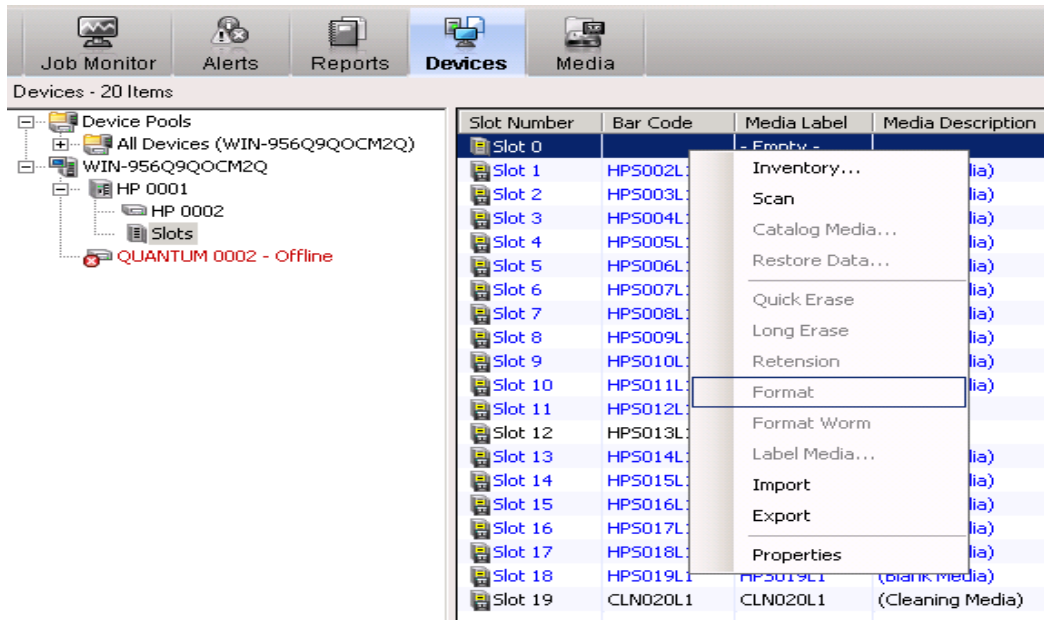


1 Preparing tape Library

1.1 Unloading tape from library

From Symantec Backup Exec Control Panel select tape in Slot 0, press right mouse button and select “Export”

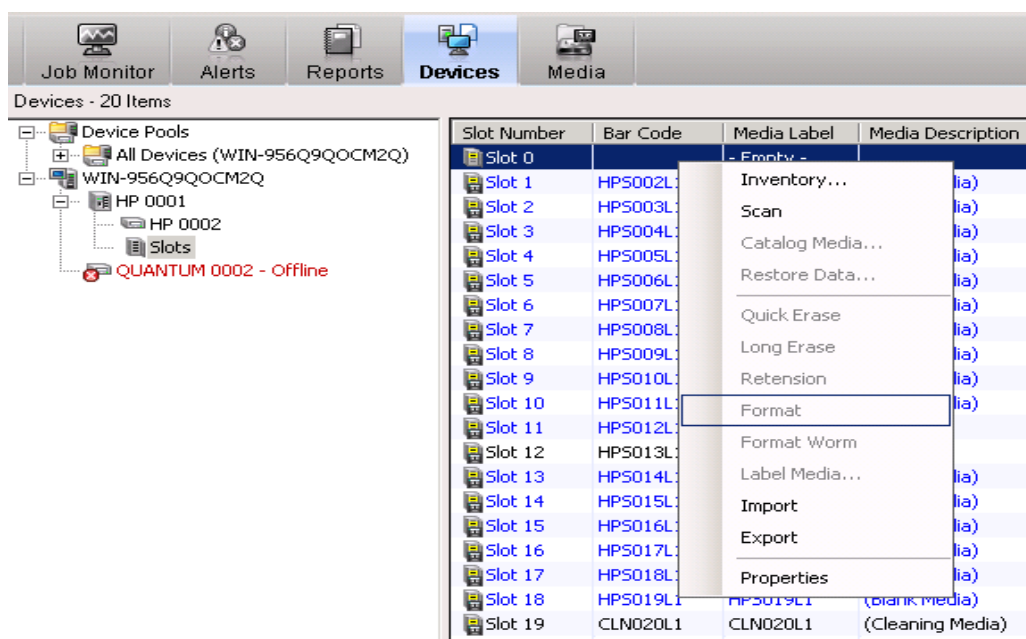


Selected tape should be transfer to IO station.

Replace tape in IO station with new one, for off-site backups.

1.2 Import new tape into empty Slot 0

Right mouse click on empty slot 0 and select “Import”



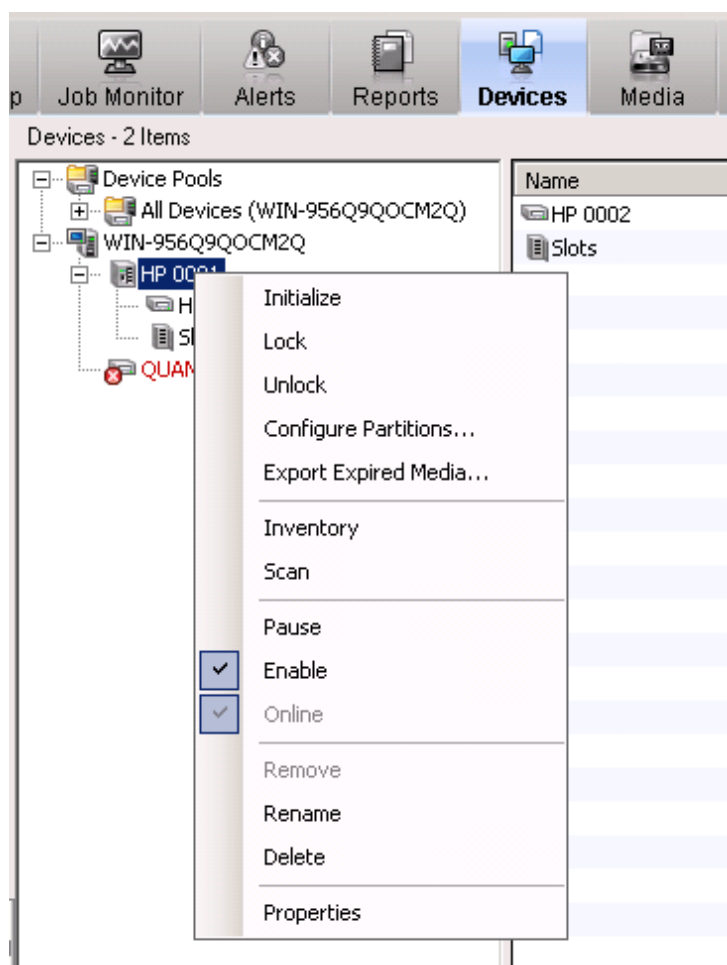
New tape, in this scenario HPS040L1, should be loaded into slot 0

The screenshot shows the 'Devices' tab in a management console. On the left is a tree view of 'Device Pools' containing 'All Devices (WIN-956Q9QOCM2Q)', 'WIN-956Q9QOCM2Q', 'HP 0001', 'HP 0002', 'Slots', and 'QUANTUM 0002 - Offline'. The main area displays a table with the following data:

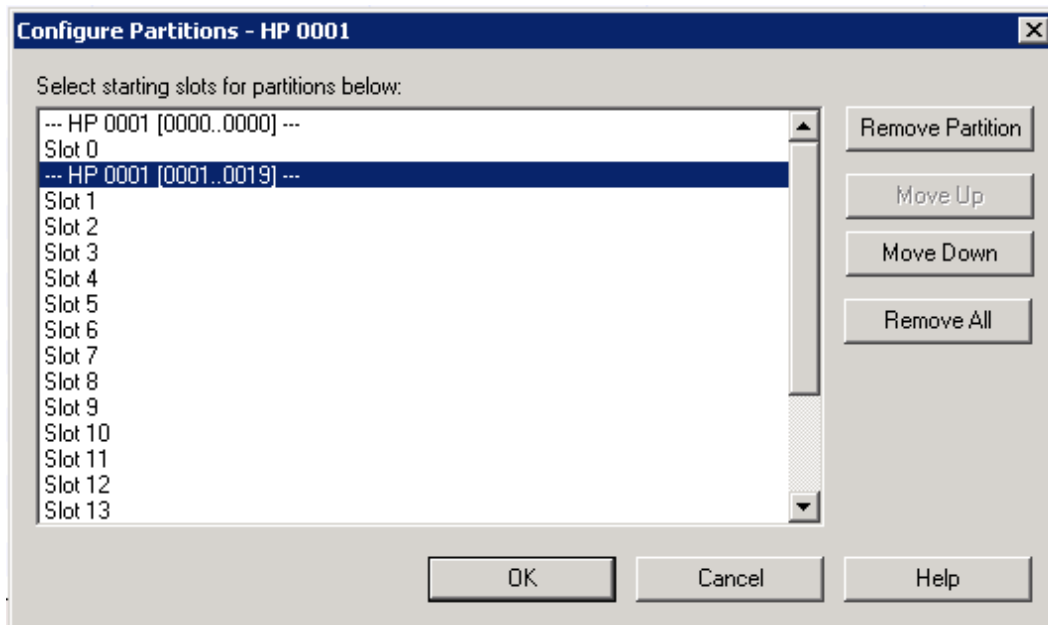
Slot Number	Bar Code	Media Label	Media Description	Allocated Date	Media Set
Slot 0	HP5040L1	HPS040L1	(Unknown Media)	2012-03-30 08:29:24	Scratch Media
Slot 1	HP5002L1	HPS002L1	(Blank Media)	2012-03-29 14:03:02	Scratch Media
Slot 2	HP5003L1	HPS003L1	(Blank Media)	2012-03-29 14:03:09	Scratch Media
Slot 3	HP5004L1	HPS004L1	(Blank Media)	2012-03-29 14:03:16	Scratch Media
Slot 4	HP5005L1	HPS005L1	(Blank Media)	2012-03-29 14:03:24	Scratch Media
Slot 5	HP5006L1	HPS006L1	(Blank Media)	2012-03-29 14:03:31	Scratch Media
Slot 6	HP5007L1	HPS007L1	(Blank Media)	2012-03-29 14:03:38	Scratch Media

1.3 Create partitions on tape library

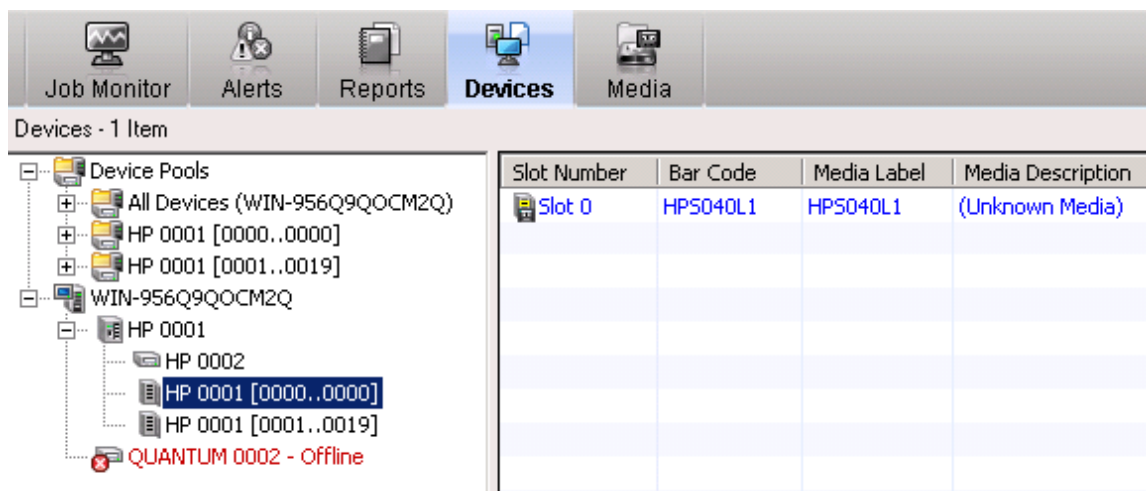
Right click on tape library and select, „Configure Partitions”



In new window, click once on Slot 0 and on slot 1. This action should divide tape library on two partitions. First one contain Slot 0, second one all other slots.



Effect should be like on picture below.

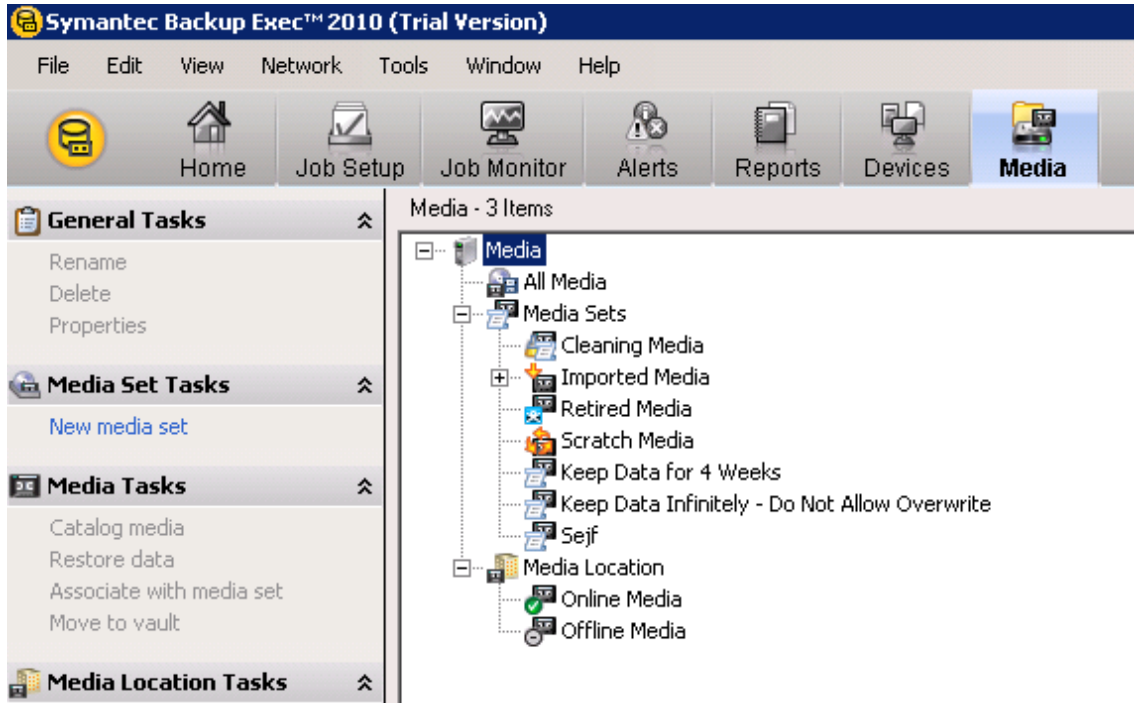


When backup size is larger than one tape capacity, create partition with more than one slot and load this slots with tapes specified for off-site backup.

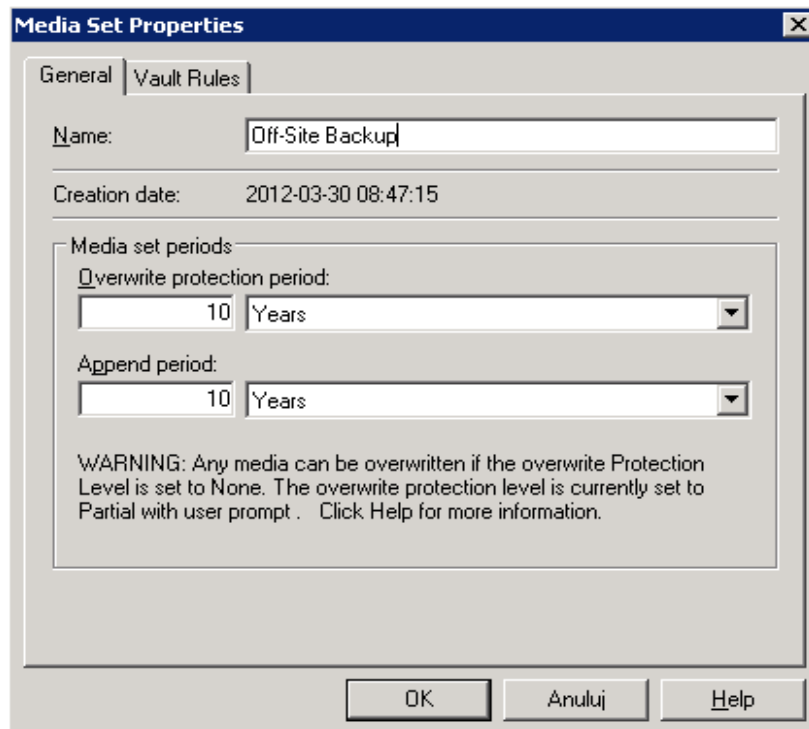
2 Preparing Symantec Backup Exec

2.1 Create media set for off-site backup

In “Media” tab, run “New media set”



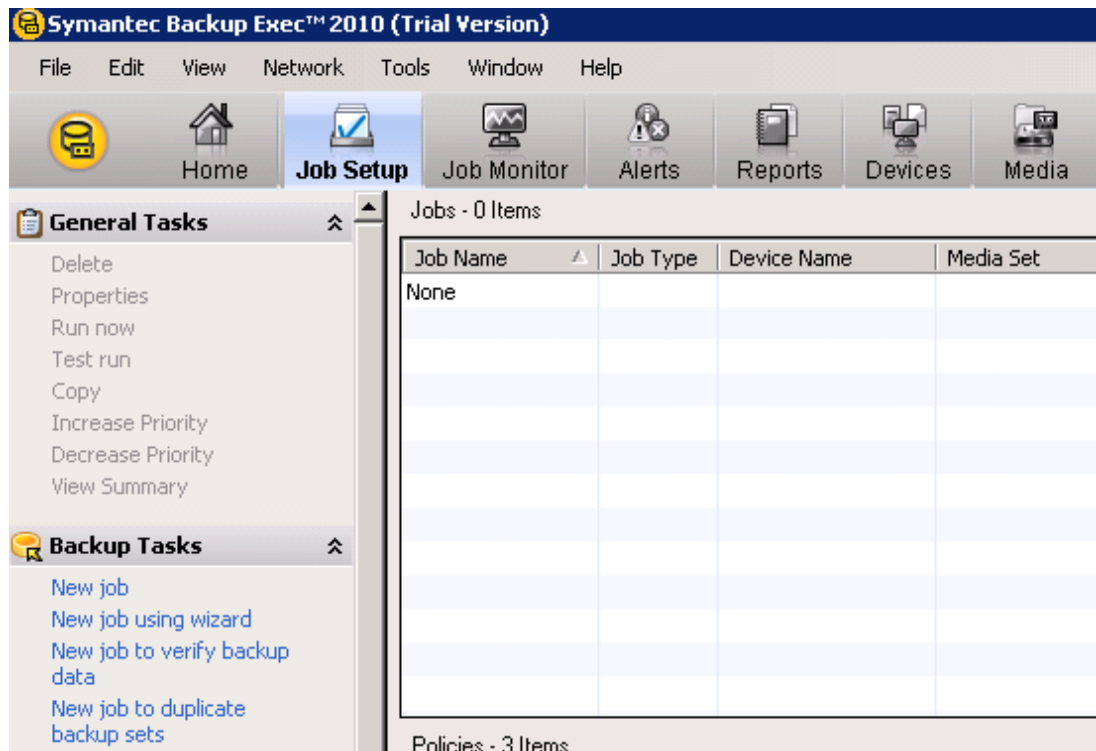
Set name, OPP nad AP.



Create media set by click „OK”

2.2 New backup job

In “Job Setup” tab, in section “Backup tasks” select “New Job”

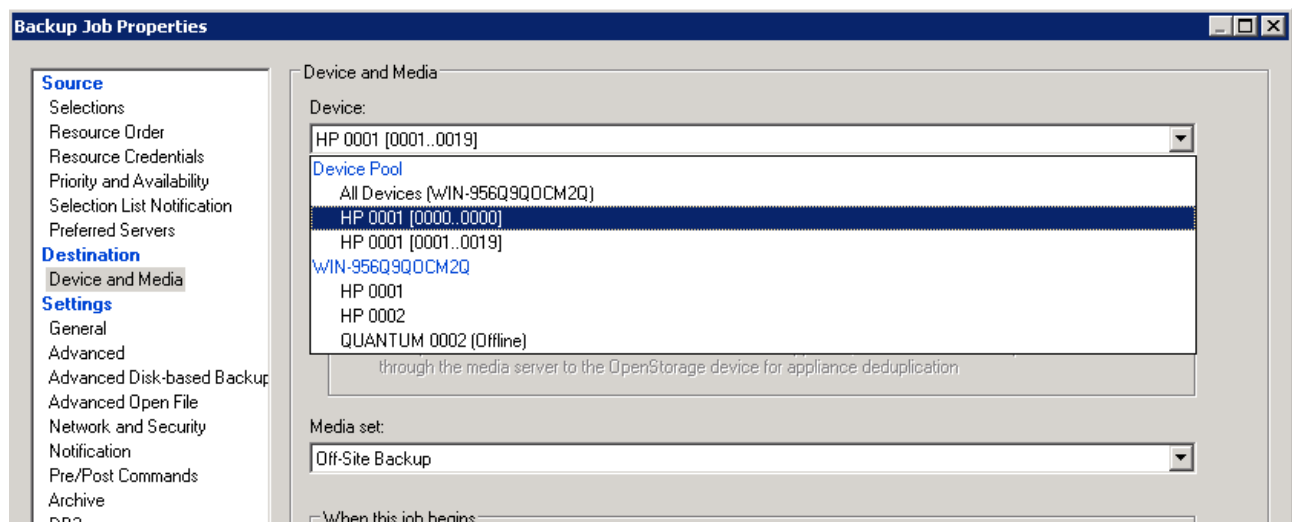


In „Selections” section set what to backup

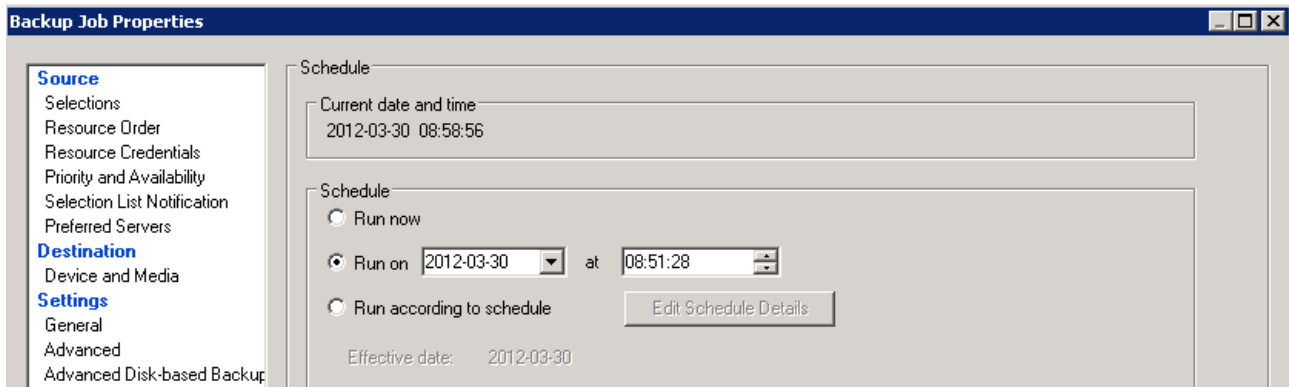
In „Device and media” section set:

-Device – set it to partition contained tapes for off-site backup. In this scenario HP0001 [0000..0000]

-Media set – set it to just created “Off-site Backup” media set



Select time to run job according to schedule or run it now

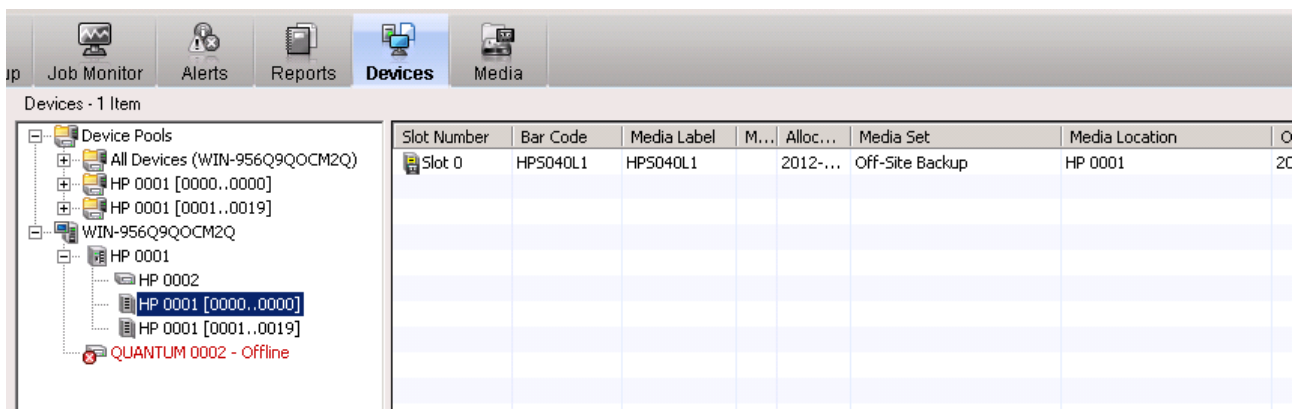


Click „Submit” to create new job

2.3 Checking

Check, that tape in Slot 0 is attached to “Off-Site Backup” media set.

Right click on this slot, and select “Restore data” to check if all selected data is backed up.



2.4 Remove tape

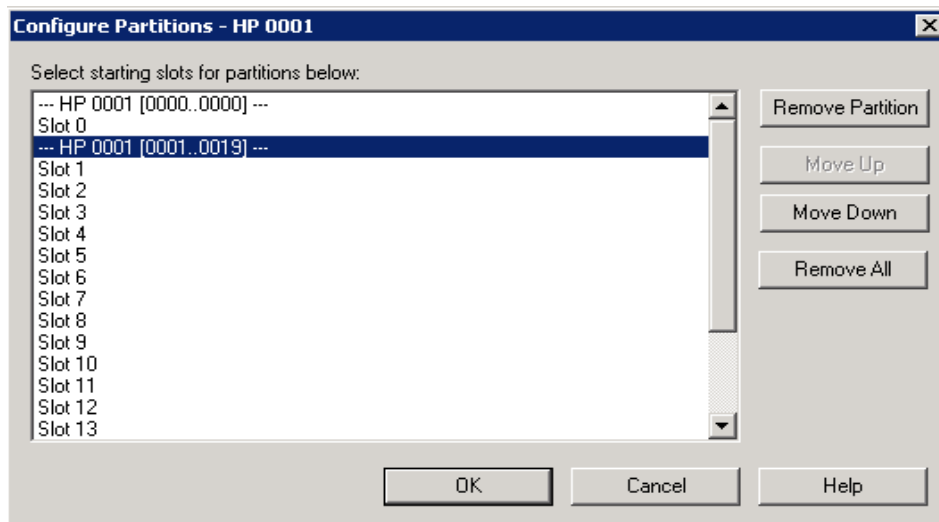
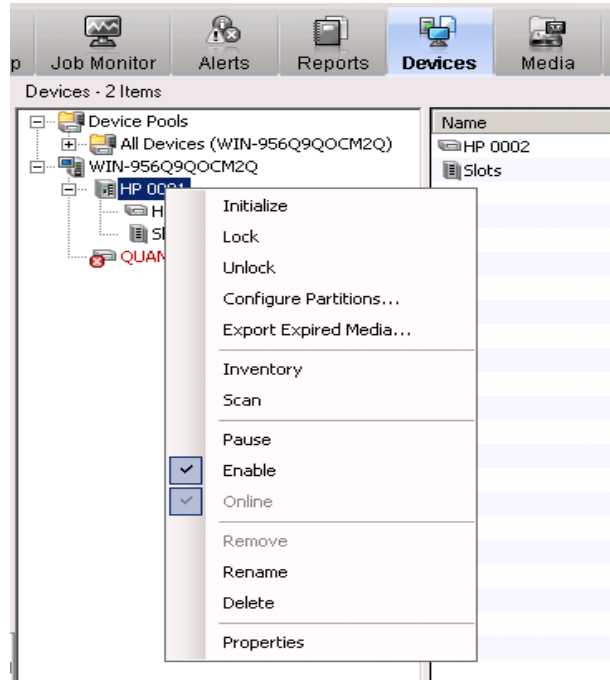
Right click on Slot 0 and select „Export”

Tape should be transferred to IO station

3 Restore original configuration

1. Remove all partitions created during procedure

Right click on tape library and select „**Configure Partitions**”



Select Partition and click „Remove Partition”

2. Load tape, removed in first step

Place old tape in IO station

Right click on Slot 0 and select “**Import**”