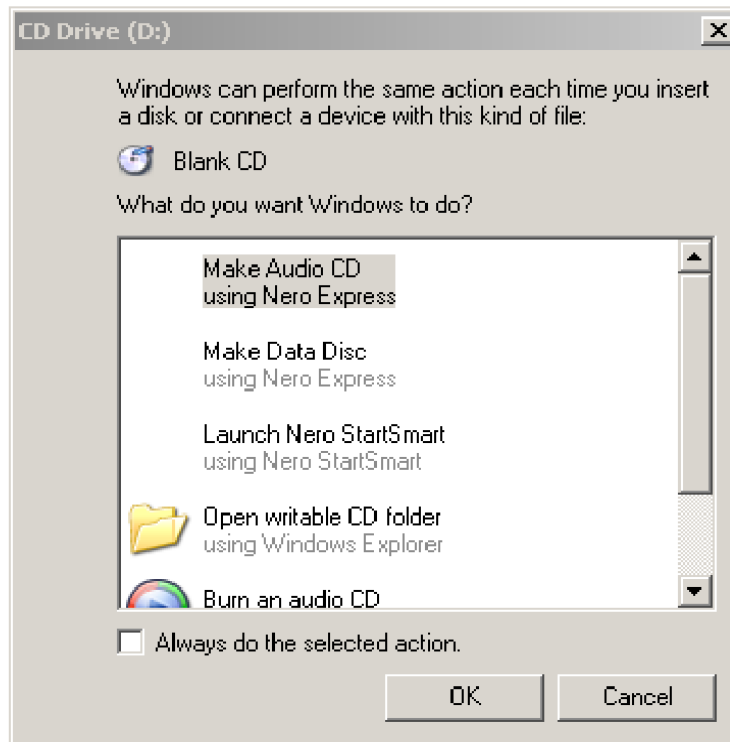


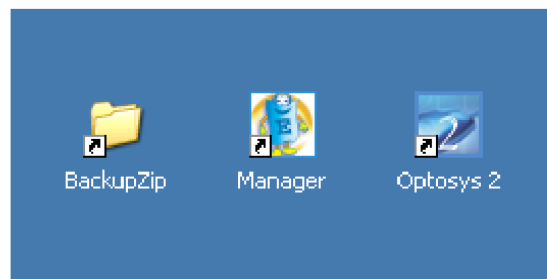
***Note:** If you've acquired a CD/DVD Burning software (ex: Nero, Roxio, etc...), it will show up in the action window, you can select it and burn your backup. (This document does not contain any instructions for these types of CD burning software, if you require assistance please contact OSI's support).*

(This procedure should also work with server 2003 if cd-burning service is activated.)

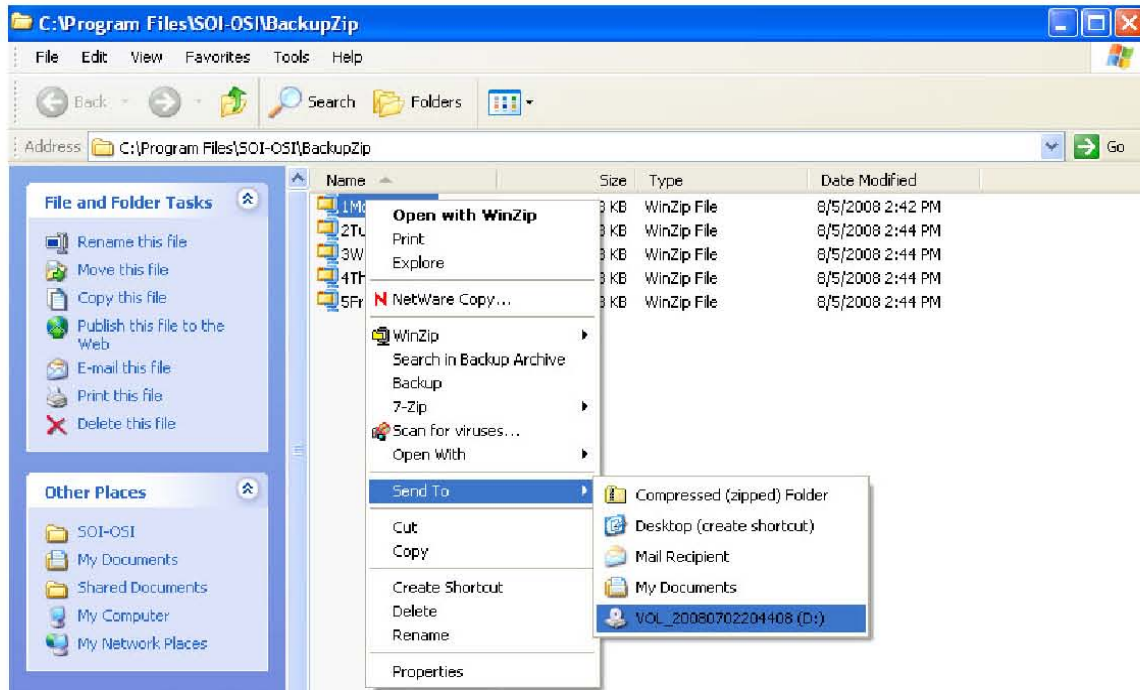
- 1) Insert your CD/DVD in the appropriate drive, make sure that you're using the right format for the right drive. An action window like the one below will pop-up, close it.



- 2) From your desktop, find the shortcut icon "BackupZip", double click to open it.



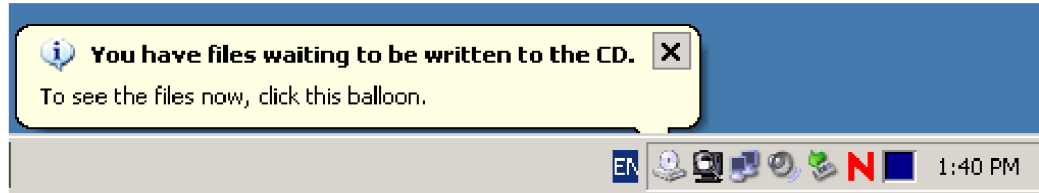
- 3) From your “BackupZip” directory, select the file you’d like to burn to your media, do a right click, go to “Send to” then choose your CD/DVD writer.



NOTE: If this isn't the first time you back up your Zip file to the CD, the system will ask you if you'd like to replace the existing file from the last backup date, just click yes. (example below)



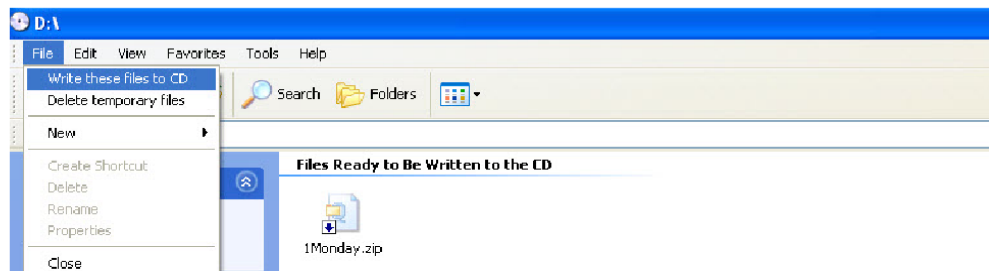
- 4) Windows temporarily puts the files in memory on your CD drive. Click on the **info-bubble** to setup the writable files.



If you've missed the info-bubble or did not see it, please go to section 4.1, if not, just go to step 5.

4.1) If you've waited too long or just missed the info-bubble you can still write your files to CD. Just double click "**My Computer**" from your desktop, and double click on your CD/DVD drive. And then, go to step 5.

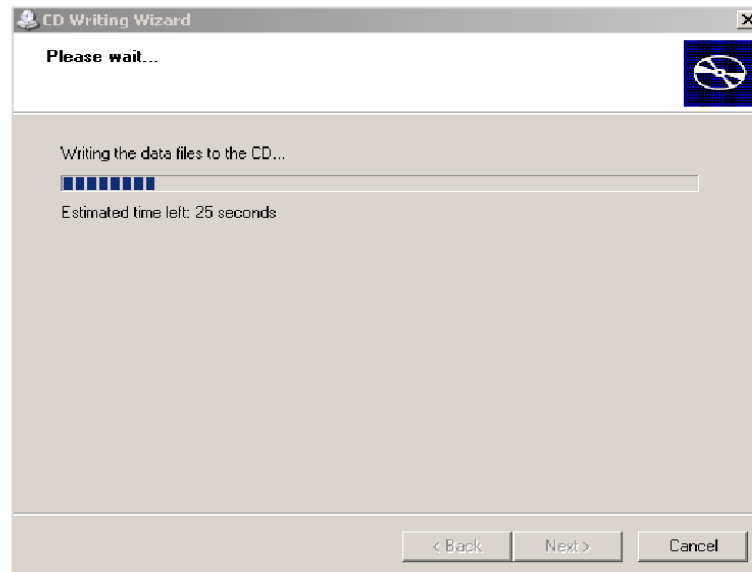
- 5) This next screen comes up, go to the "**File**" top menu and select "**Write these files to CD**".



- 6) From the CD Writing Wizard, click "**Next**".



The Wizard will automatically setup your files to be written and start the burning process.



7) Once finished, just click on “**Finished**”.



Voila, all done.

PS: You can verify that your files are on the CD by inserting it into the drive and clicking on your CD to view its content.

PS: Windows creates “Sessions” on your CD or DVD, this means that you can re-use the same CD / DVD the next time you need to write the same types files, until the CD space is all used up.