

Backing Up and Restoring Data



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BACKING UP AND RESTORING DATA

It's a good idea to back up your Bizfon Server data. In the event of a server failure, you can restore your data from the back up.

You can set up Bizfon OfficeSafe Application to create the backup as frequently as you need. Take a few minutes to assess how much data you would be willing to lose in case you need to restore the system from a backup.

HOW TO CREATE A BACKUP

1. Double-click OfficeSafe on your desktop or select Programs>Bizfon>OfficeSafe.

officeSa	fe Configuration C	nter				
File View A	ctions Help					
Apply New Settings Revert Settings Backup Now 🔇 Stop Backup Services						
Current OfficeSafe Settings:						
~	Backup Directory:	::\bizfon\backup				
	Advanced					
Local Ser	ver Options					
	Notify Local Server:	′es ▼ Backup Time: 04	1:05 🛟			
	Local Server:		▼ B	efresh		
	Backup Frequency:	aily, Monday Through Friday				

Figure 1 – OfficeSafe Page

2. Click **Backup Directory** to select where the backup should be created.

NOTE: Using the Advanced button, you can set the Bizfon port for the backup server connection and the maximum size of the backup file. It is recommended that you call Customer Support before using these features.

- 3. Select Yes for Notify Local Server.
- 4. Select a **Backup Time** to have the backup performed automatically at the same time every day.
- 5. Select the Local Sever to backup. Click Refresh to scan the network for Bizfon servers.

NOTE: If your Bizfon server is not found, you can "ping" the server to make sure it is connected and/or on the same local subnet.

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6. Select the **Backup Frequency**. More frequent updates mean that, in case of a system failure, you will lose less data when you restore from the last backup.

NOTE: You must select a Backup Frequency even if the frequency you want is already selected (If this is the case, select it again).

- 7. Click Apply New Settings to save your changes.
- 8. Click Backup Now or click Start Backup Services for the backup to begin at the time you selected. <u>Do not</u> <u>close the OfficeSafe window while the backup is being performed</u>. You may, however, minimize the window.
- 9. When the backup has completed, a message appears: "Backup operation completed normally." You can save the Backup Log (as it appears in the OfficeSafe window by selecting **File>Save as**).

HOW TO RESTORE DATA

Use this procedure to restore backed up data to the Bizfon server, for example, after a repair or disk replacement. You must restore the data while the Bizfon server is in Safe Mode.

1. Expand Maintenance and click Restart.

Restart Options				
To restart the Bizfon 7000, select an option from the list then click on "Restart".				
🔘 Normal restart				
Restart with factory defaults restored				
Restart with disk wipe (all user settings and files erased, factory defaults restored)				
💿 Enter Safe Mode after restart				
Restart				
Figure 2 – Restart Page				

- 2. Select Enter Safe Mode after restart.
- 3. Click Restart.

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4. The Bizfon server will power down and then power back up in Safe Mode.

🗿 SAFE MODE - Bizfon 7000 System Administration - Microsoft Internet Explorer					
Ele Edit Yew Favorites Tools Help					
Address 🕘 http://192.168.2.254:8080/		💌 🔁 Go			
The Dirford 7000 is summaries in Sefer Maria		<u>^</u>			
The Bizion 7000 is currently in Sare Mode.					
Open System Events Window					
Please select the operation you wish to perform then click on the "GO" button.					
Disk(s): NOT mounted					
 Format and mount disk(s) 					
 Mount previously formatted disk(s) 					
 Update Bizfon 7000 software* (disk(s) not mounted) 					
 Restore from an OfficeSafe backup 					
TCP/IP Address of OfficeSafe PC:					
Port # 5001		_			
Reboot the Bizfon 7000 in Normal Mode (disk(s) not mounted)					
Reboot the Bizfon 7000 in Normal Mode with Factory Defaults restored					
(disk(s) not mounted)					
Reboot the Bizfon 7000 in Normal Mode with ALL user settings and files					
erased					
and factory defaults restored (disk(s) not mounted)					
O Reboot the Biaton 7000 in Sale Mode					
GO					
* NOTE: Two steps are required for installing an Bizfon 7000 software update:					
1. <u>Copy Files To Update Area</u>					
The file funder of the second second funder and in the Differ 7000					
The files for the software update must first be copied to the Dizion 7000 system. To copy update files to the Bigfon 7000, you may drag and drop					
the update files from an Bizfon 7000 Software Release CD using an FTP					
window as the destination.		×			
a internet					

Figure 3 – Safe Mode Page

- 5. Select Restore from an OfficeSafe backup.
- 6. Enter the IP Address of your computer (or where the backup is located).
- 7. Click Go. If necessary, confirm the information.

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8. Watch the **Status** pane on the right-hand side of the **Safe Mode** page. It may take several minutes from the backup to be restored. You will see a **Restore was successful** message in the **Status** pane when complete.



Figure 4 – Safe Mode Page with Completion Message

9. Select Reboot the Bizfon 7000 in Normal Mode.

CAUTION: Do NOT select Reboot the Bizfon 7000 in Normal Mode with Factory Defaults restored.

- 10. Click Go.
- 11. When the Bizfon server has restarted, log in.
- 12. Verify that the data has been restored successfully.

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