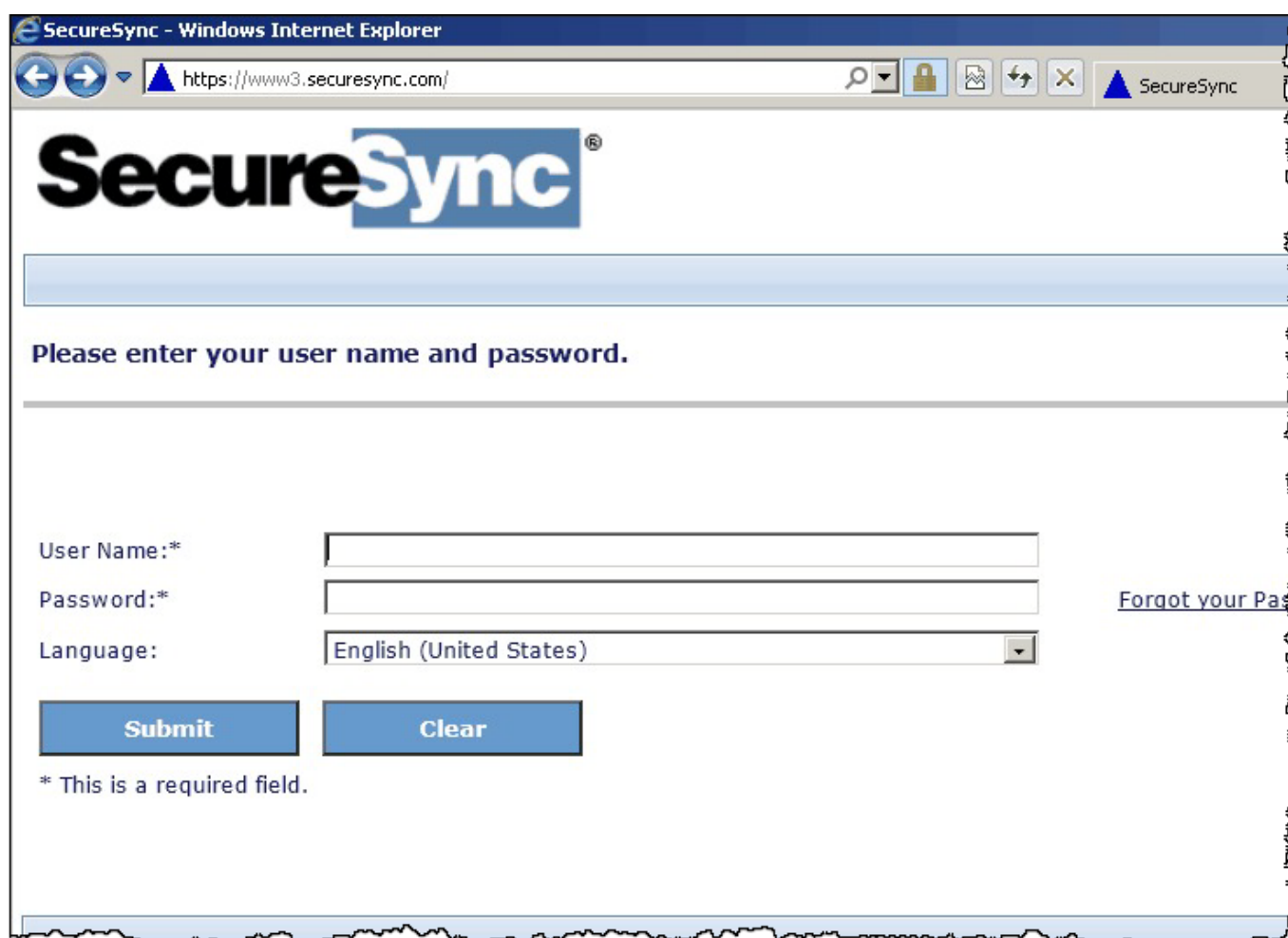


Iron Mountain Inventory

While waiting on Iron Mountain to enable SFTP to your inventory report, TapeTrack's synchronization of your offsite media can be executed using a manually downloaded CSV file from your Iron Mountain securesync interface.

Downloading Inventory To CSV

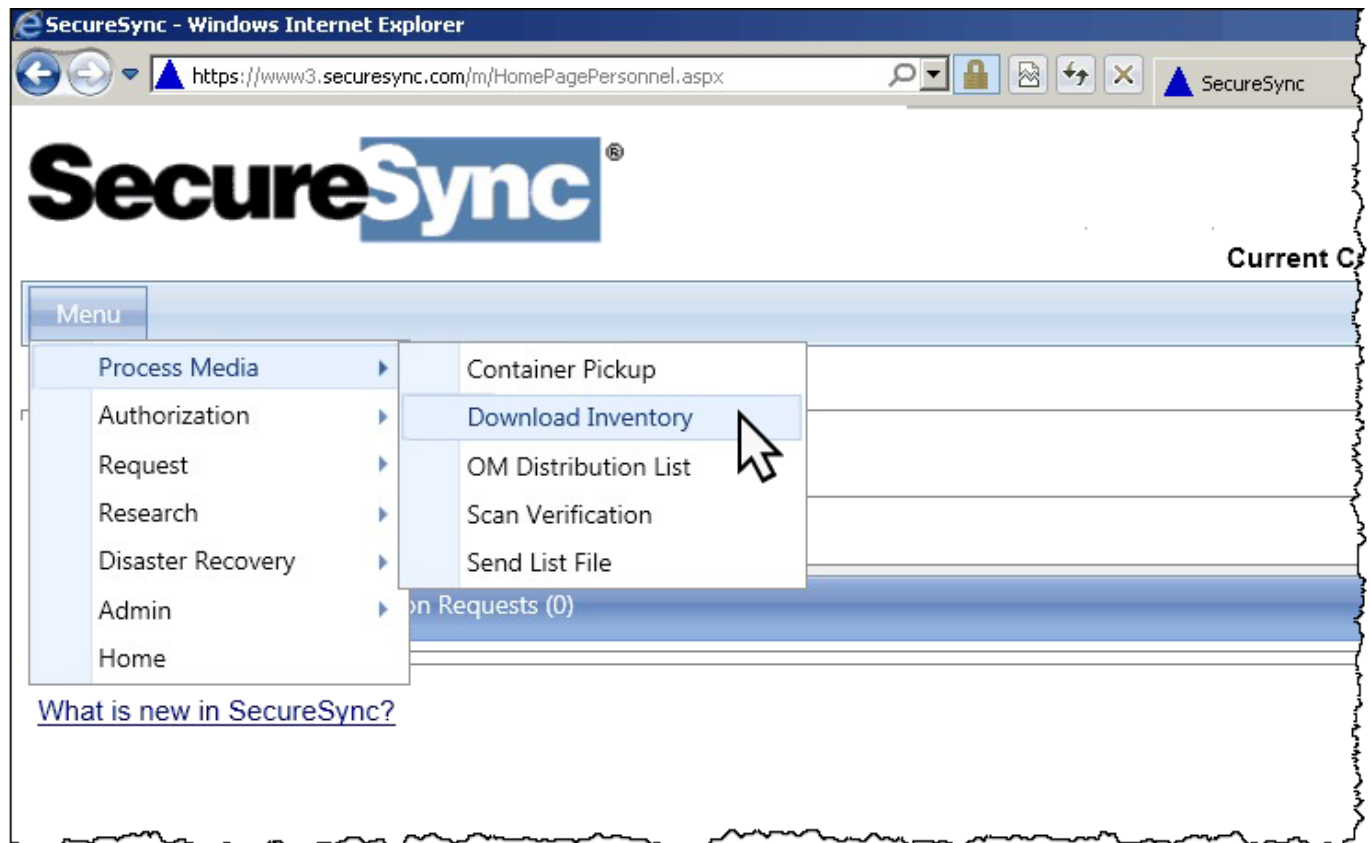
Log in to Iron Mountain's securesync interface at <https://www3.securesync.com> with your credentials.



The screenshot shows a web browser window titled "SecureSync - Windows Internet Explorer". The address bar displays "https://www3.securesync.com/". The page features the "SecureSync" logo at the top. Below the logo, a blue horizontal bar contains the text "Please enter your user name and password." in white. The login form includes three input fields: "User Name:*" (with an asterisk indicating it is required), "Password:*" (also with an asterisk), and "Language:" (with a dropdown menu currently set to "English (United States)"). To the right of the password field is a link that says "Forgot your Password". Below the input fields are two blue buttons: "Submit" and "Clear". At the bottom left of the form, there is a note: "* This is a required field."

From the homepage, select the Menu in the top left corner.

In the dropdown menu, choose Process Media → Download Media.



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