



Backing Up and Restoring Data



Backing Up and Restoring Data

TABLE OF CONTENTS

BACKING UP AND RESTORING DATA	1
HOW TO CREATE A BACKUP.....	1
HOW TO RESTORE DATA	2

LIST OF FIGURES

FIGURE 1 – OFFICESAFE PAGE.....	1
FIGURE 2 – RESTART PAGE.....	2
FIGURE 3 – SAFE MODE PAGE.....	3
FIGURE 4 – SAFE MODE PAGE WITH COMPLETION MESSAGE	4

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**.

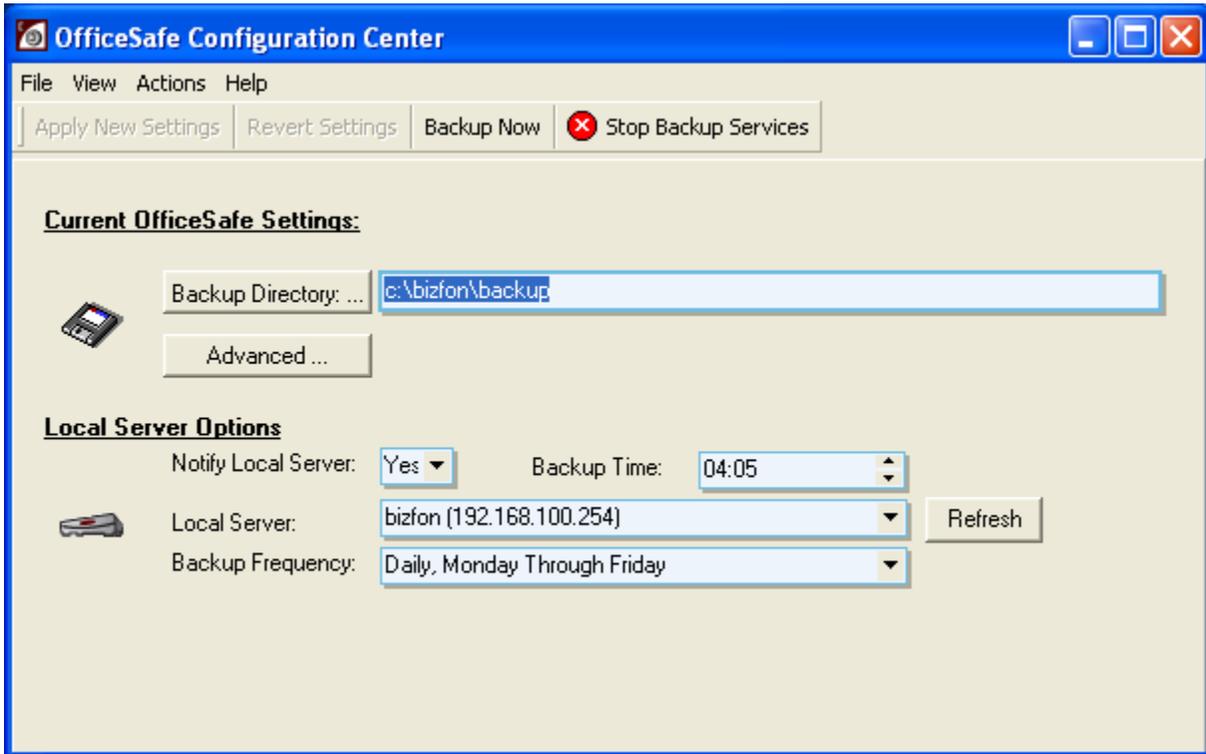


Figure 1 – OfficeSafe Page

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.



Backing Up and Restoring Data

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. **Do not close the OfficeSafe window while the backup is being performed.** 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**.



Backing Up and Restoring Data

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

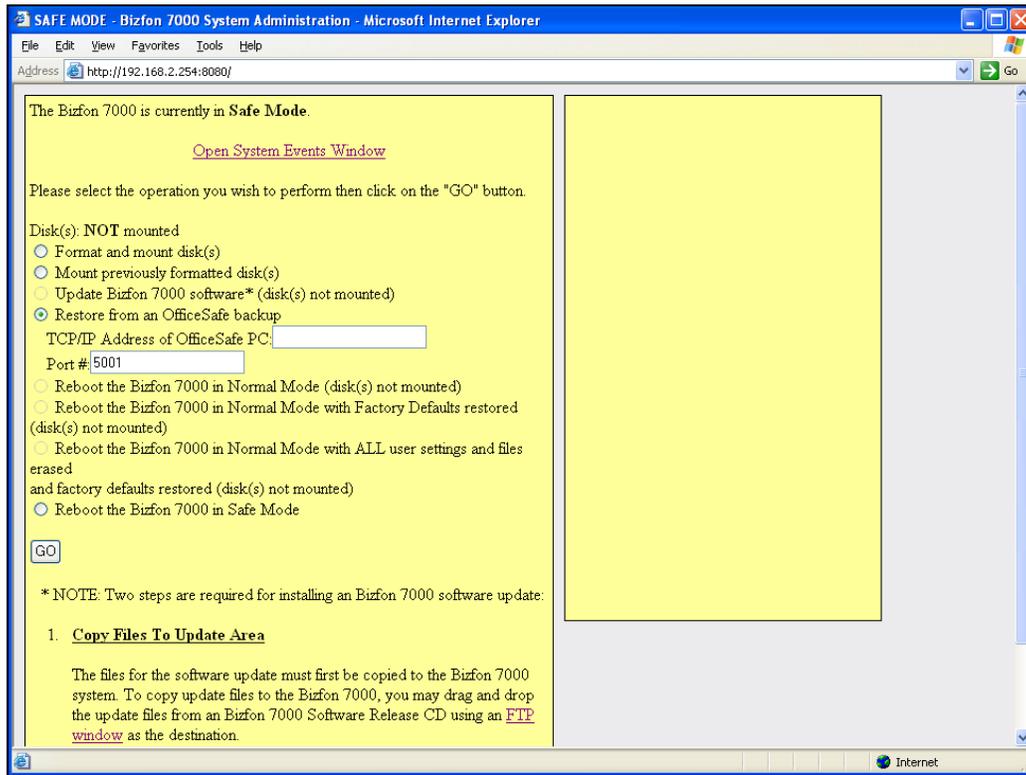


Figure 3 – Safe Mode Page

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



Backing Up and Restoring Data

- 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.

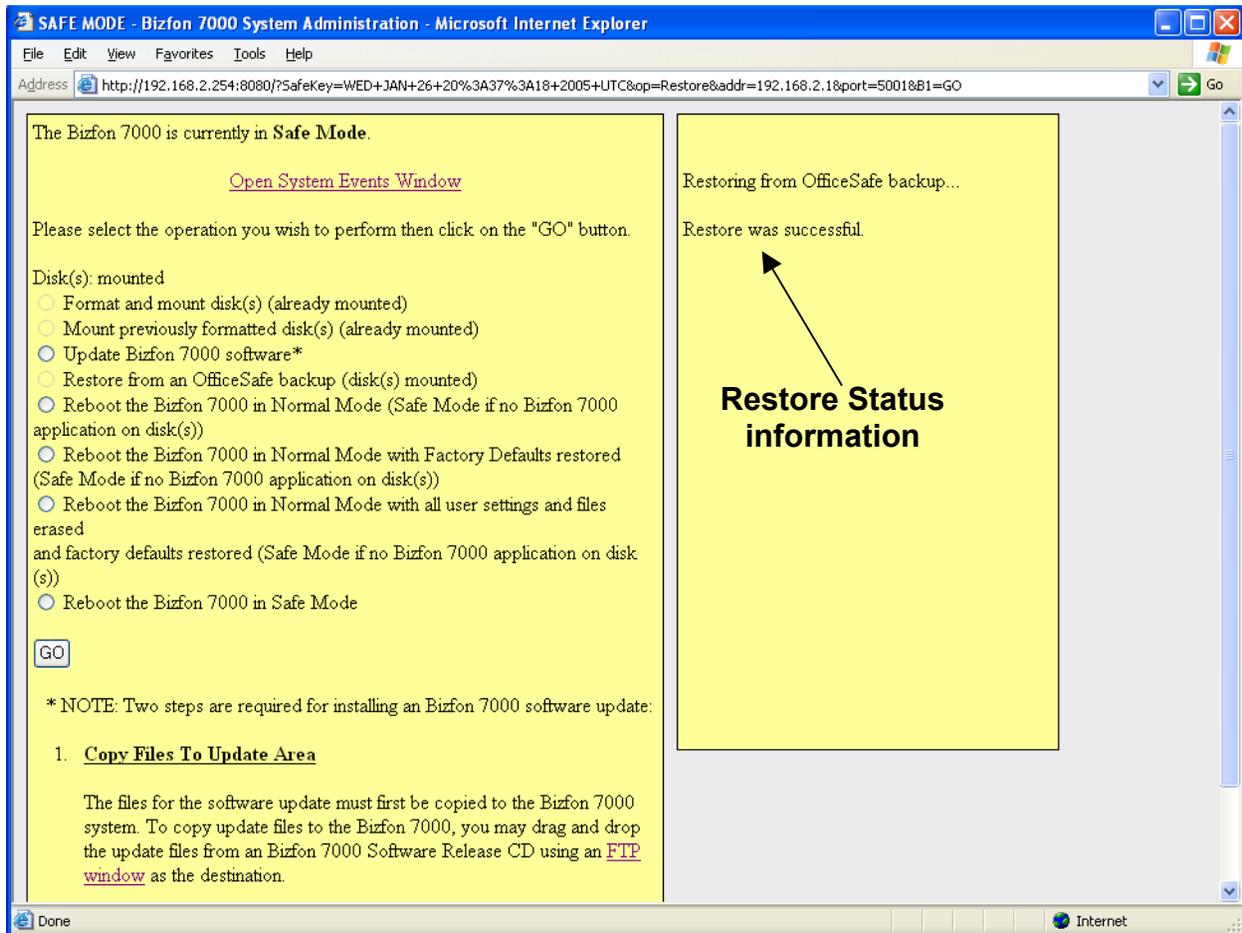


Figure 4 – Safe Mode Page with Completion Message

- Select **Reboot the Bizfon 7000 in Normal Mode**.
- CAUTION: Do NOT select Reboot the Bizfon 7000 in Normal Mode with Factory Defaults restored.**
- Click **Go**.
- When the Bizfon server has restarted, log in.
- Verify that the data has been restored successfully.