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Introduction to “NSave for Desktops”

NSave is a service provided by Information Services that utilizes the software program CrashPlan. CrashPlan is one of the most widely acclaimed backup solution deployed across an institution. To make the system as user friendly as possible, Information Services has customized this particular offering for common “desktop” computer systems within UNL. Highlights of this system include:

- Very convenient way to back up your critical data files on your personal computer.
- No need to worry about changing tapes, Full or Incremental backups, tape rotation policies, broken tape drives, or off-site storage.
- Users can retrieve their files on their own, anytime day or night. If assistance is required, however, trained support staff are available during normal University hours of operation.
- Erased files retrieved up to 6 months from the date they were erased.
- To allow Information Services to inform you of issues related toward NSave, the electronic mail address of each NSave subscriber is added to an electronic mailing list.

CrashPlan Installation Instructions

The following instructions will guide you through the process required to install CrashPlan on your computer. Please review the instructions before beginning, and if you are not comfortable with any phase of the installation, please ask for assistance. Simple questions will be answered by the **NSave** Support Specialist. If you desire, the **NSave** Specialist will install this product for you for a \$10 charge. Contact the **NSave** Support Specialist at 402-472-6843

1. Minimum System Requirements for CrashPlan version 7.2.0

In order to use CrashPlan, you will need a computer that meets the following requirements:

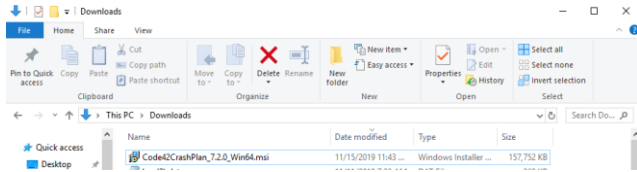
- A Computer running Windows 7, 8, 8.1, Windows 10.
- 750 MB of available disk space.
- 1 GB RAM.
- A connection to UNL's computer network.
- 1 GHZ CPU.

2. Begin CrashPlan Installation.

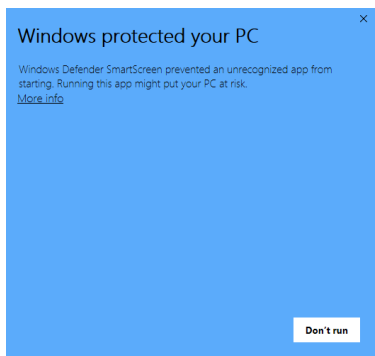
- A. Using your web browser (Chrome, Mozilla Firefox, etc...) go to the URL address <http://nsave.unl.edu/nsave-self-install>. Click once on the Windows Installer 64BIT. The following steps will differ depending on which web browser you are using. Please refer to the section on using **Chrome** or **Mozilla Firefox** if you are using one of those browsers. If you are using a different browser and need assistance in downloading the installation program contact the **NSave** Support Specialist at 402-472-6843.

A. Using Chrome:

- The download will start and save to the download's folder. Double click on "Code42 CrashPlan_7.2.0_Win64.msi" to start the installation.



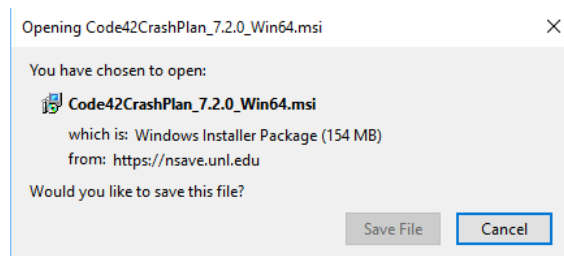
- You may see a Security Warning from Windows Defender. Click on More Info.



On the next window select Run Anyway. Proceed to step C.

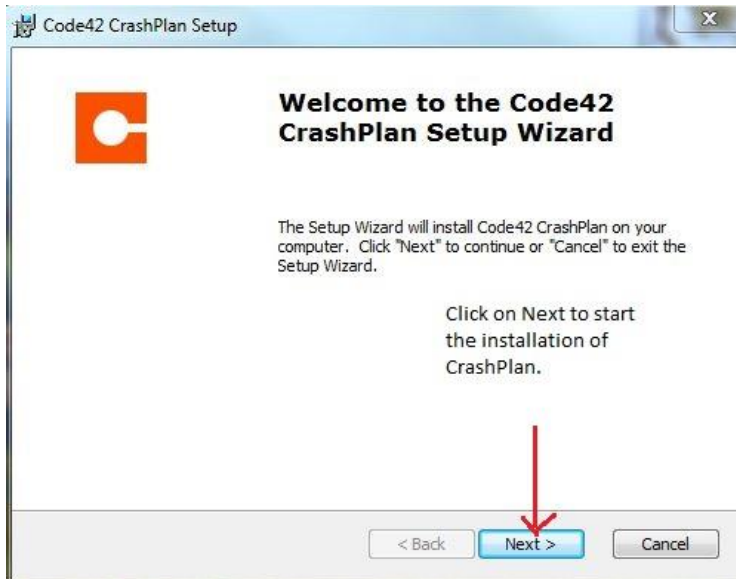
B. Using Firefox:

- The window that opens may look different depending on which version of Firefox you are using. You will need to save the download. Click on Save File.

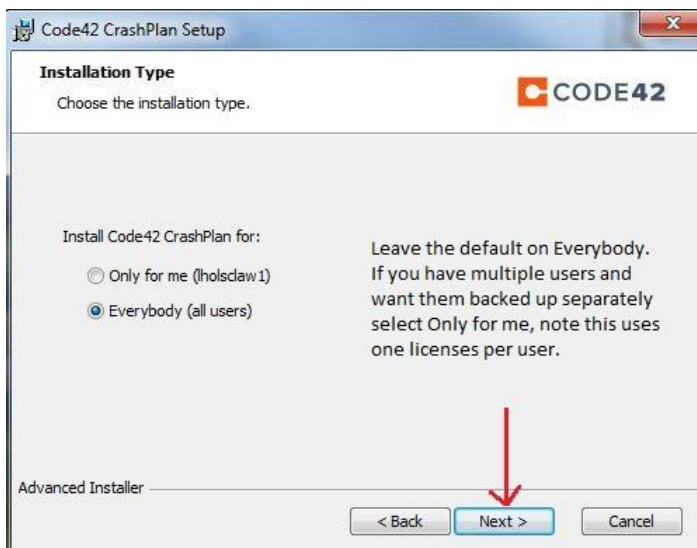


The file will start downloading and saving in the Downloads folder. Locate the download's folder and open the Code42CrashPlan_7.2.0_Win64.msi file.

C. The Welcome to Code42 CrashPlan screen opens. Click **Next** to proceed with the install.



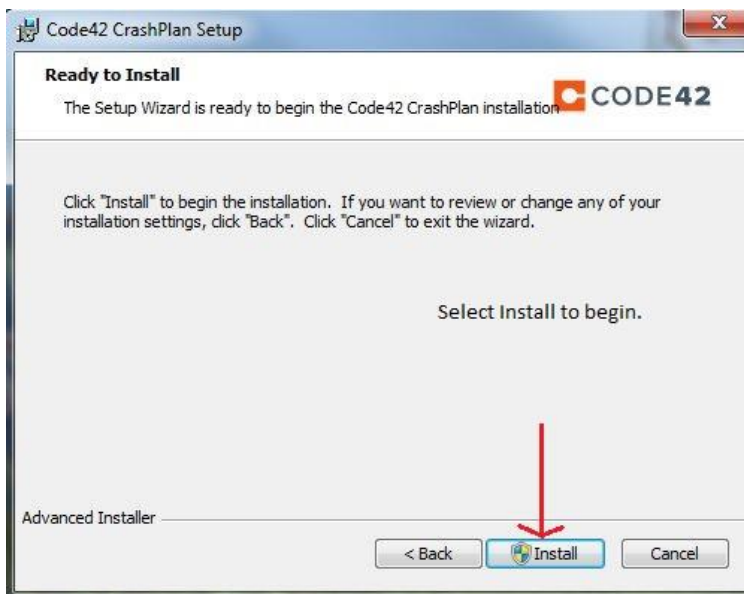
D. The next window lets you select the installation type. Select the default Everybody if only one person uses this computer. If there are multiple users and you want to back them up separately select Only for me. Each user will have their own license so the billed amount will be \$6.50 per month for each user.



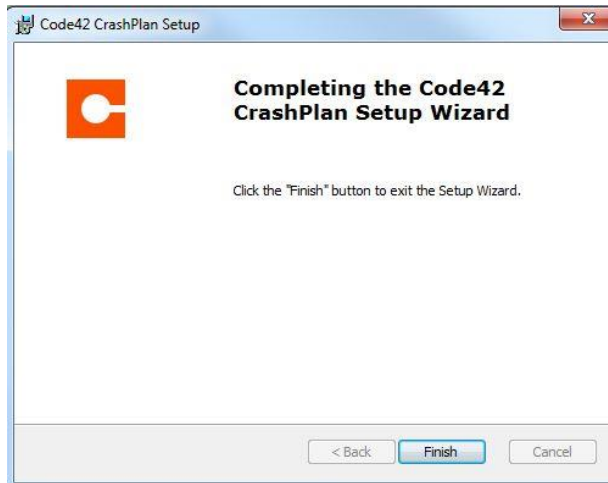
- E. Here you can select where to install the software. For future upgrades leave the default set to C:\Program Files\CrashPlan.



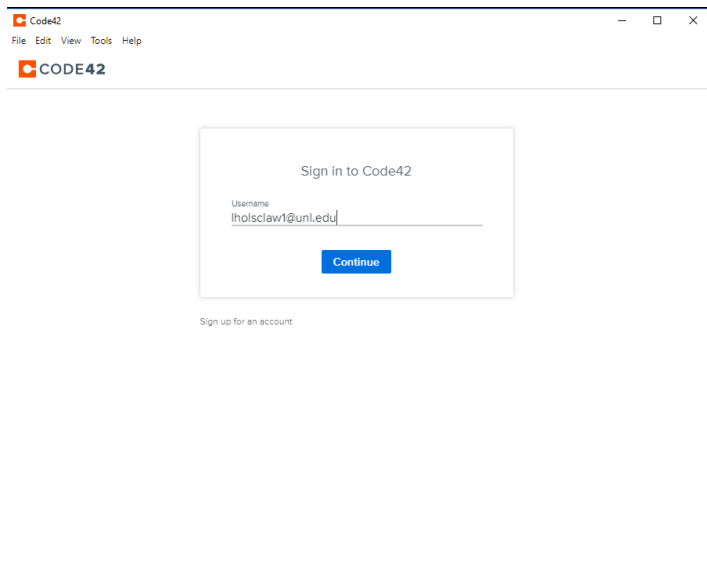
- F. To start the installation click Install.



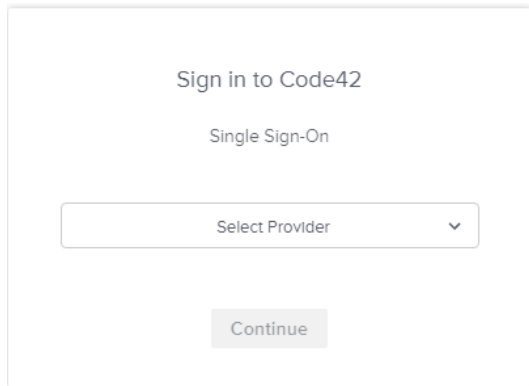
G. A User Account Control window will open asking if you want the publisher to make changes to your device, click on Yes. When the installation is complete click on **Finish** to exit the wizard.



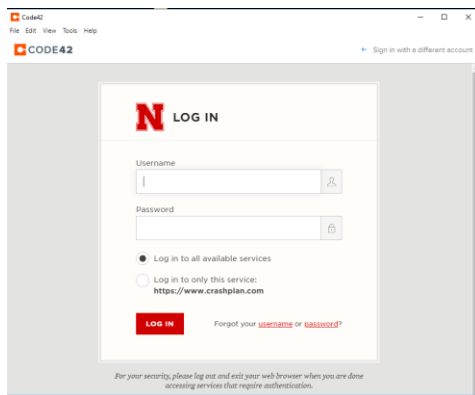
H. The next window may pop up automatically or you may have to open the software to log in. To open CrashPlan from you Start button scroll to All Programs then the Code42 CrashPlan folder. In the folder and you will see two items, Code42 CrashPlan Tray and Code42 CrashPlan. Double click on Code42 CrashPlan and the Sign in window will appear. Since you are a new user click on **Sign up for an account** at the bottom of the window. The username is your myunl email address.



I. You then will be prompted for which campus to sign into. The campus will be the ending of the email address @unl.edu would be UNL, @unk.edu would be UNK.

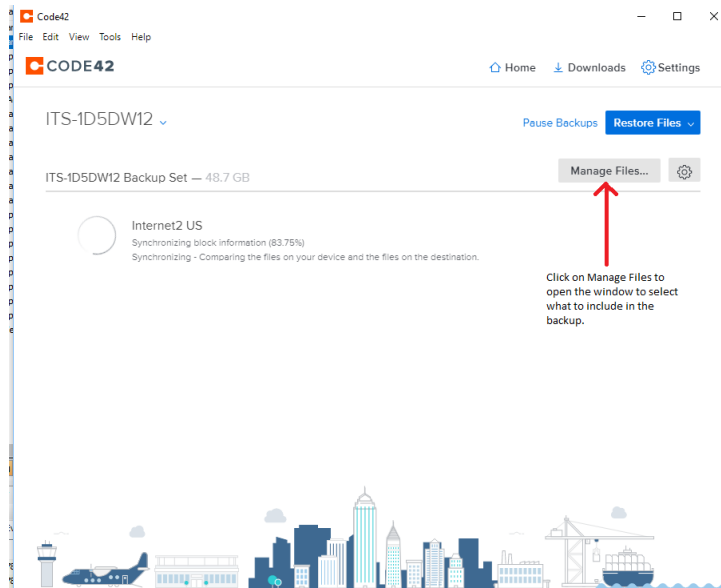


J. You then will log into the Campus with your myunl username and password.

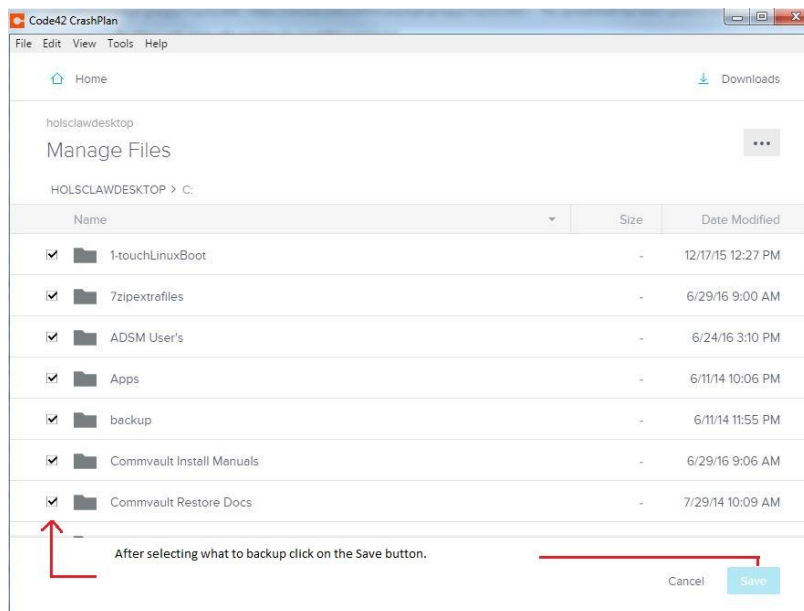


K. You have finished the installation and configuration of CrashPlan Pro.

L. In the Welcome window click on the **Manage Files** button to select what drive, folders and files you want to backup.



J. In The Manage Files window click in the box in front of the drives, directories or file (s) or file (s) or file (s) or file (s) or file (s) you want to backup. It is recommended to select all local drives for the backup since there is unlimited storage space in Code42's cloud environment. When you have made your selections click **Save**.



3. You Are FINISHED!

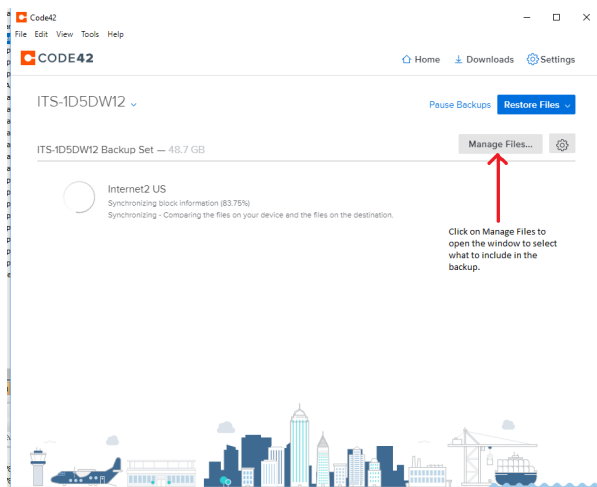
You have now successfully completed the installation and configuration of CPP. You can close the CrashPlan window, the software runs in the background. For the first backup it is suggested you leave the computer on and connected to UNL's network to give the backup time to complete. You will receive email messages regarding the status of the backup, please be sure to read the email and if you have any questions notify NSave support at nsave@unl.edu or (402)472-6843.

Backing Up your Computer

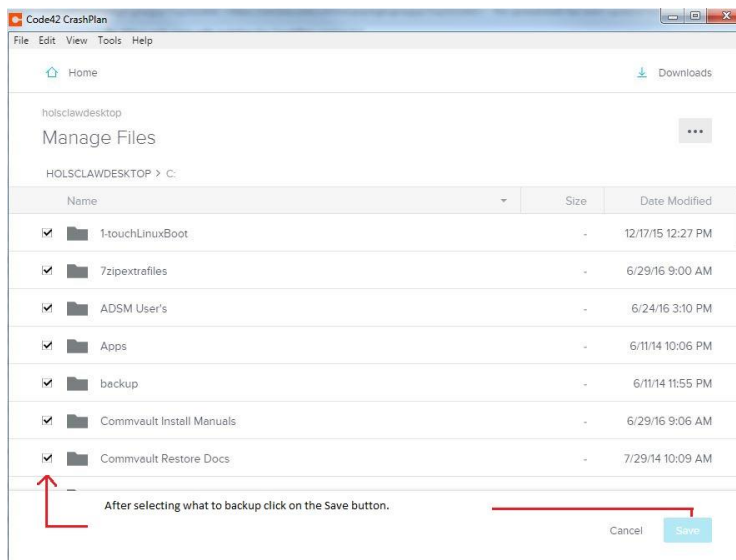
- A. Open the program from either the Start menu or the Task Bar. From the Start button>>All Programs>> Code42 CrashPlan folder>>Code42 CrashPlan or from the task menu double click on the Code42 icon.



- B. It will open CrashPlan. Click on the Manage Files button to select what to backup.



- C. In the Manage Files window click in the box in front of the Drives, Folders or Files you want to backup. Since there is unlimited storage space selecting all local drives is recommended.



After clicking **Save**, you can close the window and CrashPlan will run in the background. The software will start scanning your computer to make a catalogue of the files on it. Once the scan is done it will start backing up. The first backup is usually the longest since it backs up all the data after that the backups are incremental and only back up changed files.

Backup Notes

- The first time you backup your computer, it may take an hour or more for the backup to complete (all of the appropriate files need to be backed up the first time). For most computers with “typical” files, all future backups should take less than a few minutes.
- Backups run once a day when your computer is on and connected to the UNL-network.
- You will not even notice the backup running as you work since it automatically lowers the process priority while you are on your computer.
- You can run a manual backup if you have an important file(s) that you want to backup but don’t want to wait for the next scheduled backup.
- You will automatically receive a daily email report of the status of your backup.
- Any backed up files marked inactive by CrashPlan will still be retrievable from the backup server for 6 more months.

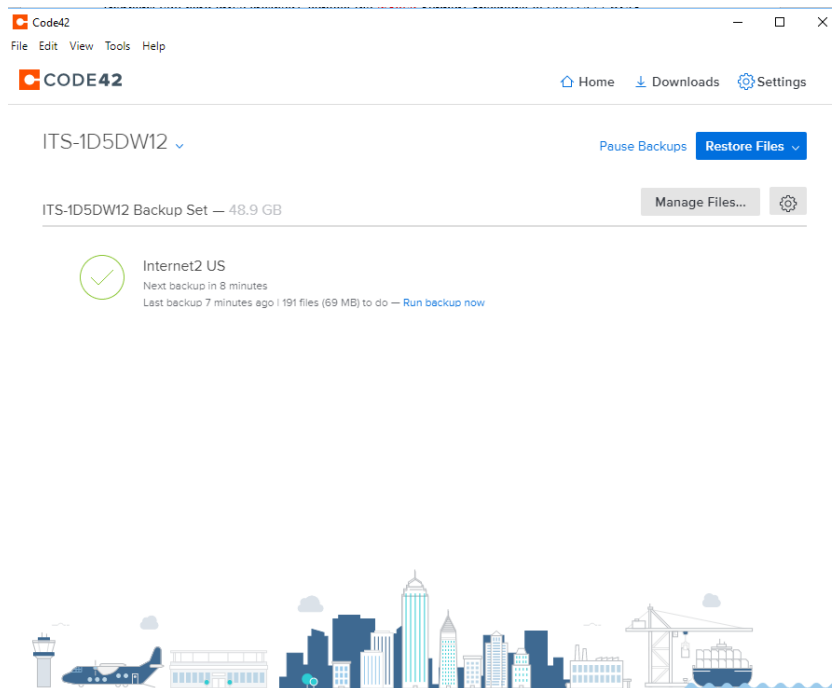
Restoring Files to Your Computer

The following examples step you through the most common way of restoring a few files. If you don't feel comfortable restoring the files yourself, or need to restore as many files as possible (perhaps you hard drive crashed), contact the **NSave** Support Specialist at (402) 472-6843.

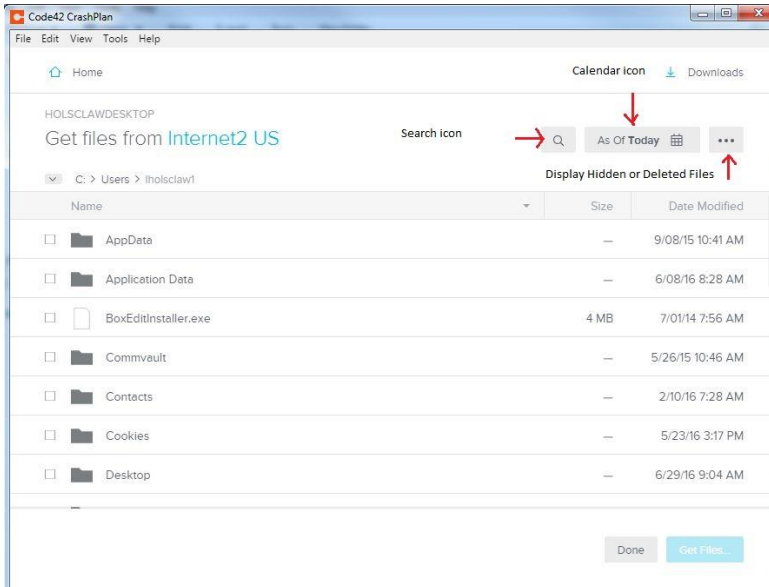
- A. Open the CPP program by clicking on **Start>>All Programs>>Code42 CrashPlan Folder>>Code42 CrashPlan** or from the task bar double click on the CPP icon.



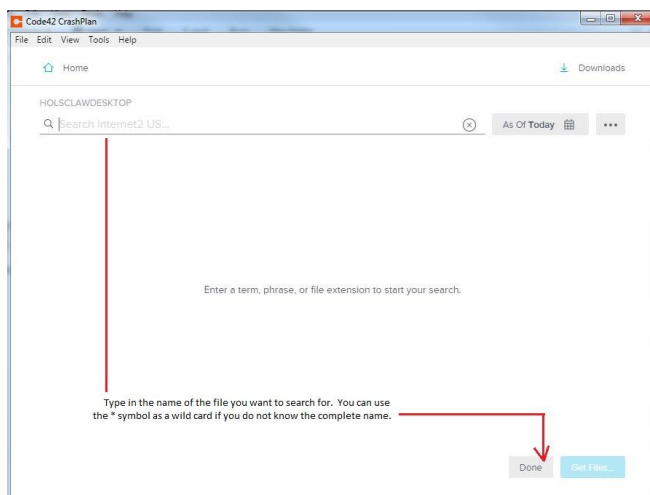
- B. Click on the **Restore Files** button.
- C. In the **Restore Files From** window you will be able to select the computer you want to restore files from.



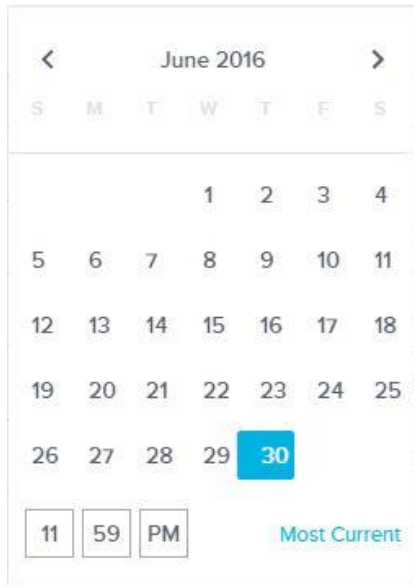
D. In the Restore Files window there are three icons to assist with selecting what you want to restore. A **search** icon, a **calendar** icon and **...** icon.



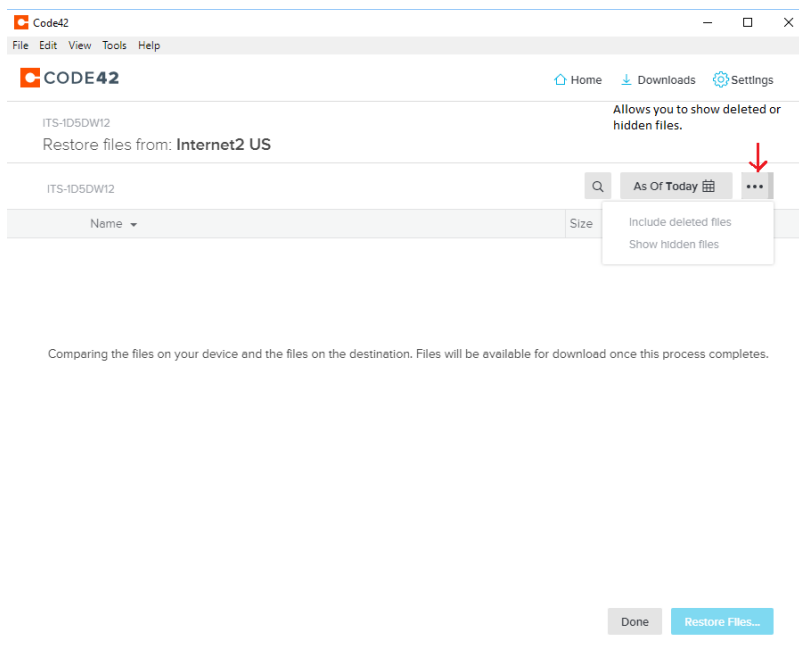
E. The Search icon allows you to search for a file if you know the name but are not sure where it was saved on the hard drive. In the Search window type in the name of the file. You can use * as a wild card if you do not know the complete name of the file.



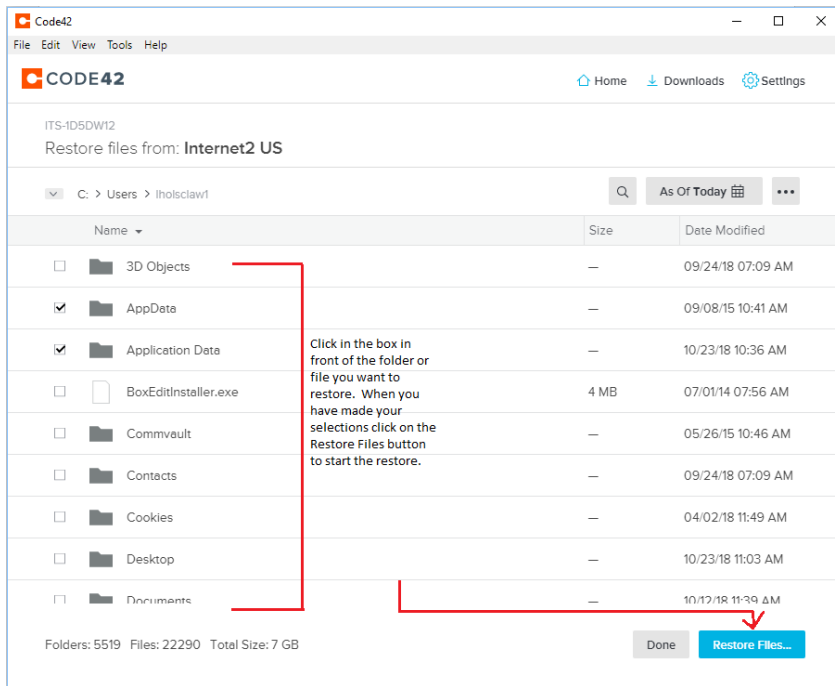
F. The Calendar icon allows you to select a different date to restore from.



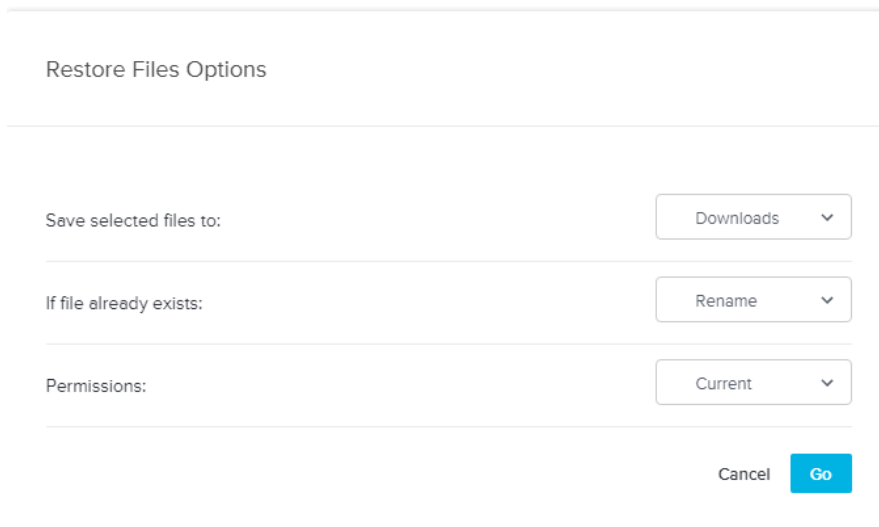
G. The additional icon lets you select to show deleted or hidden files. This is helpful if you accidentally deleted a folder or file and you want to restore it.



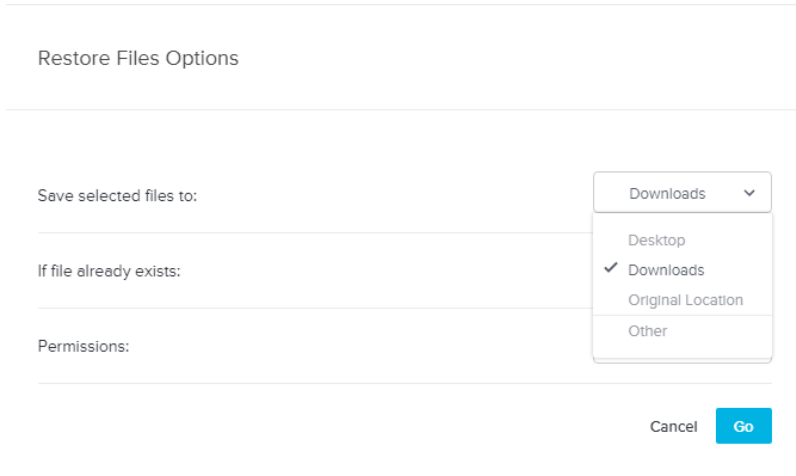
H. To select what folders or files you want to restore click in the box in front of the name of the folder or file. When you have selected all the folders or files you want restore click on the Get Files button.



I. After clicking on Restore Files the Restore Files Options window opens. Here you have the options of Save selected files to, If file already exists and Permissions.

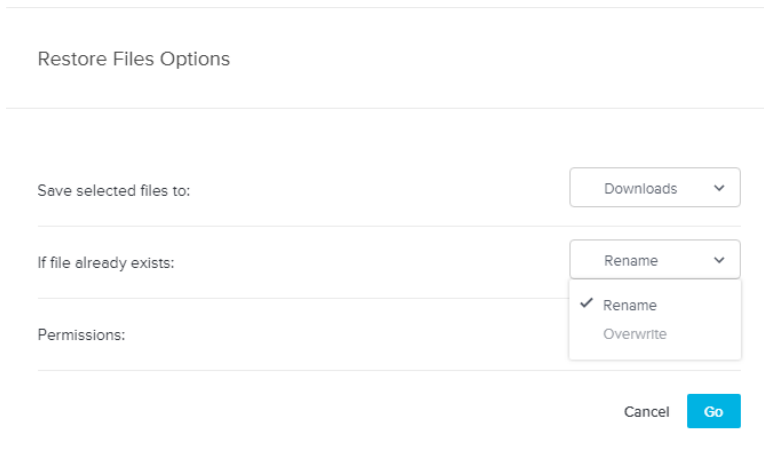


J. Save selected files has a pop box that allows you to select where to save the restore to, Desktop, Downloads, Original Location and Other, which allows you to select a specific place on your hard drive.



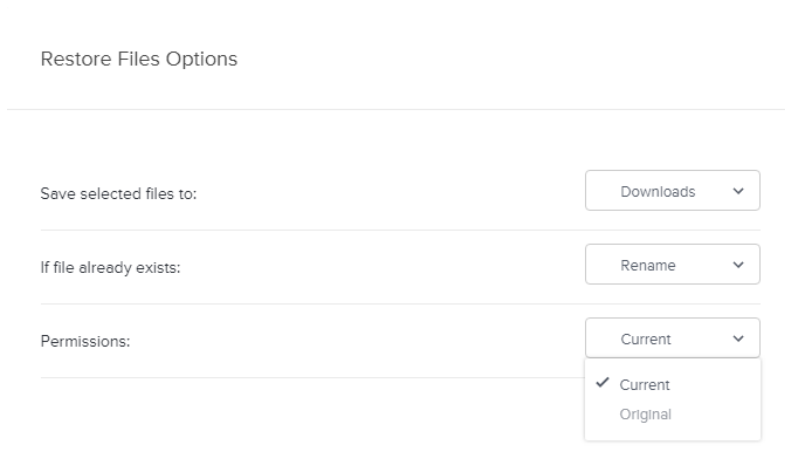
The screenshot shows a dialog box titled "Restore Files Options". It contains three input fields: "Save selected files to:", "If file already exists:", and "Permissions:". A dropdown menu is open over the "Save selected files to:" field, showing options: "Downloads" (selected), "Desktop", "Original Location", and "Other". At the bottom right, there are "Cancel" and "Go" buttons.

K. If file already exists lets you select to either Rename or Overwrite.



The screenshot shows a dialog box titled "Restore Files Options". It contains three input fields: "Save selected files to:", "If file already exists:", and "Permissions:". A dropdown menu is open over the "If file already exists:" field, showing options: "Rename" (selected) and "Overwrite". At the bottom right, there are "Cancel" and "Go" buttons.

L. Permissions is a pop box where you can select either Current or Original.



Restore Files Options

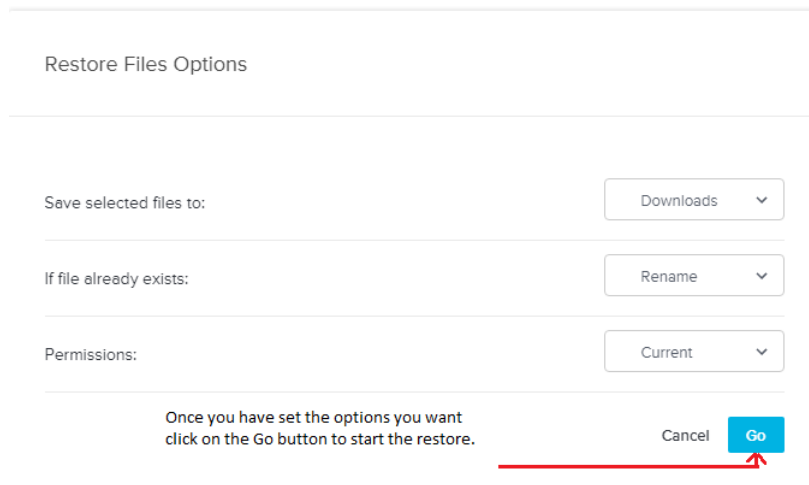
Save selected files to: Downloads ▾

If file already exists: Rename ▾

Permissions: Current ▾

- ✓ Current
- Original

M. After you set the options for the restore click on the Go button and the restore will begin.



Restore Files Options

Save selected files to: Downloads ▾

If file already exists: Rename ▾

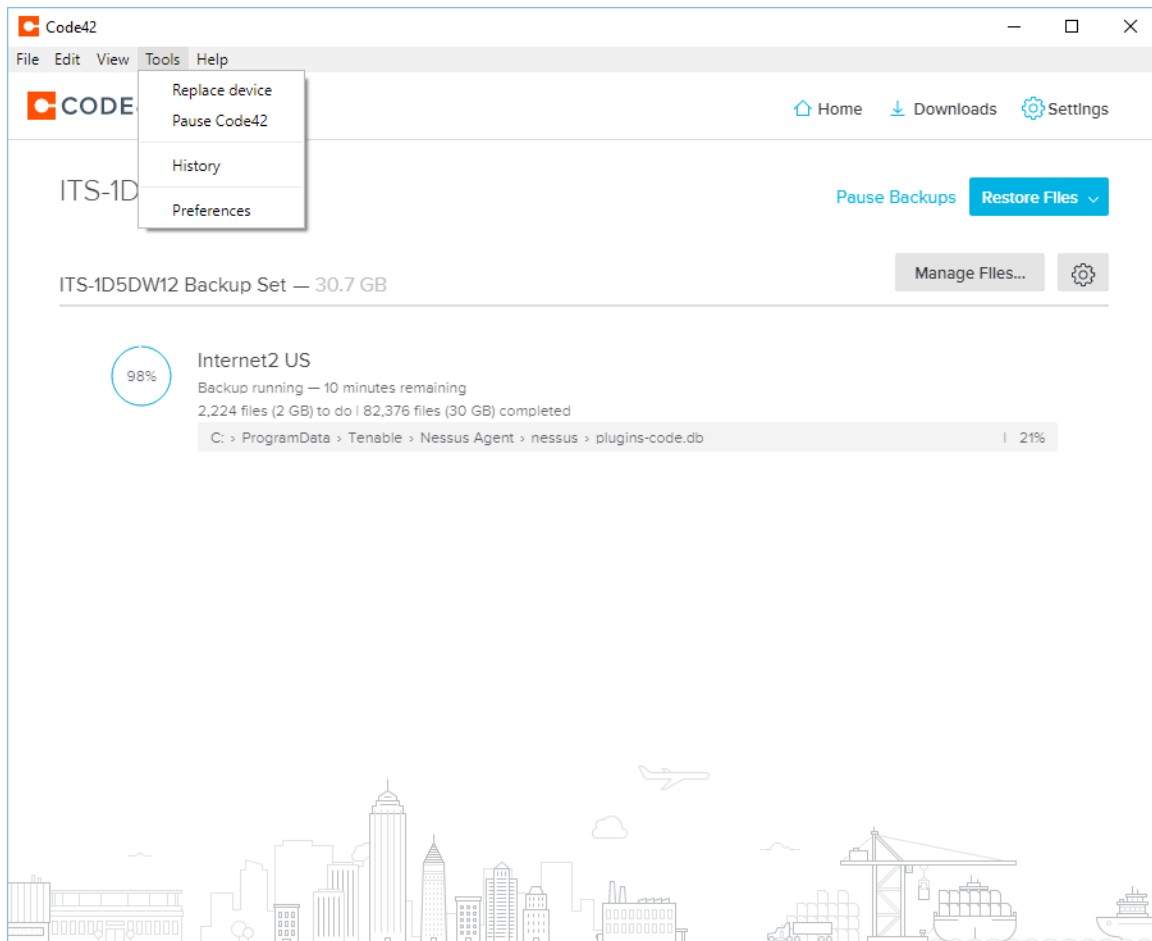
Permissions: Current ▾

Once you have set the options you want click on the Go button to start the restore.

Cancel **Go**

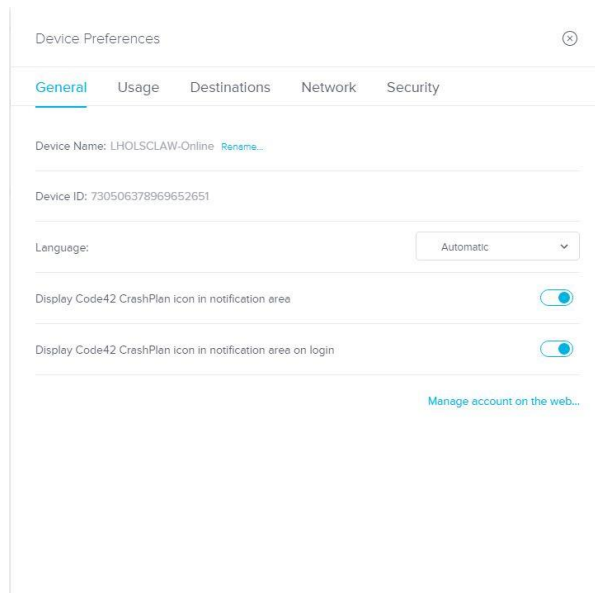
Tools Menu

The **Tools menu** is where you can view and make changes to CrashPlan. The **Replace device** tool allows you to replace an old device with this one. It will sync backed up data of an old device with this new device. **Pause Code42 CrashPlan** is where you can pause the backup. **History** is a log file that lists the details about the backups and **Options** is where you can set up email alerts, CPU and battery usage, a password and encryption.

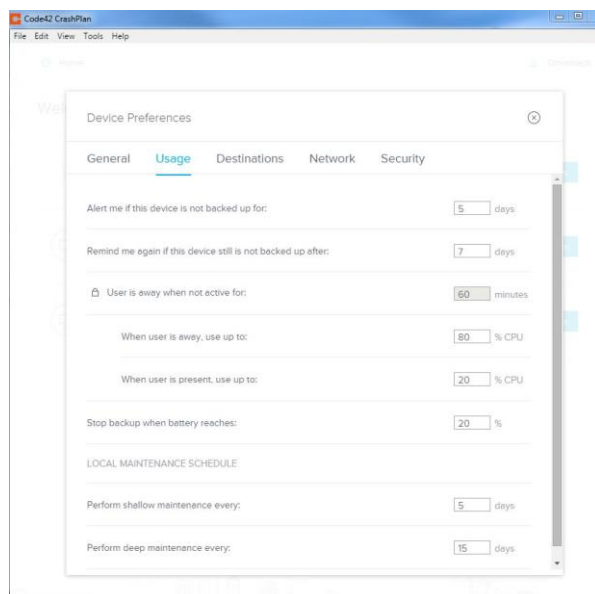


The Options tool list details about the device lets you set email alerts, destination of the backup
There are five tabs in Options window:

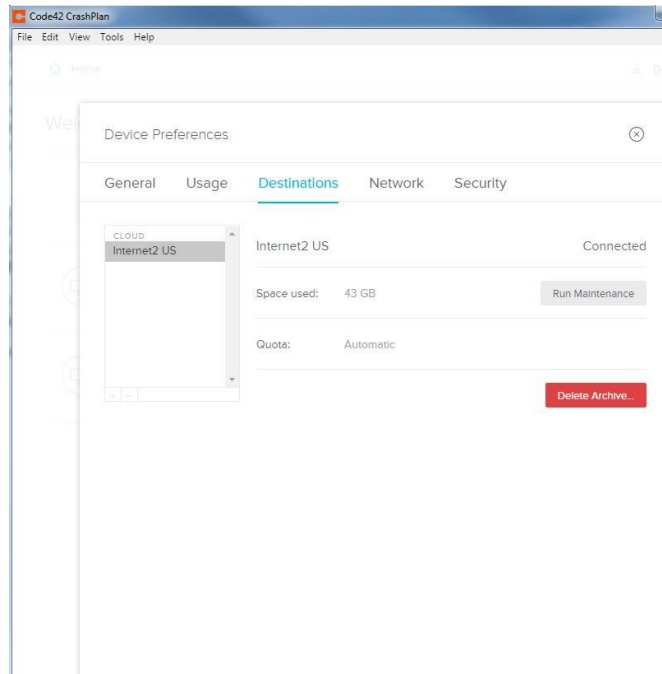
- **General** which list details about the device.



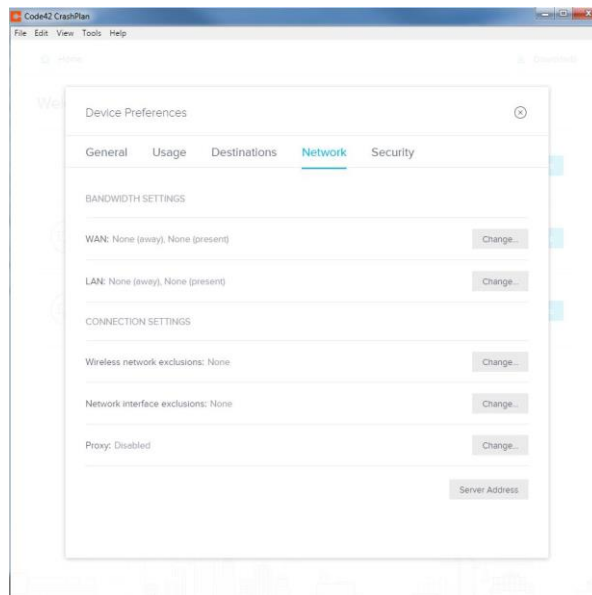
- **Usage** where you can set the number of days before sending email alerts when the device has not backed up. Also the settings for CPU and battery usage.



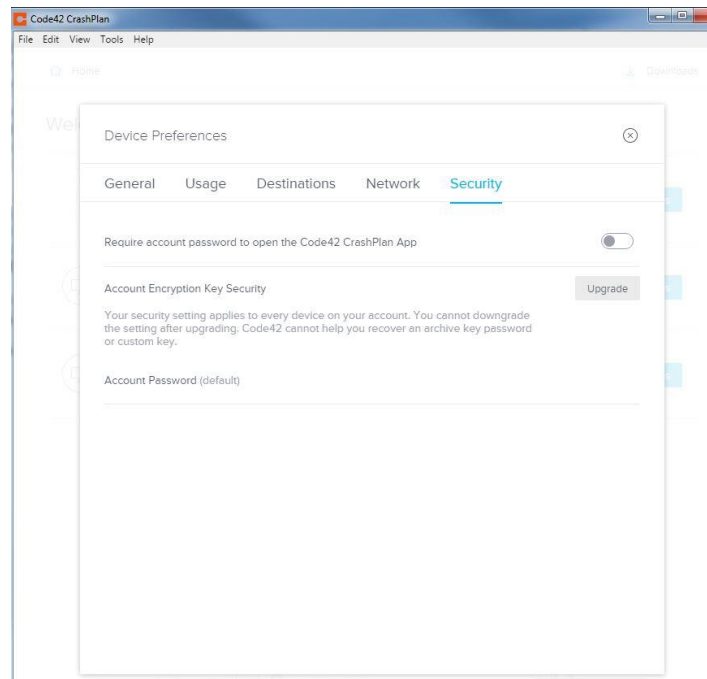
- **Destinations** list where the device is backing up to.



- **Network** shows the WAN and LAN settings.



- **Security** where you can set a password or encryption. If you set a password note that if the password is ever lost restores **can not** be performed.



Most of the configuration is done on the NSave server and unless a problem arises the defaults will work. If you want to make changes please consult the NSave Support Specialist at 472-6843 or email nsave@unl.edu.