

**CD-R Creation
Procedure for Hotburn**

CD-R Creation Procedure for Hotburn

1.0 Scope

This procedure describes the CD-R creation process using the Hotburn program that is accessed on the Production PC located near the EPROM burner. This procedure assumes that all files to be copied reside on the network server (i.e. P:\COMMON).

1.1 Required Materials and Tools

The following list is required in order to create a distribution copy of a desired file.

1. Blank CD-Rs
2. Empty jewel cases
3. Blank labels for completed CD-R
4. Necessary files on network drive
5. Hotburn program

2.0 Burn-in Procedure

Prior to the initiation of this process, move all necessary files to be burned onto a network drive that can be accessed from the Production PC. Organize the files into a directory that will allow for easy movement from the network drive to the CD burner drive (E:).

1. Double-click on the Hotburn icon located on the PC desktop.
2. Place a blank CD-R into the appropriate CD burner drive, which is the lower CD drive located near the top of the PC.
3. At the main Hotburn menu, click on the Create a Data CD radio button under the Wizards section. See Figure 1 below.

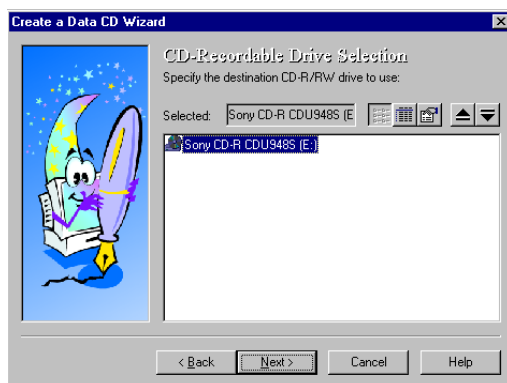


Figure 1
Hotburn Main Menu Window

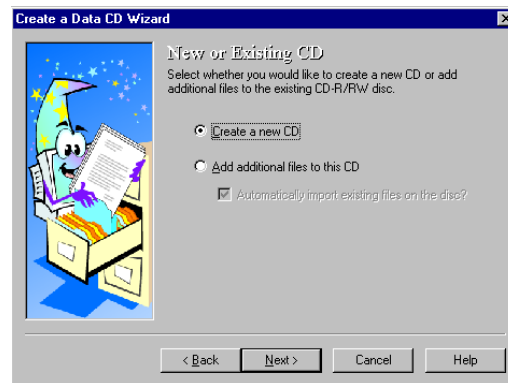


Figure 2
New or Existing CD Window

4. At the New or Existing CD window, click on the Create a New CD radio button and then click on the Next button to continue. See Figure 2 above.
5. At the Drive Selection window, verify the Sony CD-R CDU948S (E:) drive is showing in the screen and click on the Next button to continue. See Figure 3 at the top of the next page.

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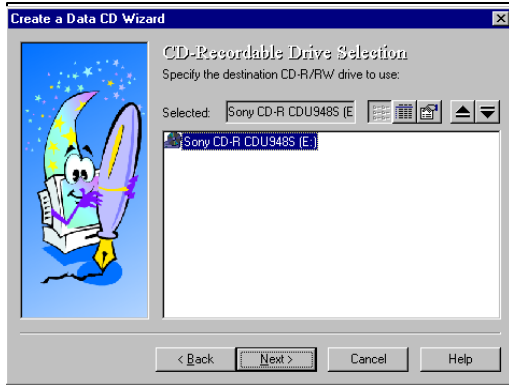


Figure 3
Drive Selection
Window

5. At the Volume Options window, input the desired name in the Volume Label field for the completed CD-R. Verify that the long names checkboxes are selected to prevent the names from being truncated by the operating system. Click on the Next button to continue. See Figure 4 below.

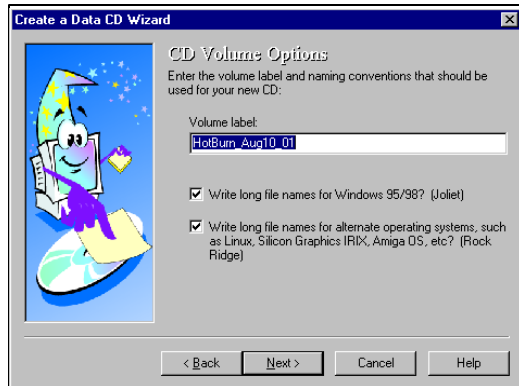


Figure 4
Volume Options
Window

6. At the file selection window, click on the "+" button to open the Explore window for file retrieval. Highlight the desired files and click on the Add button to load the locations into the Hotburn program. Continue using the "+" button until all files are loaded. The selected files will appear in the file selection window. Click on the Next button to continue. See Figures 5 and 6 at the top of the next page.

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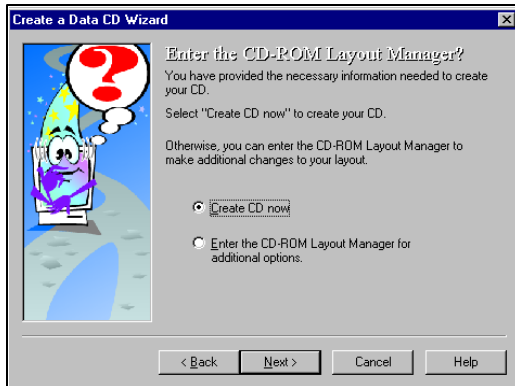


Figure 5
Volume Options Window

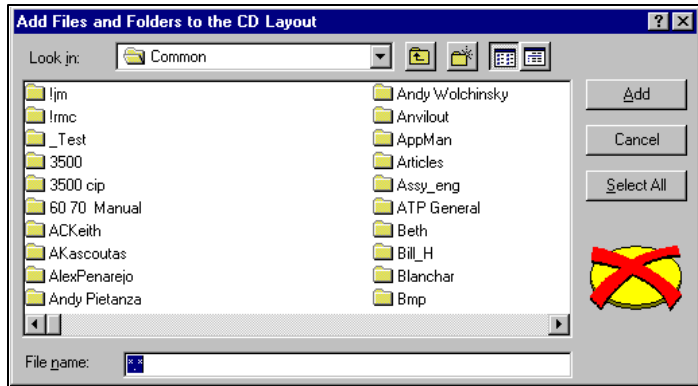


Figure 6
Explore Window

7. At the CD-ROM Layout Manager, click on the Create CD Now radio button to allow the process to start without a trial run. Click on the Next button to continue. See Figure 7 below.

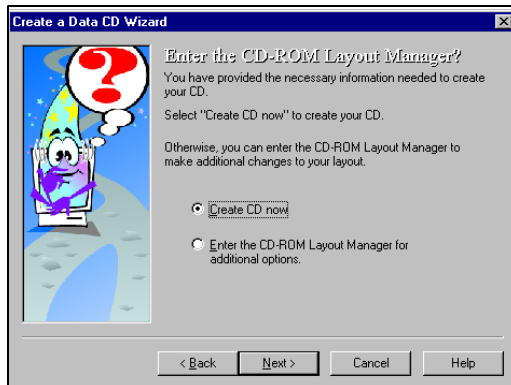


Figure 7
CD-ROM Layout Manager Window

8. At the Writing Options window, verify that the maximum speed radio button is selected. Enter the number of desired copies by manually enter the number in the Number of Copies field or using the up/down arrows to increase/decrease the number. Click on the Next button to continue. See Figure 8 at the top of the next page.

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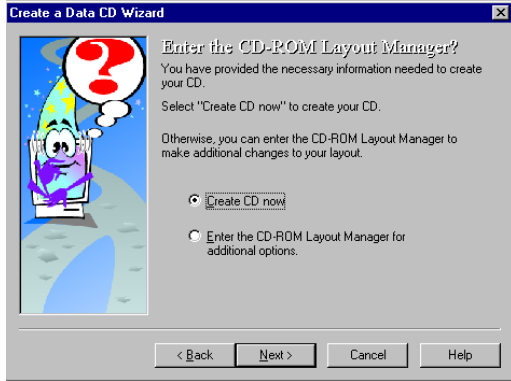


Figure 8
CD-ROM Layout Manager
Window

10. At the Real or Simulated window, click on the Write Now radio button to allow the burn-in process to start immediately. Click on the Next button to continue. See Figure 9 below.

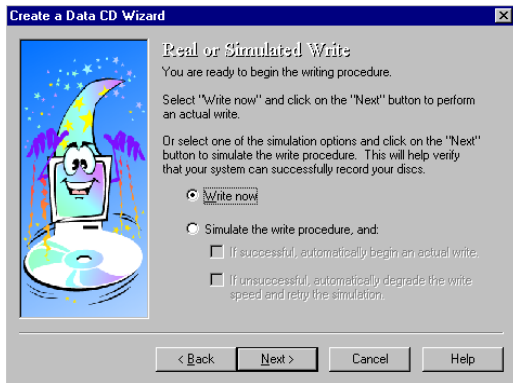


Figure 9
CD-ROM Layout Manager
Window

11. At the Review window, the process is listed on the screen. Click on the Finish button to start the actual burn-in process. The status window will appear to view the actual process. Once complete, the "Operation was successful" message will appear in the Information field at the bottom of the window. See Figure 10 and 11 below.

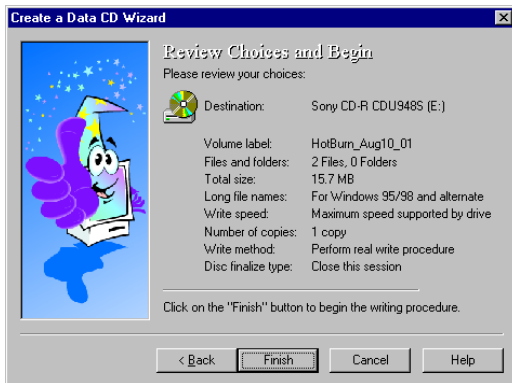


Figure 10
Review
Window

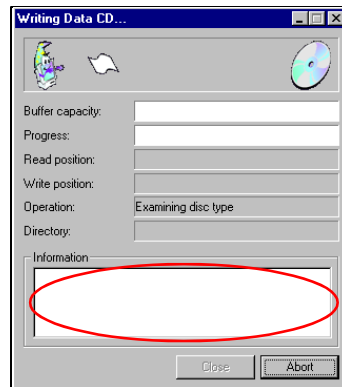


Figure 11
Status
Window

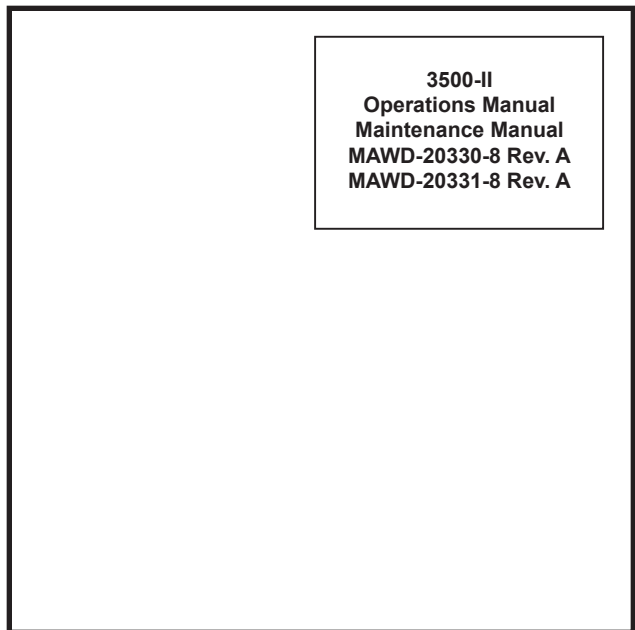
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12. Place a label on the finished product to identify the contents of the label. The following information must be included:

- a. Company Name
- b. Name of System (i.e. 3500-II)
- c. Name of Manual
- d. Manual Part Number
- e. PDF Format
- f. Copyright line



CD-ROM Label (Sample)



Jewel Case Label (Sample)

Figure 12
CD-R Labels (Samples)