Orlogix. Transfer MyPC

User Guide

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Transfer MyPC is the quick and easy way to migrate from one PC to another. This powerful application moves all of your selected files, settings, and programs from the old PC to the new PC.

Transfer MyPC can migrate your PC across a network, USB cable, Laplink Ethernet cable or using external media (e.g., an external hard drive) that can be read by both PCs. If your computer has multiple users, Transfer MyPC gives you the option to migrate some or all of the users at once. The security information about file ownership and access control is preserved for each user.

Glossary

Old PC/Source PC The source PC is the "old" PC that contains the applications,

files, and settings that you wish to move to the destination, or

"new" PC.

New PC/Destination PC The "new" PC is the PC to which the applications, files, and

settings are moved.

Transfer/Migration The process of copying all of your applications, files, and

settings from your "old" PC to your "new" PC.

Pre-Installation Checklist (both PCs)

The source PC is the "old" PC that contains the applications, files, and settings that you wish to move to the destination, or "new" PC.

System requirements for each PC:

- CPU: Intel[®] or compatible Pentium[®] or higher processor.
- RAM: Same as minimum required by operating system.
- Available hard disk space: 200 MB.
- Windows 7/Vista/XP, including Windows XP Media center and XP Tablet/Windows 2000.

Transfer MyPC does not support full server restorations, such as Windows Server 2003 and Server 2008. It will execute on these operating systems and can be used to restore accounts and applications. However, it will not properly restore any of the systems services and settings such as the Domain Name Service or Terminal Licensing.

- The operating system on the new PC must be the same as or newer than the operating system on the old PC.
- All Microsoft high-priority updates should be applied to the new PC before migration:

http://update.microsoft.com

 Do not plug in the USB cable or Laplink Ethernet cable until directed to do so later by the Transfer MyPC application.

Installing Transfer MyPC (both PCs)

To install Transfer MyPC from a downloaded file, follow these steps on each PC:

- Double-click on the Transfer MyPC_en.exe file in the folder where the file was saved. Follow the on-screen prompts.
- 2. At the end of the installation, restart your computer if prompted.
- 3. Repeat these steps on the second PC.

To install Transfer MyPC from a CD, follow these steps on each PC:

- 1. Insert the CD into the CD-ROM drive.
- 2. If the autorun feature is enabled, the installation begins automatically. Follow the on-screen prompts.

If autorun is disabled, use Windows Explorer or some other file management program to display the contents of the CD. Browse to the **Transfer MyPC_en.exe** file to begin the installation. If you cannot find this file on the CD, click on the Start button, then **Search**, and type **Transfer MyPC_en.exe** making sure that the search is centered on your CD-ROM drive.

- 3. At the end of the installation, restart your computer if prompted.
- 4. Repeat these steps on the second PC.

Pre-Migration Checklist (both PCs)

The following items should be addressed and/or completed on both of your PCs before starting Transfer MyPC.

- Transfer MyPC Installation: Transfer MyPC has been installed on both PCs.
- Administrator-level Permissions: On some operating systems, you will need Administrator-level permissions to do a migration.
- Hard Disk Space (Old PC vs. New PC): The hard drive(s) on the new computer has
 as much or more disk space as that on the old computer.
- Windows Versions (Old vs. New): The new PC has the same Windows version as
 or newer Windows version than that installed on the old PC.
- Internet Explorer Versions (Old vs. New): The new PC should have the same or newer version of Internet Explorer as that installed on the old PC.
- Review Applications on Each PC: You should not try to migrate applications that appear on both PCs prior to migration.
 - Example: Assume Microsoft Word is on the old PC and on the new PC. You should not attempt to migrate the Microsoft Word *application*, although migrating Word *documents* is fine.
- **Network Domain PCs**: Corporate PCs on a network domain should be connected and logged into the domain at least once prior to the migration.
- **Computer Cleanup**: Orlogix recommends that you run ScanDisk or a similar disk checking utility, as well as antivirus and antispyware software on the old and the new computers before the migration.
- **PC Power Settings**: Screen savers, hibernation protocols, and power-saving options on both computers should be turned OFF (i.e. All power management options in the Control Panel should be set to "Never" so they are completely disabled). Both computers need to remain on and completely "awake" during the transfer and must not go into screensaver or sleep/hibernation mode.
 - A laptop PC *must* be plugged into a power outlet, rather than running on its batteries, as the migration is likely to take a longer time than the battery life.

- Disable All Scheduled Tasks/Programs: Using the Windows Task Scheduler, turn
 off any tasks or programs that are set to automatically run, as these will interfere
 with a Transfer MyPC migration.
- **Exit All Programs**: Exit all programs that are running on both computers. Turn off system tools such as virus scanners, spyware scanners, firewall software, and desktop search utilities on both PCs. Due to the nature of these types of applications, you should choose not to migrate them, as they are unlikely to migrate correctly.

Note: As a safeguard, Transfer MyPC makes it possible, if necessary, to revert back to the original state and settings of your new PC. See 'Undoing a Migration' on page 14 of this guide for instructions.

Migration Information

- **Set Up New PC First**: To perform a Transfer MyPC migration, start Transfer MyPC on your new PC first. Complete the Transfer MyPC screens as directed in the **Preparing the New PC For Migration** section (see page 3).
 - Then, when instructed to do so by Transfer MyPC, start Transfer MyPC on the old PC. Complete the screens to prepare your old PC and perform the migration (beginning with the section **Preparing the Old PC For Migration** on page 5).
- Length of Time: Migration may take quite a while, depending on several factors: the size of the hard drive(s) you are migrating, the amount of data on them, their level of fragmentation, the number and size of applications and other files and folders you are migrating, and other factors.
- Application/Folder Selection: Transfer MyPC allows you to choose which
 applications and files you would like to migrate. For more details, see Exclude
 Specific Folders on page 10, and Choose Applications on page 9 of this guide.
- Updates For Applications: Some older applications may not work correctly after
 migration without an update, especially if the operating system on the new PC is a
 more recent one than on the old. If you find this to be the case, please check with
 the application's manufacturer for an update.

IMPORTANT: Some applications with a copy-protection process known as Digital Rights Management may not function correctly after migration. These include such

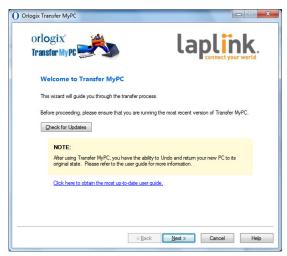
music-sharing programs as iTunes, MusicMatch and Napster, which will probably require reactivation on the new PC, possibly a Repair done through the Windows Control Panel, and possibly reinstallation. Certain other applications, such as Microsoft Office, may also require reactivation.

Preparing the New PC for Migration

IMPORTANT: The 'Transfer MyPC Pre-Migration Checklist' (page 2) and 'Migration Information' sections should be reviewed and completed before beginning a Transfer MyPC migration.

1. Welcome to Transfer MyPC

Note: All screen shots in this document are representative of screens in Windows 7. If you are using an older version of Windows, your screens may look slightly different.



If Transfer MyPC is not already running, start Transfer MyPC on your new PC. Follow the on-screen instructions.

Note: If you see a Windows Security Alert(s), select 'Unblock' and proceed. The Security Alert is a standard Windows message that appears when starting most programs on your PC.

Click Check for Updates to make sure you are running the latest version of

Transfer MyPC. If there is a newer version available, you will be taken to a Web page from which you can download the updated version, as well as the latest quide. Click **Next**.

IMPORTANT: If an update is available, please install the new version on BOTH computers immediately.

2. Important Information



This screen alerts you to important information you should know about migration. Please review all items listed, check the box, and click **Next.**

3. Preparing Your Computers for Migration

Choose **NEW computer**, and then click **Next**.

4. Connection Method



Select your connection method, follow instructions below for that connection method, and then click Next.

- Network: Both your old and new PCs must be on the Local Area Network (LAN).
- Laplink Ethernet Cable: After selecting Laplink Ethernet Cable and clicking Next, you will see the Using a Laplink Ethernet (Network) Cable screen. Please review the information on this screen and plug the Laplink Ethernet cable into your new PC.

Click **Next** and continue with step 5 of this section.

Note: As instructed on this screen, you should ONLY plug the Laplink Ethernet cable into your new PC. Do NOT plug the cable into your old PC yet. You will be instructed on the old PC when to complete this step.

• **File Storage Device**: Migrate to the new computer using external media (e.g., an external hard drive). After the migration file is created on the old computer, store the file on the external media. Then, run Transfer MyPC again on the new computer to unload the migration file and automatically set up your new PC.

USB Cable: With Transfer MyPC installed on both PCs, plug in the USB cable to both PCs now.

Note: Transfer MyPC must be installed on both PCs before plugging in the USB cable.

If the New Hardware Detected Wizard is displayed when you plug in the USB cable on Windows XP, select "No, not this time" and click 'Next'.

If you see the dialog window stating that "Connection with a USB cable cannot be detected", please verify that the cable is plugged in to both PCs.

If you are still unable to proceed, you will need to install the USB driver software. Click on the **Start** button \rightarrow **Programs** \rightarrow **Transfer MyPC** \rightarrow **Install USB Drivers**.

5. Ready to Proceed - Search For Applications

Transfer MyPC will now make an inventory of data on your new computer. Click **Next**.

6. E-mail or SMS (Text) Notification Option



If you want to be notified by e-mail or SMS (text) when the migration is complete, enter your Name, E-mail Address, and a custom Message (if desired). If you want to proceed without notification, leave the boxes blank.

Click Next when finished.

Note: You must have access to your e-mail from another computer or a mobile device in order to receive the notification. For texts, it is necessary to use SMTP format (e.g., 12125551212@tmomail.net).

7. Ready to Proceed

Transfer MyPC is ready to accept data from your old computer using your selected transfer method. Click **Next**.

8. In Progress

Transfer MyPC is now waiting for the connection from your old computer. Please proceed to the next section to prepare your old PC for migration.

Preparing the Old PC for Migration

1. Welcome to Transfer MyPC

Start Transfer MyPC on your old PC. Click **Check for Updates** to make sure you are running the latest version of Transfer MyPC. Click **Next** when ready.

Important: If you checked for updates and downloaded an update on the new PC, you MUST check for updates on the old PC to be sure you are running the same version of Transfer MyPC on both PCs.

2. Important Information

This screen alerts you to important information you should know about migration. Please review all items listed, check the box, and click **Next**.

3. Preparing Your Computers

Choose **OLD Computer**, and then click **Next**.

4. Serial Number Validation



Enter your name, e-mail address, and serial number, and click **Next**.

Serial Number: The location of your serial number depends on how you purchased Transfer MyPC.

 Download: When you purchased the product, you should have received a confirmation e-mail containing your serial number.

Once there, enter the e-mail address you supplied when you purchased the product. If you have forgotten your password, please enter your e-mail address and click on the **Forgot Your Password** link.

CD: Affixed to the CD sleeve.

When you enter your serial number into Transfer MyPC, it is "validated" (checked for authenticity) using your old computer's Internet connection. If you are connected to the Internet but are unable to continue past the **Serial Number Validation** screen, first disable all security software, such as virus scanning, spyware scanning, and firewalls, and try again.

If that does not work, click **No Internet Access**. A screen will appear with your Network Name and Session Code.

You will need the Network Name and the Session Code, along with your Transfer MyPC Serial Number, in order to obtain the Validation Code, which will be used in place of your serial number to activate the product.

Proxy Servers:

Transfer MyPC supports Basic Authentication and NTLM Proxy Servers.

If you are using a Basic Authentication Proxy Server, a dialog box will appear after you enter your serial number, asking you for your credentials. Enter your credentials and click **0K**.

If you are using an NTLM proxy server or no proxy server at all, this dialog box will not appear. Continue to step 5, "Connection Method".

5. Connection Method

Select the same method of data transfer as you selected on the new PC, follow instructions below for that connection method, and then click **Next**.

 Network: Both your old PC and new PC must be on the Local Area Network (LAN). Once you have selected Network and clicked Next, you will see the Identify New Computer screen.

If the new PC is not listed, click **Browse** to find the new computer to which you will migrate. If you do not see your new computer in the list, click **Re-scan**. Select your new computer and click **OK**.

Click **Next** and proceed with step 6 of this section.

Note: If your new computer isn't listed after clicking 'Re-scan', click 'Cancel' on both PCs to exit Transfer MyPC. Disable all firewall, antivirus, and antispyware applications on both PCs, confirm that both your old PC and new PC are connected to the LAN and restart Transfer MyPC on both PCs.

 Laplink Ethernet Cable: After selecting Laplink Ethernet Cable and clicking Next, you will see the Using a Laplink Ethernet (Network) Cable screen. Please review the information on this screen, plug the Laplink Ethernet cable into your old PC, and click Next.

On the **Identify New Computer** screen, your new PC should be listed in the **Network Name** text field.

Click **Next** and proceed with step 6 of this section.

Note: Per the instructions, the Laplink Ethernet cable should now be plugged into both computers, connecting your old and new PCs.

If you do not see your new PC listed in the text field, wait a moment for the connection between PCs to be established. If connection has not occurred after 15 seconds, click 'Browse' and manually select your new PC from the list.

If you do not see your new computer in the list, click 'Re-scan'. Select your new computer and click 'OK'.

If your new computer isn't listed after clicking 'Re-scan', click 'Cancel' on both PCs to exit Transfer MyPC. Verify the Laplink Ethernet cable is plugged into both PCs and restart Transfer MyPC.

- **File Storage Device**: Migrate to the new computer using external media (e.g., an external hard drive). After the migration file is created on the old computer, store the file on the external media. Then, run Transfer MyPC again on the new computer to unload the migration file and automatically set up your new PC.
- USB Cable: Per the previous instructions for the new PC, the USB cable should already be plugged into both PCs.

Note: If you see the dialog window stating that "Connection with a USB cable cannot be detected", please verify that the cable is plugged in to both PCs.

Ready To Proceed- Load Snapshot Click Next.

7. In Progress - Load Snapshot



Please wait while Transfer MyPC loads the snapshot.

For more information, please see the **Troubleshooting** section on page 13 of this document.

8. Choose Transfer Type



To continue with a full migration, select **Full**, and click **Next**. Otherwise, you may choose "Files and Settings only" or "Files only", depending on your migration needs.

Note: For most migrations, no change from the default is needed. However, if you do choose "Files and Settings only" or "Files only", the forthcoming screens will operate in conjunction with this selection.

Certain screens may be omitted from the migration setup if no longer needed. Your choices on other screens may also produce a different migration result than if you had chosen to perform a full migration. See specific screens for more information.

9. Custom Settings

If you wish to make advanced user changes to your migration, click **Customize Settings**. Most of the time these changes are not needed, but if you do make changes, please be very careful when changing from the defaults. To continue with a normal migration, click **Next**.

Note: Basic options to specify the files, folders, and applications transferred during the migration appear in forthcoming screens. Click 'Next' to proceed.

10. Select User Accounts



The settings and associated files for the users on your old PC will be migrated to the user accounts on your new PC as shown in the list. If you have already established settings for the users on your new PC prior to the migration, these settings will remain the same and will not be overwritten by the migration. The user names and passwords for the users on the new PC will also remain the same.

To migrate all of the users to the new PC as listed, click **Next**.

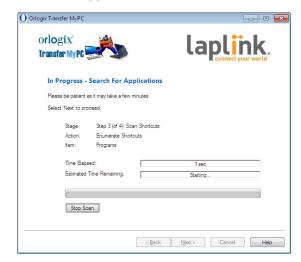
To modify how a user is migrated to the new PC, select the user in the list and click **Change User Mapping**. In the dialog box that appears, you may choose to migrate to a different user on the new PC, or you may create a new user on the new PC to which you will migrate the user from the old PC. Click **OK** when finished, and then click **Next**.

Note for "Files only" migrations: If you chose "Files only" on the 'Choose Transfer Type' screen, no user settings will be transferred (i.e. only user files).

11. Ready To Proceed - Search For Applications

Transfer MyPC will now scan your old PC for applications to migrate. Click Next.

Search for Applications



Please wait while your computer is scanned for applications to migrate. Transfer MyPC will bring up a list of applications, both registered and unregistered, that you have installed on your old PC, and will give you the option to migrate each of these applications. Please see **Choose Applications** (next) for more details.

Note for "Files only" migrations: This screen and the following 'Choose Applications' screen will not be displayed as part of your migration setup, since you previously chose to omit all applications from the migration.

13. Choose Applications



On this screen is a list of the applications on your old computer. All applications are selected by default to migrate to the new PC. You may deselect any applications that you do not wish to have migrated.

Click **Next** when finished. See list below for applications and programs you should *not* migrate.

Do not migrate:

- Applications incompatible with the operating system on the new PC.
 Occasionally this may occur when migrating from an older operating
 system to a newer operating system, or when migrating from a 32-bit OS
 to a 64-bit OS.
- Applications already installed on the new PC.
- Applications with a trial version installed on one PC and the full version on the other PC.
- System tools, such as virus scanners, spyware detectors, firewall software, and desktop search utilities, which are unlikely to migrate correctly.

IMPORTANT: "Unregistered Applications" are those that do not appear in the Add/Remove Programs Control Panel in Windows. The term "Unregistered" does not, in this case, refer to whether you have registered a given application with its manufacturer.

This Unregistered Applications list will often include applications that are specific to hardware installed on the old computer. These will only work on the hardware for which they are designed, and may interfere or conflict with hardware for which they are not designed.

Note for "Files and Settings only" migrations: Choosing an application on this screen means that Transfer MyPC will migrate the applications settings from your old computer to your new computer. The application itself will not be migrated.

If you have the same application on both the old and new computers, migrating the application settings will set up that application on the new computer the same way it is configured on the old computer.

Note for "Files only" migrations: This screen will not be displayed as part of your migration setup.

14. Select Drives



If the old PC contains more disk drives than the new PC, Transfer MyPC will create a folder for each drive that does not exist on the new PC.

To migrate all of the drives to the new PC as listed, click **Next**.

To modify how a drive is migrated to the new PC, select the drive and click **Change Destination**. In the "Change Drive Mapping" dialog, you may modify the drive and/or default folder to which the drive from the old PC is migrated. Make these changes in the "Transfer to New Directory" text field. You may also choose to not migrate the drive from the old PC. Click **OK** when finished, and then click **Next**.

Note: To run properly, some applications require installation to the same drive on which they were originally installed. If any applications that were installed on a secondary drive do not work on the new machine, uninstall them from the secondary drive and reinstall them on the primary drive.

Note for "Files and Settings only" and "Files only" migrations: Your choices on this screen will only affect settings and/or files (as applicable) on each drive. Applications will not be migrated, even if you choose to migrate a specific drive that contains applications.

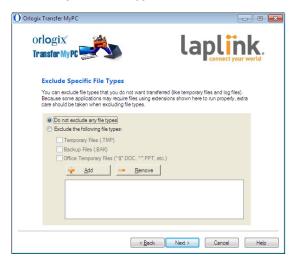
15. Exclude Specific Folders



Transfer MyPC allows you to choose specific folders *not* to migrate. If, for instance, you do not want to migrate any of the files in the Pictures or Music folders, you can deselect those folders in this screen, and they will not migrate to the new PC. You cannot choose specific *files*, but you can choose specific *folders*.

Click **Next** when you have finished making your selections.

16. Exclude Specific File Types



Transfer MyPC also allows you to choose file types to *exclude* from migration. For instance, if you want to include all graphic files on your old computer except for those in .jpg format, this is where you choose those files you wish to *exclude*.

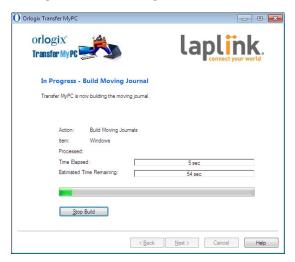
Click **Next** when finished.

Note: Some file types are already set up for you in this screen, such as temporary files (.tmp). These files are generally small, but if you have a large number of them, they can take up quite a bit of hard drive space.

17. Ready to Proceed - Build Moving Journal

Click Next.

18. In Progress - Build Moving Journal



Transfer MyPC is creating a journal that it will use to fill the moving van, which is the package of files, settings, and other data to migrate.

19. Ready to Transfer

This window presents a summary of files, settings and total data that will be transferred during the migration. Click **Next** when ready.

20. E-mail or SMS (Text) Notification Option

If you already entered your information for E-mail or SMS Notification on the new PC, please do not enter your information in the fields provided and click **Next**.

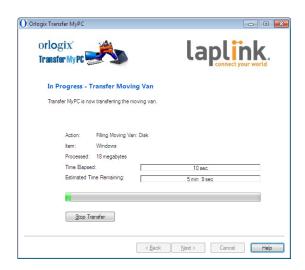
If you would like to receive notification and did not enter your information on the new PC, please follow the steps on the screen or refer back to page 5 of this guide.

Migrating from the Old PC to the New PC

1. Ready To Proceed- Transfer Moving Van

Your moving van is ready to be moved to the new PC. Click Next to begin migration.

In Progress - Transfer Moving Van



Transfer MyPC is now transferring all of your selected programs, data files and registry settings to the new PC. The length of time required to perform the move depends on the configuration of the computers and the amount of data to be transferred, and could be as much as several hours or more.

Note: In very rare occasions the transfer of data will not continue; if you do not see any progress for more than an hour, you should restart the migration.

3. Moving Van Transferred

Click **OK** when ready.

4. Done

Click **Finish**. You are done with the old PC and have just a few steps to complete on the new PC.

Note: To maximize system compatibility, Transfer MyPC may not transfer certain system settings as well as hardware configurations. After the migration, the following software may have to be reinstalled or reactivated on the new PC:

- Antivirus and antispyware applications
- Hardware-specific drivers
- Files with Digital Rights Management (e.g. copy-protected music files)

If reinstallation or reactivation does not resolve problems, you may need to contact the appropriate vendor for specific instructions. For more details regarding difficulty with applications running on the new PC, please see 'Helpful Hints' on page 13.

Finishing on the New PC

Done



Congratulations! You have successfully moved into your new PC. You will need to restart your new PC for all of the settings to take effect. Click **Finish** to restart automatically.

Choose Your Startup Options on the New PC

StartUp This lists which programs have been disabled and allows re-enabling of those compatible with your new PC.

1. StartUp This



After your PC restarts, the **StartUp This** program opens. Click **Run** "StartUp This".

2. StartUp This - Options



You can choose to activate the programs that were deactivated during migration. Click **OK** when finished, and then restart your new PC.

Usually, you will not need the start-up programs from your old PC. Therefore, most of these programs should stay deactivated. If you deselect "Display StartUp This When Windows Starts" and wish to access StartUp This at any time, go to the Start button, **All Programs, Transfer MyPC, StartUp This**. For more information on using StartUp This, refer to the StartUp This Help File.

You can find the Help File by opening StartUp This, and then clicking on the **Help** button in the lower right corner of the window.

Additional Assistance

Troubleshooting

USB Cable - Connection Cannot Be Detected

If you see the dialog window stating that "Connection with a USB cable cannot be detected", please verify that the cable is plugged in to both PCs.

If you are still unable to proceed, you will need to install the USB driver software. Click on the **Start** button \rightarrow **Programs** \rightarrow **Transfer MyPC** \rightarrow **Install USB Drivers**.

New PC Not Listed When Using Laplink Ethernet Cable

Once you have reached the **Identify New Computer** screen when using the Laplink Ethernet cable method of migration, your new PC should be listed in the **Network Name** text field.

If you do not see your new PC listed in the text field, first make sure that the Laplink Ethernet cable is plugged into both computers, connecting your old and new PCs.

Then, wait a moment for the connection between PCs to be established. If connection has not occurred after 15 seconds, click **Browse** and manually select your new PC from the list. If you do not see your new computer on the list, click **Re-scan**. Select your new computer and click **OK**.

If your new computer isn't listed after clicking **Re-scan**, click **Cancel** on both PCs to exit Transfer MyPC. Verify the Laplink Ethernet cable is plugged into both PCs and restart Transfer MyPC.

"Internal Compression" Error

This error can occur during transfer if firewalls or other software are running in the background. Click **Cancel** on both PCs, disable all firewall and other programs running, and start the migration again.

Helpful Hints

Because the software Transfer MyPC moves is often changing, we have to keep changing Transfer MyPC. And this means that occasionally, a few users may have some difficulty with transferred applications.

Using Migrated Applications: If an application does not work or displays errors
on the new machine, try a Repair done through the Windows Control Panel, and if

that does not suffice, try uninstalling and reinstalling it. You may need to run the installation file as an Administrator. For more information on running programs as an Administrator, please check Windows Help.

- **Updates For Applications**: Some older applications may not work correctly after migration without an update, especially if the operating system on the new PC is a more recent one than on the old. If you find this to be the case, please check with the application's manufacturer for an update.
- Windows Folder Names and/or Locations: When moving/upgrading from an older Windows operating system to a newer one, you may find that folder names and/or locations may have changed. For example, in Windows XP, files located in the 'My Documents' folder can later be found within the 'Documents' folder of Vista or Windows 7.
- **Programs Requiring Reactivation**: Some applications with a copy-protection process known as Digital Rights Management may not function correctly after migration. These include such music-sharing programs as iTunes, MusicMatch and Napster, which will probably require reactivation on the new PC, possibly a Repair done through the Windows Control Panel, and possibly reinstallation.

Certain other applications, such as Microsoft Office, may also require reactivation.

- Music Files: Because of the copy-protection methods, music files that are copyprotected may not play on the new computer without transferring the licenses for the music files. Look at the music application help files for information on transferring the licenses, or contact the music application vendor. You may also need to reinstall the music application.
- Antivirus/Antispyware Applications: Reinstall any antivirus or antispyware software. As previously stated, these types of applications are unlikely to migrate correctly.

Undoing a Migration

Transfer MyPC allows you to restore your new PC to its original state before the transfer. If you wish to undo your transfer, please start Transfer MyPC on your new PC and follow the screens.

Undo or Transfer?



Select Undo. Click Next.

2. Ready to Proceed- Undo

Review the information in the dialog box. Click **Next**. Click **Yes** when prompted.

3. In Progress - Undo

Please wait for the Undo procedure to complete.

4. Done

Click Finish.