



## Important Notice to Access Control System Customers

This is a reminder that access control system data and information should be backed up on a regular basis. In the event of a hard drive failure, virus infection or other catastrophic computer failure, the only way to restore normal operation may be with a current backup. Regularly scheduled backups should be made to a removable storage medium like a USB or remote network drive and securely stored away from the access control system for safe keeping. This simple procedure can prevent the need to re-enter, photograph and reissue thousands of access cards and manually rebuild your access control database in the event of a system crash. The procedures for making backups for the KeyScan Aurora system supported by Kelly International Security Service, Inc. can be found below.

### KeyScan System VII

All system data, settings and logs are contained in a Microsoft Sequel Server database and are backed up to a user defined drive and folder on a user defined schedule. The files are given a date name and end with a “.KSD” filename extension. (20170117- 1430.KSD is a file from January 17, 2017 at 2:20 pm) These files will require between 1 and 4 gigabytes of disk space. To find the backup folder location, look at the “**System Settings**”, “**Database Maintenance**”, “**Database Backup**” screen. The backup file location will be listed at the top of the screen.

All the System VII photos are contained on a folder defined during system installation. This folder is **C:\Images\** and will contain the individual photos as .JPG files. This folder will be 1 to 4 gigabytes in size, depending on the number of card holders in the system.

A system backup will consist of copying the latest “.KSD” file from the database backup folder to a USB or network drive and the **C:\Images\** folder and all of its contents. Periodic backups should be made at least once a week, depending on the amount of activity on your system. The combined backup of a large system may require 6 to 8 gigabytes of storage space. If you have any questions, or require assistance with the backup process, please contact our technical support at **631-289-9784**.

*Over 40 years of exceptional service*

Licensed by the State of New York Department of State | License number 12000185725