

# Is Your Battery Backup Protecting You?

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**NOTE:** Schedule a time to perform this test at least once a year. The test should take place at a time when it will impact your business the least amount in case the UPS fails or does not function as desired. Before beginning the test, make sure that everything has been saved and exited on all computers/servers connected to the UPS.

1. Safely shutdown any important servers or equipment that are attached to the UPS.
2. Plug in a non-essential piece of equipment, such as a lamp, monitor and/or an old computer, into the UPS battery backup/surge outlets.
3. To begin the actual test, either unplug the UPS from the wall, or trip the breaker that the UPS is plugged into. The UPS should begin emitting beeps to let you know that it has lost power and is running on the battery.
4. Verify that all devices connected to the UPS battery backup outlets are continuing to function properly.
5. If there is any UPS management software installed and configured on the computers it should automatically begin shutting the computers down at the specified time. Otherwise, verify that the UPS continues to function for the desired time. Typically this is 5-15 minutes.
6. If the UPS shutsdowns prematurely at any point during the test, this is a possible indication of a dead or old battery.
7. If there is no management software installed, shut down all devices connected to the UPS properly *before* the battery dies. Once everything has been powered down, re-enable power to the UPS by either plugging it back in or resetting the breaker.
8. The UPS should stop beeping. If it does not, verify that the power cable is firmly connected to the wall and that the outlet has power. If the UPS still does not stop beeping, it may be a sign of bad unit and it should be replaced as soon as possible.
9. Power on all of the devices connected to the UPS. Verify that all the devices start up properly.
10. Check the UPS to make sure that there are no red indicator lights and that it is not emitting any beeps. If the UPS has red status lights or is beeping, the unit may be in need of replacement.
11. If all the devices are able to resume normal operations and the UPS appears to be functioning properly, congratulations, your UPS is probably OK. If not, please contact Randall Data Systems about further troubleshooting and for ordering a replacement.