(((◦ PHOTOSPHERE

User Manual

HS-AFS-S1H1

PHOTOSPHERE

Contents

Hardware Guide

Essential Information

Backup and Guarantee of Important Data

Under no circumstances does PhotoSphere provide any guarantee in regards to data stored on the device. In the event any data stored on the device is lost, PhotoSphere does not bear any responsibility pertaining to any subsequent mental or material losses.

Anti-virus Software, Updates and Virus Scans

Be sure to install anti-virus software on your phone or PC and conduct scans and updates on a regular basis to prevent any damage to the device.

Shock

The product must not experience any violent impacts, as this may cause damage or data loss to occur.

Disassembly and Damage

Do not disassemble the product. Damage to the product due to disassembly or improper usage will render the warranty void.
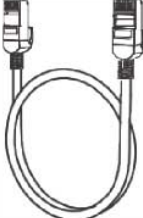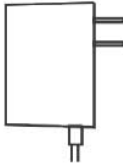
Shutdown before Touching the Device

Power off the device and ensure your hands are dry prior to installing, disassembling, or touching the hard disk.

Packing List

PhotoSphere is a smart storage device that works with your phones, tablets, and computers to safely back up and remotely access all your files.

Below is a list of all components. Please check to make sure all your components have been included with your PhotoSphere:

Appearance	Name
	Device × 1
	Networking cable × 1
	Adapter × 1
	Screws
	Screwdriver × 1
	Instructions × 1

PhotoSphere Hardware Layout

The hardware interface of PhotoSphere is found on that back of the
device as shown in the diagram below:
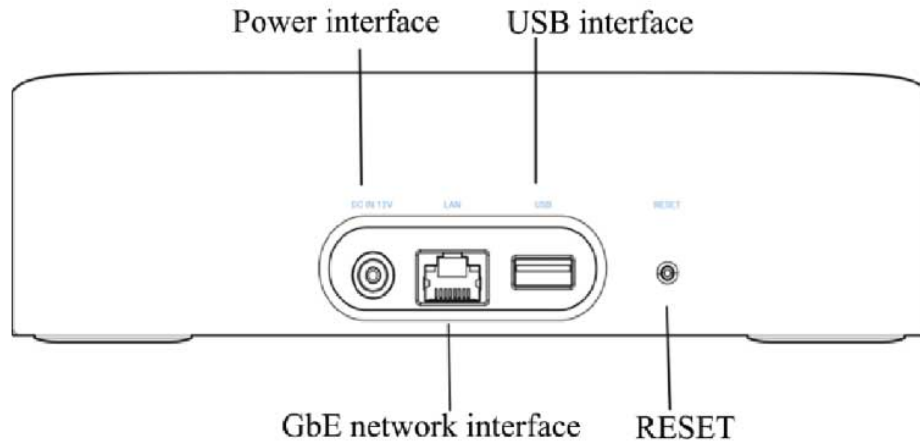
RESET: To reset the device parameters, use a paper clip or other thin object to press
the recessed RESET button for 3 seconds while the device is powered on.

USB Interface: You can connect a USB drive to the device and import/export data
using the PhotoSphere apps. You can also set the external USB storage as your
primary storage unit.

Power Interface: Connects the power adapter to a power source. GbE Network
Interface: Connects the device to the internet using the networking cable.

Installing Hard Drives

Your PhotoSphere may have come with a pre-installed hard drive. If this is the case, you can skip these steps.

Steps
1. Open the fastener of the hard disk tray by pulling it away from the device using the latch.
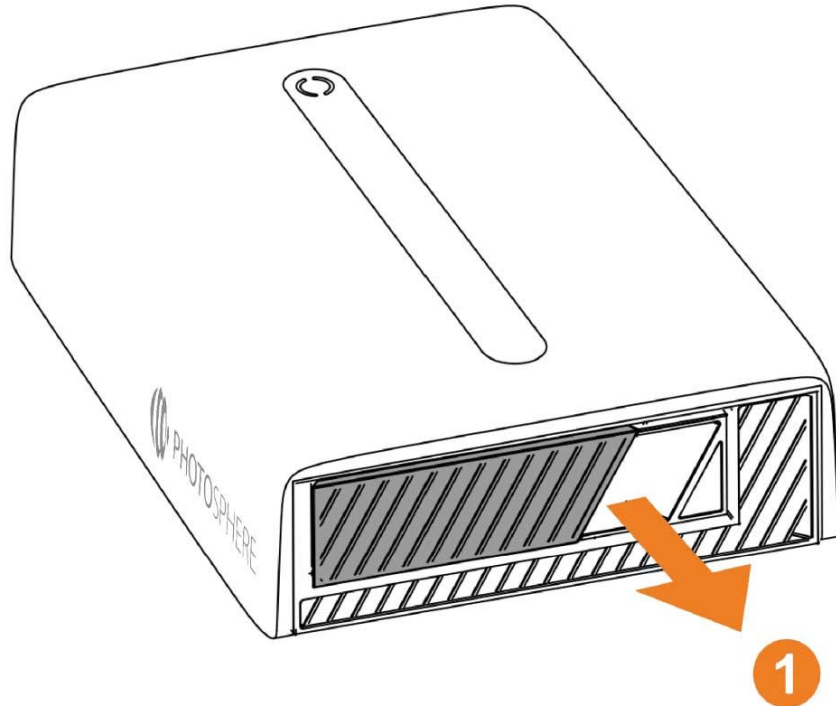
2. Remove the hard drive tray.
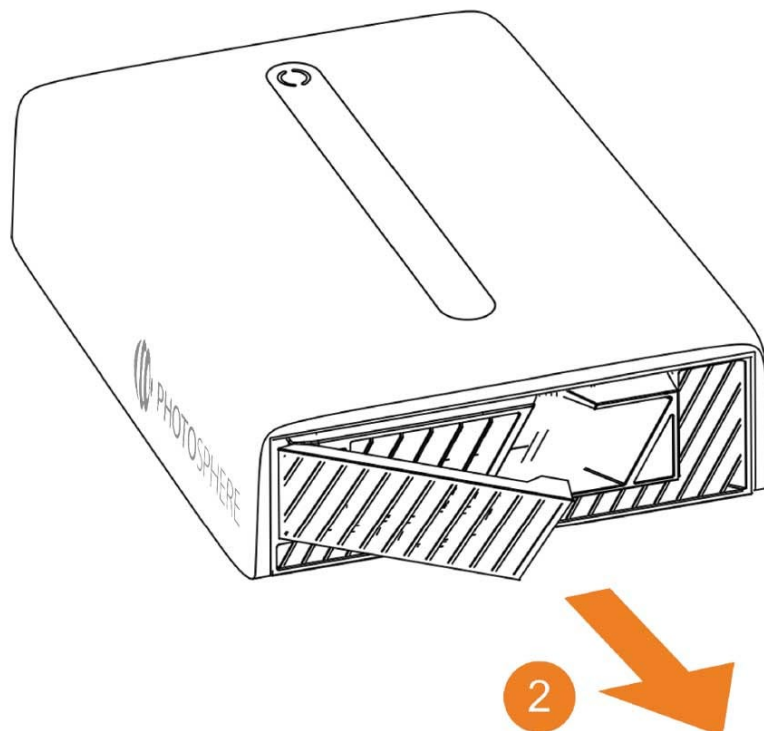
3. Remove the side guide rails from the hard drive tray, starting at the narrow end.
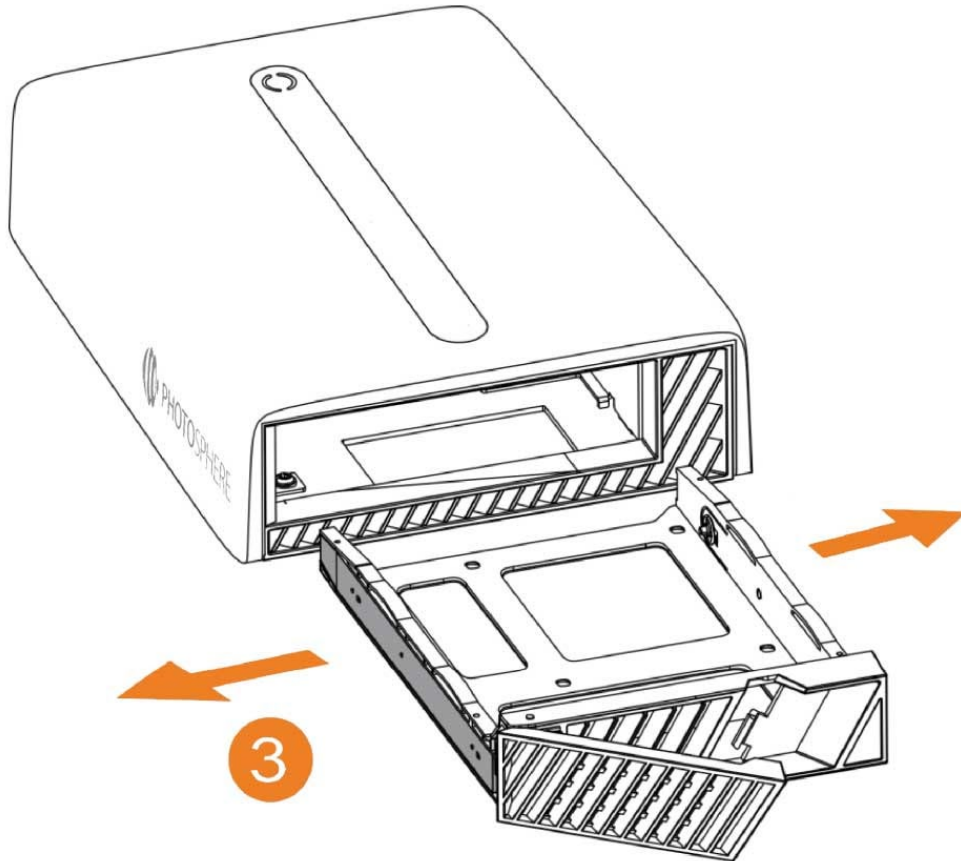
4. Place the hard drive into the tray and line up the screw holes with the guide rail holes.
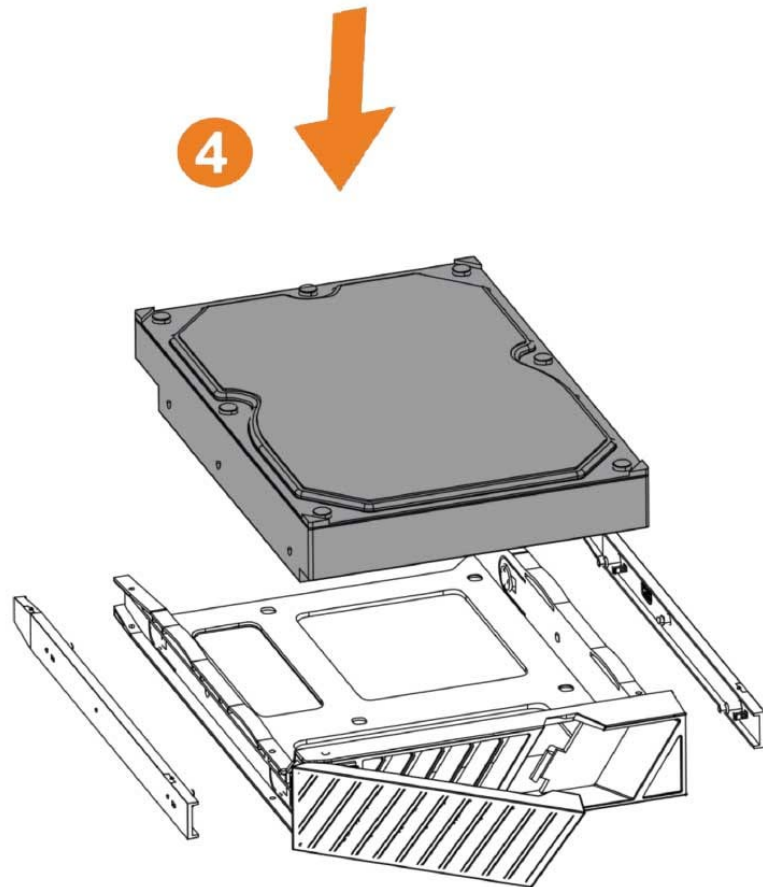
5. Reattach the guide rails.
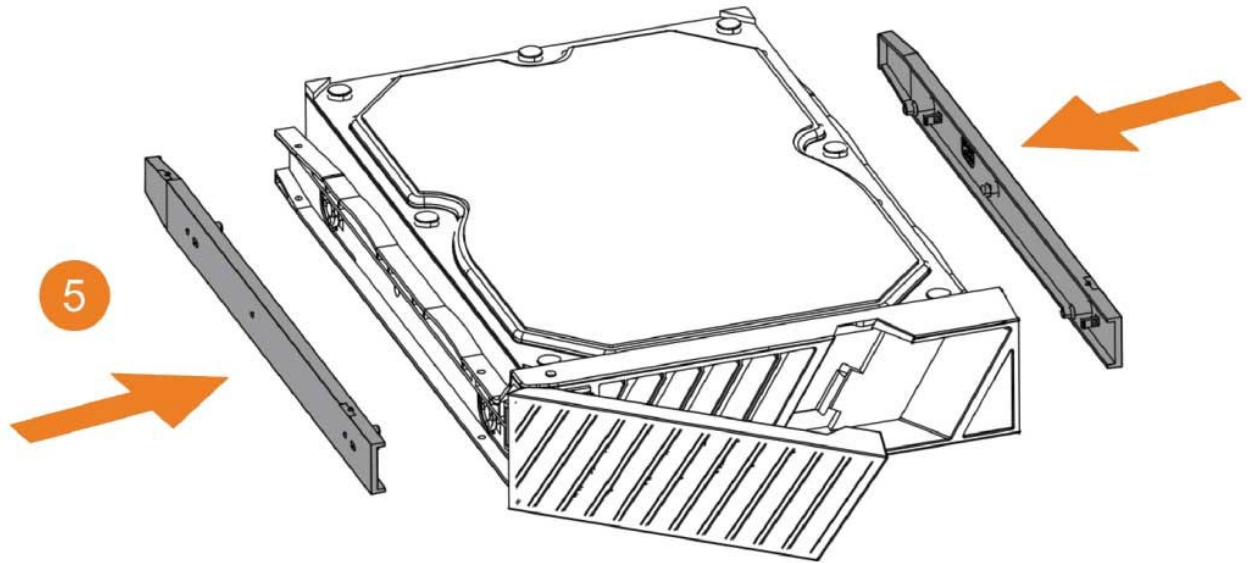
6. Slide the hard drive and tray back into the device, leaving the latch open until it is almost all the way in (the latch will close in the last ¼" of closing).
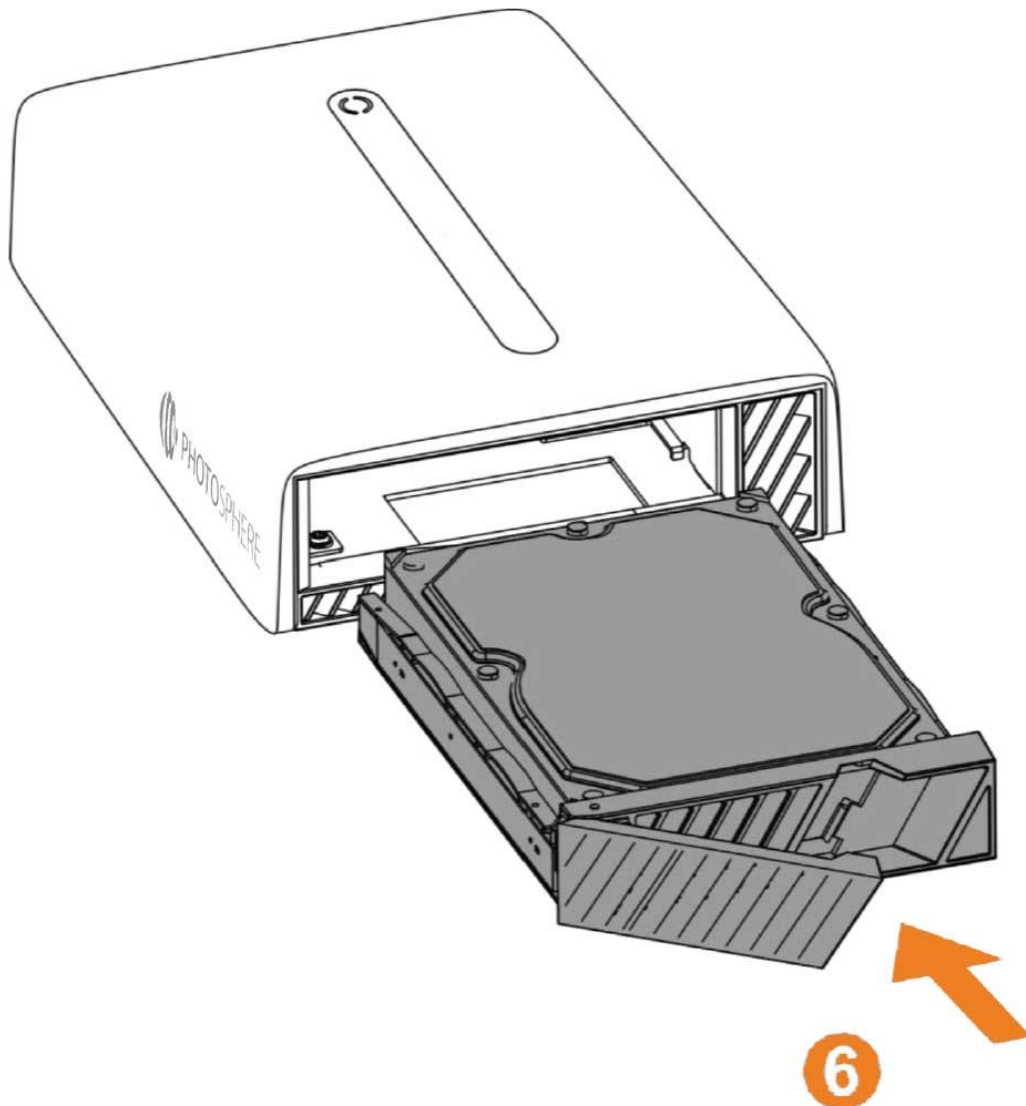
PHOTOSPHERE

Getting Started

Once the hard drive is properly installed in your PhotoSphere, you can set it up to start backing up your data. To manage your PhotoSphere and connect devices to back up, you must download the app for your phone:

Scan the QR code below or search for GetPhotoSphere in the app store and download the app to your phone:

Once the app is installed, do the following:

Initial Setup

Your PhotoSphere is plug and play. Plug it into your Wi-Fi router, Wi-Fi extender, or a router. Open the app and the app will detect your Photo-Sphere.

1. Connect the device to a router (Wi-Fi router, Wi-Fi extender, or internet router) using the network cable.
2. Plug in the power adapter to the device and a power source.
3. Make sure your phone is connected to the same Wi-Fi network.
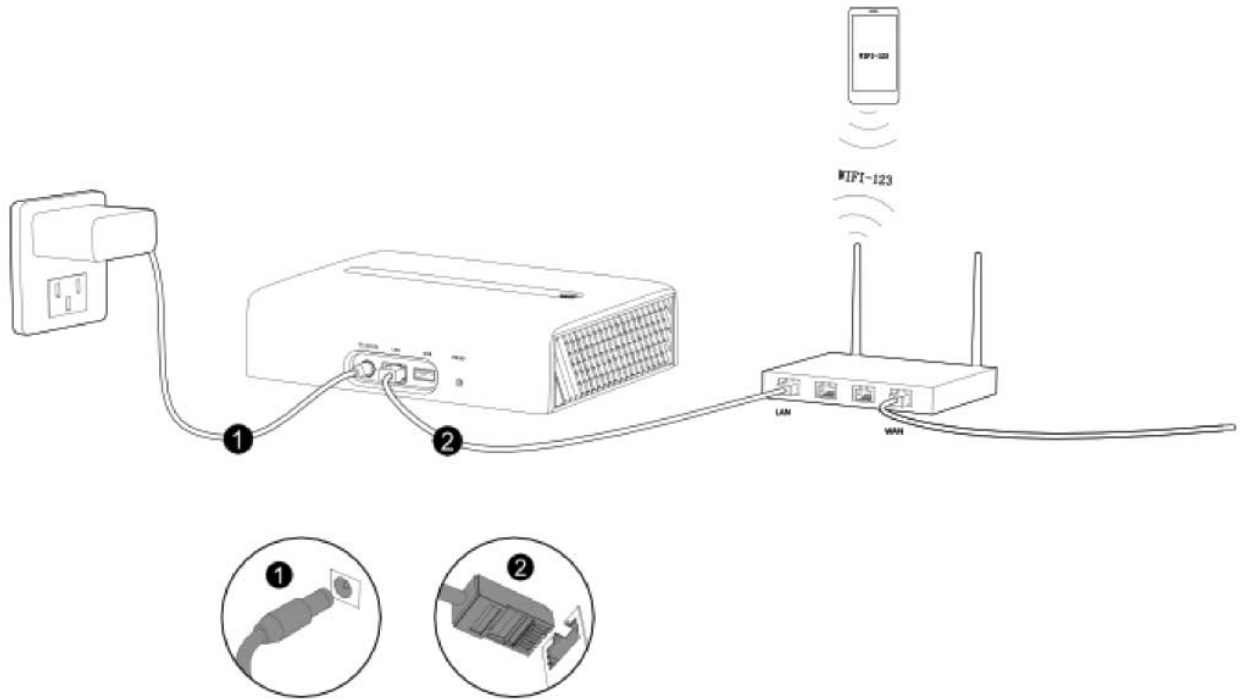
Your Wi-Fi router or extender may look different. Connect to the Network Port of your Wi-Fi router or extender.

Wi-Fi Router

Network Port
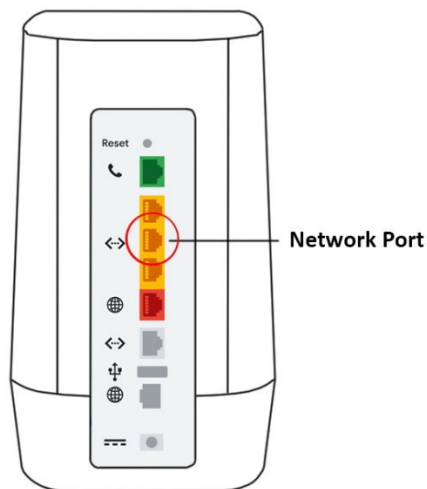
Wi-Fi Extender
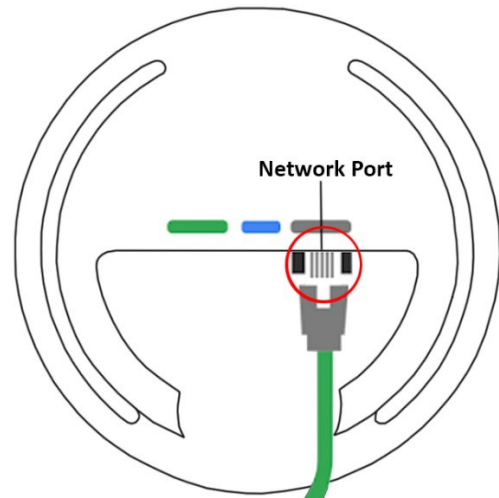
Network Port

Note: Some Wi-Fi extenders do not have network ports so you must use your Wi-Fi router or an internet router.

4. The device is ready to connect to your phone after it is powered on:

LED Indicator:
Blinking Amber: The device is ready to activate using the phone app.
Steady White: The device is activated and operating normally.
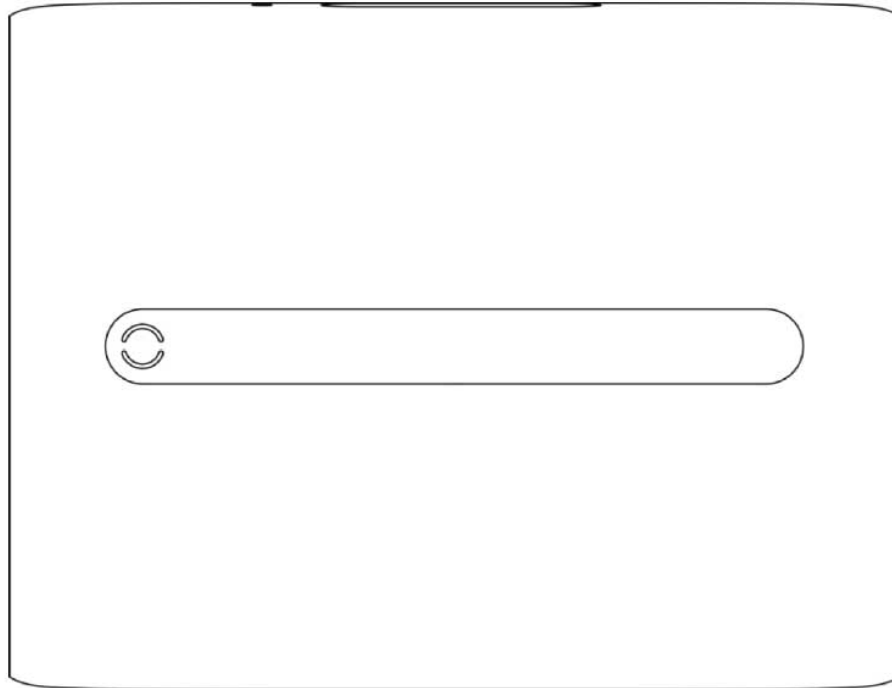
Connecting to Your PhotoSphere

Now that you have the app installed and your PhotoSphere is plugged into power and into your internet, it's time to connect the app.

Steps

1. Make sure your phone is connected to the same Wi-Fi network that your PhotoSphere is plugged into and open the app.
2. Agree to all permissions so the app can work with your phone.
3. Agree to any permissions to allow the app to work with your phone.
4. Ener your email address to set up a Primary account on your PhotoSphere, agree to the Privacy Policy, and tap the button to get your verification code.
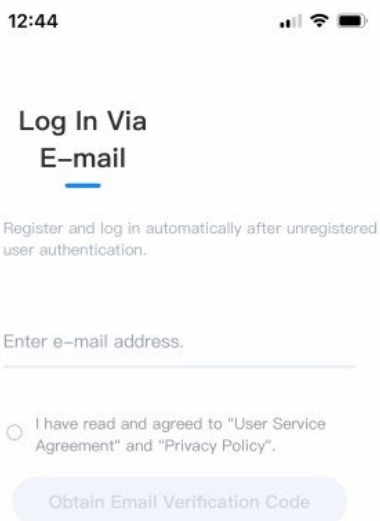
5. Retrieve your verification code from your email and enter it into the PhotoSphere app.
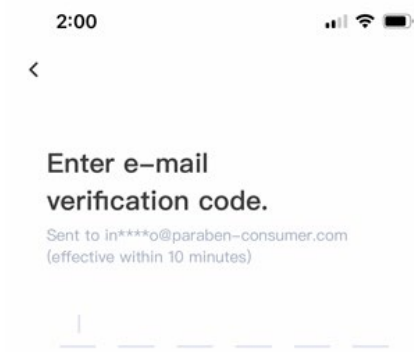
6. Tap the "+Add" button on the home screen to add a PhotoSphere device.
7. After verifying you have everything connected, tap the "Start searching" button. If no device is automatically detected, tap "Try again".

    Note: Please allow a couple of minutes for your PhotoSphere to finish booting up. Even if the light is blinking amber, it may still not be fully booted.
8. When your PhotoSphere is detected, tap "OK".
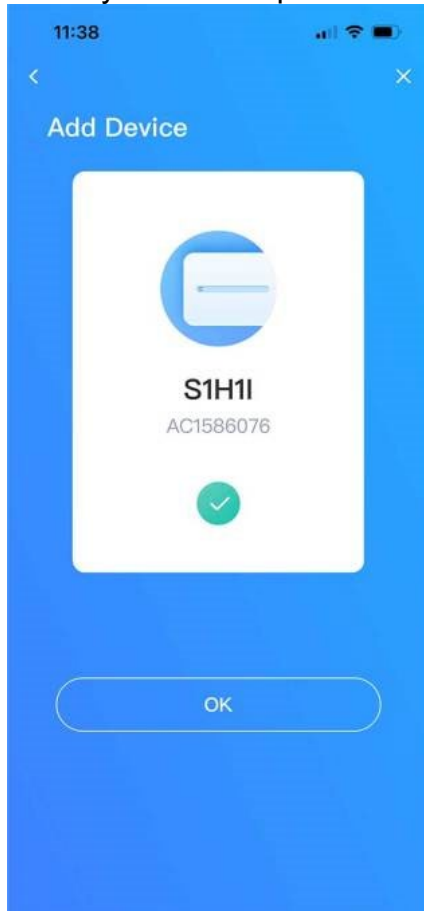
9. You will be prompted to "Choose Your Backup Settings". Tap on the "Edit" button to choose automatic or manual backups.

Troubleshooting
If you receive a message that there is no storage or that your storage needs to be formatted, see the section on Formatting your drive.

10. Turn on "Photo and Video Backup" to start backing up your device. It is also recommended that you leave "Allows automatic backup…" turned on to back up all new photos and videos as they are taken.

Connecting Your Devices

You can connect other phones, computers, and tablets to your PhotoSphere for automatic backups. Adding other devices is as easy as logging in using the email address on your Primary account.

Please note: to add devices to your main PhotoSphere account, use the same email address you used to set up the Primary account. If you use a different email address, it will create a sub-account on your PhotoSphere and you will not have access to the backed up files from other devices.

Adding Phones & Tablets

1.   Install the Get PhotoSphere App from the Apple App Store or Google Play Store. Click here for quick links to the apps in the app stores: https://cloud.getphotosphere.com
2.   Enter the email address used for your Primary account, agree to the terms, and tap the "Obtain Email Verification Code" button.
3. Retrieve your verification code from your email and enter it into the PhotoSphere app.

That's it. Now, you can choose your backup settings and access files from your other devices that have been backed up.

Adding Computers

1.   Install the Get PhotoSphere App for your computer from here: https://cloud.getphotosphere.com
2. Open the computer app and it will display a QR code for you to scan using your phone.
3. Open the app on your phone and tap the QR code icon in the upper-right corner.
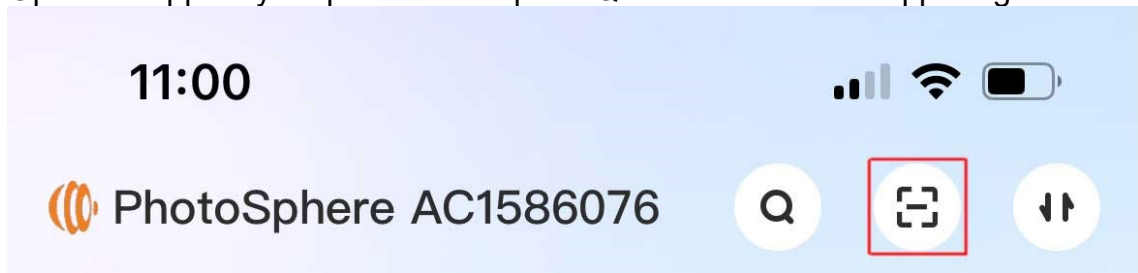
4. Scan the QR code and you will be logged into your PhotoSphere and you can set your backup preferences and access files from other devices.

Inviting Others as Sub-Account Users

You can invite other people to create a sub-account on your PhotoSphere. This will allow them to connect all their devices to be backed up to your PhotoSphere while maintaining their privacy. They can add all their devices and you won't be able to access their data, even when you map the PhotoSphere as a network drive on your computer.

You can choose to allow sub-account users to access external USB storage connected to your PhotoSphere. This is an easy way to share files/folders with sub-account users. If you grant them access, they can add and remove files from the external storage.

Adding Sub-Accounts

1. Open the app on your phone and tap on the "My" button in the lower-right corner.
2. Tap the "Guest Accounts" button and then the "Invite Guests" button.
3. Type in their email address and tap the "OK" button.
4. The new user will be emailed a link. You can also tap the "Copy Link" button and paste the link into a text message.
5. The guest must download the app and log in using their email address.
6. Next, they will be emailed their verification code, just like the primary account did during setup. Once entered, the guest will be logged in.

Sub-account users now have their own account and can add their own devices using the same steps as shown above for adding devices. Note: sub-account holders cannot invite others to join your PhotoSphere. However, they can create shared albums and send others links to download photos or files from their backups.

Inviting Sub-Account Users by Creating Shared Albums

You can invite new Sub-Account Users by creating a Shared Album and inviting new users to join the Shared Album. You can share files with non-account holders, but they will not be able to contribute to albums. When you invite someone to a Shared Album, you are allowing them to contribute to the album.

To create a Shared Album and invite a new Sub-Account User to join the Shared Album and your PhotoSphere, do the following:

1. From the Home Page of the phone app, tap the "Albums" button in the lower navigation bar.
2. Tap the "Shared" tab at the top of the Albums page.
3. Tap the "+New Album" button.
4. You can choose an existing album if you have any or you can tap the "Create Shared Album" button.
5. If you chose an existing album, tap the "Add User" button and skip to step 9.
6. If you created a new Shared Album, on the next screen, enter an Album name and tap "Create".
7. Tap the "Add" button to add photos/videos to the album.
   a. You can add Photos or Videos that have been backed up to your PhotoSphere by tapping the Photos or Videos tab and selecting the files to add to the album.

b. If you know which Folder the photos you want to add are in, you can tap the Folders tab and navigate through your device backups to add your photos.

c. You can add photos from your phone by tapping the Phone tab and selecting photos from your phone.

8. Tap the "1 members >" button.
9. Tap the "+ Add" button.
10. You can select existing Device Members or you can copy the link and send it to one person via email, text message, or other app message.
11. When the new user opens the link, they will be asked to enter their email address and send a verification code.
12. They must enter the verification code within 1 minute.
13. You can repeat the process to invite multiple people to the Shared Album.

Phone Applications Guide

The apps for Apple iOS devices and Android devices are almost. This tutorial will show screenshots from the Apple iOS app but should be almost exactly the same for Android devices.

A note about your PhotoSphere: We designed PhotoSphere to last. This means that by default, the hard drive shuts down when not in use. So, it is only active when you are backing up photos, viewing photos, or someone you are sharing with is accessing shared files. This means that when you take a photo with your phone, it won't be backed up until you "activate" your PhotoSphere by opening the Get PhotoSphere app.

Home Page

The Home Page is designed to give you quick access to everything you want to do with the GetPhotoSphere App.

Device, Search, QR Scan, and Tasks
The top bar allows you to access your PhotoSphere details, search for files by name, grant access to or unlock computer apps by scanning QR codes, and to view a list of active and completed tasks.

Your Phone
This section is named after your phone model and gives you easy access to your photos and contacts. This is the easiest way to quickly view photos from your own phone.

Daily Photo
The daily photo randomly displays pictures from this date from previous years.

Status Bar
The status bar will show you recent activity such as files that have been backed up. It only activates when activity has recently taken place.

Deduplication
You can remove duplicate photos from the deduplication button.

Quick Access
The quick access links make it easy to view recent backups, shortcuts to files or folders, or recently opened files.

Homepage Album
Display your favorite albums on your Home Page

Navigation Links
Navigate to Home, Albums, File, or Options pages.

Albums Page

Albums are collections of photos from any of your backup files. You can only create albums using the mobile apps. You can add albums to your home page, view them under the Albums button, or share them with others.

Intelligent Albums

The Get PhotoSphere app will automatically create albums using intelligent algorithms based on locations, time, and device.

Personal Albums

These are albums that you have created for your own use. You can create albums from any photos that have been backed up from any device. Once you have created a personal album, you can also share it with others by sending them a link and a code, but you cannot invite them to contribute to your personal album.

Shared Albums

You can create albums that you share with others. When you create a shared album, you can send anyone a link to download the files using an access code, or you can invite them to join your PhotoSphere and contribute to the album.

Note: if you invite someone to a Shared Album on your PhotoSphere, they will be able to create their own backups on your device that you will not have access to.
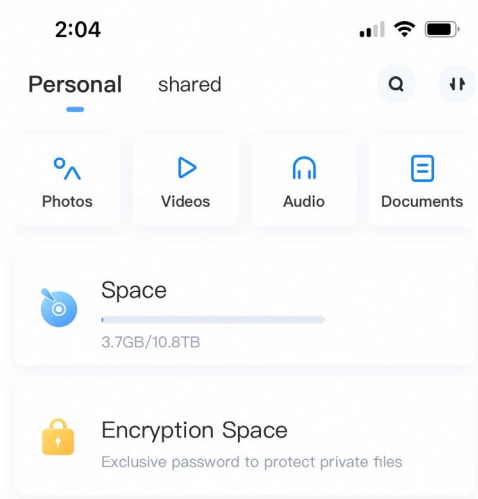
Usage Tip

- Personal Albums: Ideal for showcasing trips or events without allowing people to contribute to the album. Share your memories, on your terms.
- Shared Albums: Perfect for collective experiences. Let everyone chip in their moments, creating a holistic event album.
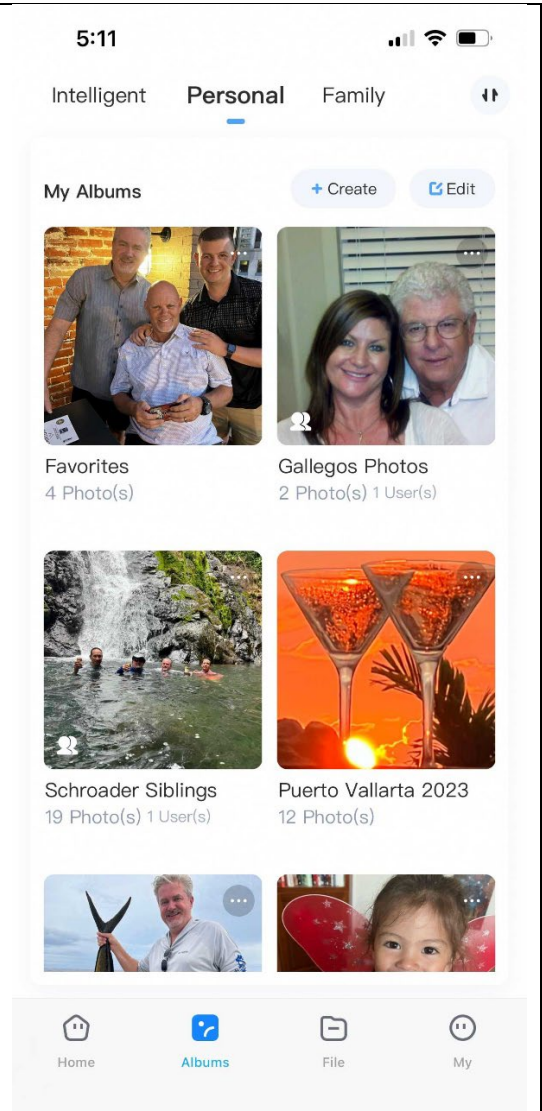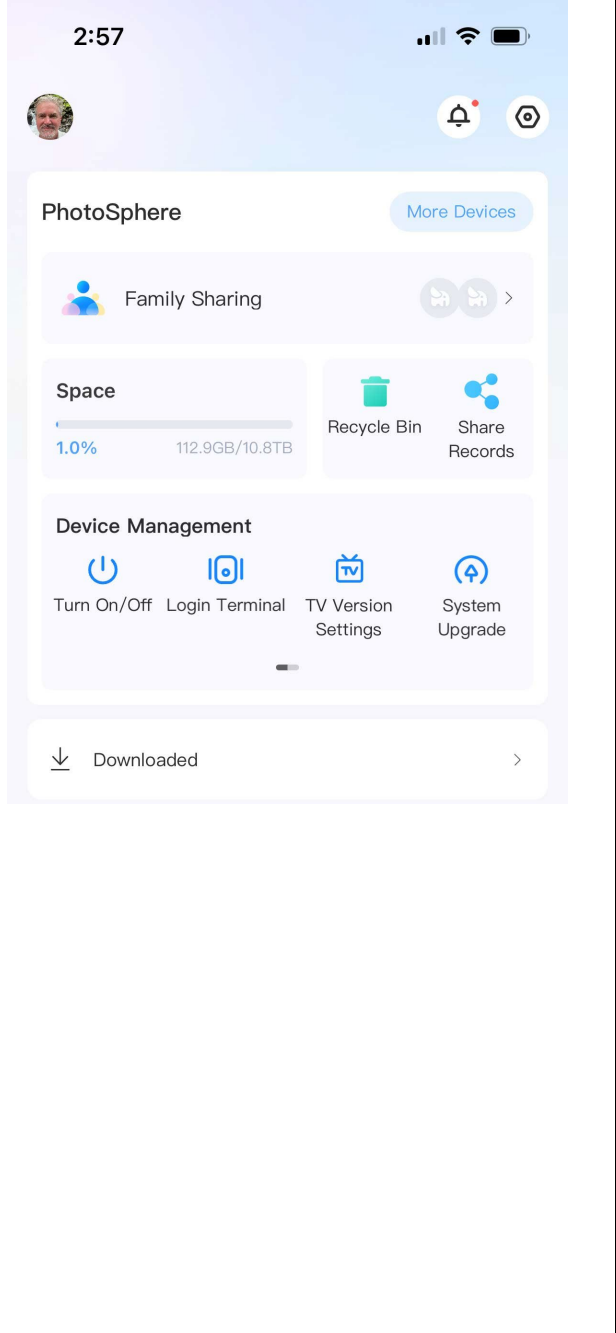
File Page

The Files screen allows you to view all your backed up files. There are different ways to view your files.

Category View
Tapping on a category such as Photos will show you all of the photos from all of your backups in one place. You can sort them by name, size, or date. You can also search by filename.

Device View
When you tap on the "Space" button, you can navigate to any file or folder from any device that has been backed up under your account (note: sub-users' backup data is not visible, even on main user accounts). Here, you will also see any attached USB drive as well.

Encrypted Space
You can access any encrypted file or folder by tapping this button and entering the passcode.

Note: For more information on how to add files, folders, or entire backups to encrypted space, see the section on [Encrypted Space](#).

2:04
Personal shared Q ⬍
Photos Videos Audio Documents
Space 3.7GB/10.8TB
Encryption Space Exclusive password to protect private files
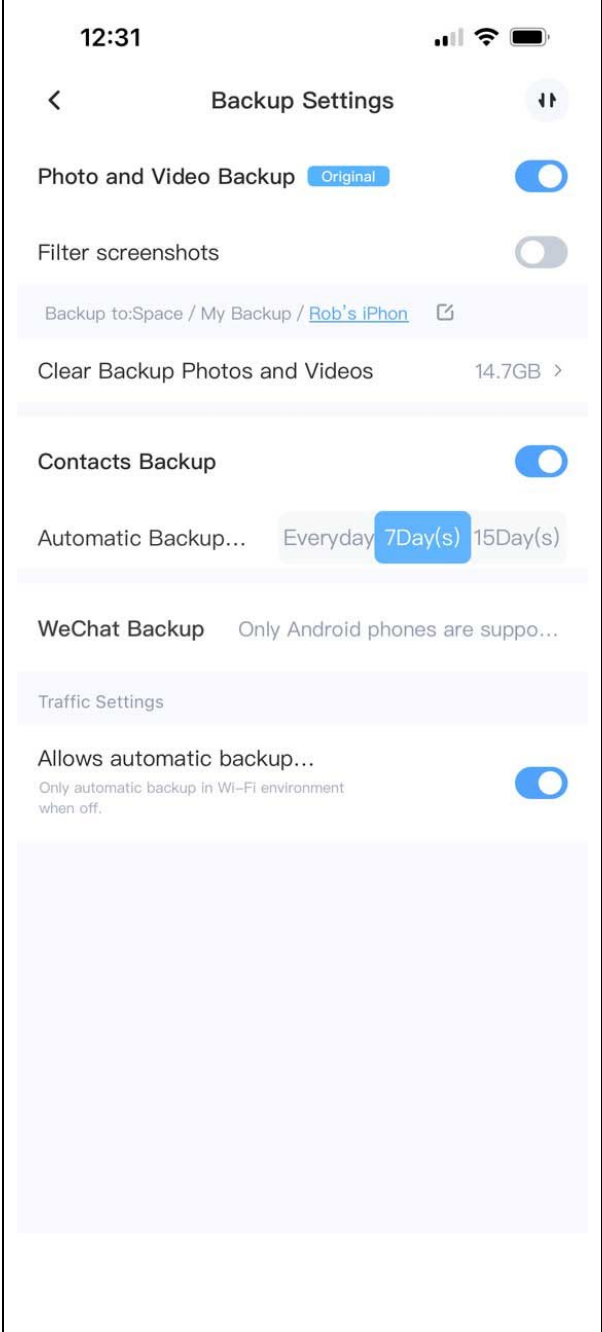
Options Page

You can manage your PhotoSphere, view sub-accounts, and more under the Options page.

Notifications View device notifications. **Settings** Tapping on a settings icon allows you to manage your account, access the backup settings page, turn on Face unlock, and more. **Sharing** The sharing screen allows you to manage sub-accounts. **Space** View your storage capacity and format new drives. **Recycle Bin** Undelete deleted files or clear your recycled files to delete them forever and save space. **Share Records** View your sharing history. **Device Management** Manage your PhotoSphere device. View connected devices, update firmware, view device and network information. Swipe left to view more options. **Download** View files that have been downloaded.	2:57 PhotoSphere — More Devices Family Sharing Space 1.0% 112.9GB/10.8TB Recycle Bin Share Records Device Management Turn On/Off Login Terminal TV Version Settings System Upgrade Downloaded

Backup Settings

The first time you connect your phone to your PhotoSphere, the app will prompt you to set your backup settings. You can also tap on the name of your phone model from the home screen to access the backup settings page.

Photo and Video Backups
Turning this on after you first connect to your PhotoSphere will back up all your photos and videos. Leaving it turned on enables automatic backups of all new photos and videos. Turn this off if you don't want continuous automatic backups.

Filter Screenshots
If you do not want screenshots to be backed up as photos, turn this feature on.

Backup Folder
Here, you can change the name of the folder where your files will be backed up.

Clear Files
If you want to clear space from your phone, you can delete all or some of your photos and videos that have been backed up. We recommend that you do not clear any files unless you have a backup of your PhotoSphere backup. You should always have more than one copy of your files.

Contacts Backup
Turn on/off backups of your phone contacts and control how often they are backed up.

Automatic Backups
Control whether automatic backups can be done over cellular data or if it requires Wi-Fi connection. If turned off, you may be charged for data from your provider.

Screenshot content:

12:31

< Backup Settings

Photo and Video Backup [Original] — on

Filter screenshots — off

Backup to:Space / My Backup / Rob's iPhon

Clear Backup Photos and Videos   14.7GB >

Contacts Backup — on

Automatic Backup...   Everyday | 7Day(s) | 15Day(s)

WeChat Backup   Only Android phones are suppo...

Traffic Settings

Allows automatic backup...
Only automatic backup in Wi-Fi environment when off. — on

Viewing Your Phone Files

On the Home Page, you will see the model of your phone along with icons for photos and contacts. You can tap on the phone model to access the "Backup Settings" page to edit your backup preferences.

To view photos that have been backed up from your phone, tap the "Photos" button. Photos are sorted by date.

You can change the view and change to displaying photos from all phones by tapping the display icon [icon] . Tap the select icon [icon] to allow for selecting photos to share, download, delete, etc.

Use the arrow icon [icon] to easily slide up and down your entire collection of photos.

Interface Tip: Anytime you are in a sub-screen and want to go back, tap the "<" icon in the upper-left corner.

When you open a photo or video, you can tap the star icon ☆ to mark it as a favorite.

Removing Duplicates

PhotoSphere can remove duplicate files from any folder or across all your backups. This can save space and help with your file management. Only exact duplicate files will be removed. If a photo or file has been altered in any way (i.e. filters, resizing, etc.), it will not be detected as a duplicate.

To remove duplicate files, do the following:

1. From the home screen, tap the "Remove Duplicates" button:

    Duplicate Checking
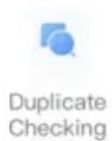
2. Choose "Scan Specific Folder" or "Scan All Folders"
3. To choose the folders you want to scan tap "Scan Specific Folder".
    a. Navigate to the folder you want to scan (it will scan all files in the folder and sub-folders)
    b. Tap "Add'".
    c. Tap the "Duplicate Checking" button.
4. If you want to scan across all your backed up files, tap "Scan All Folders".

Quick Access

On the Home page, you can choose what to display in the third section.

Recent Backup
This displays the most recently backed ups.

Shortcut Folder
You can add shortcuts to your favorite folders.

Recently Opened
This displays recently opened files.

Creating Personal Albums

Personal albums are albums that can only be seen from devices under the primary account. Personal albums can be accessed by tapping the Albums icon at the bottom of the Home Page and then tapping the "Personal" tab.

To create a Personal Album, do the following:

Tap the + Create icon in the from the Personal tab on the Albums page.

Choose to create a New Album, Import Folder from your backups, or Import Mobile Album from your phone.

New Albums:

1. Enter a name for the album and tap Create.
2. Tap the "Add" button to add photos or videos to the album (Note: You can convert this to a Shared Album by tapping the "Invite User" icon).
3. Tap the "Add" button:
   a. The Photos and Videos tabs display all in backed up to your PhotoSphere.
   b. The Folder tab allows you to navigate through all your Backups to any folder.
   c. The Phone tab allows you to select photos from your Phone.
4. Select the photos you want to add by tapping on them (they will become highlighted, and a blue checkmark will appear).
5. Tap the "Confirm(x)" button.

Import Folder:

1. Navigate to the folder already backed up on your PhotoSphere.
2. Tap the "Create" button.
3. Tap the "Create" button on the next page.

Import Mobile Album:

1. Select the folder on your mobile device that you want to import as an album by tapping the circle to the far right of the album.
2. Tap the "Create" button.

Viewing Personal Albums

To view an album, tap on it. One photo will be used as an album background. Photos are displayed by date.

Display: Tap on the display icon to change the view from Big Pictures to Standard or Efficiency views. You can also tap the select icon to select photos from the album to manage them (i.e. share, download, delete, etc.).

You can also share or delete the album by tapping the icon with the three dots .

Note: Sharing the album in this way does not create a Shared Album. It creates a link for you to send to anyone to view the album. They will not be able to contribute to or edit the album.

Creating Shared Albums

Shared Albums are albums that can be seen by anyone who has been invited to the shared album. Anyone invited to Shared Albums can add and remove photos from the album. They will also become a Sub-Account User and can back up their own devices to your PhotoSphere. Shared Albums can be accessed by tapping the Albums icon at the bottom of the Home Page and then tapping the "Shared" tab.

To create a Shared Album, do the following:

1. Tap the "+ New Album" button in the from the Shared tab on the Albums page.
2. Tap the "Create Shared Album" button.
3. Enter an album name and tap the "Create" button.
4. Tap the "Add" button to add photos or videos to the album.
   a. The Photos and Videos tabs display all in backed up to your PhotoSphere.
   b. The Folder tab allows you to navigate through all your Backups to any folder (Tip: Use the "Select All" button to select all photos in a folder).
   c. The Phone tab allows you to select photos from your Phone.
5. Tap the "Confirm(x)" button.
6. To invite others to the Shared Album, tap the "1 members >" button.
   Note: You can tap the "+" button to add more files to the album.

7. Tap the "Add' button on the next screen.
8. Select existing Sub-Account users or copy the link and send it via email or message to the person you are inviting to the Shared Album.
9. Repeat steps 6 through 8 to invite more people to the Shared Album.

Sharing Files

Sharing files is different than creating a Shared Album. When you share files, you are creating a link for the person you are sharing with to access the files but not to create a Sub-Account on your PhotoSphere. You can share files, folders, and albums this way.

As you become familiar with the interface of the GetPhotoSphere app, you will learn how to select files from almost anywhere you can view them. Wherever you are viewing files, look for the grid icon and the select icon to start selecting files. In some screens, the select icon is visible without the grid icon. Once you have selected one or more files or folders, options will appear at the bottom of the app. Tap the "Share" button to share the selected file(s)/folder(s) using a link.

If you want to share one single file, open it and the file options will appear at the bottom of the app.

When navigating through your "Space" or in any folder view, you can select a folder by tapping the gray circle or dot to the far right of the folder. This will make the file options appear at the bottom of the app.

Once you have selected file(s) or folder(s) and the Options appear, tap on "Share".
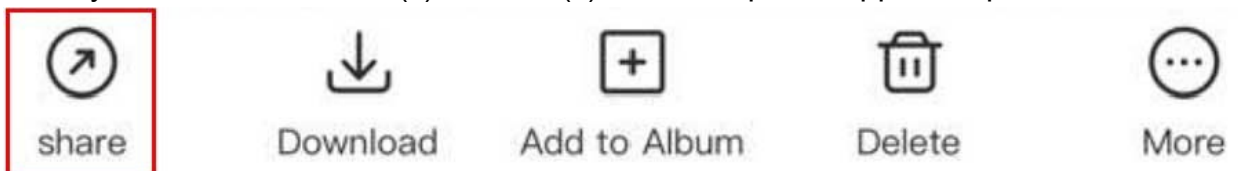
On the File Share screen, choose how many days the link will be active and then tap "Copy Link". Paste the link into an email or message and send it to the person or people you wish to share with.

Sharing Albums

To share albums with someone you don't want as a Sub-Account user, tap the "Albums" button at the bottom of the Home Page. Open an album that you have created (if you have been invited to an album, you can't share the album or photos in it). Tap the three-dot icon [···] and then tap "Share Album".

Note: From this screen, you can choose to share with Sub-Account Users by tapping "Add User". You can also unshare or delete the album.

On the Album Share screen, choose how many days the link will be active and then tap "Copy Link". Paste the link into an email or message and send it to the person or people you wish to share with.

Home Page Albums

Home Page albums are a fun way to view your favorite albums from the home page of your GetPhotoSphere app. You must have at least one Album created to add a Home Page Album.

To add a Home Page Album, do the following:

1. Tap the + icon in the Homepage album section.
2. Select one or more albums by tapping on the gray circle to the far right of the album (the circle will change to a checkmark icon).
3. Tap the "Add to Homepage" button.

You can remove albums by tapping the edit icon next to the + icon.

File and Folder Options

To manage files and folders, you must first learn how to select them. When viewing files, tap the select icon to select one or more files. For folders, tap the gray dot to the far right of the folder(s) you want to select:

My Backup
2023-11-06 13:51

After you have selected file(s) or folder(s), the Options bar will appear:

share   Download   Add to Album   Delete   More

Share – Send a link for anyone to download the file(s)
Download – Downloads to the current device
Add to Album
Delete – Deletes them from your backup
More:
   Add to Album – Add to an existing Album
   Move to Encrypted Space
   Print
   Copy
   Rename – Only available when one file is selected

Note: Depending on where you are accessing files from and what permissions you have, the Options bar may be slightly different.

Encrypted Space

PhotoSphere can encrypt any document, folder, or entire device backup. To access Encrypted Space, from the home page, tap the "File" button at the bottom of the screen.

The first time you tap the Encrypted Space button from the File page, you will be asked to verify your account through an Email Verification Code. After requesting the code, check your email and enter the code. After verifying your account, you will be asked to create a 4-digit PIN. Enter your pin and verify the pin.

Now that your Encrypted Space has been activated, you can add files or folders from your device to encrypted space on the next page.

To add files or folders from existing backups, go back to the File page and navigate to files (tap on Photo, Video, Audio, or Documents) or to your folders by tapping the Space button.

Select the file(s)/folder(s) you want to add to Encrypted Space (see Files and Folders Options above to learn how to select files/folders), tap the "More" button at the bottom of the screen and select "Move to Encrypted Space".

Adding Multiple PhotoSpheres

The GetPhotoSphere app allows you to connect to more than one PhotoSphere. You may be invited to multiple Shared Albums from friends or family, or you may want redundant backups.

As a general rule, you should have more than one copy of your files. If you need to clear room on your phone, you can choose to remove the originals from your phone after they are backed up to your PhotoSphere. We only recommend doing this if you have other copies.

Some people choose to purchase two PhotoSpheres. They keep one at home and one at the office. This way, they can have redundant backups and clear space on their phone.

Whatever the reason you may have, if you need to add another PhotoSphere to your GetPhotoSphere app, do the following:

1. Tap "Options" at the bottom of the Home Page.
2. Tap the "More Devices" button.
3. Tap the "+ Add Device" button.
4. Choose "Use Directly" or "Existing Data Migration"
   a. Use Directly – Choose this option if you are setting up a second PhotoSphere but don't need to migrate your files and settings from your existing PhotoSphere.
   b. Existing Data Migration – Choose this option if you are migrating from an old PhotoSphere or want to copy all the data and settings from your current PhotoSphere to a second PhotoSphere.

Mapping a Network Drive for Computers

Although the PhotoSphere apps for computers displays all the backups from all your devices, you will need to Map a network drive to the PhotoSphere storage in order to use the Tonfotos photo manager app that comes with your PhotoSphere. Mapping a drive also makes it easier for you to access any USB storage device you connected to your PhotoSphere. It also makes it easier to backup your backup. Once you map a Network drive, you can simply copy your Backup folder on your PhotoSphere to a drive on your computer for a redundant backup.

Mapping a Network Drive - Phone App Settings
Step 1: Open the Get PhotoSphere app on your phone.

Step 2: Under "Device Management", swipe left to reveal more choices

Step 3: Tap "LAN Applications" and turn "Samba" on.

Step 4: When you turn on Samba, you will be taken to a new screen where you can set your password. Enter a unique password and tap "OK".
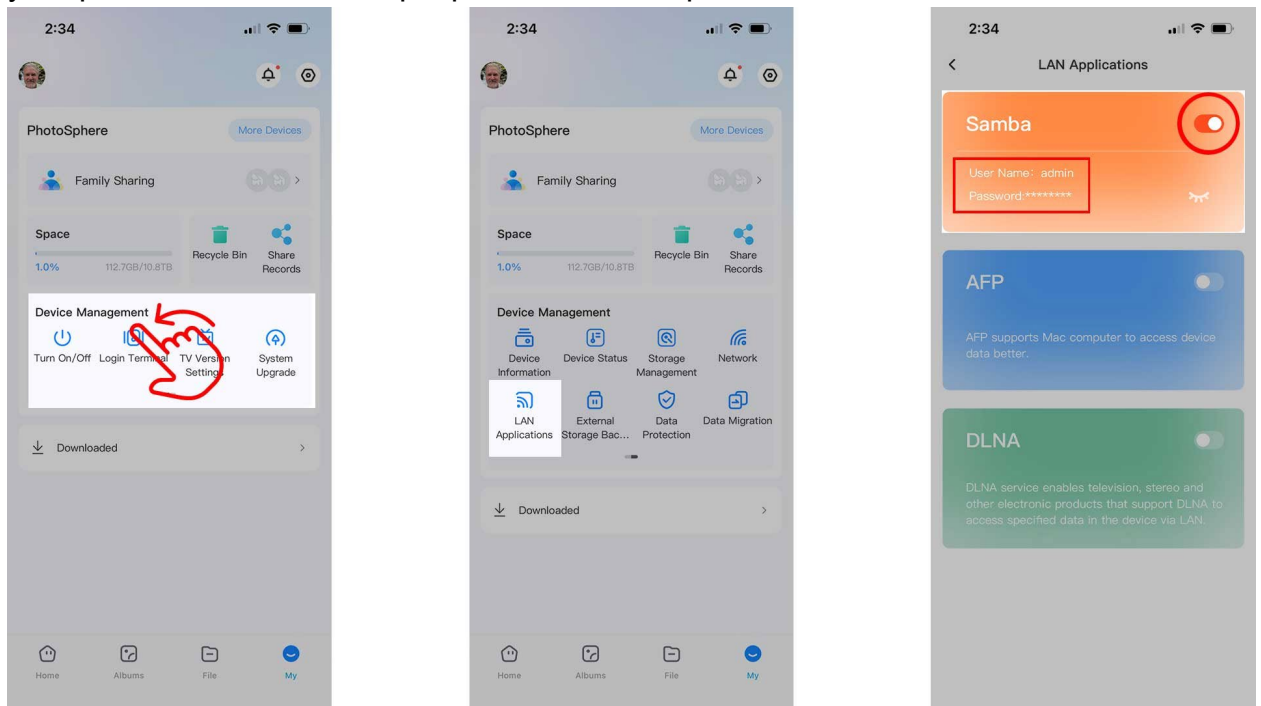
Note: Once Samba is turned on, you will not need to repeat these steps if you need reconnect your Network connection.

Mapping a Network Drive - Windows
Step 1: Leave the "Samba" screen open. It tells you the IP address of your PhotoSphere.

Step 2: On your computer, press the Windows key plus R (Win+R).

Step 3: In the window that pops up, type \\ and the IP address displayed in the phone app (i.e \\192.168.1.111)

Step 4: Enter the username and password as shown in the "Samba" screen on the phone app.

Step 5: You can now navigate to the storage on your PhotoSphere. Right click over the "admin_Home1" folder and select "Map Network Drive" and select a drive letter for the mapped drive.

Note: If your PhotoSphere loses power, your network will assign it a new IP address. You will need to repeat these steps to reconnect to your PhotoSphere.

Mapping a Network Drive - Mac
Step 1: Leave the "Samba" screen open. It tells you the IP address of your PhotoSphere.

Step 2: On your computer, go to Finder – Go – Connect to Server.

Step 3: In the window that pops up, type smb:// and the IP address displayed in the phone app (i.e smb://192.168.1.111)

Step 4: Enter the username and password as shown in the "Samba" screen on the phone app.

Note: If your PhotoSphere loses power, your network will assign it a new IP address. You will need to repeat these steps to reconnect to your PhotoSphere.

Advanced Features of the Mobile Apps

This section will go into more advanced features of the Get PhotoSphere Phone Apps.

Navigation Tip: When creating Albums or similar activities, you can go back to the previous screen by tapping the < icon in the upper-left corner.

Naming Your PhotoSphere
You can customize the name of your PhotoSphere. Many people get two PhotoSpheres so they can clear space on their phone and still have more than one copy of their files. They keep on at home and one at the office to avoid catestrophic loss.

You can change the name by tapping "PhotoSphere" near the top of the app. This brings you to the Device Information page. Once on this page, tap "Device Name" to rename your PhotoSphere.

You can also access the Device Information page by tapping the "My" icon in the lower-right corner and tapping "PhotoSphere" on this page.

1. Tap PhotoSphere at the top of the home page.
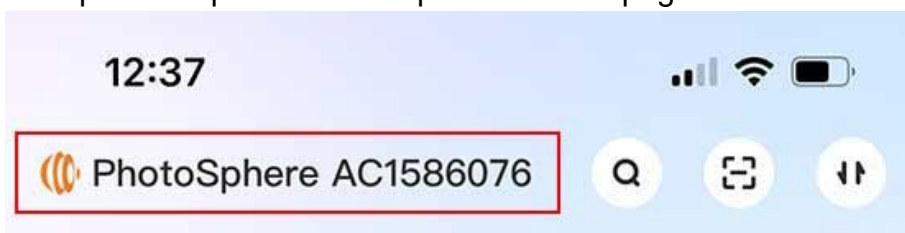
2. Tap the current device name on the next page.

10:40

< Device Information

Device Name   PhotoSphere AC1586076 >

3. Enter a new device name and tap "Finished".

10:43

Cancel   Edit Device Name   Finished

SchroaderPhotoSphere   ✕

Search

The search bar can be accessed from the Home page by tapping the search icon. You can search by file or folder name.

12:37

PhotoSphere AC1586076   Q   ⊡   ↕
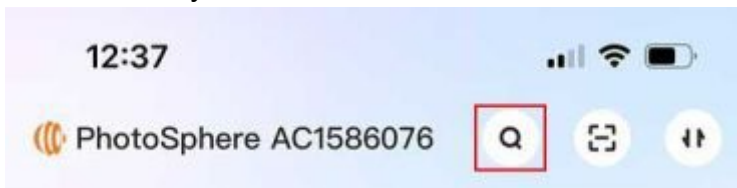
Tasks

You can access the Tasks page by tapping on the up and down arrow icon in the upper-right corner of the app. Here, you will see "Transmitting" files, "Backup" records, and file "Transfer" records.

12:37

PhotoSphere AC1586076   Q   ⊡   ↕
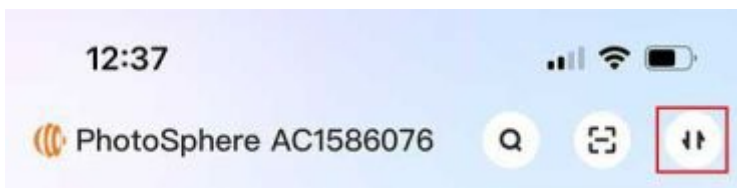
Recent Backup/Shortcut Folder/Recently Opened

On the Home page, you can choose what to display in the third section. Tap one of the tabs to change what is displayed:

Recent Backup

This displays the most recently backed up files. You can tap "Unfold" to reveal more recent backups.

Shortcut Folder

To add shortcut folders, navigate to the folder, select the folder, tap the "More" button, and tap the "Create Shortcut folder" button.

1. Navigate to the folder you want to add and select it:
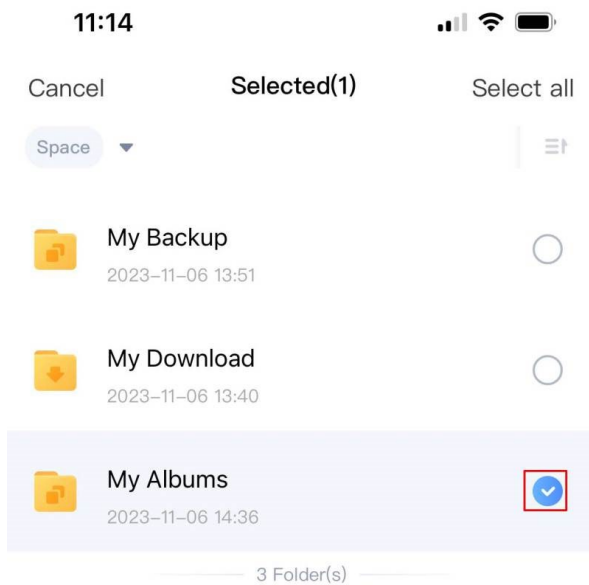
2. Tap the "More" button.

3. Tap the "Create Shortcut folder" button.
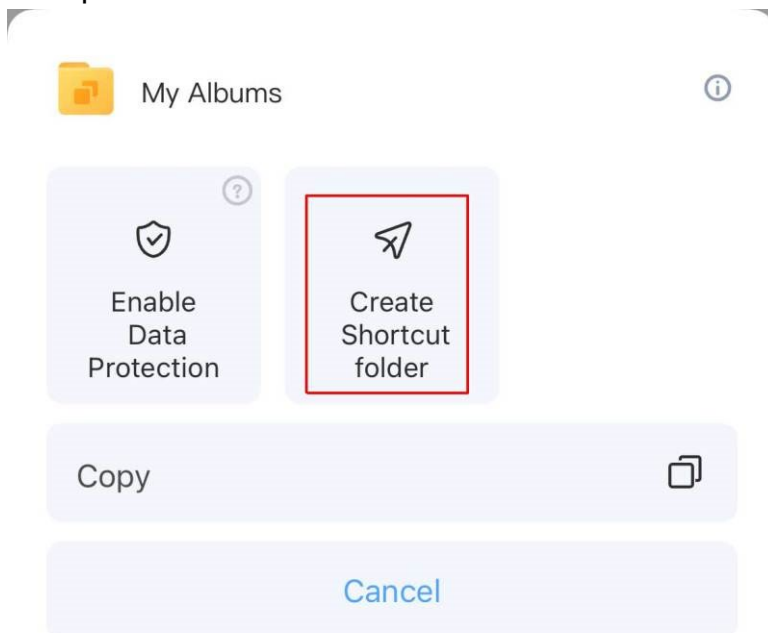
Recently Opened

This displays recently opened files. You can tap "Unfold" to reveal more recently opened files.

Homepage Album

On the Homepage, you can choose what Albums you want to quickly access from the Homepage. You must have at least one Album created to add a Homepage Album.

To add an Album, do the following:

1. Tap the + icon in the Homepage album section (Note: If you see a large "+" icon, this is to add photos to an existing album).

2. Select one or more albums by tapping on the gray circle to the far right of the album (the circle will change to a checkmark icon).

3. Tap the "Add to Homepage" button.

![PHOTOSPHERE logo]
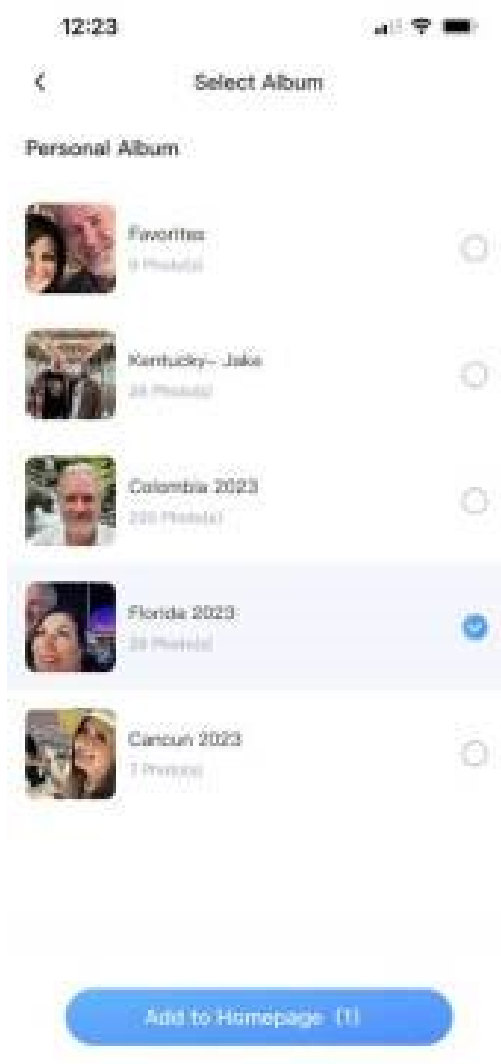
Creating Personal Albums

Personal albums are albums that can only be seen from devices under the primary account. Personal albums can be accessed by tapping the Albums icon at the bottom of the Home screen and then tapping the "Personal" tab.

To create a Personal Album, do the following:

1. Go to the Albums page by clicking the "Albums" button at the bottom of the home page.

2. From the "My Albums" tab, tap the "Create" button.

3. Choose to create a New Album, Import Folder from your backups, or Import Mobile Album from your phone.

   New Albums: Enter a name for the album and tap Create.
   Tap the "Add" button to add photos or videos to the album (Note: You can convert this to a Shared Album by tapping the "Invite User" icon).
   Add files:
   The Photos and Videos tabs displays all files backed up to your PhotoSphere.
   The Folder tab allows you to navigate through all your Backups to any folder.
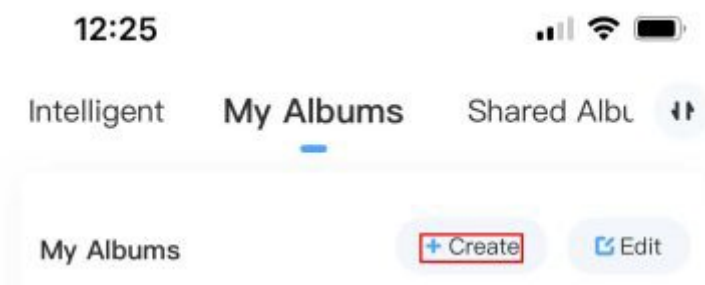   The Phone tab allows you to select photos from your Phone.

   Import Folder: Navigate to the folder already backed up on your PhotoSphere.
   Tap the "Create" button.
   Tap the "Create" button on the next page.

   Import Mobile Album: Select the folder on your mobile device that you want to import as an album by tapping the circle to the far right of the album.
   Tap the "Create" button.

Once an album is created, you can invite others to share the album. You can also share the album as a link without inviting people as sub-account users. This will invite them as sub-account users to your PhotoSphere. You can also tap on the main cover image to change it. You can add photos to the album at any time by tapping the "+" icon.

Creating Shared Albums

Shared Albums are albums that can be seen by anyone invited to the shared album. All persons invited to Shared Albums become sub-account users on your PhotoSphere and can add and remove photos from the album. They can also back up their own devices to your PhotoSphere.

To create a Shared Album, do the following:

1. Go to the Albums page by clicking the "Albums" button at the bottom of the home page.

2. From the "Shared Albums" tab, tap the "+ New Album" button.

3. If you have created personal albums, they will appear on the next screen. You can tap the "shared" button under any existing album to create a shared album using that album. Or, you can tap the "Create Shared Albums" to create a new shared album. If you are using an existing album, skip to step 6.

4. Enter a name for your Shared Album and tap the "Create" button.

5. Tap the "1 Members" button.

6. If you already have sub-account users, they will appear under "Device Member" and you can choose to share with them. If you are inviting a new person as a sub-account user, tap the "Copy Link" icon.

7. Send the link in a text message, email, or other messaging app to the person you want to share with.

8. The new sub-account user will need to install the GetPhotoSphere app, enter their email address when they launch the apps, and retrieve their access code from their email just like you did to create your Primary account when setting up your PhotoSphere.

Sharing Files and Folders

You can share files, folders, or albums with anyone. As mentioned in the Album Sharing section above, when you create shared albums, you are inviting the person you are sharing with to be a sub-account user on your PhotoSphere. To share files or folders without inviting the person you are sharing with as a sub-account user, follow these steps:

You can view files and folders by tapping on the "File" icon at the bottom of the home screen. For more information on how to work with files, see the section below.

To share files with anyone without inviting them as a sub-account user, select files by tapping the select icon:

To share folders, navigate to the folder(s) you want to share by tapping the "Space" button from the File page. Tap the gray dot to the far right of the folder(s) you want to share.

Once you have select files/folders to share, tap the "Share" button that appears at the bottom of the screen:

Tap how many days you want the link to be active and then tap the "Copy Link" icon. This will copy the sharing link to your clipboard. Paste the link into an email, text message, or other messaging app and send it to the person(s) you want to share with. The link contains an access code that they are required to enter to access the files or folders you have shared.

Working with Photos, Videos, and Files

You can do a lot of things with your files once they are backed up to your PhotoSphere. To work with your files/folders, tap on the "File" button at the bottom of the home page. From here, you can view files by file type, or you can navigate through your backups by tapping the "Space" button.
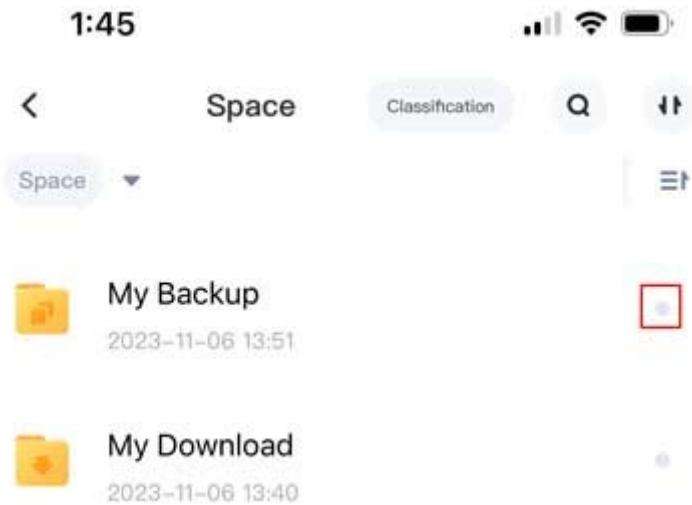
Viewing Files by Category

While viewing files by category, you can tap on the select icon to select one or more files:

Viewing Files/Folders from Your Backup Space

When you tap on the "Space" button, you will see lists of files/folders. To select one or more files/folders, tap the gray circle to the far right:

Once you have select one or more files or folders from any view within the app, an options bar will appear at the bottom of the screen.

Depending on where you are selecting files/folders from, among other factors, the options may be different. Below is a list of all options you have when working with files/folders:

Share – Send a link for anyone to download the file(s)

Rename – Only available when one file is selected

Download – Downloads to the current device

Delete – Deletes them from your backup

More:

   Add to Album – Add to an existing Album

   Move to Encrypted Space

   Copy

Navigating Backup Folders

When viewing your backup storage from the "Space" button under files, you can select folders by tapping the gray dot to the far right of the folder. After selecting one or more folders, the following options will appear:

Share – Send a link for anyone to download the file(s)

Rename – Only available when one folder is selected

Download – Downloads to the current device

Delete – Deletes them from your backup

More:

Add to Album – Add to an existing Album
Move to Encrypted Space
Copy

Message Center

The message center can be accessed by tapping on the Bell icon from the "My" screen.

The most common message will be to tell you when your hard drive hibernates. If you do not have any messages about your disk hibernating, you may be backing up your main computer hard drive. This will cause continuous backups of always changing system files causing your PhotoSphere to work overtime. This will shorten the life of your backup drive.

Settings

To access the Settings page, from the home page, tap the "My" button and then tap the Settings icon in the upper right corner.
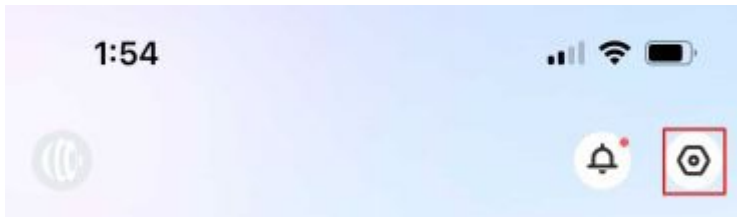
Account Management – Allows you to add a profile picture, change your alias, change your email, or log out of your account.

Automatic Backup on Mobile – Takes you to the device backup settings page.

Allows upload and download of mobile traffic – Choose whether to transfer data over cellular data.

Auto-load Original Image under Wi-Fi – Loads the original images rather than thumbnails while on Wi-Fi.

App-Lock – Use your device's facial recognition to unlock the app.

Message Notification Settings – Choose which notifications to receive.

Privacy Management – Manage privacy data such as the app's access to your data and other permissions.

Manage Cache – Allows you to view and clear cache files. Warning, clearing cache files may slow down photo/video previewing.

Repair – Used for troubleshooting issues with your app.

About PhotoSphere – Information about the current version of the app.

Multiple PhotoSphere Devices

Many people choose to get more than one PhotoSphere device for redundant backups or they are invited to join other people's PhotoSphere as a sub-account user. The app allows you to manage more than one PhotoSphere.

To manage multiple PhotoSpheres, tap on the "My" button from the home screen and then tap the "More Devices" button.

From here you, you can add a new device. It will ask you if you want to Use Directly (choose this if you are backing up different devices than your main PhotoSphere) or Existing Data Migration which will create a redundant copy of your existing PhotoSphere including backups, sub-account, configurations, etc.

Sub-Account Management

You can have multiple users on your PhotoSphere. Sub-account users are allowed to back up their own devices while maintaining privacy and to join shared albums.

To manage sub-account users and to invite new users, do the following:

1. Tap on the "My" button from the Home page.

2. Tap the "Guest Accounts" button.

3. To invite new sub-account users, tap the "Invite Guests" button and enter their email address. They will receive an invitation via email to join your PhotoSphere.

4. To manage existing guests, tap on their email address:
   1. View their Alias
   2. Edit their Alias by tapping on "Alias", making your edits, and tapping "Finished"
   3. View how much space they are using.
   4. View the date they joined.
   5. Turn On/Off access to the external drive. When turned off, this prevents the user from accessing any external USB storage attached to the PhotoSphere.
   6. Delete user.

Computer App Guide

The app for Windows computers is almost identical as the app for Mac computers. This manual will show screenshots from the Windows app but should be almost exactly the same for Apple computers.

A note about your PhotoSphere: We designed PhotoSphere to last. This means that by default, the hard drive shuts down when not in use. So, it is only active when you are backing up photos, viewing photos, or someone you are sharing with is accessing shared files. This means that when you take a photo with your phone, it won't be backed up until you "activate" your PhotoSphere by opening the Get PhotoSphere app.

Logging In / Unlocking the App

When you initially set up your PhotoSphere, you should have logged into your PhotoSphere by using the QR scanner on the phone app. By default, the PhotoSphere computer app is set to auto-lock when your computer is idle for 5 minutes. To unlock your PhotoSphere app on your computer, scan the QR code on your computer screen using the phone app:
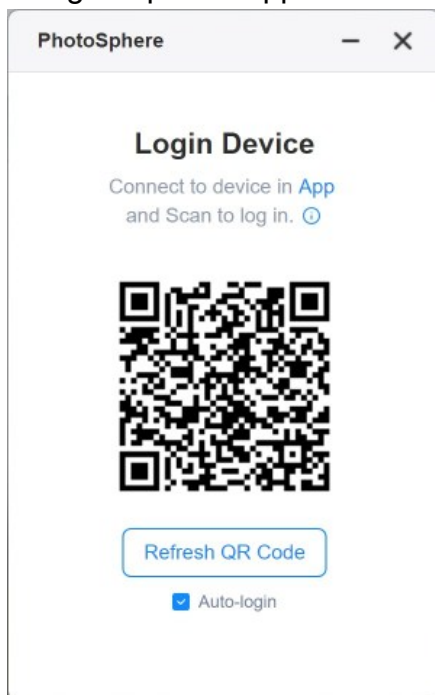
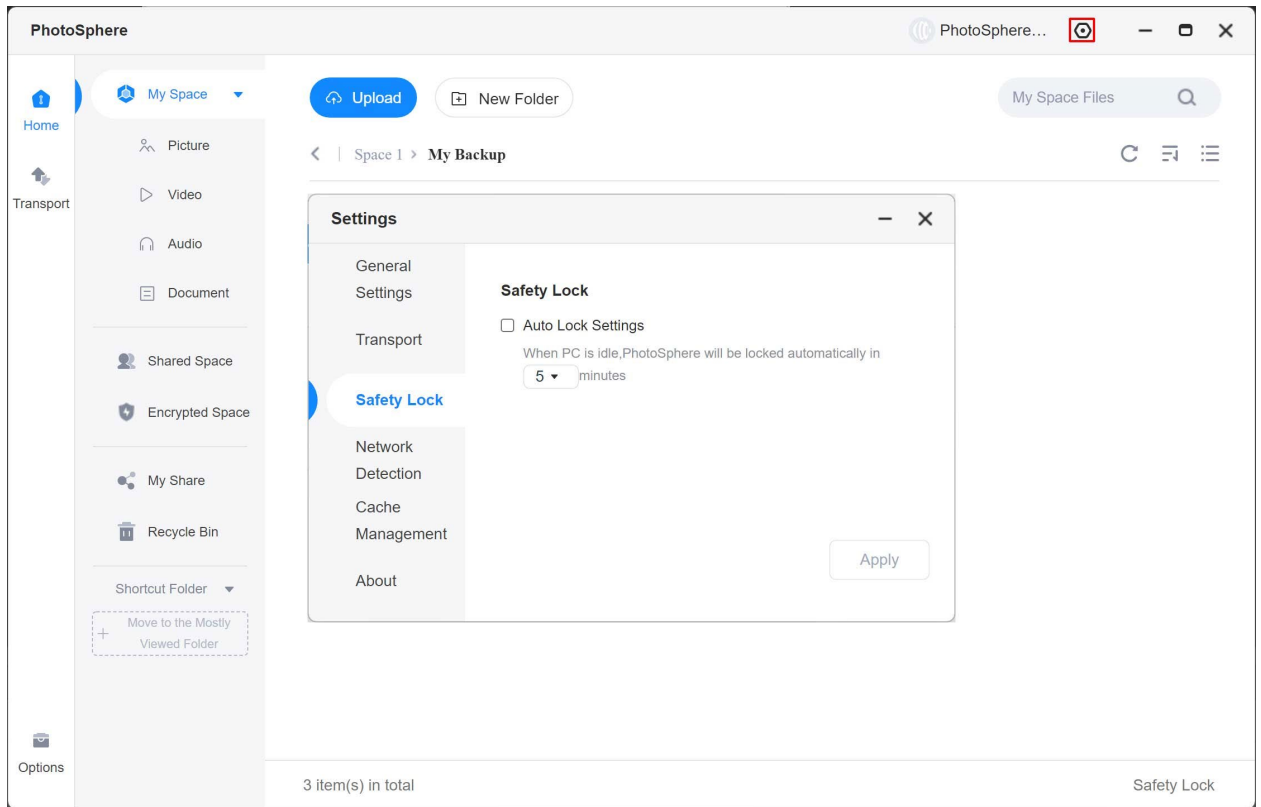Open the app on your phone and tap the QR code icon in the upper-right corner.

Scan the QR code displayed on your computer screen and your app will unlock.

To disable auto-lock:
1. Go to the settings icon in the upper-right corner and click on "Settings".

2. Click on the "Safety Lock" tab, uncheck "Auto Lock Settings", and click "Apply".
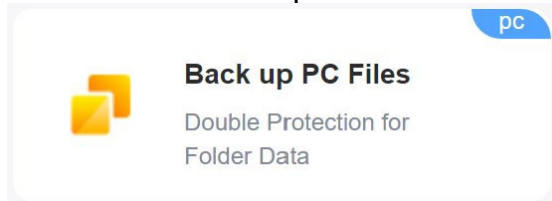
Backing Up Files from Your Computer

One of the first actions you will want to take after logging into the PhotoSphere computer app for the first time is to set up the folders on your computer that you want backed up. This is done in the Options page. Click the "Options" button in the lower left corner.

1. Click on the "Back up PC Files" button.

2. A window will open. Click on the "Add Backup Folder" button.

3. Navigate to the folder or drive you want to be backed up to your PhotoSphere and click "Select Folder".

You can also remove backup locations by clicking on the "X" or view contents by clicking on the folder icon.

It isn't recommended to back up your entire main hard drive. Computer operating system files are constantly changing. This would cause your PhotoSphere to have constant traffic, slowing down your backups and access. It will also keep your PhotoSphere drive active continuously, reducing its life. We recommend backing up "Documents" folders, or other folders where you store your files.

Removing Duplicates

You can also remove duplicate files to clear space on your PhotoSphere and to organize your files better. To remove duplicate files, click on the "Options" button in the lower left corner of the home page.

1. Click on the "Duplicate Files" button.

2. Choose to scan specific folders or to scan all folders which will scan all backups from all devices.

Note: PhotoSphere detects exact duplicates using has values or file fingerprints. Similar copies of files that are not exact duplicates cannot be detected. If photos have been filtered, resized, or altered in any way, they are not exact duplicates. Similarly, if documents have been edited and saved to a different location, they are not exact duplicates. However, if a document is copied to a different location without being edited, it can be detected as an exact duplicate.

Viewing Backups

You can view backups by device or by file category. To view by category, click on a category along the left side navigation:
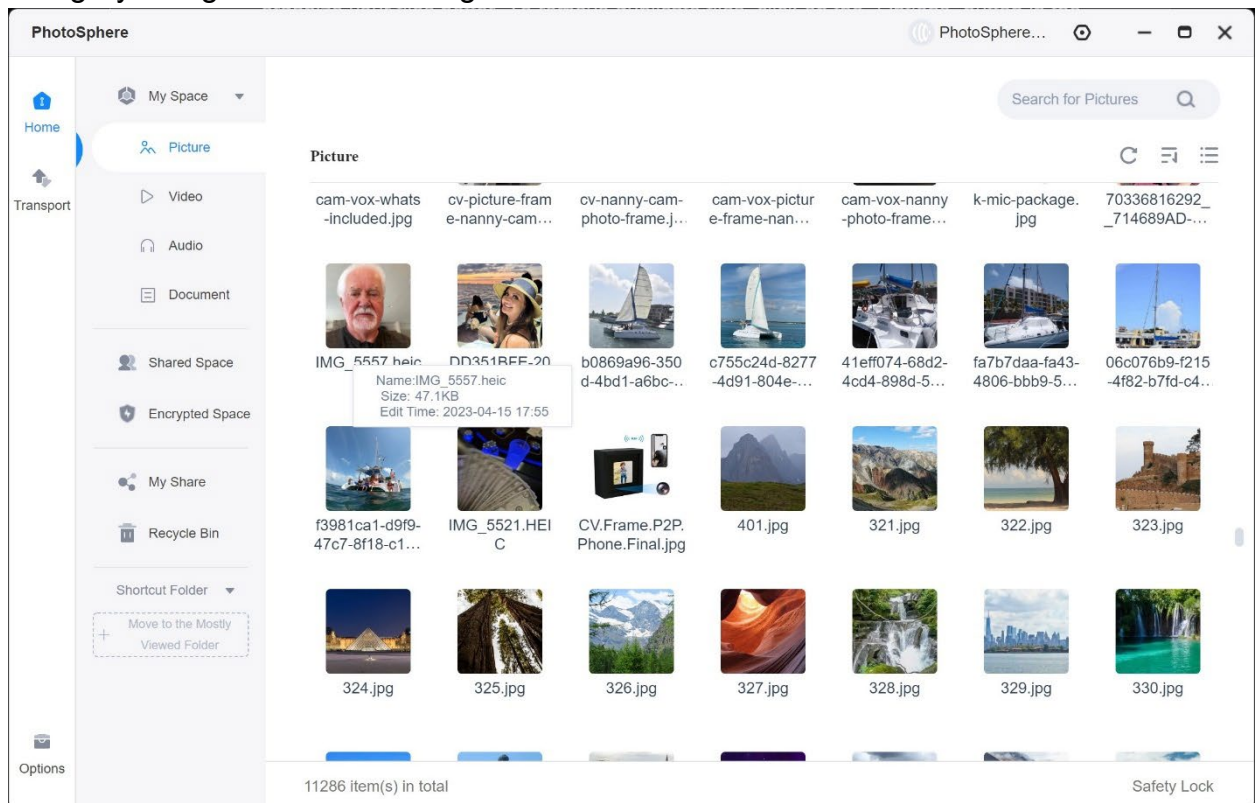
To view by backup, click on the "My Space" button at the top of the left side navigation. Next, click the "My Backup" folder and navigate to the backup you want to view.

Settings

To change settings, click on the settings icon in the upper-right corner.

General Settings
The general settings allow you to control things such as launching the app at startup (recommended), auto-updates, and more.

Transport
This allows you to throttle the number of simultaneous tasks for uploading and downloading. It also allows you to change the default path for downloading files.

Safety Lock
Turns on or off the auto-lock feature.

Network Detection
Scans your network for connection issues to troubleshoot connection issues.

Cache Management
Allows you to clear cache files. Cache files speed up viewing images.

Shared Space

Creating a shared folder allows you to create a shared space that sub-account users can access. When you create a shared folder, it is blank or sub-account users that are invited to the shared space can upload files.

To create a Shared Space, do the following:

1. Click on Shared Space from the left side navigation.

2. Click the "Create a Share" button, select "Create a Share", and then click "Space 1".

3. Next, select existing sub-account users to share with or click "Copy Share Link Invitation". You can send the link to anyone via email or message and they will be invited to join your PhotoSphere as a sub-account user and join your shared folder.

4. Click the "Add" button to upload files to the share.

5. You can manage users of the share by clicking the "Manage" link. Here you can add new members, remove members, or change their editing permissions.

Note: Files shared by right-clicking over files/folders will not appear as shares under Shared Space.

Encrypted Space

The Encrypted Space page allows you to access data encrypted by the phone apps or upload new data to encrypted space.

To add files/folders to encrypted space from the My Space or category view, right-click over the file/folder and select "Move to Encrypted Space". This sill remove it from the current location and move it to Encrypted Space.

To access Encrypted Space, enter your pin and click the "Enter Encrypted Space" button.

To upload new files to be store in encrypted space, click the Upload button. Select File or Folder, navigate to the data to upload, and click open.

To create new folders, click the "New Folder' button and name the folder. Once created, double-click to open the folder where you can upload files/folders.

Right-Click Menu

When viewing files/folders from My Space or file categories, you can right-click over files/folders and a context menu will appear:

Download

Share

Move to

Copy to

Move to Encrypted Space

Rename

Details

Open the location folder

Delete
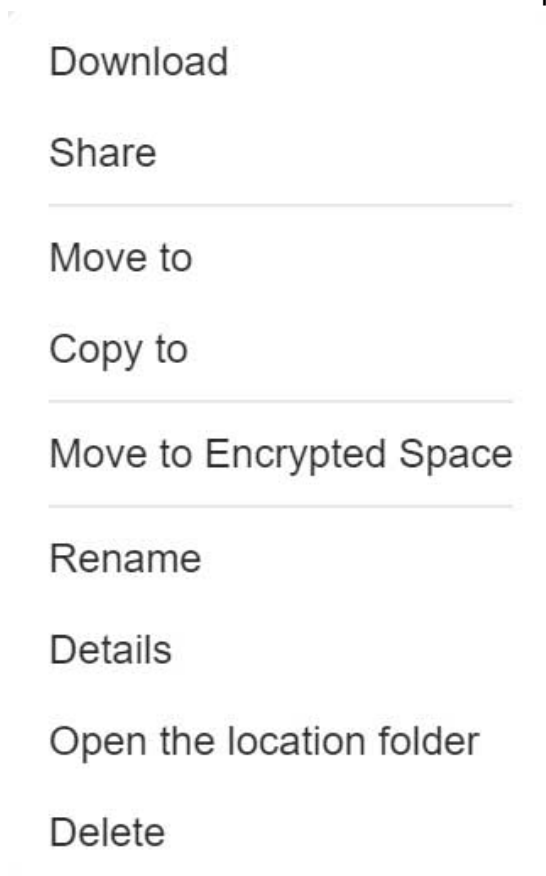
Download
Downloads the selected file/folder to your computer.

Share
Allows you to create a share link to send to others.

Move to
Allows you to move locations.

Copy to
Allows you to copy to other locations.

Move to Encrypted Space
Encrypts the data and moves it to Encrypted Space.

Rename
Allows you to rename the file/folder

Details
Displays file details such as name, size, and modification date.

Open the File Location
Opens the file location on your PhotoSphere.

Delete
Deletes the file/folder.

Product Support

PhotoSphere is a powerful device designed to interact with almost any phone, tablet, or computer. It is powered by advanced software and hardware. Most support issues can be answered by referring to this user manual.

We also have online resources to help you. We have created resources to help you in working with your PhotoSphere:

Video Tutorials: https://getphotosphere.com/support/video-tutorials/

Online Support Guides: https://getphotosphere.com/support/support-guides/

Email Support: info@getphotosphere.com