



Back-UPS

Office

Back-UPS Office Part Number: BF250CH

Easy Setup

- 1 Please note: The battery in Back-UPS Office will lose some charge in shipping and storage. It will recharge completely after approximately four hours of normal operation. Do not expect full battery run time during this initial recharge period.
- 2 Plug Back-UPS Office into a working outlet. Do not plug it into a service branch that has a heavy motor load attached to it (e.g., an air conditioner or refrigerator). Follow the instructions below before switching Back-UPS Office on.
- 3 Plug your computer and monitor into two of the Battery Power Supplied outlets. A third outlet is provided for any data-critical device that requires power during a utility power failure (e.g., an external tape backup, storage-drive or CD-ROM.)
- 4 Plug your system peripheral equipment (e.g., a printer, scanner or fax) into the three Full Time Surge Protection outlets on the right. These outlets are not powered during a utility power failure.
- 5 The RJ-11/45 jacks located at the rear of Back-UPS Office provide protection against surges brought to your computer's fax/modem or network interface card by the telephone or network wiring. To protect a fax/modem, connect the existing cable from the wall outlet to the "IN" jack. Connect the telephone cable that was supplied with Back-UPS Office from the "OUT" jack, to the fax/modem. To protect a 10Base-T/100Base-Tx UTP network interface, see your LAN manager for a short length of UTP cable. Use this cable to connect the "OUT" jack to your computer.
- 6 Put all system equipment switches in the "on" position.
- 7 Switch Back-UPS Office on. This will power all the outlets. Back-UPS Office will run an eight second self-test that determines whether the battery can support connected loads. To maintain optimal battery charge, leave Back-UPS Office on at all times.

Plug your computer and monitor into two of the Battery Power Supplied outlets. A third outlet is provided for any data-critical device that requires power during a utility power failure (e.g., an external tape backup, storage-drive or CD-ROM.)

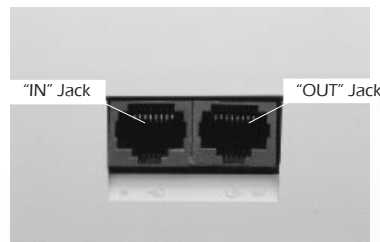
IMPORTANT: Do not plug a laser printer into the Battery Power Supplied outlets.

This is a class A product. There might be some emission interference when used in a living area. Users will be asked to take some proper actions.

BCIQ EMC ID 3862A751

Description and Operation

- Battery Power Supplied Outlets**
While all six outlets provide protection from surges, the three outlets on the left also provide battery backup protection. Plug a computer, monitor, and one other "data-critical" device into these outlets. They are spaced to allow room for an adapter block. *Never plug a laser printer into the Battery Power Supplied outlets.*
- Full Time Surge Protected Outlets**
The three outlets on the right provide protection from surges only. Plug equipment into these outlets that requires surge protection, but does not require power during a utility power failure. This could include a printer, scanner, fax or an audio device.
- On/Off Control**
(I means on, O means off.)
This switch controls the power to all of the outlets. Leave Back-UPS Office on at all times to maintain the battery at optimum charge. When switched off, Back-UPS Office does not charge the battery.
- On/Off Indicator**
(Green light located near the On/Off control)
This indicator lights when Back-UPS Office is switched on and is supplying conditioned utility power to the outlets. When first switched on, Back-UPS Office will conduct an 8 second self-test. This test determines whether the battery can support the equipment that is plugged into the Battery Power Supplied outlets. When left switched on, Back-UPS Office will automatically conduct this self-test every two weeks. The self-test follows this sequence:
 1. The On/Off indicator lights for four seconds while Back-UPS Office checks the battery charger.
 2. The Using Battery indicator lights for four seconds while Back-UPS Office tests the battery.
 3. The test is complete when the On/Off indicator again lights.
- Accompanying Audible Alarm**
If Back-UPS Office detects an undercharged battery, an audible alarm will sound for 30 seconds to warn that run time may be shorter than expected. Allow Back-UPS Office to recharge for a minimum of four hours. The audible alarm could also indicate an overload condition. If you recently added another piece of equipment to one of the Battery Power Supplied outlets, unplug it and switch the On/Off control off, and then on again.
- Check Battery Indicator**
This indicator lights when Back-UPS Office has detected a weak or worn out battery during the self-test. If this indicator lights, follow this procedure:
 1. Allow Back-UPS Office to charge for at least four hours (leave it switched on and plugged in).
 2. Retest the battery by switching Back-UPS Office off and back on again. The unit will run an eight second self-test to determine the strength of the battery.
 3. If the Check Battery Indicator lights again at the completion of the self-test, the battery is worn out and must be replaced. See "Battery Replacement" on the back of this guide.
- Accompanying Audible Alarm**
The Check Battery indicator is accompanied by a 30 second audible alarm.
- Using Battery Indicator**
Important
This is the most important indicator to understand. It warns you that a utility power failure has occurred, and that Back-UPS Office is now supplying battery power to your computer. Because battery run time is limited in duration, this indicator calls for action. When this indicator lights, save the files that you are working on, and follow the steps you normally take to shut down your computer. Then switch off Back-UPS Office to conserve the battery charge.
- Accompanying Audible Alarm**
Back-UPS Office will sound an audible alarm as soon as the utility power fails. It consists of 4 beeps at 30 second intervals. When the battery is down to approximately 2 minutes of run time remaining, the alarm will "beep-beep-beep" continuously. This alarm is telling you that your run time is just about up, and you must save your files and turn off your system immediately! See "Troubleshooting" if the Using Battery indicator lights and is accompanied by a two-tone audible alarm.
- Electrical Wiring Fault Indicator**
This indicator lights when there is either no ground circuit or a reversed polarity in the building wiring. If it lights, consult a qualified electrician to examine your building wiring.
- Circuit Breaker**
(Black button next to the On/Off control)
If Back-UPS Office is severely overloaded, this circuit breaker will trip to disconnect the unit from utility power. When this occurs, the black button will pop up, and none of the Surge Protection outlets will provide power. If this happens, unplug at least one piece of equipment, and reset the circuit breaker by pressing the button back into place.
- Modem/Fax/Network "IN" Jack**
Back-UPS Office provides protection from surges on modem, fax or 10Base-T/100Base-Tx wiring. Connect the existing, incoming wiring from the wall, into this jack.
- Modem/Fax/Network "OUT" Jack**
For modem or fax application, connect the telephone wire that was provided with Back-UPS Office from this jack to your computer. For 10Base-T/100Base-Tx applications, see your LAN manager for a short length of UTP cable to connect from this jack to your computer.



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