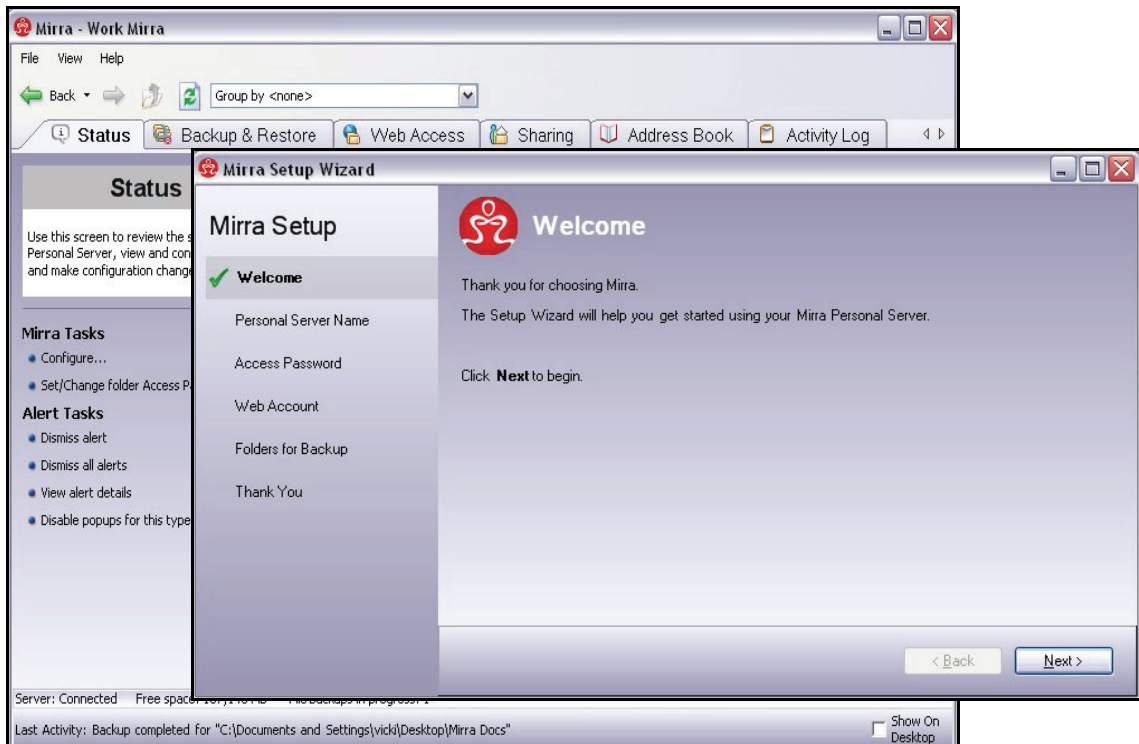


**Figure 3~21** Mirra Connecting Screen



# Mirra Setup Wizard

When your Personal Server has connected, both the **Status** screen and the Mirra Setup Wizard **Welcome** window open:



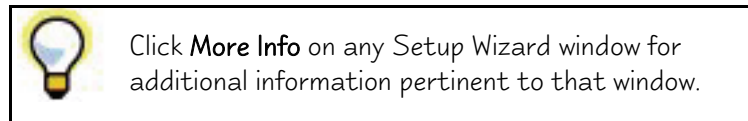
**Figure 3~22** Welcome

**Step 1:** Click **Next** in the **Welcome** window.

The **Name Your Personal Server** window allows you to name your Mirra:



**Figure 3~23** Name Your Personal Server



**Step 2:** Give your Personal Server a distinctive name or accept the default name, **Mirra Personal Server**, and click **Next**.

The **Access Password** window offers the option of password protection for your folders:



**Figure 3~24** Access Password

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.
- If you set an Access Password, it applies to all your folders; you cannot assign it to some folders and not to others.
- If you set a password, you won't need 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 your Access Password, you won't be able to restore folders from your Personal Server to a computer.

---

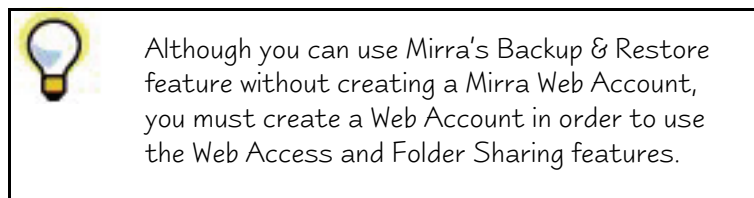
**Step 3:** If you wish, enter and confirm a password and click **Next**.

**Note:** The **Next** button is disabled if your two password entries do not match one another.

The **Create a Mirra Web Account** window helps you create a free Mirra Web Account:



**Figure 3~25** Create a Mirra Web Account



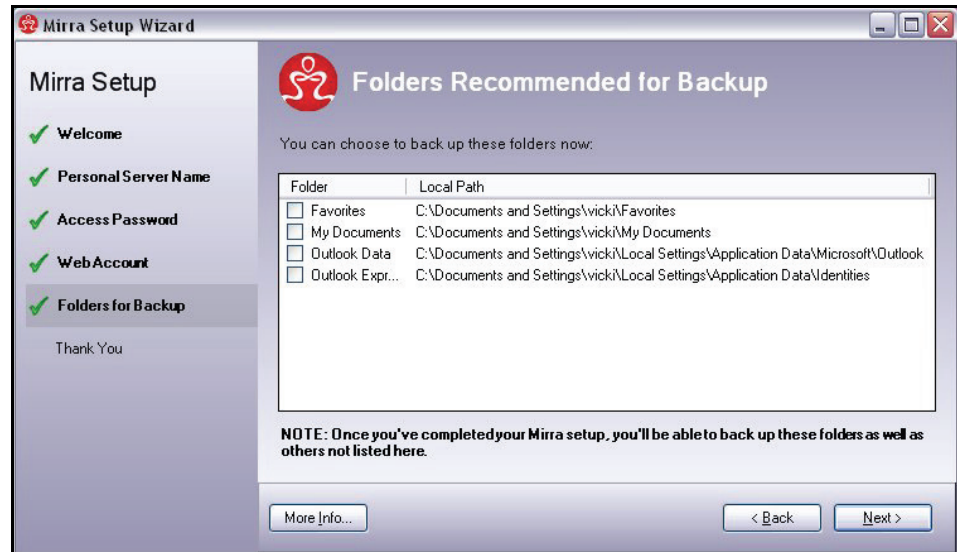
**Step 4:** If you've previously created a Mirra Web Account, enter the email address you used to create that account.

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

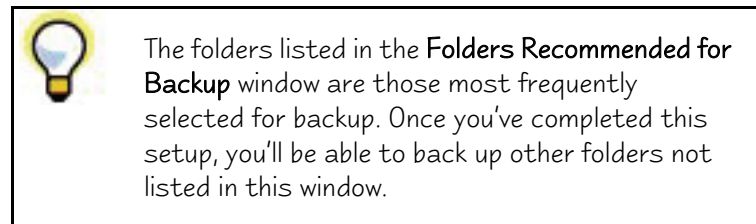
**Note:** The **Next** button is disabled if you enter an invalid email address.

**Step 5:** Click **Next**.

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



**Figure 3~26** Select Folders for Backup



**Step 6:** Select the folders you want to back up to your Personal Server and click **Next**.

The **Thank You** window indicates that you've completed the setup process:



**Figure 3~27** Thank You

**Step 7:** Click **Finish** to save your entries and close the Setup Wizard.

Three items open automatically on your desktop when the Setup Wizard closes:

- The Mirra web site Product Registration page:

**MIRRA** Protect What Matters.

Product | Solutions | Support | About Us | How to Buy | >> MEMBER LOGIN

→ Overview  
→ Knowledge Base/FAQ  
→ Software Downloads  
→ Product Documentation  
→ Contact Tech Support

**MIRRA PRODUCT REGISTRATION** [Why should I register my Mirra?](#)

*If you've already registered your Personal Server, you don't need to register it again.*

Contact First Name \*

Contact Last Name \*

Customer Name \*   
(If an individual, leave as your first and last name)

Email address \*

Address \*

Suite/Apt/MS #

City \*

State/Province \*

ZIP/Postal Code \*

Country \*

Phone Number \*

Product Model \*

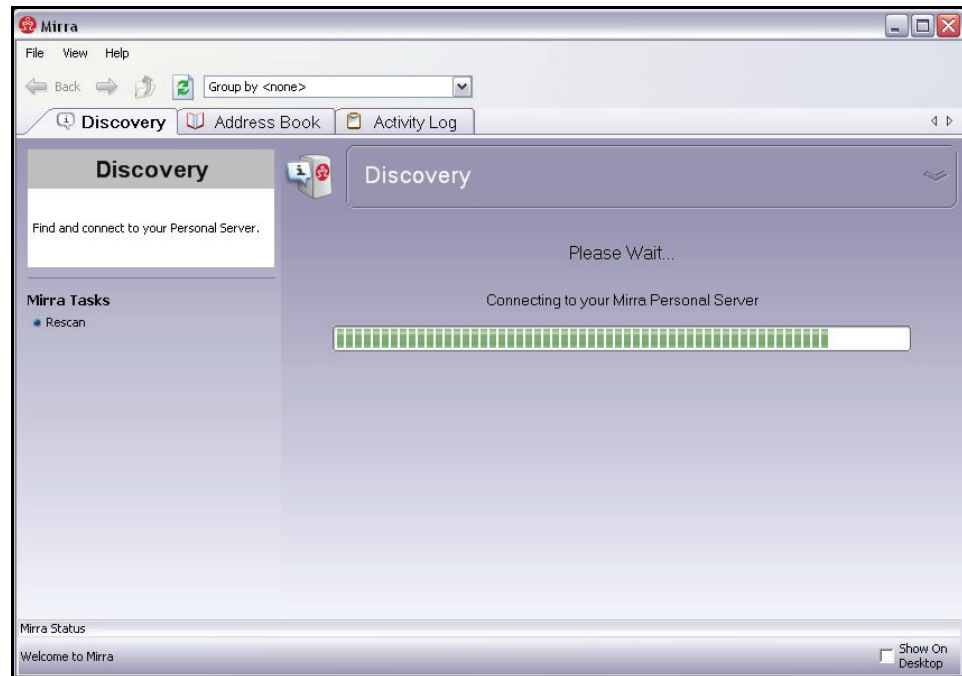
Serial Number \*

**Figure 3~28** 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

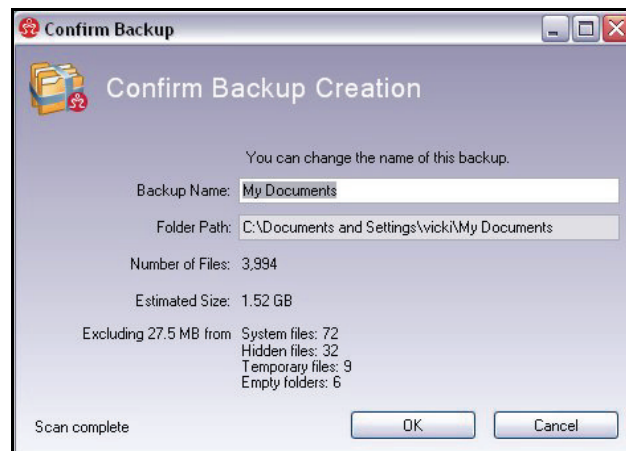
— To register now, complete the **Mirra Product Registration** form.

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



**Figure 3~29** Discovery Screen

- A **Confirm Backup** window for each folder you selected for backup:



**Figure 3~30** Confirm Backup Window

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

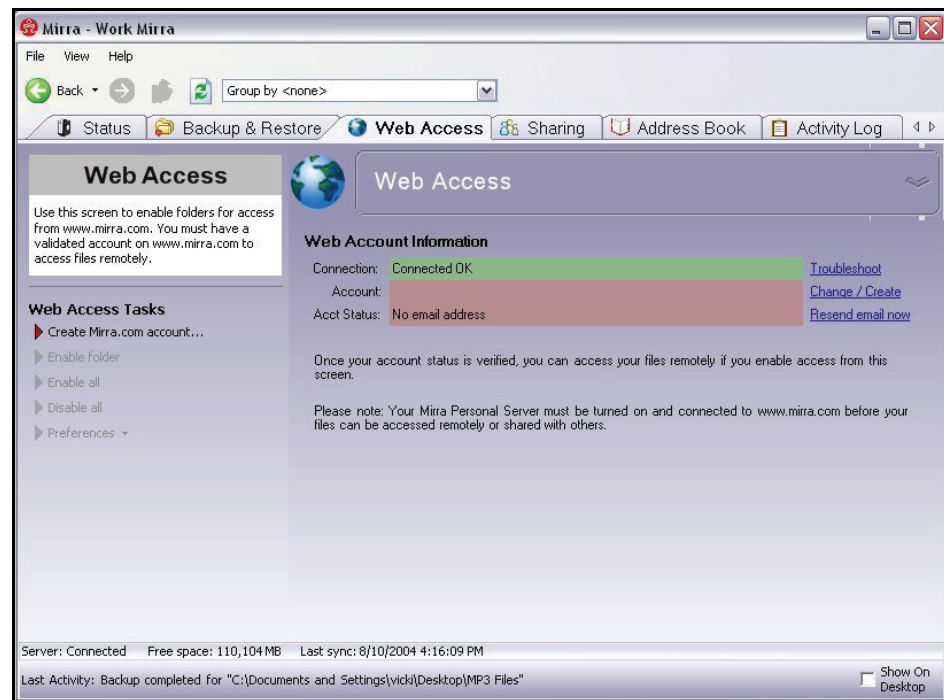


## Creating a New Web Account

In the **Create a Mirra Web Account** window in the Setup Wizard, 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.

**Note:** You must receive your license key verification before you can create a Mirra Web Account.

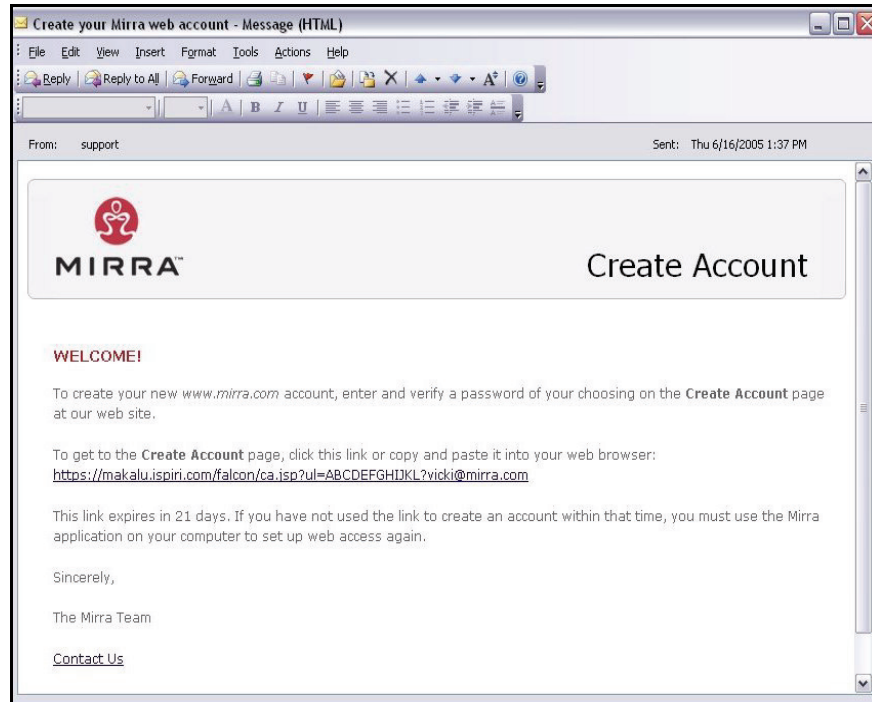
Until you create a Web Account, the Web Account Information area of the Web Access screen in your Mirra application indicates that your Mirra is connected but your Web Account has not yet been confirmed:



**Figure 3~31** Web Access Screen — No Web Account

To complete the creation of a 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 3~32** 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:

**MIRRA™**

Product | Solutions | Support | About Us | How to Buy | >> MEMBER LOGIN

**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:

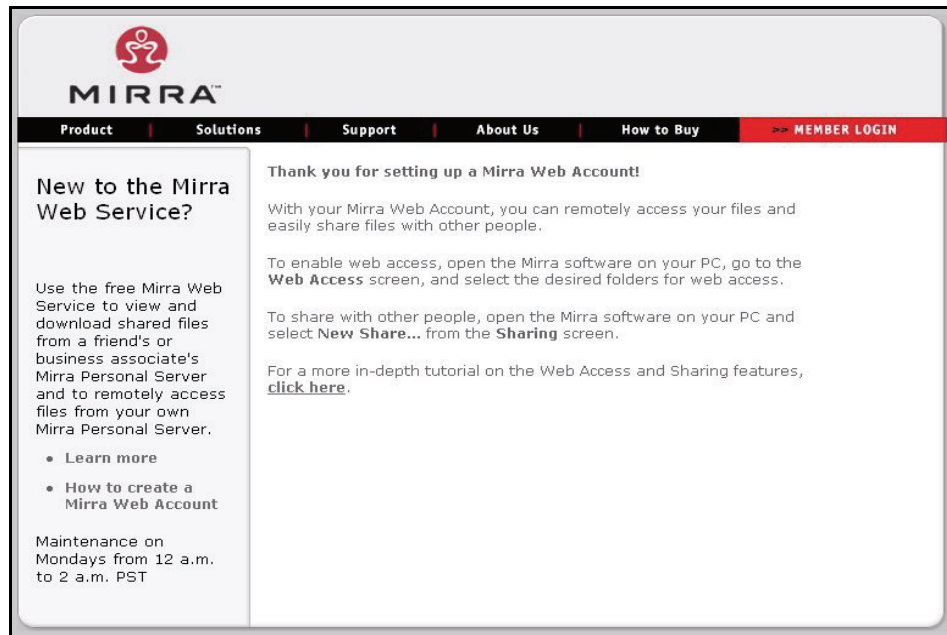
Re-enter Password:

**Figure 3~33** Create Web Account

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

**Step 4:** Click **Create Account**.

The Thank You page opens:



**Figure 3~34** Thank You

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

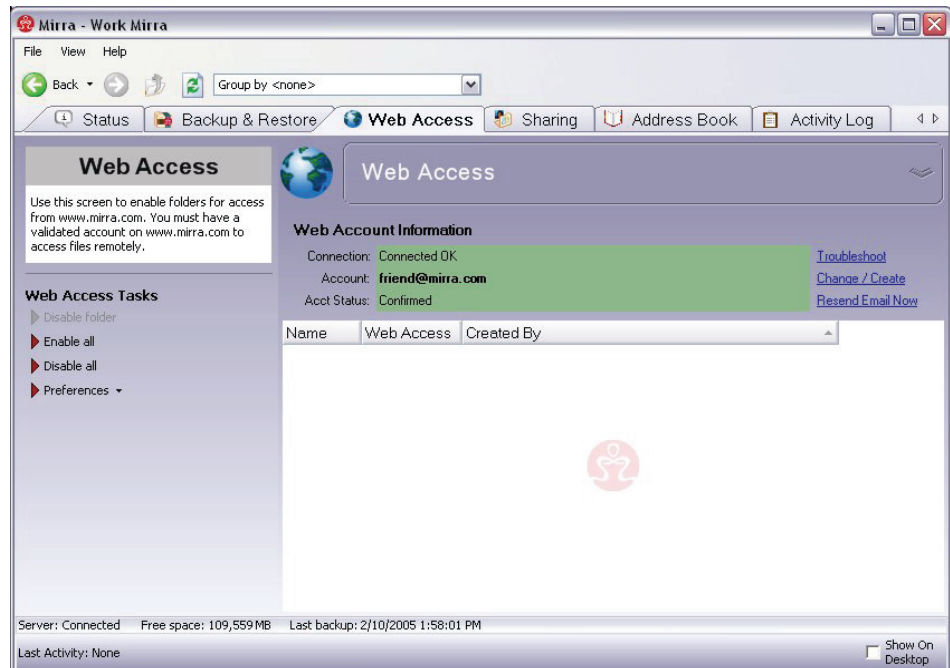
Once your Web Account has been authenticated, the **Web Access Enabled** window confirms that you can now access backed up folders remotely and offers you a choice between automatically or manually enabling backed up folders for web access:



**Figure 3~35** Web Access Enabled Window

**Step 6:** Select auto-enable or manual enable for backed up folders and click OK.

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



**Figure 3~36** 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.

## Managing your Personal Server

### Using the Mirra Icons

Mirra icons appear on your desktop (if you selected that option during the software installation) and in your System Tray. You can double-click either icon to open the Mirra application. Icons are also stamped on backed up folders.

### System Tray Icon

The System Tray icon indicates that your Personal Server is working, even when the Mirra application is closed on your desktop, by pulsing when it's backing up folders and by displaying popup messages from the Personal Server.

The icon need not be visible at all in your System Tray in order for your Personal Server to function. Your Mirra continues to back up your selected files even if you

exit from the application and the System Tray icon disappears. However, we recommend for two reasons that you close the Mirra application screen on your desktop when you're not using it, but that you not exit from the application so that the Mirra icon remains visible in the System Tray:

1. When the Mirra icon is not visible in your System Tray, you're unable to tell if the Mirra service stops working for some reason. If the System Tray icon turns from its customary red to gray, your service has stopped working and your folders are no longer being backed up. (If this happens, contact Technical Support at <http://support.mirra.com>.)
2. If the Mirra icon is not visible in your System Tray, popup messages do not appear and Mirra is unable to notify you of a problem. (However, the messages are stored and displayed in the **Alerts** field on the **Status** screen the next time you open the application.)

## File and Folder Icons

In addition to the icons on your desktop and in your System Tray, a Mirra icon is stamped in the lower left corner of most backed up files and folders (although some special Windows folders may not display the icon). These icons appear only when your computer is connected to your Personal Server. If you use a laptop and disconnect it from your network, the icons disappear. However, all backed up files and folders remain on your Mirra. If the Mirra icons on your backed up folders suddenly disappear, this indicates that the Mirra service has stopped.

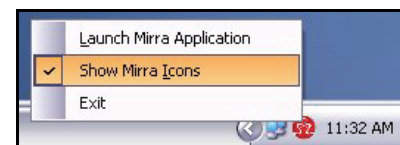


## Hiding the File and Folder Icons

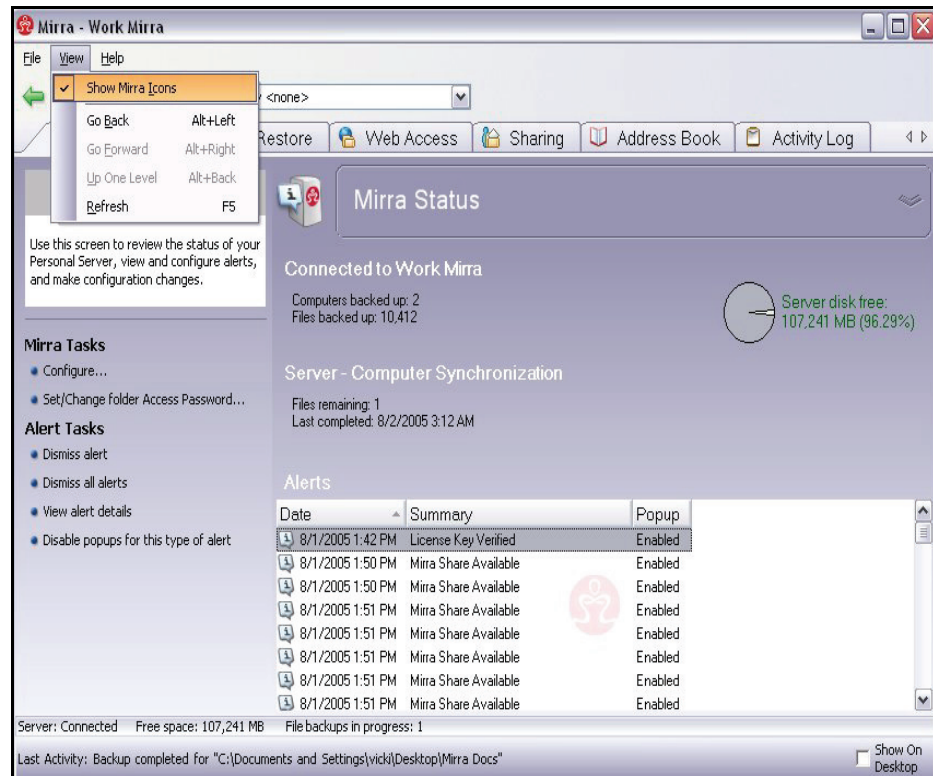
By default, a Mirra icon is displayed on backed up files and folders. You have the option of hiding these icons if you wish:

**Step 1:** In the System Tray, right-click the Mirra icon.

— OR —



In the Menu Bar, click **View**.



**Figure 3~37** Hide Mirra Icon

**Step 2:** In the dropdown menu, unselect **Show Mirra Icons**.

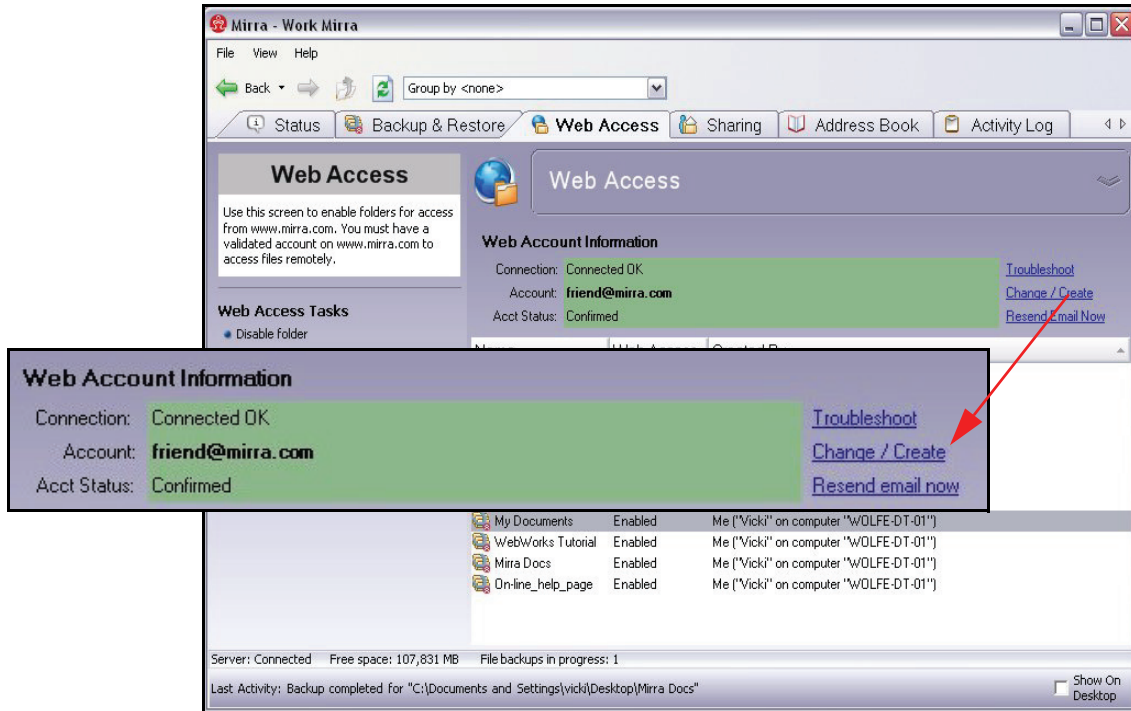
## Personalizing your Mirra

### Changing Your Email Address

Your Mirra Web Account uses your email address as your identity. So if you change your email address, you must associate the 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 name and password you used with your previous email address.

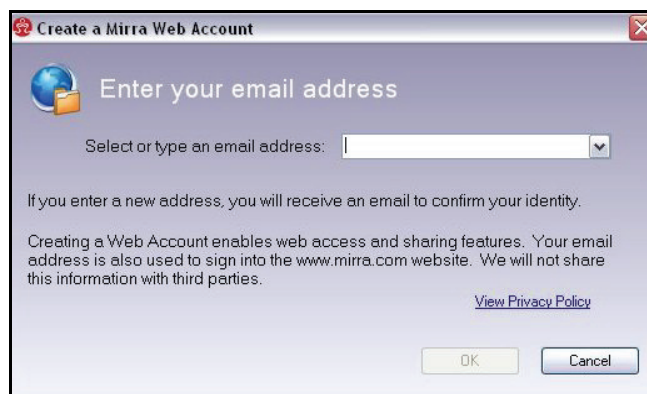
To change your email address,

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



**Figure 3~38** Web Access Screen

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

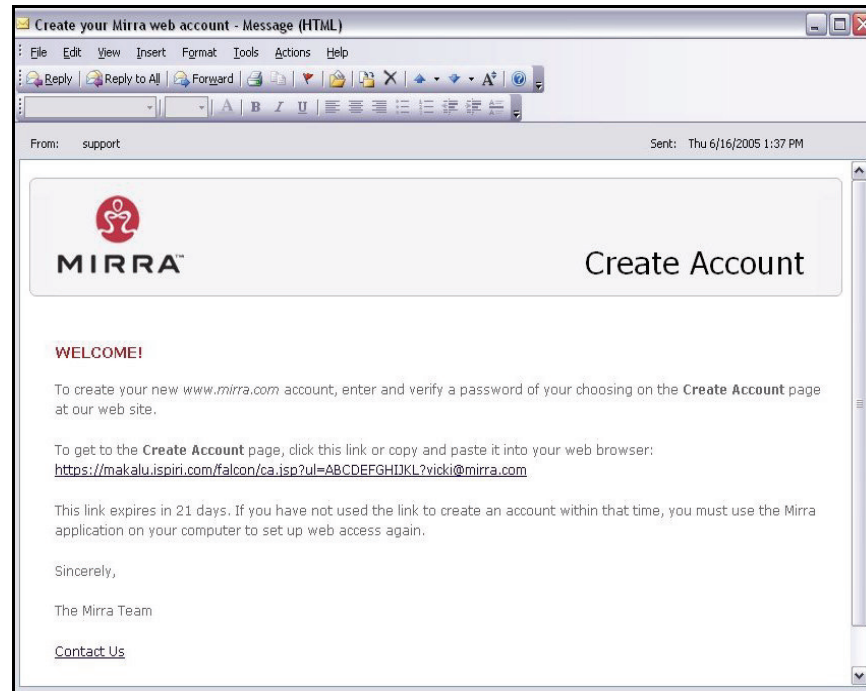


**Figure 3~39** Create a Mirra Web Account Window

**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 3~40** Create Your Mirra Account Email

**Step 4:** Click the link in your email.

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

The screenshot shows the Mirra website's 'Create Account' page. At the top, there is a navigation bar with links for Product, Solutions, Support, About Us, and How to Buy, along with a red 'MEMBER LOGIN' button. The main content area is divided into two columns. The left column, titled 'New to the Mirra Web Service?', provides an overview of the service and includes links for 'Learn More about Mirra' and 'How to create a Mirra Web Account'. The right column, titled 'Create a Mirra Web Account', contains a form with fields for Email (pre-filled with 'friend@mirra.com'), Name, Password, and Re-enter Password, followed by a 'Create Account' button. A maintenance notice is located at the bottom left of the page.

**MIRRA™**

Product | Solutions | Support | About Us | How to Buy | **MEMBER LOGIN**

**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:

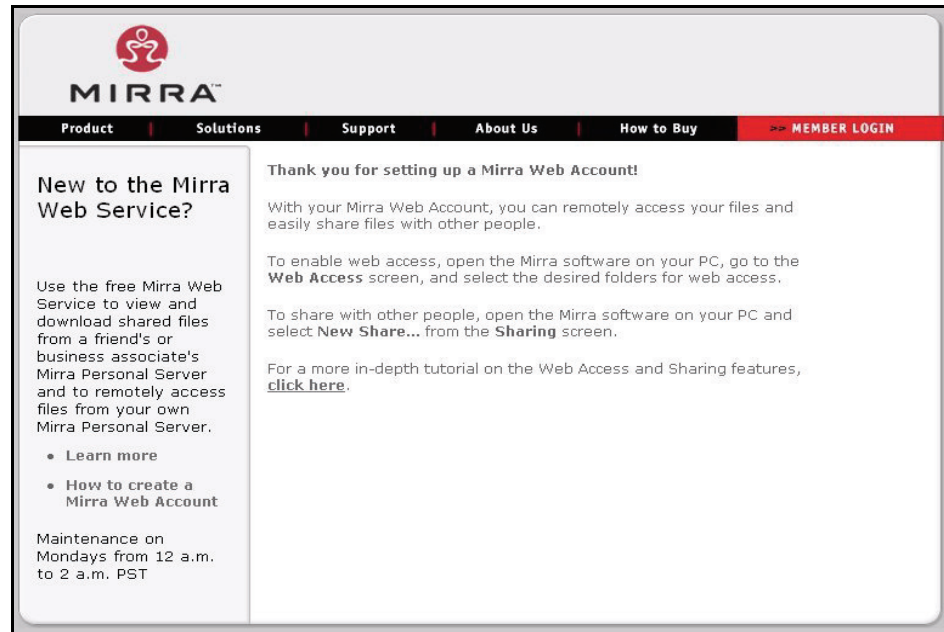
Re-enter Password:

**Figure 3~41** 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:



**Figure 3~42** Thank You

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

## Naming your Personal Server

You can change the name you assigned to your Personal Server when you set up the Mirra software.

To change the name of your Personal Server,

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

The **Quick Setup** window opens with the current name of your Personal Server displayed:



**Figure 3~43** Quick Setup

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

**Step 3:** Click OK.

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

## Adjusting Network Settings

You can enter advanced network settings for your Personal Server, such as static IP addressing, to customize the network configuration for your Mirra. 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 **Mirra Tasks** menu on the **Status** screen, click **Configure**.

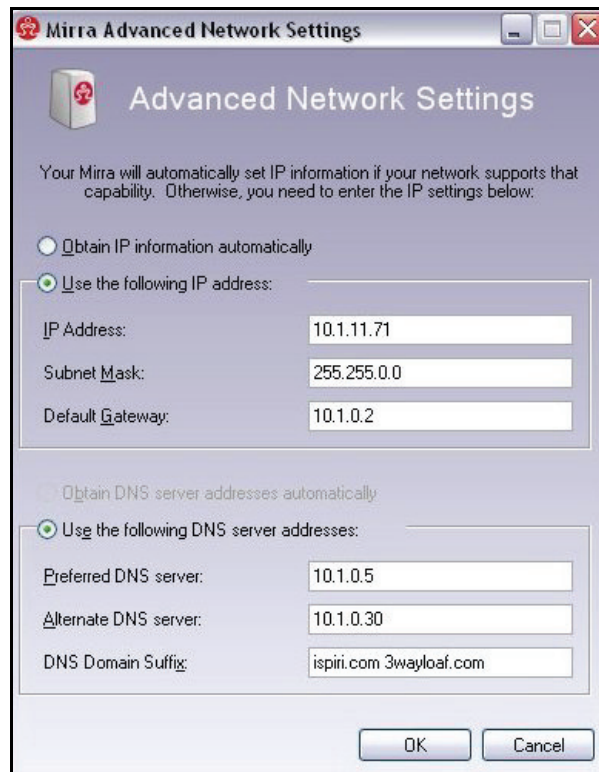
The **Quick Setup** window opens:



**Figure 3~44** Quick Setup

**Step 2:** Click **Advanced Network Settings**.

The **Advanced Network Settings** window opens:



**Figure 3~45** Advanced Network Settings

**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.

**Step 5:** Click **OK** again to close the **Quick Setup** 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 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 before moving the Mirra to avoid a conflict.

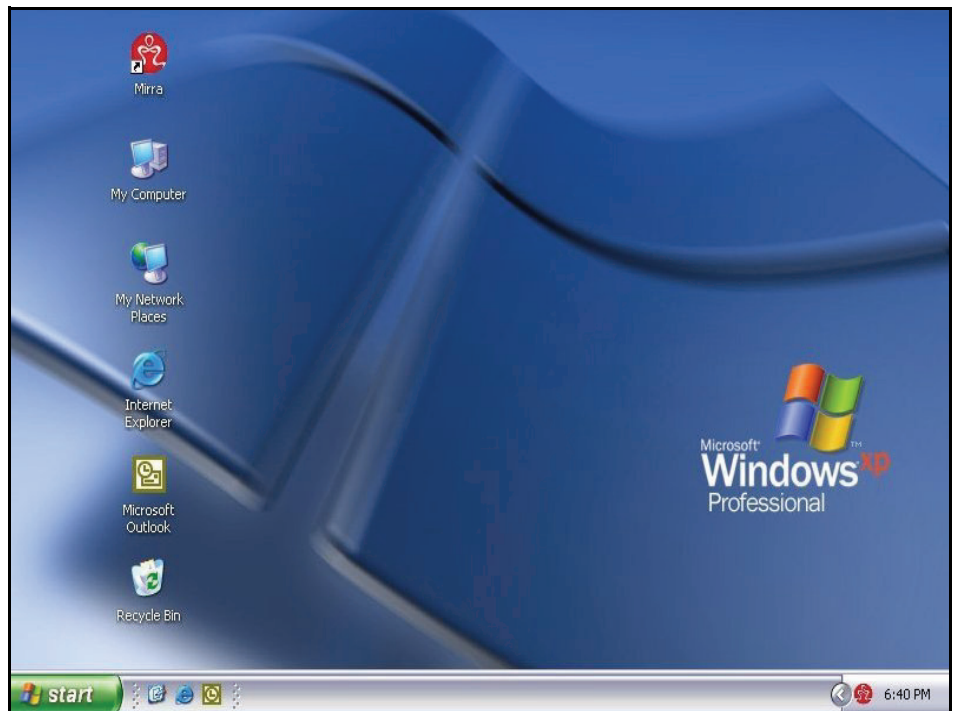
## Setting Up Multiple Users on One Computer

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 on to your computer (your user name must be different than the one used to install and license the Mirra software).

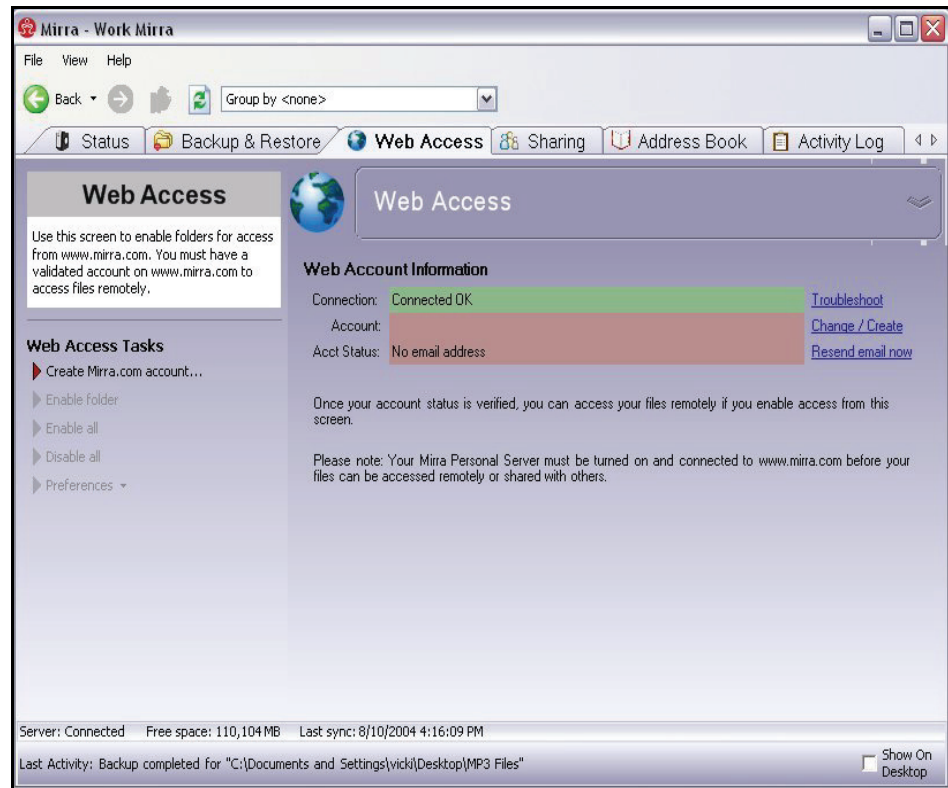
You see Mirra icons on your desktop and in your System Tray:



**Figure 3~46** Mirra Icons

**Step 2:** Double-click either icon.

The Mirra application opens and displays the **Web Access** screen:

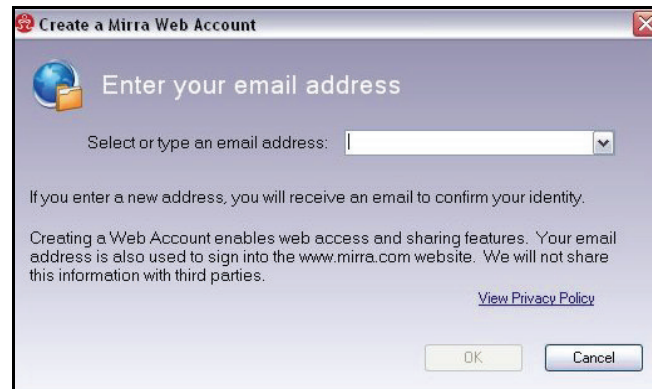


**Figure 3~47** Web Access Screen - No Web Account

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:

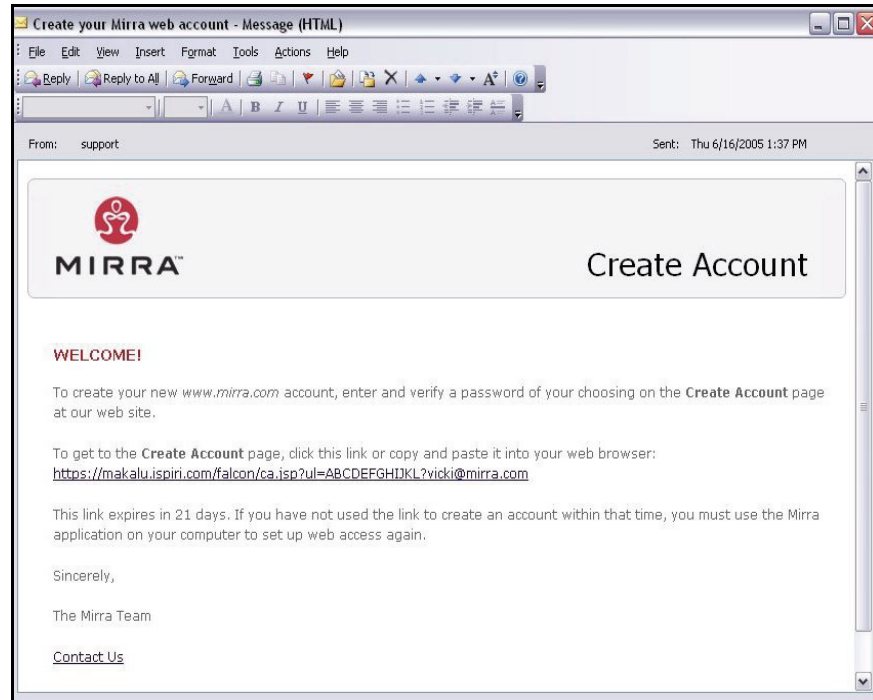


**Figure 3~48** Create a Mirra Web Account Window



**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 3~49** 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 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;

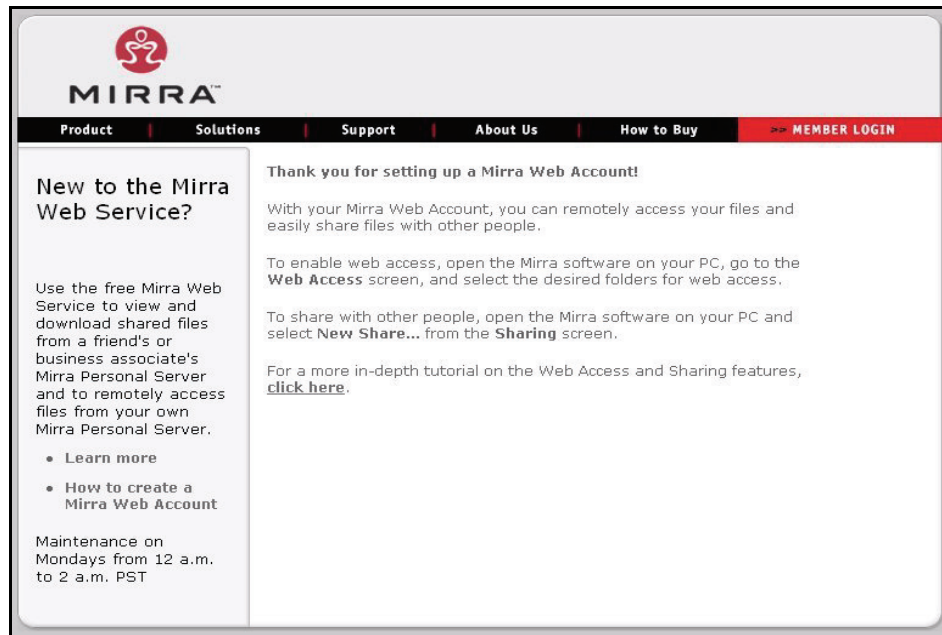
The screenshot shows the Mirra web site's 'Create Account' page. At the top, there is a navigation bar with links for Product, Solutions, Support, About Us, How to Buy, and a red 'MEMBER LOGIN' button. The main content area is split into two columns. The left column, titled 'New to the Mirra Web Service?', explains the benefits of the free service and provides links for 'Learn More about Mirra' and 'How to create a Mirra Web Account'. The right column, titled 'Create a Mirra Web Account', contains a form with the following fields: Email (pre-filled with 'friend@mirra.com'), Name (highlighted in yellow), Password, and Re-enter Password. A 'Create Account' button is located at the bottom right of the form.

**Figure 3~50** Web Site Create Account Page

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

**Step 8:** Click **Create Account**.

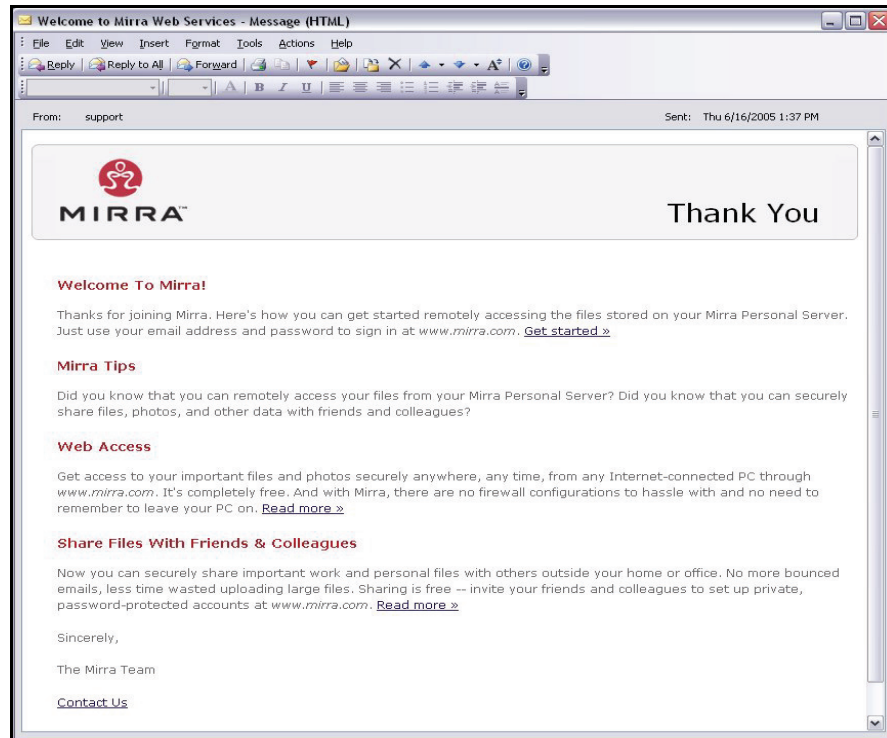
The Thank You page opens:



**Figure 3~51** Thank You

**Step 9:** Close or minimize your browser and return to the application on your desktop.

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



**Figure 3~52** Welcome Email

## Using Mirra with Windows XP Fast User Switching

When users who share a computer change user accounts via Fast User Switching, most applications remain open on both users' desktops. However, Mirra must close its application on the desktop of the previous user when another user opens Mirra after logging on with Fast User Switching. This does not mean that the Mirra stops backing up anyone's 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).

If you leave the Mirra application open on your desktop when you log off and another user logs on with Fast User Switching and opens the application, the application

closes on your desktop. When you next log on, simply double-click the Mirra icon to reopen the application. When you do, a **Mirra Control Moved** window opens:



**Figure 3~53** Mirra Control Moved Window

This message notifies you that you now have control of the Mirra and can use it to manage your backed up files and share folders.

To open the Mirra application after a Fast User Switch,

**Step 1:** Double-click the Mirra icon.

Unless you have selected **Don't show me this message again**, the **Mirra Control Moved** window opens.

**Step 2:** Select **Don't show me this message again** if you choose not to see the window each time you open the Mirra application.

**Step 3:** Click OK.

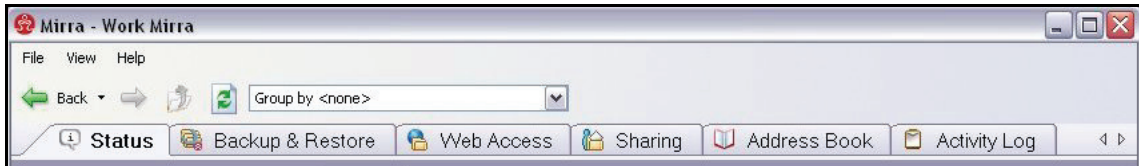
The Mirra application opens on your desktop.

## Setting Up Multiple Computers with One Mirra

In order to back up two or more computers to a Mirra, you must install the Mirra PC 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.

# Accessing the Mirra Screens

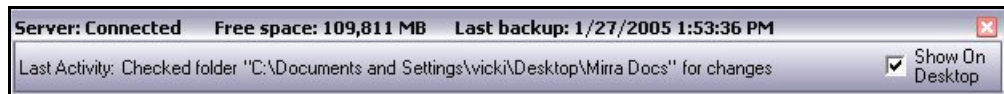
Each Mirra function (Status, Backup & Restore, Web Access, Sharing, Address Book, and Activity Log) has its own screen. To open a screen, click the tab associated with it:



**Figure 3~54** Mirra Screen Tabs

## Using the Status Bar

A detachable 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.

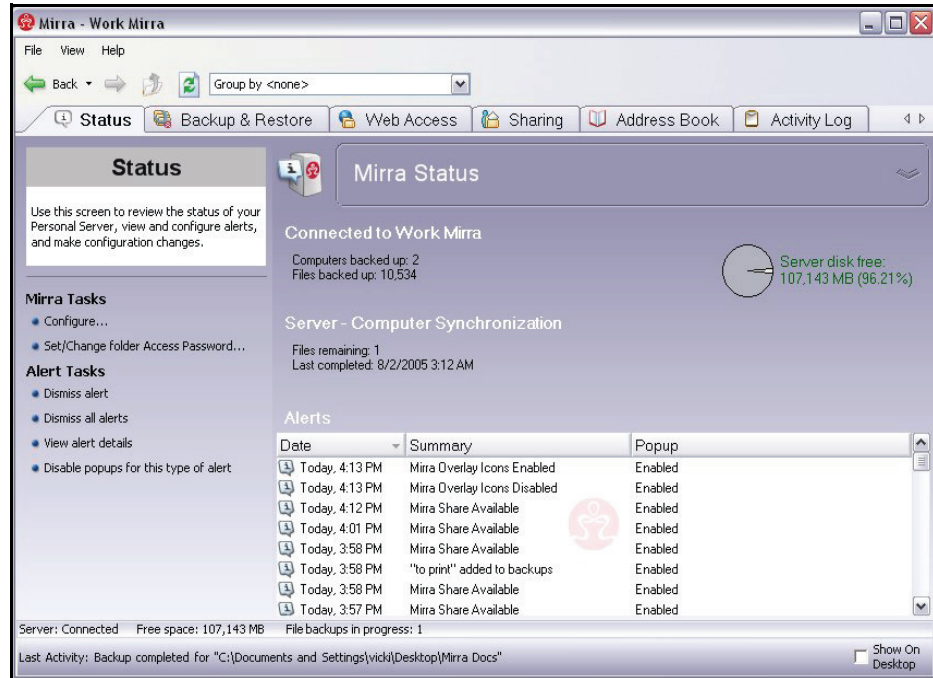


**Figure 3~55** Status Bar Detached

If you choose to separate the Status Bar from the body of the Mirra application, it remains on your desktop when you close the application and continues to reflect the status of your Personal Server. When detached, the Status Bar becomes translucent, allowing you to see through it to the portion of the desktop it covers. You can drag the Status Bar to any location on your desktop. To re-attach the Status Bar to the Mirra application, uncheck **Show on Desktop**.

# Chapter 4: Using the Status Screen

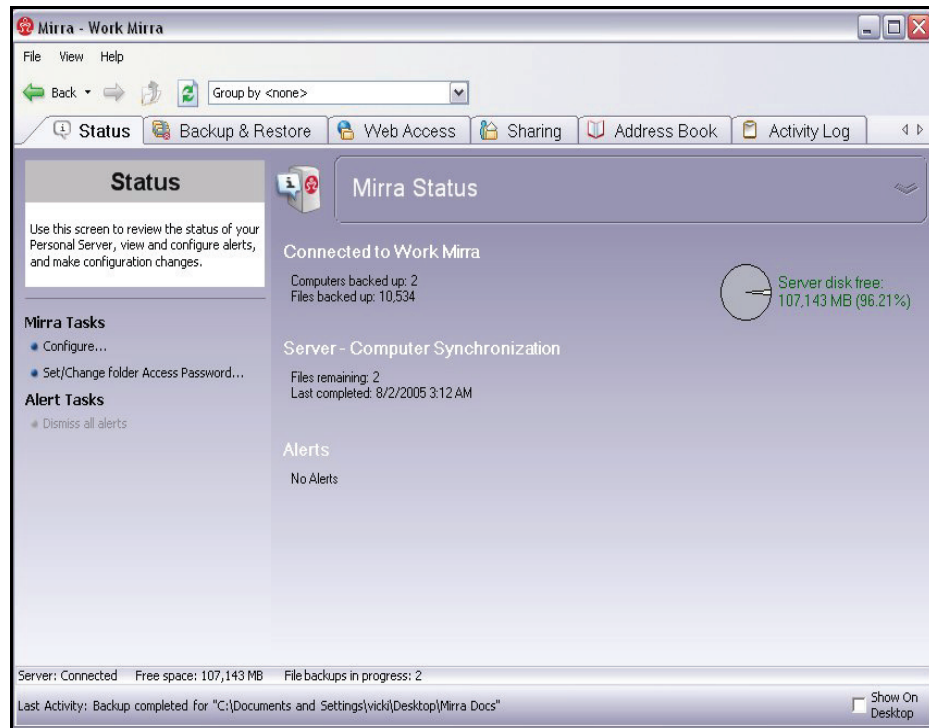
The **Status** screen provides you with information about your Personal Server:



**Figure 4~1** Status Screen Fields

- The **Connected to** area tells you which Personal Server you are communicating with, how many computers are backed up to it, and how many files are backed up on it from all connected computers.
- The **Server disk free** indicator displays the amount of free disk space remaining on the Personal Server.
- The **Server - Computer Synchronization** area tells you how many files are currently out of sync (not yet backed up) and, if all files are currently synchronized, the completion time of the last synchronization.
- The **Alerts** pane displays all notifications, such as license and account verifications and backup and sharing confirmations. Provided are the date and name of each alert and the status of popups (enabled or disabled) on your computer.

When there are no outstanding alerts, the **Alerts** pane is hidden:



**Figure 4~2** Status Screen - No Alerts

## Using the Task Menus

### Mirra Tasks

#### Configuring a Mirra Name or Advanced Network Settings

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

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

**Step 2:** On the **Mirra Tasks** menu, click **Configure**.



The **Configure your Mirra** window opens:



**Figure 4~3** Configure your Mirra

**Step 3:** In the **Configure your Mirra** window,

- Enter or edit a name for your Mirra.
- Click **Advanced Network Settings** to enter or edit an IP address and DNS server address and click **OK**.

**Step 4:** Click **OK** to close the **Quick Setup** window.

## Setting/Changing an Access Password

To set an Access Password if you do not already have one or edit a password you selected previously,

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

**Step 2:** On the **Mirra Tasks** menu, click **Set/Change Access Password**.

The *Folder Access Password* window opens:



**Figure 4~4** Folder Access Password

**Step 3:** In the *Access Password* window,

- Enter your password if one exists or enter a new password.
- Edit the existing password or confirm the new password.

**Step 4:** Click **OK** to close the *Access Password* window.

## Alert Tasks

### Dismissing an Alert

To dismiss a selected alert,

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

**Step 2:** In the **Alerts** area of the **Status** screen, select the alert to be dismissed.

**Step 3:** On the **Alert 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 **Alert Tasks** menu, click **Dismiss all alerts**.

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

## Viewing Alert Details

If you missed the information contained in a popup alert and want to see it again, you can replay the alert.

To view the details of an alert,

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

**Step 2:** In the **Alerts** area of the **Status** screen, select the alert to be displayed.

**Step 3:** On the **Alert Tasks** menu, click **View alert details**.

The alert popup is again displayed in the **System Tray**.

## Disabling Popups for this Type of Alert

You can disable System Tray popups for a particular kind of alert. The alert will still appear in the **Alerts** area of the **Status** screen.

To disable a type of alert popup,

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

**Step 2:** In the **Alerts** pane on the **Status** screen, select the alert whose popup you want to disable.

**Step 3:** On the **Alert Tasks** menu, click **Disable popups for this type of alert**.

Popups for this type of alert are no longer displayed in the System Tray.

## Enabling Popups for this Type of Alert

You can enable System Tray popups that were previously disabled.

To enable a type of alert popup,

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

**Step 2:** In the **Alerts** area of the **Status** screen, select the alert whose popup you want to enable.

**Step 3:** On the **Alert Tasks** menu, click **Enable popups for this type of alert**.

Popups for this type of alert are now displayed in the System Tray.

# Chapter 5: Backing Up and 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 the files in backed up folders.
- Once a folder has been backed up, any files and folders added to it are automatically backed up as well.
- You can access and work with your backed up folders remotely from any computer with an Internet hookup.
- 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 types of files and folders:

- System files and folders
- Temporary files and folders created by applications, including those whose names start with a tilde (~) or end with **.temp**
- Hidden files and folders
- Folders whose pathnames are longer than 1024 characters
- Files and folders whose names are longer than 255 characters
- Encrypted files

**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.

## Selecting Folders for Backup

You can select a folder for backup in three ways:

1. From the **Folders Recommended for Backup** window
2. From the **Backup Tasks** menu on the **Backup & Restore** screen
3. From your desktop or Windows Explorer

**Note:** The **My Documents** folder is a special Windows folder and is the only folder you cannot select for backup by right-clicking it on your desktop.

The **Folders Recommended for Backup** window provides a list of the folders most often selected for backup. Once you've backed up a folder on the list, it no longer appears when the list is next displayed. The **Folders Recommended for Backup** window first appears in the Setup Wizard when you initially set up your Mirra PC software (see *Setup Wizard*). Thereafter, it can be accessed from the **Backup Tasks** menu on the **Backup & Restore** screen.

To select folders for backup from the **Folders Recommended for Backup** window,

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

The Backup & Restore screen opens:

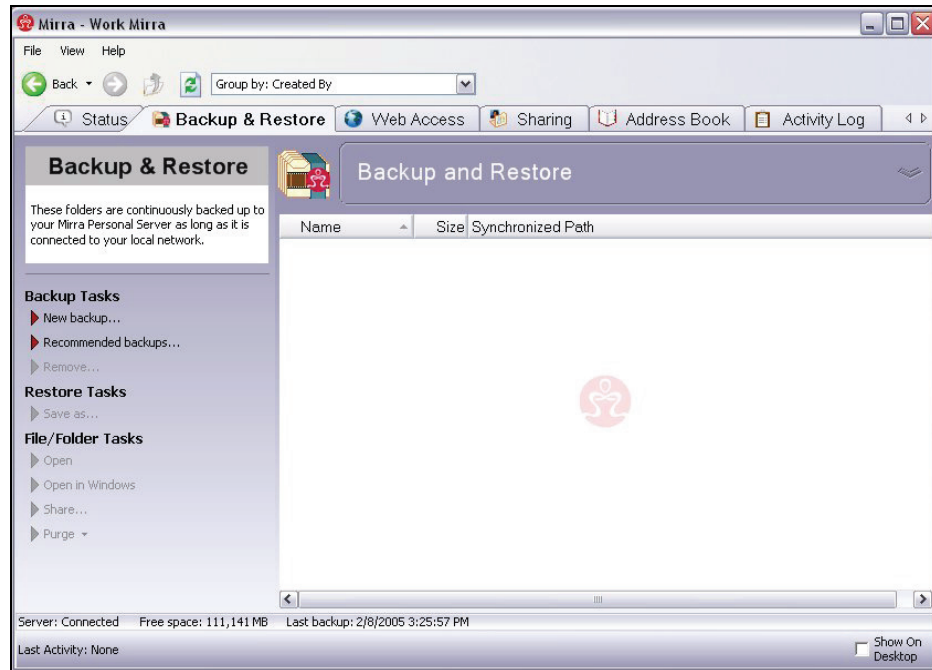


Figure 5~1 Backup & Restore Screen

**Step 2:** On the Backup Tasks menu, click Recommended backups.

The Folders Recommended for Backup window opens:

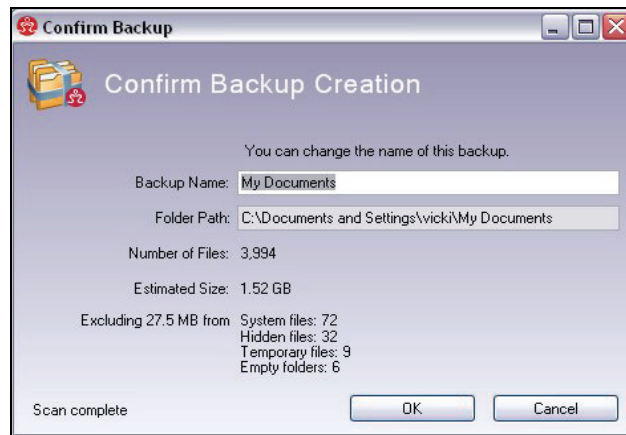


Figure 5~2 Folders Recommended for Backup

**Step 3:** Select the folders you want to back up.

**Step 4:** Click OK.

A **Confirm Backup** window opens for each folder you've selected:

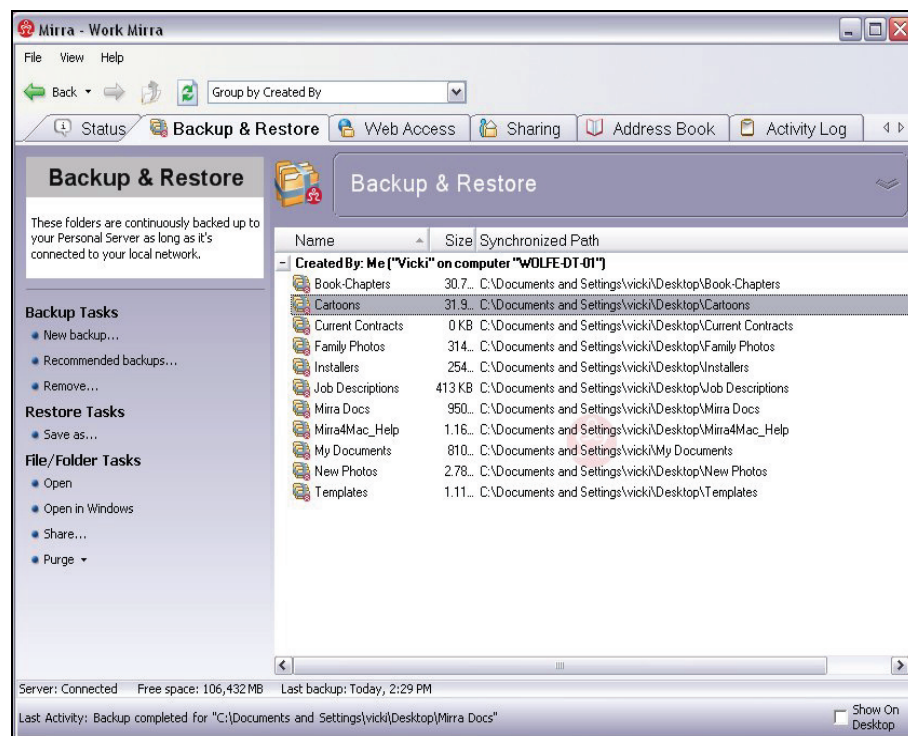


**Figure 5~3** Confirm Backup

**Step 5:** Change the folder name if you wish and confirm that this is the folder to be backed up.

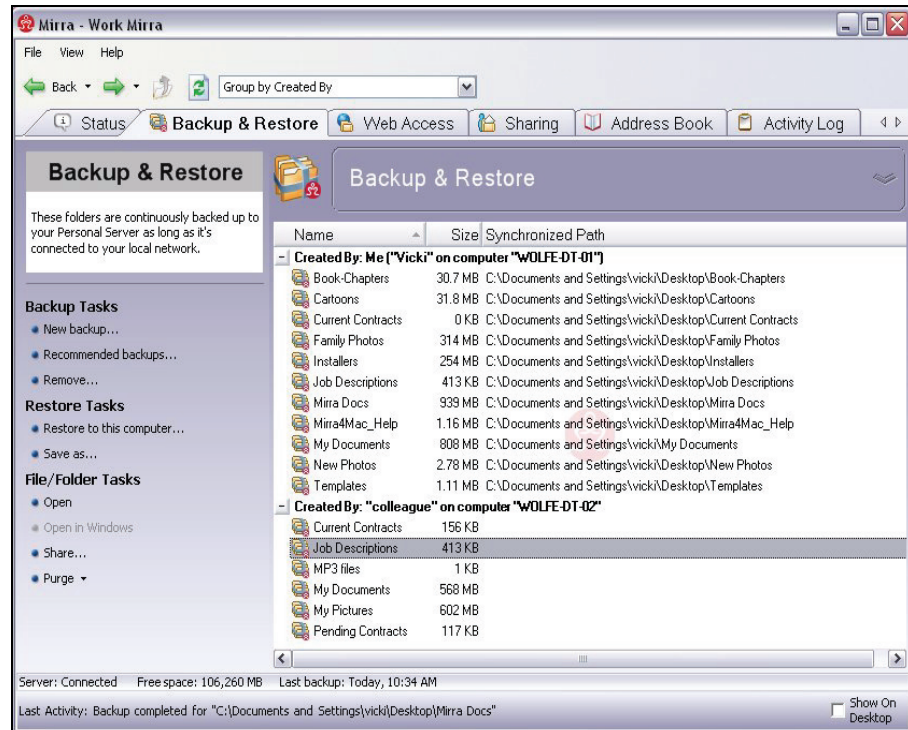
**Step 6:** Click OK.

The **Backup & Restore** screen lists the folders backed up from your computer:



**Figure 5~4** 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 5~5** Backup & Restore Screen on Local Network

A backup notification verifying that a folder has been selected for backup is posted in the **Alerts** area of the Status screen and pops up in your System Tray (if popups are enabled on your computer).

## From the Backup Tasks Menu

Use the **Backup Tasks** menu to back up folders not listed in the **Folders Recommended for Backup** window.

To select a folder from the **Backup Tasks** menu,

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



The **Browse for Folder** window opens:



**Figure 5~6** Browse for Folder

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

A **Confirm Backup** window opens.

**Step 3:** Click **OK**.

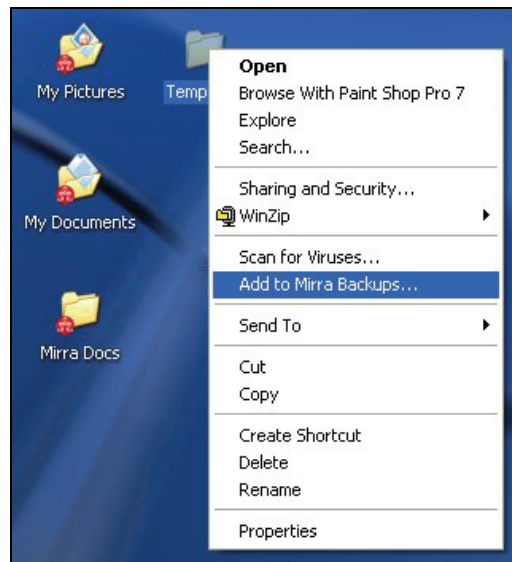
The folder is added to the list on the **Backup & Restore** screen, a notification is posted in the **Alerts** area of the **Status** screen, and a popup appears in your System Tray.

## From your Desktop or Windows Explorer

To select a folder for backup from your Windows desktop,

**Step 1:** Right-click on the folder on your desktop or in Windows Explorer.

The Windows dropdown menu opens:



**Figure 5~7** Windows Dropdown Menu

**Step 2:** On the dropdown menu, select **Add to Mirra Backups**.

A **Confirm Backup** window opens.

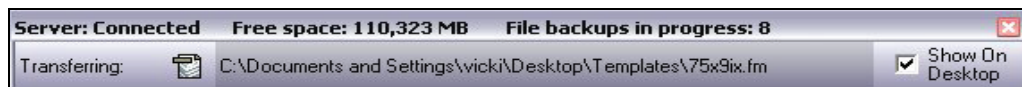
**Step 3:** Click **OK**.

The folder is added to the list on the **Backup & Restore** screen, a notification is posted in the **Alerts** area of the **Status** screen, and a popup appears in your System Tray.

## Checking Backup Status on your Computer

### Verifying a Backup

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



**Figure 5~8** Status Bar (Detached) Progress Indicator

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

- I. 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. If you have not turned off the Mirra folder icons, most backed up files and folders display a small Mirra icon in their lower left corner, although some special Windows folders may not display the icon.



These icons appear only when your computer is connected to your Personal Server. If you use a laptop and disconnect it from your network, the icons disappear. However, all selected files and folders are still backed up. See **Turning Off the File and Folder Icons** for instructions on how to turn Mirra folder icons on or off.

4. 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, the rate at which your data transfers varies 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 stored in each folder being backed up
- The types of files being backed up
- The number of other computers on your network connected to the Mirra

It takes a while to back up your folders for the first time because 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 from your Desktop or Windows Explorer

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

**Step 1:** Right-click the folder on your desktop or in Windows Explorer.

**Step 2:** From the dropdown menu, select **View backup on 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.

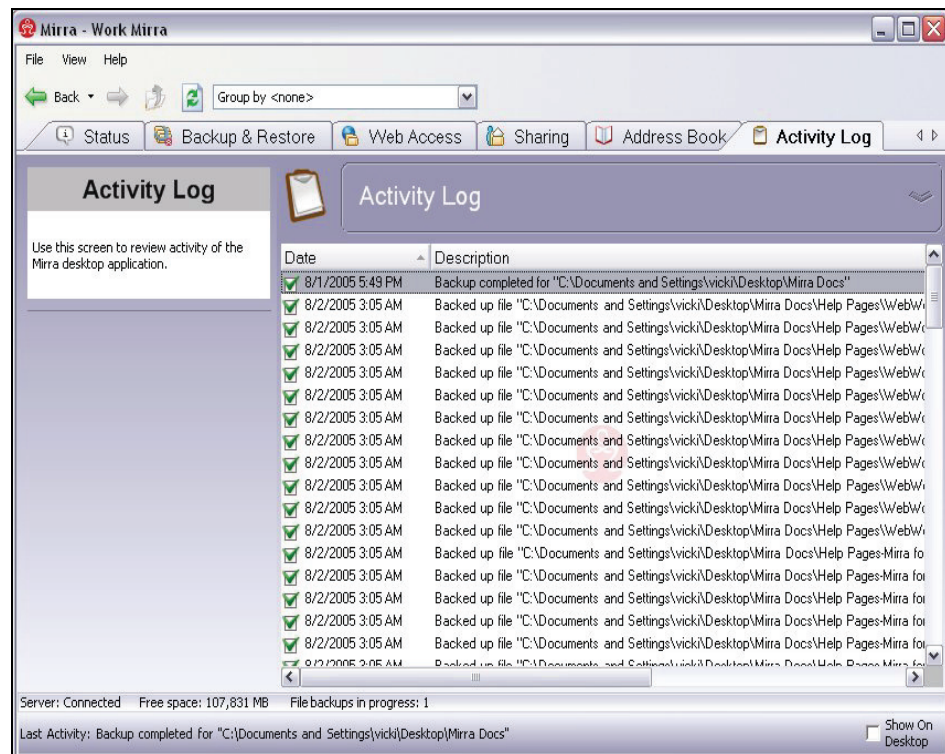
## Reading the Activity Log

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 100 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 5~9** Activity Log

**Step 2:** Scroll through the Activity Log to see the 100 most recent actions performed by your Mirra.

See *Reading the Activity Log* for additional information.

# 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 open a folder backed up from another computer and work with the files contained in it

- 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 do not 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 open a folder backed up to your Personal Server from another computer,

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

The Backup & Restore screen opens

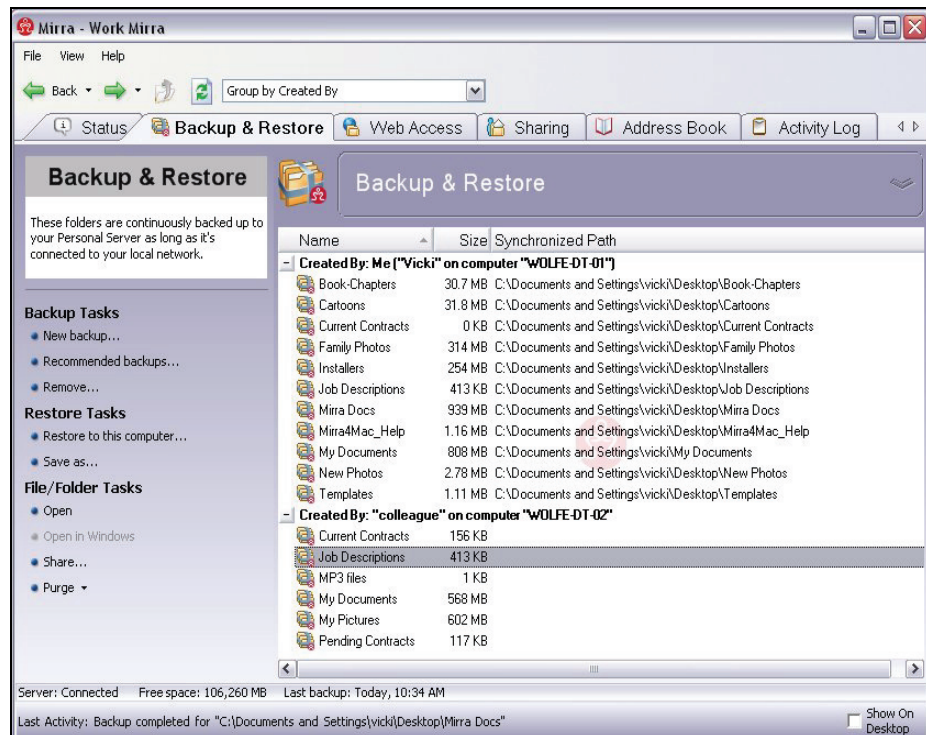


Figure 5~10 Computers Backed Up to this Mirra

**Step 2:** Double-click the folder to be opened.

**Step 3:** If the owner of the folder has not set an Access Password, its contents are displayed.

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



Figure 5~11 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**.

**Step 5:** Double-click the folder to access the files contained in it.

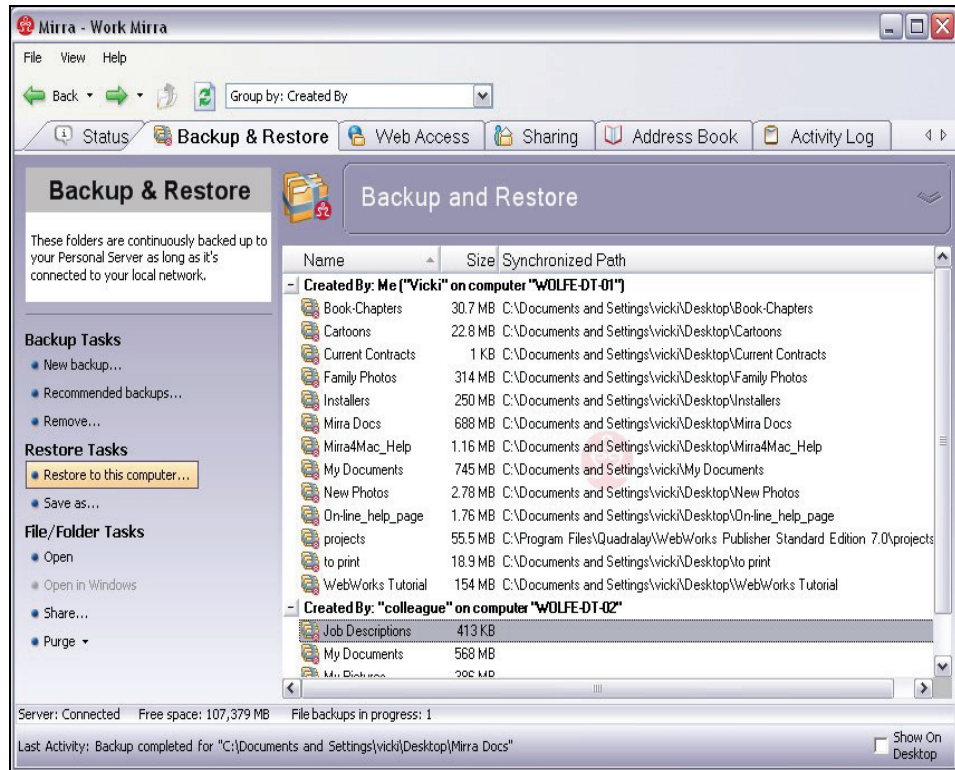
## Copying Files from Another Computer Connected to Your Mirra

If other computers have backed up folders to your Mirra, 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 5~12** Backup & Restore Screen

**Step 2:** On the **Backup Tasks** menu, click either **Restore to this computer** or **Save as**.

- If the folder is not password protected, the **Browse for Location** window opens.
- If the folder is password protected, the **Access Password** window opens:

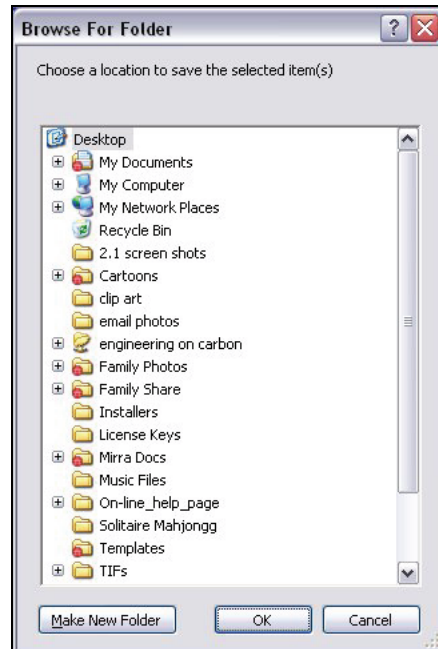


**Figure 5~13** Access Password Window



**Step 3:** Enter the Access Password and click **OK**.

The **Browse for Location** window opens:



**Figure 5~14** Browse for Location

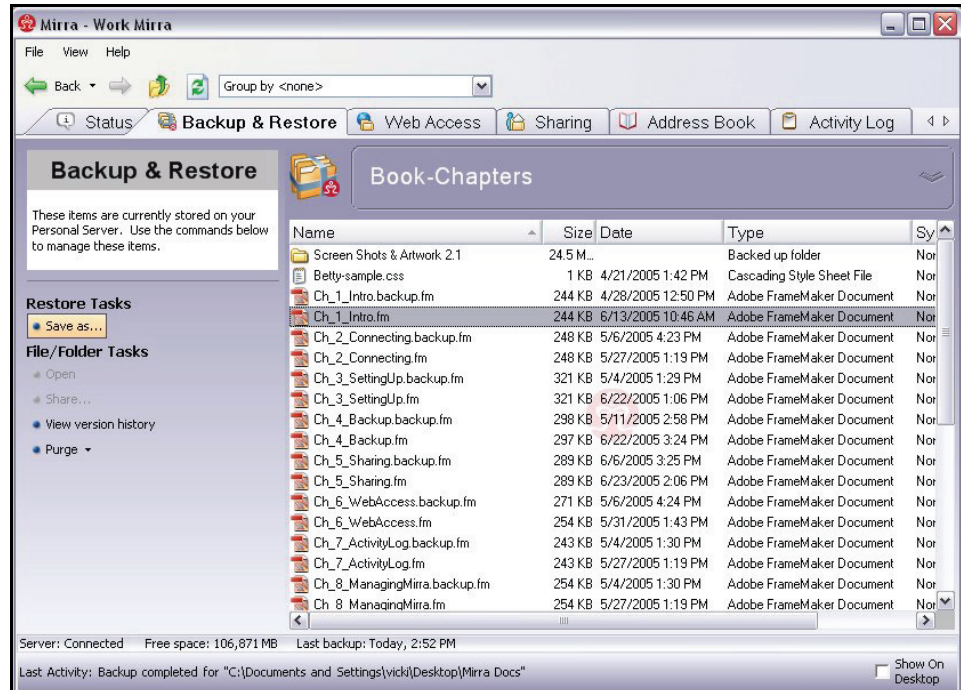
**Step 4:** Select the location at which you want to copy the folder and click **OK**.

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,

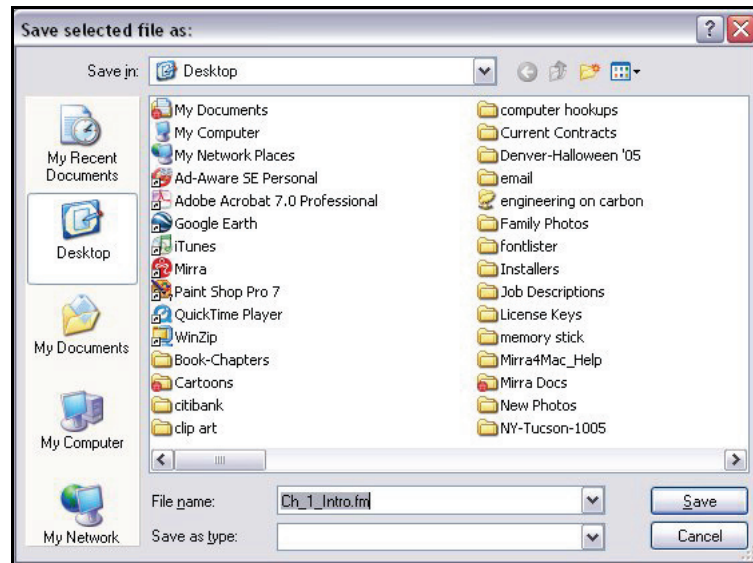
**Step 1:** On the **Backup & Restore** screen, select the file to be copied.



**Figure 5~15** Backup & Restore Screen

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

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



**Figure 5~16** Save Selected File As Window

**Step 3:** Change the file name if you wish, select the location at which you want to copy 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. After you install and set up the Mirra software on your recovered or new computer and open the **Backup & Restore** screen, all your backed up folders are listed as residing on your previous computer. In the **Backup Tasks** menu, you see the **Restore to this computer** option.

When you restore 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 your backed up folders from your Mirra to a recovered or new computer,

**Step 1:** Reinstall and set up the Mirra PC 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 Tasks** menu.

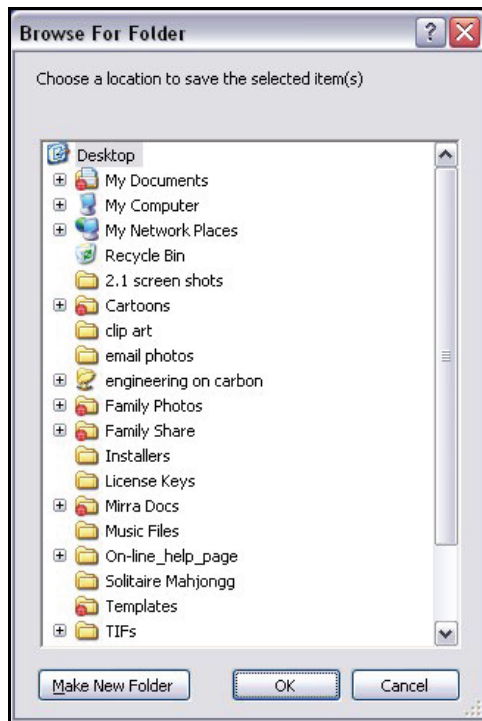
If the folder was password protected, the **Access Password** window opens:



**Figure 5~17** Access Password Window

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

A **Browse for Folder** window opens:



**Figure 5~18** Browse for Folder

**Step 5:** Select a location for the folder and click **OK**.

The folder is restored at the selected location.

**Step 6:** Repeat Steps 3 through 5 until all your folders have been restored 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 your Mirra to avoid confusion and redundancy.

# Using the Backup & Restore Task Menus

## Backup Tasks

### Backing Up a New Folder

To select a folder for backup,

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

The **Browse for Folder** window opens.

**Step 2:** Select the desired folder and click **OK**.

The **Confirm Backup** window opens.

**Step 3:** Click **OK**.

### Selecting a Recommended Backup

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

**Step 1:** On the **Backup Tasks** menu, click **Recommended backups**.

The **Folders Recommended for Backup** window opens.

**Step 2:** Select folders for backup from the list in the window.

A **Confirm Backup** window opens for each folder selected.

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

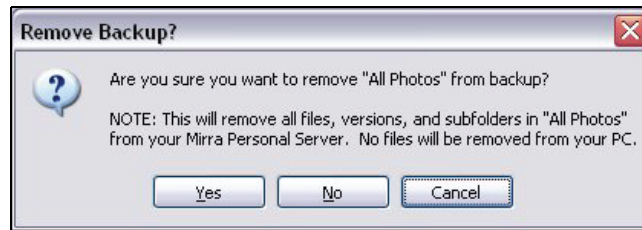
### Removing a Folder from Backup

To stop backing up a folder,

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

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

The **Remove Backup** confirmation window opens:



**Figure 5~19** Remove Backup Confirmation

**Step 3:** Click **Yes** 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.

## Restore Tasks

### 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,

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

**Step 4:** On the **Restore Tasks** menu, click **Restore to this computer**.

The **Browse for Location** window opens.

**Step 5:** Select the location at which you want to copy the folder.

**Step 6:** 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 PC software either 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 **Restore Tasks** menu.

**Step 4:** If your folder was password protected, enter your Access Password in the Password Required window and click **OK**.

**Step 5:** Select a location for the folder in the **Browse for Folder** window 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 **Restore Tasks** menu, click **Stop Restoring**.

## Saving a Folder

To save a folder,

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

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



The **Browse for Location** window opens:



**Figure 5~20** Browse for Location Window

**Step 3:** Select the location at which you want this folder 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 **Backup & Restore** screen, select the folder containing the file to be saved.

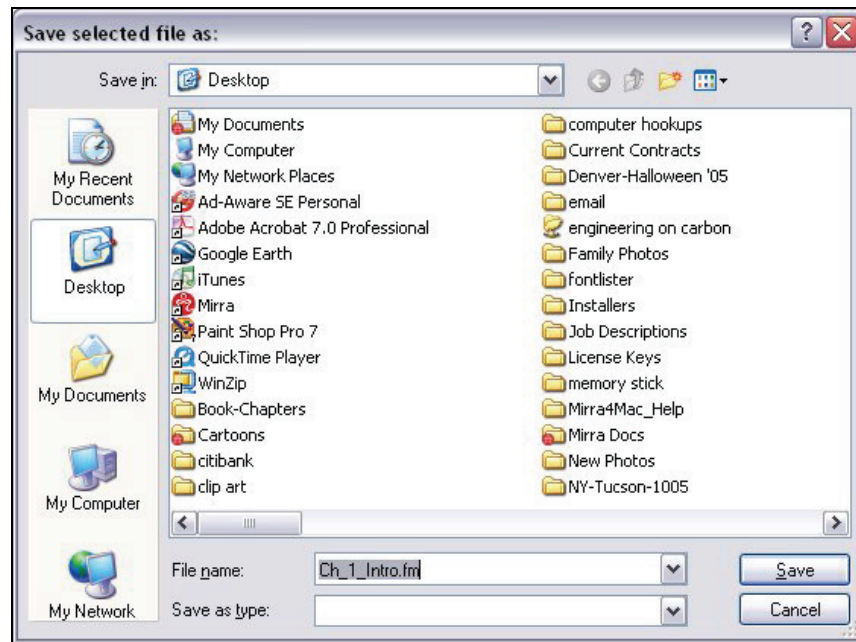
**Step 2:** In the **File/Folder Tasks** menu, click **Open** (you can also double-click the folder).

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

**Step 3:** Select the file to be copied.

**Step 4:** On the **Restore Tasks** menu, click **Save as**.

The **Save File As** window opens:



**Figure 5~21** Save File As Window

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

**Step 6:** Click **Save**.

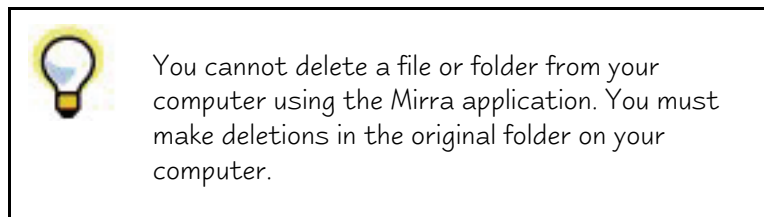
The file is saved at the selected location.

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

**Step 7:** Select the saved version for backup.

## Undeleting a File or Folder

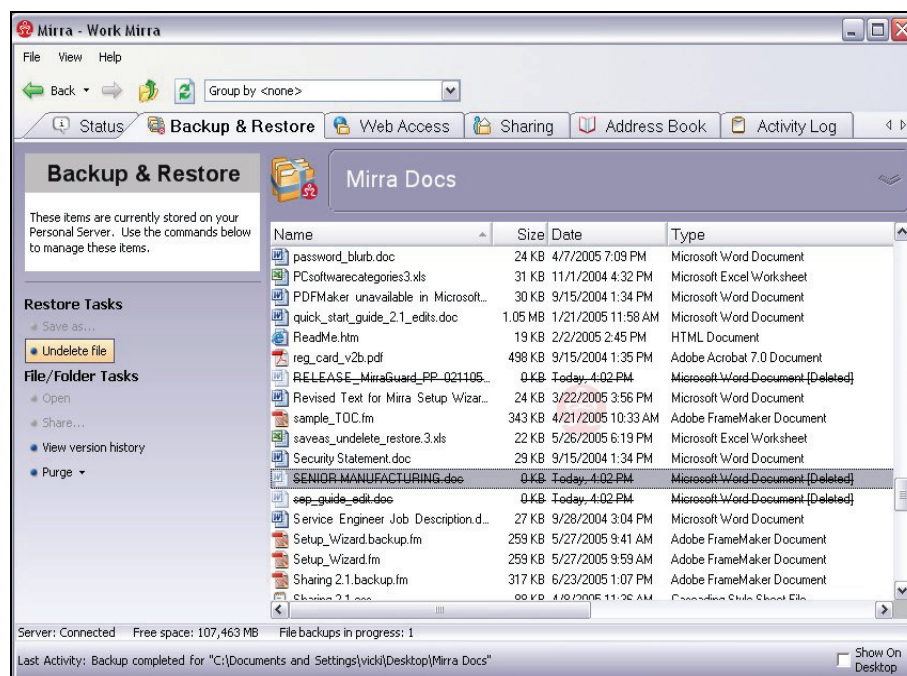
Backed up files and folders that have been deleted are stored indefinitely on your Mirra and remains on the Backup & Restore list as a grayed-out entry with a line drawn through it. You can undelete a file or folder and restore it to its original location.



To undelete a file or folder on your Personal Server,

To undelete a file or folder,

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



**Figure 5~22** Backup & Restore Screen

**Step 2:** On the **Restore Tasks** menu, select **Undelete file** (or **Undelete folder**).

The file or folder is restored to its original location on your computer and is no longer marked as deleted on your **Backup & Restore** screen.

# File/Folder Tasks

## Opening a Folder in Mirra

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 **File/Folder Tasks** menu, click **Open** (you can also double-click the folder).

A list of the subfolders and files contained in the folders is displayed.

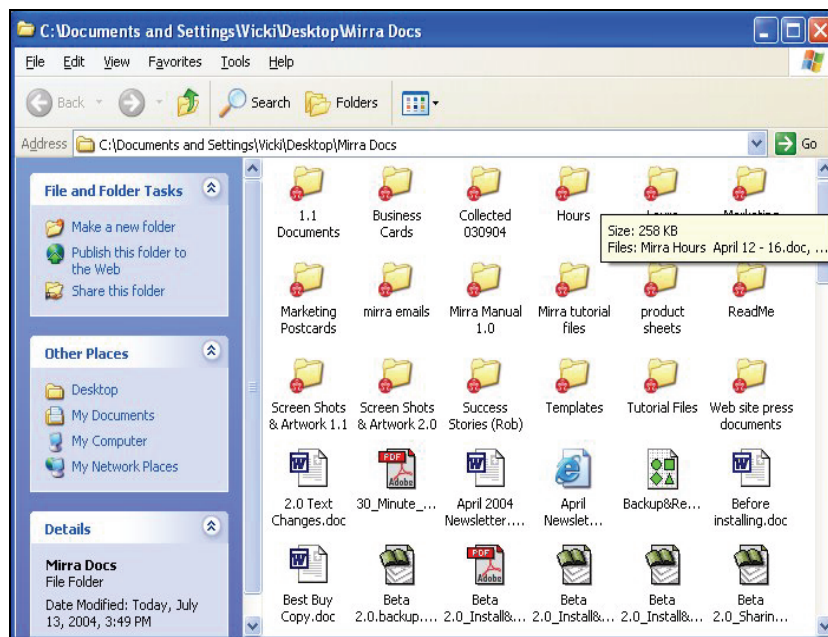
## Opening a Folder in Windows

Copies of a backed up folder reside on both your computer and your Personal Server. If the Mirra application is open on your computer, you can use it to open the folder on your computer so you can work on the files stored in it in their original applications (i.e. a Word document opens in Microsoft Word™).

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

**Step 2:** On the **File/Folder Tasks** menu, click **Open in Windows**

You see the contents of the folder in Microsoft Windows:



**Figure 5~23** Backed Up Folder Opened in Windows

## Opening a File in Windows

Copies of backed up files reside on both your computer and your Personal Server. If the Mirra application is open on your computer, you can use it to open a file on your computer so you can work on it in its original application (i.e. a Word document opens in Microsoft Word™).

To open a file on your computer through the Mirra application and work on it in its original application,

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

**Step 2:** Select the file.

**Step 3:** On the **File/Folder Tasks** menu, click **Open in Windows**.

The file opens in the application associated with it (i.e. an Excel file opens in Excel).

## Sharing a Folder

To share a backed up folder,

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

**Step 2:** On the **File/Folder Tasks** menu, click **Share**.

The **Share a Folder** window opens.

See *Using the Share a Folder Window* for further 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.

To view previous versions of a file,

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

**Step 2:** Select the desired file.

**Step 3:** On the **File/Folder Tasks** menu, click **View version history** (you can also double-click the file).

You see the eight most recent versions of this file.

## 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 **File/Folder Tasks** menu, click **Purge deleted files from folder**.

All previously deleted files are permanently removed from the folder and can no longer be 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 **File/Folder Tasks** menu, click **Purge deleted file**.

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

**Purging Old Versions of Files from a Folder.** Use the Purge feature to permanently erase previous versions of current 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 **File/Folder Tasks** menu, click **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 **File/Folder Tasks** menu, click **Purge old versions of file**.

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

## Version Tasks

### Saving a Selected Version of a File

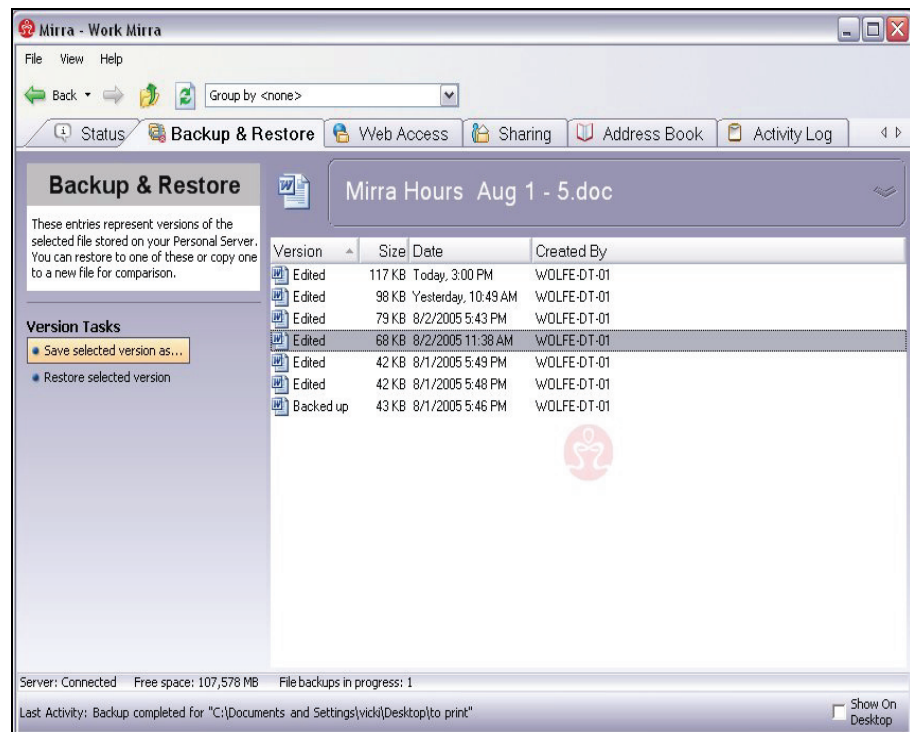
File versions are sorted in the order in which each version was created, with the earliest version listed first. The date displayed for each version reflects the date on which that version was modified according to your operating system's time stamp.

To save a version of a file,

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

**Step 2:** On the **File/Folder Tasks** menu, click **View version history** (you can also double-click the file).

You see the version history for this file:



**Figure 5~24** Version Tasks Screen

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

**Step 4:** On the **Version Tasks** menu, click **Save selected version as**.

The **Save selected files as** window opens.

**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.

## Restoring a Selected 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 **File/Folder Tasks** menu, click **View version history** (you can also double-click the file).

**Step 3:** On the **Version Tasks** menu, click **Restore selected version**.

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

## 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.
- Mirra is not susceptible to Windows viruses, so if your computer is infected by a virus, you can restore backed up, virus-free versions of files from your Mirra.

# 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](http://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.

## 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:

- Name of the person and the computer that created the shared folder
- Folder Name
- Subfolder Name (if any)
- Synchronized Path if a folder has been sync'd

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

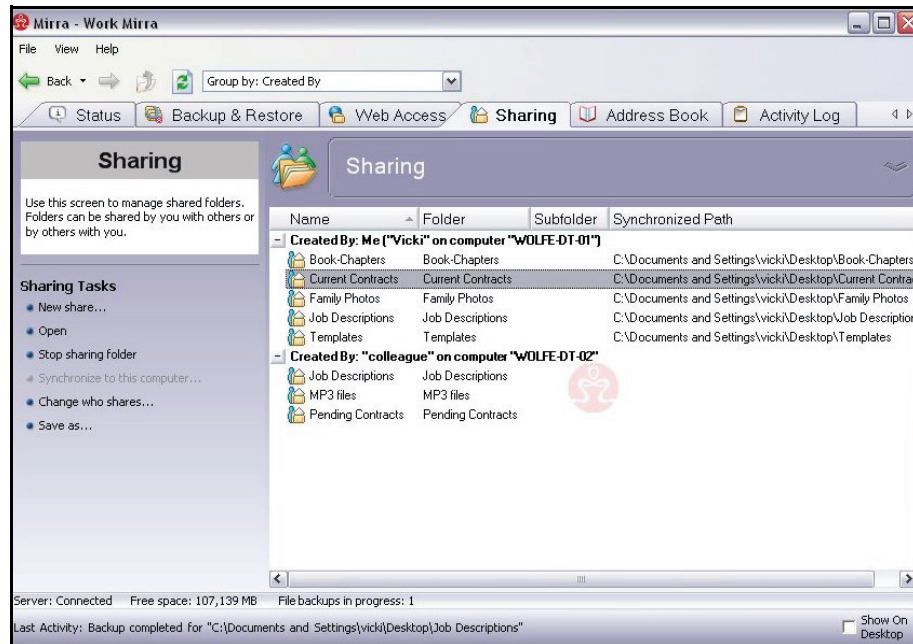


Figure 6~1 Sharing Screen

You can share backed up folders in two ways:

1. Via the web through a free, password-protected account at [www.mirra.com](http://www.mirra.com).
2. Locally with any computer connected to your Personal Server.

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

## Sharing via the Web

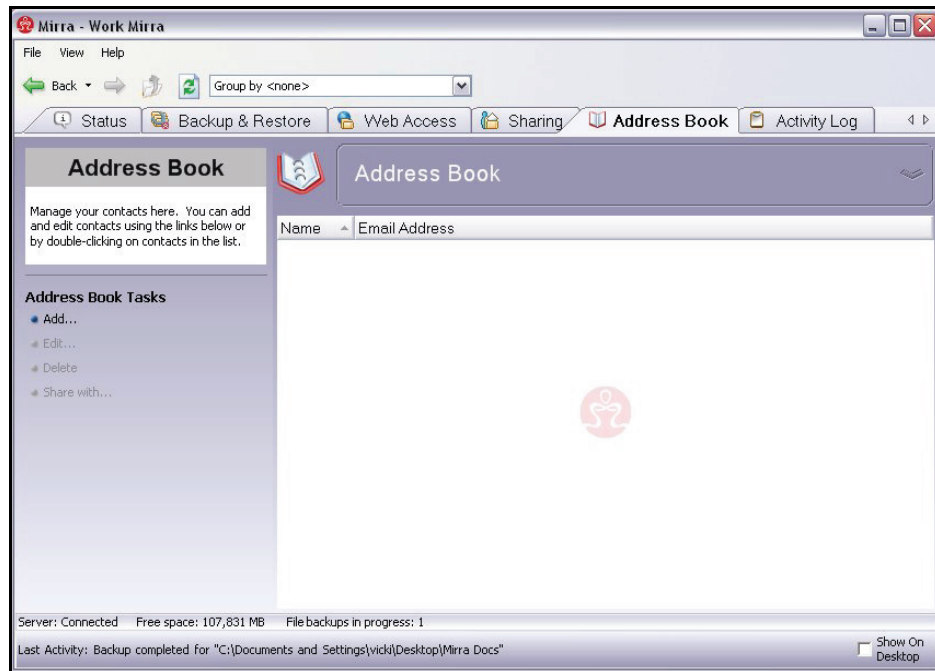
### Setting Up an Address Book

Since Mirra uses people's email addresses to notify them that you are sharing a folder with them via the web, sharing is easier if you use a Mirra Address Book.

To create an Address Book,

**Step 1:** Click the **Address Book** tab.

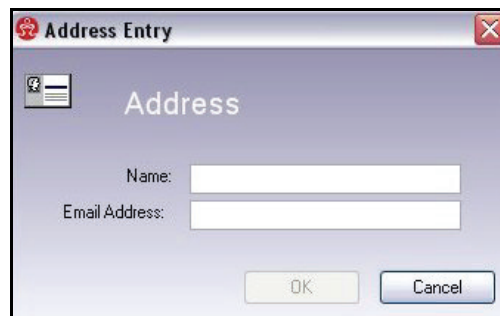
The **Address Book** screen opens:



**Figure 6~2** Address Book Screen

**Step 2:** On the **Address Book Tasks** menu, select **Add**.

The **Address Entry** window opens:

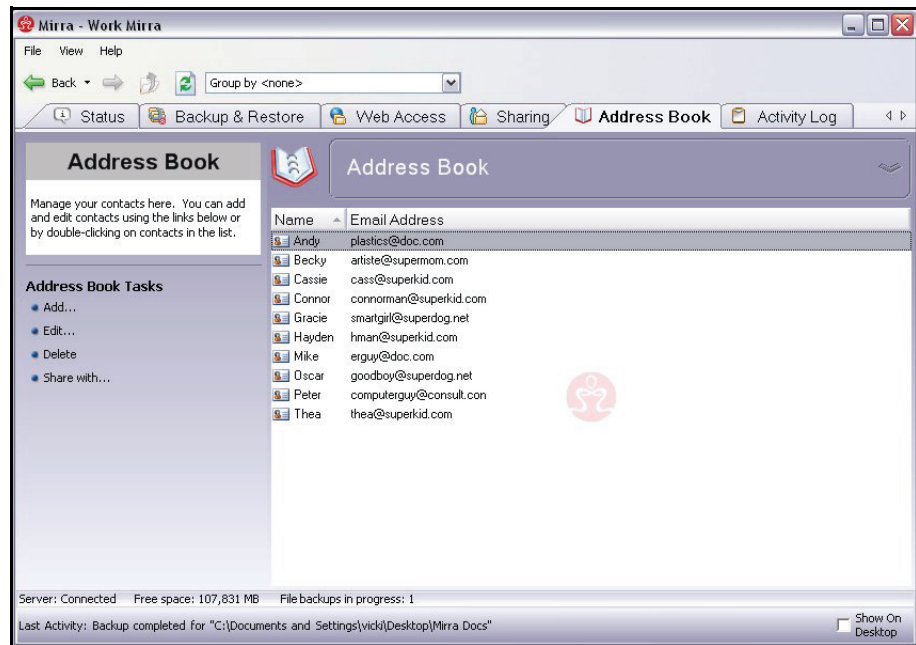


**Figure 6~3** Address Entry

**Step 3:** Enter a name and email address to add to your address book.

**Step 4:** Click **OK**.

The name and email address are displayed on the **Address Book** screen:



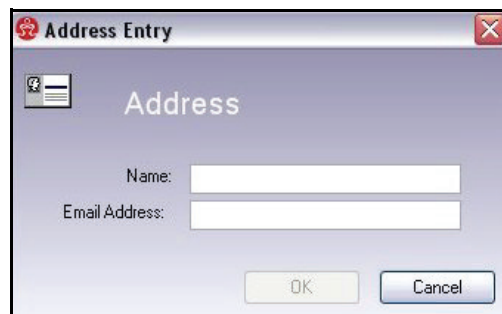
**Figure 6~4** Address Book Screen

## Address Book Tasks

### Adding an Address

**Step 1:** On the Address Book screen, click **Add**.

The Address Entry window opens:



**Figure 6~5** Address Entry

**Step 2:** Enter a name and email address.

**Step 3:** Click **OK**.

## Editing an Address

**Step 1:** On the **Address Book** screen, select the address to be edited.

**Step 2:** On the **Address Book Tasks** menu, click **Edit** (you can also double-click the address).

The **Address Entry** window for this person opens:



**Figure 6~6** Edit Address

**Step 3:** Make your changes.

**Step 4:** Click OK.

## Deleting an Address

**Step 1:** On the **Address Book** screen, select the address to be removed.

**Step 2:** On the **Address Book Tasks** menu, click **Delete**.

The name and address disappear from the **Address Book** screen.

## Sharing a Folder with an Address

**Step 1:** On the **Address Book** screen, select the address(es) to be shared with.

To choose more than one address at a time, press **Ctrl** and select the desired addresses.

**Step 2:** On the **Address Book Tasks** menu, click **Share with**.

The **Share a Folder** window opens.

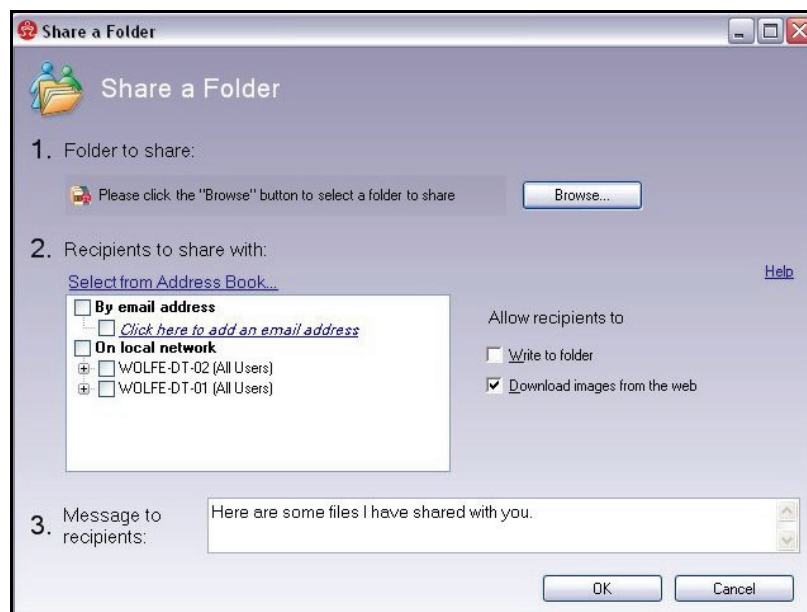
See *Using the Share a Folder Window* for further instructions.

# Sharing via the Local Network

When you share a folder with others connected to your Mirra, they can access the folder directly from your Mirra and download the files stored in it to their computers. They don't need to create a Web Account at *www.mirra.com*.

## Using the Share a Folder Window

You use the **Share via the Web** window to select the 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 6~7** Share a Folder Window

## Opening the Share a Folder Window

There are four ways to open the **Share a Folder** window:

1. From the **Address Book** screen.
2. From the **Sharing** screen.
3. From the **Backup & Restore** screen.

4. From your Windows PC desktop or Windows Explorer.

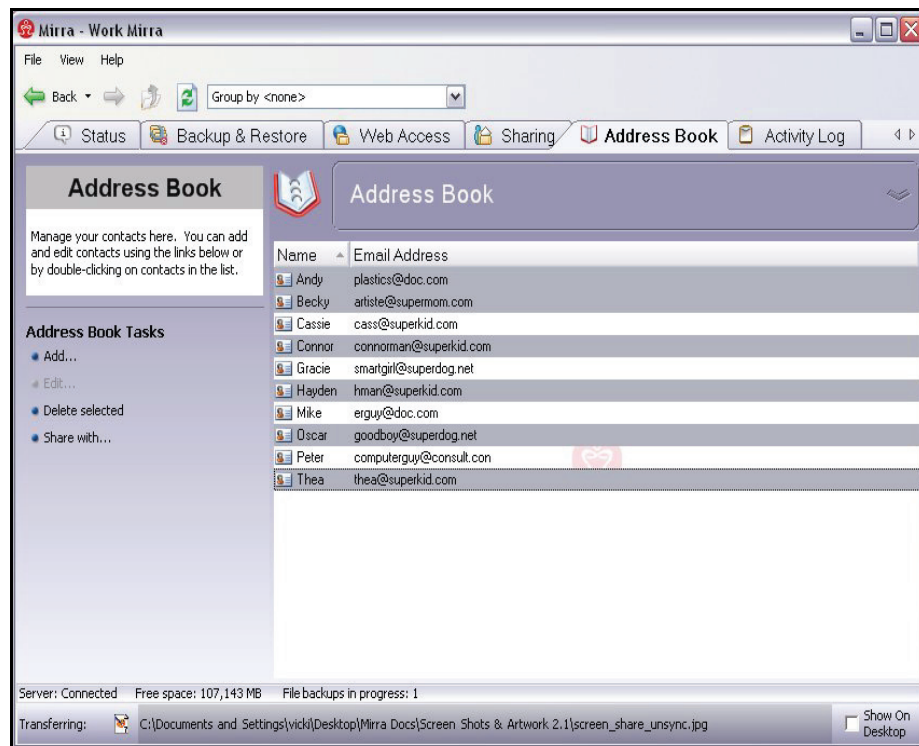
## From the Address Book Screen

If you use the **Address Book** screen to select people for a web share, the addresses of the people with whom you are sharing are automatically entered for you in the **Share a Folder** window.

To open the **Share a Folder** window from the **Address Book** screen,

**Step 1:** Click the **Address Book** tab.

The **Address Book** screen opens:



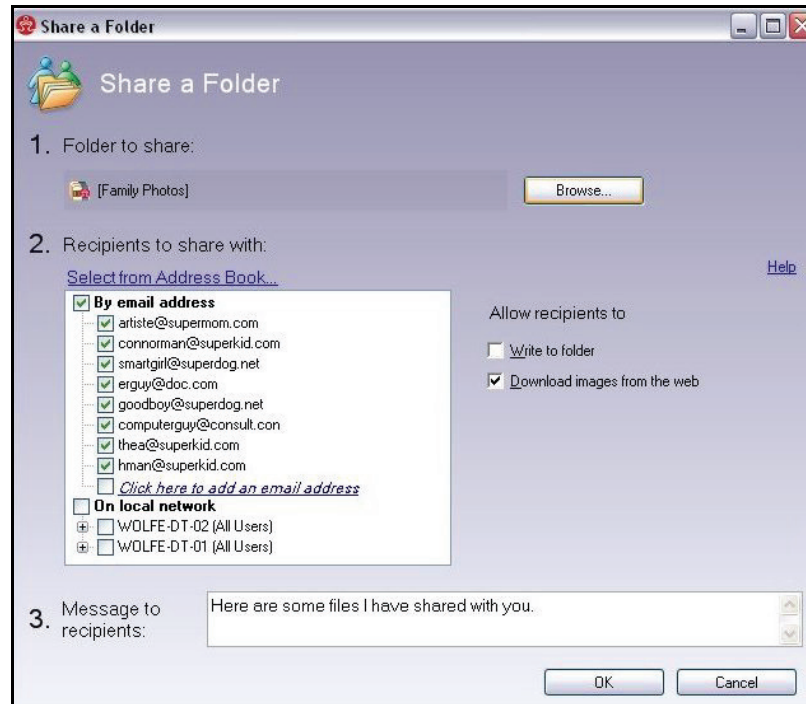
**Figure 6~8** Address Book Screen

**Step 2:** Select a person with whom to share a folder on the web. To share with more than one person, hold down **Ctrl** and select as many names as you wish.

**Step 3:** In the **Address Book Tasks** menu, click **Share with**.



The **Share a Folder** window opens with the recipients' email addresses already entered:



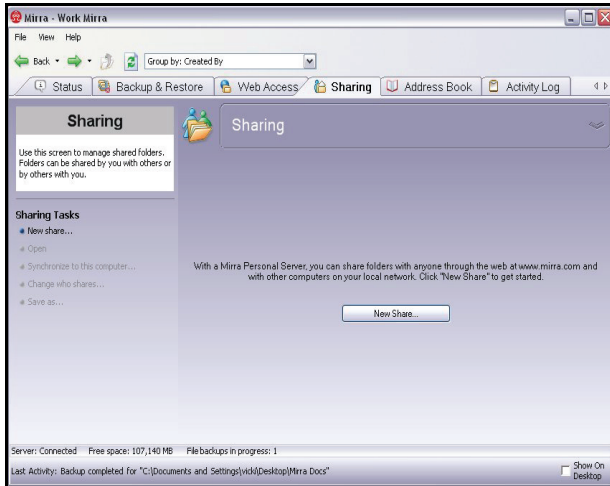
**Figure 6~9** Share a Folder Window

## From the Sharing Screen

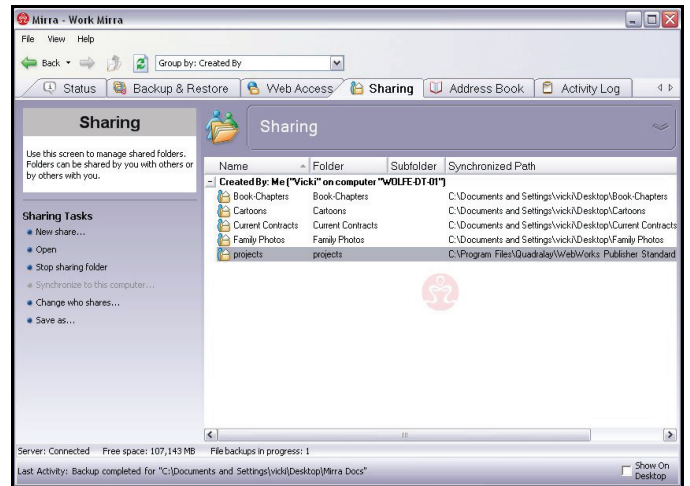
To open the **Share a Folder** window from the **Sharing** screen,

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

The **Sharing** screen opens:



**Figure 6~10** Sharing Screen - No Shares

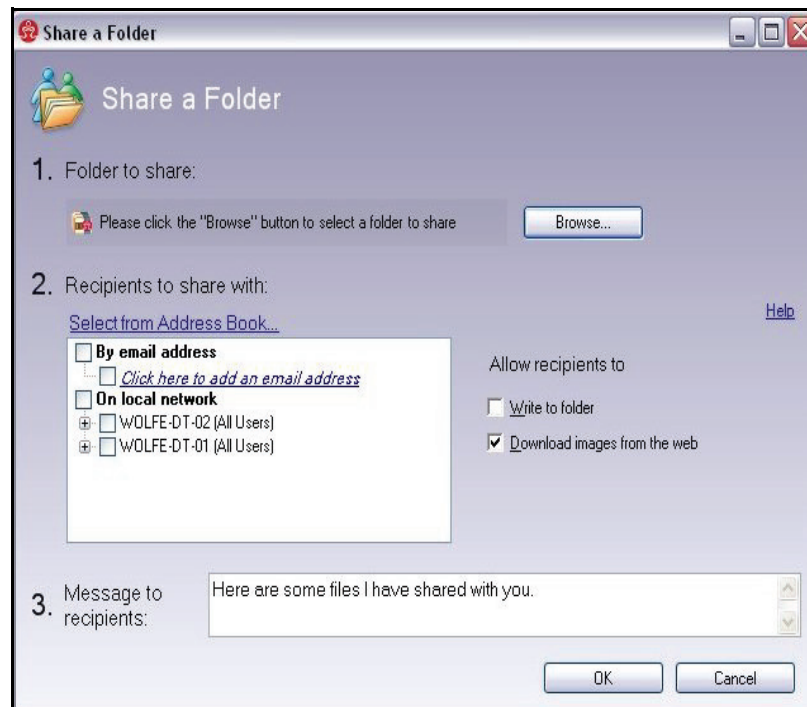


Sharing Screen - Populated

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 **New Share**.

The **Share a Folder** window opens:



**Figure 6~11** Share a Folder Window

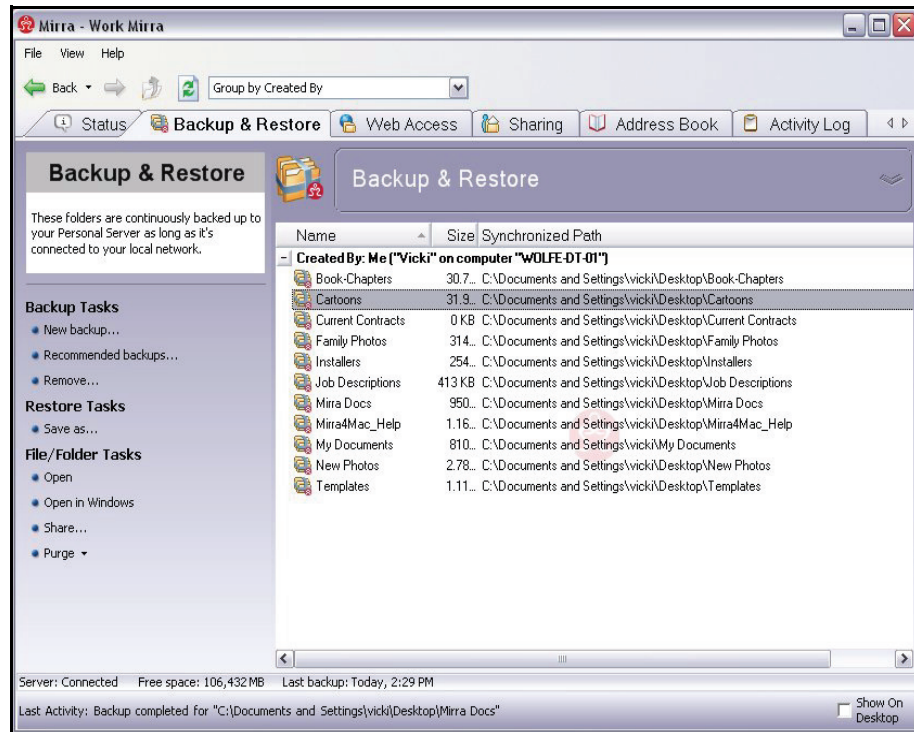
## From the Backup & Restore Screen

When you use the **Backup & Restore** screen to open the **Share a Folder** window, the name of the folder you're sharing is entered for you.

To open the **Share a Folder** window from the **Backup & Restore** screen,

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

The Backup & Restore screen opens:

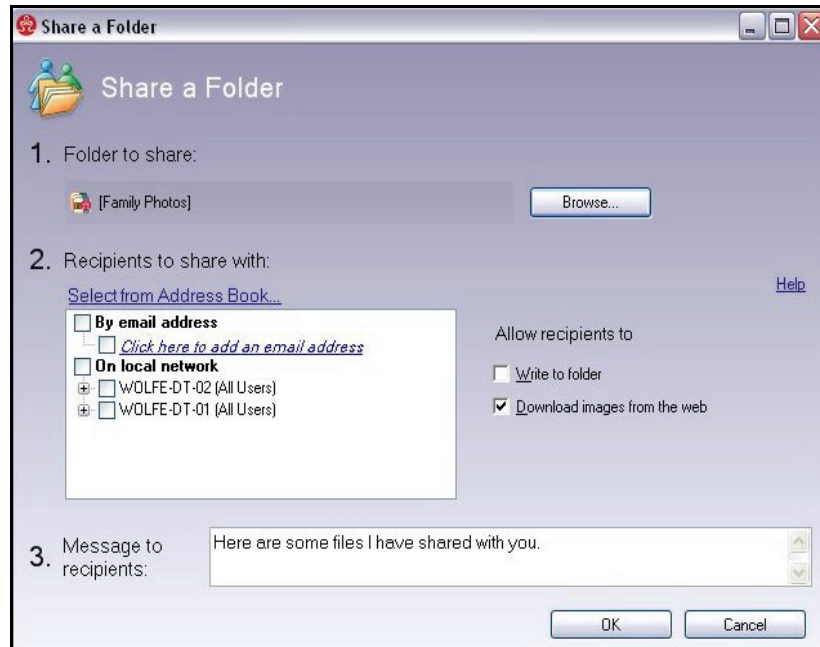


**Figure 6~12** Backup & Restore Screen

**Step 2:** Select a backed up folder to share.

**Step 3:** On the File/Folder Tasks menu, click Share.

The **Share a Folder** window opens with the name of the folder to share already entered:



**Figure 6~13** Share a Folder Window

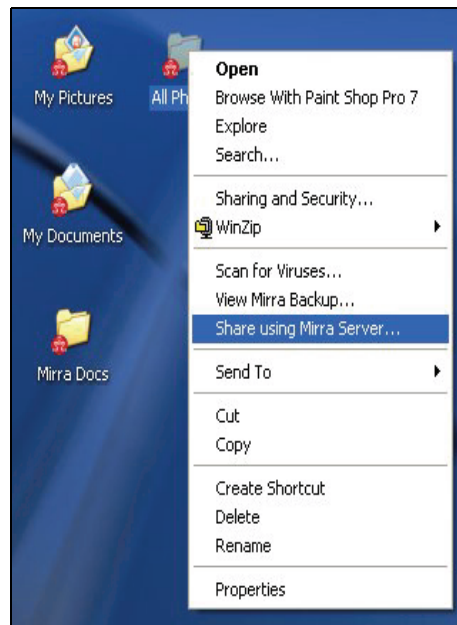
## From your Windows PC Desktop or Windows Explorer

When you open the **Share a Folder** window from your Windows desktop or Windows Explorer, the name of the folder you're sharing is entered for you.

To open the **Share a Folder** window from your Windows desktop or Windows Explorer,

**Step 1:** Right-click a backed up folder.

The Windows dropdown menu opens:



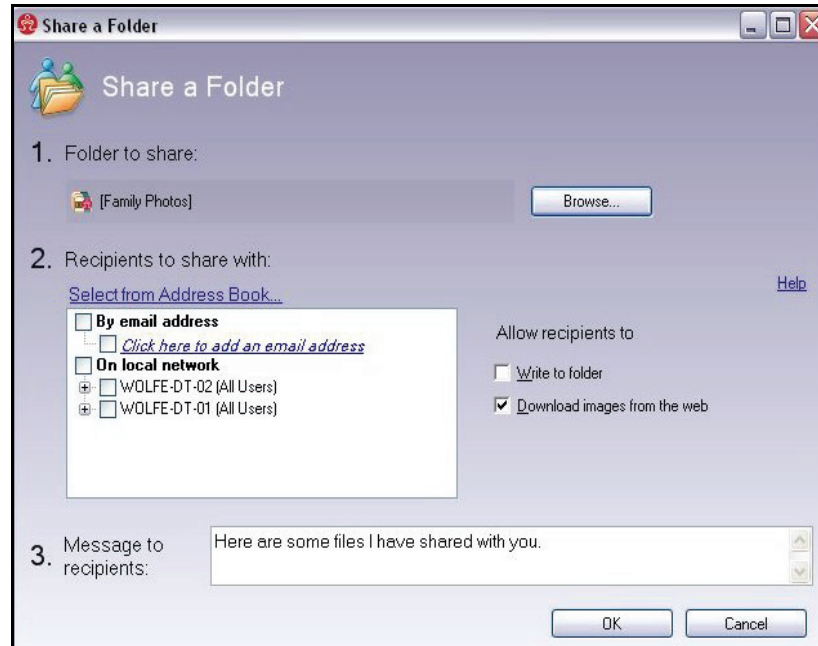
**Figure 6~14** Windows Dropdown Menu

**Step 2:** From the dropdown menu, select **Share using Mirra Server**.



If the folder has not yet been backed up, **Share using Mirra Server** does not appear on the menu. You can use the **Add to Mirra Backups** menu option to select the folder for backup. Once you've completed the backup process, right-click the folder again and share it. See **Selecting Folders for Backup on your Windows Desktop**.

The **Share a Folder** window opens with the name of the folder to share already entered:



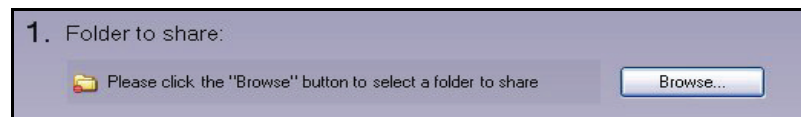
**Figure 6~15** Share a Folder Window

## Selecting a Folder to Share

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

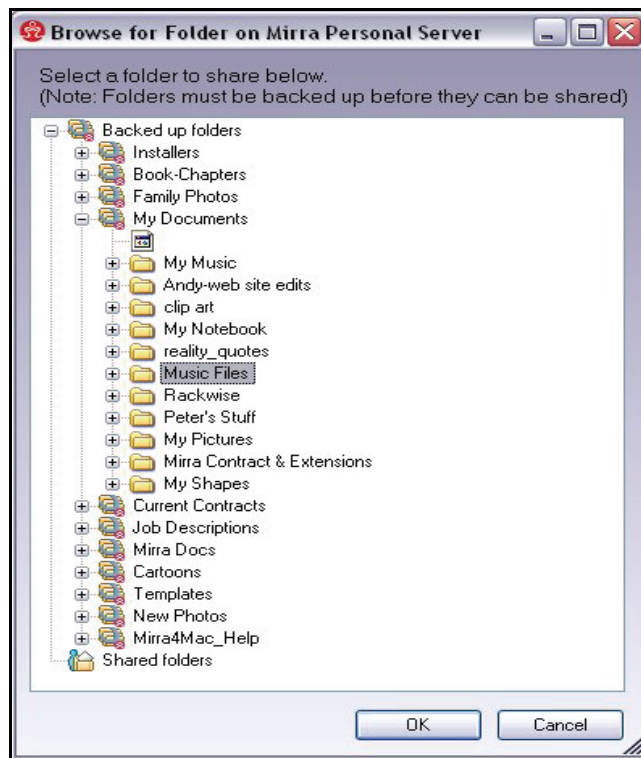
If you've opened the window from any other Mirra screen, you must browse to the folder and select it.:

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



**Figure 6~16** Folder to Share

The **Browse for Folder** window opens:



**Figure 6~17** Browse for Folder Window

Listed are all the folders backed up on your Personal Server as well as folders you're already sharing.

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

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

## Selecting Share Recipients

### By Email Address

You can share a folder via the web at [www.mirra.com](http://www.mirra.com). The people you share with are notified by email and are provided with a link to the Mirra web site, where they set up a free Mirra Web Account that provides them access to your folder.

If you've opened the **Share a Folder** window from the **Address Book** screen, the email addresses of your share recipients are already displayed in the **By email address** field. If you've opened the window from any other Mirra screen or by right-clicking a backed up folder, you must enter the recipients' email addresses now.

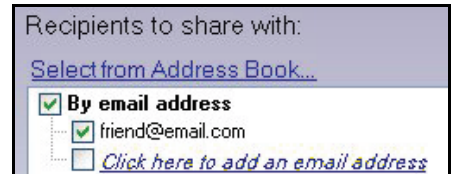


To select recipients to share with via the web,

- Click **Select from Address Book** to enter recipients from your address book.

— OR —

- Select **<Click here to enter an email address>** and type an email address; repeat until you've added all the addresses you wish.



## On the Local Network

You can share a folder with other computers connected to your Mirra. The **Share a Folder** window lists all the computers connected to your Mirra and the users on each computer.

To select local recipients,

- Identify local recipients from the list displayed beneath **On local network**.
- 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 you wish to share with.



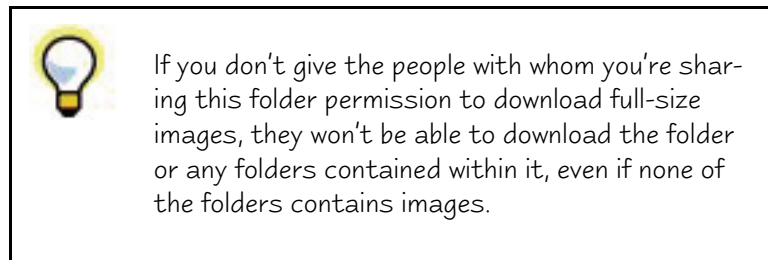
## Setting Folder Permissions

Use the **Allow recipients to** area of the **Share a Folder** window to set the permissions for the folder you're sharing.



**Figure 6~18** Permissions for Shared Folders

- **Write to folder.** Recipients may add files to the folder, delete files from the folder, or edit files contained in the folder and save the edited version. (You should be aware that the uploaded version will overwrite the version currently in the folder.)
- **Download images from the web.** Recipients may download full-size versions of images being shared in this folder.



## Notifying Share Recipients

### Shares via the Web

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:



**Figure 6~19** Message to Recipients of Shares via the Web

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

### Shares via the Local Network

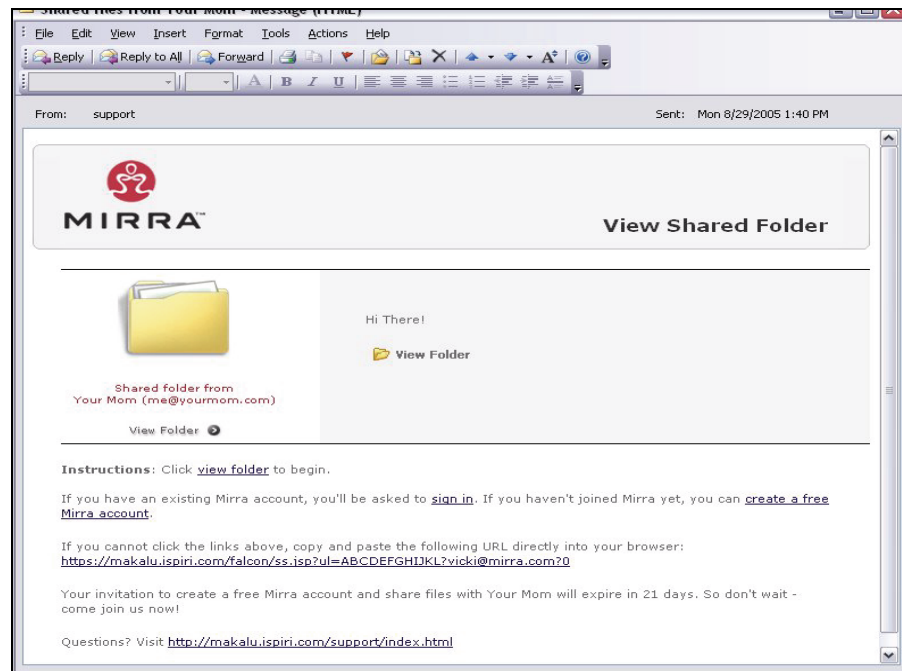
People with whom you share a folder on the local network do not receive an email notifying them of a share. Once a folder has been shared via the local network, it can be accessed on the Share screen on the local computer. It's not necessary for local users to go to the Mirra web site to access shared folders.

## Completing the Share

**Step 1:** Review the information you've provided in the **Share a Folder** window.

**Step 2:** Click **OK** 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, where they can create a free Mirra Web Account and open your shared folder:



**Figure 6~20** Share a Folder Email

On your desktop, an alert on the **Status** screen and a popup message in the System Tray both confirm that your folder has been shared.

## 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**.

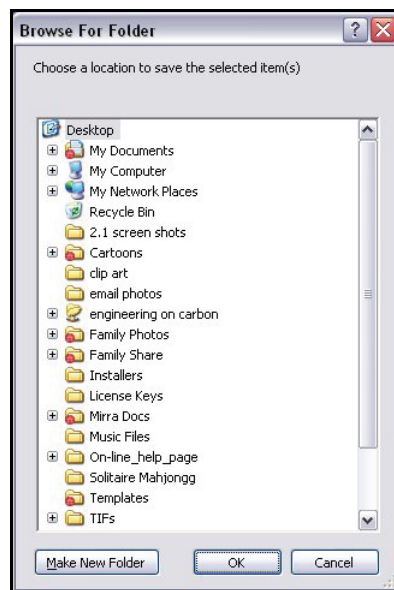
A **Synchronize to this Computer** window explains what happens when you synchronize a folder to your computer:



**Figure 6~21** Synchronize to this Computer

**Step 3:** Click **OK**.

The **Browse for Location** window opens:



**Figure 6~22** Browse for Location

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

If you were the creator of the folder, then when you stop synchronizing, you are also removing that folder from your backup. However, other people who have synchronized to your folder can continue to access it on their computers. If all the people who have synchronized to a folder subsequently stop synchronizing, the folder then disappears from the Personal Server.

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. However, the copy on your computer still exists and is accessible to you unless you choose to delete it from your computer.

If you want to back up a folder after you stop synchronizing it, you must select it again for backup.

## Managing Shared Folders

### Sharing Tasks

#### Sharing a Folder

To share a folder,

**Step 1:** On the **Sharing Tasks** menu, click **New share**.

The **Share a Folder** 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 Shared Folder

To access a file stored in a shared folder,

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

**Step 2:** On the **Sharing Tasks** menu, click **Open** (you can also double-click the folder).

The files stored in the folder are listed.

**Step 3:** Manage those files as you would any backed up file.

## Stopping a Share

To stop sharing a folder,

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

**Step 2:** On the **Shared Folders Tasks** menu, click **Stop sharing folder**.

The **Stop Sharing** confirmation window opens:



**Figure 6~23** Stop Sharing 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 6~24** 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.

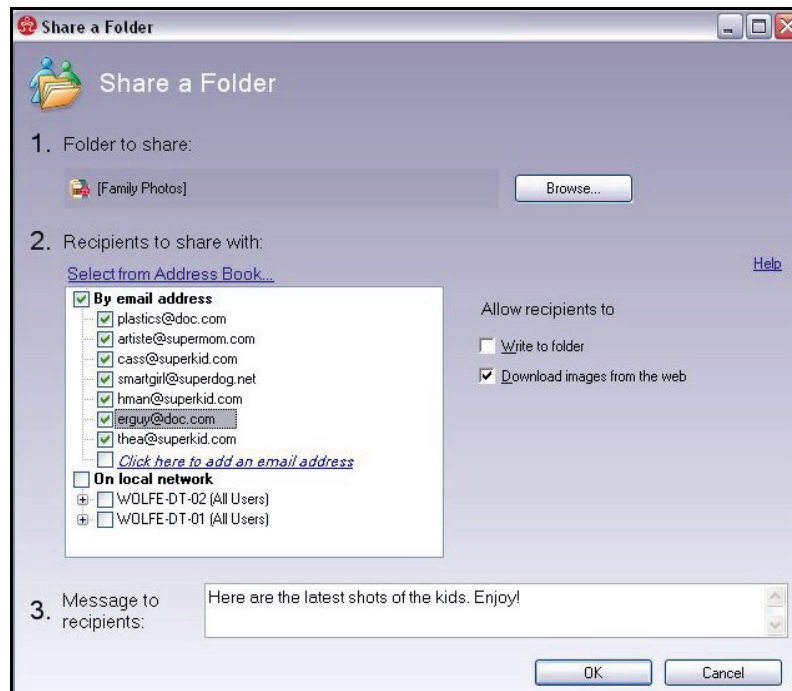
## Changing Folder Shares

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

**Step 1:** On the **Sharing Tasks** menu, click **Change who shares**.



The **Share a Folder** window opens:



**Figure 6~25** Share a Folder Window

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.

A popup window confirms the removal of this recipient:



**Figure 6~26** Remove Recipient Confirmation

**Step 3:** To add a name to the list of recipients to share with, add the name from your Address Book, enter it in the field beneath **By email address**, or select it from the list beneath **On local network**. (See *Selecting Recipients to Share With* for complete instructions.)

**Step 4:** If you've added a recipient by email address, you can edit the **Message to recipients**.

People added to your Recipients list (and only those people) receive a Share notification email. If you have removed people from your Share list, they can no longer access the folder.

**Step 5:** Make the desired changes to the list of permissions below **Allow recipients to**.

**Step 6:** Click OK.

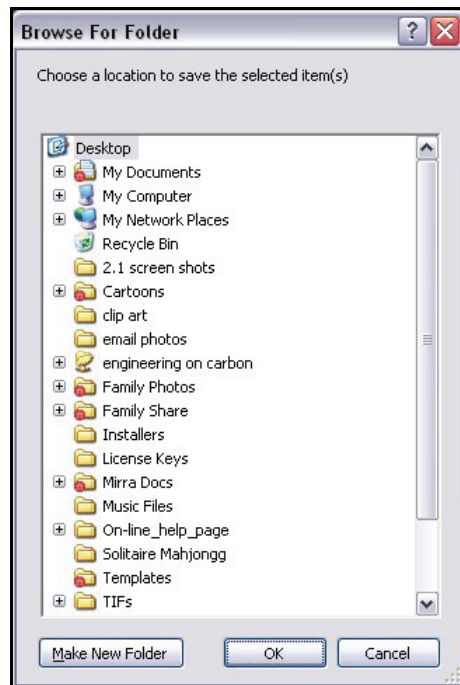
## Saving a Folder

To save a folder,

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

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

The **Browse for Location** window opens:



**Figure 6~27** Browse for Location Window

**Step 3:** Select the location at which you want this folder 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.

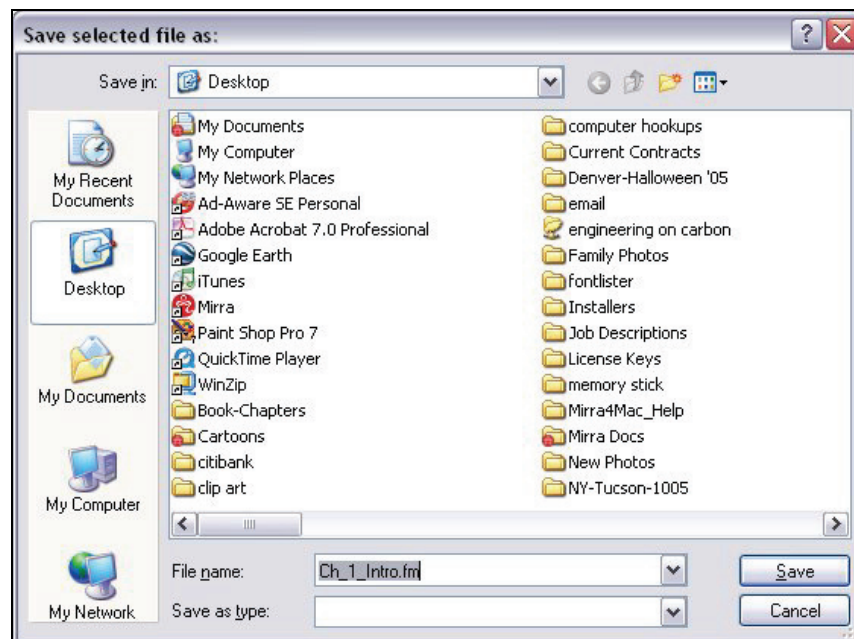
**Step 2:** In the **Sharing Tasks** menu, click **Open** (you can also double-click the folder).

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

**Step 3:** Select the file to be saved.

**Step 4:** On the **Restore Tasks** menu, click **Save as**.

The **Save File As** window opens:



**Figure 6~28** Save File As Window

**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.

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

**Step 7:** Select the saved version for backup.

## Notes on Sharing Folders

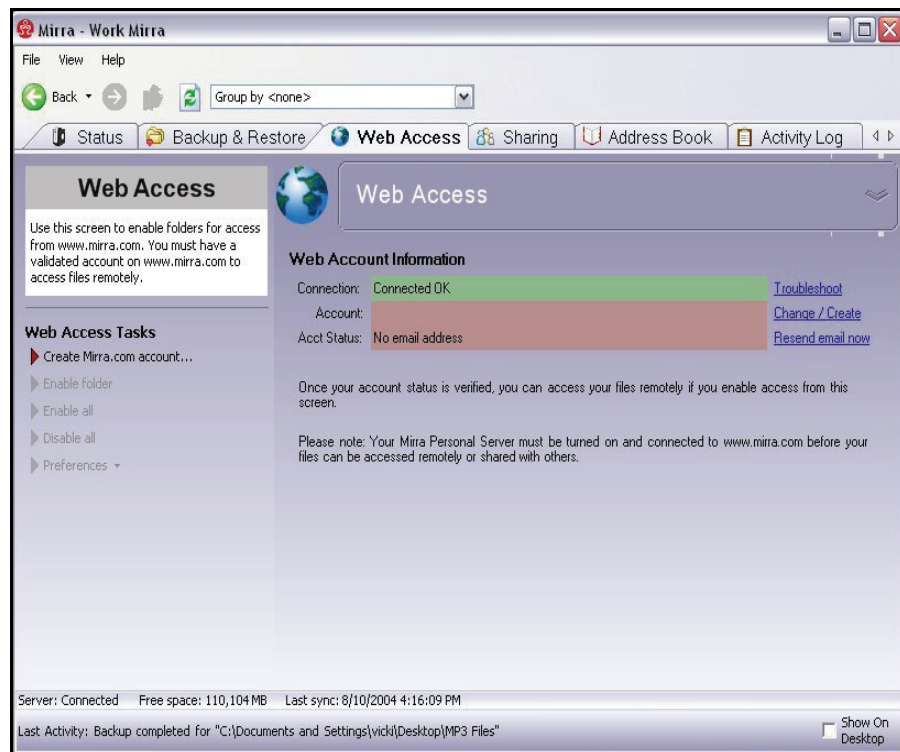
- You can share entire folders or you can share subfolders.
- Once you share a folder, any new files you add to it are automatically shared as well. Even if you turn off your computer and take it off the network, your Personal Server continues to share those photos and files over your broadband connection.

# Chapter 7: Setting Up Web Access

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](http://www.mirra.com).

## Creating a Mirra Web Account

You must create a free Mirra Web Account at [www.mirra.com](http://www.mirra.com) before you can use the Web Access feature. If you did not create a Web Account during the software setup process, this is reflected in the **Web Account Information** area of the **Web Access** screen:



**Figure 7-1** Web Access Screen - No Mirra Web Account

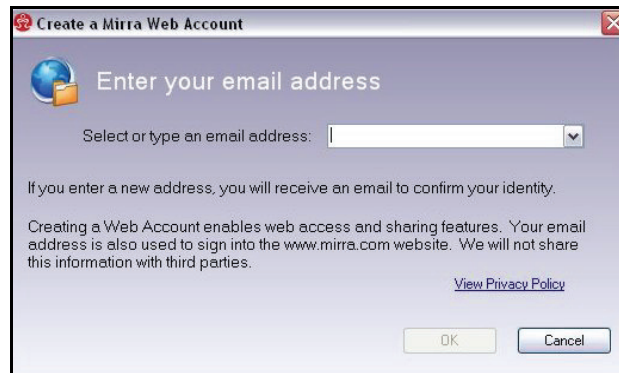
To create a Mirra Web Account,

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

The **Web Access** screen opens.

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

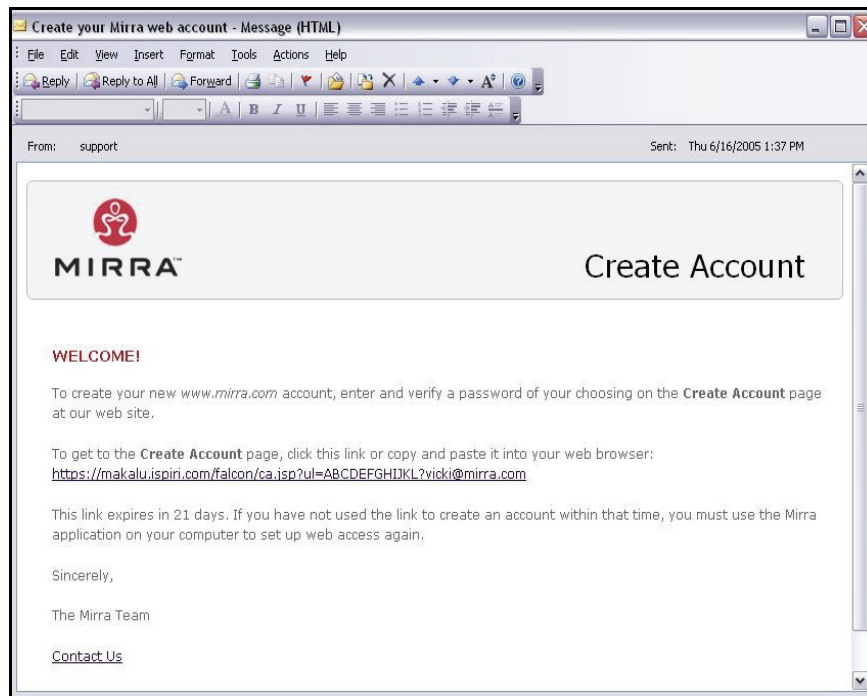
The **Create a Mirra Web Account** window opens:



**Figure 7~2** 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:

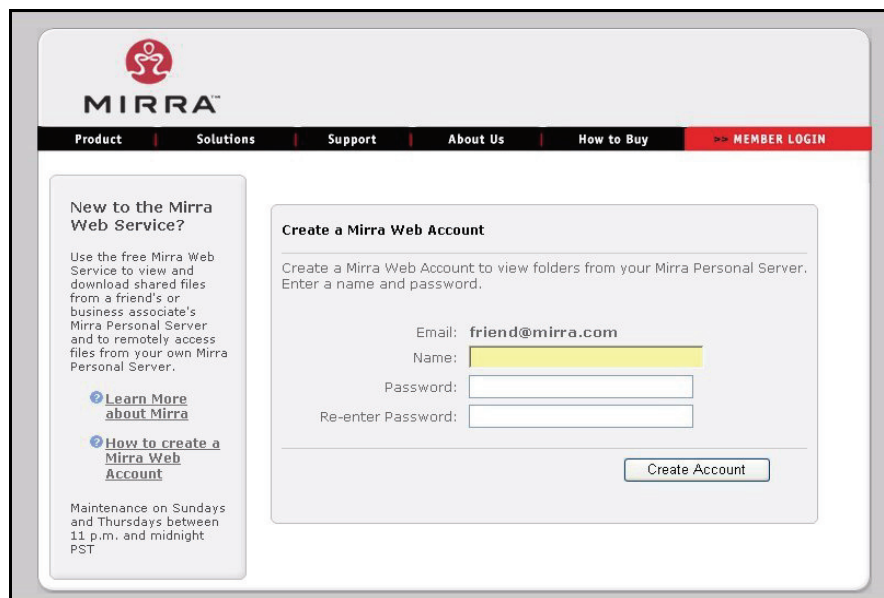


**Figure 7~3** Create Your Mirra Account Email

 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:



**MIRRA™**

Product | Solutions | Support | About Us | How to Buy | **MEMBER LOGIN**

**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 7~4** 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:

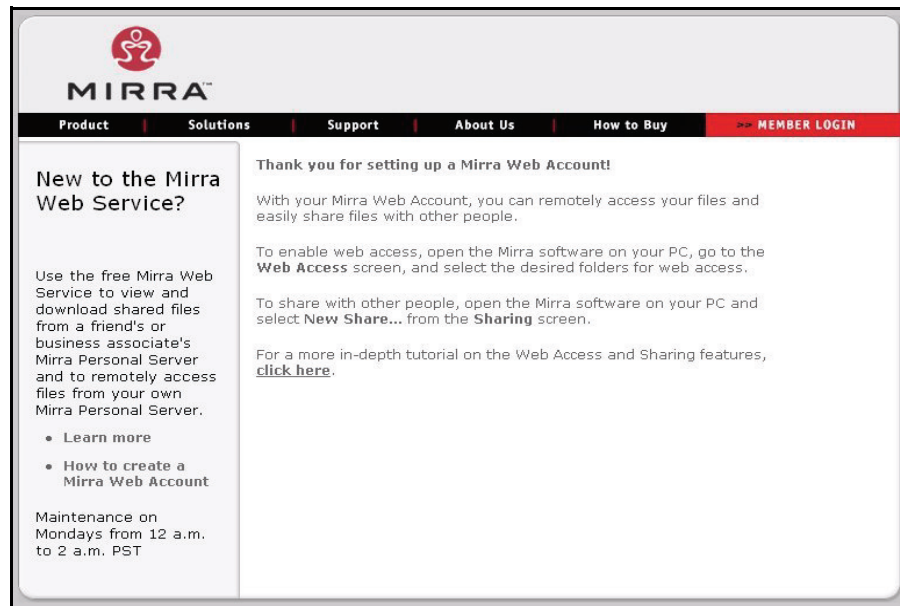


Figure 7~5 Thank You Page

## Enabling Folders for Web Access

When you created your Mirra Web Account, the **Web Access Enabled** window offered you a choice between automatically and manually enabling folders for web access:

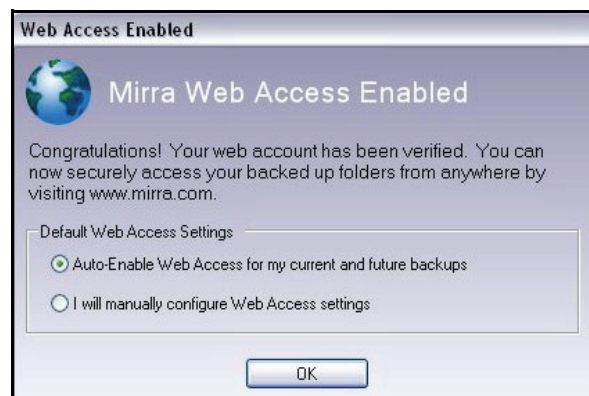
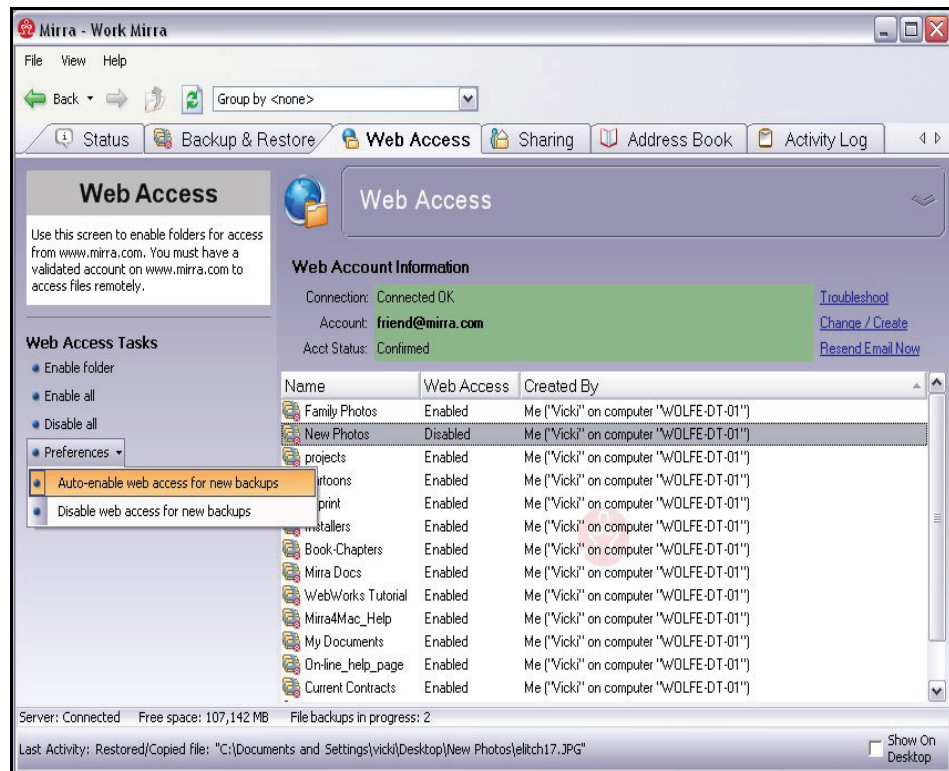


Figure 7~6 Web Access Enabled Window



You can change this setting on the **Web Access** screen:



**Figure 7~7** Web Access Screen

**Step 1:** On the **Web Access Tasks** menu, click **Preferences**.

**Step 2:** On the dropdown menu, select **Auto-enable web access for new backups** or **Disable web access for new backups**.

## Web Access Tasks

### 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 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.

## Setting Web Access Preferences

To automatically enable or disable folders for web access at the time they're selected for backup.

**Step 1:** On the **Web Access Tasks** menu, click **Preferences**.

**Step 2:** On the dropdown menu, select **Auto-enable web access for new backups** or **Disable web access for new backups**.

## Notes on Accessing Files via the Web

- Files can be accessed via 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 the computer.

- 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 100 most recent actions performed by the Personal Server as you work. These actions relate to the features provided by Mirra:

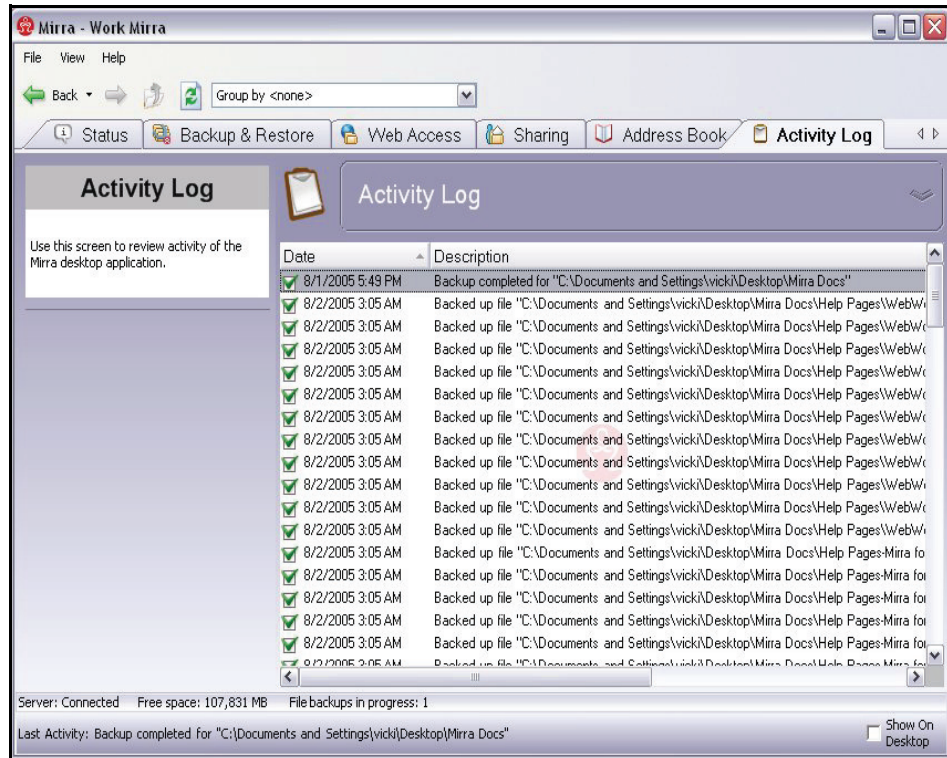
- The addition or removal of files from backup, sharing, or web access
- Changes to backed up or shared files and folders
- Mirra file syncs
- Mirra file scans
- File uploads and downloads
- Folder restores
- Undeletes

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

To view your Activity Log,

- Click the **Activity Log** tab.

The Activity Log opens:



**Figure 8~1** Activity Log

Listed are the 100 most recent events logged by Mirra, with the activity, status, file path, date, and time of each event.

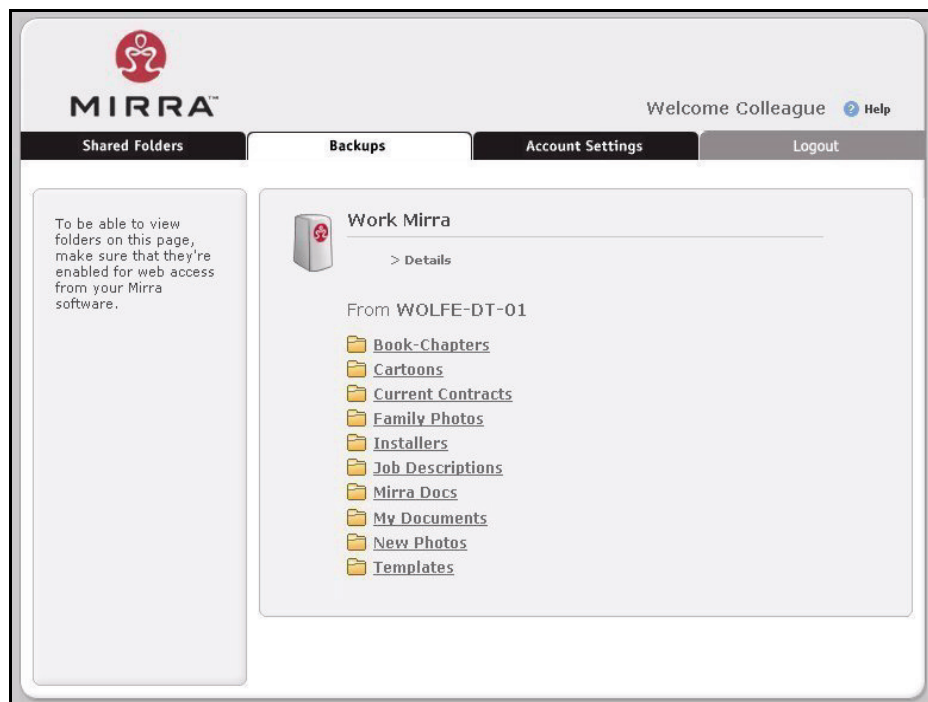
# Chapter 9: Managing Your Mirra

## 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*.

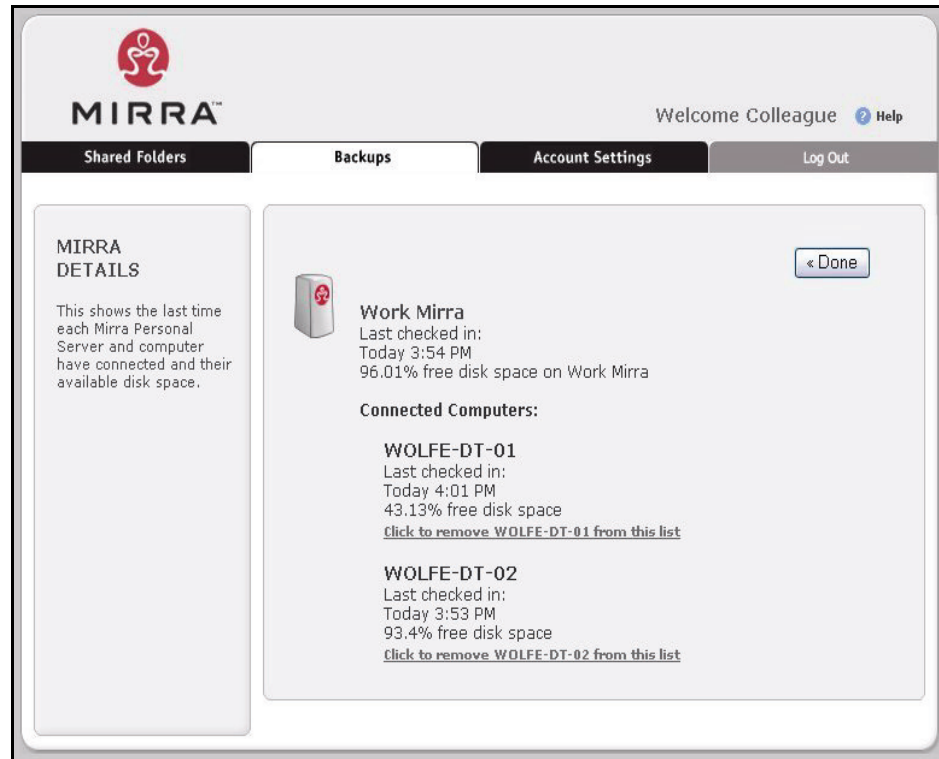
You see the Mirra Backups page:



**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

## 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,

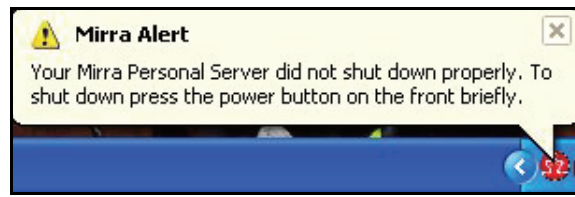
**Step 1:** Press the power button on the front panel **quickly once** and release it. DO NOT HOLD DOWN THE POWER BUTTON.

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.

If you hold down the power button for longer than four seconds or pull out the power plug before you shut down the Personal Server, the next time you launch the Mirra software, you see a popup warning in the System Tray:



**Figure 9~3** Improper Shutdown Warning

## 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:** Use **Add/Remove Programs** to uninstall the Mirra PC software from your computer.
- Step 3:** 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.



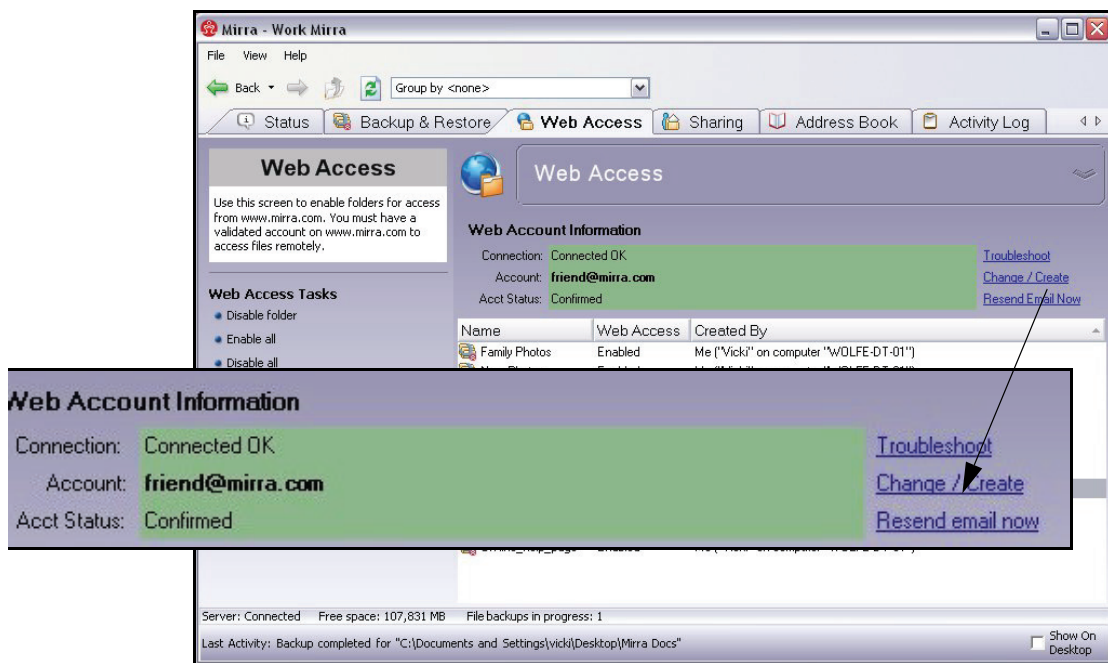
When the amber light shines steadily and the startup tone sounds, your Personal Server settings have been returned to the factory defaults.

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

## Changing a Mirra Account

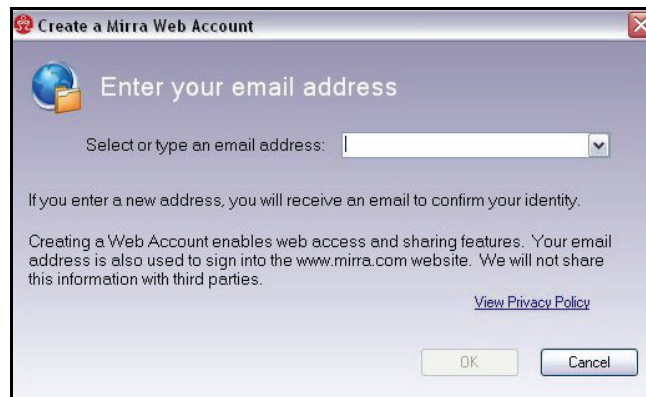
To change the Web Account associated with your Personal Server,

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



**Figure 9~4** Change/Create Account

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



**Figure 9~5** 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 Mirra application on your desktop.

## 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](http://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](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](http://www.seagate.com).

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