

# laplink® Switch & Sync™ (Mac)

The Easiest Way to:  
Switch from a PC to a Mac!  
Sync between a PC and a Mac!

## Quick Start Guide (for Mac)

MN-SWITCHSYNC(MAC)-EN-06 (REV. 10/2010)

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**laplink**®  
connect your world

Laplink Switch & Sync is a file transfer and synchronization solution that allows you to transfer files and synchronize folders between your Windows PC and your Mac.

Switch & Sync must also be installed on your PC in order to connect from your PC to your Mac. See the Switch & Sync User Guide for PC for installation instructions:

<http://www.laplink.com/switchandsync>

**Note: Running the transfer or synchronization from the Mac is not supported with this version of Switch & Sync.**

## Glossary

**Host computer** – The computer **to** which you will connect in a Switch & Sync session.  
When connecting to a Mac from a Windows PC, the Mac is always the Host.

**Guest computer** – The computer **from** which you will connect to the Host computer in a Switch & Sync session.  
When connecting to a Mac from a Windows PC, the PC is always the Guest.

**Synchronization** – The procedure that copies the most recently changed version of a file from one folder to another.  
The outcome of synchronization will depend on the direction of the transfer and the conflict resolution rules that you specify.

**Note: See the Switch & Sync User Guide for PC on Laplink's Web site for more information about setting up a transfer or synchronization from the Windows PC:**

<http://www.laplink.com/switchandsync>

## System Requirements

- Mac OS X v10.5 Leopard and v10.6 Snow Leopard
- 512 MB of RAM
- 6 MB hard disk space

## Installing Switch & Sync

You must install Switch & Sync on each Mac to which you want to connect. For details on the maximum number of installations allowed, refer to the End User License Agreement.

**Note: Switch & Sync must also be installed on your PC in order to connect from your PC to your Mac. See the Switch & Sync User Guide for PC for installation instructions:**

<http://www.laplink.com/switchandsync>

**IMPORTANT: Before installing or running Switch & Sync, quit all other applications running on your Mac.**

**Also, both computers need to remain on and completely "awake" during the transfer and must not go into screensaver or sleep mode. Change the settings as needed under 'Energy Saver' in 'System Preferences' on your Mac.**

1. **Downloaded File:** Double-click on the **SwitchSyncMacDistEn.dmg** disk image to access the installer package. Then, double-click on the **SwitchSyncMac.pkg** installer package to start the installation process, and continue to step 2.

**CD:** Insert the Switch & Sync CD into the CD-ROM drive, and double-click on the Switch & Sync CD icon on the desktop.

Once the CD opens, double-click on the **SwitchSyncMacDist.dmg** disk image to access the installer package (the disk image is located in the root directory of the CD). Then, double-click on the **SwitchSyncMac.pkg** installer package to start the installation process, and continue to step 2.

2. Click **Continue** and follow the on-screen prompts. Then click **Install** to complete the installation.

**Note:** During installation, you will see a screen regarding Switch & Sync's "README" file. For most users, Laplink recommends that you refer instead to this Switch & Sync Quick Start Guide that you are currently reading. This guide includes all necessary installation and use instructions, and is better suited for reference by the average user.

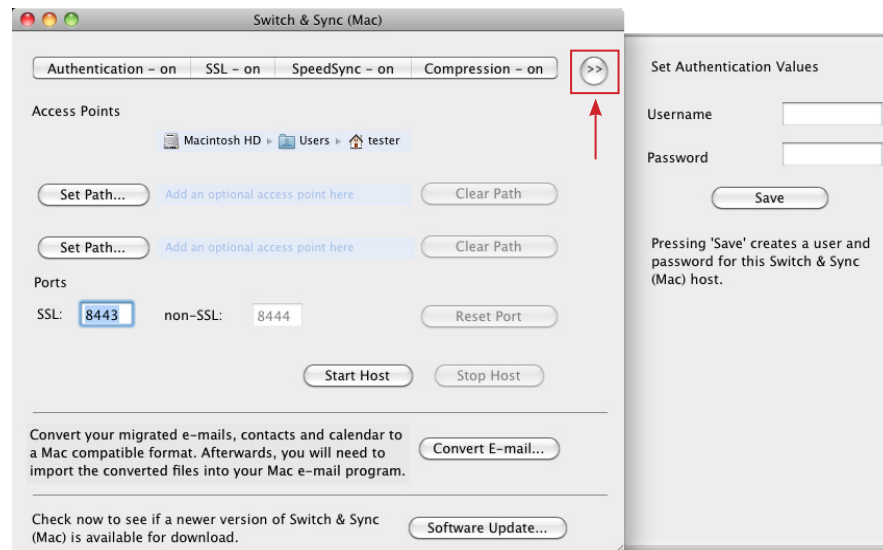
3. After installation is complete, navigate to your **Applications** folder and double-click **SwitchSyncMac** to start the application. Continue to the next section to configure the Switch & Sync Mac connectivity settings.

## Configuring Switch & Sync

Switch & Sync allows you to configure how the Windows PC will connect to your Mac. Review the settings in Switch & Sync and confirm that they are correct for your connection needs.

**IMPORTANT:** Periodically click 'Software Update' to check if a newer version of Switch & Sync is available for download. If an update is available, make sure to close the Switch & Sync application before installing the newer version.

**Note:** To change the settings on the four segmented menu tabs, click on the desired tab and choose "On" or "Off" from the menu that appears.



### Authentication

- **Default:** Set to "On". The user at the Windows PC must enter the correct Username and Password before they can connect to the Mac.

**IMPORTANT:** By default, no Username or Password is set. You must set the Username and Password (see next section) before an authenticated connection is possible.

Alternately, you may set Authentication to "Off" and no Username or Password will be required.

- **Set Username and Password:** Click the **Toggle** arrow button in the upper right corner of the window to open the **drawer tray** (shown in picture in previous column). Enter the desired Username and Password and click **Save**.

**Note:** Even if the authentication information has been previously set, Username and Password will not be displayed for security reasons. If you enter a new Username and Password and click 'Save', the previously entered information will be overwritten.

- **Use with Different Connection Methods:** The Switch & Sync PC user will be prompted to enter the Username and Password to connect to the Mac, whether connecting by network or Laplink USB cable.

### SSL (Secure Connection)

- **Default:** Set to "On". A secure connection is made when the Windows PC connects to the Mac.
- **Use:** SSL ensures that data sent between the PC and the Mac is secure, using the same technology found in Internet banking.
- **Ports:** The default network port numbers are used, which match the default configuration of the port numbers in Switch & Sync on the Windows PC.

**Note:** Most users will not need to change the default port numbers. If you do choose to change from the defaults, be sure to also change the port numbers in Switch & Sync on the Windows PC so they match the numbers you have set up on your Mac.

### SpeedSync

- **Default:** Set to "On". SpeedSync is used in file transfers and synchronizations.
- **Use:** Minimizes the time used in file transfers and synchronizations by only transferring the changed portion of files.

### Compression

- **Default:** Set to "On". Compression is used in file transfers and synchronizations.
- **Use:** Temporarily minimizes the size of files during transfers or synchronizations, decreasing the time needed to complete these actions.

### Access Points

- **Default:** A single access point is set to the current user's home directory. Click the applicable **Set Path** button to add additional access points. Up to two additional access points may be set up.

**Note:** The default access point is fixed and cannot be changed.

**The PC will only have access to the current logged-on Mac user's files. Make sure that the correct Mac user is logged on before connecting to the Mac from the PC.**

- **Use:** An access point allows the Switch & Sync user to access files and folders within the specified directory on the Mac in order to perform transfers and synchronizations.

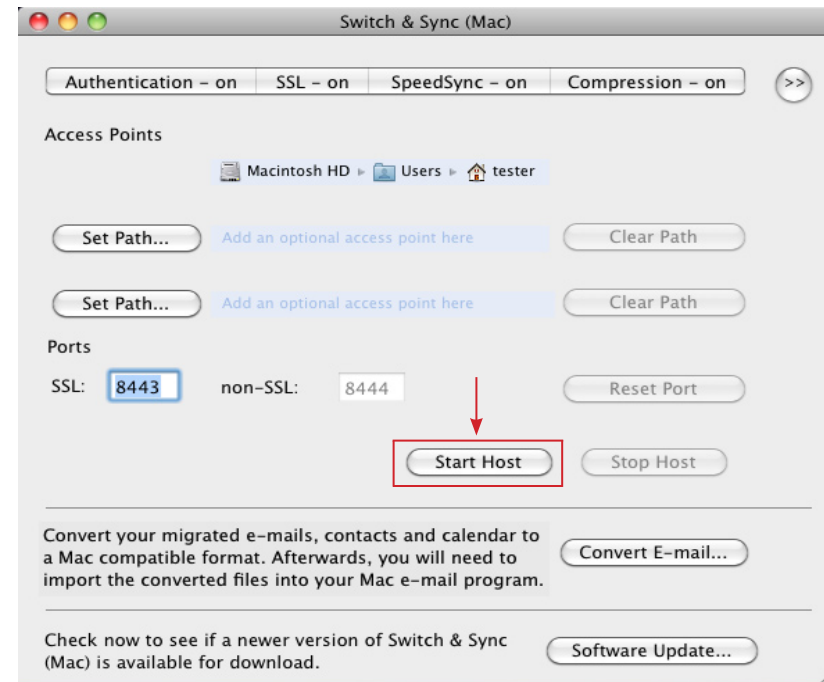
**Note:** The Switch & Sync PC user will be able to see and manipulate files, directories and subtrees in an access point.

## Allowing Access to Switch & Sync

**Note:** To connect to Switch & Sync on your Mac from a Windows PC, you must first install Switch & Sync on the PC, run the application, and create a new connection as described in the Switch & Sync User Guide for PC:

<http://www.laplink.com/switchandsync>

To enable access to Switch & Sync for the Windows PC, click the **Start Host** button. To disable access, click the **Stop Host** button.

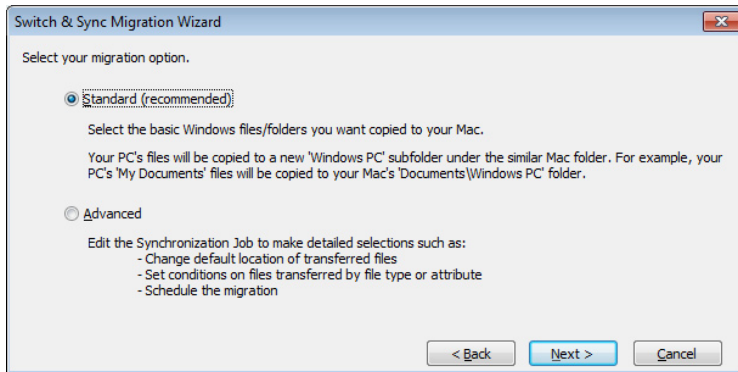


**IMPORTANT:** If you exit Switch & Sync on your Mac, access is automatically disabled. The Windows PC will not be able to access the Mac again until Switch & Sync is restarted and the 'Start Host' button is clicked.

## Migration Wizard (Set Up on PC)

The Migration Wizard is a Switch & Sync tool used on the PC to assist you with setting up the initial migration (copy) of files from your PC to your Mac. Once you have completed the Wizard, Switch & Sync will create a Synchronization Job on the PC, which will run at the end of the Wizard to complete the migration. This Synchronization Job will be saved allowing files transfers from your PC to your Mac to be completed easily in the future.

Once you create the initial connection to the Mac, the Migration Wizard will open on the PC:



- **Standard** - Select this option to choose the basic Windows files/folders you want copied to your Mac. Your PC's files will be copied to a new "Windows PC" subfolder under the similar Mac folder.

Location of your files on the Mac after the migration:

**Note: All files will be organized by user and located under /Users/<user name>/.**

- **My Documents:** /Documents/Windows PC/
- **My Music:** /Music/Windows PC/
- **My Pictures:** /Pictures/Windows PC/
- **My Videos:** /Movies/Windows PC/
- **Desktop Wallpaper:** /Documents/Windows PC Wallpaper/
- **My Desktop Files:** /Desktop/Windows PC/
- **Microsoft E-mails, Contacts, and Calendar items:** /Library/Mail/Windows PC/<e-mail client name>/ [i.e., if you use Outlook on your PC, the file path on the Mac will be /Library/Mail/Windows PC/Outlook/]

**Note: If you migrated e-mails, contacts or calendar items from your PC to your Mac, follow the steps in the 'E-mail Format Conversion' section (next). Your migrated files will be converted to a format that can be imported into the Mac's applications.**

- **Advanced** - Select this option to make advanced changes to the Synchronization Job to change the location of transferred files, set conditions on the file migration, and/or schedule the migration.

**Note: The Switch & Sync Migration Wizard is run on the PC to set up the initial migration from the PC to the Mac.**

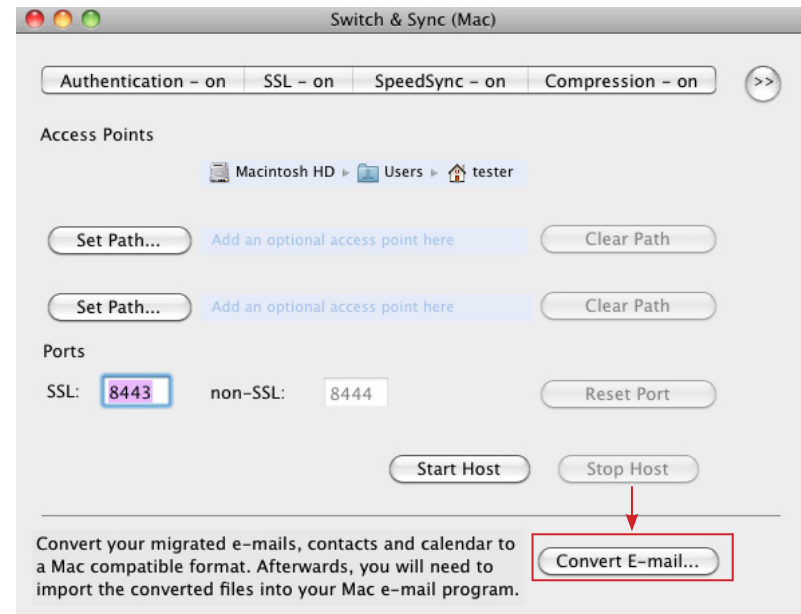
**See the Switch & Sync User Guide for PC on Laplink's Web site for more information about using the Migration Wizard to set up the migration:**

<http://www.laplink.com/switchandsync>

## E-mail Format Conversion

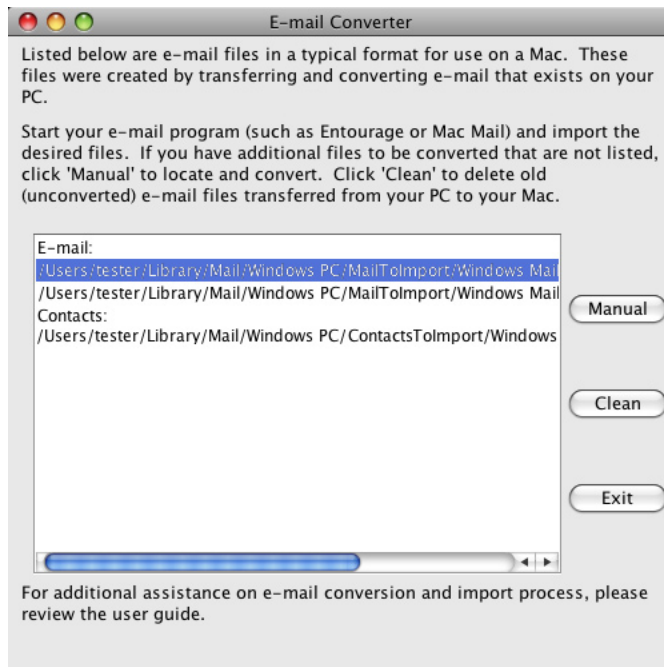
If you migrated e-mails, Outlook contacts, and/or calendar items from your PC to your Mac, these e-mails, contacts, and calendar items must first be converted to a Mac format before they can be imported into your Mac's e-mail program.

Click the **Convert E-mail** button on Switch & Sync's main window to start the e-mail conversion:



Once the e-mail conversion has completed, you will see the E-mail Converter window, which lists the location of the converted e-mail, contact files, and calendar items.

**Note: If you have additional e-mail, contact files, or calendar items to be converted that are not listed, click 'Manual' to locate and convert these files.**



Then, import the e-mails, contacts, and calendar items into your Mac's e-mail program, address book or calendar.

**Note: The location of the converted e-mails, contacts, and calendar items is listed in the 'E-mail Converter' screen (see above).**

- **Importing E-mails:** As an example, in Mac Mail, go to the **File** menu and click **Import Mailboxes**. Follow the on-screen instructions, making sure to select "mbox files" when asked what file type you are importing.

Or, as a second example, in Entourage 2008, go to the **File** menu and click **Import**. Click **Contacts or messages from a text file**, and click the right arrow button. Then, click **Import messages from an MBOX-format text file**, and click the right arrow button. Follow the on-screen instructions.

If you have a different e-mail program on your Mac than these examples, please see the user guide for that e-mail program for instructions on how to import MBOX-format e-mail files.

- **Importing Contacts:** As an example, in the Mac Address Book, go to the **File** menu and click **Import**, choosing to import a vCard.

Or, if using Entourage, open the Mac Finder and navigate to the location where the converted contacts were saved. Drag the vCard file (i.e., file extension .vcf) from its current location to the Contacts pane in Entourage.

If you have a different program on your Mac than these examples, please see the user guide for that program for instructions on how to import VCF-format contact files.

- **Importing Calendar Items:** As an example, in iCalendar, go to the **File** menu and choose **Import**, locate the calendar you want to import (i.e., .ics file extension), and then choose the calendar to which you want to add the events.

Or, if using Entourage 2008, open the Mac Finder and navigate to the location where the converted calendar items were saved. Drag the ICS calendar file from its current location onto the Entourage icon in the Dock. All the calendar events will then be imported into Entourage.

If you have a different program on your Mac than these examples, please see the user guide for that program for instructions on how to import ICS-format calendar files.

**Note: Once your e-mails, contacts, and calendar items have been migrated to your Mac, you may move these files to different folders on your Mac as desired. Use the Finder to access your folders.**

## Additional Assistance

**Live Chat** - Engage in a live chat online with a Customer Service or Technical Support Representative at the link below, during the hours listed on the Web page:

<http://www.laplink.com/contact/mychat.html>

**E-mail:** [CustomerService@laplink.com](mailto:CustomerService@laplink.com)