



Kelly International Security Service, Inc.

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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 BRAIN system supported by Kelly International Security Service, Inc. can be found below.

The BRAIN

All the system data, settings, logs and photographs are contained in the **C:\TheBRAIN** folder and sub-folders on your access control computer's hard drive. Copy these folders to a USB or network drive to create an initial backup for system recovery. This will require between 1 and 3 gigabytes of storage space, depending on the size of your database.

Periodic backups should be made *at least* once a week, depending on the amount of activity on your system. These backups require copying 4 folders and their sub-folders from the access control computer's hard drive. This will use between 1 and 2 gigabytes of disk space, depending on the size of your database. The required folders are:

C:\TheBRAIN\Data

C:\TheBRAIN\Photos

C:\TheBRAIN\Controls

C:\TheBRAIN\Images

If you have any questions, or require assistance with the backup process, please contact our technical support at **631-289-9784**.

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