UniBackup / USB Backup Instructions

When you receive your USB Backup Drives from Smart Computer Systems, they will have already been prepared and are ready to backup your server.

Setting Up

1. Unpack one USB drive from its box. Connect the power cable to the wall and the USB cable into the back of the Smart-Net server (the front ports are not always as reliable as the back). You will not need to change the power or USB cables, just the USB Hard Drive. Unpack the remaining boxes, putting the extra USB and power cables in a safe place just in case you will need to use them in the future.

2. Name each drive. A good idea is to name each drive relevant to the schedule you are going to use when changing the drives, I.E. Monday, Wednesday, Friday (if you have three drives). This way your will not get confused when swapping the drives. Plug in today's USB drive. Take the remaining USB drives offsite to keep them safe.

3. A good practice to follow when changing the USB drives is to swap them first thing in the morning. This way you will hopefully not forget to change them and past backups will not be written over by the current backup.

4. Make sure more than one person in the school knows the routine for changing the USB backup drives.

Changing the Drives

When you disconnect the USB drive from the server each morning, wait at least 1 minute before you connect the new USB drive. This gives the server time to recognise that a device has been disconnected / reconnected.

UniBackup Reports

The 'itcontact' user will get an email each morning displaying the results of last night's backup. This email needs to be checked to ensure the backup has not failed. If no one currently received 'itcontact' mail, this needs to be setup in 'Server Management' → 'Mail Aliases'. If the backup does fail, please call Smart Computer Systems Ltd on 0508 982 2233 for technical assistance.

Server Restarts

When the server shuts down or restarts, you will need to remove the power and USB cable from the back of the USB Backup Drive. If a USB drive is plugged in, it may prevent the server from booting when it starts back up again.