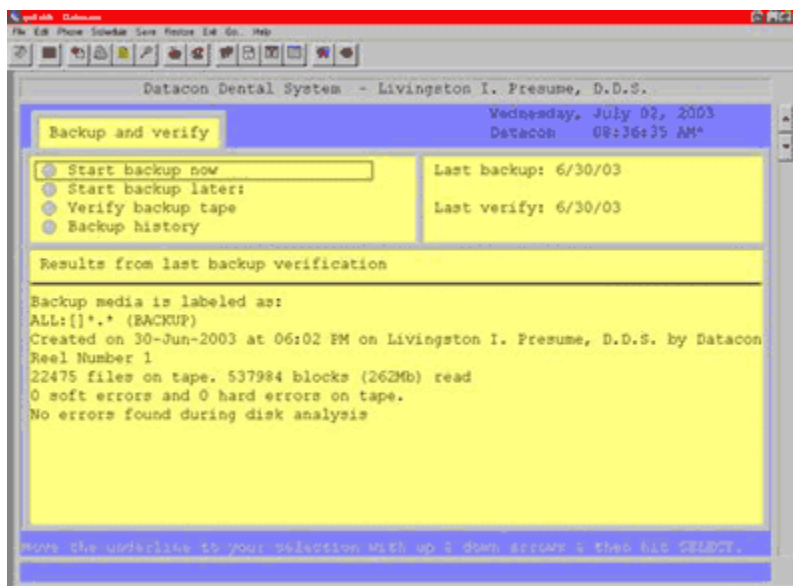


Backup

- **You can specify a time for your backup to begin automatically (when using streaming tape backup).** Select *Backup* from the main menu, select *Start Backup Later*. Specify a time for the backup to begin, such as 03:00 am.
 - Make sure to put a tape in the drive at the end of the day
 - Make sure you check the results in the morning
 - Always keep the most recent backup off-site
- **You should have a backup tape for EVERY day you post production. This backup is only good when it is verified.** You can check the status of the last backup at any time by selecting *Backup* from the main menu. You will see the date of the last backup, the date of the last verify, and the results of the last verify including the actual date recorded on the tape. These three dates should all match, and there shouldn't be any errors noted. If your dates don't match (with the exception of your backup running just prior to midnight and your verify running after midnight - you can avoid this potentially confusing situation by setting the backup to begin after midnight), or if you see any other errors, contact the Datacon support department.
- **Label your tapes for each day of the week, and rotate them daily, always using the oldest backup tape today.** Never backup again over the last good backups! If something goes wrong, you run the risk of ruining your last good backups.



- **Cleaning your tape drive:** It is suggested by the tape drive manufacturer, Tandberg, that you should be using a **cleaning cartridge** in your streaming backup drive on a weekly basis. They also recommend that you **replace your tapes every 12 to 18 months**. You can purchase these cleaning cartridges through the same place you purchase your tapes. If you haven't purchased tapes recently, you can get them from Tandberg Data. Also, make sure you tell them you want to order the LSR2 tapes; these are the 6525 equivalent, as they no longer make the smaller sizes.
- **Archive backup tapes.** You should periodically archive backup tapes off-site. Good times to do this are month-end and year-end. Replace the archived tape with a new one.