

## **Eyemax CD Copy**

### **Camera Guard Security**

**(714)964-7697**

1. Click on "Search"
2. Click on "Backup"
3. Click on "Next"
4. Put a check mark on "External CD Burning Program"
5. Click "Property"
6. Click "Select"
7. Click "Creator9" and click "Open" **OR**  
If you do not see "Creator9," click "Computer" on the left, then double click "Local Disk(C:)," double click "Program Files," double click "Creator Classic 9," select "Creator 9" and click "Open"
8. Click "Ok"
9. Click "Next"
10. Enter date of incident and set time (10-15 minutes max per CD)
11. Click "Browse"
12. Click right facing arrow next to "Local Disk(C:)," then "Users," then "Expedite" and click on the "My Documents" folder
13. Click "Make New Folder"
14. Type a name to identify the incident. If you make a mistake and can no longer edit the name, Right Click on the folder and click "Rename"
15. Click on the yellow folder icon next to the name until it is highlighted in light blue
16. Click "Ok"
17. Click "Yes"
18. Click "Next" three times
19. Insert a blank CD and wait until backup process completes. If a window pops up asking you what you want to do with the blank CD, close it.
20. Wait for the backup process to complete and for Roxio CD Creator 9 to automatically open.  
**Do not click on the screen until this step is complete.**
21. Looking in the upper right-hand window on the screen, see if the folder you created during step 14 is listed there. If so, skip to step 22. If not, continue here. Click the plus sign next to "Computer," then "Local Disk(C:)," then "Users," then "Expedite," and click on "My Documents"
22. Click on the folder made during step 14
23. Click "Add"
24. Click "Burn"
25. Click "Ok" to start the process. **Note:** If the "Ok" button is greyed out, the most likely solution is to insert a new blank CD