



**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 KeyScan Aurora system supported by Kelly International Security Service, Inc. can be found below.

### **KeyScan Aurora**

All system settings, data, logs and photographs are stored in a Microsoft Sequel Server database on the computer's hard drive. The system is backed up on a user defined schedule to a user defined location.

For convenience, this location could be a network drive or folder, automating the backup process. If the backups are saved to the default location on the local hard disk, they will be found in the **C:\Program Files\Microsoft SQL Server\MSSQL11AURORA\MSSQL\Backup\ folder**. They will have a **".KAD"** filename extension and the backup date as part of the file name. These backup files will require 1 to 12 gigabytes of storage space, depending on the database size and number of photos stored in the system. Periodic backups should be made *at least* once a week, depending on the amount of activity on your system.

A system backup will consist of copying the latest **".KAD"** file from the database backup folder to a USB or network drive. 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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