

Spare Switch - Data Transfer Quick Start Guide

Spare Switch Data Transfer is a three part process:

Part 1 - Setup your NEW computer to receive files that will be transferred from your old computer.

Part 2 - Transfer your files from your OLD computer by uploading them to the Spare Switch Data Transfer servers.

Part 3 - Retrieve your files to your NEW computer by downloading you files from the Spare Switch Data Transfer servers.

Part 1 - Setup Your NEW Computer

Step A: Complete the Registration page and then click the **Create my account** button.

Step B: Next, your Email Address, Password, Spare Key, Security Questions and Responses are provided on the screen. Be sure to **Print** and save the contents of this page.

Step C: Click the **DOWNLOAD NOW** button to start the software download onto your NEW computer. Be sure to respond to all popups during the download and installation steps.

Step D: The installation process is complete on your NEW computer when the Checking for files screen is displayed, see *Figure 1 - Checking for files to download*.

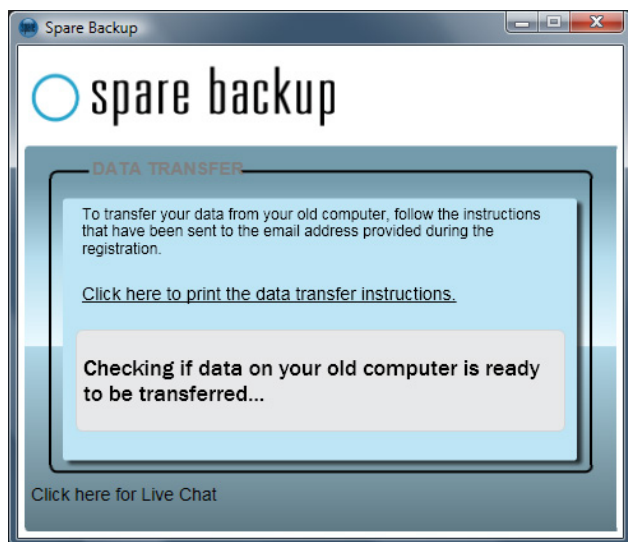


Figure 1 - Checking for files to download

Step E: To start the data transfer process, go to your OLD computer and continue with the next step.

Part 2 – Transfer Your Files from Your OLD Computer

Step F: On your OLD computer, using an Internet browser, select the following link, <http://www.sparebackup.com/transferdata> and the following login screen will appear, see *Figure 2 - Login to Upload Files*.

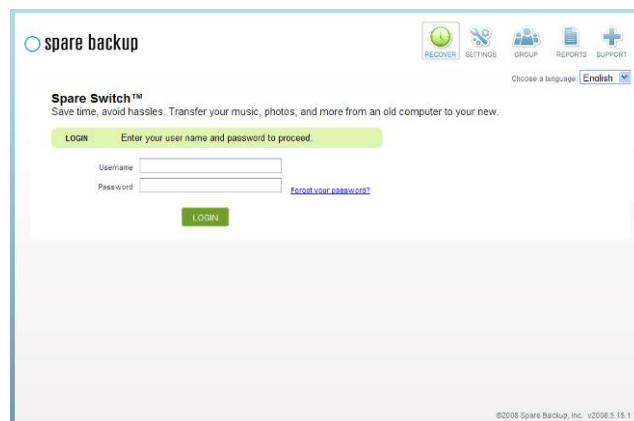


Figure 2 - Login to Upload Files

Step G: Enter the *Username* and *Password* used previously during the Registration process and then click the **LOGIN** button.

Step H: Click the **DOWNLOAD** button to the start downloading the software onto your OLD computer, see *Figure 3 - Download*.

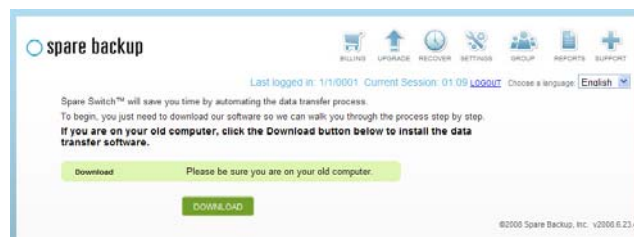


Figure 3 - Download

(Note: Instructions continue on the next page.)

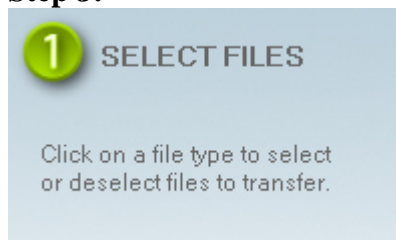
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Step I: Respond to all the download and installations popups as previously performed, and the software installation is complete when the Data Transfer Wizard is displayed, see *Figure 4 - Data Transfer Wizard*.



Figure 4 - Data Transfer Wizard

Step J:

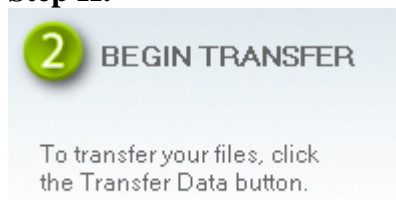


Shown here are the default files type categories that the Spare Switch Data Transfer software will use to select files for transfer.

Here you can review and modify the file types that are selected and you can also include / exclude additional files by clicking **Advanced Options**.

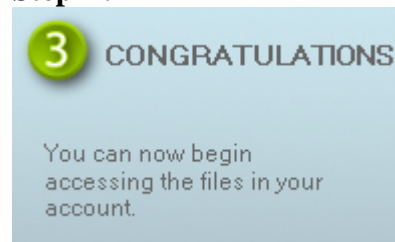
When you are ready to start your file transfer, click the **Next: Transfer Data** button.

Step K:



To start the data transfer, click either the **Instant Transfer** or the **Next: Transfer Data** buttons.

Step L:



After transferring up all the selected files, the Transfer Complete message is displayed.

Step M: To complete the data transfer process, go back to your NEW computer and continue with the next step.

Part 3 - Retrieve Your Files to Your NEW Computer

Step N: At your NEW computer, to retrieve the files from your OLD computer, click the **Retrieve Files** button; see *Figure 5 - Retrieve Files*.

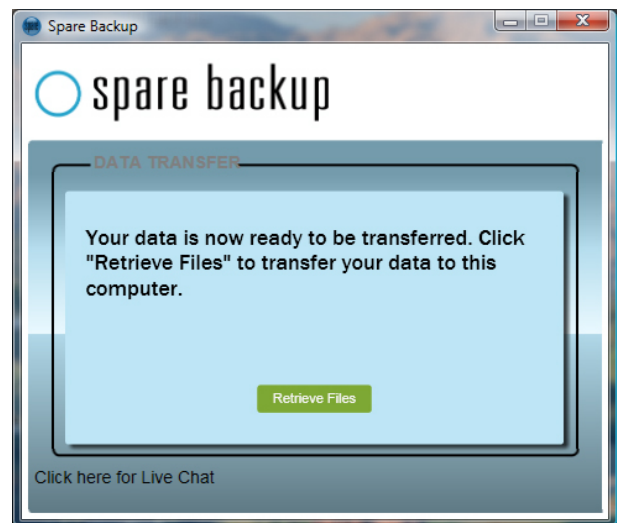


Figure 5 - Retrieve Files

Additional information on adjusting the settings and other features can be found in the [Spare Switch Data Transfer User's Guide](#).