Perform a System Backup

From the Instrument screen, select the **Go off line** button

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Select the **Maintenance** button

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Open the CD drive, load a blank CD-R into the drive and close the CD drive

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When the Backup Dialog pop-up message appears, select or verify the "take no action" option is highlighted, select **OK**

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From the Maintenance screen, select the **Backup** button, select **OK**

Note: This step can take several minutes. The Backup Dialog Box displays progress

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When the Backup process is complete, select the **OK** button

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The CD drive will open automatically when the process is complete. Remove the CD, close the CD drive and select **OK** to exit the Maintenance screen

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Label the backup CD with the date and the *software version

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To print a hardcopy of the settings, select the **Settings** button (from the Instrument screen), select the **Print** button, select the **OK** button. Keep the printed settings along with the backup CD in a safe location

The Backup screen identifies which files were backed up such as: Data, QC, Settings and Configuration

*The software version can be located by selecting the **System Info** button from the Maintenance screen