

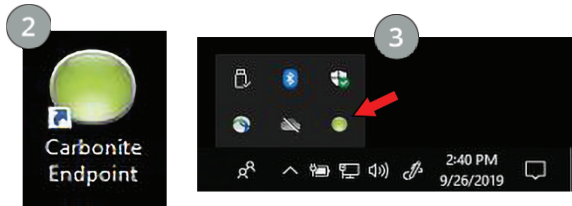
Use Carbonite to back up your critical files to the cloud, protecting them from loss or corruption, be that from accidental deletion, hard drive failure, or lost computer. Backing up and restoring files is easy.

## STEP A

### Opening Carbonite

1. From Start Menu > locate and click **Carbonite Endpoint**
2. or Double-click **Carbonite Endpoint** icon on desktop
3. or Double-click **Carbonite Endpoint** icon in System Tray

## STEP A



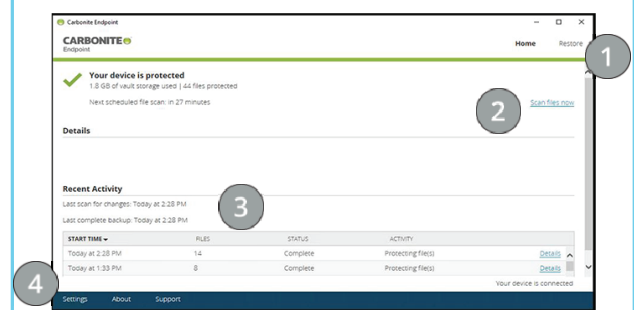
## STEP B

### The Home Screen

The home screen is the entry point for anything you wish to do in the application:

1. Restore files
2. Start a backup
3. View details of prior backups
4. Change settings

## STEP B

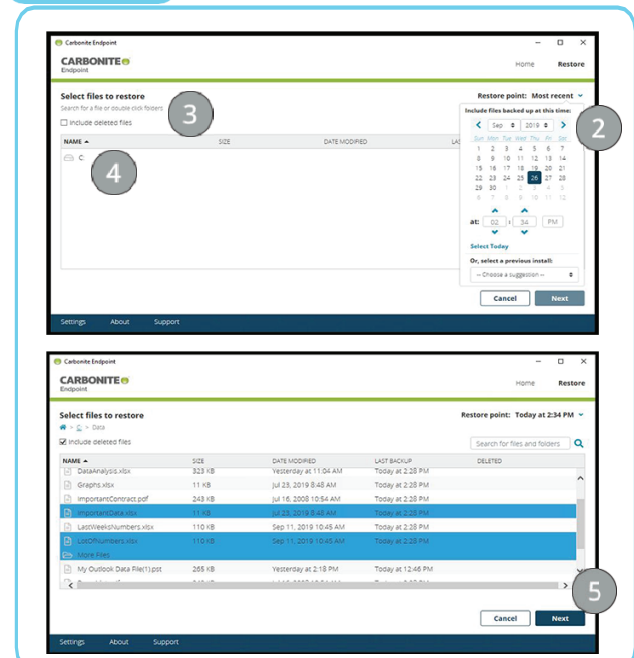


## STEP C

### Restore Files

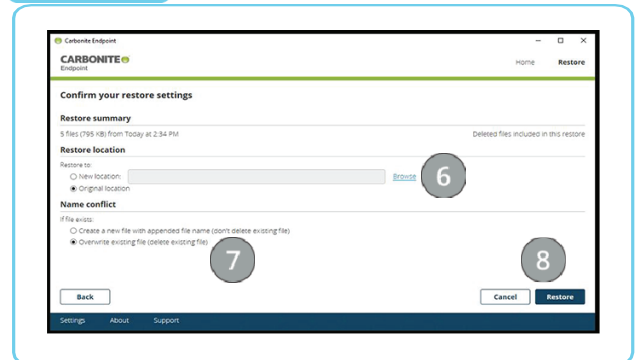
1. Click "Restore" from the Home Screen
2. Click the "Restore point" and choose a date and time if you need an older version of a file.
3. Click "Include deleted files" if you want to restore files that were deleted.
4. Browse (double-click) and select (Ctrl-click) folders and files you want to restore.
5. Click Next

## STEP C

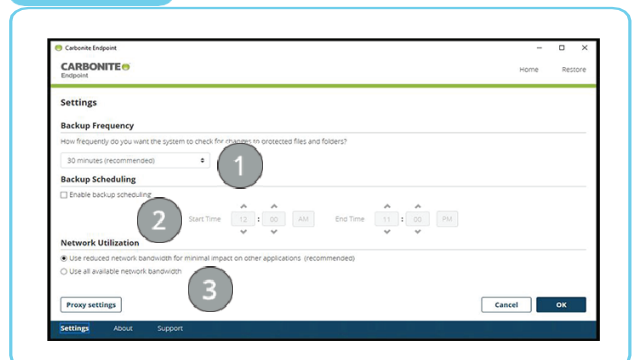


**STEP  
C****Restore Files (Continued)**

6. Choose to restore the file(s) to a new location or their original location (Recommend Original)
7. Choose to create a copy or overwrite when restoring a file that already exists on the computer
8. Click Restore

**STEP C****STEP  
D****Settings**

1. Change the frequency of attempted backups (defaults to every 30 minutes)
2. Set a schedule to keep backups from running during certain times (Change this ONLY if you are having issues with backups or computer slowdowns)
3. Throttle the network speed that Carbonite uses (Defaults to throttled to prevent slowdowns on the network for other users - Change only in extreme conditions)

**STEP D****Note:**

The files that are selected for backup are centrally managed, and cannot be changed in the local client. However, the software will back up the typical documents used in the business. If you have a special folder or file types that are not being backed up, please send an email to [Software.Licensing@compass-usa.com](mailto:Software.Licensing@compass-usa.com) with details including the location of the folder and the file extensions / types in question. The team will make every effort to facilitate the addition to the backups and ensure your files are protected.



Questions please contact Technology Service Center at  
(888) 295-7206.