

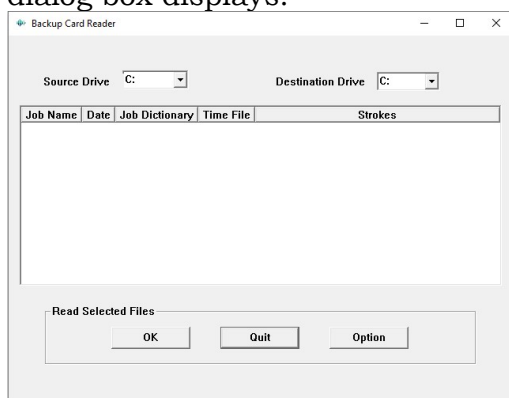
Backup Card Reader

Stenograph's NexGen™, Luminex® II, Luminex and Diamante® steno machines use a Backup SD card. During normal operation, steno files are written to the Data SD card, memory and the Backup SD card. The Backup SD card never becomes full because it overwrites the oldest files when it needs to make room for new files, so depending on the size of your Backup SD card and the date of the file, you may be able to retrieve a file. The most common reason a file cannot be located is due to an incorrect date on the steno machine which results in the job date being incorrect.

In the rare occurrence that you need to locate a file on your steno machine's Backup SD card, you can use the Backup Card Reader program to retrieve file. If you are using Case CATalyst version 7.02 or higher, you can read the Backup Card through Case CATalyst's Read program. If you are on a version of Case CATalyst lower than 7.02 or on another CAT vendor's software, you can use the Backup Card Read program.

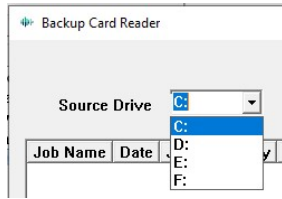
The Backup SD card is not designed to be removed from the NexGen™, Luminex II, Luminex and Diamante unless in the rare occurrence you need to locate a job that cannot be found in the writer's Memory or on the Data SD card. The Backup SD card must be in the steno machine for the steno machine to operate.

1. With your steno machine turned Off, remove the Backup SD card. There are two SD card slots on the back of your steno machine, a Data SD and Backup SD. Locate the SD card slot labeled SD Backup. Gently push the card in to release it. (The NexGen™, Luminex II, and Luminex have a recessed, micro sized Backup SD card.)
2. Insert the Backup SD card into a SD Card reader and insert the card reader into an available USB port. If the AutoPlay dialog box displays, click the X in the upper right-hand corner of the dialog box.
3. On your computer, navigate to the location where you downloaded and installed the Stenograph Writer Utility files. At the Stenograph Writer Utility dialog, click the Utility button, double click the Utilities and Splash Photos folder and then double click the BackupCard.exe to start the utility. The Backup Card Reader dialog box displays.



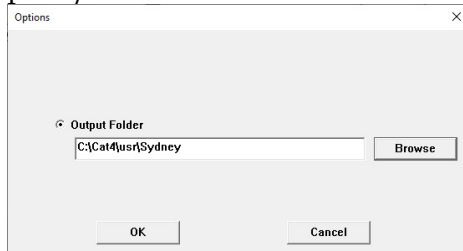
In the **Source Drive** field, click the down arrow to display the available drives. This is the drive where your Backup Card Reader is inserted. Select the drive letter assigned to the Backup Card reader. An external drive letter (such as the Backup Card Reader) is often E, F or G.

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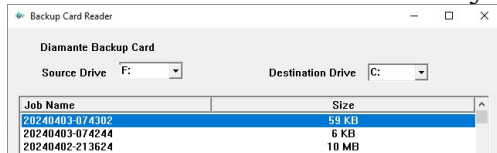
In the **Destination Drive** field, click the down arrow to display the available drives. This is the drive where you are going to save the file(s) retrieved from the Backup Card.

Click the **Option** button to display the Options dialog box and select a specific path/folder for the files.

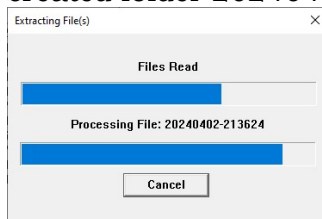


Click the Output Folder option and then click the Browse button. Navigate to the location you want to save the retrieved file and click **OK**.

The path displays below the Destination Drive field. The example below shows the destination location as the Sydney user in Case CATalyst.



4. At the Backup Card Reader dialog box, select the file(s) you want to retrieve. Do one of the following:
 - a. To select an individual file, click the file name.
 - b. To select multiple consecutive files, click the first file name and then press Shift and hold it click the last file name you want to select.
 - c. To select multiple files that are not listed consecutively, click the first file name and then press and hold Ctrl and click each additional file you want to select.
5. When you have selected the files, click **OK** to read the files to the destination drive you selected. The Extracting File(s) dialog box displays. Each selected file is read and placed in the specified destination in a folder named the year and month the file was created. In the example below, file 20240402-080052 means the file was creating in April of 2024 so the file will be placed in the newly created folder 202404.



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6. When you have finished reading the Backup Card, click **Quit**. Remove the card reader from your computer and remove the Backup SD card from the reader.
7. Place the Backup SD card into the Backup slot on the steno machine. **It is imperative that you place the Backup SD card in your steno machine's Backup SD card slot as the steno machine cannot operate without a Backup card.**

Things to know:

- A Backup SD card must be in the NexGen™, Luminex II and Luminex in order to operate.
- If you insert a new Backup SD card, the Backup SD card must be formatted on the steno machine it will be used in.
- In order to read the Backup SD card in your computer, you need to use the SD Card Reader that came with your writer or another reliable external SD Card Reader. You cannot use a built-in SD Card slot on your computer.