## Steps for backup your LLS Notebook

## Lenovo ThinkPad X200 – Student Notebook Computer Long Term Loan (LLS)

Step 1 – Under the program groups menu, select *ThinkVantage group* and then click on *Rescue and Recovery*.



Step 2 – Don't select the "*back Up*" button directly! Click on the "*Change schedule, name a backup, delete backups*"



Step 3 – Give a name to your new backup and select the location where you want to place your backup (It is recommended to use USB hard drive).

Rescue and F	Recovery			-
Backup				
Lenovo recommer	nds external USB backups for the b	Give your backup a name that	neans something to	
Name backup:	2/10/2009 11:10114	you.	Back Up	
Change schedu	ule and location		<b>↑</b>	
Save backups to:	SW_Preload(C:) SW_Preload(C:)	Back up your system to your lo failures - your backup is always	cal hard drive to protect against many common softw with you. This is the Lenovo default.	are
Frequency	2nd hard drive USB hard drive CD/DVD	up preferences and schedule bac ically.	kups to occur	
Delete backup	5		Save Char	nges
Name		Date	Location	
CityU Backup		11/9/2008 10:58 AM	Local hard drive Delete	
,				

Step 4 – Click on the **"Back Up"** button to start your backup process.

Important Note : Don't delete the backup named *"CityU Backup"*. This backup included Windows OS and CityU preloaded application software.

