



## Windows System Restore and Backup

Your factory installation of Windows, including any custom software installations and hardware drivers, is recoverable from unforeseen events such as viruses, unstable software downloads, and hard drive failures, and is included on the AUDIO Drive installed in your computer. If your PCAudioLabs Computer **does not have a secondary hard drive**, your image will be included on a set of DVDs, but only if your MC does not have a secondary hard drive.

This restore image is stored on your Audio drive in a folder labeled "WindowsImageBackup". Please **DO NOT Delete this folder!** If you delete it, you will lose your restore image. If you must move the folder, please do so to a reliable hard drive. We cannot store your recovery image and so this image is your best way to refresh your MC. If your restore image is on DVDS, you **MUST** keep these safe.

**It is also advised to make a secondary backup of this folder to a hard drive not in your computer, such as a backup hard drive kept in a secure place.**

In the event of a catastrophe, the PCAudioLabs Restore Image or DVD(s) can be used with your existing or a new hard drive to bring your system back to the way it was when you first received it. You will lose all files on the OS hard drive. Your system will be refreshed to its original state. You will not lose files on your other hard drives, but we recommend always backing those up, too.

Windows System Restore is accessed by using your Windows 7 or Windows 8 original installation Disc, included with your PCAudioLabs MC, so please have this disk ready.

To restore your MC to its factory settings (when your computer was built for you):

### Windows 7:

1. Insert the Windows Installation Disc, provided with your computer, into your DVD drive. This is typically in a plastic DVD case, or in a blue paper sleeve.
2. Reboot the computer.
3. As the computer boots, you should see the text "Press any key to boot from CD/DVD". Press any key on your keyboard to enter Windows setup. Don't worry, you're not reinstalling windows yet.
4. You will be presented with a screen which has an option listed as "Repair your computer". Click this.
5. Select "System Image recovery" from the resulting list.

6. Tick the radio button next to “use the latest available system image”. Click NEXT.
7. Check “Format and repartition disks” (if not greyed out). Click NEXT.
8. Check “Only restore system drives” If not already selected. Click NEXT.
9. You will be presented with a summary of your restore; click FINISH. The system will be restored from the factory installation image included with your computer, or, if you’ve updated this image with another windows backup, you will restore to the last known image point.
10. The computer will reboot. Remove any Windows disks from the DVD rom. Allow Windows to boot.
11. Windows should now be booted and you should be able to continue working.

### **Windows 8:**

1. Insert the Windows Installation Disc, provided with your computer, into your DVD drive. This is typically in a plastic DVD case, or in a blue paper sleeve.
2. Reboot the computer.
3. As the computer boots, you should see the text “Press any key to boot from CD/DVD”. Press any key on your keyboard to enter Windows setup. Don’t worry, you’re not reinstalling Windows yet.
4. You will be presented with a screen which reads, “Choose an option”. Select “Troubleshoot”.
5. Click “Advanced Options”.
6. Click “System Image Recovery”.
7. If prompted, select your operating system, Windows 8.
8. If prompted, select the Administrator account on your computer; the default is PCAudioLabsUser. There is no password associated with this account by default.
9. Tick the radio button next to “use the latest available system image”. Click NEXT.
10. Check “Format and repartition disks” (if not greyed out). Click NEXT.
11. Check “Only restore system drives” If not already selected. Click NEXT.
12. You will be presented with a summary of your restore; click FINISH. The system will be restored from the factory installation image included with your computer, or, if you’ve updated this image with another windows backup, you will restore to the last known image point.
13. The computer will reboot. Remove any Windows disks from the DVD rom. Allow Windows to boot.
14. Windows should now be booted and you should be able to continue working.

We advise that you perform a Windows Image Backup of your computer after you have received it and installed all of your necessary applications.

## **To perform a system backup:**

### **Windows 7:**

1. Click the start button, then click Control Panel. Under “System and security”, select “Backup your computer”.
2. Click “Create a system image”.
3. Windows will ask where you’d like to save your backup; if you are overwriting the image shipped with your computer, the option “On a hard drive” will be selected automatically and you will overwrite your previous restore image. If you do not wish to do this, select a different hard drive from the pulldown menu, or select “On one or more DVDs”.
4. Proceed with the backup process. Your system is now backed up.

### **Windows 8:**

1. Click the start button. On the start Screen, type “File history”. Select File history from the found items.
2. Click “Windows image backup” on the bottom left hand corner of this window.
3. Windows will ask where you’d like to save your backup; if you are overwriting the image shipped with your computer, the option “On a hard drive” will be selected automatically and you will overwrite your previous restore image. If you do not wish to do this, select a different hard drive from the pulldown menu, or select “On one or more DVDs”.
4. Proceed with the backup process. Your system is now backed up.

You may also wish to use an online, cloud-Enabled backup option, to backup your system.

If you encounter any issues, please call us at 818.986.2673.