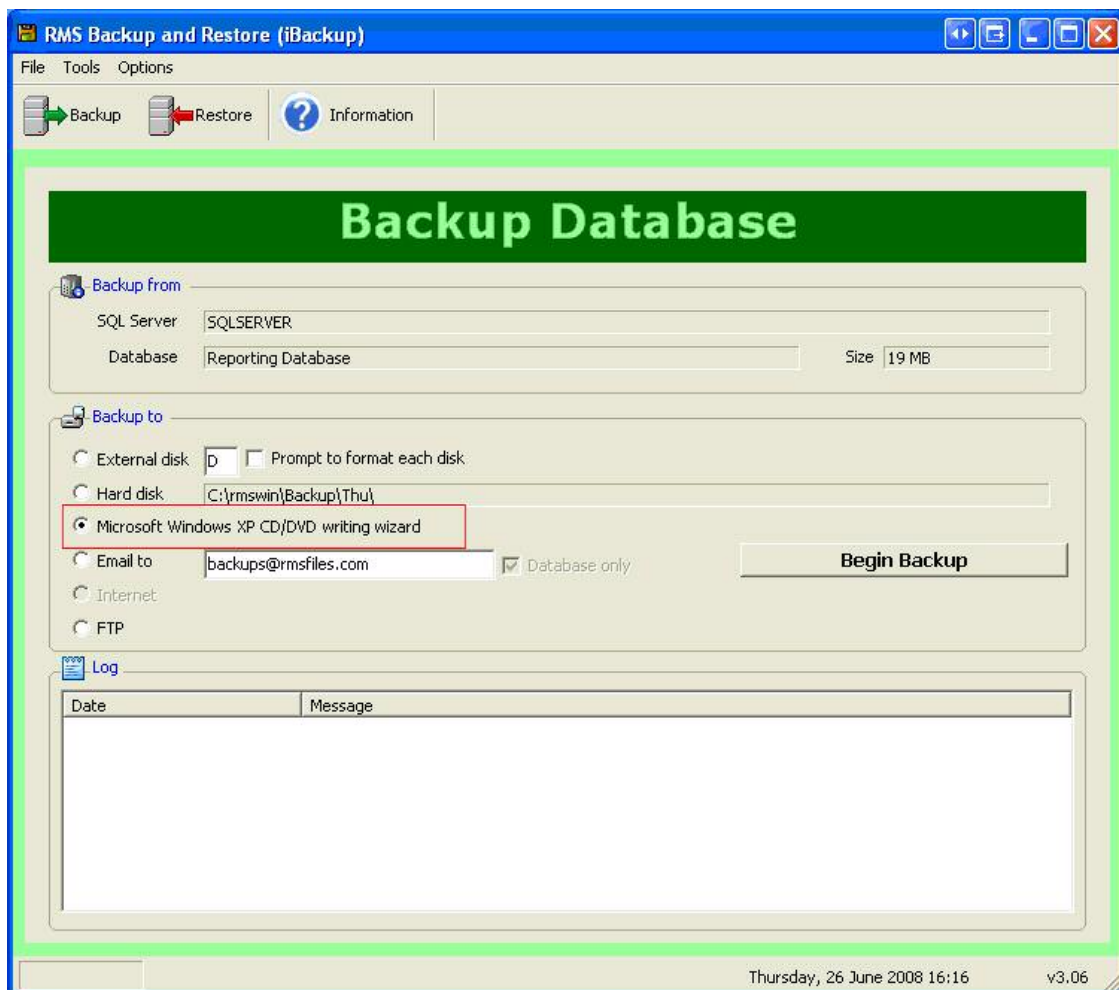
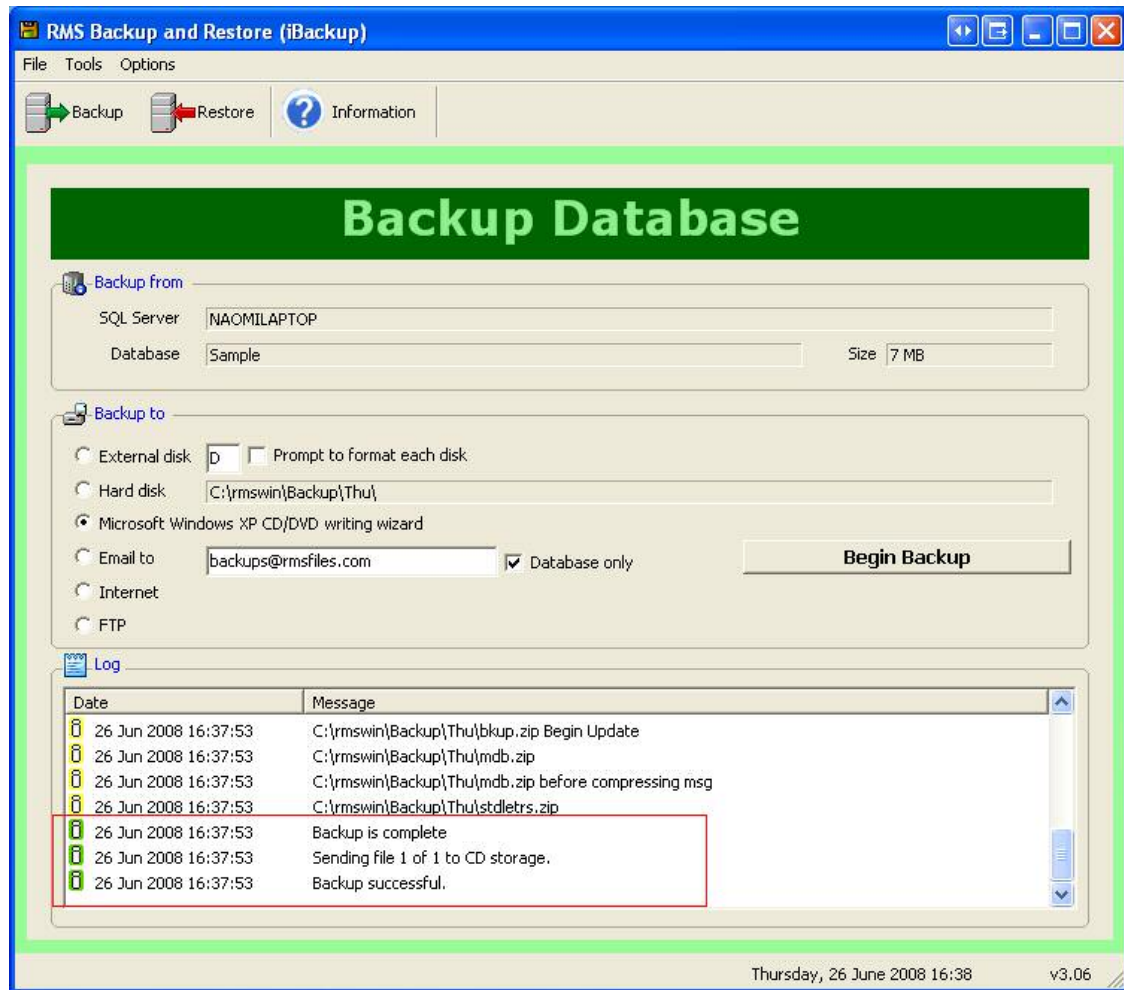


RMS BACKUP

Microsoft Windows XP CD/DVD writing wizard

1. Insert the Blank CD or DVD into the appropriate drive
2. Open the RMS backup and restore screen – Start > All Programs > RMS for Windows > Backup & Restore.
3. Once the screen opens choose the Backup option in the top left corner of the screen
4. Select the 3rd 'Backup To' option – Microsoft Windows XP CD/DVD writing wizard
5. Choose the Begin Backup button





As a rule RMS will always backup to your shared data path first, once completed it will then copy this backup to the device you have selected, in this case the CD or DVD.

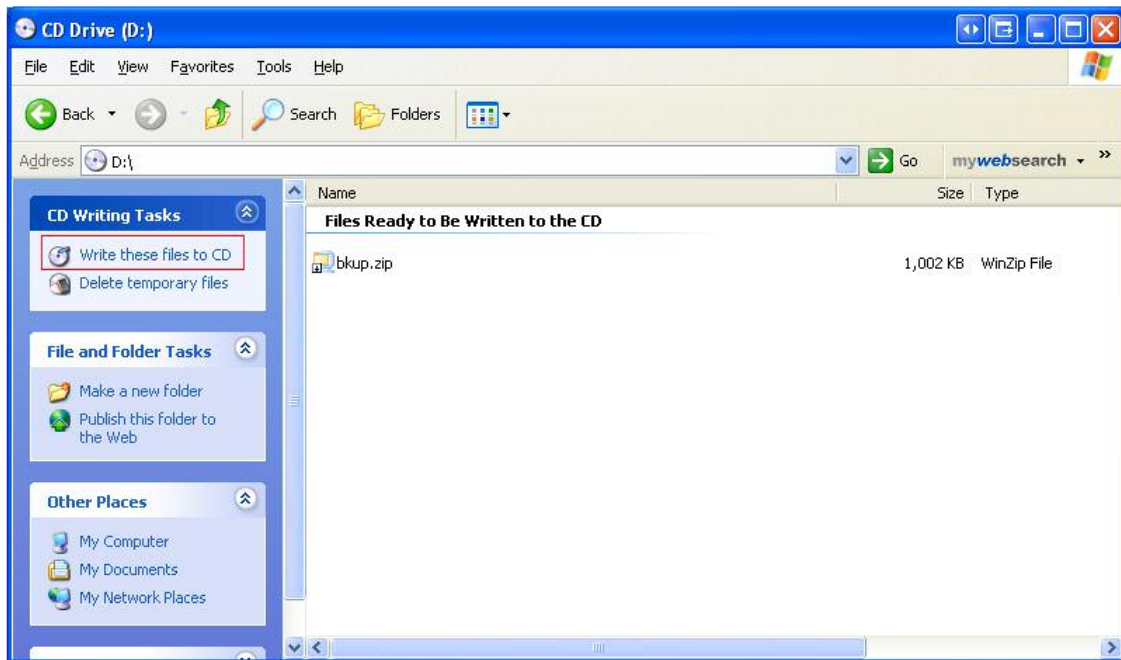
- Once the backup is complete the below screen shot will appear – simply choose ok, then close your RMS Backup and Restore screen.



You will now need to write the backup files to the CD or DVD, to do this please follow the below steps;

- Open up the CD/DVD drive

8. Here you will see the backup file currently on the drive waiting to be written – choose the option 'Write these files to CD' on the left hand side of the screen.

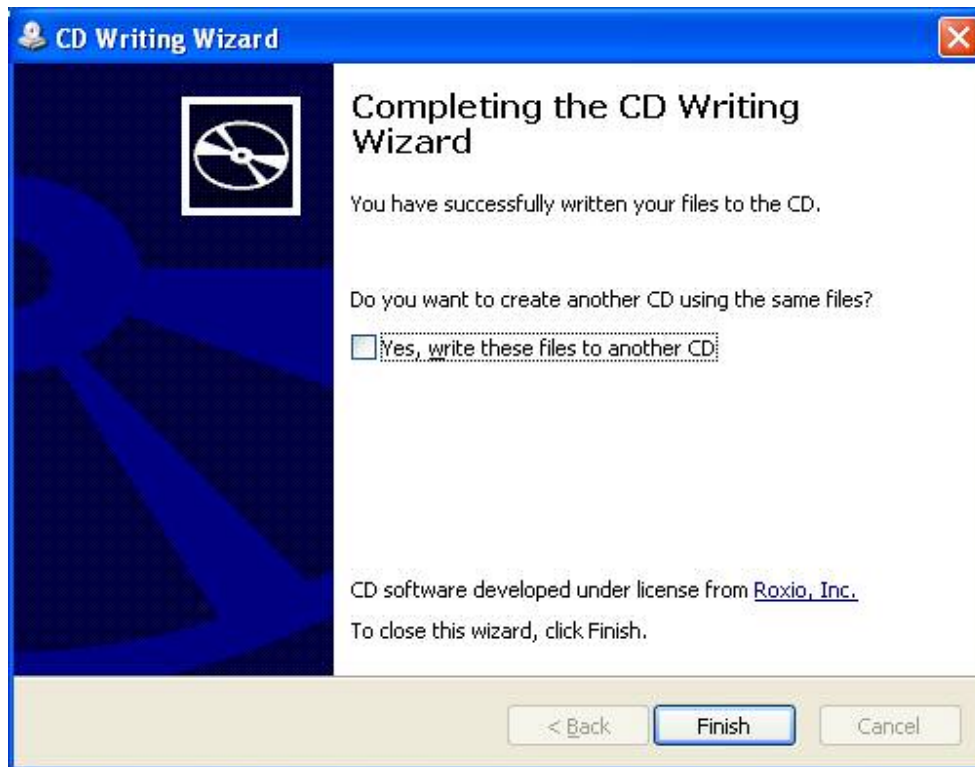


9. You will now be presented with the following screen – Simply choose the Next button



Your system will now begin to write the files to the CD/DVD, once completed the following screen will appear.

10. Choose finish once the following screen appears.



Your system will now automatically eject the CD/DVD – remove it from the tray and store in a safe location.