



# **FlexSave**

## *User Guide*

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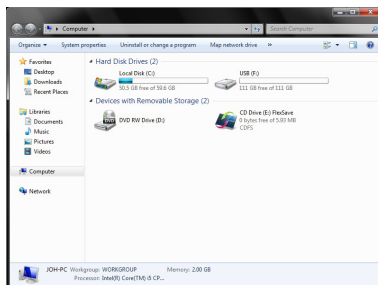
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# FlexSave Start

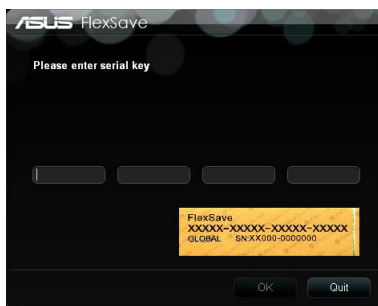
1. Connect the external hard drive to the USB port. FlexSave will start automatically. If FlexSave does not start automatically, open **My Computer** and double-click the FlexSave icon in the **Devices with Removable Storage** field.



Please do not eject or delete the FlexSave virtual optical disc drive, or the software will not run normally.



2. You are required to enter the FlexSave serial number printed on the orange label on the software package. Enter the serial number and click **OK** to complete software activation.



A hidden folder named **FlexSave** will be created on the external hard drive after FlexSave activation and used for the data storage of FlexSave configuration and backup. If the external hard disk is formatted, or the hidden folder is deleted, you will lose the FlexSave backup data, and the FlexSave configuration will be restored to software default.

3. FlexSave is now ready to use. For better security, it is recommended to configure a username and password for future use. Please refer to the section on **Configure username and password for logging in** for details.



# Introduction on the FlexSave software and user interface

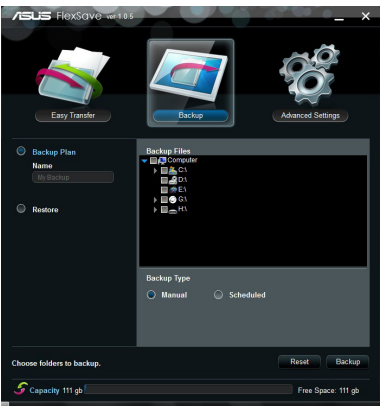
## Overview

The FlexSave main screen is divided into three fields. The upper field shows the main functions of FlexSave. The “Easy Transfer” function will be shown after starting FlexSave. The middle field shows different configuration and operation options if you switch among the FlexSave functions. The lower field shows the free space of external storage devices in real time.

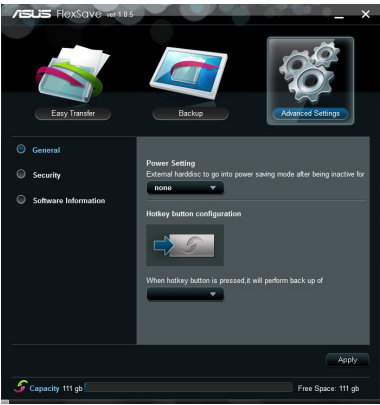
## Easy Transfer



## Backup

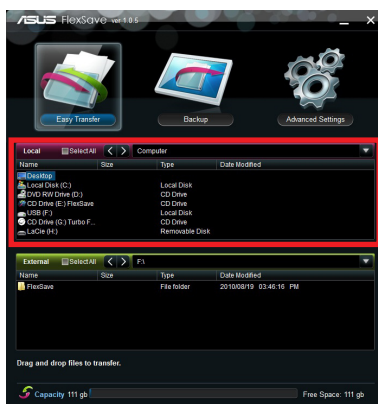


## Advanced

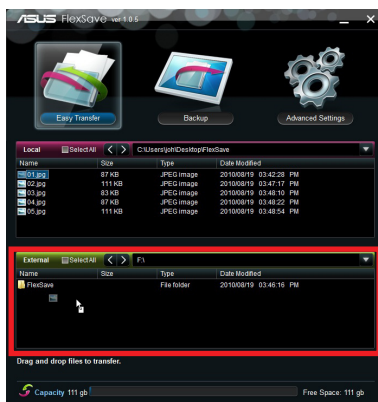


## Easy Transfer

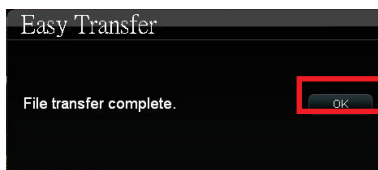
1. Connect the external hard drive to the USB port and launch FlexSave. The application will be minimized to the system tray. Double-click the FlexSave icon to open the FlexSave main screen.
2. The Easy Transfer screen will be displayed once FlexSave is launched.
3. Locate the file(s) you would like to backup in the **Local** field.



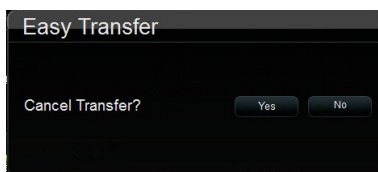
4. Click and drag the file(s) you would like to backup to the **External** field. The file(s) will start to transfer.



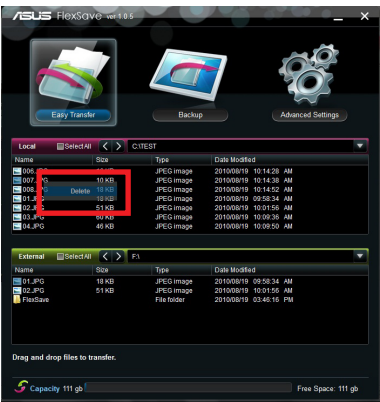
5. A **File transfer complete** dialog box appears after file transfer completes. Click **OK**.



6. You may click **Cancel** to stop the transfer at anytime. Click **Yes** to confirm cancellation or **No** to continue file transfer. An **Easy Transfer cancelled** dialog box appears if you cancel file transfer. Click **OK** to return to the FlexSave main screen.



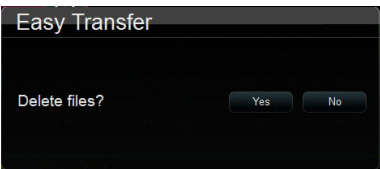
- You may also right-click a file and click **Delete** to delete file(s) in the Easy Transfer main screen.



- A dialog box appears requiring your confirmation. Click **Yes** to delete the file or **No** to cancel.



The file(s) will be directly erased from the hard drive and will not be moved to the Windows Recycle Bin.)

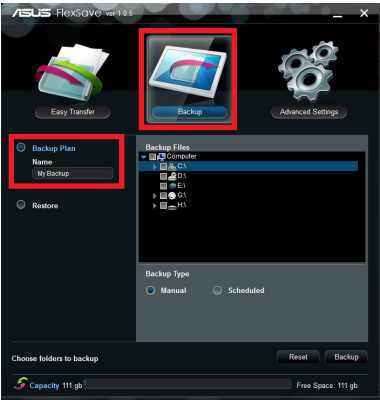


## Backup

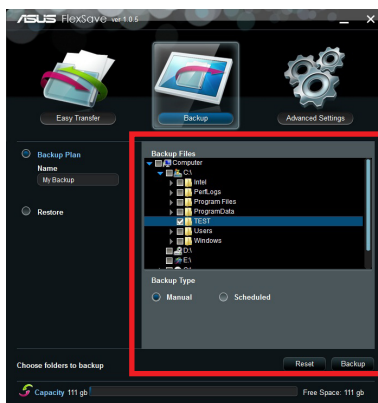
Two sub-functions are included in Backup: **Backup Plan** and **Restore**. For Backup Plan, you can further choose between **Manual backup** and **Scheduled backup**.

### Backup Plan (manual)

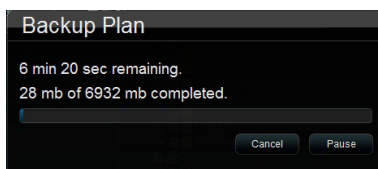
- Connect the external hard drive to the USB port and launch FlexSave. The application will be minimized to the system tray. Double-click the FlexSave icon to enlarge the FlexSave main screen.
- Select **Backup** on the FlexSave main screen.
- Enter a name for the backup plan. (The default is My Backup if no name is entered.)



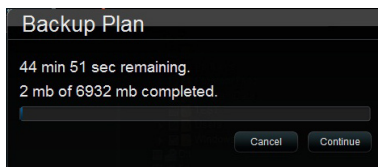
4. Select the folder(s) or file(s) to backup. You may select the root folder to select all files within the drive, or click **Reset** to cancel selection.
5. After selection, choose a Backup Type between **Manual** (continue to step 6) and **Scheduled** (skip to step 11).
6. If you choose Manual in step 5, click **Backup** below to start file backup.



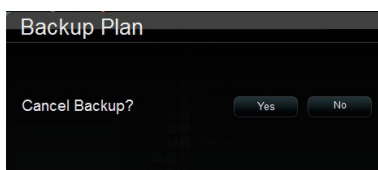
7. You may cancel or pause file backup.



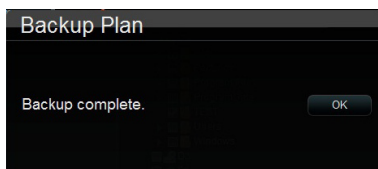
8. If you pause file backup, click **Continue** to continue the backup plan.



9. To stop file backup, click **Cancel**. A confirmation box appears. Click **Yes** to cancel file backup, or click **No** to continue file backup.



10. A **Backup complete** dialog box appears after file backup completes. Click **OK** to return to the Backup main screen.



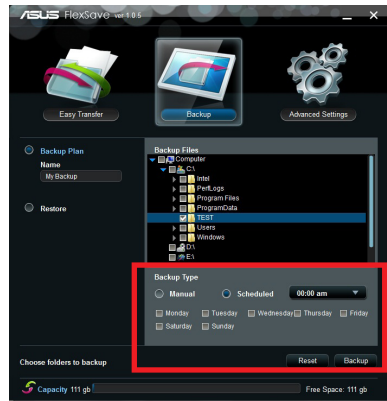


## Backup Plan (Scheduled)

11. To create a scheduled backup plan, repeat step 1 to step 4, and then choose **Scheduled**.
12. Select the time and day for scheduled backup plan, and then click **Backup**. The backup plan will automatically start on the assigned time and day.

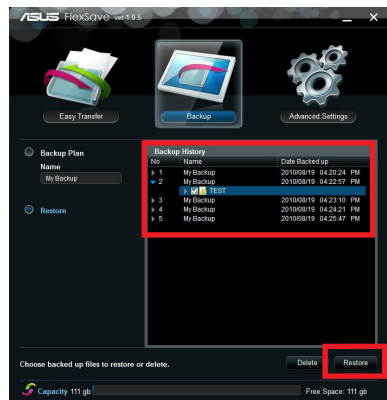
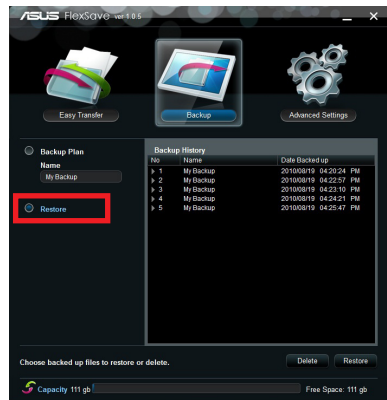


If you have assigned other folders to backup afterward, please click Backup again to save the change.



## Backup Restore

1. If you have completed a backup plan, you can run Restore under the Backup function.
2. Click **Restore** under the Backup function, then all backup history will be listed, including the name and the date of the backup plans.
3. Click the triangle in front of the backup plan to expand the folder, and then select the folder(s) and file(s) to restore.
4. Click **Restore** on the bottom of the screen.

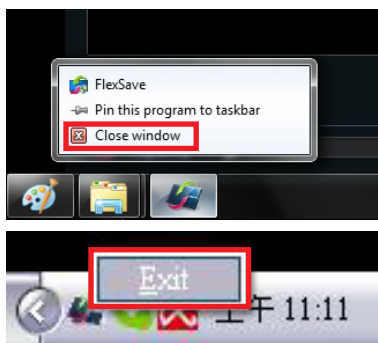


- Choose or create a folder to restore the backup file, and then click **OK** to start data restore.
- When data restore completes, you can start using the restored files in the folder you assigned.




## Exit FlexSave

- Right-click the FlexSave icon on the taskbar and click **Close window** to exit FlexSave.
- Or, right-click the FlexSave icon on the system tray and click **Exit** to exit FlexSave.




## Minimize FlexSave to system tray or taskbar

### Minimize FlexSave to system tray

Click  on the top-right corner of the FlexSave window to minimize FlexSave to the system tray.

### Minimize FlexSave to taskbar

Click  on the top-right corner of the FlexSave window to minimize FlexSave to the taskbar.

## Configuring FlexSave

### Power Setting

You can assign the time for the external hard drive to enter power saving mode.

1. Click **Advanced Settings** on the FlexSave main screen.
2. Select **General** under Advanced Settings.
3. Assign the time for the external hard drive to enter power saving mode under the **Power Setting** field.



### Hotkey button configuration

By pressing the hotkey on the external hard drive, you can start Hotkey Backup to backup the assigned folder.



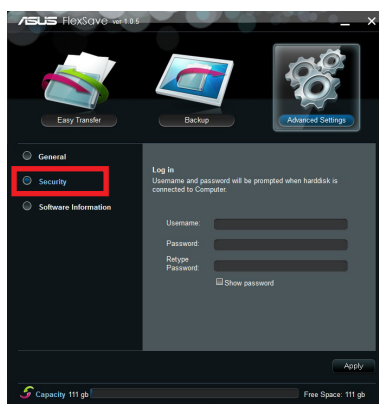
- You have to create a backup plan before using Hotkey Backup, or only the system partition can be assigned.
- You have to configure Hotkey Backup again if you use the external hard drive on other computers.

1. Click **Advanced Settings** on the FlexSave main screen.
2. Select **General** under Advanced Settings.
3. Select a folder to backup under Hotkey button configuration. The folders here are the same as the folders you assign in the Backup function. If you haven't used the Backup function, only the system partition can be assigned.
4. Minimize FlexSave to the system tray or taskbar and press the hotkey on the external hard drive to start Hotkey Backup.



## Configure username and password for logging in

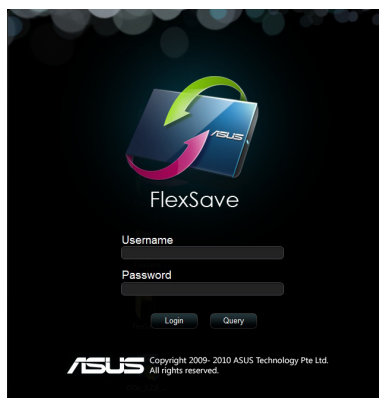
1. Click **Advanced Settings** on the FlexSave main screen.
2. Select **Security** in Advanced Settings.
3. Enter your username and password in the **Log in** field. Retype your password to confirm, or you may click **Show password** to confirm your password.
4. When finished, click **Apply**.



## Log in and password query

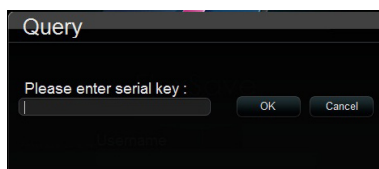
### Log in

If a username and password is set, you are required to enter the username and password every time you use FlexSave. If no password is set, simply enter your user name and click **Login**. If the password is not correctly entered, FlexSave will not function.



### User name and password query

1. Click **Query** in the log in screen to inquire your username and password.
2. Enter the serial key printed on the orange label on the package.
3. The preset username and password will be displayed.



## Software version and update query

1. Click **Advanced Settings** after starting FlexSave.
2. Click **Software information** under Advanced Settings.
3. The software version appears after clicking software information. Click **Check** to check software updates with the default web browser.

## Technical Support

1. Click **Advanced Settings** after starting FlexSave.
2. Click **Software information** under Advanced Settings.
3. Click **Visit ASUS** in the **Technical Support** field for software manual and technical support with the default web browser.



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