



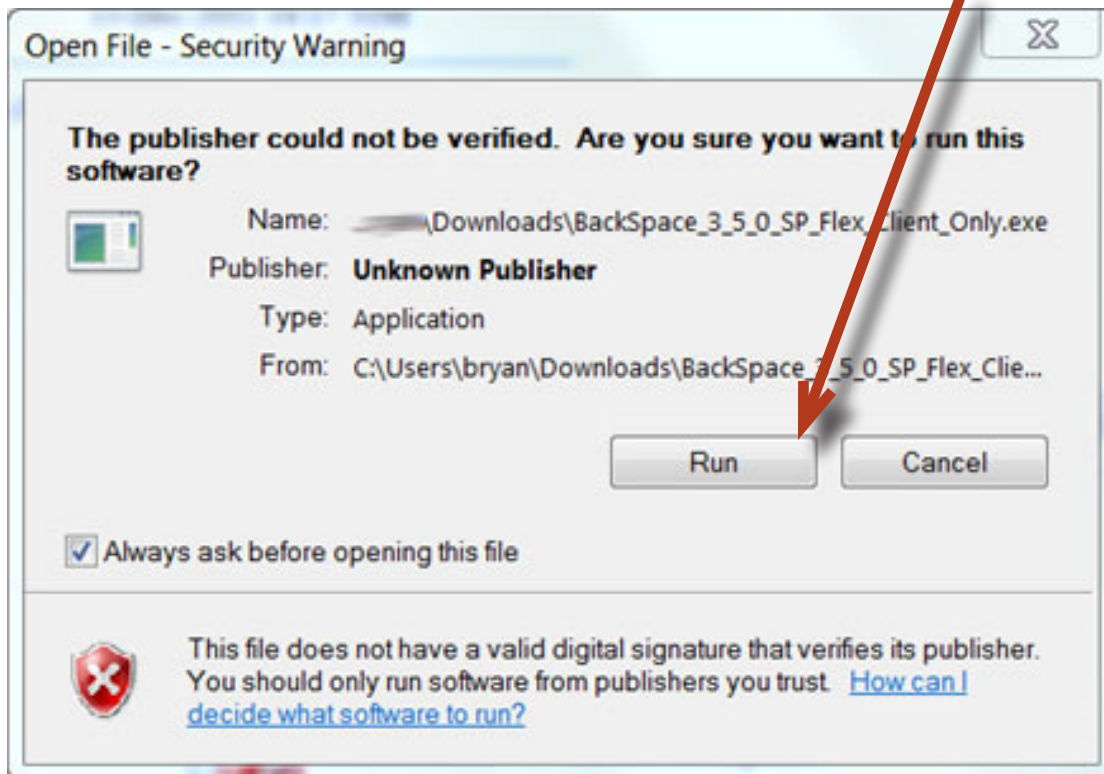
1. Open your web browser and go to <http://www.cot.net>.
2. Type in your zip code to go the site for your area (if you have not already done this and remembered your location).
3. Under the 'EXPLORE' menu, click on 'BACKSPACE'.
 - a. Before going to the next step it is recommended that you disable your internet security software. This is especially important if you use McAfee or Norton, as they will block things that should be trusted. Don't worry, our software is safe.
4. Under the Downloads section, click on 'Windows Home Use' to download the Windows flex client.



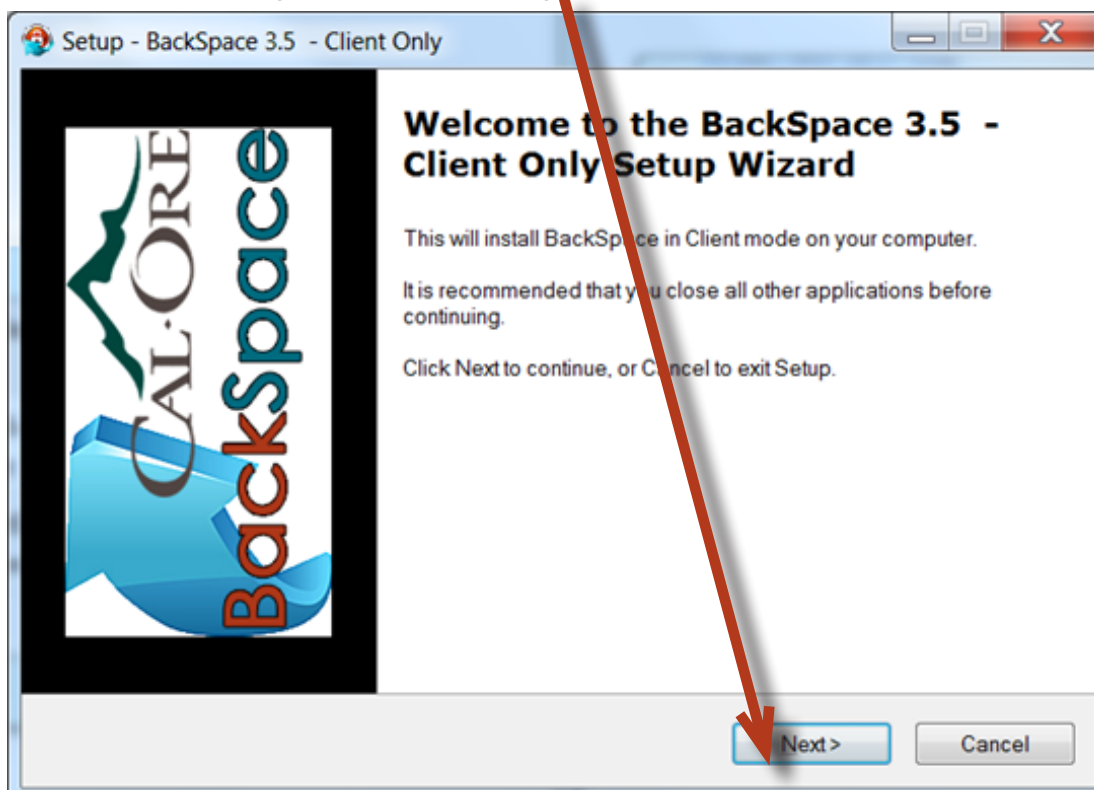
More than likely, You will be prompted with an option to run or save.
Our software is virus free, you can go ahead and click on 'Run'.



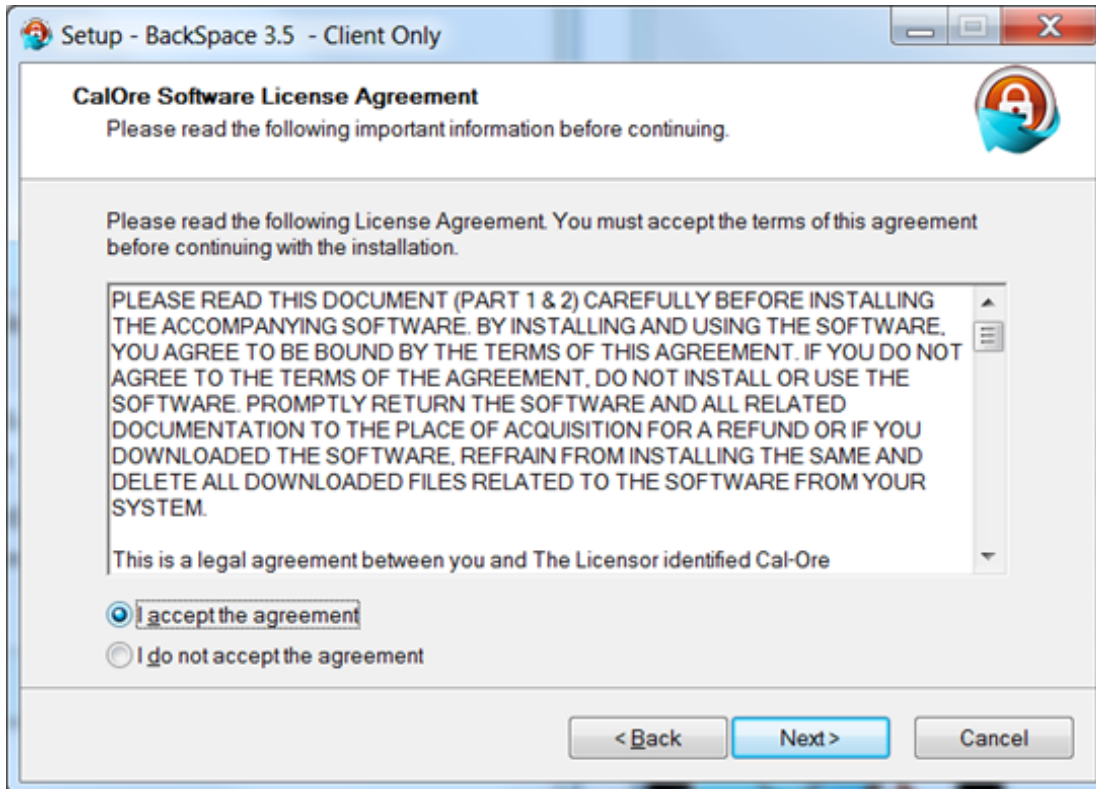
5. Once the file is downloaded and running, you'll see this window, just click on 'Run'.



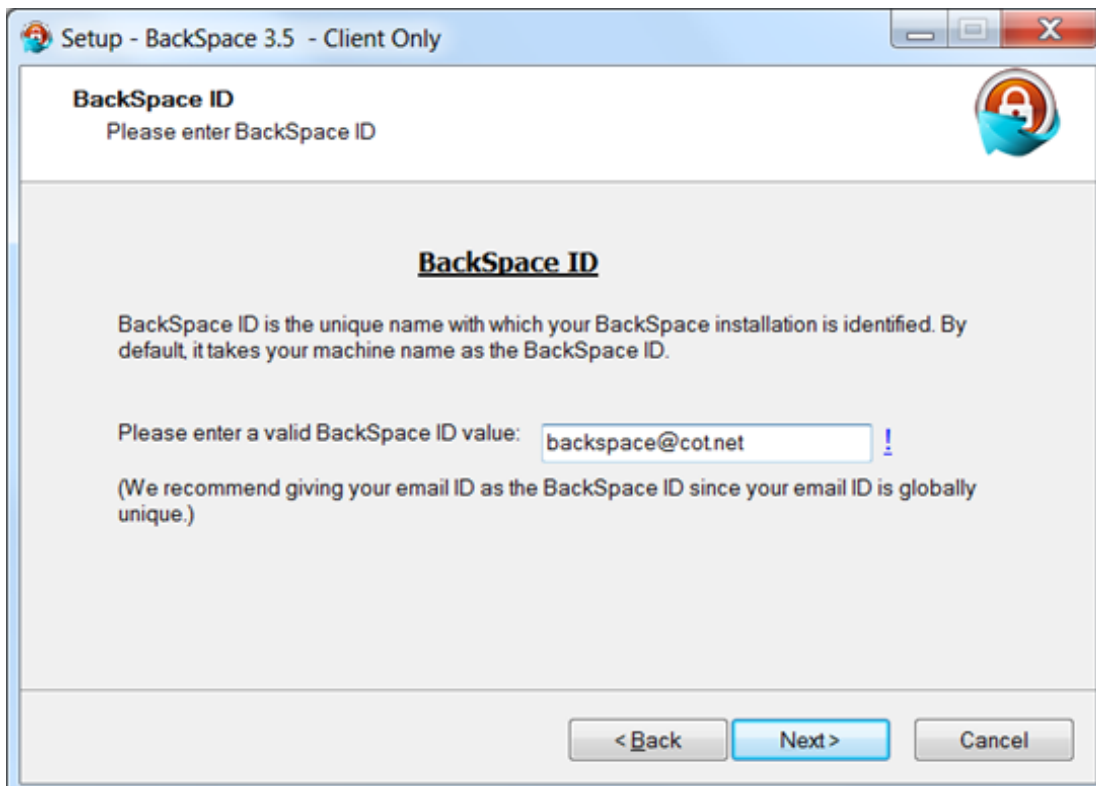
6. Now the installer is running, click 'Next >' to begin.



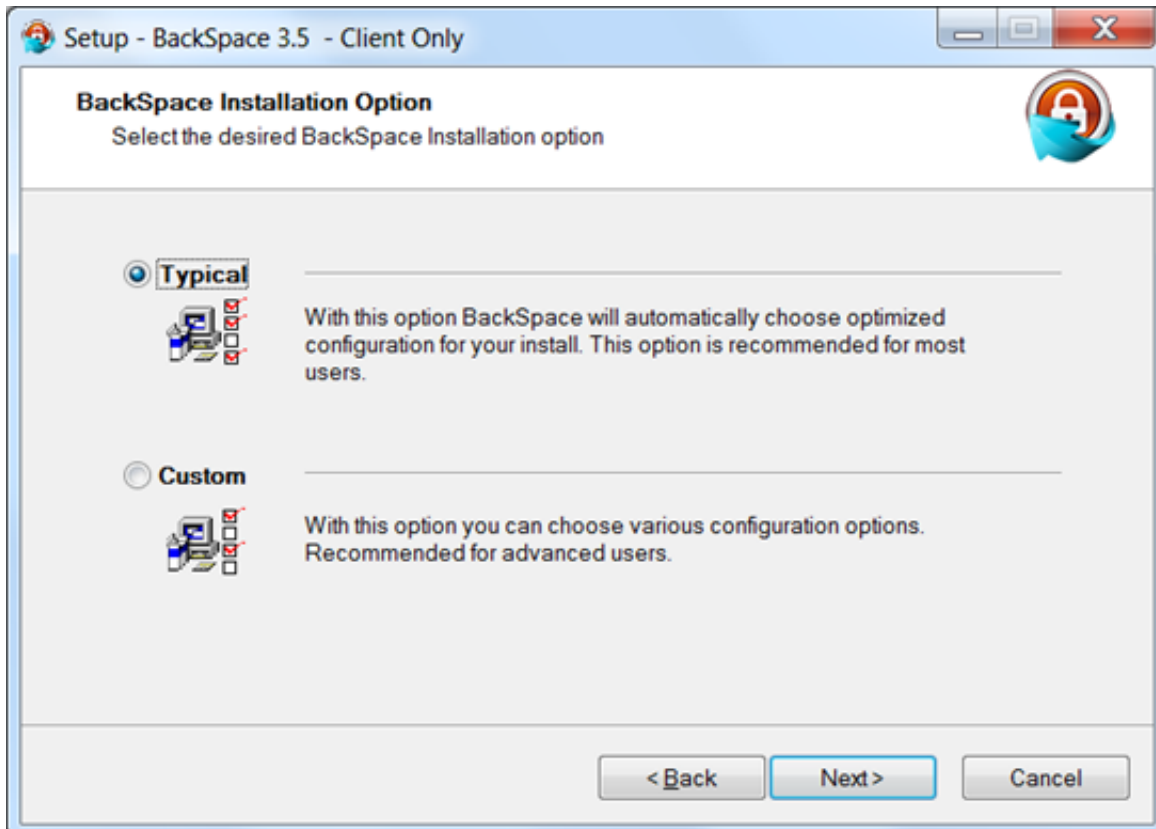
7. Please read the license agreement, then select if you agree to it or not, then Click 'Next >' to continue.



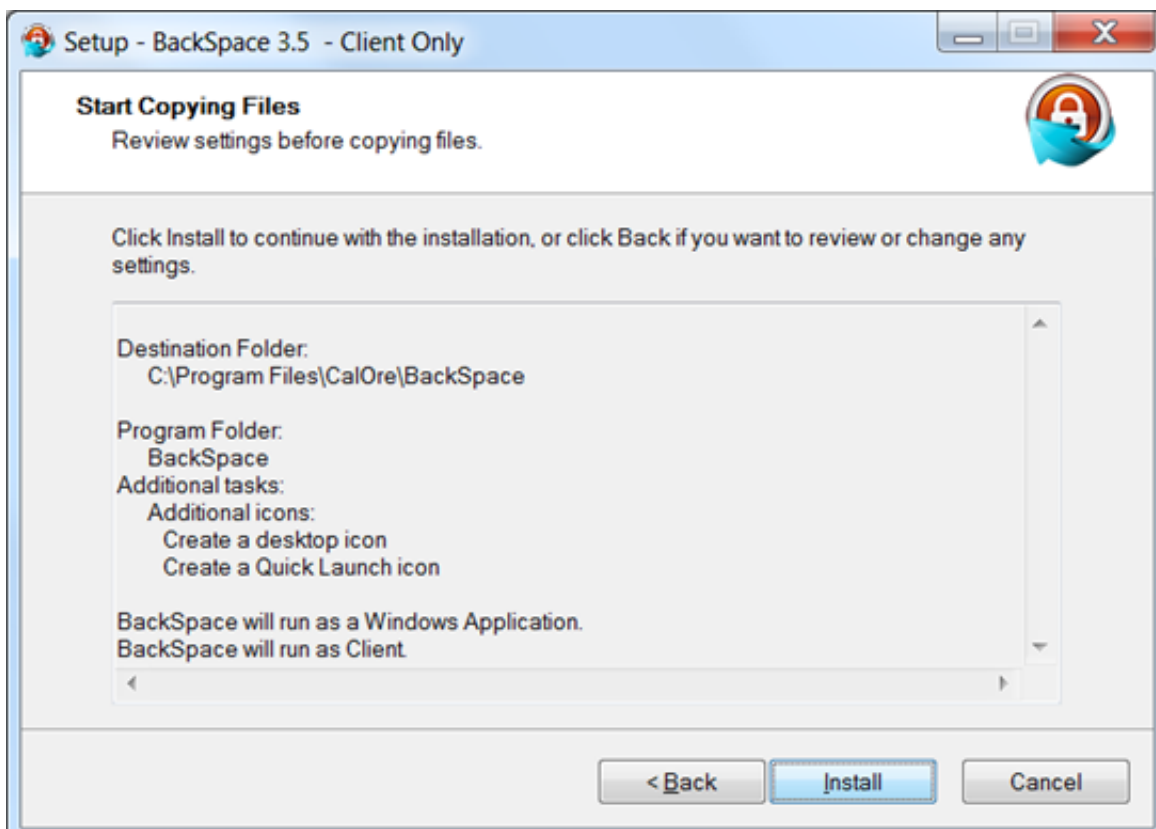
8. You should be given you BackSpace ID at the time that you signed up. Generally it will be your cot.net email address. Type your ID into the box provided, then click 'Next >'.



9. Select 'Typical', then click 'Next >'.



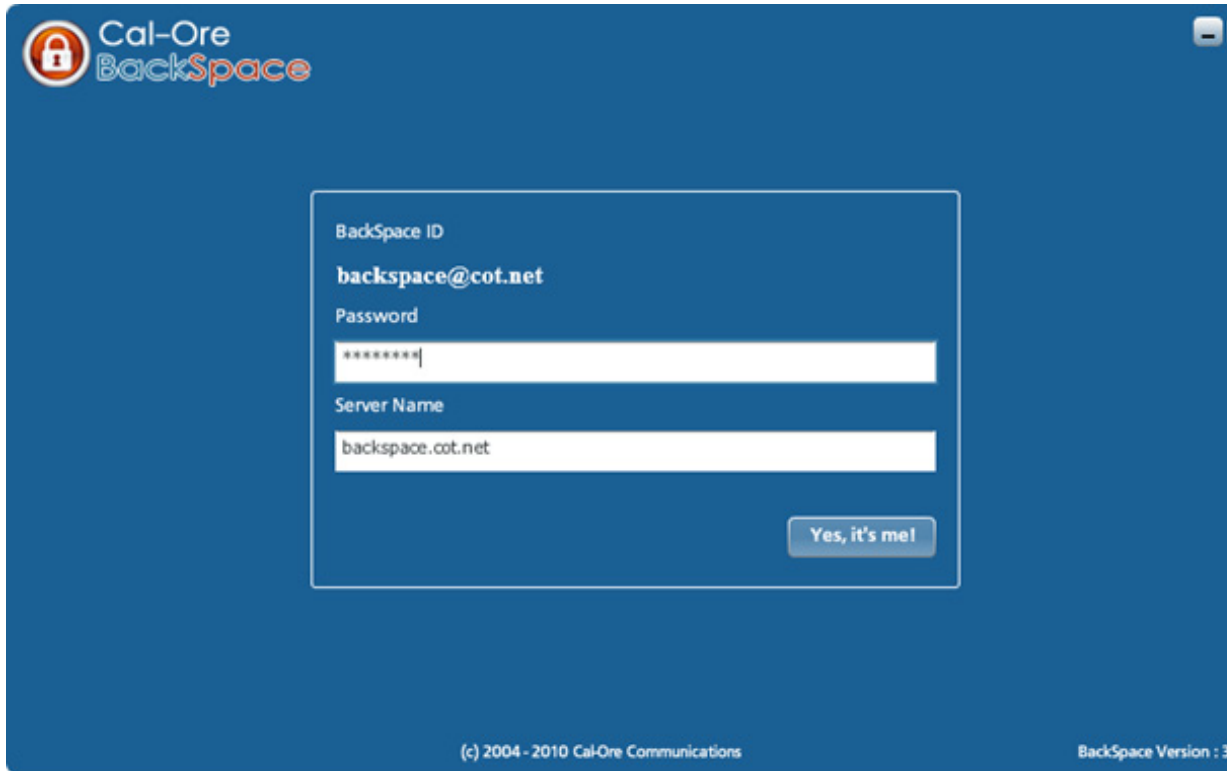
10. You are now ready to install BackSpace, click the 'Install' button to do so.



11. Once the installer is finished, you may just click on 'Finish'.



12. Now that the program is installed, and you've ran it, you'll be prompted to enter your password which should have been given to you already.

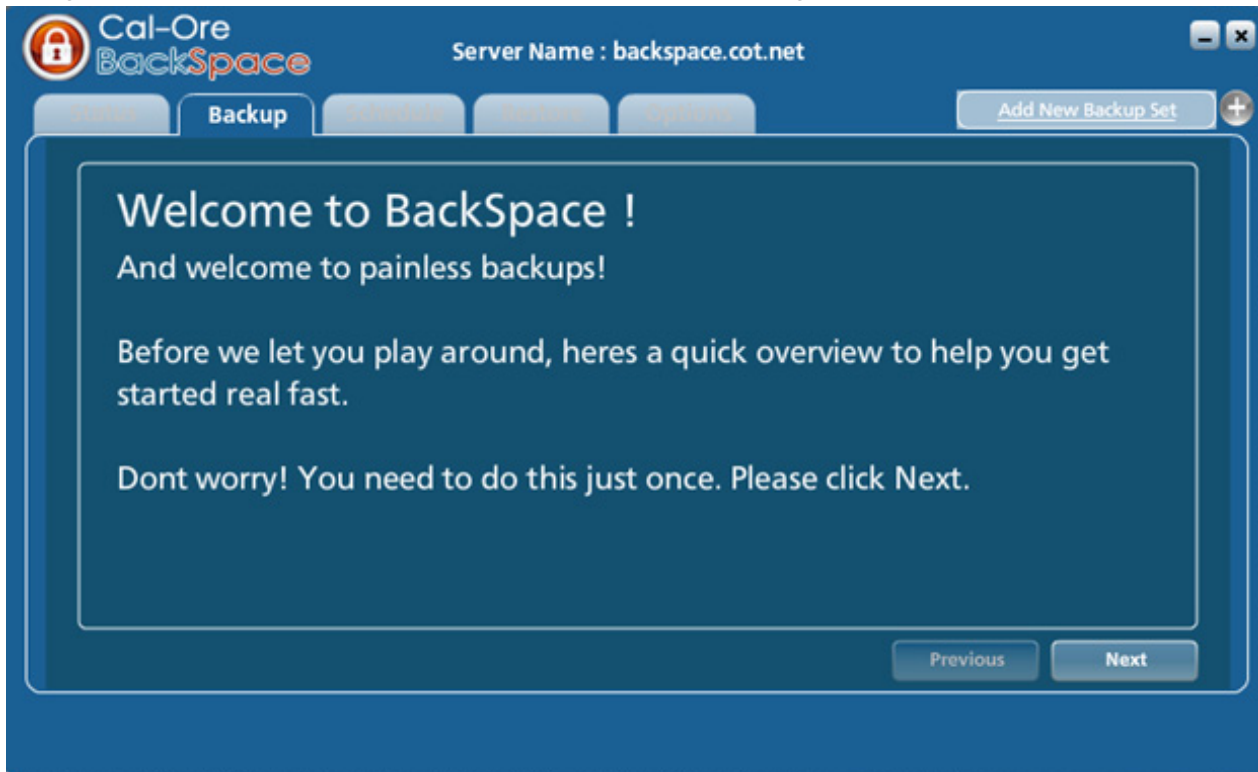


The screenshot shows the Cal-Ore BackSpace login window. It has a blue background and a white login form in the center. The form contains the following fields and text:

- BackSpace ID**: backspace@cot.net
- Password**: A text box with "*****" entered.
- Server Name**: backspace.cot.net
- Yes, it's me!**: A button to the right of the password field.

At the bottom of the window, it says "(c) 2004 - 2010 Cal-Ore Communications" and "BackSpace Version : 3.0.0".

13. Once logged in, you'll go through a quick tutorial that will help you become familiar with the program. Just click on the 'Next' button to continue on through the tutorial.



The screenshot shows the Cal-Ore BackSpace tutorial window. It has a blue background and a white text box in the center. The text box contains the following text:

Welcome to BackSpace !
And welcome to painless backups!

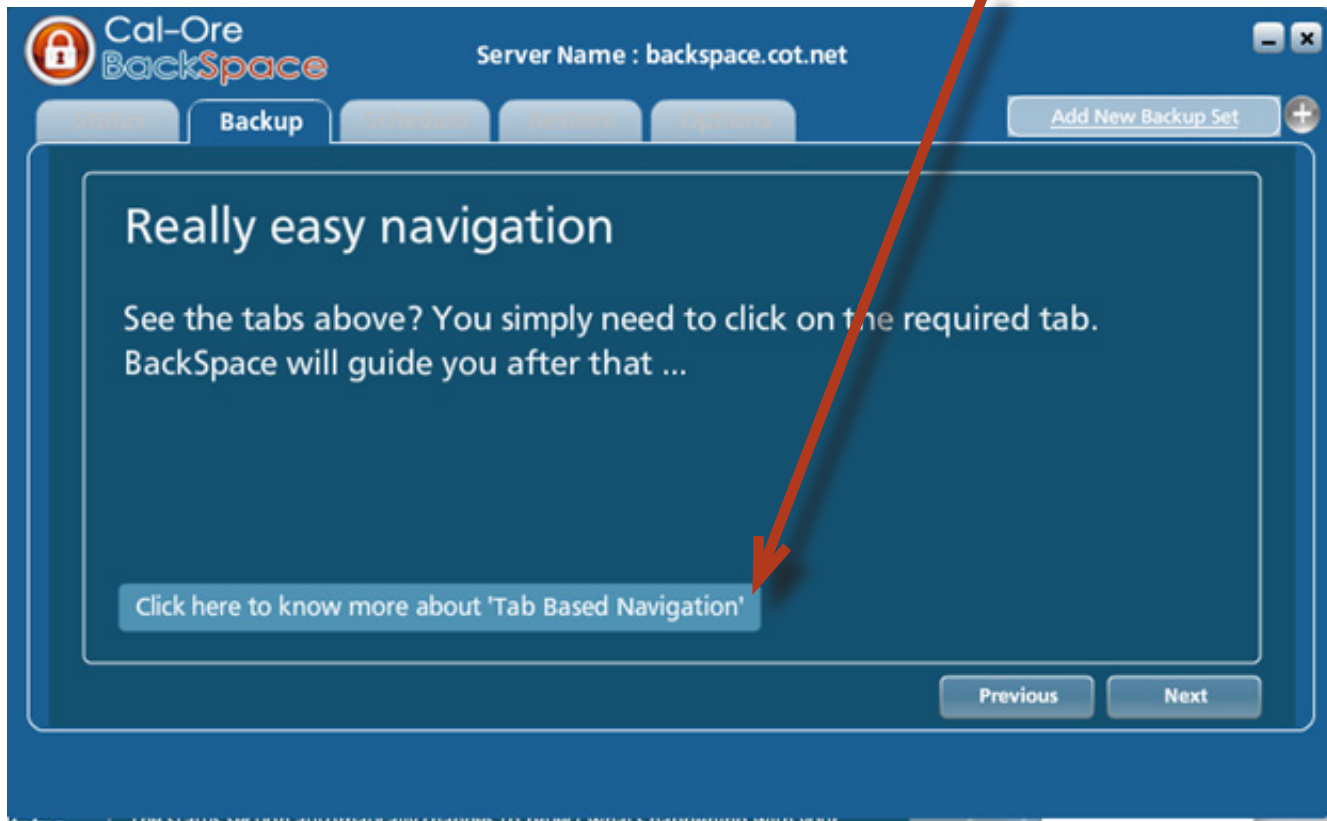
Before we let you play around, heres a quick overview to help you get started real fast.

Dont worry! You need to do this just once. Please click Next.

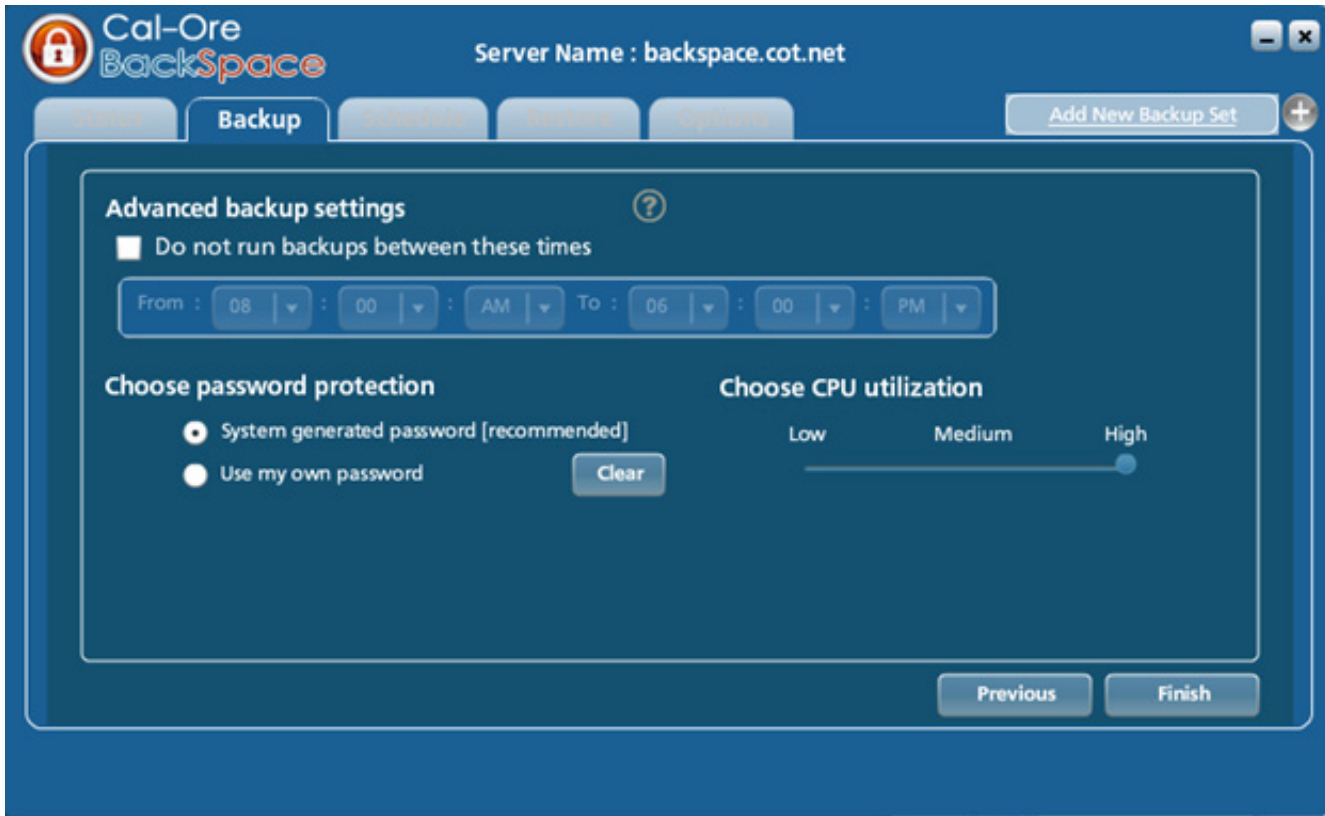
At the bottom of the text box, there are two buttons: "Previous" and "Next".

At the top of the window, it says "Server Name : backspace.cot.net". Below this, there are several tabs: "Home", "Backup", "Schedule", "Restore", and "Options". To the right of these tabs is a button that says "Add New Backup Set" with a plus icon.

On each window, there's generally a link that will give you more information.



14. The last step of the introduction is below. Here you can tell BackSpace that you do not want it to run backups within certain hours of the day, customize an encryption password, and set how much of your CPU you want the program to be able to use when it runs. For simplicity, you may just click 'Finish,' or change the options to suit you needs.



The image shows the 'Advanced backup settings' window of the Cal-Ore BackSpace application. The window has a blue header with the Cal-Ore BackSpace logo and the server name 'backspace.cot.net'. Below the header are tabs for 'Status', 'Backup', 'Schedule', 'Restore', and 'Options'. The 'Options' tab is selected, and there is an 'Add New Backup Set' button. The main content area is titled 'Advanced backup settings' and contains three sections: 'Do not run backups between these times' with a time range selector set from 08:00 AM to 06:00 PM; 'Choose password protection' with radio buttons for 'System generated password [recommended]' and 'Use my own password', and a 'Clear' button; and 'Choose CPU utilization' with a slider set to 'High'. At the bottom right are 'Previous' and 'Finish' buttons.

Cal-Ore BackSpace Server Name : backspace.cot.net

Backup Schedule Restore Options Add New Backup Set

Advanced backup settings ?

☐ Do not run backups between these times

From : 08 : 00 : AM To : 06 : 00 : PM

Choose password protection

☒ System generated password [recommended]

☐ Use my own password Clear

Choose CPU utilization

Low Medium High

Previous Finish



15. Once you are done, you will be brought to the screen to create a new backup set. A backup set is basically just a set of files you wish to back up. With BackSpace, you can create as many backup sets as you would like. Whenever you create a new backup set, you'll see this screen. Simply name the backup set, and then select if you want to store the data online, or on your own computer/hardware. Click 'Next' to continue.

Cal-Ore BackSpace Server Name : backspace.cot.net

Backup

Welcome to BackSpace !

Get started with the first backup set!

Give it a name that cues what is backed up to make it recognizable. (eg. MyMusic, HolidayPics, MyDownloads)

I want to call this backup set : documents

Choose where to store the backup data :

☒ Online backup server (backspace.cot.net)

☐ Local (internal/external/USB disc drive) or mapped drive

Next

If you choose to save this backup set locally, you can accept the default location, or select another place by clicking "I've changed my mind".

Cal-Ore BackSpace Server Name : (local)

Backup

Welcome to BackSpace !

Get started with the first backup set!

Give it a name that cues what is backed up to make it recognizable. (eg. MyMusic, HolidayPics, MyDownloads)

I want to call this backup set : documents

Choose where to store the backup data :

☐ Online backup server (backspace.cot.net)

☒ Local (internal/external/USB disc drive) or mapped drive

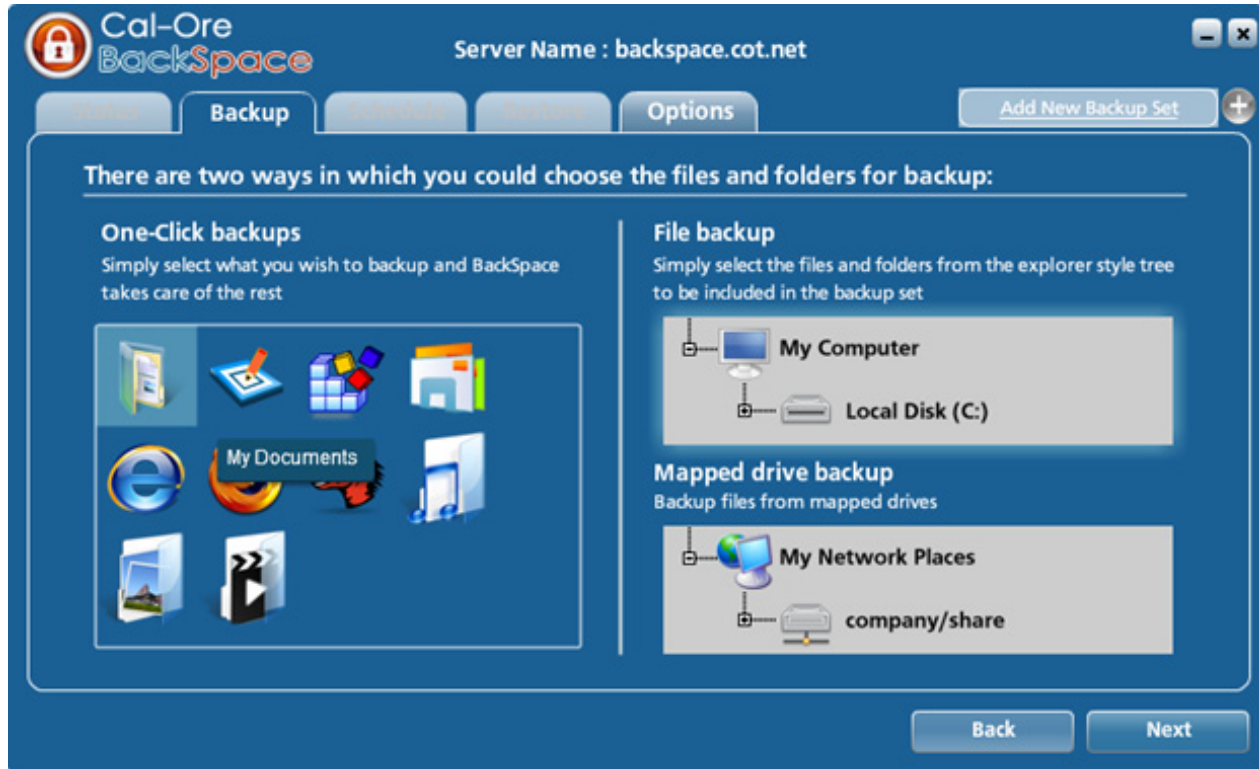
Selected location : C:\BackSpaceBackups

I've changed my mind

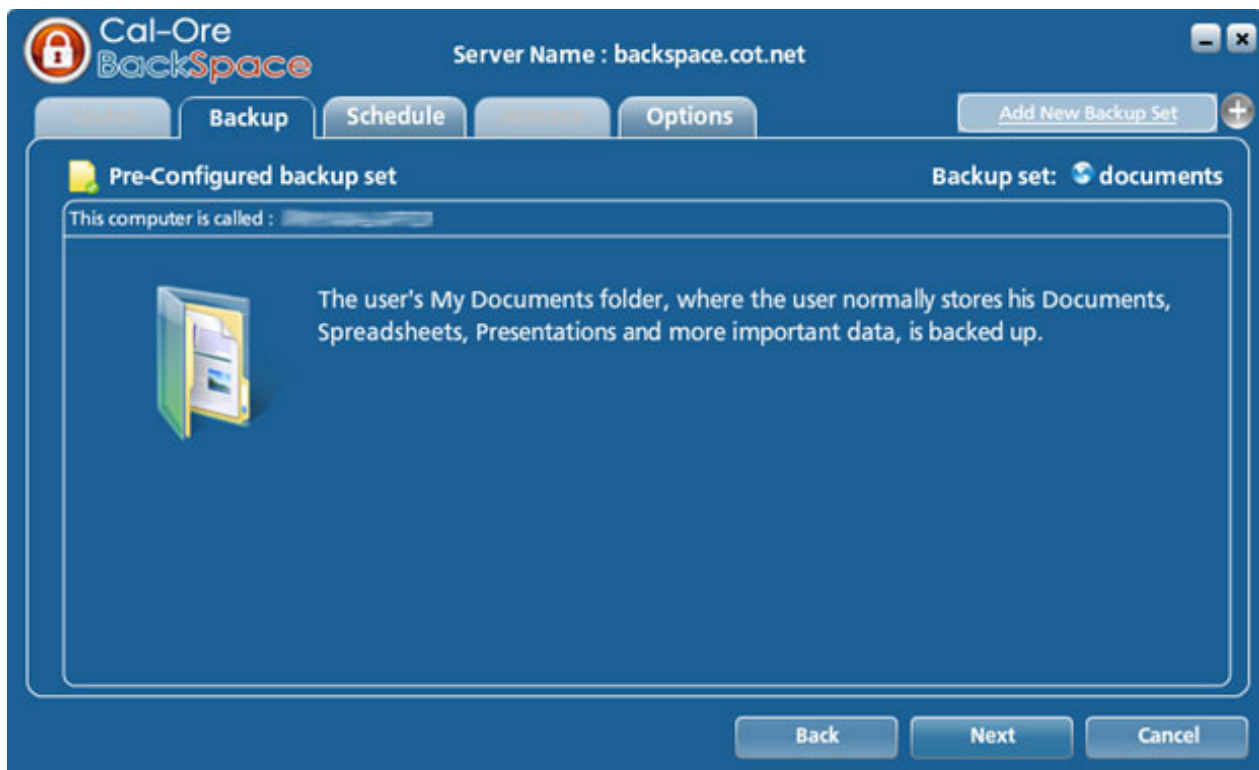
Next



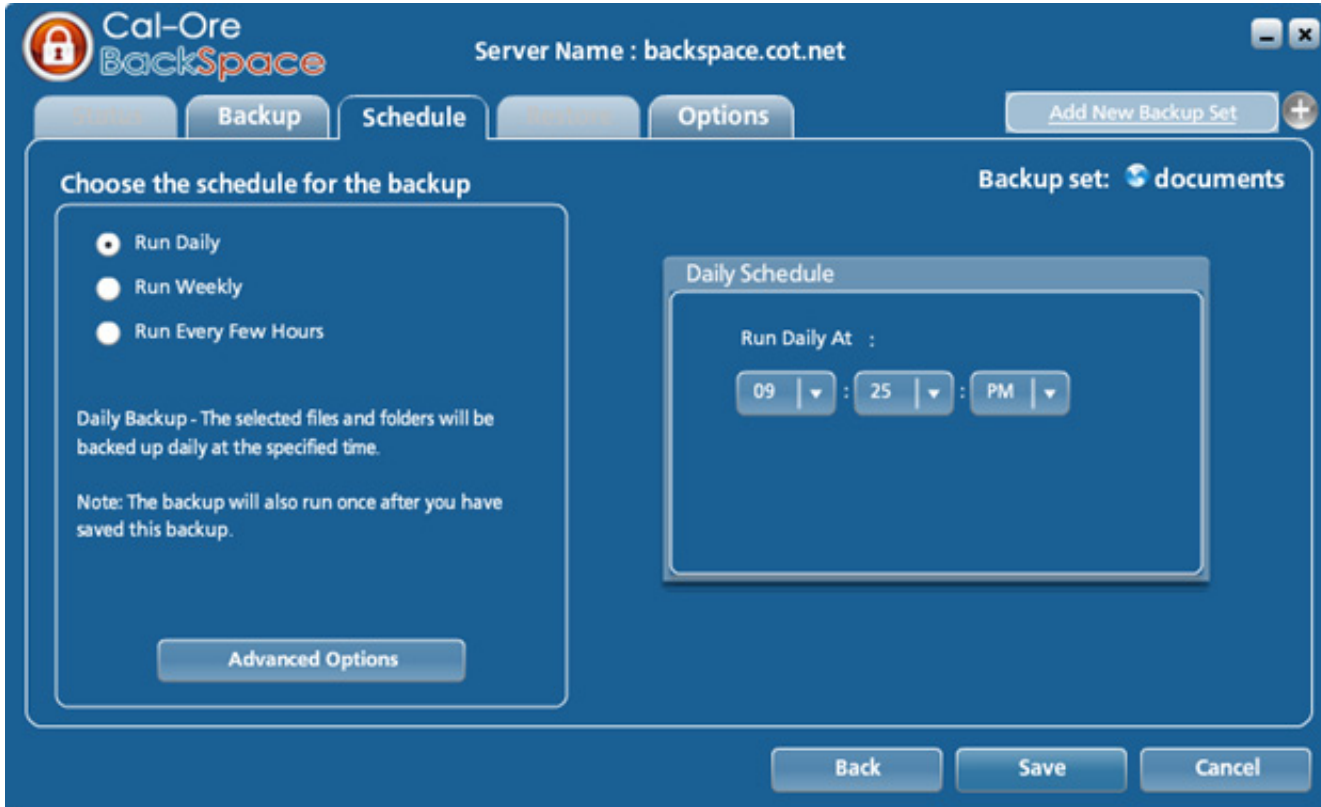
16. On this next page, you can select what exactly you would like to back-up. The left hand side will let you quickly select a location (like your documents, pictures, music, system settings, etc.), whereas the right hand side will let you pick precise files/folders to back-up. Once you've made your selection, click 'Next to continue'.



17. The next screen will serve as a confirmation of what you selected to back-up. If you are happy with the selection, click 'Next', or click 'Back' to reselect what to back-up.



18. Finally, you'll be able to select how often you would like your backup set to run and at what time. For instance (see below) if you choose a dialy schedule, you'll be able to pick what time of day. The weekly schedule will give you even further options. Please note, however, that yoour computer will have to be on for the schedule to run.



The screenshot shows the Cal-Ore BackSpace web interface. At the top, the logo and "Server Name : backspace.cot.net" are visible. Below the navigation tabs (Status, Backup, Schedule, Restore, Options), the "Schedule" tab is active. The main heading is "Choose the schedule for the backup". On the right, it says "Backup set: documents".

Under "Choose the schedule for the backup", there are three radio button options:

- ☒ Run Daily
- ☐ Run Weekly
- ☐ Run Every Few Hours

Below these options, a text box explains: "Daily Backup - The selected files and folders will be backed up daily at the specified time." A note below that states: "Note: The backup will also run once after you have saved this backup." At the bottom of this section is an "Advanced Options" button.

To the right of the schedule options is a "Daily Schedule" configuration box. It contains the text "Run Daily At :" followed by three dropdown menus for time selection, currently showing "09", "25", and "PM".

At the bottom of the interface are three buttons: "Back", "Save", and "Cancel".