

# NAS 255

## Using MyArchive

Create and use a  
MyArchive hard disk

ASUSTOR COLLEGE

## COURSE OBJECTIVES

Upon completion of this course you should be able to:

1. Create and begin using a MyArchive hard disk

## PREREQUISITES

*Course Prerequisites:*

None

*Students are expected to have a working knowledge of:*

N/A

## OUTLINE

### 1. Creating a MyArchive Hard Disk

#### 1.1 Before you get started

#### 1.2 Creating a MyArchive hard disk

### 2. What to Do if Your MyArchive Disk Bays are Already Occupied

#### 2.1 When the NAS has other empty disk bays available

#### 2.2 When all NAS disk bays are full

##### 2.2.1 Disk bays are fully occupied by Volume 1

##### 2.2.2 Disk bays are fully occupied by multiple volumes

# 1. Creating a MyArchive Hard Disk

## 1.1 Before you get started

Before using the MyArchive function, your ASUSTOR NAS must meet the following requirements:

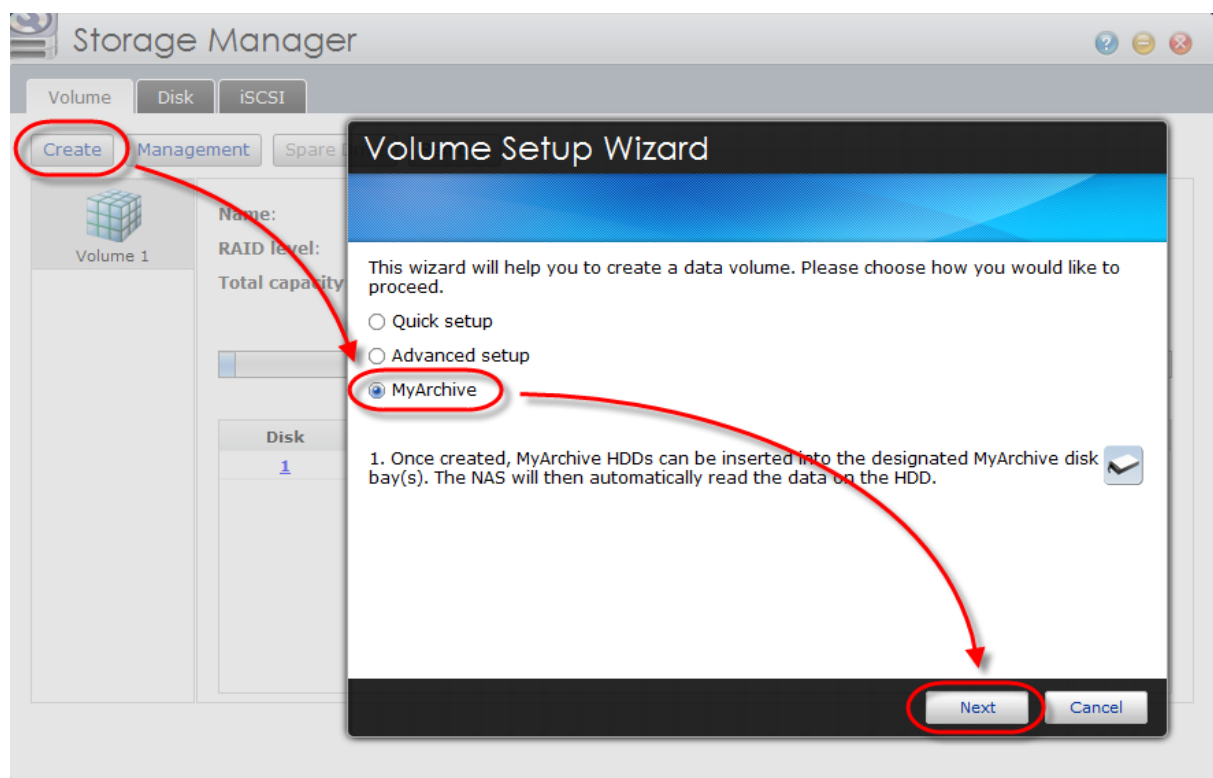
- Volume 1 must exist
- A MyArchive bay must be unoccupied and available

## 1.2 Creating a MyArchive Hard Disk

Follow the steps below to create your first MyArchive hard disk.

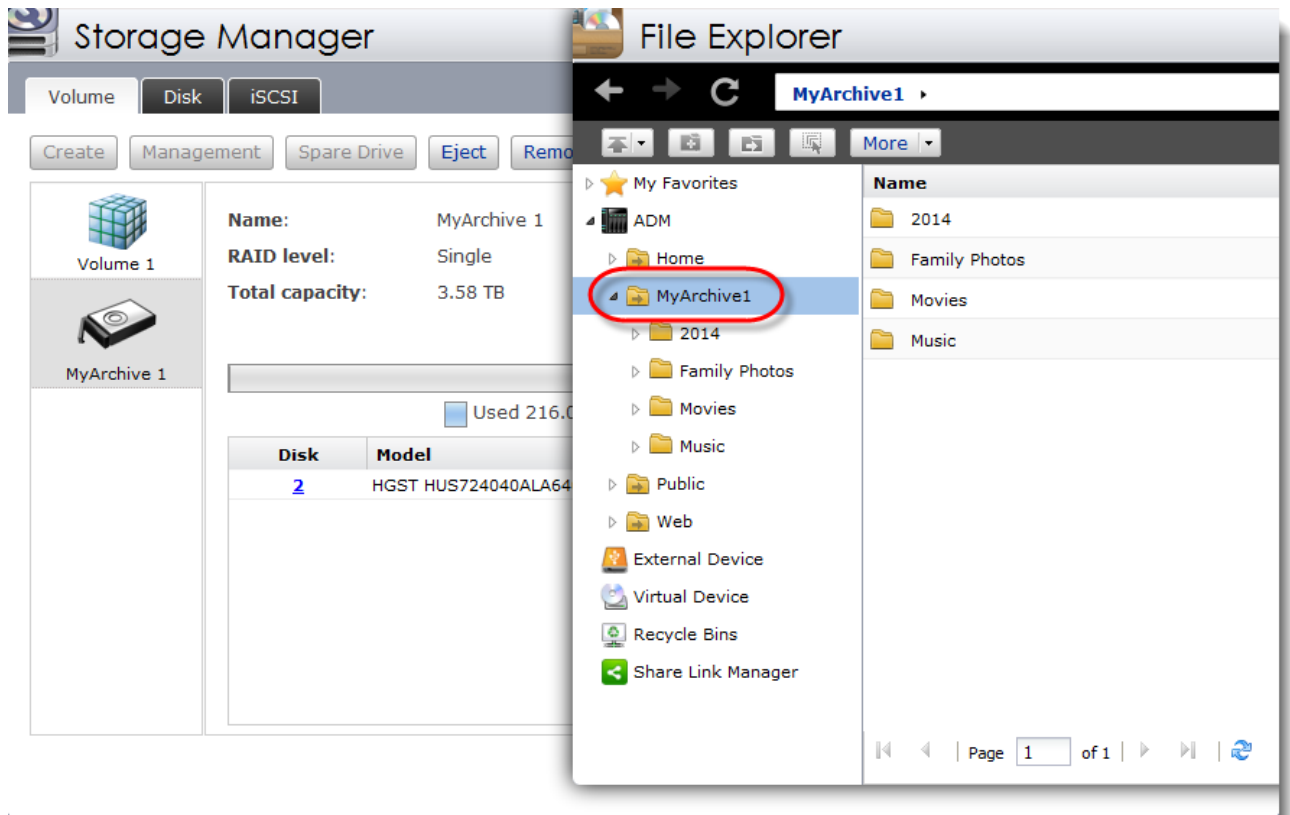
### STEP 1

- ✓ Insert a hard disk into a MyArchive disk bay
- ✓ Select **[Storage Manager]** from the ADM desktop.
- ✓ Click on the **[Create]** button under the [Volume] tab.
- ✓ The Volume Setup Wizard should now appear. Select the **[MyArchive]** radio button. (Note: The system will delete all data on the hard disk that you are using to create a MyArchive hard disk. Please make sure that you have backed up any data on the hard disk.)
- ✓ Click on **[Next]** and follow the rest of the steps to create your MyArchive hard disk.



## STEP 2

- ✓ After the successful creation of your MyArchive disk, you will be able to see the **MyArchive 1** volume in Storage Manager. You can now open up File Explorer from the ADM desktop to begin using MyArchive 1.



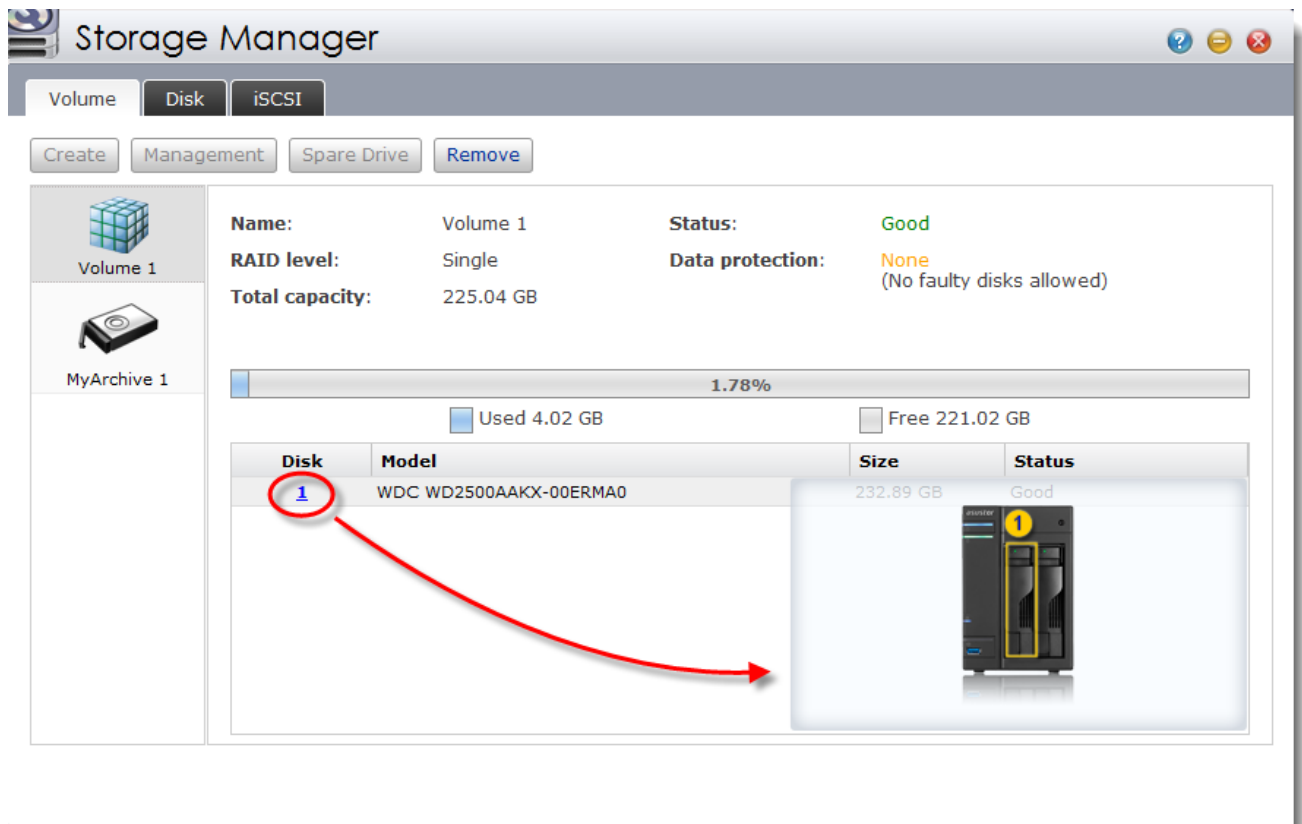
## 2. What to Do if Your MyArchive Disk Bays are Already Occupied

### 2.1 When the NAS has other empty disk bays available

If you still have other empty disk bays that can be used, you can readjust the positioning of your hard disks in order to free up a MyArchive disk bay. You can follow the steps below to readjust the positioning of your hard disks in the disk bays.

#### STEP 1

- ✓ Select **[Storage Manager]** from the ADM desktop.
- ✓ Verify the position/disk bay for all hard disks in your existing storage volumes.
- ✓ Shut down the NAS.



The screenshot shows the Storage Manager interface. The 'Disk' tab is selected. The interface displays the following information:

- Name:** Volume 1
- RAID level:** Single
- Total capacity:** 225.04 GB
- Status:** Good
- Data protection:** None (No faulty disks allowed)

A progress bar indicates that 1.78% of the capacity is used (4.02 GB), leaving 221.02 GB free.

Disk	Model	Size	Status
<u>1</u>	WDC WD2500AAKX-00ERMA0	232.89 GB	Good

A red circle highlights the disk number '1' in the table, and a red arrow points from it to a physical server rack image where the corresponding disk bay is also highlighted with a yellow circle and the number '1'.

## STEP 2

- ✓ For tower models, insert the hard disks from your storage volumes into the disk bays starting from top to bottom and then from right to left (Storage volumes should be positioned in order by volume number, starting from smallest to largest).
- ✓ For rackmount models, insert the hard disks from your storage volumes into the disk bays starting from left to right and then from top to bottom (Storage volumes should be positioned in order by volume number, starting from smallest to largest).
- ✓ Power on the NAS after all of the hard disks have been positioned properly.

Diagram for 4-bay NAS:



Diagram for 6-bay NAS:



## STEP 3

- ✓ Please refer to section [1.2 Creating a MyArchive hard disk](#) for instructions to create a MyArchive hard disk.

## 2.2 When all NAS disk bays are full

If all your NAS disk bays are currently occupied, you will need to remove a volume in order to free up a disk bay for the MyArchive function to use. Having all hard disk bays fully occupied by storage volumes can be separated into the following 2 scenarios.

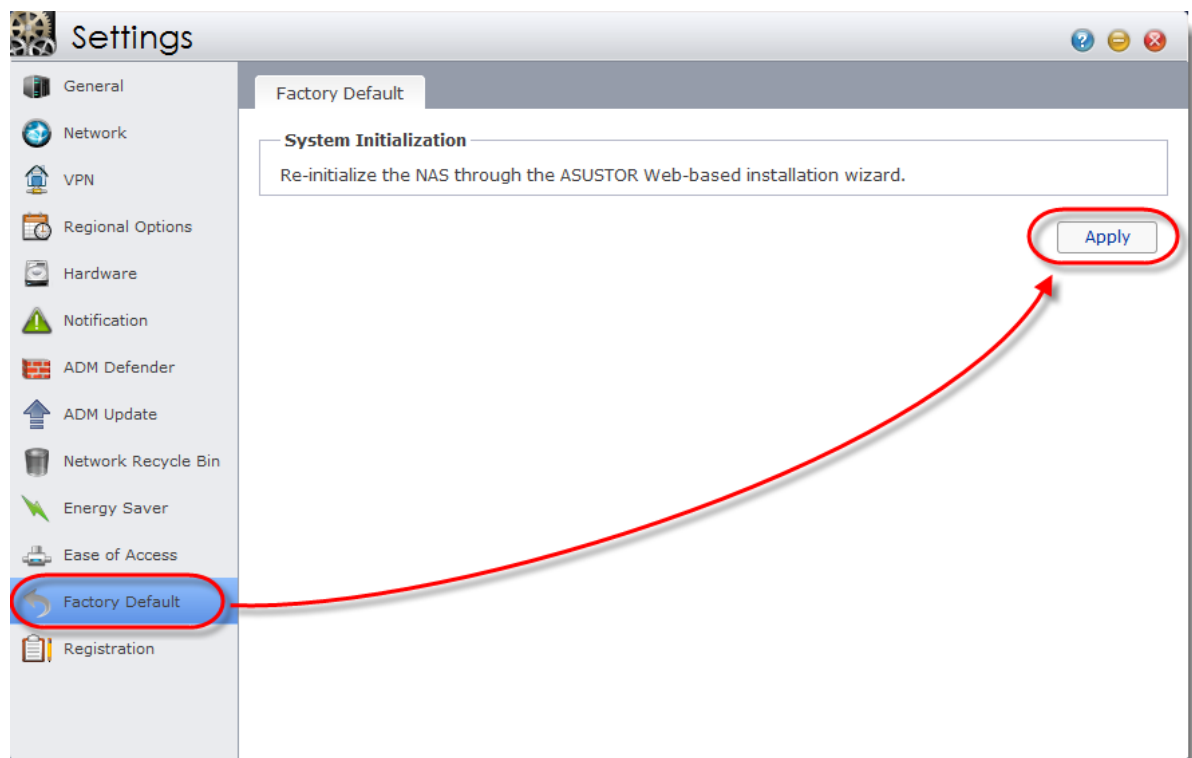
*Note: After removing a volume, all data on the volume will be permanently deleted and cannot be recovered.*

### 2.2.1 Disk bays are fully occupied by Volume 1

Under this scenario, you will have to reinitialize the NAS in order to use the MyArchive function and free up disk bays. **Before you reinitialize the NAS, please ensure that you have backed up all data on Volume 1.** Follow the steps below to reinitialize the NAS:

#### STEP 1

- ✓ Select **[Settings]** from the ADM desktop.
- ✓ Select **[Factory Default]** from the left-hand panel and then click on **[Apply]**.
- ✓ When the system initialization screen appears, reconfigure your storage volume, reserving disk bays for MyArchive use.



## STEP 2

- ✓ After initialization has completed, you can then insert a hard disk into a MyArchive disk bay to create a MyArchive hard disk. Please refer to section [1.2 Creating a MyArchive hard disk](#) for further instructions.

### 2.2.2 Disk bays are fully occupied by multiple volumes

Under this scenario, you will have to remove a storage volume in order to free up disk bays for MyArchive use. Follow the steps below to remove a storage volume.

## STEP 1

- ✓ Select **[Storage Manager]** from the ADM desktop.
- ✓ Select the volume that you wish to remove and then click on the **[Remove]** button.

*Note: The volume that you are removing cannot be Volume 1. After removing the volume, all data on the volume will be permanently deleted and cannot be recovered.*

## STEP 2

- ✓ You are now ready to create a MyArchive Hard Disk. Please refer to section [1.2 Creating a MyArchive hard disk](#) for further instructions.

*Note: If MyArchive disk bays are still being occupied by hard disks, please refer to section [2.1 When the NAS has other empty disk bays available](#) for further instructions.*