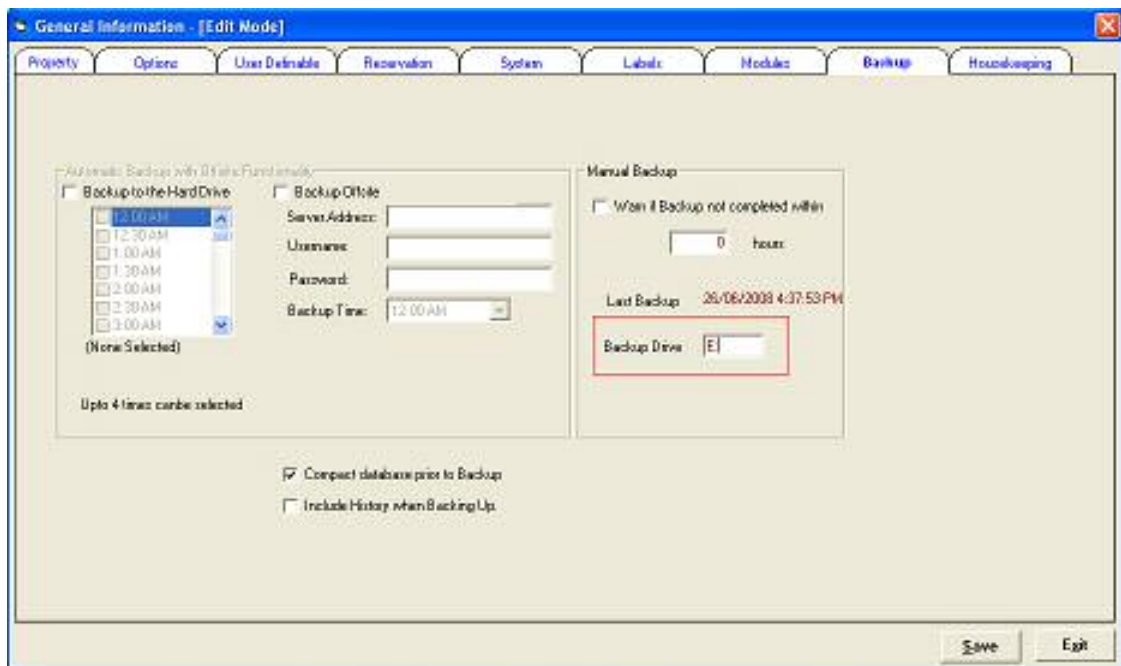


## RMS BACKUP External Disk

In order to backup to an External Drive you first need to set the drive letter in the RMS Setup Menu.

Go to RMS Setup Menu > General Information > Backup tab.

Here you will be required to enter the drive letter followed by : then save and exit.



Open your RMS Backup and Restore screen.

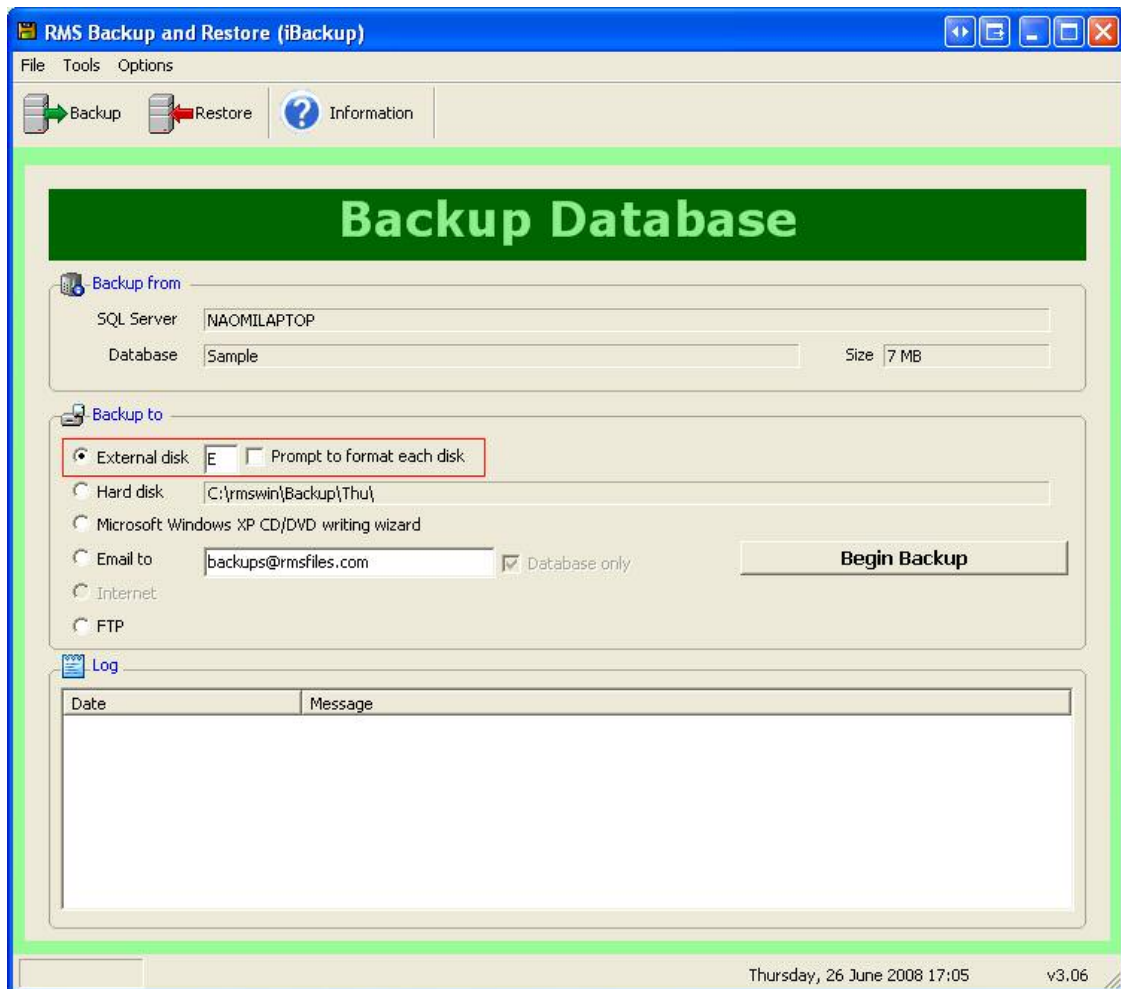
Go to Start > All Programs > RMS for Windows > Backup and Restore.

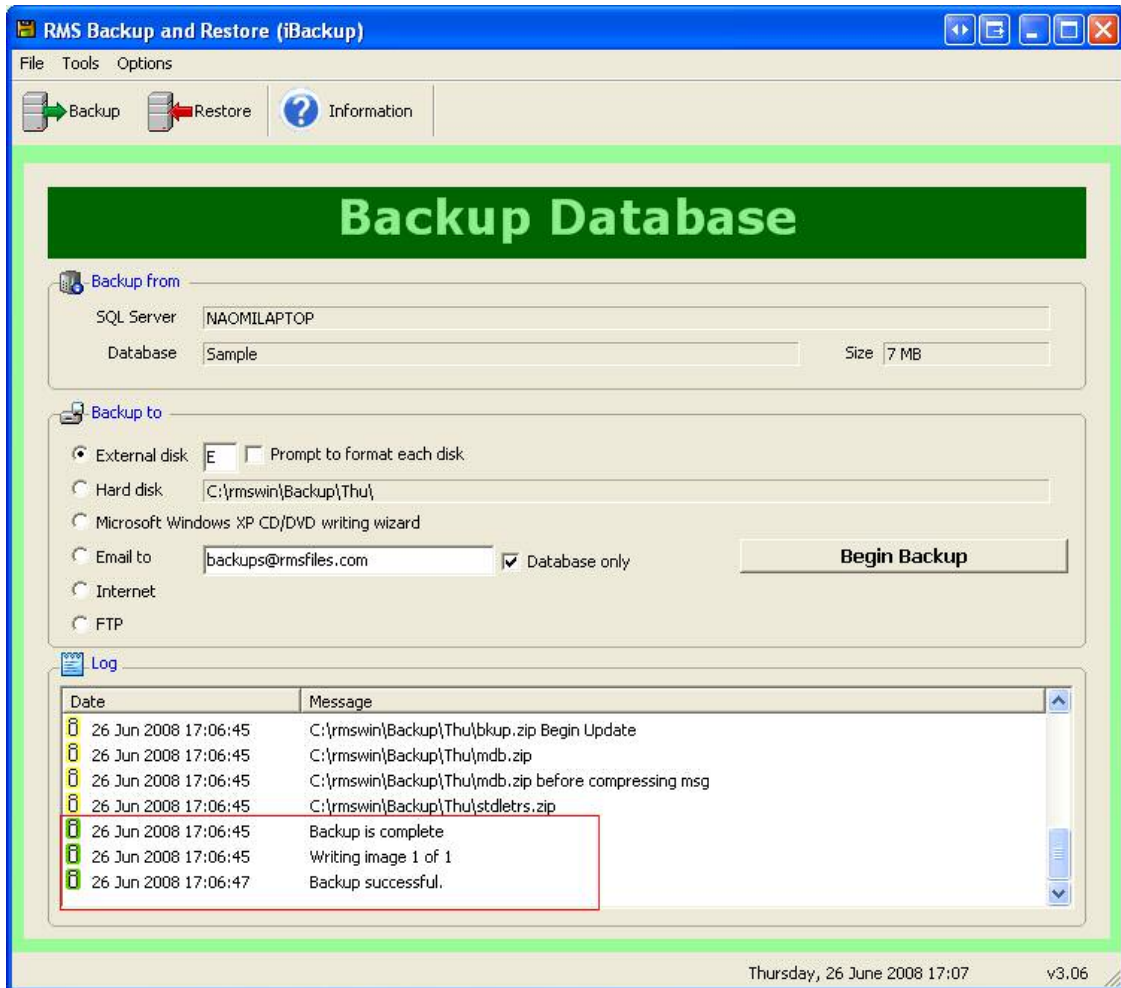
Once open select the Backup option on the top left hand side of the screen, you will be presented with the following screen.

Select the 'External Disk' option

Ensure that your external drive is ready – if you are using a memory stick ensure that it is plug into the computer.

Choose 'Begin Backup'.





RMS by default will always backup to the shared data path first, it will then copy this backup across to the external drive.

Once the process is complete the following screen will appear – choose OK, you may then close the Backup and Restore screen.

