## PSI Daily Backup to CD Howto

30th October 2003

Note: Before doing a backup you MUST be out of all programs and if on a network other users should be out of any programs/data we want to backup.



When this screen comes up just press the ENTER key on the keyboard (note if the list of directories it shows its about to backup doesent include all that you need backed up then contact PSI )

When prompted press the ENTER key on the keyboard to start the NERO CD Burning software

| Nero - B | urning Rom 🛛 🔀  |
|----------|---|
| <b>i</b> | Refresh complete!   |
| Nr.      | 0 files have been removed<br>and 0 files have been added. |
|          | OK  |

Once NERO loads just press OK when this box appears

| <b>***</b>   | Nero -       | Burning           | Rom - Nth        | lands.n             | ri       |  |
|--------------|--------------|-------------------|------------------|---------------------|----------|--|
| Eile         | <u>E</u> dit | ⊻iew              | <u>R</u> ecorder | E <u>x</u> tras     | Window   | / <u>H</u> elp                               |
| ۵            | 2            | <u>  6</u> 👹      | Choose           | <u>R</u> ecorde     | r Ctrl+R | <sup>3</sup> 🔄 🙎 🕅                           |
|              | Nthla        | nds.nri           | Medium           | i- <u>I</u> nto     | Ctrl+l   |  |
|              | NORTI        | HLAND_B           | <u>S</u> ave Tr  | rack                |          |  |
| 1            |              |                   | <u>∨</u> iew Tra | ack                 |          | Size Last Modified ISO attribute Priority Or |
|              |              |                   | Erase P          | Re <u>W</u> ritable | Э        | 2,379,683 23/08/03 11:15:32 AM Low C:        |
|              |              |                   | <u>E</u> ject Me | edium               | Ctrl+E   |  |
| -            |              |                   | <u> </u>         |                     |          |  |
|              |              |                   |                  | 1 1                 |          |  |
| JOMB<br>Exec |              | 75MB<br>oWviteble | 150M             | В                   | 225MB    | 300MB 375MB 450MB 525MB                      |
| Eras         | esaR         | evvntable         | 5.               |                     |          |  |

As we are normally using CDRW CD's we need to erase the CD before using it each time. (if the disk is a write once one eg: CDR then you dont erase these)

| To do this, goto the RECORDER menu and select ERASE REV | Nritable |
|---|----------|
|---|----------|

| Erase CD-RW  | × |  |  |  |
|--|---|--|--|--|
| Please select the erase method to be used  |   |  |  |  |
| Quick-erase rewritable media   |   |  |  |  |
| The medium will appear to be empty but data is not physically erased. Use this option with caution if the medium contains confidential data. |   |  |  |  |
|  |   |  |  |  |
| Choose erase speed   |   |  |  |  |
| Maximum Cancel   |   |  |  |  |

Then press the ERASE button. after erasing is done and the CD ejects just push it back in.

| 💒 N          | lero - E            | Burning                      | Rom - Nth        | lands.n  | ri             |  |
|--------------|---------------------|------------------------------|------------------|----------|----------------|--|
| <u>F</u> ile | <u>E</u> dit        | ⊻iew                         | <u>R</u> ecorder | Extras   | <u>W</u> indow | Help   |
| <u>N</u>     | ew                  |                              | Ctrl+N           | <b>5</b> | 9 <b>@</b>     |  |
| <u>0</u>     | pen                 |                              | Ctrl+O           |          |                |  |
|              | lose                |                              | 0448             | _        |                |  |
| S            | ave<br>ave as.      |                              | F12              |          |                | Size Last Modified ISO attribute Priority Orig |
|              |                     |                              |                  | ita.zip  | 0              | 32,379,683 23/08/03 11:15:32 AM Low C:\B       |
| B            | ompilat<br>ofroch i | tion <u>I</u> nto<br>Compila | <br>tion         |          |                |  |
|              | enesni              | compilo                      | aon              |          |                |  |
|              | <u>/</u> rite CD    |                              |                  |          |                |  |
| B            | um ima<br>um HE9    | .ge<br>S Partitio            | in.              |          |                |  |
| C            | <u>D</u> Copy       |                              |                  |          |                |  |
| B            | <u>u</u> rn HD      | Backup                       |                  |          |                |  |
| P            | re <u>f</u> eren    | ces                          |                  |          |                |  |
| P            | aqe <u>V</u> ie     | ЭW                           |                  |          |                |  |
| P            | rint                |                              | Ctrl+P           |          |                |  |
| P            | rin <u>t</u> CD     | Cover                        |                  |          |                |  |
| 1            | Nthland             | ds.nri                       |                  |          |                |  |
| E            | ≚it                 |                              |                  |          |                |  |
|              |                     |                              |                  |          |                |  |
|              |                     |                              |                  |          |                |  |
|              |                     |                              |                  |          |                |  |
|              |                     |                              |                  |          |                |  |
|              |                     |                              |                  |          |                |  |
|              | _                   |                              |                  |          |                |  |
| OMB          |                     | 75MB                         | 150M             | - · ·    | 225MB          | 300MB 375MB 450MB 525MB                        |
| Open         | is the W            | /rite CD I                   | Dialog           | -        | LTOWD.         |  |

To write the data to CD we select from the FILE menu WRITE CD

| Write CD     |  |              |  |  |  |  |
|--------------|--|--------------|--|--|--|--|
| CD 🔽         | Info Multisession ISO Label Dates Misc Burn  | <u>₩</u> rit |  |  |  |  |
| CD-ROM (ISO) | Action  Determine maximum speed  Simulation  Write  Finalize CD (No further writing possible!) | Canc<br>Wiza |  |  |  |  |
|              | Write Speed 8x (1,200 KB/s)  |              |  |  |  |  |
|              | Write Method Track-At-Once   |              |  |  |  |  |
|              | Number of Copies 1 🗹 Seamless Link   |              |  |  |  |  |
|              | T Do a virus check before burning  |              |  |  |  |  |
|              |  | Medium       |  |  |  |  |

Set the write speed to 4x if using rewritable ( CDRW ) media and around 8x if using write once ( CD ) media

Then press the WRITE button, the cd will then be written and a screen like this appears during the writing

| Write CD                                 |                      | _ 🗆 >       |
|--|----------------------|-------------|
| - Compilation                            |                      |             |
| Nithlanda pri (Mada1)                    | 0.00                 | 16          |
|  | 0.00                 | .10         |
|  | 321                  | ив          |
|  |                      |             |
| 11:23:51 AM ATAPI CD-RW 52X24            |                      | <b></b>     |
| Seamless Link activated                  |                      |             |
|  |                      |             |
|  |                      |             |
| Utiling to Cooke                         |                      |             |
| Whang to Cache                           |                      |             |
| Used read buffer:                        |                      |             |
|  |                      |             |
|  | Copy:                | 1/1         |
|  | Total Time:          | 0:00:02     |
| 0%                                       |                      |             |
|  |                      |             |
| Writing at 8x (1,200 KB/s)               | Recorder Buffer Leve | l / State — |
| ATADLCD-DW/52Y24: idla                   |                      | 0           |
|  |                      | -           |
|  |                      |             |
| Verify written data                      |                      |             |
| Automatically shut down the PC when done |                      |             |
| <u>C</u> ancel                           |                      |             |
|  |                      |             |

After burning it verifys the data then should come up with a message

| Nero - Burning Rom 🛛 📈 |  |  |  |  |  |
|------------------------|--|--|--|--|--|
| ٩                      | Data verification completed successfully |  |  |  |  |
|                        | OK                                       |  |  |  |  |

Just select OK

NOTE: IF you get any error at this point your backup probably didn't work and it would pay to redo the whole process. (If it says its had a buffer underrun/overun then you need to reduce the burn speed)

| ite Cl  | D                 |  |                      | _ 🗆                     |
|---------|-------------------|--|----------------------|-------------------------|
| -Con    | npilation ——      |  |                      |                         |
|         | <u>_</u>          | Nthlands.nri (Mode1)                     |                      | 3:35.16                 |
|         | <b>7</b>          | CD-ROM (ISO)                             |                      | 32 MB                   |
|         |                   |  |                      |                         |
| •       | 11:23:57 AM       | Caching of files completed               |                      |                         |
| ٩       | 11:23:57 AM       | Burn process started at 8x (1,200 KB/s)  |                      |                         |
| ٩       | 11:25:05 AM       | Burn process completed successfully at   | 8x (1,200 KB/s)      |                         |
| Q       | 11:25:06 AM       | Data verification started                |                      |                         |
| Q       | 11:25:42 AM       | Data verification completed successfully |                      | -                       |
|         |                   | MyData.zip                               | Copy:<br>Total Time: | <b>1 / 1</b><br>0:01:46 |
|         |                   |  |                      |                         |
| -Veri   | fying the comp    | ilation                                  | Recorder Buffer I    | Level / State —         |
|         | AT                | API CD-RW 52X24: idle                    |                      | ٨                       |
| <u></u> | /erify written da | ta                                       |                      |                         |
|         | Automatically sl  | hut down the PC when done                |                      |                         |
| D       | vou want to sav   | /e, print, or discard                    |                      | <u> </u>                |

Then select DISCARD

Once the NERO screen reappears the CD is ejected and you can close the nero program by clicking the X in the top right corner.

| Nero - Burning Rom 🛛 🗙 |                               |        |  |  |  |
|------------------------|-------------------------------|--------|--|--|--|
| Save cha               | Save changes to Nthlands.nri? |        |  |  |  |
| Yes                    | No                            | Cancel |  |  |  |

Select NO to save changes.

All Done.

## Now remember these backups should be kept off site and kept out of sunlight and heat