

# My Memory Center™ - Data Transfer Quick Start Guide

My Memory Center™ Data Transfer Service 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 My Memory Center™ Data Transfer servers.

**Part 3** - Retrieve your files to your NEW computer by downloading your files from the My Memory Center™ Data Transfer servers.

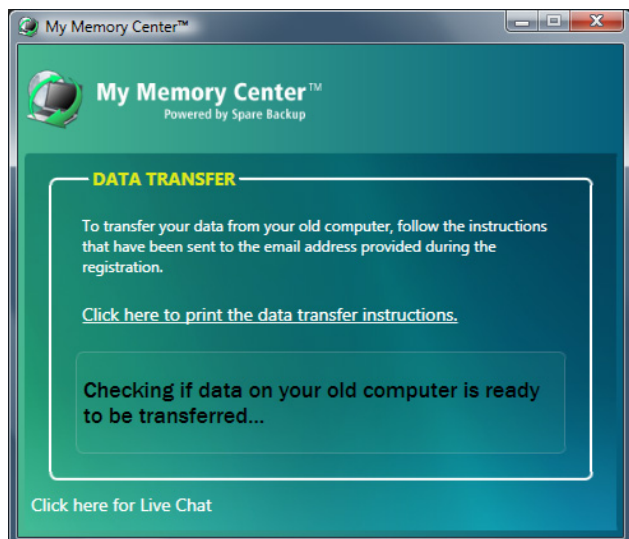
## Part 1 - Setup Your NEW Computer

**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

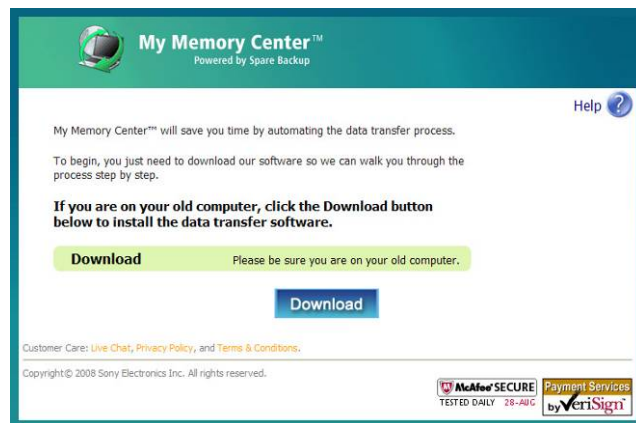
**Step F:** On your OLD computer, using an Internet browser, select the following link, <http://mymemorycenter.sparebackup.com/transferdata> and the following login screen will appear, see *Figure 2 - Login to Upload Files*.



**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*.

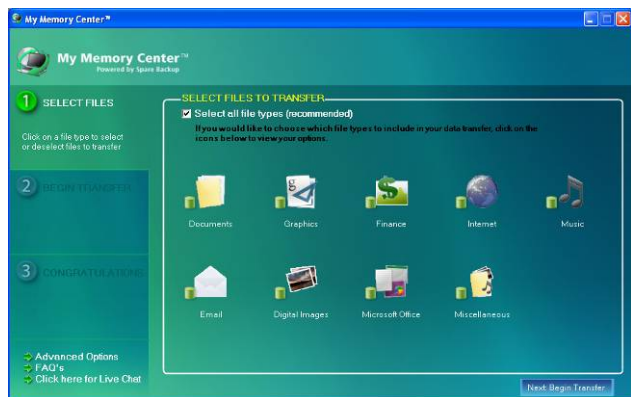
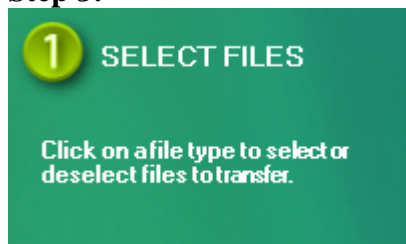


Figure 4 - Data Transfer Wizard

**Step J:**

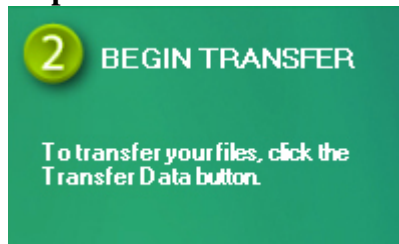


Shown here are the default files type categories that the My Memory Center™ Data Transfer software will use to select files for transfer.

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

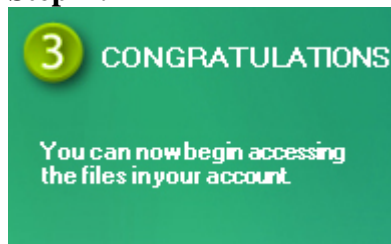
When you are ready to start your file transfer, click the **Next: Begin Transfer** button.

**Step K:**



To start the data transfer, click either the **Transfer Data** 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 **GET FILES** button; see *Figure 5 - Get Files*.



Figure 5 - Get Files

Additional information on adjusting the settings and other features can be found in the My Memory Center™ Data Transfer User's Guide.