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.

To Do Daily Backups
double click on the Backup Data Files icon
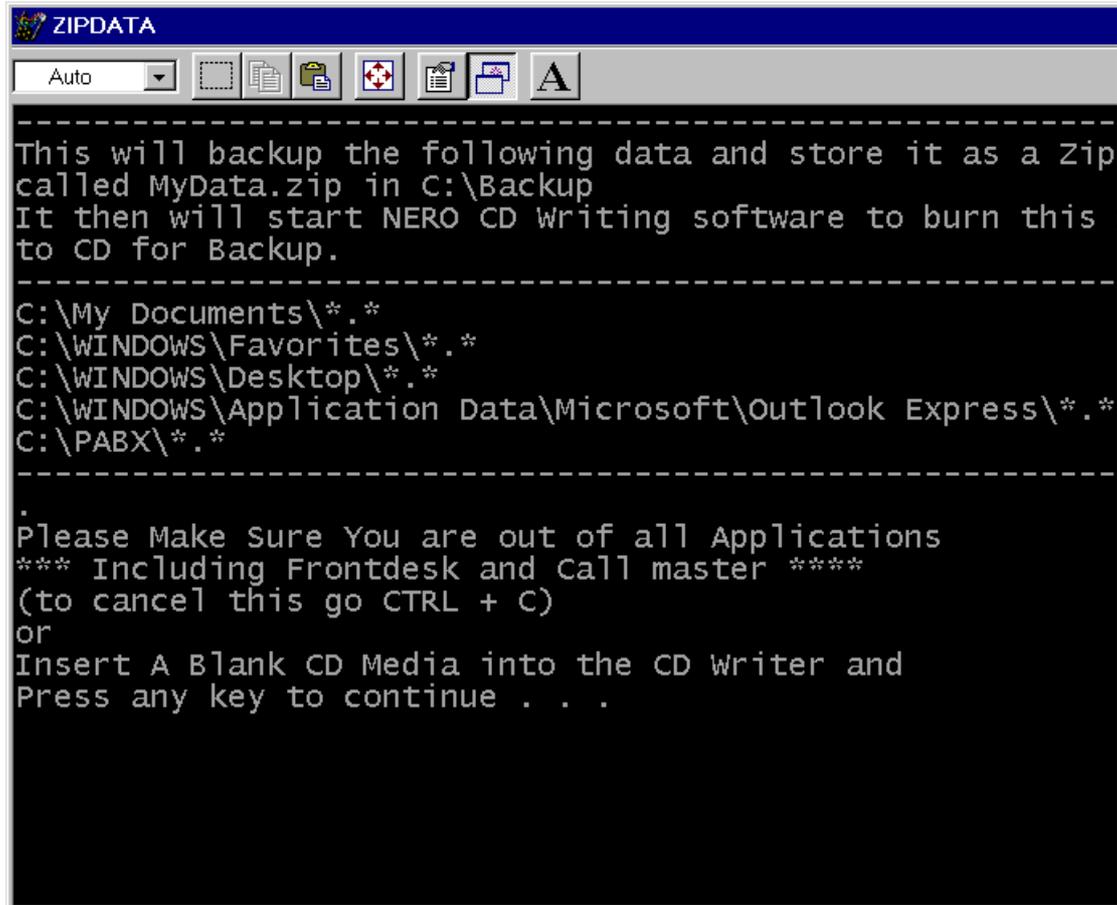
When this screen comes up just press the ENTER key on the keyboard
(note if the list of directories it shows its about to backup doesent include all that you need backed up then contact PSI)

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ZIPDATA

 Auto  ▼   [ ] [▦] [▦] [✦] [▦] [▦] [A]

 Adding File: PABX/ROOMS/CHK202.DAT Storing     ( 0.0%)
 Adding File: PABX/ROOMS/TNS206.DAT Storing     ( 0.0%)
 Adding File: PABX/ROOMS/TNS207.DAT Storing     ( 0.0%)
 Adding File: PABX/ROOMS/TNS208.DAT Deflating   (92.4%)
 Adding File: PABX/ROOMS/TNS209.DAT Deflating   (78.8%)
 Adding File: PABX/ROOMS/TNS210.DAT Storing     ( 0.0%)
 Adding File: PABX/ROOMS/TNS211.DAT Deflating   (86.4%)
 Adding File: PABX/ROOMS/TNS212.DAT Deflating   (79.1%)
 Adding File: PABX/ROOMS/TNS213.DAT Storing     ( 0.0%)
 Adding File: PABX/ROOMS/TNS214.DAT Deflating   (79.4%)
 Adding File: PABX/ROOMS/TNS216.DAT Deflating   (79.1%)
 Adding File: PABX/ROOMS/TNS217.DAT Deflating   (79.1%)
 Adding File: PABX/ROOMS/CHK206.DAT Storing     ( 0.0%)
 Adding File: PABX/ROOMS/CHK205.DAT Storing     ( 0.0%)
 Adding File: PABX/ROOMS/CHK204.DAT Storing     ( 0.0%)
 Adding File: PABX/ROOMS/TNS103.DAT Storing     ( 0.0%)
 Adding File: PABX/ROOMS/CHK207.DAT Storing     ( 0.0%)
 Adding File: PABX/ROOMS/CHK201.DAT Storing     ( 0.0%)
 Adding File: PABX/ROOMS/CHK210.DAT Storing     ( 0.0%)
------------------------------------------------------------
If your CD is a CDRW that is NOT blank then when NERO loa
RECORDER  ERASE_ReadWritable to erase the CD BEFORE you s
.
Press any key to continue . . .
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When prompted press the ENTER key on the keyboard to start the NERO CD Burning software

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Nero - Burning Rom                    [X]

 (i)   Refresh complete!

       0 files have been removed
       and 0 files have been added.

            [    OK    ]
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Once NERO loads just press OK when this box appears
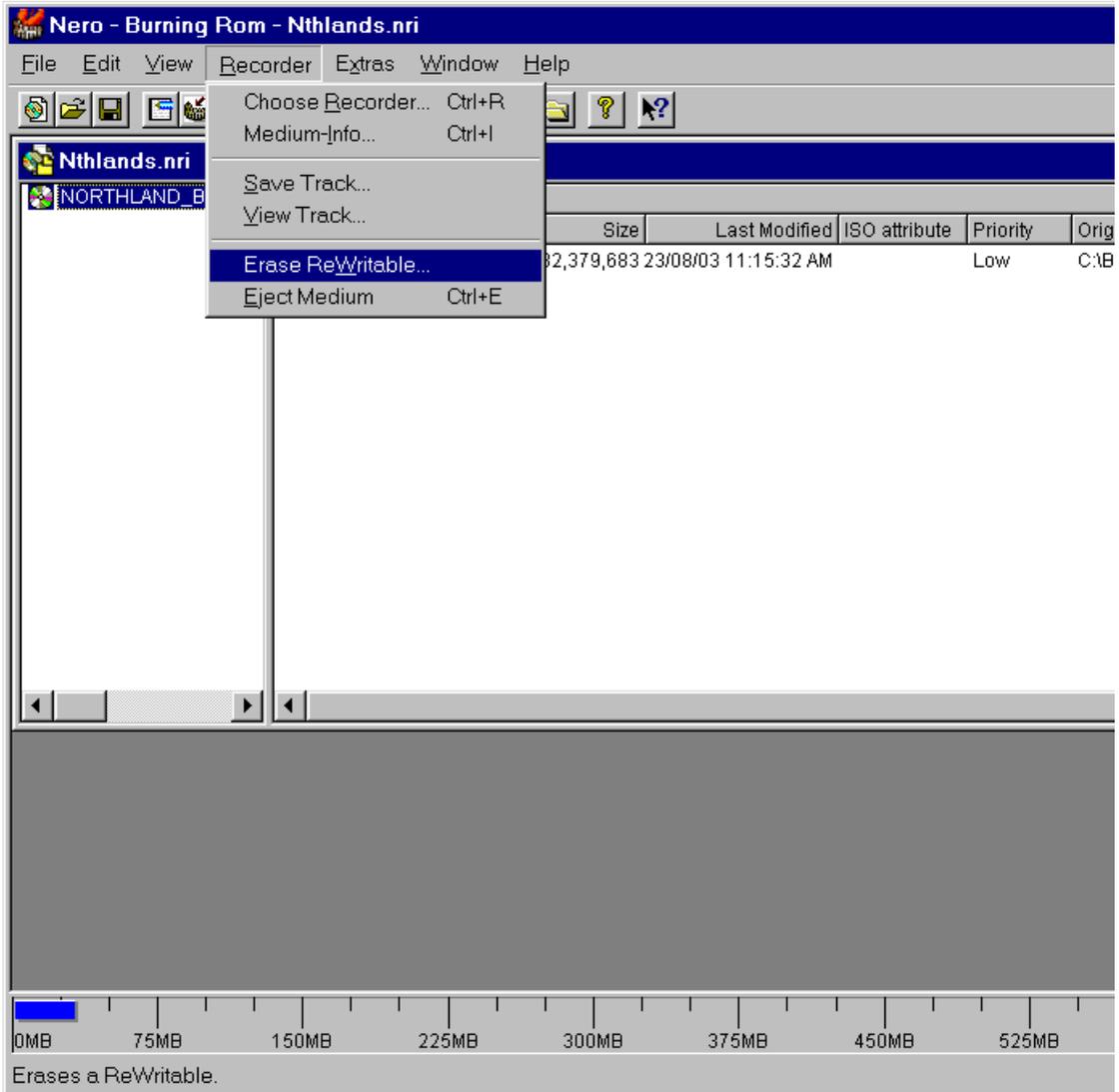
As we are normally using CDRW CD's we need to erase the CD before using it each time. (if the disk is a write once one eg: CDR then you dont erase these)
To do this, goto the RECORDER menu and select ERASE REWritable
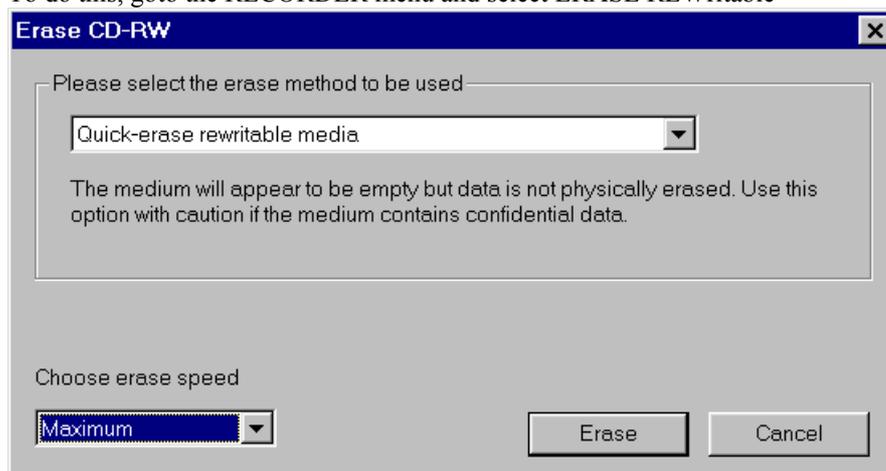
Then press the ERASE button.
after erasing is done and the CD ejects just push it back in.
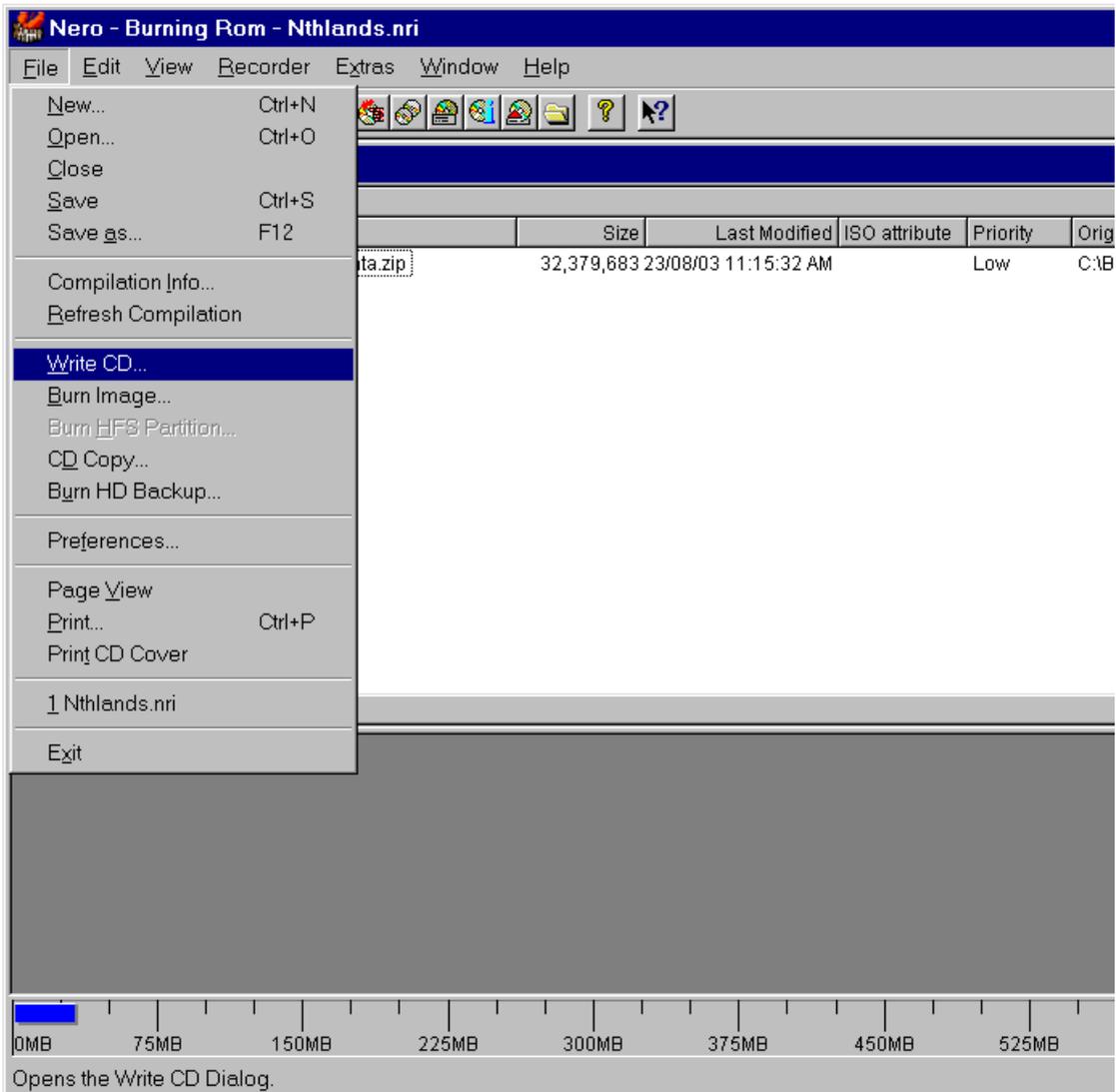
To write the data to CD we select from the FILE menu WRITE CD
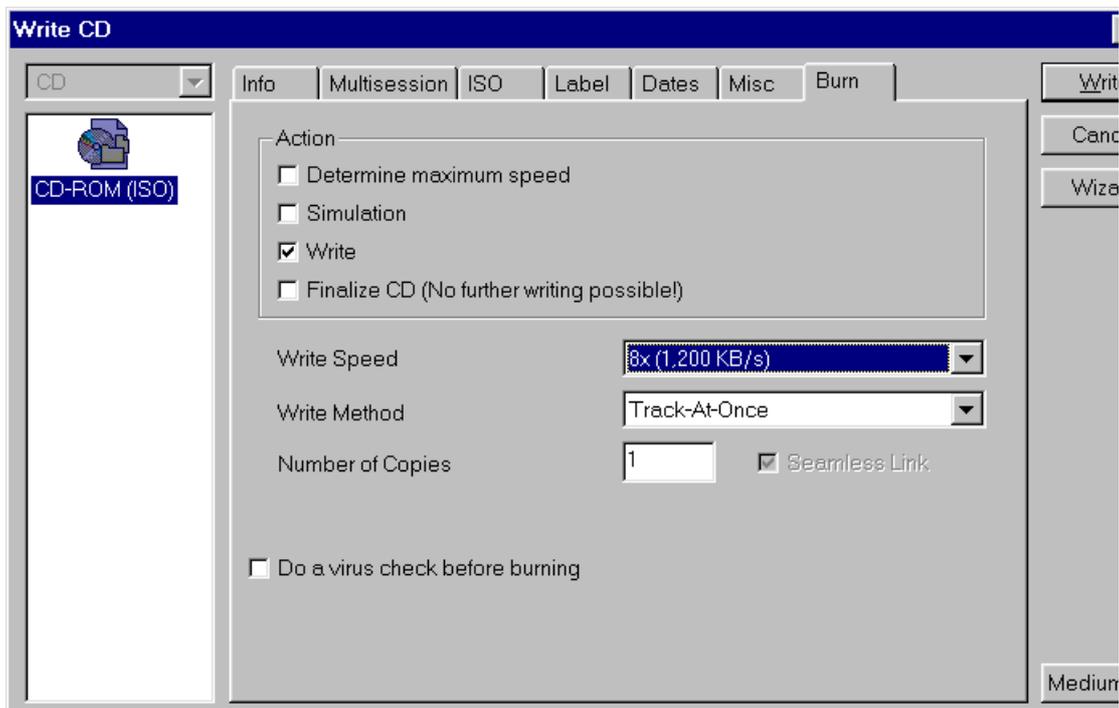
Set the write speed to 4x if using rewritable (CDRW) media and around 8x if using write once (CD) media
Then press the WRITE button, the cd will then be written and a screen like this appears during the writing
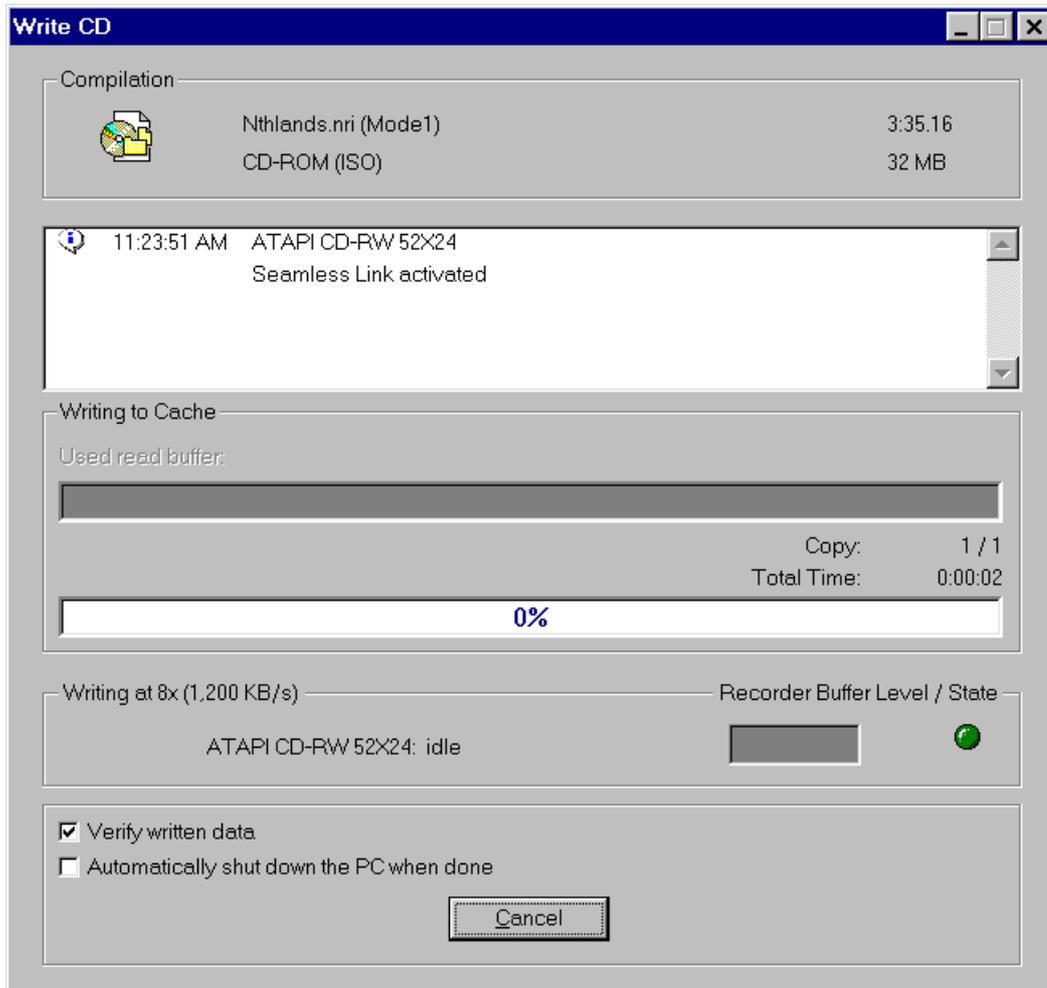
After burning it verifys the data then should come up with a message

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)
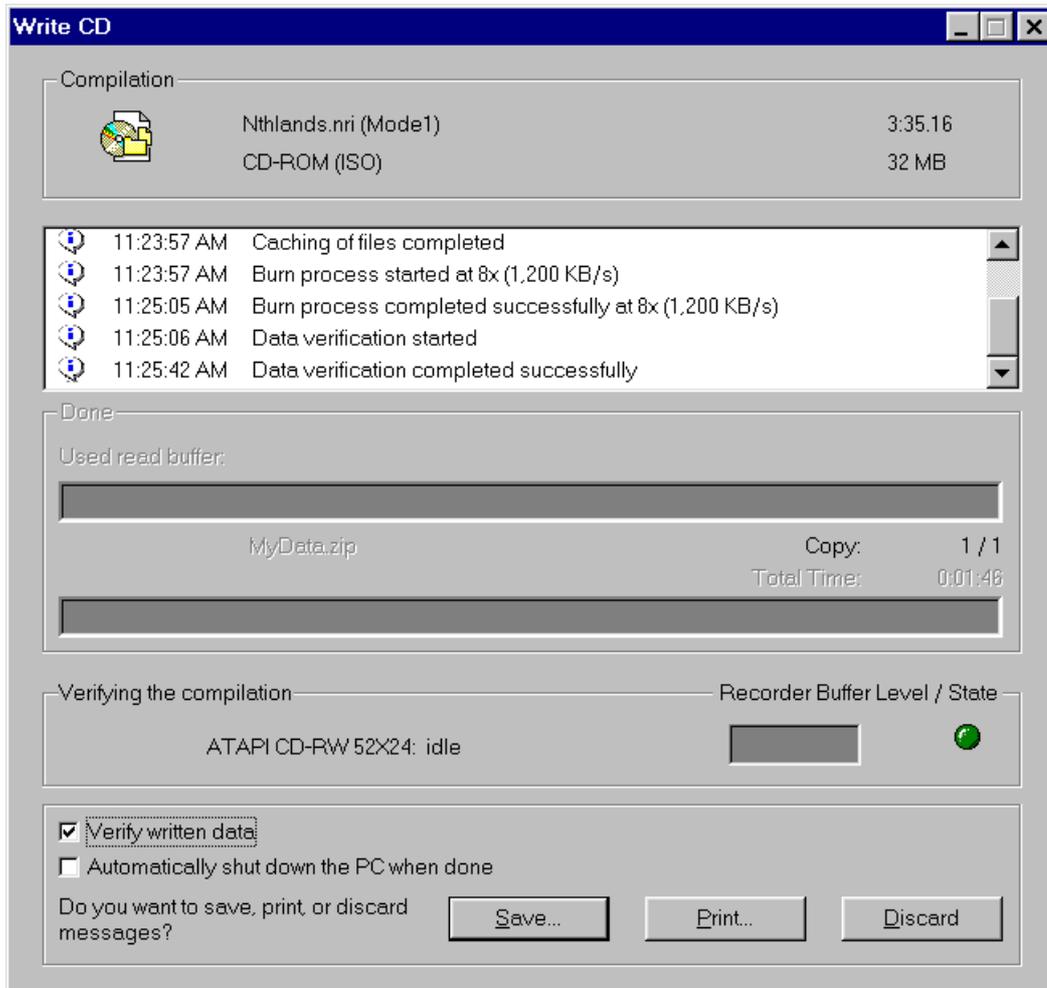
Then select DISCARD

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.

Select NO to save changes.

All Done.

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