

How To Use Your NAS

Start here, then the everyday tasks follow.

Your NAS is the always-on box we set up to keep your files, photos and backups in one safe place you can reach from the office or anywhere. Two things to do first: **install the apps** below, and **note your QuickConnect ID**. After that, the everyday tasks on the next pages will make sense.

Get The Apps



Synology Drive

Your files, synced and offline.



Synology Photos

Automatic photo backup.



DS file

Quick file browsing.



DS finder

Check your NAS status.

Signing In With Your QuickConnect ID

Your NAS has a **QuickConnect ID**, a short name we set (for example, **clermont**). It lets you reach the NAS from anywhere, with no fiddly network setup. Use it in a browser or in any of the apps above.

IN A BROWSER

quickconnect.to/
clermont

Username
your username

Password

Sign in

- 1 Go to quickconnect.to/your-id.
- 2 Enter your username and password.
- 3 You land in File Station, ready to go.

IN ANY APP

Sign In

Address or QuickConnect ID
clermont

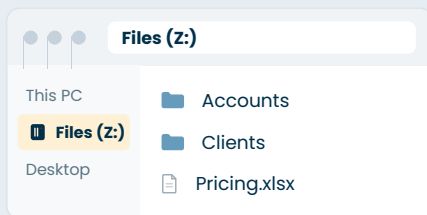
Account
your username

Password

Sign in

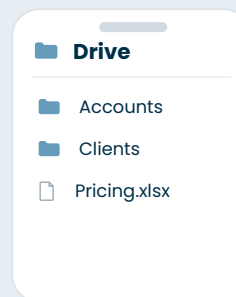
- 1 Open the app and tap Sign In.
- 2 In the address field, type your QuickConnect ID.
- 3 Add your username and password.

We'll give you your QuickConnect ID, username and password at handover.



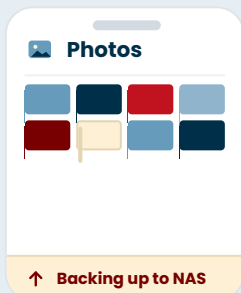
Opening And Saving Files

- 1 Open the network drive we set up (it shows as a drive, like Files (Z:)).
- 2 Use it like any normal folder: open, edit and save.
- 3 Your changes save straight back to the NAS.



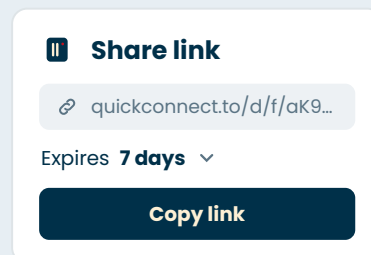
Files On Your Phone

- 1 Open the Synology Drive app and sign in.
- 2 Browse your folders just like on the computer.
- 3 Tap a file to view it, or star it for offline use.



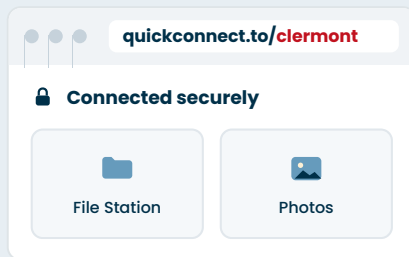
Backing Up Your Photos

- 1 Install the Synology Photos app and sign in.
- 2 Turn on photo backup once.
- 3 New photos copy themselves across from then on.



Sharing A File Or Folder

- 1 Right-click the item and choose Share.
- 2 Add a password or an expiry date if you want.
- 3 Send the link. The other person doesn't need an account.



Working Away From The Office

- 1 Sign in through your QuickConnect ID (see page 1).
- 2 Open File Station in the browser.
- 3 Open or download any file you need.

Recycle Bin

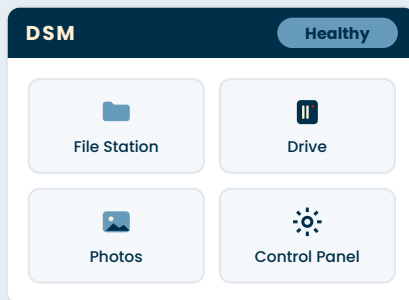
Quote_v2.docx

Restore

3 earlier versions also available

Getting Back A Deleted File

- 1 Open the Recycle Bin in that shared folder.
- 2 Right-click the file and choose Restore.
- 3 For an earlier version, use the file's version history.



Checking In On It

- 1 Sign in to DSM, the control panel, from your browser.
- 2 It shows the health of the NAS at a glance.
- 3 Backups, users and settings live here. We handle most of it.



Backed Up Nightly

✓ Last backup: today

Backups Run On Their Own

- 1 The NAS backs up on a schedule we set, usually overnight.
- 2 You don't need to lift a finger.
- 3 We keep an eye on it and step in if anything looks off.

If You Get Stuck

- **Can't see the drive?** Check you're on the office network, or connected through QuickConnect.
- **File won't save?** Someone may have it open. Check with them, or save a copy.
- **Drive disappeared?** Restart your computer and it should reconnect.
- **Forgotten your sign-in?** We set it up, so we can reset it for you.