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About System Backups

Backing up the information stored on your system is essential for recovering from a hardware or software failure, from a user error, or in any other emergency.

If your system suffers a hardware or software failure, you will probably need to restore your system files from backup directories.

Table: System Backup Methods describes three backup methods.

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Method	Description
Disk backup	As a redundancy feature, the Cisco Unified MeetingPlace server database is stored on two separate disk drives (Disk 1 and Disk 2). One is established as the primary drive, the other as a backup. Assuming the database on Disk 1 is the active one, the system periodically takes a "snapshot" of its contents and copies all database contents to the database on Disk 2. By default, the system backs up the database from several times a day to once every two to three days. The frequency of the database backup depends on the amount of data in the active database, particularly user profiles and future and past meeting records. The database back up process occurs in the background, while the system is in operation and can have a moderate impact on system performance. For heavily used systems, we recommend that you configure the system to back up the database during periods of light usage (such as nights or weekends). Use the "configdiskbackup" utility to configure the day and time that the database backup will run. If Disk 1 fails, the system can be restarted using Disk 2 with the latest copy of the database, but voice files on Disk 1 are lost. If Disk 2 fails, the system continues to operate; however, voice files on Disk 2 are lost. **Note:** Make sure that you remove the failing drive and replace it as soon as possible. For

	troubleshooting, see the *MeetingPlace Server Disk Failure Recovery* tech note at http://www.cisco.com/en/US/products/sw/ps5664/ps5669/prod_tech_notes_list.html. For more information about replacing a drive, see the *Hard Disk Replacement Procedure for Cisco Unified MeetingPlace 8106* or the *Hard Disk Replacement Procedure for Cisco Unified MeetingPlace 8112* , at http://www.cisco.com/en/US/products/sw/ps5664/ps5669/prod_maintenance_guides_list.html.
Shadow Server backup	The Shadow Server can replace the conference server in case of system or site failure. The switchover of the shadow server ensures that complete functionality (excluding voice and attachment data) can be returned with a minimum loss of time and disruption in service. For more information, see Configuring a Shadow Server.
Network backup	As a second line of resort, you can schedule and run regular file transfers to a computer on your LAN. You can then back up the files according to your company's established procedures. A network backup copies only the configuration and scheduled meeting information in your Cisco Unified MeetingPlace database. No voice recordings, such as profile names and meeting recordings, are included in the backup. The amount of load on your system determines how long a backup takes. In general, backing up a database takes one hour. Backup could take longer if your system is heavily loaded with meetings and scheduling activity at the time of the backup. When and how often you schedule backups depend on the number of users, the frequency of configuration changes that occur in your system, and your corporate backup guidelines.

Performing a Network Backup

Before you can perform a network backup, Cisco Unified MeetingPlace Network Backup must be installed and configured.

Follow these guidelines when you perform a network backup:

- Schedule regular daily backups.
- Schedule backups at night.

Starting a Network Backup

You can schedule a backup during normal business hours, even when the system is being used. To ensure that changes made to the database during the day are included in the backup, however we recommend backing up your system at night.

To Start a Network Backup

1. Make sure that Cisco Unified MeetingPlace Network Backup application is installed and configured.
2. From your workstation, log in to MeetingTime.
3. In the System tab, select the **Database Backup** action.
4. For the Frequency attribute, choose how often and when to perform the backup.

To Perform	Choose
A single backup immediately	**Once** , then click **Execute** .
A backup at a specified time	**Recurring** . Then, for the If Recurring, Hr. of Day attribute, enter the time to begin the backup. For the Recurring Every *x* Days attribute, enter the number of days between backups. (For example, to back up every other day, enter **2** .) Then click **Execute** .

Viewing Network Backup Results

The system performs a full backup of all the information in the system and displays the outcome of the backup in the Results of Last Backup attribute.

To View Network Backup Results

1. In MeetingTime System tab, select the **Database Backup** action.
2. For the Results of Last Backup attribute, click in the Values area.
    A window displays the results of the backup.
    If a problem occurs during the backup, the system generates an alarm, and a description of the problem is logged in the results of last backup field.