

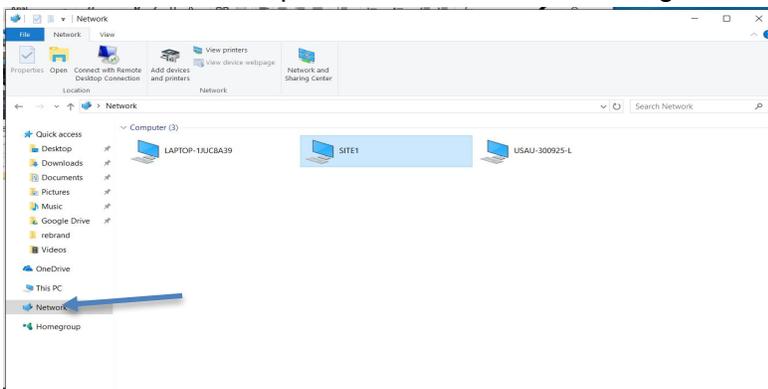
Drive Mapping Instructions

Mapping an Uplevel Drive onto a local device allows for customers to directly edit and add files onto their desktop that are saved on the gateway. This means easily transferring files within the business without the need for a jump drive or over the internet. This can easily be done by:

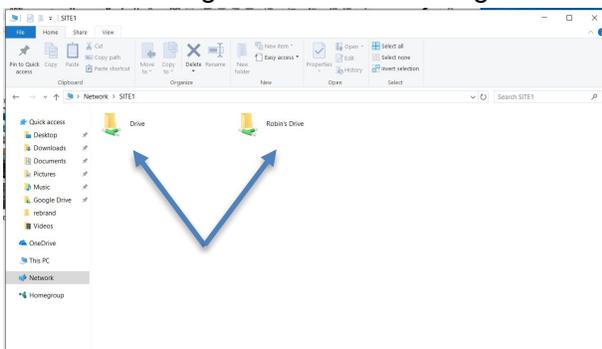
1: Connecting a device to the Uplevel Unbox (either over ethernet or an SSID Wi-Fi). Then proceed to the folders on your local machine. This can be seen in the image below however will vary based on OS.



2: Proceed to the network tab on the panel to the left (pictured below). This will bring up an entire list of sharing devices on the network including the drive. In order to see this screen you will want to ensure that device discovery and sharing is on. This will allow for your machine to see the other devices, including the Uplevel box, on the local network. In case the OS you are using does not auto discover the drive you do have the option to input the sharing file path that can be found in the Uplevel dashboard under storage.



3: From there click on the desired site, in this case Site 1. However, in the case that Site-to-Site VPN is turned on for the customer all sites will also appear. The name that these Sites appear as can be changed under Site Settings on the Uplevel Dashboard.



All of the storage drives for the site will then be visible with the permission to each of these drives dependent on the security group that the user is connected to. This allows you to directly



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drag and drop various documents into folders to share among employees. This completely eliminates the need to email files around an office or use 3rd party drives for data transfers. A shortcut can then be created for the different drives and placed on the desktop on the local machine.

Creating a Short Cut

To create a short cut on the desktop:

- 1: Right click in the blank space of the desktop
- 2: Highlight new and select Shortcut
- 3: Here you will be given the option to input the path which can be found under Storage on the Uplevel Dashboard. This will vary for each of the drives.
- 4: You will then be able to click through and select a drive prefix (i.e. X:, Y:, Z:). Which will create the drive on your desktop.