

# CS TIMECLOCK

## BACKUP PROCEDURE

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## INTRODUCTION

This document is aimed at users responsible for making backups of the clock data and also, if needed, to restore backed up data to a clock. Doing a Backup often is a VERY GOOD THING. If you do not make backups then you risk losing all your data, which is a BAD THING.

A backup can be restored on a different clock than which it was made on, which is useful if a faulty clock needs to be replaced with a new one.

## BACKUP AND RESTORE PROCEDURE FROM THE CLOCK KEYPAD MENU

### DOING A BACKUP

The easiest way to backup your old clock is to use a flash drive (USB drive) – a 1 GB will do fine.

- Place the flash drive into the USB socket of your existing clock.



- Activate the clock menu by pressing the # key
- Select menu option 7 (Device)
- Select menu option 1 (Backup)
- Enter your administrator pin or swipe your administrator's card.
- The clock will now show "USB Backup in progress..."
- When completed it **must show** successful "USB Backup Successful"

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## RESTORING A BACKUP

If you're restoring a backup on a new clock, please swap your old clock out with the new one and power the new clock up.

- Place the backup flash drive into the USB socket of the clock
- Activate the clock menu by pressing the # key
- Select menu option 9 (it is a secret menu option so it is not showed on the main menu)
- Select menu option 2 ("Restore Database")
- Enter your administrator pin or swipe your administrator's card.
- The clock will ask you to confirm that data will be overwritten and if you sure...
- Select # for Yes
- Now enter your administrator pin or swipe your administrator's card **again**.
- The clock will now confirm that the restore is in progress and that you must not switch it off or interrupt this process.
- At times the clock might show inactive on the display– just be patient.
- When the date and time is displayed on the clock, you may remove the USB flash drive.

Users may now continue to use the web interface and clock.