How to Backup Files to Tape

1. It is recommended that the System Console be used for performing backups. This is the monitor connected to the main CPU. Check the keyboard of the System Console to be sure the Num Lock light is ON. (Note: Another terminal may be used for performing backups if necessary.)

2. Press **CTRL ALT F2**   (This will use Window 2 on system console.)

3. Login: **menu**

4. password: (Enter menu's password)

5. password: (Enter menu's password a second time.)

6. Select **1 = Backup & Restore Menu**

7. Select **1 = Tape backup data files only or 2 = Tape Backup all files**

   - #1 will copy **data** files only to tape. #2 will copy **all files** to tape– data files, Tag-n-Trak program files and operating system files.

   - If the delayed option is chosen, you will be asked the number of hours to wait until backup begins. Be sure to have the system "wait" long enough so that the backup is scheduled to begin AFTER all users are expected to be logged off.

   - If you are doing an immediate backup, check to be sure all users have LOGGED OFF before continuing. It is the user's responsibility to verify that all users have logged off. The system does not warn you that others are logged on and will proceed with the backup. A backup done with others logged on would NOT be considered a good backup.

   - It is recommended that you respond "y" for yes when asked if you want to perform a tape verify after the backup.

   - Insert the first tape….

   - Insert the "dat" tape in the tape drive. Look at arrow on tape for correct way to insert. <u>Wait until tape is "ready." Typically, the tape drive light flashes and you can hear tape movement as it "syncs up." This may take from 10 to 45 seconds. The tape drive light typically stops flashing when the tape is "ready."</u>

   - When tape is ready, press **Enter** to begin the backup. **Dots appear during the backup phase.** Path/filenames appear during the verify phase. (It is ok for others to be logged on during the verify phase.)   Screen prompts will tell you when the backup and verify are complete.

8. Follow screen prompt instructions to exit back to login prompt.

9. Press the thin horizontal eject button to eject tape. It may take up to 30 seconds for tape to eject after button is pressed.