



*Easy-to-use backup  
and file management  
for Windows<sup>®</sup> 95/98/NT<sup>®</sup>*

*For your OnStream Digital Drive*

# User Guide

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# Chapter 1

## *Welcome to OnStream Echo*

OnStream Echo™ is an easy-to-use backup and file organization tool for Windows specifically designed to work with your OnStream™ Digital Drive. OnStream Echo™ consists of two closely-related parts:

- ✘ Echo Catalog
- ✘ Echo Backup

***Echo Catalog*** looks like just another disk drive to Windows and works like an ordinary disk drive as well, but with a twist. Echo Catalog keeps track of the contents of all your OnStream ADR™ cartridges and other removable media, all the time, whether the media is in its drive or not. Echo Catalog makes it easy for you to organize and access all of your files, regardless of where they are stored.

Echo Catalog is based on 1Vision Software's innovative patent-pending Persistent File System (PFS) technology, with the addition of direct access to the OnStream Digital Drive file system. At the heart of PFS is a

relational database that stores file system information for every storage device attached to your computer. PFS then presents this information through Echo Catalog in the form of the familiar drive-letter/folder/file list. The great thing is that Echo Catalog knows the entire contents of **all** your OnStream ADR cartridges, not just the one in its drive at the moment. With Echo Catalog, an OnStream ADR cartridge sitting on your desk is just as accessible as your main hard drive.

Echo Catalog always monitors your OnStream Digital Drive and cartridges. Any other removable-media storage device, excluding CD drives, that is physically attached to your computer and has a drive letter assigned to it can also be included in the Echo Catalog database. Examples of these types of drives include standard floppy drives and high-capacity removable disk drives.

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## Advantages of Echo Catalog

- ✘ Echo Catalog simplifies the use of your OnStream Digital Drive and other data storage devices, including removable disk drives and floppy drives.
- ✘ Echo Catalog is made specifically to work with your OnStream Digital Drive, greatly improving its efficiency and ease of use.
- ✘ Provides access to directories of OnStream ADR cartridges, removable disks, and other media, whether in their drives or not.
- ✘ Automates access to all removable media.
- ✘ Greatly simplifies organization of your stored data.
- ✘ Frees you from cumbersome and confusing data management tasks.

# How Echo Catalog Works

OnStream Echo creates a disk device called Echo Catalog, complete with drive letter, that looks and acts exactly like a hard drive within Windows. When you run Explorer or any other Windows application, you can look at and access the contents of Echo Catalog just as you would any other disk drive installed on your computer.

The difference is, of course, that the Echo Catalog drive is not a physical hard drive, but a database that contains information on all files and folders copied to your OnStream Digital Drive. Each OnStream ADR cartridge appears in the Echo Catalog drive as a media icon that you can open just as you would any other folder.

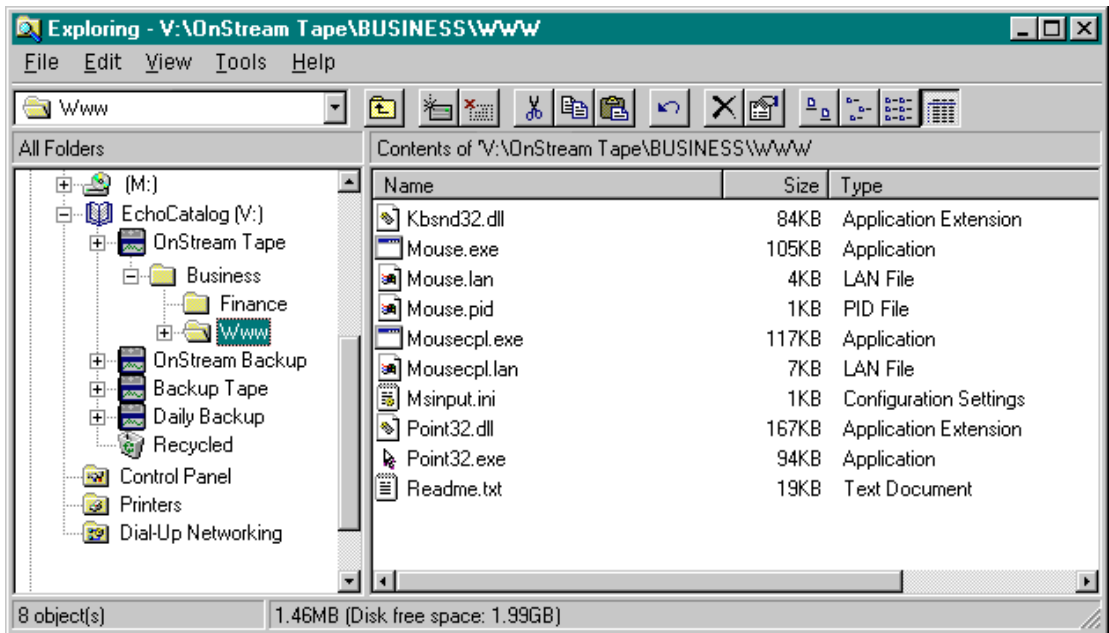


Figure 1 - 1: Viewing Echo Catalog in Explorer

But Echo Catalog is far more than just a database – it connects your OnStream Digital Drive and all your OnStream ADR cartridges to your regular file system. You can open files or add and delete files and folders just as you would if Echo Catalog were a physical hard drive.

---

# How Echo Catalog Makes Your Job Easier

With Echo Catalog, you never have to wonder where those important files you need **right now** are stored. You will never again have to spend hours searching through each OnStream ADR cartridge, one at a time. Echo Catalog shows you the contents of all your OnStream ADR cartridges and other storage media at once. In short, Echo Catalog frees you from the time-consuming and difficult task of organizing, managing, and accessing all your computer files.

Echo Catalog is a highly flexible storage solution that allows you to work with your files the way you want to. Unlike ordinary backup, archiving, and version control systems, Echo Catalog imposes no formal structure or learning curve on you. Since Echo Catalog looks and acts just like a regular disk drive, novice and occasional users benefit from Echo Catalog every bit as much as computer experts. Echo Catalog gives all users data security, easy access, powerful, easy-to-use file organization, and essentially unlimited data storage capacity.

Finally, Echo Catalog helps you avoid accidentally deleting files. Since Echo Catalog has full read/write access to your OnStream Digital Drive, if you delete a file from Echo Catalog, the file is deleted from the OnStream ADR cartridge where its data is stored. However, unlike the OnStream ADR cartridge itself, Echo Catalog has its own Recycle Bin so your deleted files are not erased until you empty the Recycle Bin.

---

# Data Protection with Echo Backup

Echo Backup is an easy-to-use backup tool for Windows. Far more than a traditional backup application, Echo Backup takes full advantage of Echo Catalog's powerful file management capabilities to ensure that your valuable files are completely protected and easily accessible. Unlike traditional backup applications, Echo Backup does not hide all of your files in a proprietary "backup set" that can only be accessed using proprietary restore software. Instead, Echo Backup stores your files in their native format, with or without on-the-fly compression and decompression, making them fully accessible to any application, whether Windows Explorer, your word processor, spreadsheet, database, or other application.

---

## Advantages of Echo Backup

- ✗ Advanced backup and retrieval.
- ✗ Complete scheduling and immediate backup options that are easy to use.
- ✗ Fast, easy access to all protected files.
- ✗ Open files directly from backup media without restoring them first.
- ✗ Advanced restore features help you recover files or an entire disk drive quickly.
- ✗ Open any version of a protected file directly from backup media.

---

## How Echo Backup Works

Echo Backup is based on Echo Catalog, 1Vision Software's innovative patent-pending Persistent File System (PFS) technology. When you want to access a file you have protected with Echo Backup, you simply open the Echo folder under Echo Catalog and then open the desired file as you normally would. No proprietary restore application is needed. You do not even need to restore a file before opening it. Thanks to Echo Catalog, Echo Backup knows where the file you want is stored and prompts you for the correct OnStream ADR cartridge. You simply insert the requested OnStream ADR cartridge into your OnStream Digital Drive and Echo Backup retrieves the file for you.

Echo Backup is a highly flexible data protection solution that allows you to work with your files the way you want to. Unlike ordinary backup applications, Echo Backup imposes no formal structure or learning curve on you.

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## Installing OnStream Echo

OnStream Echo is very easy to install. The entire process is automated. All you need to do is to select a few installation options. OnStream Echo does the rest.

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### Installation Requirements

Any computer capable of running Windows 95, Windows 98, or Windows NT can use OnStream Echo. OnStream Echo must also be installed on a local (non-network) hard drive that has at least 10MB (50MB recommended) of free space. There are no other requirements or limitations.

- ☒ **Note** Network drives that are mapped can be backed up and restored. For more information on mapping network drives, see your Windows user's guide or Windows Help.

---

# What OnStream Echo Installs

OnStream Echo installs a virtual hard drive controller and corresponding virtual hard drive in your Windows system. As far as Windows is concerned, these are both actual hardware devices, making it possible for OnStream Echo to act like a regular hard drive. If you look at your Windows Device Manager after installing OnStream Echo, you will see the OnStream Echo virtual devices, as shown in the example below.

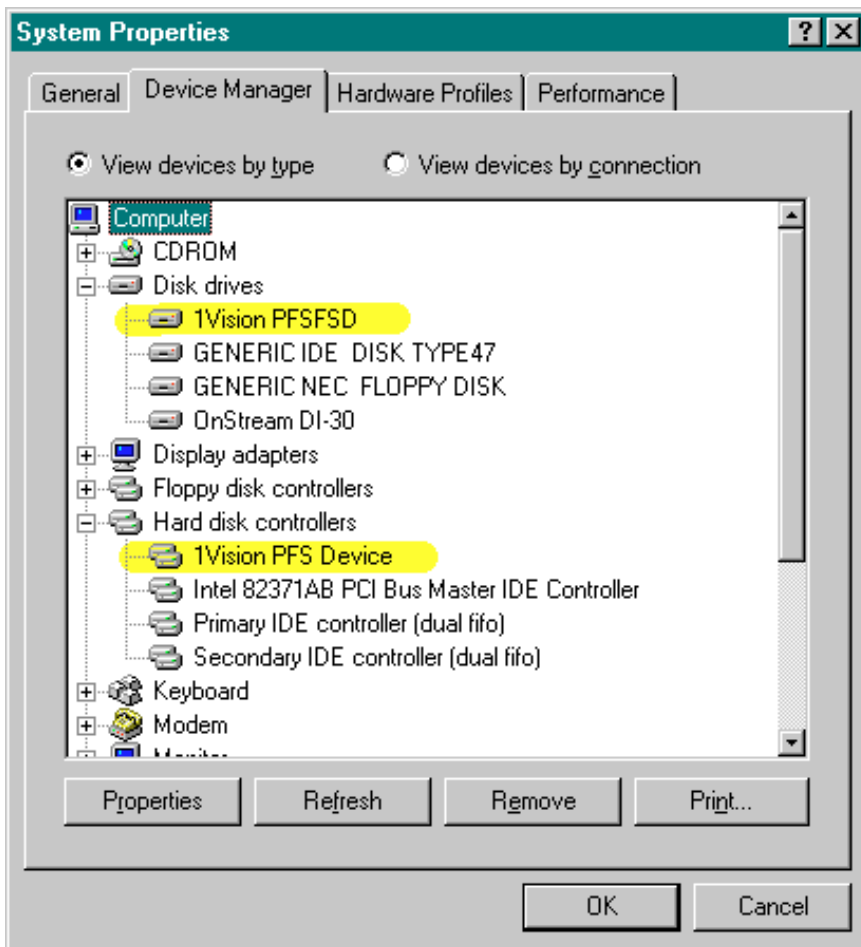


Figure 1 - 2: Echo Catalog devices under Windows Device Manager

# Installation

To install OnStream Echo, follow these steps:

- 1 Insert the OnStream Installation CD into your CD-ROM drive. The OnStream CD Setup program starts automatically.

 **Hint** If the OnStream CD Setup program does not start automatically, click the **Start button** on your Windows Taskbar, click **Run**, type **d:\setup.exe**, replacing **d:** with the letter assigned to your CD-ROM drive, and click **OK**.

- 2 Click the **Install OnStream Echo** button on the OnStream CD Setup program main window to start the Echo installation wizard.

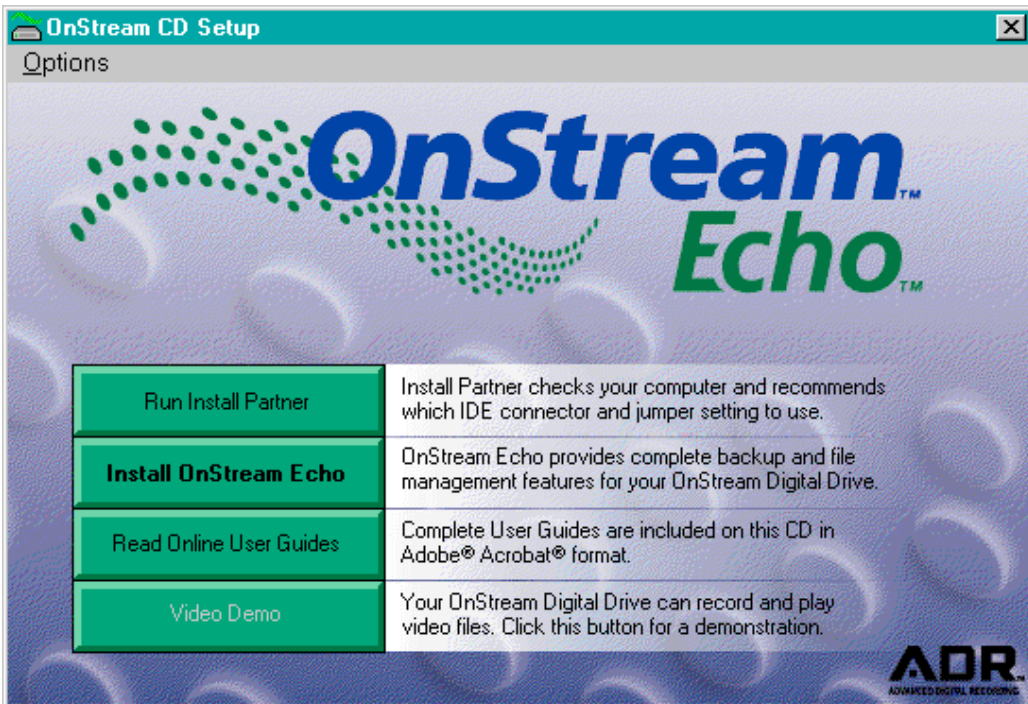


Figure 1 - 3: OnStream CD Setup main window

- 3 Read all information on each installation wizard dialog box carefully before proceeding to the next step.



- 4 After presenting the license agreement for your approval, OnStream Echo prompts you to enter your name and your company name (if applicable). This information is needed to personalize your copy of OnStream Echo. Type the required information and press **Next** to proceed with the installation.
- 5 The next step prompts you to select the directory in which to install OnStream Echo. The default is C:\Program Files\OnStream Echo. You can install OnStream Echo on any local (non-network) hard drive. Press **Browse** to select a different installation directory. Press **Next** to proceed with the installation.



**Caution** OnStream Echo must be installed on a local hard drive. It *cannot* be installed on a network drive.

- 6 The next step prompts you to select a drive letter for Echo Catalog and for your OnStream Digital Drive. You can use the defaults of V: and T: respectively, or select an available drive letter from the drop-down lists. Press **Next** to proceed to the next step.



**Hint** Choose drive letters that fall after all of your local and network drives, if possible. This prevents changes to your drive letter mappings.

- 7 When the installation process is complete, the installation utility prompts you to restart your computer. You can have OnStream Echo restart your computer for you or you can do so manually.



**Note** You *must* restart your computer to enable OnStream Echo.

After your computer restarts, OnStream Echo is ready to use. Read the chapters that follow to learn how to use OnStream Echo.



## Chapter 2

# *How to use Echo Backup*

Echo Backup is very easy to use. The sections that follow explain how to use Echo Backup step-by-step.



**Hint** To learn how to use Echo Catalog, refer to Chapter 3 in this User Guide or the OnStream Echo on-line Help.

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# Echo Express

Echo Express provides fast, one-button access to essential Echo Backup features.

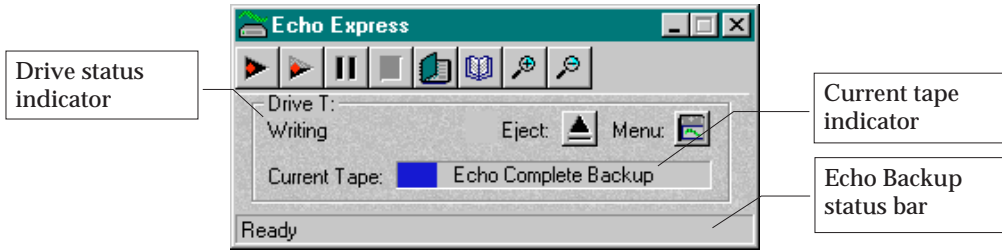


Figure 2 - 1: Echo Express Taskbar showing full drive details

If Echo Express is not visible on your desktop, look for its icon in the Windows Taskbar or minimize all other running applications to see if it is hidden.

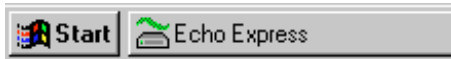


Figure 2 - 2: Echo Express icon in the Windows Taskbar

If Echo Express is still not visible, you need to start it again. Click the **Start** button, point to **OnStream Echo Applications**, and click **Echo Express**.

## Taskbar Buttons



Press this button to make a complete backup immediately.



Press this button to back up all modified files immediately.



Press this button to pause the scheduled backup that is currently

running. The color of this button changes to Red –  – when schedules are paused. As long as this button is red, no scheduled backups

will occur. Press this button again to allow the current scheduled backup to finish.



Press this button to cancel the scheduled backup currently in progress. If no backup is currently running, pressing this button has no effect.



Press this button to display the Backup Schedules log file.



Press this button to go to the Echo Catalog tab.



Press this button to display a menu of options for the cartridge in your OnStream Digital Drive. Right-click this button to set up your OnStream Digital Drive. See the online Help for instructions.



Press this button to show drive details. This is a two-stage button – press it again to display all drive details.



Press this button to hide drive details. If the full drive details are shown, press this button again to hide all drive details.



Press this button to eject the cartridge in your OnStream Digital Drive.

The Drive indicator shows the drive letter assigned to your OnStream Digital Drive and the current status of the drive.

The Current Tape indicator shows the name of the cartridge in your OnStream Digital Drive and a relative indication of the amount of cartridge space used.

The Current Status box (at the bottom of the Taskbar) shows you the status of Echo Backup.

---

# Protecting Files with Echo Backup

The topics in this section explain how to protect your valuable files using Echo Backup.

- ☒ **Note** Network drives that are mapped can be backed up and restored. For more information on mapping network drives, see your Windows user's guide or Windows Help.

---

## Protecting Selected Files Immediately

To protect selected files and folders immediately:

- 1 Double-click the **Echo icon** on your Windows desktop.

2 Press **Back Up Now** on the OnStream Echo Selection window.

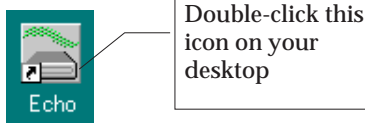


Figure 2 - 3: Echo Selection window

3 The **Back Up Now** tab is ready to use.

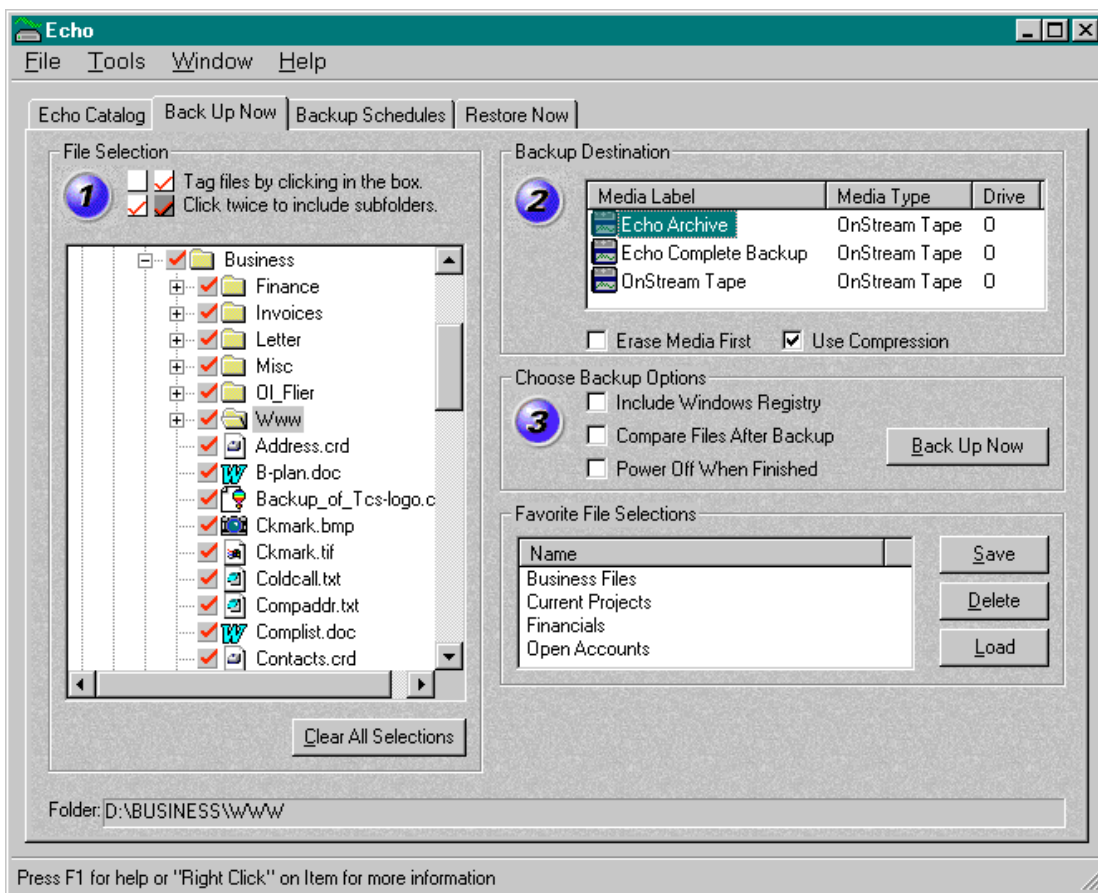


Figure 2 - 4: Echo Back Up Now tab

- Under **File Selection** choose the files and folders you want to back up by clicking the check box next to each desired item.

**One Click:**  - A red check mark on a white background means the selected item and its immediate contents are tagged. This does not include subfolders if the selected item is a folder. If the selected item is a disk drive, this type of check mark tags only the root directory.

**Two Clicks:**  - A red check mark on a gray background means the selected item and all of its contents are tagged. If the selected item is a folder, all subfolders and their contents are also tagged. If the selected item is a disk drive, this type of check mark tags the entire drive.



**Three Clicks:**  - Removes the check mark from the selected item. This item is no longer tagged.

5 Under **Backup Destination** click the OnStream ADR cartridge on which you want to protect the selected files and folders.

6 Set the desired media options:

Check **Erase Media First** to have Echo Backup erase the selected OnStream ADR cartridge before backing up the currently selected files and folders.



**Caution** Be careful when using this option! If the cartridge you are using already has files on it, they will all be erased before this backup begins.

Check **Use Compression** to have Echo Backup back up the selected files using data compression. Your files are still completely accessible when compressed.

7 Under **Choose Backup Options** set the desired options:

Check **Include Windows Registry** to back up the Windows Registry along with the other selected files and folders.

Check **Compare Files after backup** to have Echo Backup compare all files backed up with the originals on disk, ensuring the accuracy of the backup.

Check **Power off when finished** to have Echo Backup turn off your computer when the current backup is complete.

**Note** This option works only if your computer supports software power-off features.

8 Press **Back Up Now** to begin protecting the selected files and folders using the specified options.

## Tips

✗ If the OnStream ADR cartridge you want to use for this backup is not displayed in the Media List, it has not yet been added to Echo

Catalog. Insert the desired OOnStream ADR cartridge into your OnStream Digital Drive and click the **Menu button** on the Echo Express Taskbar to add it to Echo Catalog.

✘ To clear all selected files and folders, press **Clear All Selections**.

---

## Protecting an Entire Disk Drive Immediately

To protect one or more entire disk drives immediately:

- 1 Double-click the **Echo icon** on your Windows desktop.
- 2 Press **Back Up Now** on the OnStream Echo Selection window.



**Hint** See Figure 2-3 on page 2-5 for an example of the OnStream Echo desktop icon and Selection window. See Figure 2-4 on page 2-6 for an example of the Back Up Now tab.

- 3 Under **File Selection** choose the disk drive(s) you want to back up by clicking the check box next to each desired item.

**One Click:**  - A red check mark on a white background means the selected drive's **root directory only** is tagged. This does not include subfolders on the selected drive.

**Two Clicks:**  - A red check mark on a gray background means the selected drive and **all of its contents** are tagged.

**Three Clicks:**  - Removes the check mark from the selected item. This item is no longer tagged.

- 4 Under **Backup Destination** click the media on which you want to protect the selected drive(s).

- 5 Set the desired media options:

Check **Erase Media First** to have Echo Backup erase the selected OnStream ADR cartridge before backing up the currently selected drive(s).



**Caution** Be careful when using this option! If the cartridge you are using already has files on it, they will all be erased before this backup begins.

Check **Use Compression** to have Echo Backup back up all files on the selected drive(s) using data compression. Your files are still completely accessible when compressed.

6 Under **Choose Backup Options** set the desired options:

Check **Include Windows Registry** to back up the Windows Registry along with the selected drive(s).

Check **Compare Files after backup** to have Echo Backup compare all files backed up with the originals on disk, ensuring the accuracy of the backup.

Check **Power off when finished** to have Echo Backup turn off your computer when the current backup is complete.

**Note** This option works only if your computer supports software power-off features.

7 Press **Back Up Now** to begin protecting the selected drive(s) using the specified options.

## Tips

✘ If the OnStream ADR cartridge you want to use for this backup is not displayed in the Media List, it has not yet been added to Echo Catalog. Insert the desired OnStream ADR cartridge into your OnStream Digital Drive and click the **Menu button** on the Echo Express Taskbar to add it to Echo Catalog.

✘ To clear all selected files and folders, press **Clear All Selections**.

---

## Setting Up a Favorite File Selections

A Favorite File Selection contains a list of all the files and folders you have tagged for backup. Saving Favorite File Selections makes it possible for you to protect a set of files and folders anytime with just a couple of mouse clicks. Favorite File Selections are very useful if you have one or more groups of files and folders that you back up frequently, but not on a regular basis. Examples include open projects or current financial files.

To set up a Favorite File Selection:

- 1 Double-click the **Echo icon** on your Windows desktop.
- 2 Press **Back Up Now** on the OnStream Echo Selection window.



**Hint** See Figure 2-3 on page 2-5 for an example of the OnStream Echo desktop icon and Selection window. See Figure 2-4 on page 2-6 for an example of the **Back Up Now** tab.

- 3 Under **File Selection** choose the files and folders or disk drive(s) you want to back up by clicking the check box next to each desired item.

**One Click:**  - A red check mark on a white background means the selected item and its immediate contents are tagged. This does not include subfolders if the selected item is a folder. If the selected item is a disk drive, this type of check mark tags only the root directory.

**Two Clicks:**  - A red check mark on a gray background means the selected item and all of its contents are tagged. If the selected item is a folder, all subfolders and their contents are also tagged. If the selected item is a disk drive, this type of check mark tags the entire drive.

**Three Clicks:**  - Removes the check mark from the selected item. This item is no longer tagged.

- 4 Press **Save**, type a name for this Favorite File Selection in the Save to Favorites dialog box, and press **Save** to add it to the Favorite File Selections list.

## Tips

- ✘ Backing up a Favorite File Selection is fast and easy. Refer to the next section for complete instructions.
- ✘ To clear all selected files and folders, press **Clear All Selections**.

---

# Backing Up a Favorite File Selection

To back up a Favorite File Selection:

- 1 Double-click the **Echo icon** on your Windows desktop.
- 2 Press **Backup Now** on the OnStream Echo Selection window.



**Hint** See Figure 2-3 on page 2-5 for an example of the OnStream Echo desktop icon and Selection window. See Figure 2-4 on page 2-6 for an example of the **Back Up Now** tab.

- 3 Under **Favorite File Selections**, click the Favorite File Selection you want to use from those displayed in the list and press **Load**.
- 4 Under **Backup Destination** click the media on which you want to protect the selected Favorite File Selection.
- 5 Set the desired media options:

- Check **Erase Media First** to have Echo Backup erase the selected OnStream ADR cartridge before backing up the currently selected files and folders.



**Caution** Be careful when using this option! If the cartridge you are using already has files on it, they will all be erased before this backup begins.

- Check **Use Compression** to have Echo Backup back up the selected files using data compression. Your files are still completely accessible when compressed.
- 6 Under **Backup Options** set the desired options:

Check **Include Windows Registry** to back up the Windows Registry along with the other selected files and folders.

Check **Compare Files after backup** to have Echo Backup compare all files backed up with the originals on disk, ensuring the accuracy of the backup.

Check **Power off when finished** to have Echo Backup turn off your computer when the current backup is complete.

**Note** This option works only if your computer supports software power-off features.

7 Press **Back Up Now** to begin protecting the selected Favorite using the specified options.

## Tips

✘ If the OnStream ADR cartridge you want to use for this backup is not displayed in the Media List, it has not yet been added to Echo Catalog. Insert the desired OnStream ADR cartridge into your OnStream Digital Drive and click the **Menu button** on the Echo Express Taskbar to add it to Echo Catalog.

# Scheduling a Backup Session

Echo Backup offers fully automatic scheduling of your backups.

To schedule a backup:

- 1 Double-click the **Echo icon** on your Windows desktop.
- 2 Press **Backup Schedules** on the OnStream Echo Selection window.



**Hint** See Figure 2-3 on page 2-5 for an example of the OnStream Echo desktop icon and Selection window.

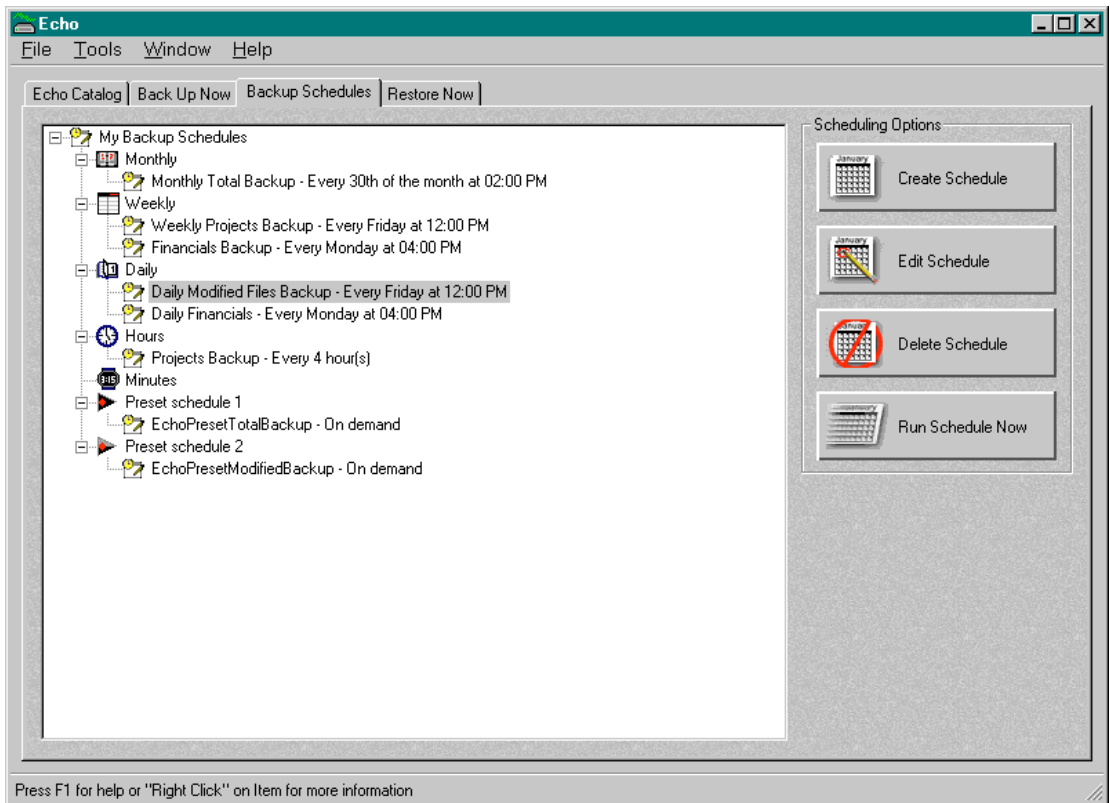


Figure 2 - 5: Backup Schedules tab

- 3 Press **Create Schedule**.

The Scheduler Wizard takes you through the steps required to set up a scheduled backup.

- ☑ The first Scheduler Wizard dialog helps you select what you want to back up.
- ☑ The second Scheduler Wizard dialog helps you set the destination media and destination options for your scheduled backups.
- ☑ The last Scheduler Wizard dialog helps you set the timing for your scheduled backups.



**Hint** Refer to the online Help for step-by-step instructions on using the Scheduler Wizard.

- 4 Insert the selected media in its drive before the backup is scheduled to run.

## Tips

- ✗ Your computer must be **ON** in order for scheduled backups to run.
- ✗ If this backup is scheduled to occur when you plan to be away from your computer, be sure to insert the correct OnStream ADR cartridge in your OnStream Digital Drive before you leave.
- ✗ Press **Run Now** to start the selected scheduled backup immediately.
- ✗ Press **Edit** to make changes to the selected schedule.
- ✗ Press **Delete** to erase the selected schedule. Be careful when deleting schedules. When a schedule has been deleted, it cannot be restored.

---

## Protecting the Windows Registry

You can include the Windows Registry in any backup, immediate or scheduled.

To protect the Windows Registry:

- 1 Set up your immediate or scheduled backup as usual.



- 2 When you see a check box labeled **Include Windows Registry**, click it if it is not checked.
- 3 Finish setting up the backup as usual.

When the backup runs, the Windows Registry is also backed up on the same media.

## Tips

- ✗ Restoring the Registry requires only that you set the appropriate restore option. Refer to Restoring the Windows Registry on page 2-29 for complete instructions.

---

## Setting up a Backup Routine

Regular backups are essential if you are to protect all your files completely. The most practical and convenient way to ensure that your valuable files are protected at all times is to set up and follow a regular backup routine. Echo Backup makes this a simple task by scheduling your regular backups automatically. It is a very small investment in time and effort to ensure that your valuable data is protected against loss.

### What Makes a Good Backup Routine?

A good backup routine is simply one that ensures that you can restore all your files to their most recent condition. The best way to protect all your files is to follow this routine:

- 1 Make a complete backup of all hard drives on your computer. Echo Backup prompts you to do this after you install OnStream Echo.
- 2 Back up all changed files on all hard drives once each day.
- 3 Make a complete backup again at least once every six months.

## How to use OnStream ADR Cartridges

While a single OnStream ADR cartridge can hold a great deal of data, using just one cartridge for all of your backups is just one approach. A much better approach is to use three OnStream ADR cartridges:

- ✘ One cartridge for complete backups.
- ✘ One cartridge for your daily modified files backups.
- ✘ One cartridge to use as an overflow tank for your hard drive, as a multimedia library, etc.

The important point to remember is to use OnStream ADR cartridges in a way that makes it fast and easy to recover files when you need them.

### First, a Complete Backup

After you finish installing OnStream Echo, Echo Backup prompts you to make a complete backup of all hard drives on your computer. This is the first step in ensuring that your files are protected against loss. Before you make any other backups, make a complete backup.



**Hint** Make a complete backup again at least once every six months.

### Then, Back Up Changed Files Daily

With a complete backup to build on, you can then back up only those files that are new or have changed once each day. The best way to do this is to allow Echo Backup's automatically scheduled backup to run every four hours. You can also use the Echo Taskbar **Back Up Changed Files** option.

### Tips

- ✘ Be sure to leave your computer **ON** and to insert the correct OnStream ADR cartridge into your OnStream Digital Drive so your scheduled backups can run.
- ✘ Storing your OnStream ADR cartridges at home or at another off-site location adds extra protection to your backup routine. Depending upon the value of your files, you may want to store your OnStream ADR cartridges in a fireproof safe or even a safe-deposit box.

---

# Retrieving Files from Echo Backup

The topics in this section explain how to retrieve files from Echo Backup.

---

## Retrieving Files using Echo Backup

Using Echo Backup to restore one or more files, folders, or an entire disk drive is fast and easy. To restore files or folders using Echo Backup's Restore Now tab:

- 1 Double-click the **Echo icon** on your Windows desktop.
- 2 Press **Restore Now** on the OnStream Echo Selection window.

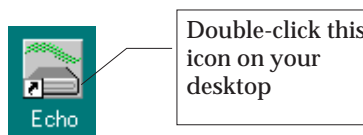


Figure 2 - 6: Echo Selection window

### 3 The Restore Now tab displays your protected files in three lists:

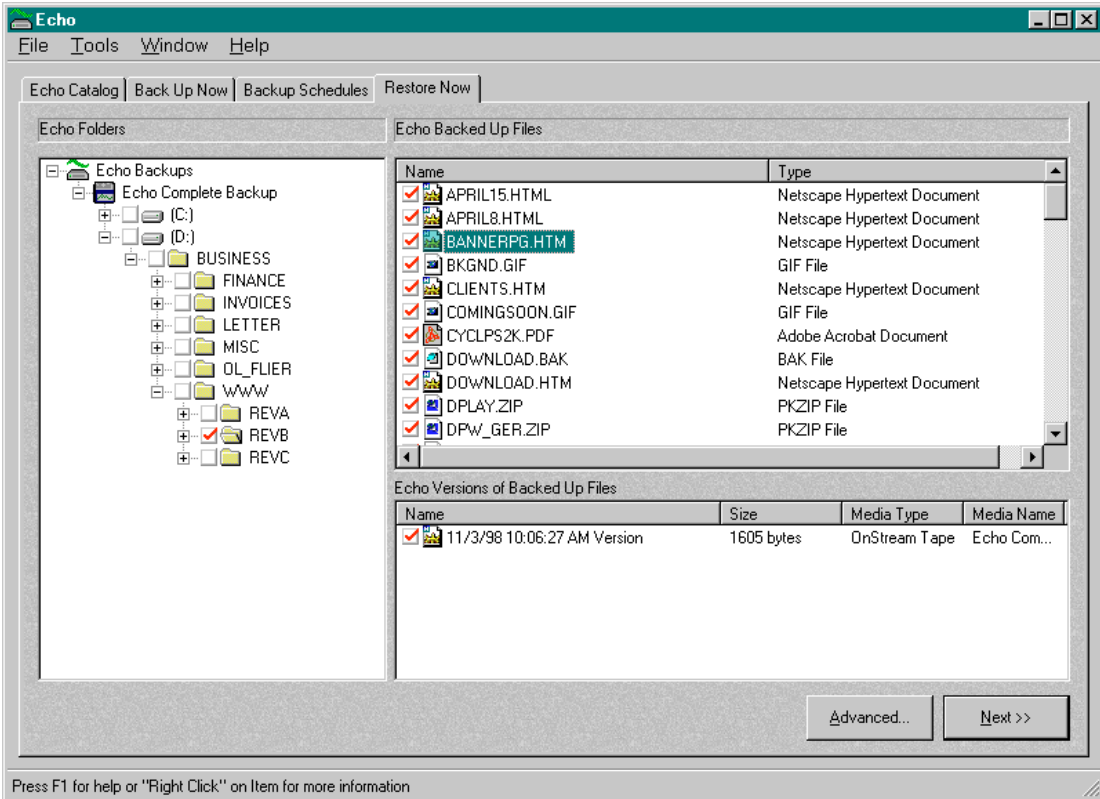


Figure 2 - 7: Restore Now tab

**Drive/Folder List:** Displays all drives and folders protected with Echo Backup.

Double-click any item or click the '+' sign next to any item to view its contents. This part of the Restore Now tab works like Explorer with the addition of check boxes for each drive and folder.

**Most Recent File Versions List:** Displays the most recent file versions in the selected folder or root directory if a disk drive is selected.

**All File Versions List:** Displays all protected versions of the file selected in the Most Recent File Versions list. This list is empty if no file is selected.

- 4 Select the files and folders you want to restore by clicking the check box next to each desired item.

**One Click:**  - A red check mark on a white background means the selected item and its immediate contents are tagged. This does not include subfolders if the selected item is a folder. If the selected item is a disk drive, **only the root directory** is tagged.

**Two Clicks:**  - A red check mark on a gray background means the selected item and all of its contents are tagged. If the selected item is a folder, all subfolders and their contents are also tagged. If the selected item is a disk drive, the entire drive is tagged.

**Three Clicks:**  - Removes the check mark from the selected item. This item is no longer tagged.

- 5 Press **Next>>**.
- 6 Set the restore options:

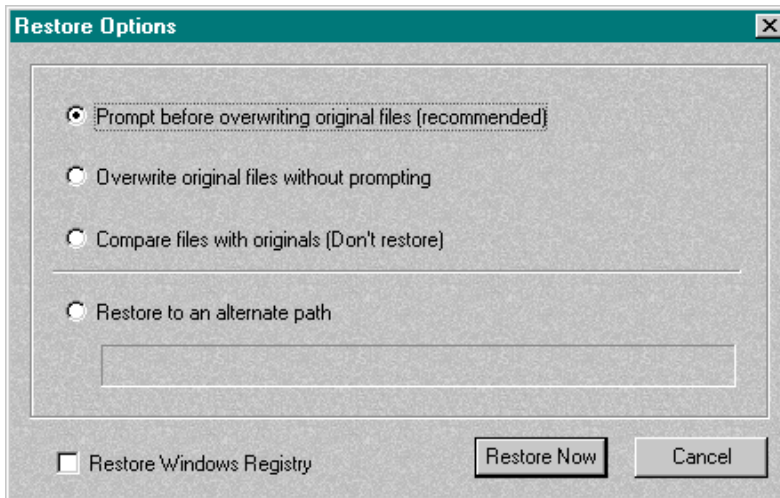


Figure 2 - 8: Restore Options dialog box

- Ⓒ Click **Prompt before overwriting original files** to have Echo Backup prompt you before it overwrites any file on the destination drive with a file of the same name from the OnStream ADR cartridge. You can then decide

to keep the existing file or overwrite it with the file from the OnStream ADR cartridge. This is the recommended option.

- Ⓒ Click **Overwrite original files without prompting** to have Echo Backup automatically overwrite files on the destination drive with files of the same names from the OnStream ADR cartridge.



**Caution** Be careful when using this option! If you are unsure which option to use, click the **Prompt before overwriting original files** radio button.

- Ⓒ Click **Compare files with originals** to have Echo Backup compare the selected files on the OnStream ADR cartridge with the originals on the destination drive. Use this feature to ensure the integrity of a backup. No files are restored.

- Ⓒ Click **Restore to an alternate path** to select a new location to which to restore the selected files using the Browse for Folder dialog box. Unless you set an alternate path here, Echo Backup automatically restores all selected files to their original locations. The alternate location you selected is displayed in the Restore Options dialog box.

- Check **Restore Windows Registry** to restore the Windows Registry.



**Caution** Carefully read the instructions beginning on page 2-29 before selecting this option!

- 7 Press **Restore Now** to begin restoring files.

## Tips

- ✗ Always write the media user name on your OnStream ADR cartridges so that you can find the correct cartridge quickly.

---

# Restoring an Entire Disk Drive using Echo Backup

Restoring an entire disk drive is easy using Echo Backup's Restore Now tab. Select the disk drive you want to restore, set the restore options, and start the restore. Echo Backup prompts you for all needed OnStream ADR cartridges.

To restore an entire disk drive using Echo Backup's Restore Now tab:

- 1 Double-click the **Echo icon** on your Windows desktop.
- 2 Press **Restore Now** on the OnStream Echo Selection window.



**Hint** See Figure 2-7 on page 2-17 for an example of the Echo icon and Selection Window. See Figure 2-7 on page 2-18 for an example of the **Restore Now** tab.

- 3 Select the disk drive(s) you want to restore by clicking the check box next to each desired disk drive icon.

**One Click:**  - A red check mark on a white background means the selected item and its immediate contents are tagged. This does not include subfolders if the selected item is a folder. If the selected item is a disk drive, *only the root directory* is tagged.

**Two Clicks:**  - A red check mark on a gray background means the selected item and all of its contents are tagged. If the selected item is a folder, all subfolders and their contents are also tagged. If the selected item is a disk drive, the entire drive is tagged.

**Three Clicks:**  - Removes the check mark from the selected item. This item is no longer tagged.

- 4 Press **Next>>**. See Figure 2 - 8 on page 2-19 for an example of the Restore Options dialog box.
- 5 Set the restore options:

- Ⓒ Click **Prompt before overwriting original files** to have Echo Backup prompt you before it overwrites any file on the destination drive with a file of the same name from the OnStream ADR cartridge. You can then decide to keep the existing file or overwrite it with the file from the OnStream ADR cartridge. This is the recommended option.
- Ⓒ Click **Overwrite original files without prompting** to have Echo Backup automatically overwrite files on the destination drive with files of the same names from the OnStream ADR cartridge.



**Caution** Be careful when using this option! If you are unsure which option to use, click the Prompt before overwriting original files radio button.

- Ⓒ Click **Compare files with originals** to have Echo Backup compare the selected files on the OnStream ADR cartridge with the originals on the destination drive. Use this feature to ensure the integrity of a backup. No files are restored.
- Ⓒ Click **Restore to an alternate path** to select a new location to which to restore the selected files using the Browse for Folder dialog box. Unless you set an alternate path here, Echo Backup automatically restores all selected files to their original locations. The alternate location you selected is displayed in the Restore Options dialog box.
- Check **Restore Windows Registry** to restore the Windows Registry.



**Caution** Carefully read the instructions beginning on page 2-29 before selecting this option!

- 6 Press **Restore Now** to begin restoring files.

## Tips

- ✗ Always write the media user name on your OnStream ADR cartridges so that you can find the correct cartridge quickly.



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## Retrieving File Versions using Explorer

Follow this procedure to retrieve a version of a file protected with Echo Backup when the original file is still on your hard drive.

To retrieve version of a file protected with Echo Backup using Explorer:

- 1 Run Explorer by clicking the **Start** button, pointing to **Programs**, and clicking **Windows Explorer**. You can also double-click **My Computer**.
- 2 Open the drive and folder that contains the desired file as you normally would using Explorer.
- 3 Right-click the file you want to open and click **Echo Backup Versions...** from the popup menu.
- 4 Select the desired file version from the list of those available.

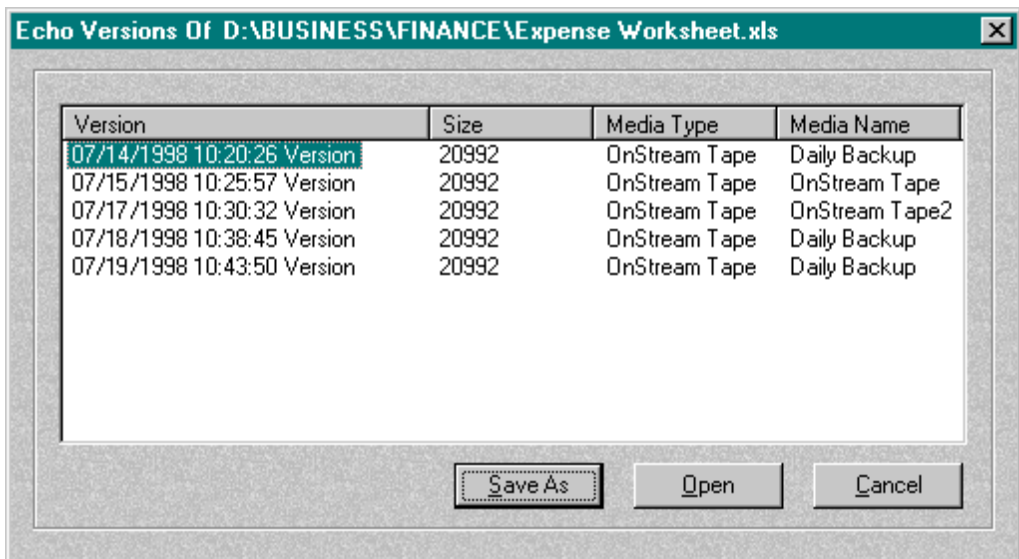


Figure 2 - 9: Echo Backup Versions dialog box

- 5 Press **Save As** and select a location and file name to retrieve the file from the backup media.
- 6 Press **Open** to open the file. Echo Backup automatically runs the appropriate program to open the selected file.

## Tips

- ✘ If the file you want to retrieve is not presently on your hard drive, the easiest way to retrieve it is to use the Echo Backup Restore Now tab.
- ✘ If you have not told Windows how to open files of the type you selected, a dialog box prompts you to select the program to use.
- ✘ You do not need to restore a file to your local hard drive before opening it. To restore a file, either copy or save it to the desired location on your local hard drive.
- ✘ Always write the media user name on your OnStream ADR cartridges so that you can find the correct cartridge quickly.

---

## Retrieving File Versions using Any Windows Program

Follow this procedure to retrieve a version of a file protected with Echo Backup when the original file is still on your hard drive.

To retrieve a file protected with Echo Backup using any Windows program:

- 1 Run the program you want to use, for example, Word, Excel, etc.
- 2 Point to the **File** menu and click. Select **Open...** from the File menu.
- 3 When the Open File dialog box appears, open the drive and folder that contains the desired file as usual.
- 4 Right-click the file you want to open and click **Echo Backup Versions...** from the popup menu.
- 5 Select the desired file version from the list of those available. See Figure 2-9 for an example of Echo Backup Versions dialog box.
- 6 Press **Open** to open the file. Echo Backup automatically runs the appropriate program to open the selected file.

## Tips

- ✘ You do not need to restore a file to your local hard drive before opening it. To restore a file, press **Save As** to save it to the desired location on your local hard drive.
- ✘ Always write the media user name on your OnStream ADR cartridges so that you can find the correct cartridge quickly.

---

## Retrieving Files using Explorer



**Hint** An easier way to retrieve files is to use Echo Backup's Restore Now tab. See page 2-17 for instructions.

To retrieve a file protected with Echo Backup using Explorer when the original file is no longer on your hard drive:

- 1 Run Explorer by clicking the **Start** button, pointing to **Programs**, and clicking **Windows Explorer**. You can also double-click **MyComputer**.
- 2 Point to the **Echo Catalog drive icon** and click the '+' sign or simply double-click the **Echo Catalog drive icon**.
- 3 Point to the icon that represents the desired OnStream ADR cartridge and click the '+' sign or simply double-click the icon.
- 4 Point to the **Echo folder** and click the '+' sign or simply double-click the **Echo folder**.
- 5 Open the folder that contains the desired file as you normally would using Explorer.



**Hint** Echo Backup can store multiple versions of every file you back up. To do this efficiently, it creates a folder for each file and puts the file name on the folder. Inside each of these file-named folders are the actual files you have backed up. Echo Backup alters the names of the files to the date and time the file was backed up, in coded format.

6 Open the **folder** bearing the name of the file you want to open.

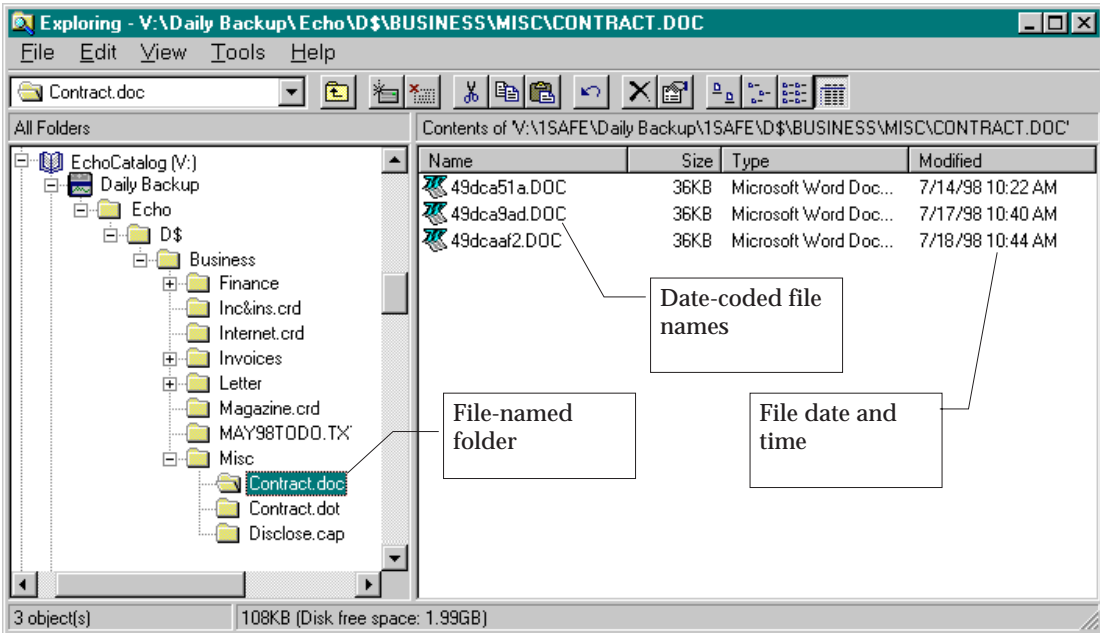


Figure 2 - 10: Retrieving a file from Echo Backup using Explorer



### Hint

To find the version of the file you want to open, look at the date and time associated with each file. This is the date and time Echo Backup backed up the file.

7 Double-click the file you want to open.



### Hint

If you decide to copy or save the file to your hard drive, be sure to rename it first.

## Tips

- ✗ If you have not told Windows how to open files of the type you selected, a dialog box prompts you to select the program to use.
- ✗ You do not need to restore a file to your local hard drive before opening it. To restore a file, either copy or save it to the desired location on your local hard drive.
- ✗ Always write the media name on your OnStream ADR cartridges so that you can find the correct cartridge quickly.

---

# Retrieving a File using Any Windows Program

To retrieve a file protected with Echo Backup using any Windows program when the original file is no longer on your hard drive:



**Hint** An easier way to retrieve files is to use Echo Backup's Restore Now tab. See page 2-17 for instructions.

- 1 Run the program you want to use, for example, Word, Excel, etc.
- 2 Point to the **File** menu and click. Select **Open...** from the File menu.
- 3 When the Open File dialog box appears, click the **Look in** drop-down list and select **Echo Catalog** as the disk drive to look in.
- 4 Point to the icon that represents the desired OnStream ADR cartridge and double-click the icon.
- 5 Point to the **Echo folder** and click the '+' sign or simply double-click the **Echo folder**.
- 6 Open the folder that contains the desired file as you normally would when opening a file in the current program.



**Hint** Echo Backup can store multiple versions of every file you back up. To do this efficiently, it creates a folder for each file and puts the file name on the folder. Inside each of these file-named folders are the actual files you have backed up. Echo Backup alters the names of the files to the date and time the file was backed up, in coded format.

- 7 Open the **folder** bearing the name of the file you want to open.



**Hint** To find the version of the file you want to open, look at the date and time associated with each file. This is the date and time Echo Backup backed up the file.

8 Double-click the file you want to open.

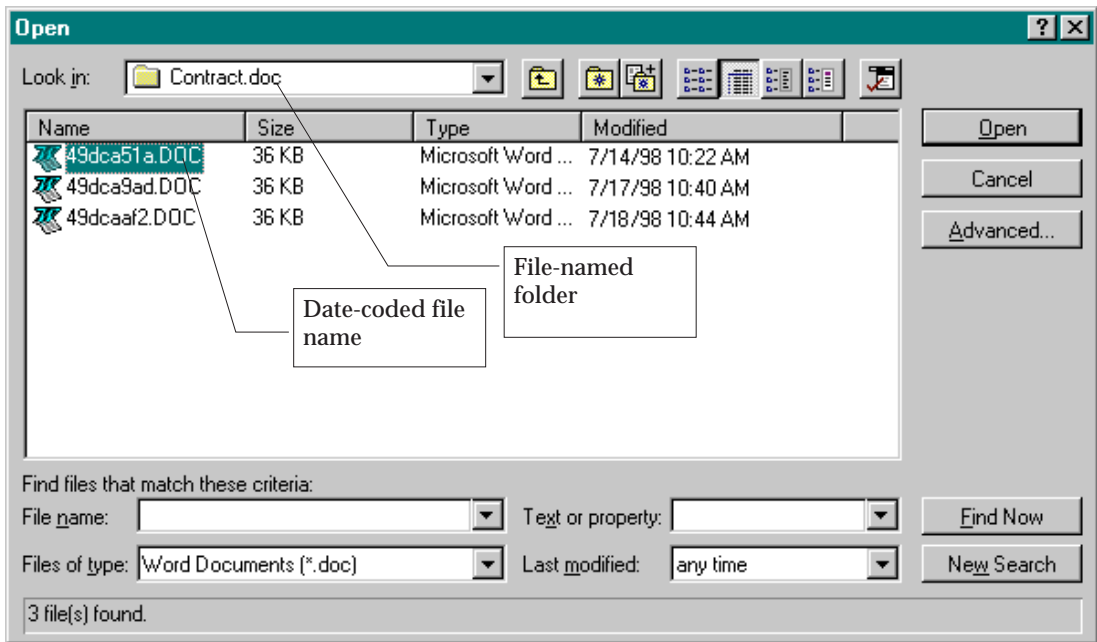


Figure 2 - 11: Opening a file protected by Echo Backup



### Hint

If you decide to copy or save the file to your hard drive, be sure to rename it first.

### Tips

- ✘ You do not need to restore a file to your local hard drive before opening it. To restore a file, either copy or save it to the desired location on your local hard drive.
- ✘ Always write the media user name on your OnStream ADR cartridges so that you can find the correct cartridge quickly.

---

# Restoring the Windows Registry

You can restore the Windows Registry as a part of any Restore Now operation. However, there are only a few, very specific circumstances under which you should restore the Registry. ***In all other circumstances, do not restore the Registry.***



**Caution** Use this option with extreme care. Restoring an older or improper version of the Windows Registry may adversely affect programs and devices installed on your computer and could prevent Windows from starting or operating properly.

## The only cases in which you should restore the Registry are:

- ✘ **Hard drive failure.** You reinstall Windows on a new hard drive and want to recover all of your previous Registry settings. You must partition the new hard drive to match the drive letters on the one you replaced. Be sure to reinstall the same version of Windows and any Service Packs you were using.
- ✘ **Reinstall Windows.** You reinstall Windows to correct a problem and want to recover all of your previous Registry settings. Be sure to reinstall the same version of Windows and any Service Packs you were using.
- ✘ **Corruption of *all* Registry copies.** Windows starts, but you need to recover all of your previous Registry settings to return your computer to normal operation.

## Rules for Restoring the Registry:

- ✘ **Do not restore the Registry from another computer.** The **operating system** (Windows 95, 98, or NT) **and version of the operating system** from which the Registry backup was made must be identical to that currently installed on the computer to which you are restoring the Registry.
- ✘ **If you have reinstalled Windows,** the directory in which Windows is installed now must be exactly the same as it was when the Registry backup was made.

- ✘ **On Windows NT**, the restored Registry completely replaces the Registry currently on the computer.
- ✘ **On Windows 95 or 98**, the restored Registry completely replaces the Registry currently on the computer **only** if you check the **Restore Entire Registry Including Hardware and System Settings** box. Otherwise, program settings are merged into the current Registry, restoring program settings but leaving hardware and system settings unchanged.

To restore the Windows Registry:

- 1 Double-click the **Echo icon** on your Windows desktop.
- 2 Press **Restore Now** on the OnStream Echo Selection window.



**Hint** See Figure 2-7 on page 2-17 for an example of the Echo icon and Selection Window. See Figure 2-7 on page 2-18 for an example of the **Restore Now** tab.

- 3 Select the drive(s), folder(s), or files(s) you want to restore.
- 4 Press **Next >>**.
- 5 Check the **Restore Windows Registry** box to restore the Windows Registry along with the other selected items.

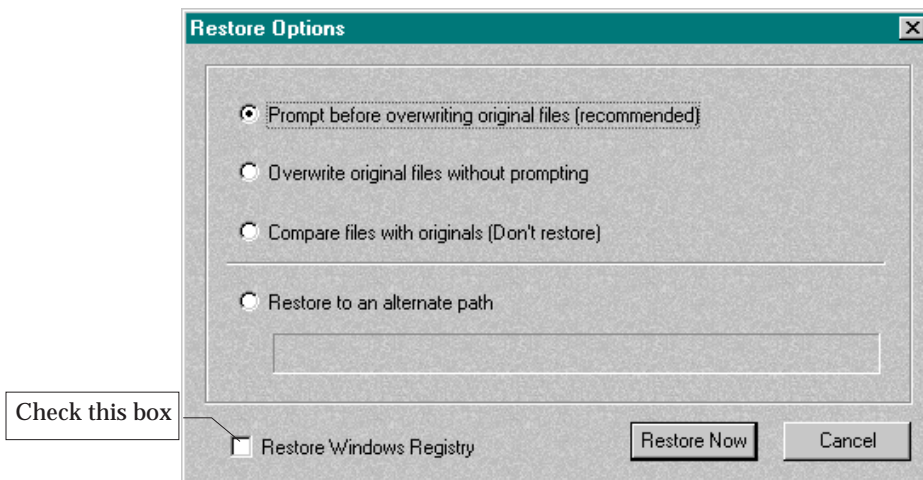


Figure 2 - 12: Restore Options dialog box



- 6 Press **Restore Now**.
- 7 Select the date and time of the Registry backup you want to restore on the Restore Windows Registry dialog box. The most recent Registry backup is selected by default.

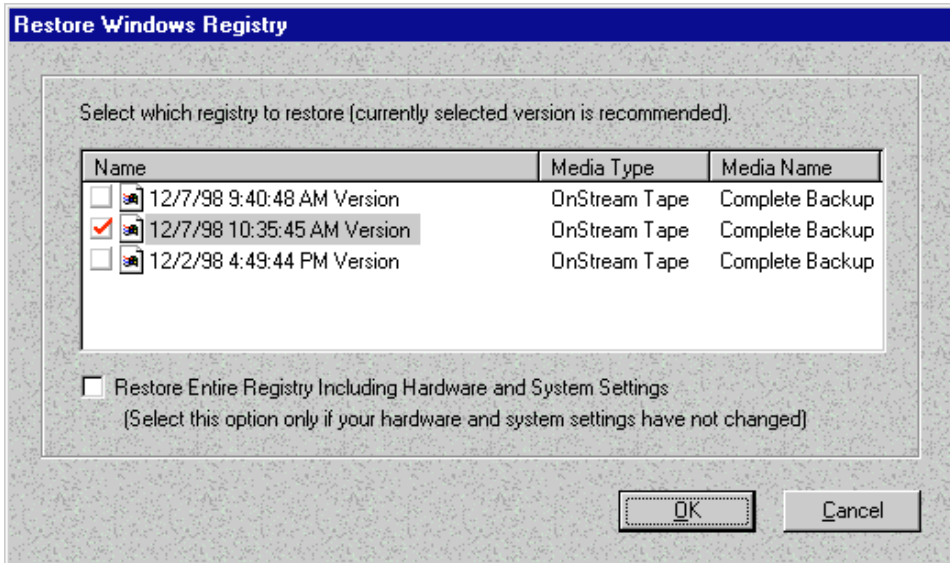


Figure 2 - 13: Restore Windows Registry dialog box

- ✉ **Note** It is strongly recommended that you restore the Registry backup that is selected by default.
- 8 Under Windows 95 and 98, check the **Restore Entire Registry Including Hardware and System Settings** box to replace the entire Registry. Do so only if there have been no changes to your computer's hardware since the Registry backup you are restoring was made. Hardware and system settings include I/O and IRQ settings that can be changed using Windows Device Manager.
- ✉ **Note** If you leave the **Restore Entire Registry Including Hardware and System Settings** box unchecked, program settings are merged into the current Registry leaving hardware and system settings unchanged.
- 9 When the restore operation is complete, Echo Backup prompts you to restart your computer so that the restored Registry settings can take effect.

- ☒ **Note** Echo Backup does not alter the backup copies of the Registry that Windows makes automatically each time you start your computer.

## Tips

- ✘ If the OnStream ADR cartridge containing the files you requested is not currently inserted in your OnStream Digital Drive, Echo Backup prompts you to insert the correct OnStream ADR cartridge.
- ✘ Always write the media user name on your OnStream ADR cartridges so that you can find the correct cartridge quickly.

## Chapter 3

# *How to use Echo Catalog*

Echo Catalog is very easy to use. The sections that follow explain how to use Echo Catalog, step-by-step.

---

## Copying Files Directly to your OnStream Digital Drive

Your OnStream Digital Drive has a drive letter just like your computer's hard drive. You can copy files to and from your OnStream Digital Drive, using the cartridge currently in the drive, just as you would a hard drive. This feature makes it easy to use your OnStream Digital Drive as an "overflow tank" for your computer.

To copy files directly to your OnStream Digital Drive, follow these steps:

- 1 **Run Explorer** by clicking the **Start button**, pointing to **Programs**, and clicking **Windows Explorer**. You can also double-click **My Computer**.

- 2 **Using Windows Explorer or My Computer, click the file or folder you want to copy to the cartridge in your OnStream Digital Drive.**

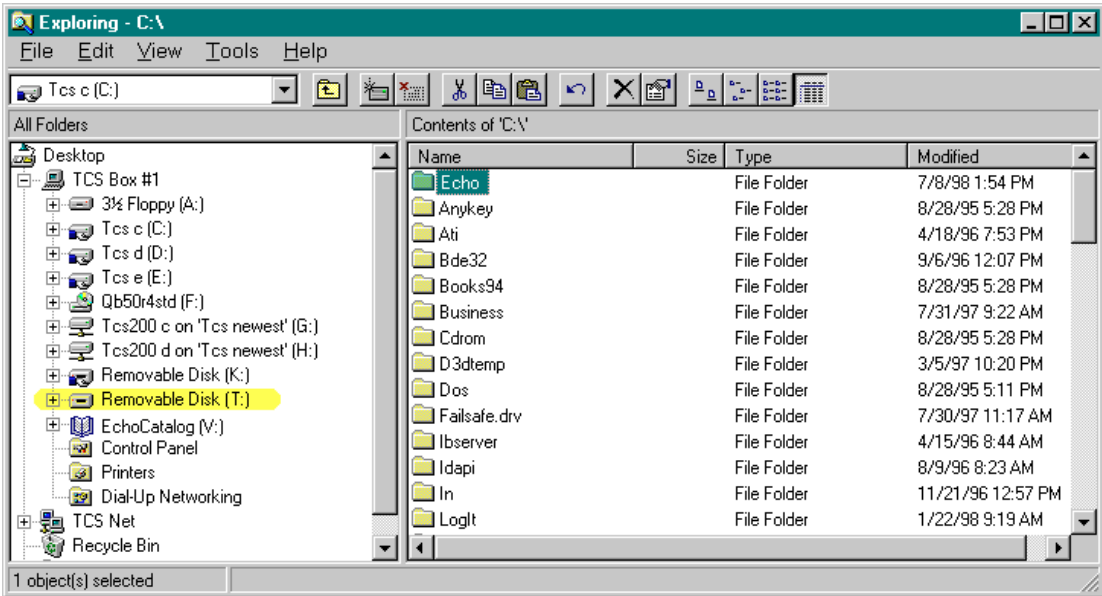
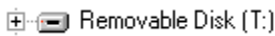



Figure 3 - 1: OnStream Digital Drive icon in Explorer (drive T:)

- 3 **Next, locate your OnStream Digital Drive icon. It looks like this example:**



- 4 **Drag the file or folder to the OnStream Digital Drive icon and drop it there. Windows copies the selected items to the cartridge currently in your OnStream Digital Drive.**

Echo Catalog keeps track of all files and folders you copy to your OnStream Digital Drive.

 **Note** If you are unsure how to use Windows Explorer or are unfamiliar with the concept of drag and drop, refer to Windows Help for instructions.

---

# Using the Echo Catalog Tab

The Echo Catalog tab on allows you to view and browse the entire contents of your Echo Catalog database, sorted by known and unknown file types and by directory path. You do not need to know which OnStream ADR cartridge or other media the files you want are stored on.

To use the Echo Catalog tab:

- 1 Double-click the **Echo icon** on your Windows desktop.
- 2 Press **Echo Catalog** on the OnStream Echo Selection window.

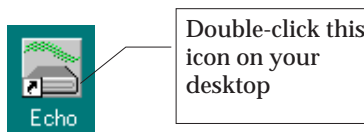


Figure 3 - 2: Echo Selection window

The Echo Catalog tab displays your files in two lists, the Folder List and the File List:

The **Folder List** displays all files on all media monitored by Echo Catalog in a single view. Each of the three folders presents files in a different way.

**By Known File Type:** Displays all file extensions registered with Windows in the left-hand pane and all files of the selected type in the right-hand pane (File List). Windows knows which application to use to open these files when you double-click one of these files.

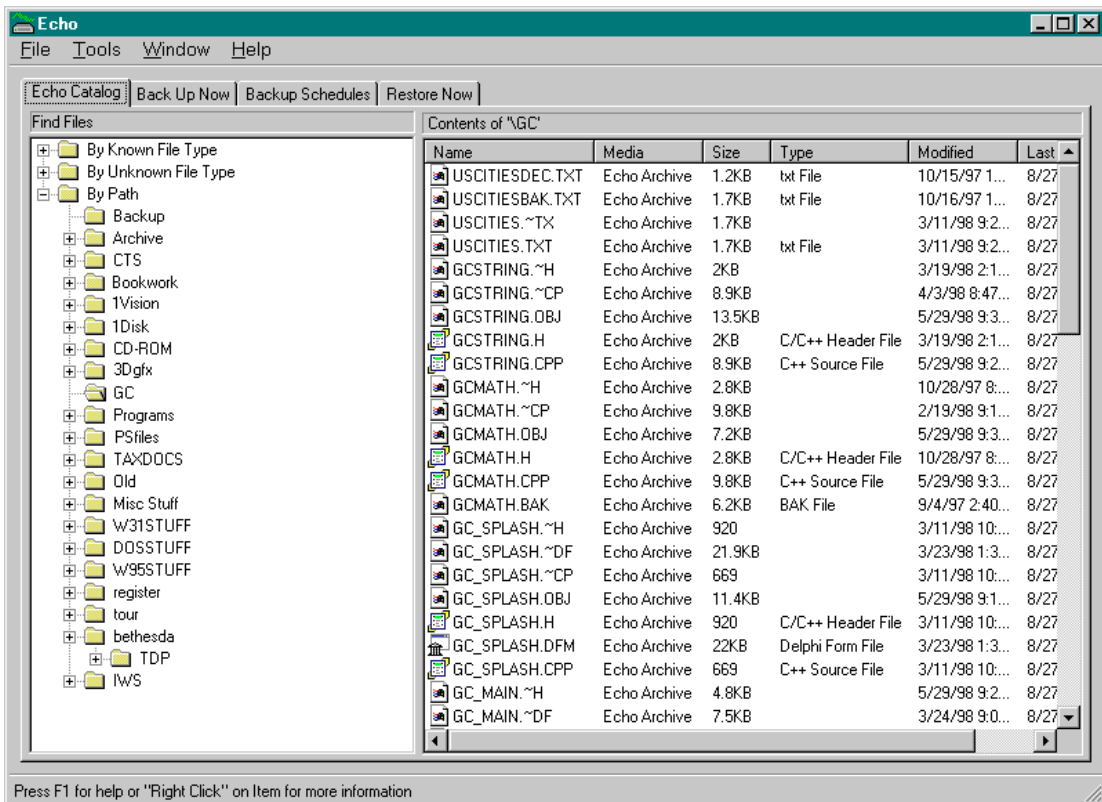


Figure 3 - 3: Echo Catalog tab

**By Unknown File Type:** Displays all file extensions not registered with Windows in the left-hand pane and all files of the selected type in the right-hand pane (File List). Windows does not know which application to use to open these types of files when you double-click/right-click one of these files.

**By Path:** Displays all folders and subfolders stored on all media tracked by Echo Catalog in the left-hand pane and all files in the selected folder in the right-hand pane (File List).

The **File List** displays complete information about all files of the selected type or in the selected path on all media Echo Catalog tracks.

- 3 When you locate the file you want to open, simply double-click or right-click it. Echo Catalog prompts you for the media containing the selected file.

### Tips

- ✗ If you are unable to find the desired file, use the standard Windows Find feature as described in the next section to search Echo Catalog.
- ✗ The File List displays complete information about each file. Use this information to locate the exact file or file version you want.
- ✗ You can sort the File List by any column by clicking the desired column heading.

---

## Using Windows to Find a File

The standard Windows Find feature helps you find files in Echo Catalog.

To use Windows' file finder:

- 1 Click the **Start** button, point to **Find**, and click **Files or Folders...**
- 2 Type the name of the file you want to find in the **Named** box.

- 3 Select where to search using the **Look in:** list box and **Browse...** button.

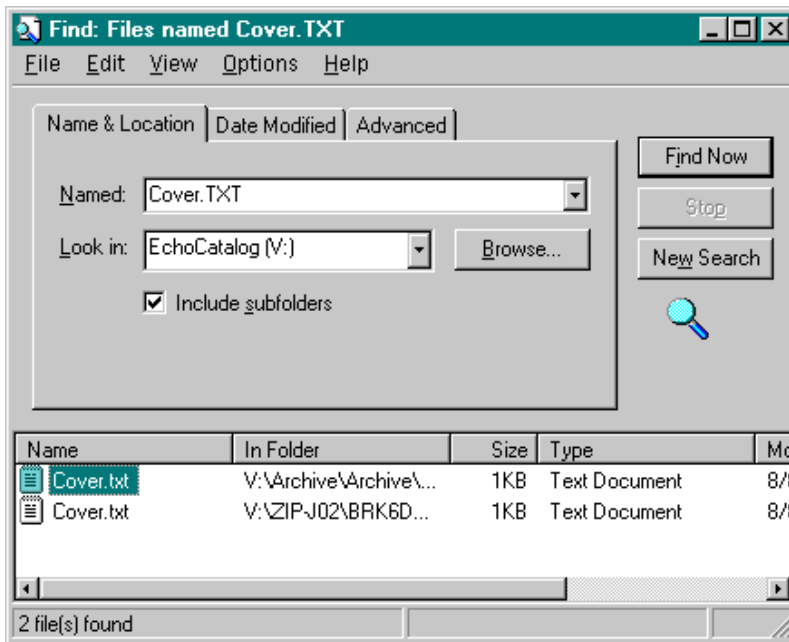


Figure 3 - 4: Finding a file in Echo Catalog

- 4 Make sure **Include subfolders** is checked to look in subfolders of the location in the Look in box.
- 5 Press the **Find Now** button to begin searching.

## Tips

- ✘ If you do not know the name of the file(s) or folder(s) you want to find, click the **Date** tab to search Echo Catalog for items created or modified during a specified period of time.
- ✘ For more information on using the Windows Find feature, refer to Windows Help.



---

# Viewing the Contents of Your OnStream ADR Cartridges

To view the contents of your OnStream ADR cartridges using Explorer:

- 1 Run Explorer by clicking the **Start** button, pointing to **Programs**, and clicking **Windows Explorer**. You can also double-click **My Computer**.
- 2 Point to the **Echo Catalog drive icon** and click the '+' sign or simply double-click the **Echo Catalog drive icon**.

Each monitored OnStream ADR cartridge appears as an icon in the Echo Catalog drive.

- 3 Point to the icon that represents the desired OnStream ADR cartridge and click the '+' sign or simply double-click the icon. The folders and files stored on the selected OnStream ADR cartridge appear as usual in Explorer or My Computer.

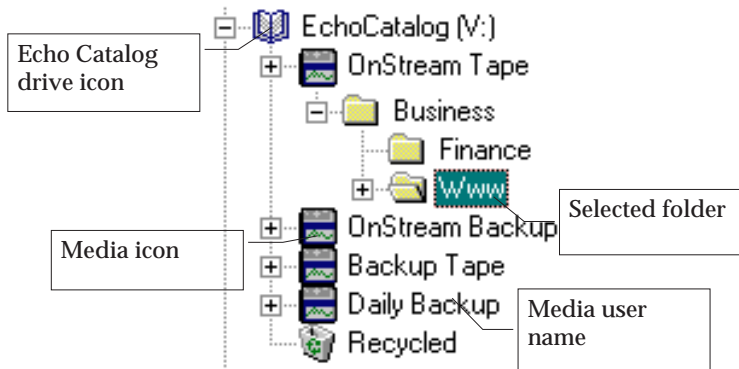


Figure 3 - 5: Viewing Echo Catalog media in Explorer

- 4 Open the folders stored on the selected OnStream ADR cartridge as you normally would using Explorer or My Computer.
- 5 View the contents of other OnStream ADR cartridges by repeating steps 3 & 4.

## Tips

- ✘ If no icons appear when you open the Echo Catalog drive, you have not inserted an OnStream ADR cartridge into your OnStream Digital Drive since installing OnStream Echo. Insert the desired OnStream ADR cartridge into your OnStream Digital Drive and click the OnStream Digital Drive icon in Explorer to add it to Echo Catalog.
- ✘ You can view all files on all media Echo Catalog tracks in one view using the Echo Catalog tab. See page 3-3 for instructions.

---

# Opening a File from Echo Catalog using Explorer

To open a file from Echo Catalog using Explorer:

- 1 Run Explorer by clicking the **Start** button, pointing to **Programs**, and clicking **Windows Explorer**. You can also double-click **My Computer**.
- 2 Point to the **Echo Catalog drive icon** and click the '+' sign or simply double-click the **Echo Catalog drive icon**.

Each monitored OnStream ADR cartridge appears as an icon in the Echo Catalog drive.

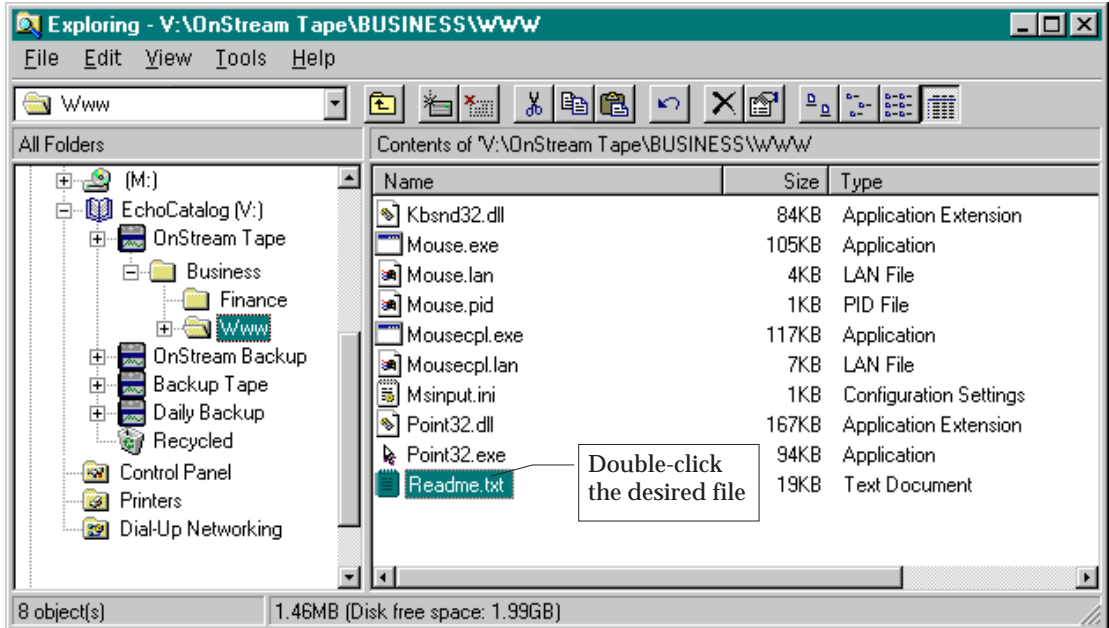


Figure 3 - 6: Opening a file from Echo Catalog

- 3 Point to the icon that represents the desired OnStream ADR cartridge and click the '+' sign or simply double-click the icon. The folders and files stored on the selected OnStream ADR cartridge appear as usual in Explorer or My Computer.
- 4 Open the folder that contains the desired file as you normally would using Explorer or My Computer.
- 5 Double-click the file you want to open.

## Tips

- ✗ If you have not told Windows how to open files of the type you selected, a dialog box prompts you to select the program to use.
- ✗ Always write the media user name on your OnStream ADR cartridges so that you can find the correct cartridge quickly.

---

# Opening a File from Echo Catalog using any Windows Program

To open a file from Echo Catalog using any Windows program:

- 1 Run the program you want to use, for example, your word processor, spreadsheet, etc.
- 2 Point to the **File** menu and click. Select **Open...** from the File menu.
- 3 When the Open File dialog box appears, click the **Look in** drop-down list and select **Echo Catalog** as the disk drive to look in.



Figure 3 - 7: Application “Look in:” list box

- 4 Point to the icon that represents the desired OnStream ADR cartridge and double-click the icon. The folders and files stored on the selected OnStream ADR cartridge appear as usual in the Open File dialog box.
- 5 Open the folder that contains the desired file as you normally would when opening a file in the current program.
- 6 Double-click the file you want to open.

## Tips

- ✘ Always write the media user name on your OnStream ADR cartridges so that you can find the correct cartridge quickly.

# Setting up Echo Catalog

Echo Catalog can be set up so that it automatically monitors all of your removable disk and floppy drives all the time, or you can individually select the drives you want to monitor.

✉ **Note** Your OnStream Digital Drive is always automatically monitored.

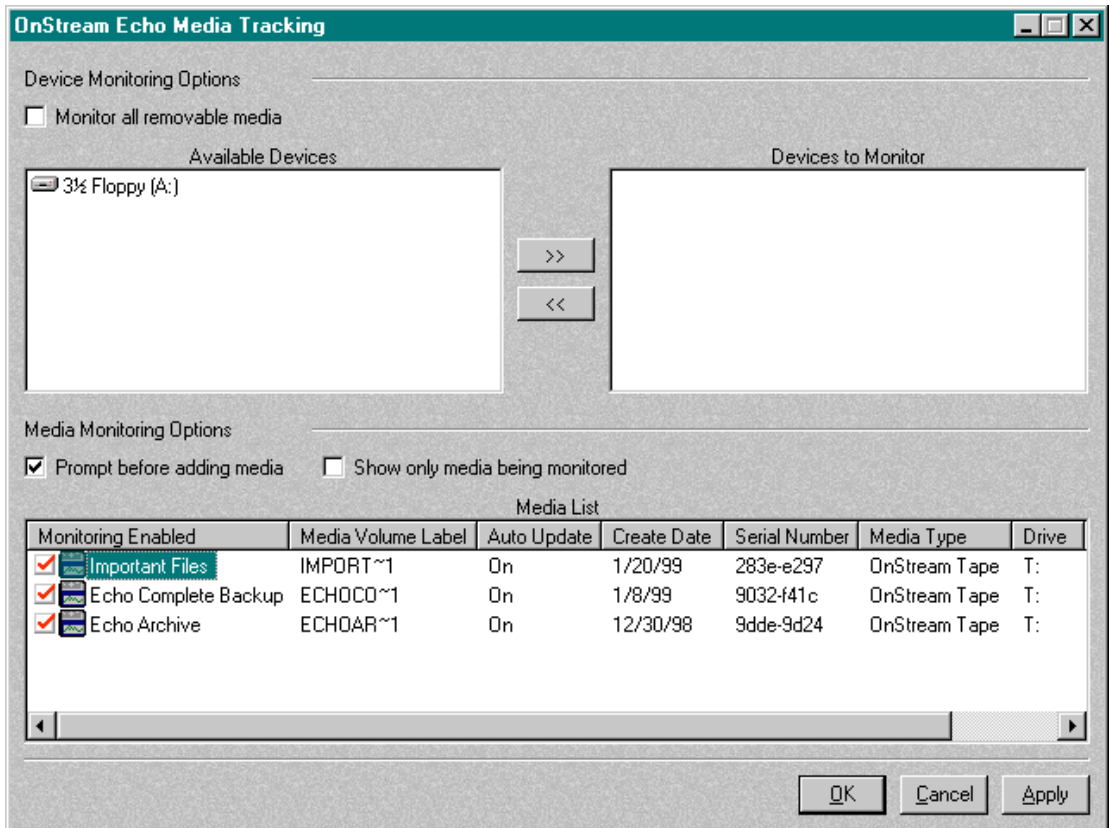


Figure 3 - 8: OnStream Echo Media Tracking window

---

# Automatically Monitor All Removable Media

To set up Echo Catalog to monitor all your removable media drives automatically:

- 1 Double-click the **Echo Catalog icon** in the system tray at the right end of the Windows Taskbar.
- 2 Point to the **Tools menu** and click. Then click **Media Tracking**.
- 3 Make sure the **Monitor all removable media** check box is checked. If it is not, click it now.

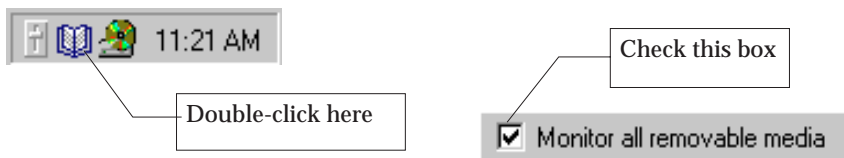


Figure 3 - 9: Echo Catalog icon in System Tray; “Monitor all” box


## Tips

- ✘ Make sure the **Prompt before adding media** check box is unchecked. Click this option as necessary to uncheck it.


---

# Automatically Monitor Selected Devices

To set up Echo Catalog to monitor only selected devices automatically:

- 1 Double-click the **Echo Catalog icon** in the system tray at the right end of the Windows Taskbar.
- 2 Point to the **Tools menu** and click. Then click **Media Tracking**.
- 3 Make sure the **Monitor all removable media** check box is **unchecked**. Click this option as necessary to uncheck it.
- 4 Click the device you want to monitor automatically in the Available Devices list. Then click the  button to add it to the Devices to monitor list.
- 5 Repeat Step 4 for all other devices you want to monitor automatically.

## Tips

- ✘ Make sure the **Prompt before adding media** check box is unchecked. Click this option as necessary to uncheck it.
- ✘ To remove a device from the Devices to monitor list, click the desired device and then click the  button to remove it from the list.

---

# Adding or Removing Media

To add media to or remove media from Echo Catalog:

- 1 Double-click the **Echo Catalog icon** in the system tray at the right end of the Windows Taskbar.

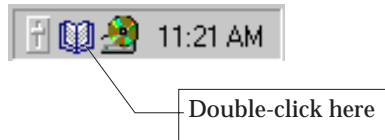


Figure 3 - 10: Echo Catalog icon in System Tray

- 2 Point to the **Tools menu** and click. Then click **Media Tracking**.
- 3 In the Media List, locate the media you want to add to or remove from Echo Catalog and look at the check box in the Monitoring Enabled column. If this box is checked, the media appears in Echo Catalog. If this box is not checked, the media does not appear in Echo Catalog.

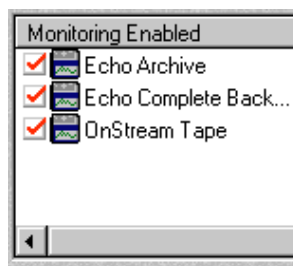


Figure 3 - 11: Monitoring Enabled check box

- 4 Click the check box in the Monitoring Enabled column for the media you want to add to or remove from Echo Catalog.

## Tips

- ✘ To clear the contents of selected media from Echo Catalog's database, locate the desired media name in the Monitoring Enabled column, click the check box to remove the check mark, and press **Apply**. Next, click the same check box again to enable



monitoring of the selected media and press **Apply**. The next time you insert this media into its drive, Echo Catalog treats it as new media and loads the entire contents.

- ✘ If the desired media does not appear in the Media List, insert the media into its drive and click the drive icon in Explorer to add the contents of media to Echo Catalog.
- ✘ If the desired media still does not appear in the Media List, make sure the **Show only media being monitored** check box is **not** checked.
- ✘ The **Prompt before adding media** check box controls whether new media is automatically added when inserted into its drive. See page 3-13 for instructions.

---

## Saving the Echo Catalog Database

To protect your Echo Catalog Database from accidental deletion or loss in the event of a hard disk reformat or failure, you should save it periodically to removable media. Saving the database is very fast and easy and well worth the time it takes.

To save the Echo Catalog Database:

- 1 Double-click the **Echo Catalog icon** in the system tray at the right end of the Windows Taskbar.

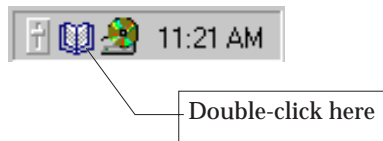


Figure 3 - 12: Echo Catalog icon in System Tray

- 2 Point to the **Tools menu** and click. Then click **Save Database**.

- 3 The Browse for Folder dialog box prompts you to select the folder in which you want to save your Echo Catalog database files. You should choose a folder on a removable media drive. Insert the media into its drive and double-click the desired folder.

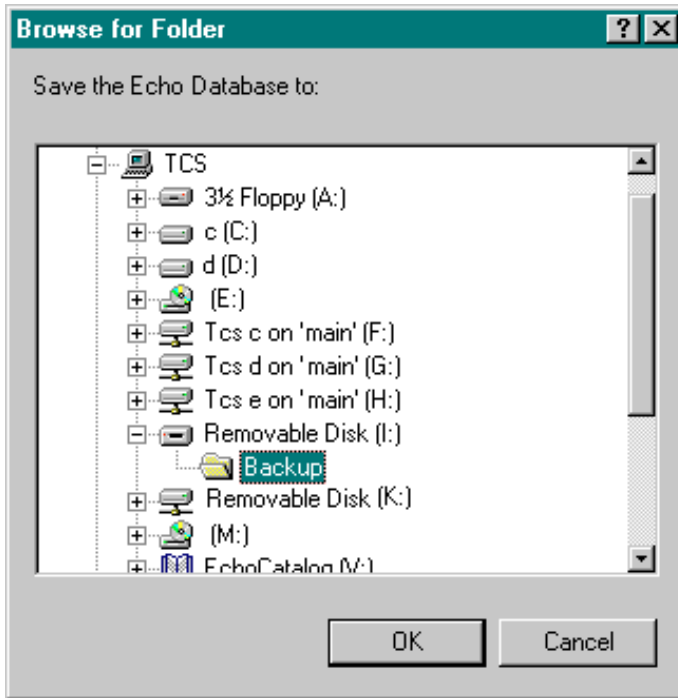


Figure 3 - 13: Browse for Folder dialog box

- 4 Press **OK** to save the Echo Catalog database in the selected folder.

### Tips

- ✗ Be sure to label the media containing your Echo Catalog database files appropriately.
- ✗ Select **Restore Database** from the Tools menu to restore your Echo Catalog database.

---

# Restoring the Echo Catalog Database

If you have been saving your Echo Catalog database regularly, you can restore it to the last saved condition at any time. The most common reasons for doing so would be to recover from an accidental deletion of the database files or from a hard drive reformat or failure.

To restore the Echo Catalog Database:

- 1 Double-click the **Echo Catalog icon** in the system tray at the right end of the Windows Taskbar.

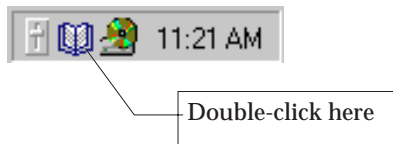


Figure 3 - 14: Echo Catalog icon in System Tray

- 2 Point to the **Tools menu** and click. Then click **Restore Database**.
- 3 The Browse for Folder dialog box (Figure 3 -13) prompts you to select the folder in which you have saved your Echo Catalog database files. Insert the appropriate media into its drive and double-click the desired folder.
- 4 Press **OK** to restore the Echo Catalog database.

## Tips

- ✗ Be sure to label the media containing your Echo Catalog database files appropriately.
- ✗ Select **Save Database** from the Tools menu to save your Echo Catalog database.

---

## Disabling & Re-enabling Echo Catalog

Under certain circumstances, you may want to disable Echo Catalog temporarily. For example, if you need to run a series of virus or integrity scans on your local hard drives, you can prevent interference with Echo Catalog by disabling Echo Catalog before running the utilities. You may also want to prevent Echo Catalog from adding a particular piece of media to its database, for example, if you are making a one-time copy of files to give to someone else.

- ☒ **Note** This option is not needed in Windows NT and therefore does not appear on the popup menu.

To disable Echo Catalog:

- 1 Right-click the **Echo Catalog icon** in the system tray at the right end of the Windows Taskbar.
- 2 Click **Disable Echo Catalog** from the popup menu. A check mark appears next to the Disable Echo Catalog menu option and the Echo Catalog icon in the system tray is grayed out to indicate that Echo Catalog is disabled.

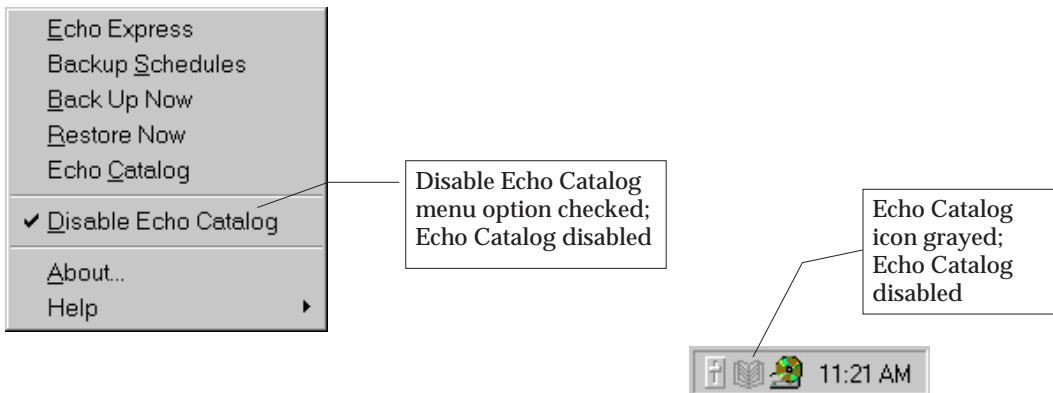


Figure 3 - 15: Popup menu; Echo Catalog icon grayed

- ☒ **Note** While disabled, Echo Catalog **cannot monitor any drives or prompt for media, nor can you access Echo Catalog. You must re-enable Echo Catalog to return it to normal operation.**

To re-enable Echo Catalog:

- 1 Right-click the **Echo Catalog icon** in the system tray at the right end of the Windows Taskbar.
- 2 Click **Disable Echo Catalog** from the popup menu. The check mark next to the Disable Echo Catalog menu option disappears and the Echo Catalog icon in the system tray returns to its normal colors to indicate that Echo Catalog is enabled.

## Tips

- ✘ If you run a virus or integrity scan on a local disk drive in Windows 95/98, the scanning utility locks the disk, denying Echo Catalog access to resources it needs. Echo Catalog is automatically disabled while the disk utility keeps the local disk drive locked. As soon as the disk utility releases its lock on all local drives, which generally happens as soon as the utility is done scanning the disk, Echo Catalog resumes normal operation. For more information, see "Local Disk Locked" in the online Help.
- ✘ Unlike Windows 95/98, Windows NT does not lock local disk drives during disk scans, so Echo Catalog can remain enabled at all times.



## Chapter 4

# *OnStream Echo Reference*

This chapter contains complete reference information on OnStream Echo. The Echo application contains four tabbed pages, the Echo Express Taskbar, and the Media Tracking window, each of which presents groups of features. The available options are:

### **Echo Express**

Echo Express provides fast, one-button access to essential Echo Backup, Echo Catalog, and OnStream ADR cartridge utility features.

### **Echo Catalog Tab**

The Echo Catalog tab shows you the entire Echo Catalog database in one view. Using the Echo Catalog tab, you can see all of the files on all media Echo Catalog tracks organized by known and unknown file types and by path. This way of looking at your Echo Catalog database allows you to see all of your files and to find files by type or directory path, without having to know which OnStream ADR cartridge a file is stored on.

## **Back Up Now**

The Back Up Now tab provides access to immediate backups. You can use the Back Up Now tab to back up selected files, folders, or entire disk drives to any of your available media. Two types of immediate backups are available: backups you intend to make only once and backups that you intend to make repeatedly which you save as Favorite File Selections.

## **Backup Schedules**

Echo Backup's convenient scheduler allows you to set up backups that run automatically at any interval from every few minutes to once a month. The Backup Schedules tab gives you complete control over all of your scheduled backups.

## **Restore Now**

The Restore Now tab shows you all of your Echo Backup media in one view. Using the Restore Now tab, you can see all of the files protected with Echo Backup on all media and select exactly what you want to restore quickly and easily.

## **Restore to Date**

The Restore to Date tab allows you to restore selected files or one or more entire hard drives to their state as of a specified date and time. The files available to be restored are limited by the Rollback Settings, which include the date, time, and media.

## **Media Tracking Window**

The Echo Catalog Media Tracking window contains options that allow you to customize how Echo Catalog works. Basically, you can set up Echo Catalog to keep track of all your removable media drives automatically, or you can choose a greater or lesser degree of manual control over what Echo Catalog tracks.



---

# Echo Express

Echo Express provides fast, one-button access to essential Echo Backup features.

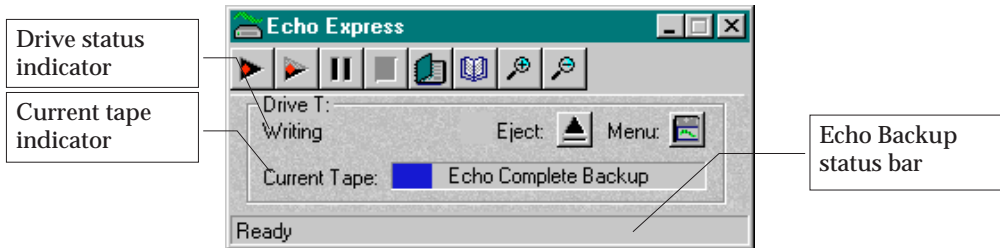


Figure 4 - 1: Echo Express Taskbar showing full drive details

If Echo Express is not visible on your desktop, look for its icon in the Windows Taskbar or minimize all other running applications to see if it is hidden.

If Echo Express is still not visible, you need to start it again. Click the **Start** button, point to **OnStream Echo Applications**, and click **Echo Express**.

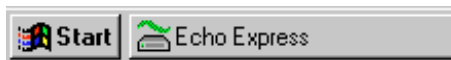


Figure 4 - 2: Echo Express icon in the Windows Taskbar

If you close Echo Express, a dialog box prompts you to have Echo Express appear the next time you start your computer. You can also choose not to have Echo Express appear at startup, in which case you must start it as described above to use it.

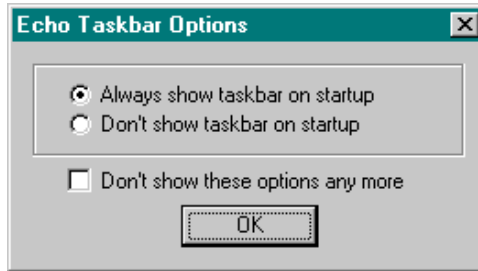


Figure 4 - 3: Echo Express Display Options dialog box

## Taskbar Buttons



Press this button to make a complete backup immediately. Click **Back up all files** and press **OK** to begin a backup of all files on your computer. Click **Back up all files, then shutdown system** to back up of all files on your computer, after which Echo Backup turns off your computer. Press **OK** to begin the backup. Press **Cancel** to close the Express Backup dialog box without running a backup.

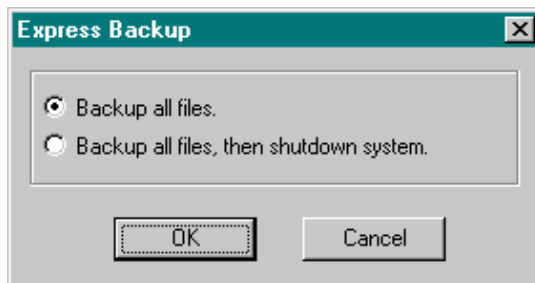


Figure 4 - 4: Express Backup, All Files options

✉ **Note** The automatic shutdown option only works if your computer supports software power-off features.



Press this button to back up all modified files immediately. Click **Back up changes now** and press **OK** to begin a backup of all changed files

on your computer. Click **Back up changes, then shutdown system** to back up of all changed files on your computer, after which Echo Backup turns off your computer. Press **OK** to begin the backup. Press **Cancel** to close the Express Backup dialog box without running a backup.

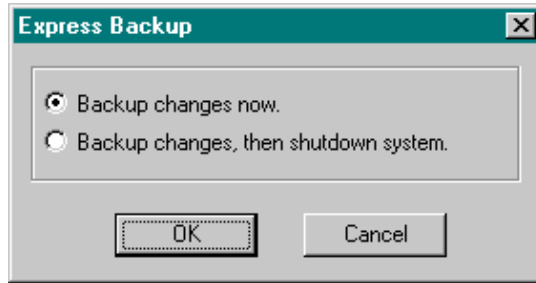



Figure 4 - 5: Express Backup, Changed Files options

✉ **Note** The automatic shutdown option only works if your computer supports software power-off features.



Press this button to pause the scheduled backup that is currently

running. The color of this button changes to Red –  – when schedules are paused. As long as this button is red, no scheduled backups will occur. Press this button again to allow the current scheduled backup to finish.



Press this button to cancel the scheduled backup currently in progress. If no backup is currently running, pressing this button has no effect.



Press this button to display the Backup Schedules log file.



Press this button to go to the Echo Catalog tab.



Press this button to display a menu of options for the cartridge in your OnStream Digital Drive. These options are described in the next section. Right-click this button to set up your OnStream Digital Drive. See the online Help for instructions.



Press this button to show drive details. This is a two-stage button – press it again to display all drive details.



Press this button to hide drive details. If the full drive details are shown, press this button again to hide all drive details.



Press this button to eject the cartridge in your OnStream Digital Drive.

The Drive indicator shows the drive letter assigned to your OnStream Digital Drive and the current status of the drive.

The Current Tape indicator shows the name of the cartridge in your OnStream Digital Drive.

The Current Status box (at the bottom of the Taskbar) shows you the status of Echo Backup.

## OnStream ADR Cartridge Utilities

OnStream Echo provides utilities that help you work with your OnStream ADR cartridges and OnStream Digital Drive efficiently. These utilities allow you to initialize, erase, eject, and view properties for OnStream ADR cartridges. All of these options are accessed by clicking the **Menu button** on the Echo Express Taskbar.

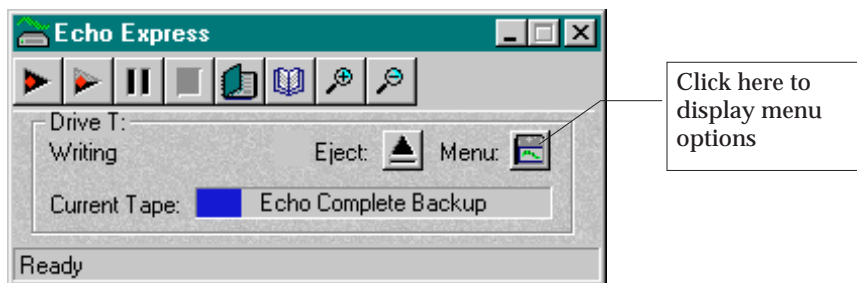



Figure 4 - 6: Echo Express Menu button

---

# Initializing an OnStream ADR Cartridge

The cartridges you use in your OnStream Digital Drive must be initialized before you can use them. Initializing a cartridge for use in your OnStream Digital Drive also retensions the tape, helping to ensure data integrity.

 **Caution** Initializing permanently erases the entire OnStream ADR cartridge.

To initialize an OnStream ADR cartridge:

- 1 Insert the OnStream ADR cartridge you want to initialize in your OnStream Digital Drive.
- 2 Click the **Menu** button on the Echo Express Taskbar. See Figure 4-6 for an example.
- 3 Click **Initialize Tape** from the popup menu.

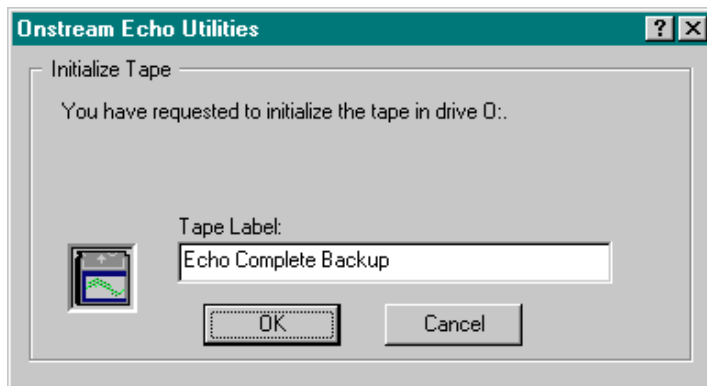


Figure 4 - 7: Type a label for the OnStream ADR cartridge

- 4 Type a name for the OnStream ADR cartridge. Use a name that will help you remember the purpose for which you plan to use the OnStream ADR cartridge.
- 5 Press **OK** to begin.

In a few minutes initialization is complete and the OnStream ADR cartridge is ready to use.

---

## Erasing an OnStream ADR Cartridge

OnStream Echo makes it fast and easy to erase an entire OnStream ADR cartridge.



**Caution** Make sure you really want to erase the OnStream ADR cartridge in your OnStream Digital Drive. All files are permanently deleted when you erase an OnStream ADR cartridge.

To erase the OnStream ADR cartridge in your OnStream Digital Drive:

- 1 Insert the OnStream ADR cartridge you want to erase in your OnStream Digital Drive.
- 2 Click the **Menu** button on the Echo Express Taskbar. See Figure 4-6 for an example.
- 3 Click **Erase Tape** from the popup menu. The Erase Tape dialog box shows you the label of the OnStream ADR cartridge you are about to erase. **Make sure this is the OnStream ADR cartridge you want to erase.**

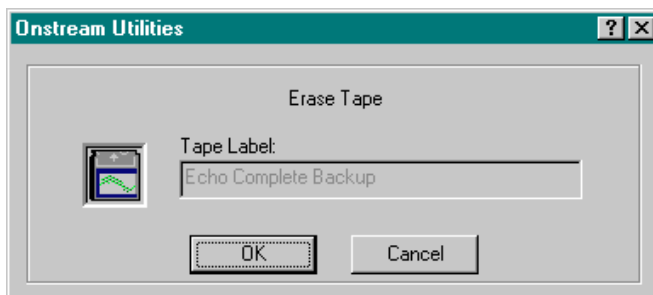


Figure 4 - 8: Erase Tape dialog box

- 4 Press **OK** to begin.

---

## Ejecting an OnStream ADR Cartridge

Ejecting a cartridge from your OnStream Digital Drive is fast and easy, but requires that your OnStream Digital Drive complete the current file copy operation and update the cartridge directory first.

To eject the cartridge in your OnStream Digital Drive:

- 1 Click the **Eject button** on the Echo Express Taskbar. See Figure 4-6 for an example.

**Or**

- 1 Click the **Menu button** on the Echo Express Taskbar. See Figure 4-6 for an example.
- 2 Click **Eject Tape** from the popup menu.

- ☒ **Note** It may take a few seconds to eject an OnStream ADR cartridge. Your OnStream Digital Drive must finish the current file copy operation and update the cartridge directory before ejecting the cartridge.

---

## Retensioning an OnStream ADR Cartridge

This utility winds a cartridge from end to end, applying equal tension to the tape.

- ☒ **Note** It is important to retension ADR Cartridges after any exposure to shock, such as transporting or dropping a cartridge.

To retension a cartridge:

- 1 Insert the cartridge you want to retension into your OnStream Digital Drive.
- 2 Click the **Menu button** on the Echo Express Taskbar. See Figure 4-6 for an example.
- 3 Click **Retension Tape** from the popup menu.

---

## OnStream ADR Cartridge Properties

OnStream Echo provides a custom Properties page for the OnStream ADR cartridge in your OnStream Digital Drive. The Properties page shows you cartridge's labels and names and all usage statistics, including space used, free space, and unusable space.

To view properties for an OnStream ADR cartridge:

- 1 Insert the OnStream ADR cartridge whose Properties you want to view into your OnStream Digital Drive.
- 2 Click the **Menu button** on the Echo Express Taskbar. See Figure 4-6 for an example.
- 3 Click **Properties** from the popup menu.

The Properties dialog box shows you all of the OnStream ADR cartridge's property information.

---

## Echo Catalog Tab Reference

The Echo Catalog tab shows you the entire Echo Catalog database in one view. Using the Echo Catalog tab, you can see all of the files on all media Echo Catalog monitors organized by known and unknown file types and by path. This way of looking at your Echo Catalog database allows you to see all of your files and to find files by type or directory path, without having to know which OnStream ADR cartridge a file is stored on.

One of the most powerful features Echo Catalog provides is its ability to track multiple copies of the same files on your removable media. Using the Echo Catalog tab, you can see all versions of a file stored on all media in a single view and retrieve any version of a file.

When you locate the file you want to open, simply double-click it. Echo Catalog prompts you for the OnStream ADR cartridge containing the exact file you selected.



To display the Echo Catalog tab, double-click the **Echo icon** on your Windows desktop. Press **Echo Catalog** on the OnStream Echo Selection window.

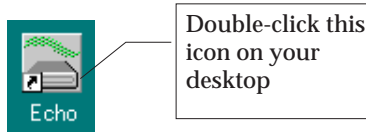


Figure 4 - 9: Echo Selection window

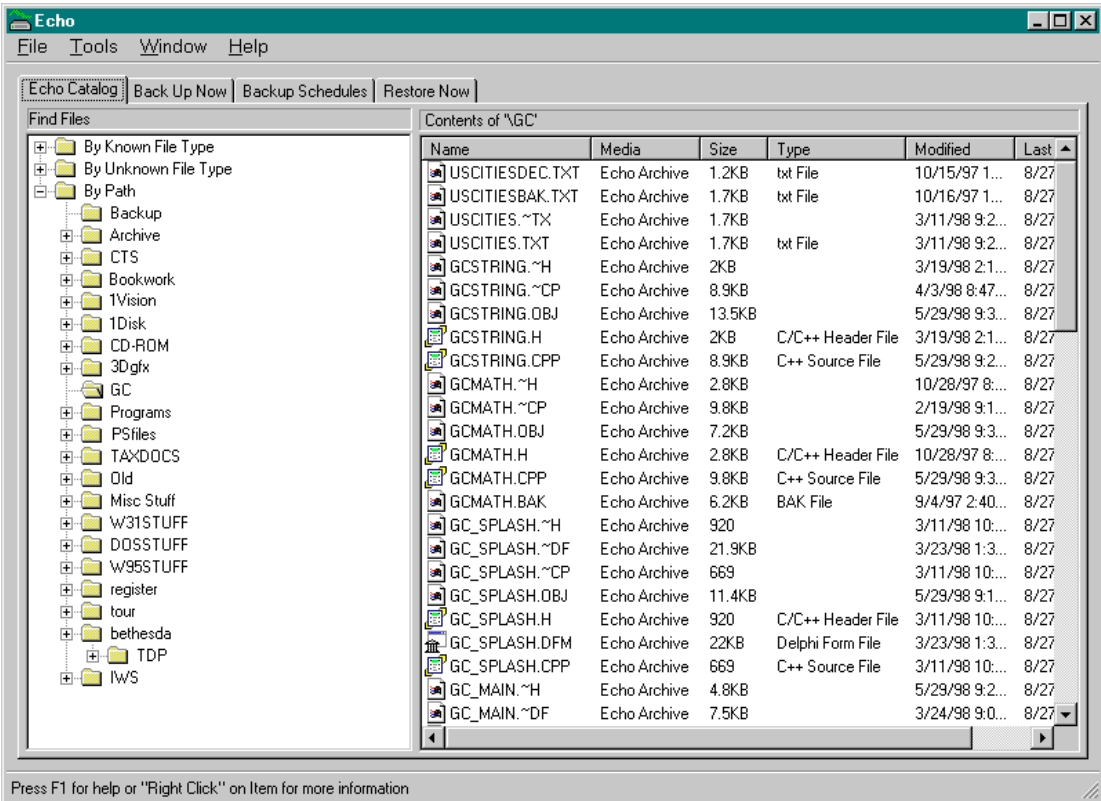


Figure 4 - 10: Echo Catalog tab

## Folder List

This list displays all files on all media monitored by Echo Catalog in a single view. Each of the three folders presents files in a different way:

**By Known File Type:** Displays all file extensions registered with Windows in the left-hand pane and all files of the selected type in the right-hand pane (File List). Windows knows which application to use to open these types of files when you double-click/right-click one of these files.

**By Unknown File Type:** Displays all file extensions not registered with Windows in the left-hand pane and all files of the selected type in the right-hand pane (File List). Windows does not know which application to

use to open these types of files when you double-click/right-click one of these files.

**By Path:** Displays all folders and subfolders stored on all media monitored by Echo Catalog in the left-hand pane and all files in the selected folder in the right-hand pane (File List).

---

## File List

This list displays complete information about all files of the selected type or in the selected path on all media Echo Catalog monitors.

**Name:** The name of the file.

**Media:** The user name of the media where the file is stored.

**Size:** The file size in bytes/KB/MB.

**Type:** Text description of the file type. An entry appears in this column only if Windows has a text description associated with a file type.

**Modified:** The date and time each file was created or last modified.

**Last Accessed:** The date and time each file was last accessed using Echo Catalog. This can be the date and time the media was added to the Echo Catalog database.

### Tips

- ✘ If you are unable to find the desired file, use the standard Windows Find feature to search Echo Catalog. See page 3-5 for instructions.
- ✘ The File List displays complete information about each file. Use this information to locate the exact file or file version you want.
- ✘ You can sort the File List by any column by clicking the desired column heading.

# Back Up Now Tab Reference

The Back Up Now tab provides access to immediate backups. You can use the Back Up Now tab to back up selected files, folders, or entire disk drives to any of your available media. Two types of immediate backups are available: backups you intend to make only once and backups that you intend to make repeatedly which you save as Favorite File Selections.

To display the Echo Back Up Now tab, double-click the **Echo icon** on your Windows desktop. Press **Back Up Now** on the OnStream Echo Selection window. See Figure 4-9 on page 4-11 for an example.

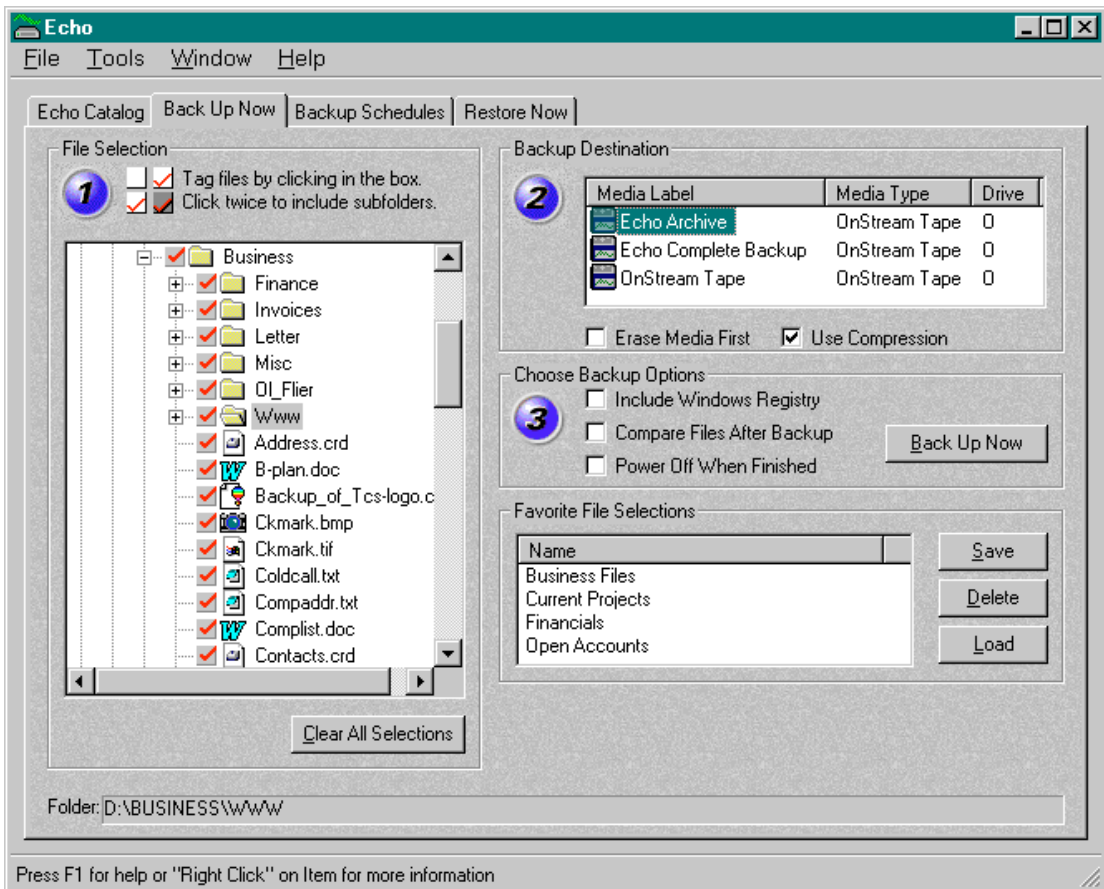


Figure 4 - 11: Back Up Now tab

Setting up an immediate backup, whether to run only once or to save as a Favorite File Selection, is a three-step process. The Back Up Now tab guides you through each step visually.

- 1 Select the files, folders, or disk drives that you want to back up.
- 2 Select the OnStream ADR cartridge that is to be the destination for the backup.
- 3 Set the desired options, save the backup as a Favorite File Selection if desired, and start the backup.

The remainder of this topic explains how to use each functional part of the Back Up Now tab.

---

## File Selection

This part of the Back Up Now tab displays your disk drives and their contents, allowing you to select the items you want to back up. Double-click any item or click the '+' sign next to any item to view its contents. This part of the Back Up Now tab works like Explorer with the addition of check boxes for each drive, folder, and file. You can right-click any item to display a menu of additional options, just like Explorer.

- ✉ **Note** Network drives that are mapped can be backed up and restored. For more information on mapping network drives, see your Windows user's guide or Windows Help.

Selecting items for backup is fast and easy — just click the check box the appropriate number of times to achieve the desired result.

**One Click:**  - A red check mark on a white background means the selected item and its immediate contents are tagged. This does not include subfolders if the selected item is a folder. If the selected item is a disk drive, *only the root directory* is tagged.

**Two Clicks:**  - A red check mark on a gray background means the selected item and all of its contents are tagged. If the selected item is a folder, all subfolders and their contents are also tagged. If the selected item is a disk drive, the entire drive is tagged.

**Three Clicks:**  - Removes the check mark from the selected item. This item is no longer tagged.

**Clear All Selections:** Press this button to clear all selections in the Selection List. You can then start over selecting files, folders, or disk drives. This button is useful when you want to change completely one of your Favorite File Selections.

## Folder Box

The Folder box just below the Selection List shows you the complete drive and path currently selected.

---

## Backup Destination

These controls help you select the destination media and associated options for the current backup.

**Media List** Displays the OnStream ADR cartridges available for this backup. If the OnStream ADR cartridge you want to use is not available, refer to page 3-14 to learn how to add it to the list. Click the desired media and press **OK**.

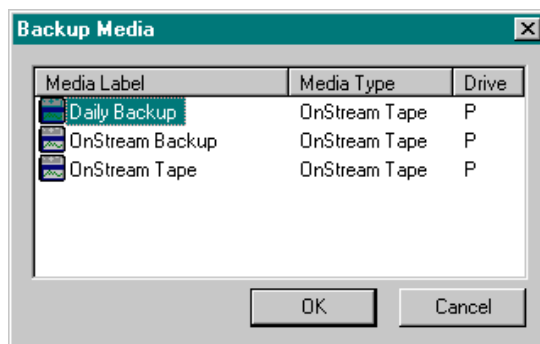


Figure 4 - 12: Select Media dialog box

- ✉ **Note** If you press **Back Up Now** before selecting an OnStream ADR cartridge, Echo Backup prompts you to select the cartridge on which to make the current backup.

- Erase Media First:** Check this box to have Echo Backup erase the destination OnStream ADR cartridge before beginning this backup. When you check this box, the destination OnStream ADR cartridge contains only the current backup.



**Caution** Be careful when using this option! If the OnStream ADR cartridge you are using already has files on it, they will all be erased before this backup begins.

- Use Compression:** Check this box to have Echo Backup use file-by-file data compression. Selecting this option ensures the most efficient use of your OnStream ADR cartridges.

---

## Choose Backup Options

All remaining backup options are grouped under this heading.

- Include Windows Registry:** Check this box to include the Windows Registry with this backup.
- Compare Files after backup:** Check this box to have Echo Backup compare all files backed up with the originals on disk, ensuring the accuracy of the backup.
- Power off when finished:** Check this box to have Echo Backup turn off your computer when the current backup is complete.
- Note** This option works only if your computer supports software power-off features.

**Back up Now:** Press this button to start the current backup immediately. All items backed up and all options applied are as they appear on the Backup Now tab when you press this button. The Backup Progress dialog box shows you the status of the backup and allows you to view detailed information on any errors that may occur during the backup.

---

## Favorite File Selections

The Favorite File Selections list displays all the Favorite File Selections you have set up with Echo Backup. Favorite File Selections are backups that you intend to make repeatedly. Setting up Favorite File Selections allows you to make these backups with just a couple of mouse clicks. Each Favorite File Selection stores the complete list of files, folders, or disk drives you selected for that backup. Favorite File Selections do not store the backup options or destination OnStream ADR cartridge, allowing you to set these options when you decide to back up a Favorite File Selection.

The Favorite File Selections list also includes three buttons:

**Save:** Press this button to save the current settings as a Favorite File Selection. A dialog box prompts you to name the Favorite File Selection, after which the new Favorite File Selection appears in the list.

**Load:** Click a Favorite File Selection in the list and press this button to load it into the Back Up Now tab. All selected files, folders, or disk drives are now shown tagged as specified in the Favorite File Selection. You can also double-click the desired Favorite File Selection in the list to load it. Once loaded, select the destination OnStream ADR cartridge and backup options and the Favorite File Selection is ready to run.

**Delete:** Click a Favorite File Selection in the list and press this button to delete it.



**Caution** When you delete a Favorite File Selection, it cannot be restored, but must be completely rebuilt.



# Backup Schedules Tab Reference

Echo Backup's convenient scheduler allows you to set up backups that run automatically at any interval from every few minutes to once a month. The Backup Schedules tab gives you complete control over all of your scheduled backups.

To display the Echo Backup Schedules tab, double-click the **Echo icon** on your Windows desktop. Press **Backup Schedules** on the OnStream Echo Selection window. See Figure 4-9 on page 4-11 for an example.

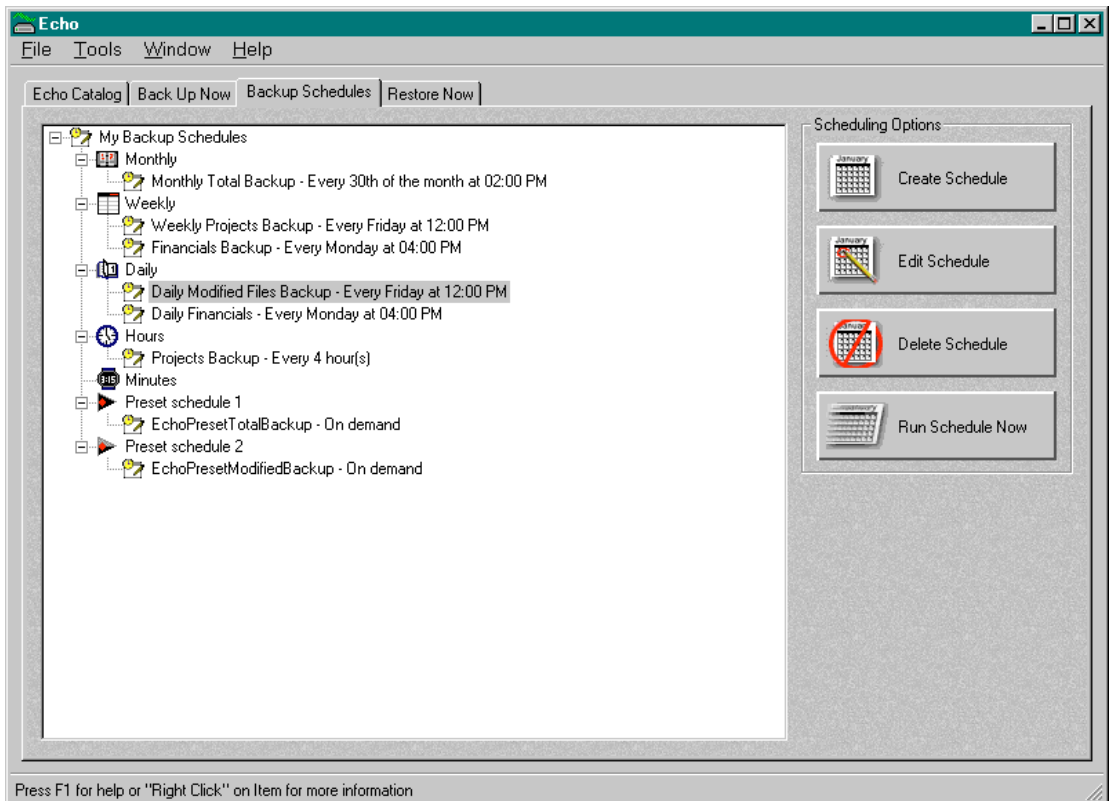


Figure 4 - 13: Backup Schedules tab

Setting up a scheduled backup is fast and easy with Echo Backup's Scheduler Wizard. Press the **Create Schedule** button to start the Scheduler Wizard.

The Scheduler Wizard takes you through the steps required to set up a scheduled backup.

- 1 The first Scheduler Wizard dialog helps you select what you want to back up.
- 2 The second Scheduler Wizard dialog helps you set the destination OnStream ADR cartridge and options for your scheduled backups.
- 3 The last Scheduler Wizard dialog helps you set the timing for your scheduled backups.



**Hint** For step-by-step instructions on using the Scheduler Wizard, refer to the OnStream Echo online Help.

---

## Schedule List

The left side of the Backup Schedules tab displays your scheduled backups, organized by interval: Monthly, Weekly, Daily, Hours, and Minutes. Two default preset schedules are also included, one that backs up all files, the other that performs a modified files only backup. You can edit these backup schedules as desired. Click the '+' sign next to one of the interval headings to display the scheduled backups of that type. If no '+' sign appears next to an interval heading, no backups of that type are scheduled.

---

## Scheduler Buttons

To the right of the Schedule List are the Backup Schedules tab buttons. These four buttons give you complete control over your scheduled backups.

**Create Schedule:** Press this button to schedule a new backup. When you press this button, the Scheduler Wizard starts and guides you through the process of setting up a new scheduled backup as outlined above.

**Edit Schedule:** Click a scheduled backup in the Schedule List and then press this button to change any of the selections and options you set previously. Pressing this button starts the Scheduler Wizard. Using the Scheduler Wizard to edit an existing scheduled backup works exactly like

setting up a new scheduled backup, except that all settings from the selected schedule are displayed on each of the three Scheduler Wizard dialogs.

**Delete Schedule:** Click a scheduled backup in the Schedule List and then press this button to delete it.



**Caution** When you delete a scheduled backup, it cannot be restored, but must be completely rebuilt.

**Run Schedule Now:** Click a scheduled backup in the Schedule List and then press this button to run the backup immediately. All options and settings stored in the selected schedule apply. If the destination media is not in its drive when the backup starts, Echo Backup prompts you to insert the correct media. The backup then runs as usual.

- ✉ **Note** Running a scheduled backup immediately does not affect its scheduled run time.
- ✉ **Note** If you schedule a backup to occur every few minutes and that backup takes longer to run than the interval, the scheduled backups begin to stack up, the next one waiting for the previous one to finish. To prevent this from occurring, set an interval that allows each backup to finish at least a few minutes before the next backup is scheduled to begin.

## Tips

- ✘ Your computer must be **ON** in order for scheduled backups to run.
- ✘ If this backup is scheduled to occur when you plan to be away from your computer, be sure to insert the correct OnStream ADR cartridge into your OnStream Digital Drive before you leave.
- ✘ If the OnStream ADR cartridge you selected for this backup is not currently inserted in your OnStream Digital Drive, Echo Backup prompts you to insert the correct cartridge.

# Restore Now Tab Reference

The Restore Now tab shows you all of your Echo Backup media in one view. Using the Restore Now tab, you can see all of the files protected with Echo Backup on all OnStream ADR cartridges and select exactly what you want to restore quickly and easily.

To display the Echo Restore Now tab, double-click the **Echo icon** on your Windows desktop. Press **Restore Now** on the OnStream Echo Selection window. See Figure 4-9 on page 4-11 for an example.

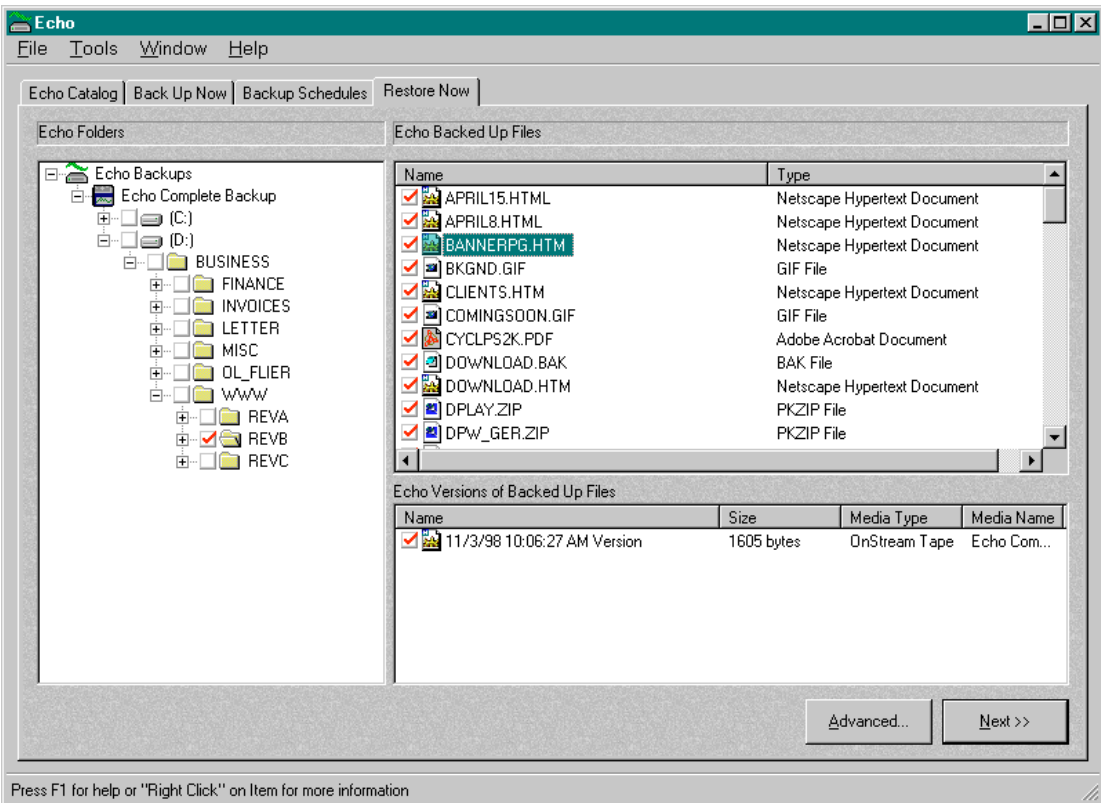


Figure 4 - 14: Restore Now tab

Restoring files, folders, or an entire disk drive using the Restore Now tab consists of these steps:

- 1 Select the files/file versions, folders, or disk drive(s) you want to restore by clicking the check box next to each item's icon.
- 2 Press **Next >>**.
- 3 Set the restore options.
- 4 Press **Restore Now** to begin restoring files.

The remainder of this topic explains how to use each functional part of the Restore Now tab.

---

## Drive/Folder List

This part of the Restore Now tab displays all drives and folders protected with Echo Backup.

Double-click any item or click the '+' sign next to any item to view its contents. This part of the Restore Now tab works like Explorer with the addition of check boxes for each drive and folder.

### Most Recent File Versions List

The list displays the most recent file versions in the selected folder or root directory if a disk drive is selected.

### All File Versions List

This list displays all protected versions of the file selected in the Most Recent File Versions list. This list is empty if no file is selected.

## Selecting Drives, Folders, or Files

Selecting items to be restored is fast and easy just click the check box next to the desired item the appropriate number of times to achieve the desired result.

**One Click:**  - A red check mark on a white background means the selected item and its immediate contents are tagged. This does not include

subfolders if the selected item is a folder. If the selected item is a disk drive, **only the root directory** is tagged.

**Two Clicks:**  - A red check mark on a gray background means the selected item and all of its contents are tagged. If the selected item is a folder, all subfolders and their contents are also tagged. If the selected item is a disk drive, the entire drive is tagged.

**Three Clicks:**  - Removes the check mark from the selected item. This item is no longer tagged.

## Next >> Button

Press this button to restore the selected items. Before the restore begins, Echo Backup prompts you to select the restore options.

---

# Restore Options Dialog Box

This dialog box contains the available restore options. Set the desired options for the current restore.

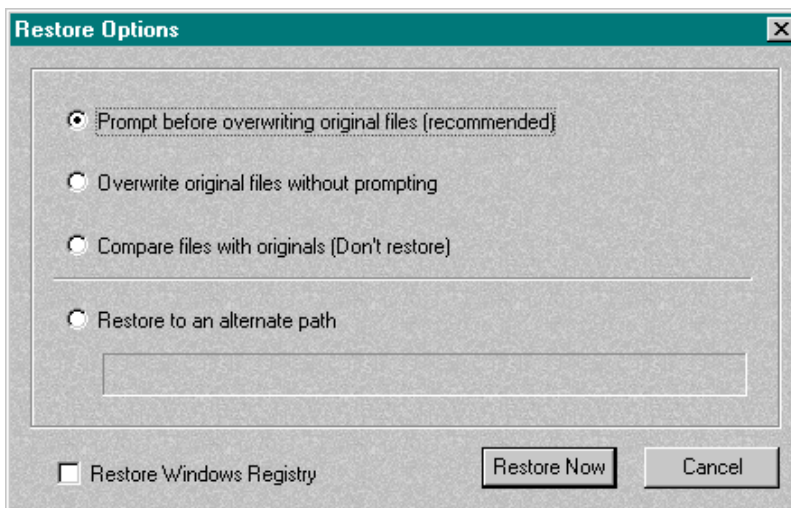


Figure 4 - 15: Restore Options dialog box

- Ⓒ **Prompt before overwriting original files:** Click this radio button to have Echo Backup prompt you before it overwrites any file on the destination drive with a file of the same name from the OnStream ADR cartridge. You can then decide to keep the existing file or overwrite it with the file from the OnStream ADR cartridge. This is the recommended option.
- Ⓒ **Overwrite original files without prompting:** Click this radio button to have Echo Backup automatically overwrite files on the destination drive with files of the same names from the OnStream ADR cartridge.



**Caution** Be careful when using this option! If you are unsure which option to use, click the **Prompt before overwriting original files** radio button.

- Ⓒ **Compare files with originals:** Click this radio button to have Echo Backup compare the selected files on the OnStream ADR cartridge with the originals on the destination drive. Use this feature to ensure the integrity of a backup. No files are restored.
- Ⓒ **Restore to an alternate path:** Click this radio button to select a new location to which to restore the selected files using the Browse for Folder dialog box. Unless you set an alternate path here, Echo Backup automatically restores all selected files to their original locations. The alternate location you selected appears in the Restore Options dialog box.
- Restore Windows Registry:** Check this box to restore the Windows Registry along with the other selected items.



**Caution** Carefully read the instructions beginning on page 2-29 before selecting this option!

**Restore Now Button:** Press this button to begin restoring files.

**Cancel Button:** Press this button to cancel the current restore and return to the Restore Now tab.

## Tips

- ✗ Always write the media user name on your OnStream ADR cartridges so that you can find the correct cartridge quickly.

# Restore to Date Tab Reference

The Restore to Date tab allows you to restore selected files or one or more entire hard drives to their state as of a specified date and time. The files available to be restored are limited by the Rollback Settings, which include the date, time, and media.

To display the Echo Restore to Date tab, double-click the **Echo icon** on your Windows desktop. Press **Restore Now** on the OnStream Echo Selection window. See Figure 4-9 on page 4-11 for an example. On the Restore Now tab, press the **Advanced...** Button. See Figure 4-14 on page 4-22 for an example of the Restore Now tab.

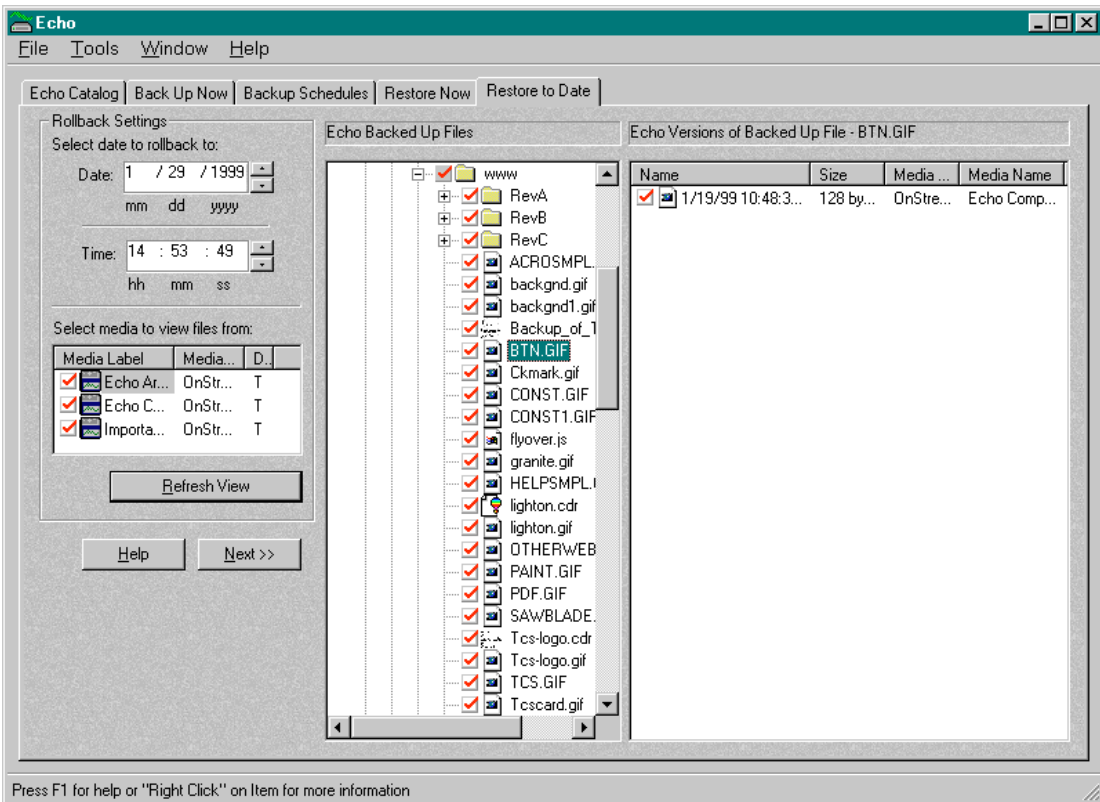


Figure 4 - 16: Restore to Date tab



Restoring files, folders, or one or more entire disk drives to their state as of a specified date and time using the Restore to Date tab consists of these steps:

- 1 Set the date and time to which you want to restore using the Rollback Settings. Click the desired item and press the spin-buttons to set the desired date and time.
- 2 Click the check box next to the media from which you want to restore.



**Hint** Press **Refresh View** to see the results of the new Rollback Settings in the files and file versions lists.

- 3 Select the files, folders, or disk drive(s) you want to restore by clicking the check box next to each desired item's icon.
- 4 Press **Next >>**.
- 5 Set the restore options.
- 6 Press **Restore Now** to begin restoring files.

The remainder of this topic explains how to use each functional part of the Restore to Date tab.

---

## Rollback Settings

This portion of the Restore to Date tab controls the files available to be restored. Only those files that meet the date, time, and media settings are displayed.

### Date and Time

Click the month, day, year, hour, minute, or second and press the spin-buttons to set the selected item.

### Media List

Click the check box next to the media from which you want to restore.

## Refresh View Button

Press **Refresh View** to see the results of the new Rollback Settings. When you make changes to the Rollback Settings, this symbol appears next to the Refresh View button:



---

## Drive/Folder List

This part of the Restore to Date tab displays the drives, folders, and files protected with Echo Backup that meet the criteria set using the Rollback Settings.

Double-click any item or click the '+' sign next to any item to view its contents. This part of the Restore to Date tab works like Explorer with the addition of check boxes for each drive, folder, and file.

## Most Recent File Versions List

The list displays the most recent file versions in the selected folder or root directory if a disk drive is selected.

## All File Versions List

This list displays all protected versions of the file selected in the Most Recent File Versions list. This list is empty if no file is selected.

## Selecting Drives, Folders, or Files

Selecting items to be restored is fast and easy just click the check box next to the desired item the appropriate number of times to achieve the desired result.

**One Click:**  - A red check mark on a white background means the selected item and its immediate contents are tagged. This does not include subfolders if the selected item is a folder. If the selected item is a disk drive, **only the root directory** is tagged.


**Two Clicks:**  - A red check mark on a gray background means the selected item and all of its contents are tagged. If the selected item is a

folder, all subfolders and their contents are also tagged. If the selected item is a disk drive, the entire drive is tagged.

**Three Clicks:**  - Removes the check mark from the selected item. This item is no longer tagged.

## Next >> Button

Press this button to restore the selected items. Before the restore begins, Echo Backup prompts you to select the restore options.

 **Note** Complete instructions for using the Restore Options dialog box begin on page 4-24.

# Media Tracking Window Reference

The Echo Catalog Media Tracking window contains options that allow you to customize how Echo Catalog works. Basically, you can set up Echo Catalog to keep track of all your removable media drives automatically or you can choose a greater or lesser degree of manual control over what Echo Catalog monitors.

To set up Echo Catalog, double-click the **Echo icon** on your Windows desktop. Press any of the four buttons on the OnStream Echo Selection window. See Figure 4-9 on page 4-11 for an example.

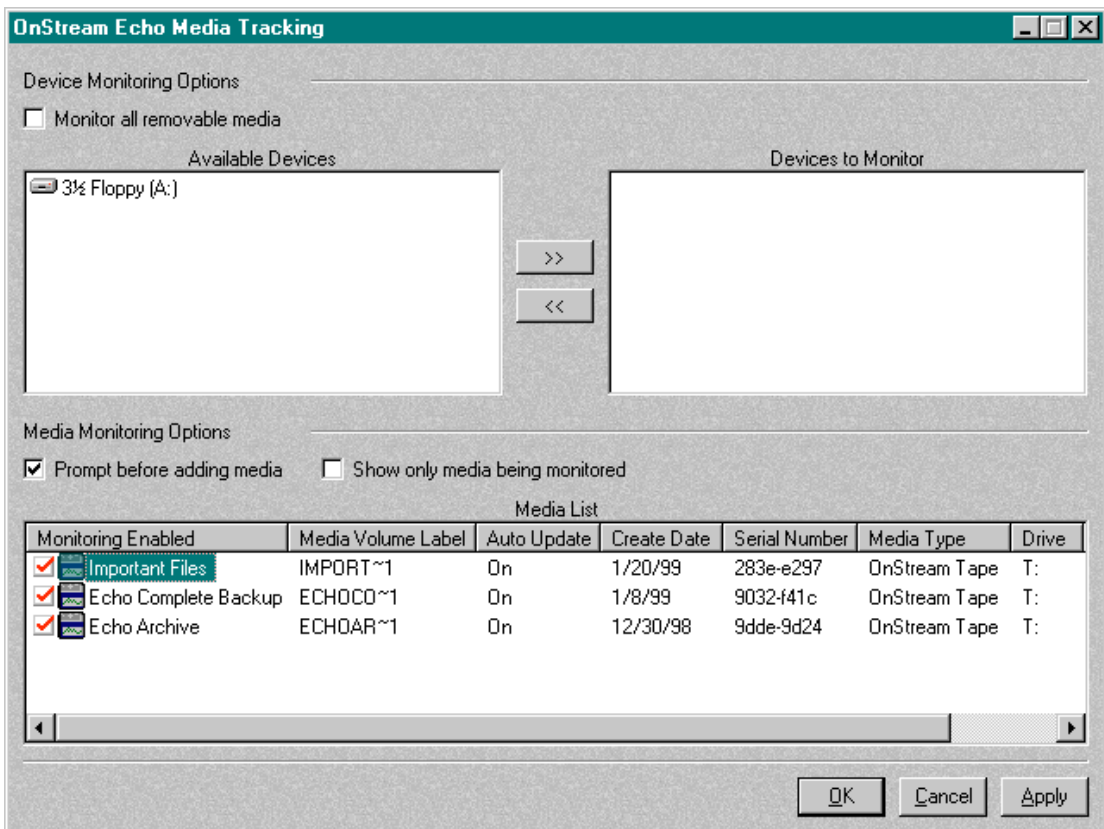


Figure 4 - 17: OnStream Echo Media Tracking window

Point to the **Tools menu** and click. Then click **Media Tracking**. The controls on this window are divided into two groups: **Device Monitoring Options** and **Media Monitoring Options**.

- ☒ **Note** When you finish making changes to any items on this tab, you must press **OK** or **Apply** to implement the changes. Press **Cancel** (before pressing **Apply**) to abandon any changes.

---


## Device Monitoring Options


The Device Monitoring Options allow you to choose which devices Echo Catalog monitors automatically. The three controls in this group are:

**Monitor all removable media:** Check this box to have Echo Catalog automatically monitor all removable media drives.

- ☒ **Note** Your OnStream Digital Drive is always monitored, regardless of these settings.

**Available Devices/Devices to Monitor lists:** These lists show the available devices and the devices that Echo Catalog is currently monitoring.

To add a device to the Devices to Monitor list, click the desired device in the Available Devices list and then click the  button.


To remove a device from the Devices to Monitor list, click the desired device in the Devices to Monitor list and then click the  button.

---

## Media Monitoring Options

The Media Monitoring Options allow you to choose how Echo Catalog handles individual media. The controls in this group are:

- ☑ **Prompt before adding media:** Check this box to have Echo Catalog prompt you before it adds new media to the Media List. Note that the device for the desired type of media must be monitored by the Device Monitoring Options section above.

 **Note** OnStream ADR cartridges are always monitored automatically, regardless of the **Prompt before adding media** check box setting.

**Show only media being monitored:** Check this box to have Echo Catalog display only monitored media in the Media List. Media is being monitored when the Monitoring Enabled check box is checked.

---


## Media List

The Media List displays all the media from monitored devices that you have used since installing Echo Catalog. Specific media may or may not appear in Echo Catalog depending on the Monitoring Enabled check box.

**Monitoring Enabled:** When this box is checked, it indicates that Echo Catalog automatically scans this media whenever you access it. If this box is not checked, this media is neither scanned nor does it appear in Echo Catalog. Click the check box to turn this option on or off.



**Hint** If the media for which you want to re-enable monitoring does not appear in the Media List, make sure the **Show only media being monitored** check box is **not** checked.

 **Note** You can change the media user name for OnStream ADR cartridges only by initializing the cartridge. Refer to page 4-6 for instructions.

**Media Volume Label:** The Volume Label applied to the media appears in this column.

**Auto Update:** If set to **On**, OnStream Echo automatically updates the Echo Catalog database every time you use this media. This option is best for OnStream ADR cartridges, removable disks, and other media whose contents change frequently. If set to **Off**, OnStream Echo does not automatically update the database when you use this media. This option is very useful for CD-ROMs and other read-only media whose contents never change.

To change the Auto Update setting or to update the contents of a disk manually, right-click the desired media user name in the Disk List on the

Media Tracking window. From the popup menu, select the desired option: **Turn Auto Update On/Off** or **Update Media Now**.



Figure 4 - 18: Media Name right click menu

**Create Date:** The date the Volume Label was last set for the selected media appears in this column.

**Serial Number:** Serial number Windows assigned to the media.

**Media Type:** Description of the type of media, *e.g.*, OnStream tape, etc.

**Drive:** Drive letter in which the media is used.

**Last Used:** Date you last accessed the media. This item is updated any time you read from or write to media.

## Tips

- ✘ To locate files by type or by directory path, use the Echo Catalog tab.
- ✘ Some removable media drives require that you click the drive icon in Explorer to add the contents of a disk to Echo Catalog.





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