



# HP Backup and Recovery Manager

User Guide

Version 1.0

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## Introduction

The HP Backup and Recovery Manager is an easy-to-use, versatile application that allows you to back up and recover the primary hard drive on the PC. The application works within Windows to create backups of Windows, all applications, and all data files. Backups can be scheduled to occur automatically at designated intervals, or they can be initiated manually. Important files can be archived separately from regular backups. Recovery Points and File Backups can be copied to CD or DVD discs, if the appropriate hardware is installed, while all backups can be copied to network or secondary hard disks. All of these features make the HP Backup and Recovery Manager a necessary tool to ensure the security of your data.

## Installation

The HP Backup and Recovery Manager is available in two forms:

1. Shipped preinstalled on the computer
2. Shipped with HP add-on hardware

### ***How to Install***

When preinstalled on the computer, HP Backup and Recovery Manager is automatically part of the Recovery Partition and when created, the Recovery Disc Set. This application is already resident on the computer and will be automatically deployed again when the system is recovered.

When included as part of an HP hardware purchase, the HP Backup and Recovery Manager is easily installed by running the setup.exe application from the CD.

## ***Language Support***

HP supports the following languages for the HP Backup and Recovery Manager:

Arabic	German	Polish
Brazilian Portuguese	Greek	Portuguese
Czech	Hebrew	Russian
Danish	Hungarian	Simplified Chinese
Dutch	Italian	Spanish
English	Japanese	Swedish
Finnish	Korean	Traditional Chinese
French	Norwegian	Turkish

## **HP Backup and Recovery Manager**

The HP Backup and Recovery Manager is a highly versatile application for ensuring the continued security of the system hard drive. Backups can be scheduled to occur automatically at designated intervals, or they can be initiated manually.

- Recovery Points are created to back up the entire system incrementally
- Entire Drive Backups are created to back up the entire system in a single archive.
- File Backups are created to back up individual files.

Recovery Points and File Backups can be saved to CD or DVD, if the appropriate hardware is installed, while all backups can be copied to network or secondary hard disks.

## ***Reminders***

Upon installation, the HP Backup and Recovery Manager will remind the user to create the Recovery Disc Set immediately to ensure that there is a backup in a place other than the primary hard drive. This reminder can be delayed for a week at a time. On the fourth display, an additional option appears. Selecting this option disables the reminder permanently.

Note: HP highly recommends creating the Recovery Disc Set immediately.

## ***Scheduled Backups***

The HP Backup and Recovery Manager provides a convenient scheduling utility. Once configured, scheduled backups require no user intervention. HP recommends that the backup schedule be created immediately to ensure continued system and data security.

### **What Can Be Scheduled?**

Any backup that can be created manually can be scheduled. These include:

- Recovery Points
- Entire Drive Backups
- File Backups

### **When Can Backups Be Scheduled?**

HP Backup and Recovery Manager provides a variety of scheduling options:

1. Daily - time specified
2. Weekly - time and day specified
3. Monthly - 1<sup>st</sup> or 15<sup>th</sup> and time specified
4. At Windows Startup - after a delay
5. On Docking - For select HP Notebooks

## How to Create Schedules

Convenient schedules can be created easily with the HP Backup and Recovery Manager:

1. On the Windows Start Menu, select HP Backup and Recovery folder.
2. Select HP Backup Scheduler.
3. Follow the Backup Scheduler wizard to complete the schedule.

## How to Delete Schedules

Once created, the HP Backup and Recovery Manager schedule entries cannot be modified. If a modification is desired, change the schedule by first deleting the existing entry, then creating new entries. To delete schedule entries:

1. On the Windows Start Menu, select HP Backup and Recovery.
2. Select HP Backup Scheduler.
3. After the Welcome screen for HP Backup Scheduler, a screen appears showing all of the schedule entries.
4. Select the entry to delete.
5. Select *Delete scheduled backup*. Click Next to continue.
6. Confirm the deletion.

## **Manual Backups**

The HP Backup and Recovery Manager allows the user to create backups manually or automatically. The manual backup option is useful for creating single archives; however, HP encourages users to create a regular automated backup schedule.

### **How to Back Up Individual Files and Folders**

HP Backup and Recovery Manager allows the user to backup individual files and folders to a network, hard drive, or CD/DVD disc.

1. On the Windows Start Menu, select HP Backup and Recovery.
2. Select the HP Backup and Recovery Manager.
3. After the Welcome Screen, select *Backup to protect system settings and important files*. Click Next to continue.
4. Select *Backup individual files and folders*. Click Next to continue.
5. Select *Backup selected files from most common locations*, and click Next to continue.
6. Select the types of files to backup.
7. Add security settings, if desired.
8. Select the destination for the backup.
9. Follow the wizard to finish creating the backup.

Note: Advanced Backup is for experienced users and is not covered within this document.

### **How to Create Entire Drive Backups**

Entire Drive Backups create a full backup of the entire primary hard drive. The HP Backup and Recovery Manager provides a simple interface for managing this process.

1. On the Windows Start Menu, select HP Backup and Recovery.
2. Select the HP Backup and Recovery Manager.
3. After the Welcome Screen, select *Backup to protect system settings and important files*. Click Next to continue.
4. Select *Backup entire hard drive*. Click Next to continue.
5. After the Welcome screen, select the destination for the backup and click Next to continue.
6. Add security settings, if desired.
7. Follow the wizard to finish creation.

## How to Create Recovery Points

The HP Backup and Recovery Manager provides a simple interface for creating new Recovery Points.

1. On the Windows Start Menu, select HP Backup and Recovery.
2. Select the HP Backup and Recovery Manager.
3. After the Welcome Screen, select *Backup to protect system settings and important files*. Click Next to continue.
4. Select *Create or manage Recovery Points*. Click Next to continue.
5. If there are already Recovery Points on the system, select *Create New Recovery Point*. Click Next to continue, otherwise follow the wizard to create a Recovery Point.
6. Follow the wizard to create a Recovery Point.

## How to Manage Recovery Points

The HP Backup and Recovery Manager allows the Recovery Points created on the hard drive to be deleted or moved to a CD or DVD to free up hard disk space. To access the Recovery Point Manager and manage Recovery Points:

1. On the Windows Start Menu, select HP Backup and Recovery.
2. Select the HP Backup and Recovery Manager.
3. After the Welcome Screen, select *Backup to protect system settings and important files*. Click Next to continue.
4. Select *Create or manage Recovery Points*. Click Next to continue.
5. After the Welcome Screen, there may be a warning screen stating that files over certain sizes may not be backed up to CD or DVD. By default, this is 600MB for CDs and 4GB for DVDs. Click Next to continue.
6. Select the location of the Recovery Points to manage. For Recovery Points *On another hard disk* or *On network*, select *Yes* to use the current folder and click Next to continue.
7. Select *Manage Existing Recovery Points on the hard drive*. Click Next to continue.  
Note: if there are no Recovery Points, this option does not appear.
8. It is possible to delete all Recovery Points back to a specific time or move all Recovery Points to CD or DVD disc with appropriate hardware. Select an option and follow the wizard to finish.

Note: As Recovery Points are incremental, deleting one Recovery Point also deletes all subsequent Recovery Points. Each Recovery Point location is independent of the others, as well. For example, Recovery Points created on the network are incremental, but independent of Recovery Points stored on an external hard drive. If a Recovery Point is deleted from the network location, this affects only the Recovery Points in that network location and not other locations.

## Saving Backups to Network or CD/DVD

Recovery Points, Entire Drive Backups and File Backups may be saved to a Network Drive, while Recovery Points and File Backups may be burned to CD/DVD, depending on hardware available. These discs can be used with the Recovery Disc Set created by Recovery Media Creator to recover the system fully, up to the moment the last archive was created.

File Backups may be saved to network, secondary hard drive or CD/DVD during the backup creation process, while Entire Drive Backups may be saved to Network or secondary hard drive.

1. On the Windows Start Menu, select HP Backup and Recovery.
2. Select the HP Backup and Recovery Manager.
3. After the Welcome Screen, select Backup to protect system settings and important data files. Click Next to continue.
4. Select *Backup individual files and folders* for File Backups, or select *Backup entire hard drive* to create an Entire Drive Backup. Click Next to continue.
5. Follow the wizard to back up to a network drive, secondary hard drive or, for File Backups only, create CDs or DVDs.

During Recovery Point creation, Recovery Points may be saved to a network location; however, CD or DVD archives are created separately from that process.

1. On the Windows Start Menu, select HP Backup and Recovery.
2. Select the HP Backup and Recovery Manager.
3. After the Welcome Screen, select *Backup to protect system settings and important files*. Click Next to continue.
4. Select *Create or manage Recovery Points*. Click Next to continue.
5. After the Welcome screen, select *Manage existing Recovery Points on the hard drive*. Click Next to continue.
6. Select *Move all Recovery Points to CD/DVD*. Click Next to continue.
7. Follow the wizard to complete creation of the CD or DVD discs.

## **Recovery**

The ability to recover from a system problem and to retrieve a file from a backup are important elements of an overall data security program. The HP Backup and Recovery Manager provides a simple interface for recovering individual files or the entire PC hard drive. Recovery may be performed from a Recovery Disc Set or the Recovery Partition.

### **Recovery Media Creator**

Creating a Recovery Disc Set is one of the most important things that can be done for PC hard drive security. To access the Recovery Media Creator:

1. Launch HP Backup and Recovery Manager.
2. After the Welcome Screen, select *Create factory software recovery CDs or DVDs to recover the system*.
3. Follow the wizard.

This wizard makes it possible to create the recovery discs directly or to save the discs to the hard drive as ISO images. These ISO images can be saved to disc later using another application.

Note: This application cannot burn these ISO images to disc once saved to hard drive but will create the Recovery Disc Set and any other backups or Recovery Point discs.

The HP Restore Plus! CDs and the Initial Recovery Point may be saved to disc as often as necessary, but only a single copy of the Microsoft Windows CD can be created, due to licensing constraints.

Note: This applies if HP Backup and Recovery Manager was preinstalled.

### **How to Recover**

The HP Backup and Recovery Manager provides two basic recovery methods. The first, recovery of files and folders, operates in Windows. The second, PC Recovery, requires a reboot to the Recovery Partition or from the Recovery Disc Set.

## Recovery of Files and Folders

Within Windows, the HP Backup and Recovery Manager provides the capability of recovering individual files and folder from a backup.

1. On the Windows Start Menu, select HP Backup and Recovery.
2. Select the HP Backup and Recovery Manager.
3. After the Welcome Screen, select *Recover important files or the entire system*. Click Next to continue.
4. Select *Recover individual files and data*. Click Next to continue.
5. Follow the wizard to select the files and complete the recovery.

## PC Recovery

PC Recovery allows the user to recover from a system error or to return the PC hard drive to an earlier state in time. The HP Backup and Recovery Manager must run PC Recovery from the Recovery Partition. There are two ways to get to PC Recovery:

To get to PC Recovery from Windows:

1. On the Windows Start Menu, select HP Backup and Recovery.
2. Select the HP Backup and Recovery Manager.
3. After the Welcome Screen, select *Recover important files or the entire system*. Click Next to continue.
4. Select *PC Recovery*. Click Next to continue.
5. The system reboots before continuing to PC Recovery.

To get to PC Recovery when Windows is unavailable:

1. Turn on the PC.
2. Press F11 on the keyboard immediately when "Press F11 for Emergency Recovery" appears.

## Backup Before Recovery

The HP Backup and Recovery Manager allows the user to back up important files before performing a PC Recovery.

1. From Windows or F11 Emergency Recovery, enter PC Recovery.
2. Select *Back up Files*. Click Next to continue.
3. Follow the wizard to backup files – this is similar to backing up files under Windows.

## Using Recovery Points

Recovery Points are incremental records of the PC between Recovery Points. The HP Backup and Recovery Manager allows a user to return the entire PC hard drive to the state it was in at the time a Recovery Point was created. To perform PC Recovery using a Recovery Point:

1. From Windows or F11 Emergency Recovery, enter PC Recovery.
2. Select *Recover PC to a specific point in time* and click Next to continue.
3. Select the Recovery Point to which the PC will recover.
4. Select files to preserve or recover without preserving files.
5. Follow the wizard to complete the recovery.

## Recovery to Factory Specifications

The HP Backup and Recovery Manager allows the user to recover the PC hard drive to the original factory configuration, if the HP Backup and Recovery Manager was preinstalled on the system.

1. From Windows or F11 Emergency Recovery, enter PC Recovery.
2. Select *Recover PC's factory installed operating system, drivers, utilities and applications*. Click Next to continue.
3. Follow the wizard to recover the PC to the factory specifications.

## Backup Tips

1. Create a Recovery Disc Set as soon as possible.
2. Create a backup schedule for regular convenient Recovery Point creation to ensure system hard drive security.
3. Regularly archive Recovery Points to CD/DVD.

## ***Expert Options***

The HP Backup and Recovery Manager includes an expert mode that takes experienced users directly to the following backup and recovery options:

- *Create system recovery discs* – Creates a Recovery Disc Set of CDs or DVDs using the Recovery Media Creator.
- *Backup entire hard drive* – Creates an Entire Drive Backup.
- *Backup individual files and data* – Creates a File Backup on network, hard drive, or disc.
- *Create or manage recovery points* – Creates Recovery Points on the network or hard drive. Also deletes existing Recovery Points or moves them to CD or DVD discs.
- *Schedule backups* – Creates backup schedules for Recovery Points, File Backups, or Entire Drive Backups.
- *Recover individual files and data* – Recover files stored in a File Backup.
- *Start PC Recovery* – Reboot the PC to the Recovery Partition and recover using the Initial Recovery Point and subsequent Recovery Points.

## ***Notebook Requirements***

The HP Backup and Recovery Manager operations are intensive for the hard disk and CD or DVD drive and all drives require a lot of power under such usage. The HP Backup and Recovery Manager, therefore, requires that notebook computers use AC power when this application is running and while all scheduled backup operations are taking place.

## **HP Recovery Partition Removal Wizard**

The HP Backup and Recovery Manager contains an application for removing the Recovery Partition, should that be desired or necessary.

### ***Why HP Recommends Users Preserve the Recovery Partition***

The Recovery Partition contains a record of all software installed at the factory and shipped with this system, including the ISO images for the Microsoft Operating System, HP Restore Plus! and other supplemental and recovery products, as appropriate. The HP Backup and Recovery Manager uses this record to recover the system hard drive. Removing the Recovery Partition destroys this record.

If necessary, the Recovery Partition may be removed. Before doing so, however, the Recovery Media Creator should be run to create a disc backup of the software on the Recovery Partition, including all ISO images.

### ***Why Some Users May Desire to Remove the Recovery Partition***

On some computers with small hard drives, the Recovery Partition may consume much needed hard drive space. While HP does not recommend removing the Recovery Partition, it is possible to remove this partition. Always create a Recovery Disc Set before removing the Recovery Partition.

### ***How to Remove the Recovery Partition***

To remove the Recovery Partition:

1. On the Windows Start Menu, select the Remove HP Recovery Partition from the HP Backup and Recovery folder.
2. Follow the wizard.

## Uninstall

The install program includes a method for uninstalling the application.

### ***What is Removed***

When uninstalling the HP Backup and Recovery Manager, all components and features are removed. In addition, all Recovery Points, Entire Drive Backups and the Recovery Partition are removed from the system. File Backups are independent executable files and will not be affected by the removal of HP Backup and Recovery Manager. The Recovery Disc Set or the original application CD are required to reinstall the HP Backup and Recovery Manager.

Note: HP recommends creating the Recovery Disc Set before uninstalling the HP Backup and Recovery Manager. This protects the Microsoft Windows CD, HP Restore Plus! CD and supplemental CDs which may reside in the Recovery Partition.

### ***How to Uninstall***

To uninstall the HP Backup and Recovery Manager use the Control Panel Add or Remove Programs utility.

1. Open the Windows Start Menu.
2. Select the Control Panel.
3. Click on Add or Remove Programs.
4. Select the HP Backup and Recovery Manager.
5. Click Remove.
6. Follow the wizard to complete the removal of the HP Backup and Recovery Manager.

## Glossary

### ***Entire Drive Backup***

This is a backup of every file and folder on the primary hard drive, including most partitions. Partitions not included are the Recovery Partition, hidden, and non-Windows partitions. This backup can be used in conjunction with the Recovery Partition to recover the system to the state it was when the Entire Drive Backup was created.

### ***Initial Recovery Point***

The first recovery point of the system is called the Initial Recovery Point. This includes all system files and application files necessary to recover the primary hard drive to the moment that the Initial Recovery Point was created.

### ***Recovery Point***

Recovery Points are differential and incremental images of the primary hard drive. Starting from the Recovery Partition image or the Initial Recovery Point, each subsequent Recovery Point contains a differential image between the previous archive or Recovery Points and the current system status. Any new or modified file is added to the Recovery Point, while deleted files are noted as deleted.

### ***Recovery Partition***

This is a hidden or secured partition on the system that, when preinstalled, contains an image of all factory-installed software. This partition also contains the Initial Recovery Point. The Recovery Partition is bootable and is used to reinstall all software originally shipped on the hard drive.

### ***Recovery Disc Set***

This is a set of CDs or DVDs created from the system. It includes a backup of the Microsoft Windows operating system and all applications, drivers, and data that existed on the primary hard drive when the Initial Recovery Point was created.