

# How to Backup your data on Vivid S5/6 and Vivid i/q



CD / DVD - R



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### NOTE

This hand out is additional training material.  
For more information please refer to the user manual and/or reference manual.



# Backup your data on Vivid S5/6 and Vivid i/q

## Important Notice

**The user is responsible for the data backup!**  
**It is recommended to backup the data on regular basis!**

## General information

### Media

You can only use **CD - R** or **DVD - R** (the system cannot accept DVD + R or DVD RW),  
Have some empty media available, they will be formatted automatically during the backup  
process.  
For labelling the CD/DVD use only proved CD/DVD markers.

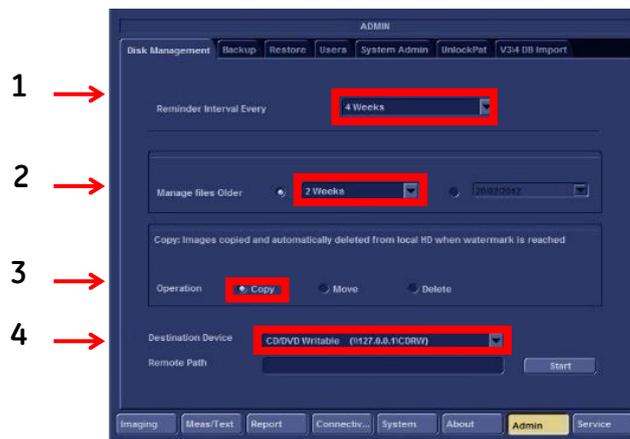
## Configuration of the Backup management

This settings have to be done only once up front the 1. Backup procedure.

Press the **Config** button on the Alphanumeric Keyboard (F2).



Select **Admin** and **Disc Management**. The Configuration screen is now available.



1. Set the reminder time interval ( 1 Day - 4 Weeks )
2. Set the files to be managed based on examination dates ( 1 Day – 6 Month )
3. Set the Disk management to **copy**, **move** or **delete** images.

**Copy** the images and reports. The images and reports exist in **two** locations, the local hard drive and the CD/DVD.

To prevent to local disc to fill up, the auto – purge function automatically deletes files that were previously copied when the disk free space has reached the maximum allowed limit. This scenario lets the system automatically manage the disc space on the system.

Advantage: If the patient will show up in an appropriate time frame, the images are still on the system and can be used as a comparison to the current examination.

**Move** the images and reports. The images and reports exist in **one** location: the CD/DVD.

**Delete:** With delete the system will delete images permanently from the system, without moving them to the CD/DVD before.

4. Set the destination device. In this example CD/DVD.

It is possible to start the Backup from this page with **Start** on the screen or via Patient button on the Control Panel (refer to Page 6).

## Backup your image archive

### Media

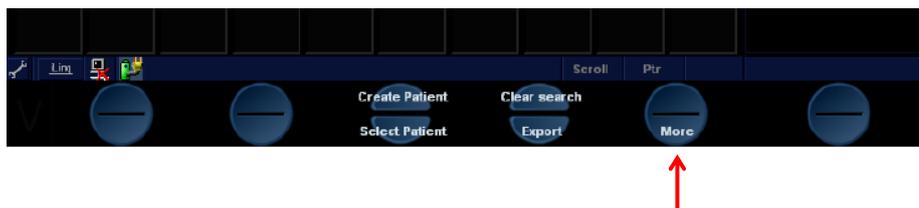
You can only use **CD - R** or **DVD - R** (the system cannot accept DVD + R or DVD RW).

Have some empty **unformatted** CD/DVD's available; they will be formatted automatically during the backup process.

Insert a CD/DVD into the drive.

Press the **Patient** button on the Control Panel and go to **Patient list**.

On the **Assignable keys** select **More**:

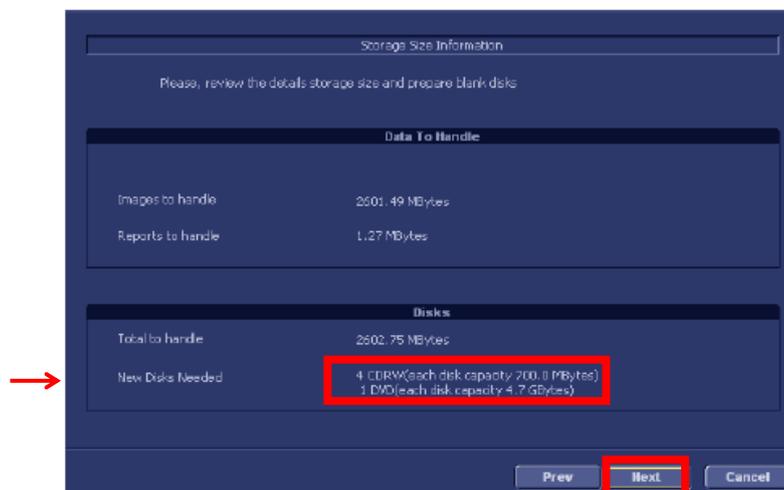


Select **Disk Management**:



The Configuration Screen with your settings appears. Follow the menu on the screen and confirm **Next**.

At the lower part of the screen the system gives you the information about the amount of CD/DVD's needed.



Confirm **Next** on the dialog window.

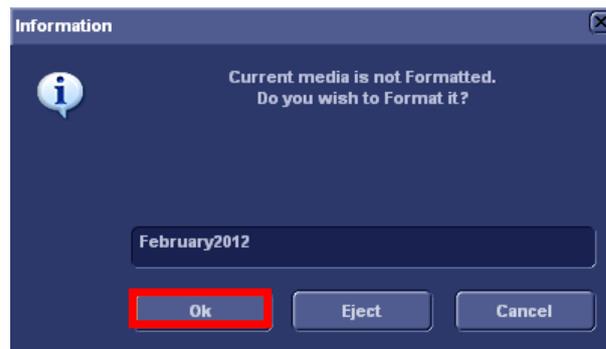
On the next dialog window the system automatically assigns a label for the CD/DVD.  
F. e: 2002120222C

Day Year Minutes

20 02 12 02 22 C

Month Hours No. of device

With the Cursor you can enter this field, delete the default label and create your own.



### Important Notice

**Make a note on paper from the label of the CD/DVD now. This is mandatory.**

Confirm **OK** and the CD/DVD will be formatted automatically.

Follow the dialog windows on the screen and confirm the next steps by using **OK**, **Next** and **Done**.

If more than one CD/DVD is necessary, the filled CD/DVD is ejected and a dialog window is displayed, asking the user to label the ejected disk and insert a new CD/DVD. Press **OK** after the new CD/DVD is inserted. The operation is resumed.

When all the files are copied, the CD/DVD is ejected automatically.

### Important Notice

- 1. Label the CD/DVD now. This is mandatory.  
Be sure to label the CD/DVD every time you perform a Backup in order to ensure that you will be able to recover old images and measurements.**
- 2. For labelling the CD/DVD use only proven CD/DVD markers.**



## Backup your patient archive

### Important Notice

**Be sure to make a backup of the patient archive every time you perform a Backup in order to ensure that you will be able to recover old images and measurements.**

You can only use **CD - R** or **DVD - R** (the system cannot accept DVD + R or DVD RW).

Insert a CD/DVD into the drive.

Press the **Config** button on the Alphanumeric Keyboard (F2), select **Admin** and **Backup**.

The screenshot shows the ADMIN Backup configuration window. It has a menu bar with 'Disk Management', 'Backup', 'Restore', 'Users', 'System Admin', 'UnlockPat', and 'V314 DB Import'. The main area is divided into three columns: 'Archive to backup', 'Result', and 'Last successful backup'. Under 'Archive to backup', there is a checked checkbox for 'Patient Archive' and an unchecked checkbox for 'System Configuration'. The 'Destination Device' dropdown menu is set to 'CD/DVD Writable (1127.0.0.1/CDRW)'. A 'Start backup' button is visible at the bottom right. Three numbered steps with red arrows point to: 1. 'Patient Archive' checkbox, 2. 'Destination Device' dropdown, and 3. 'Start backup' button.

1. Check Patient Archive
2. Select CD /DVD
3. Start Backup

On the next dialog window the system automatically assigns a label for the CD/DVD. With the Cursor you can enter this field and rename the label (refer to Page 7).

Confirm **OK** and the CD/DVD will be formatted automatically and the Backup starts. The CD/DVD will be ejected automatically at the end of the Backup.

## Restore your backup images on your hard drive

You'll find the information in the **Vivid Club** Application Newsletter:

### Restoring images from a Backup media