

Quick Start Guide - v4.12

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Introduction

ZCB is a secure and convenient way to back up Windows servers and workstations to a local disk, network disk, and the cloud.

ZCB can back up files, system state, applications, and several types of databases, as shown below:

- Windows NTFS files and folders
- Windows ReFS files and folders
- Microsoft SQL Server 2000, 2005, 2008, 2012, and 2014
- Microsoft Exchange Server 2003, 2007, 2010, and 2013
- Microsoft SharePoint Server 2007/WSS 3, 2010, 2013
- Windows System State (including the registry, certificate server, and active directory information)
- MySQL Server 5.x
- Oracle Server 11i
- Hyper-V on Windows 2008, 2008R2, 2012, and 2012R2
 - Server "core" installations are not supported

It is easy to get started, and you can start backing up in less than 15 minutes.

Download

Download the program from your account on the [Zmanda Network](#). Log in and visit the Downloads page.

A valid subscription, paid or trial, is required to download the program.

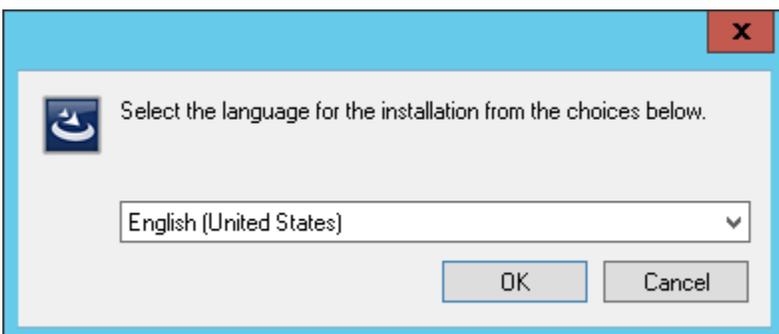
Your cloud certificate is also available on the Downloads page. You may download it now, or do so when you first run ZCB.

Install

Run the installer after the download is complete. The setup wizard will appear and walk you through the installation process.

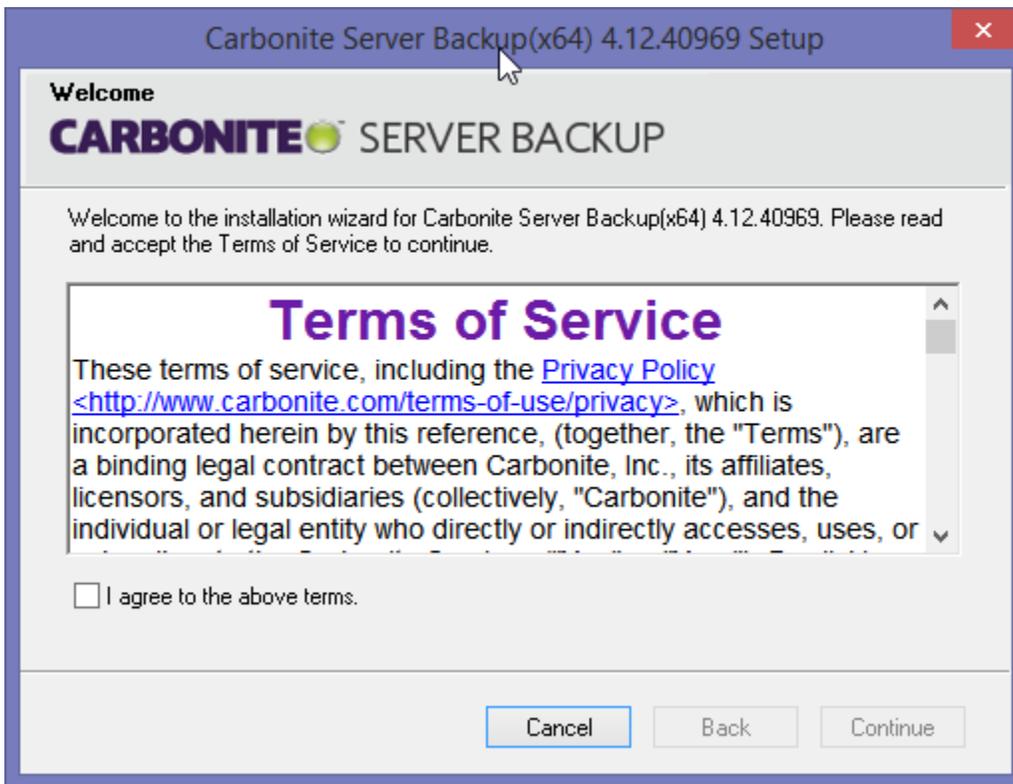
Language Selection

Select the language you wish to use.



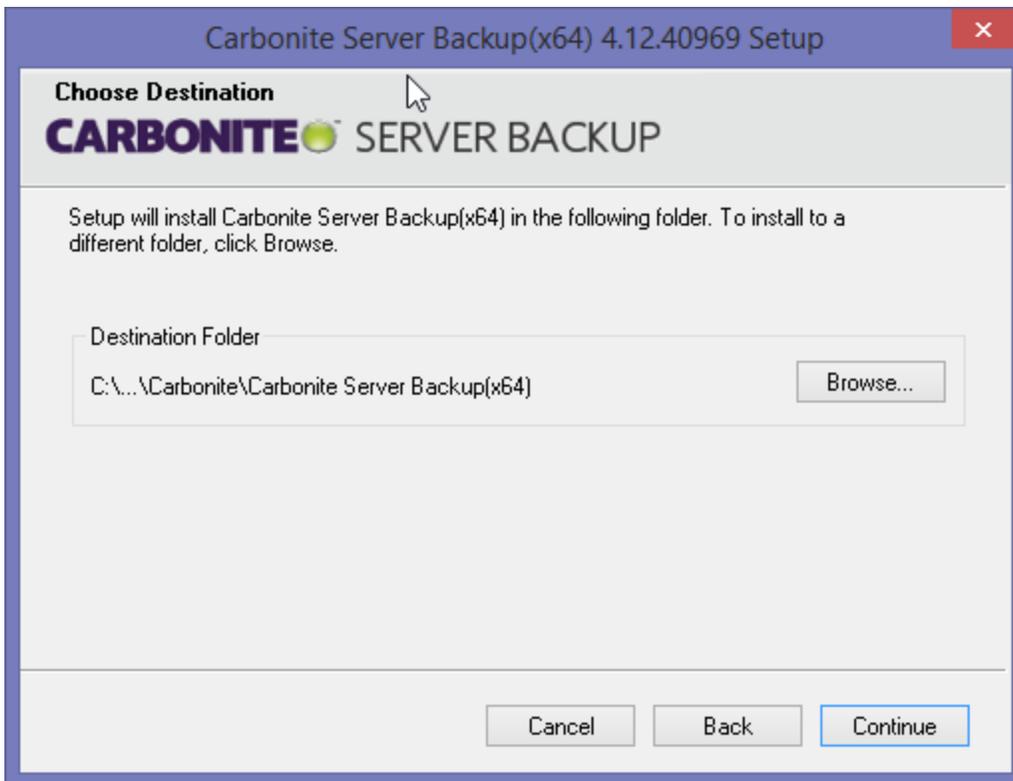
License Agreement

You must agree to the end-user license agreement in order to continue installation.



Chose Destination

Choose the location where you wish to install ZCB.



Prerequisites

The installer will check for two prerequisites: the Java Runtime Environment and system requirements.

A new window will *only* appear if the prerequisites are not met.

Java Runtime Environment

The Java Runtime Environment version 7 or higher be installed on the system. If Java is not present, you will be prompted to download and install it.

More information about the Java Runtime Environment and installation instructions can be found at [How to Install the Java Runtime Environment](#).

System Requirements

The system must meet minimum requirements, as follows:

- Multi-core CPU
- At least 2GB of memory
- At least 10GB of free space on the drive where ZCB is installed

If your system does not meet these requirements, a warning will appear. Should this warning appear, we recommend that you cancel installation. Systems that do not meet the minimum requirements may encounter slow or failed backup and restore operations.



While recommend that you cancel installation, you may continue with the installation process by selecting **continue**.

The *amandabackup* user

A special Windows service account named *amandabackup* is created during installation. All backup and restore operations are run as *amandabackup*.

Create and confirm a password for the *amandabackup* user.

Carbonite Server Backup(x64) 4.12.40969 Setup

User Settings

CARBONITE SERVER BACKUP

Set Password

We need to create a new user account for Carbonite Server Backup to run. The account will be local to this server and will be named "amandabackup".

Set password for this account

Confirm Password

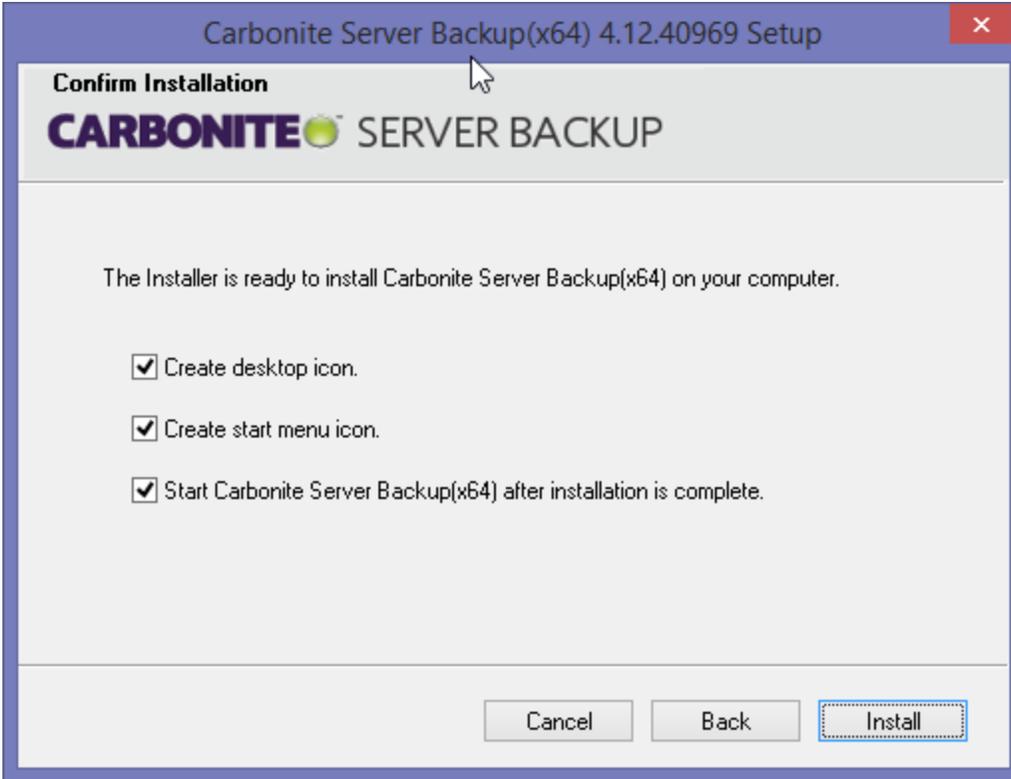
Cancel Back Continue

If you are on a Windows Domain, *amandabackup* will be created as a Domain user by default. This allows easy utilization of network storage for backup and restore purposes. It also allows easier deployment to multiple systems on the domain.

Confirm Installation

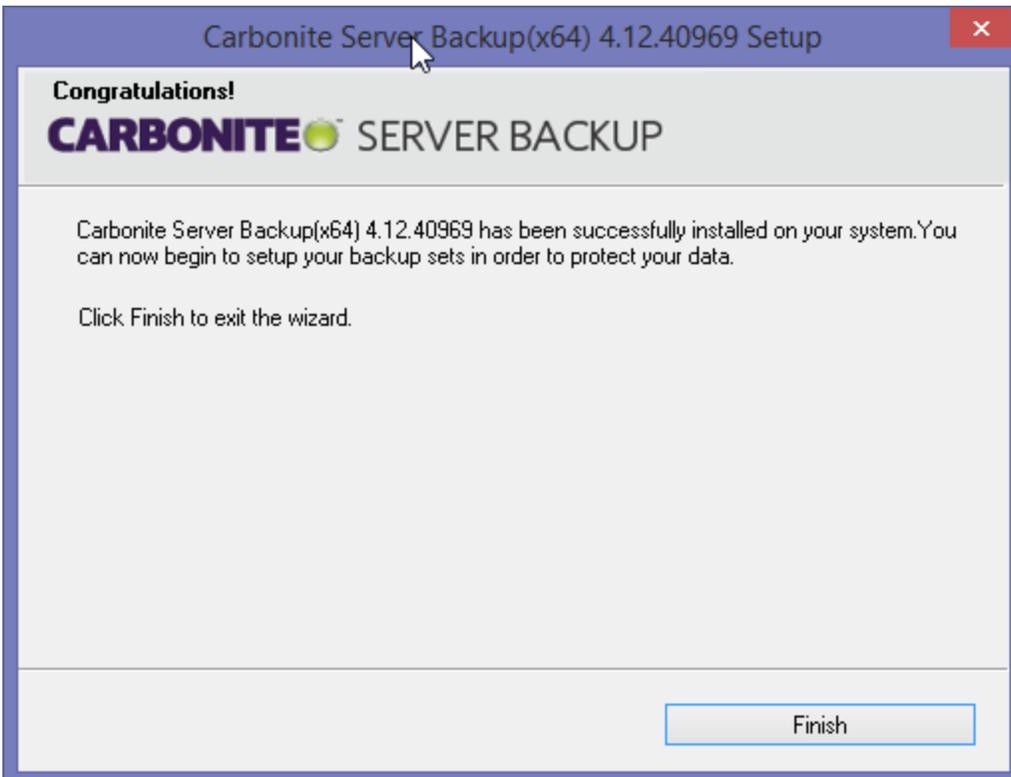
The installation wizard is now ready to begin. You may choose whether to install desktop or start menu items. You may also go back to change your previous choices.

Press the Install button when you are ready to begin installation.



Installation Complete

Congratulations. Installation is complete. You may now launch the program.



Run ZCB for the first time

Once installation is complete, ZCB will launch automatically if the **Launch Zmanda Cloud Backup when installation is complete** option was selected on the Confirm Installation page.

You can also launch the program from the Start menu or Desktop shortcuts.

Import the Cloud Certificate

At this time, you will be prompted to download an import your account's cloud certificate.



Click the **Download cloud certificate** button to be redirected to your account to download your cloud certificate. Once downloaded, or if you downloaded the certificate earlier, use the **Browse** button to locate the certificate file on disk.

Configure your first Backup Set

Now you're ready to create your first backup set! A *backup set* is your choices on what to back up, where to put it, and so on.

i To simplify setup and configuration, default settings are presented for each backup set. The default settings *always* reflect the best practice. These defaults are based on an aggregate of users' backup needs and reflect the best choice for the average user.

Any setting can be modified if there is a specific need, but when in doubt, use the default!

Add a new backup set

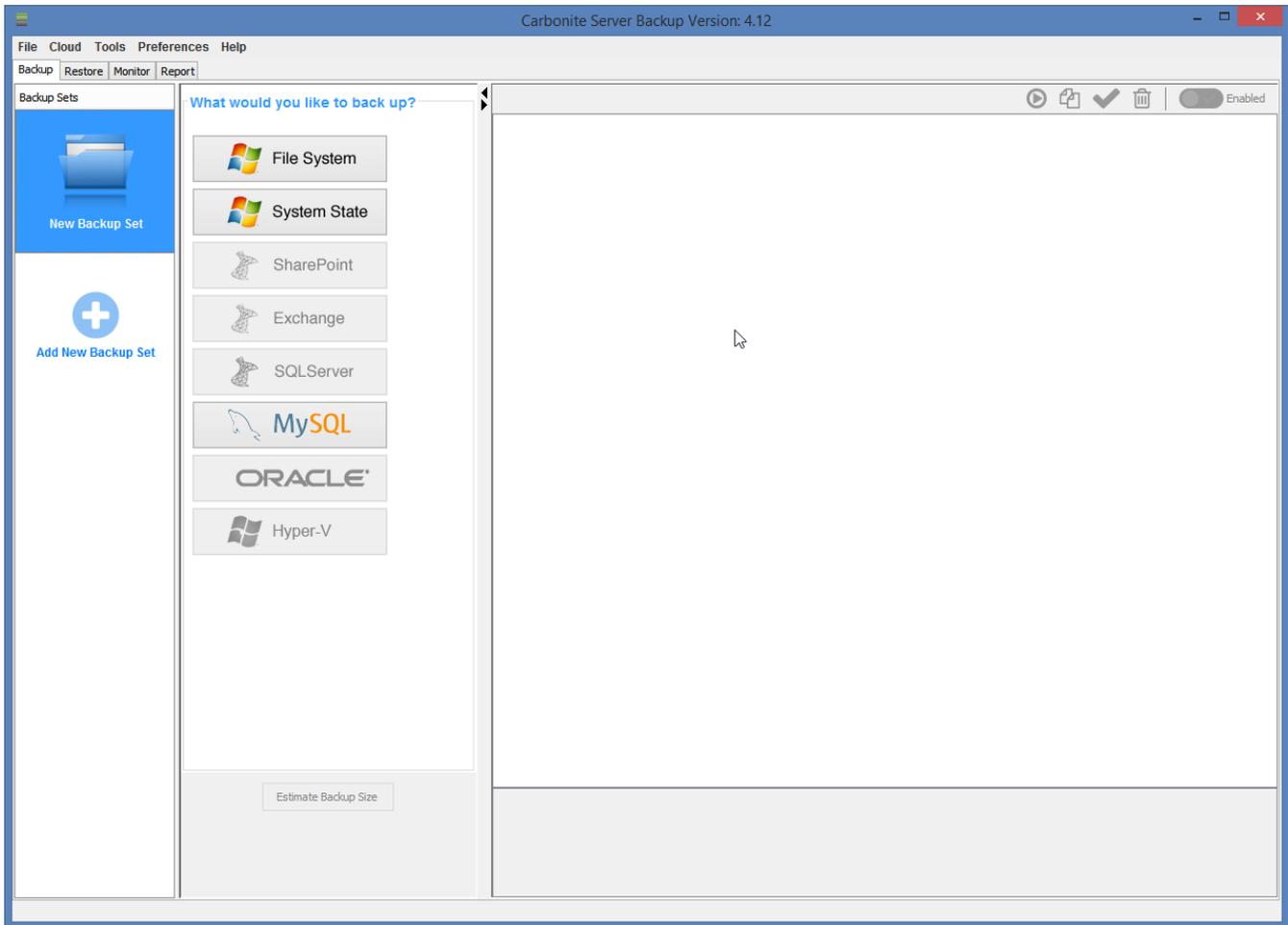
Click the **Add New Backup Set** button on the left side bar, the **New Backup Set** button in the middle of the screen, or choose **New Backup Set** from the **File** menu. You will be prompted to choose the type of data you plan to back up.

i You can also create a new backup set by using a keyboard shortcut. Press **CTRL + N** to create a new backup set at any time!

Keyboard shortcuts are available for many common functions. Keyboard shortcuts are displayed to the right of many options in the **File**, **Cloud**, **Tools**, and **Help** menus.

Select a backup type

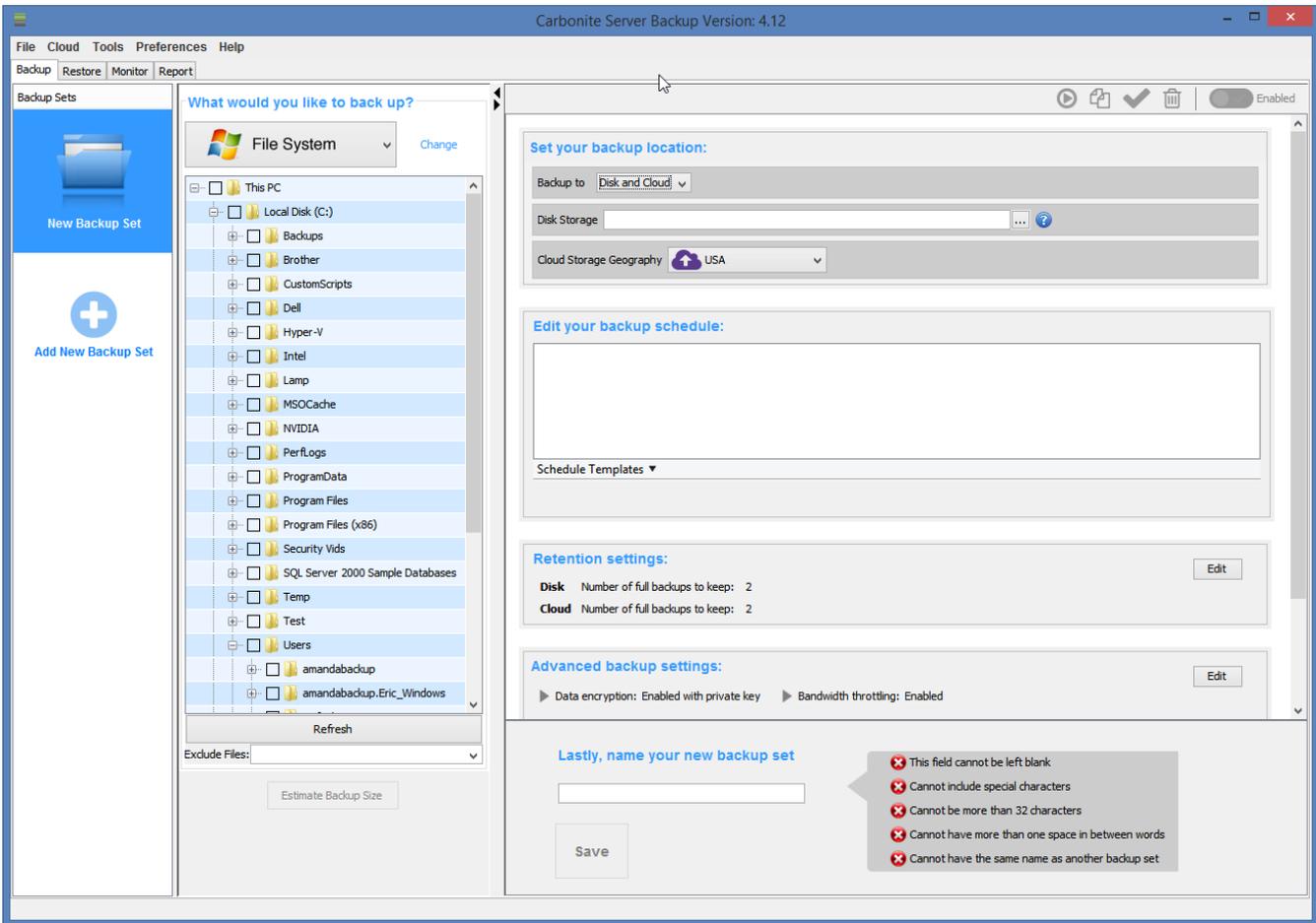
After you click **Add New Backup Set**, a new screen will appear showing which types of data have been detected on your system. Only data types that were detected will be enabled.



Choose the **File System** backup type for your first backup set.

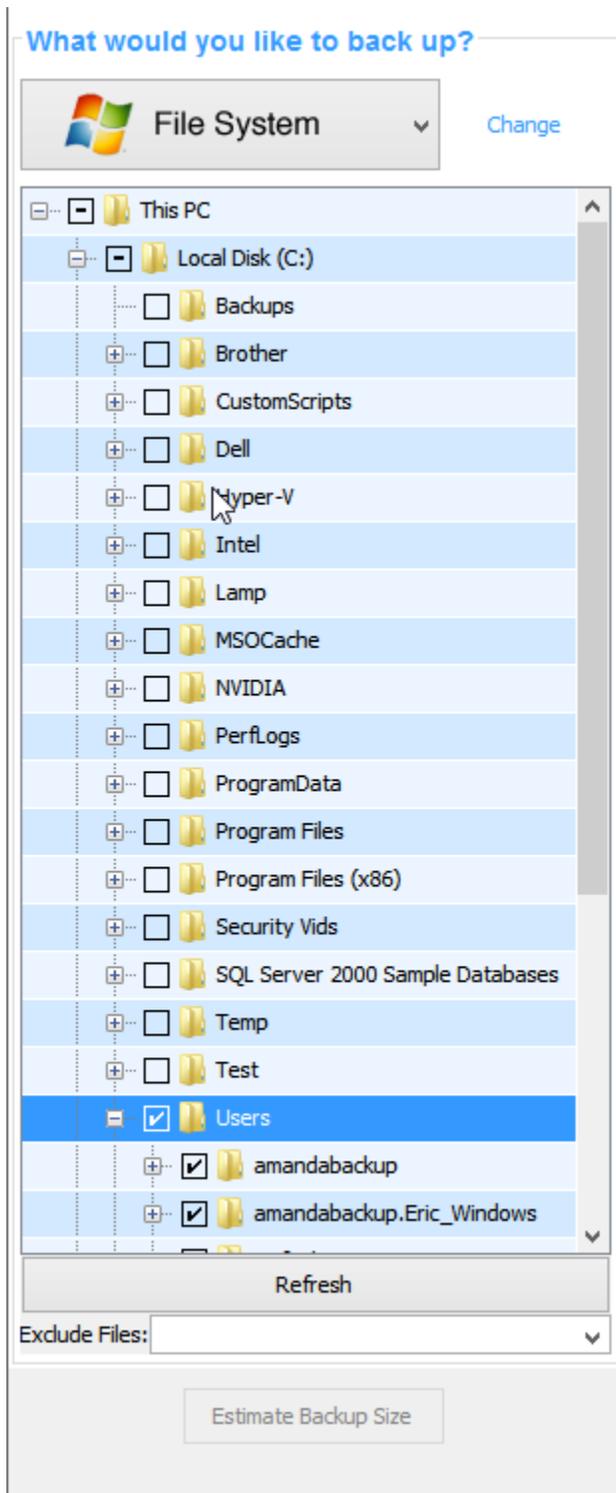
Configure the backup set

The screen will change after you choose **File System**. A file tree and configuration options will be displayed.



What would you like to back up?

On the left side, a file tree will appear. Choose which files and folders you wish to back up. If you're not sure, select it all!



Set your backup location

Backups can be saved to disk, cloud, or both. Backups to disk and cloud offer the best combination of speed and stability and are the default setting.

Please ensure that the **Disk Storage** location has plenty of free space!

Set your backup location:

Backup to **Disk and Cloud** ▾

Disk Storage ... ?

Cloud Storage Geography  **USA** ▾



Small blue help icons are available throughout the program. Click these icons for more information related to the nearby options.

There is one next to the **Disk Storage** option. Click it to view instructions on how to use network storage or external hard drives to store your disk backups!

Edit your backup schedule

Backups occur on a schedule. Default schedules are provided, and additional schedule suggestions are available in the **Schedule Templates** dropdown box.

Edit your backup schedule:

Full backup to both disk and cloud every month at 21:00 hours on first Fri [Double click to edit] 

Incremental backup to both disk and cloud every day at 21:10 hours [Double click to edit] 

Schedule Templates ▾

A full backup is *required* for all backup sets. Some backup types, including File System, will allow incremental and/or differential backups.

You can read more about incremental and differential backups at [What are Incremental and Differential backups?](#)

Any schedule can be edited, if necessary. Simply double-click the schedule to change when it occurs.

Retention settings

Backups can be kept for any length of time. By default, two full backups (and their associated incremental or differential backups) will be available at any given time.

Click the **Edit** button if you need alter how long your backups are kept.

Retention settings:

Disk Number of full backups to keep: 2

Cloud Number of full backups to keep: 2

Edit

More information about retention can be found at [Info: Number of successful full backups to retain.](#)

Advanced backup settings

Advanced options, including **Encryption**, **Bandwidth Throttling**, **Compression**, and **Custom Scripts** can be accessed by clicking the **Edit** button.

Advanced backup settings: Edit

▶ Data encryption: Automatic encryption on the cloud ▶ Bandwidth throttling: Not enabled

▶ Compression: On ▶ Custom scripts: [Before and after backup/Before backup/After backup]

Email notification preferences

Notifications can be sent by email to alert on the success, failure, or warning status of any operation. Click the **Edit** button to configure email notification settings. Once configured, email notifications will be sent for *all* backup sets.

Notifications are sent using your own SMTP email server. You must have access to your SMTP server information to configure email notifications.

You can also add email notifications at any time via the **Preferences > Email** menu.

Name your backup set

Every backup set must have a name. Choose a name that lets you know what sort of data is contained within the backup set.

Lastly, name your new backup set

File-System

Save

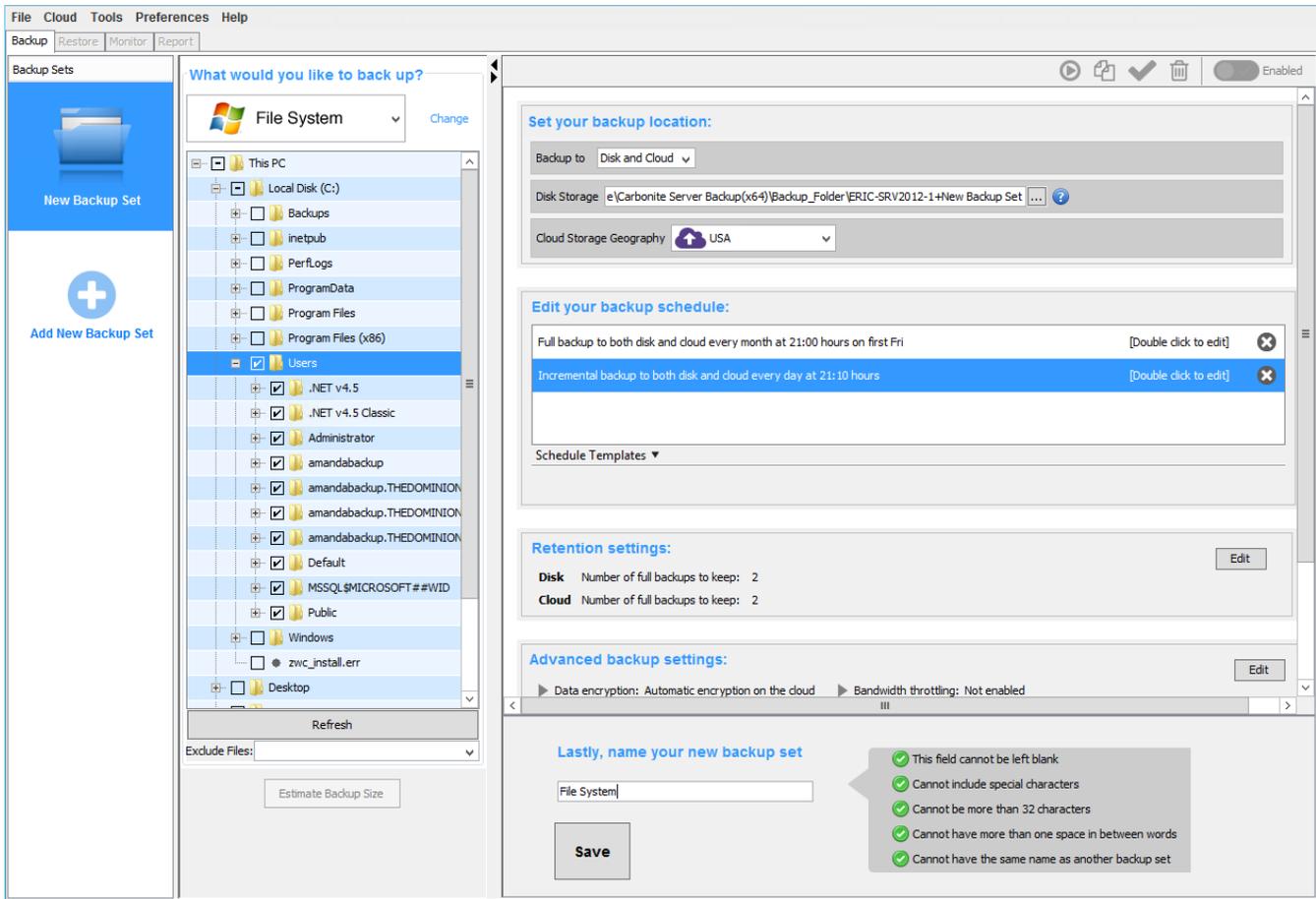
- ✔ This field cannot be left blank
- ✘ Cannot include special characters
- ✔ Cannot be more than 32 characters
- ✔ Cannot have more than one space in between words
- ✔ Cannot have the same name as another backup set

Backup set names must meet a few requirements. The requirements are displayed to the right of the name field.

Click the **Save** button to save your backup set.

Your backup set is ready

Once saved, the backup set will back up automatically according to the schedules shown in the **Edit your backup schedule** section.

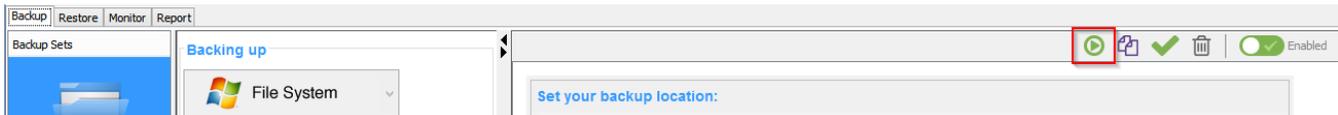


Please note that incremental and differential backups *cannot* be performed until a full backup is complete. You can wait until the full backup is performed according to schedule, or you can use the **Backup Now** function (see below) to begin one immediately.

Backup Now

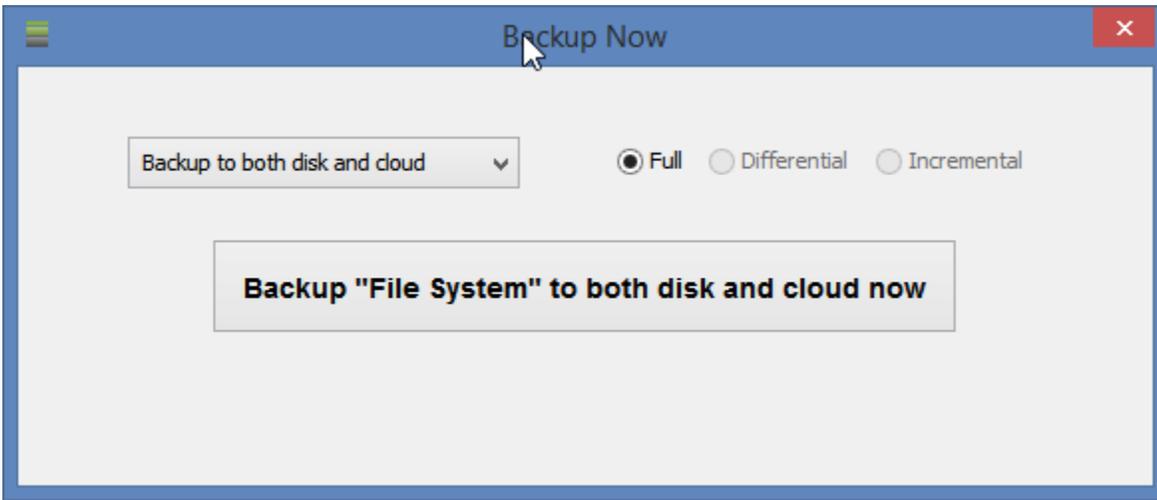
A toolbar is available at the top right of every backup set. It includes options to delete, copy, validate, and enable/disable the backup set.

It also contains the **Backup Now** button. Backup Now allows you to begin a backup immediately without waiting for it to run on schedule.



Click the green play button to begin a Backup Now. A menu will appear. You can choose to put your backup on disk, cloud, or both and choose between a full, differential, or incremental backup.

For your first backup, perform a full backup to disk and cloud.



Monitor your backups

The **Monitor** page displays the current operation in progress or the results of the last operation that finished. When you trigger a Backup Now, you will be taken to the Monitor page.

File Cloud Tools Preferences Help							
Backup Restore Monitor Report							
Backup Sets	Activity	Start Time	Elapsed (D:H:M:S)	Level	Size	Progress	Details
 File System	 Backup to Disk	 09/12/2014 18:31:28	00:00:00:06	Full	80 MB	121 files backed up	In Progress
	Upload from Disk						
	Download						
	Restore						

Your first backup is now in progress! Click the **Add New Backup Set** button if you wish to configure another backup set. You can have any number of backup sets!

Technical Support

Should the need for additional support arise, select **Help > Contact Support** from the menu at the top of the program.