Note: Wait a few hours before testing the switchover.

This section explains how to test the shadow server switchover to ensure that data is replicating correctly. Follow these steps:

- Running MeetingTime Reports on the Primary Server
- Shutting Down the Primary Server
- Changing the Shadow Server to the Primary Server
- Testing the Switchover
- Changing the Shadow Server Back to Shadow Server Mode
- Bringing the Primary Server Back Online

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Running MeetingTime Reports on the Primary Server

To Run MeetingTime Reports on the Primary Server

1. Log in to MeetingTime on the primary server.
2. Go to the **Report** tab.
3. Select **Raw Meeting Details** in the left pane.
4. Click **Execute** .
5. After the report is finished, save it in a convenient location.
6. Select **Raw Profile Information** in the left pane.

7. Click **Execute** .
8. After the report is finished, save it in a convenient location.
9. Exit MeetingTime.

Shutting Down the Primary Server

To Shut Down the Primary Server

1. Access the primary server CLI.
2. Log in as a technician. The tech$ prompt appears.
3. Enter **down disable** .
4. Confirm that you want to shut down the primary server by entering **y** .

Changing the Shadow Server to the Primary Server

To Change the Shadow Server to the Primary Server

1. Access the shadow server CLI.
2. Log in as a technician. The tech$ prompt appears.
3. Enter **setup** .
4. Select "MeetingPlace -- Standalone (SINGLE)" by entering **1** .
5. After the setup changes, enter **restart enable** .

Testing the Switchover

To Test the Switchover

1. Compare the data in the Raw Meeting Details Report that you ran in Step 3 of the Running MeetingTime Reports on the Primary Server to the newly configured primary server's (originally the shadow server) information to be sure it is replicating.
2. Compare the data in the Raw Profile Information Report that you ran in Step 6 of the Running MeetingTime Reports on the Primary Server to the newly configured primary server's (originally the shadow server) information to be sure it is replicating.
3. Access the CLI.
4. Log in as a technician. The tech$ prompt appears.
5. Confirm that the gateways have reconnected by entering **gwstatus** .
6. Confirm that the spans are up by entering **spanstat -s** .
7. Log in to MeetingTime to confirm that you can connect.

Changing the Shadow Server Back to Shadow Server Mode

After completing the test switchover, the shadow server must be reconfigured as a shadow server.

To Change the Shadow Server Back to Shadow Server Mode

1. Access the shadow server CLI.
2. Log in as a technician. The tech$ prompt appears.
3. Enter **down** .
4. Confirm that you want to bring the shadow server down by entering **y** .
5. After the shadow server is down, enter **setup** .
6. Select shadow server mode by entering **5** .
7. Enter the necessary information as you are prompted.
8. After the setup is complete, enter **restart enable** .

   Note: The **net** command overwrites the setup configuration. Therefore, if you run the **net** command after you run the **setup** command, you must run the **setup** command again.

Bringing the Primary Server Back Online

To Bring the Primary Server Back Online

1. Access the primary server CLI.
2. Log in as a technician. The tech$ prompt appears.
3. Enter **restart enable** .
4. After the primary server is back online, enter **swstatus** .
5. Confirm that the shadow server, unit 9, is reconnected.
6. Log in to the shadow server via the CLI.
7. Enter **swstatus** .
8. Confirm that the shadow server shows itself as being connected to the primary server, unit 0.
9. Wait at least 15 minutes.
10. If there are meetings taking place on the primary server, log in to the shadow server via the CLI.
11. Enter **cptrace** . If the data is replicating properly, you see data being logged from the call traces. If there is nothing in the trace, contact Cisco TAC.
12. Exit the **cptrace** command by entering **q** .