Perform a System Backup

1. From the Instrument screen, select the **Go off line** button
2. Select the **Maintenance** button
3. Open the CD drive, load a blank CD-R into the drive and close the CD drive
4. When the Backup Dialog pop-up message appears, select or verify the "take no action" option is highlighted, select **OK**
5. From the Maintenance screen, select the **Backup** button, select **OK**
   - Note: This step can take several minutes. The Backup Dialog Box displays progress
6. When the Backup process is complete, select the **OK** button
7. 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
8. Label the backup CD with the date and the **software version**
9. 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