

# ALTERNATING OFFSITE BACKUP PROCEDURES

## DISCONNECTING EXISTING DRIVE

- 1) Look for an icon with a green arrow on lower right corner of desktop that displays “safely remove hardware” when you run your cursor over the icon.
- 2) Click on the icon and it will show some or all USB devices connected to your SERVER/PC.
- 3) Select the device best describing the external hard drive such as “USB Mass Storage Device”, then click on the “Stop” button.
- 4) The “Stop a Device...” window will pop up; select the device “USB Mass Storage” and click “ok”.
- 5) You will see a pop-up message “Safe to Remove Hardware”.
- 6) At this point, turn off the power switch to the external hard drive, remove the power cable from the external hard drive, then remove the USB cable.

## CONNECTING REPLACEMENT DRIVE

- 1) Make sure that the power button for replacement hard drive is in the “off” position.
- 2) Connect the power cable to the replacement hard drive and wait 30 seconds.
- 3) Once the hard drive has powered up, connect the USB cable.
- 4) The Server/PC will indicate that a new device has been connected and run through an “Autoplay” sequence cataloging all the data on that hard drive. You can cancel and close the window showing all the data on the external hard drive and the external hard drive is now ready for use.

## CAUTIONARY NOTES:

- 1) This routine is standard for most external hard drives, but settings/terms may vary between different devices and/or operating systems.
- 2) Do not move an external hard drive while it is “on” or running in any way. This can cause the “head reader/writer” to bounce or crash against the platter – causing damage to the platter and possible loss of data.
- 3) Do not leave an external hard drive in extreme heat or cold – do not leave it in a vehicle for an extended period of time. The vibration of driving, stop and go traffic and even idling can cause internal parts to rub or vibrate against other parts – resulting in damage or loss of data.
- 4) Allow the replacement hard drive to reach room temperature before attempting to power on.
- 5) Give serious thought to the consequences of leaving your alternating backups in the hands of employees. Those backups usually include “sensitive” information and nobody cares as much about company data as the owners do.

Ask us how we can help make sure that your office is HIPAA compliant?

Questions? Please call Marcum at 970.209.3967, email [info@970data.com](mailto:info@970data.com) or visit [www.970data.com](http://www.970data.com)

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