Configuring Backup and Restore

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Configuring the Backup Server

Before you begin the backup process, set the backup configuration parameters.

Before You Begin

Gather the following values.

Table 29 Backup Configuration Parameters

Parameter	Description
Server URL	The URL of the server on the network where backup files are stored. The format should be ftp://*<server/directory>*/ where *<server/directory>* is the IP address or hostname of the backup server.
User ID	The user ID on the backup server. You must have an account on the server to which you are backing up your data. Do not use an anonymous user ID.
Password	The password for the user ID on the backup server.
Maximum revisions	The maximum number of revisions of the backup data to keep on the backup server. The maximum number is 50. The default value is 5.

Procedure

Step 1   Choose **Administration** > **Backup / Restore** > **Configuration**.

The system displays the Backup / Restore Configuration page.

Step 2   Enter the information shown in Table 29.

Step 3   Click **Apply** to save the information.

Related Topics

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Viewing Scheduled Backups

Procedure

Step 1   Choose **Administration** > **Backup / Restore** > **Scheduled Backups**.

The system displays the Backup / Restore Scheduled Backups page with the following information:

- Name
- Description
- Schedule
- Next Run
- Categories of backup or type of data to save

Step 2   To see a different number of scheduled backups on each page, on the top right, choose another number from the drop-down box and click **Go**. You can choose to see 10, 25, 50, 100, or all scheduled backups.

Step 3   To move to another page, use the left and right arrow buttons on the bottom right, or enter another page number and press **Enter**.

Step 4   To sort scheduled backups, click any of the headers.

Related Topics

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Adding a Scheduled Backup

You can configure scheduled backups to occur once or recurring jobs that repeat:

- Every N days at a specific time
- Every N weeks on specific day and time
- Every N months on a specific day of the month and time
- Every N years on specific day and time

Before You Begin

- Configure the server used to back up the data. See Configuring the Backup Server.

- Save your system configuration. See Managing the System Configuration.

Procedure

Step 1   Choose **Administration** > **Backup / Restore** > **Scheduled Backups**.

The system displays the Backup / Restore Scheduled Backup page.

Step 2   Click **Schedule Backup**.

The system displays the Backup / Restore Scheduled Backups page.

Step 3   Enter a name and description for the scheduled backup.

Step 4   Check the check box for the type of data to save. You can choose one or both:

- Configuration—Saves the configurations of the system and applications.

- Data—Saves your application data and voicemail messages.

Step 5   From the Schedule tab, select the frequency of the scheduled backup:

- Once

- Daily

- Weekly

- Monthly

- Yearly

Step 6   Select whether the scheduled backup will start:

- Immediately

- On a specific date and time

Step 7   Click **Add**.

Related Topics

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Modifying a Scheduled Backup

To modify a scheduled backup, choose **Administration > Backup/Restore > Scheduled Backups** and click the name of a scheduled backup.

The Modify Scheduled Backup window appears. From this window, you can modify the following fields:

- Description

- Which categories, or type of data to backup:

  - **Configuration**—Saves the configurations of the system and applications.

  - **Data**—Saves your voice-mail messages.

- Whether the scheduled backup will occur:

- Once

- Daily

- Weekly

- Monthly

- Yearly

• Whether the scheduled backup will start:

- Once

- On a specific date and time

To save your changes, click **Apply**.

Manually Starting a Backup

Before You Begin

• Configure the server used to back up the data. See Configuring the Backup Server.

• Save your configuration. See Managing the System Configuration.

Procedure

Step 1   Click **Administration** > **Backup / Restore** > **Start Backup**.

The system displays the Backup / Restore Start Backup page and automatically generates a backup ID. The backup ID increases by one every time you back up the server.

Step 2   Enter a description of the backup file; for example, "backupdata6-2-04."

Step 3   Check the check box for the types of data to save. You can choose one or both:

• Configuration—Saves the configurations of the system and applications.

• Data—Saves your application data and voicemail messages.

Step 4   Click **Start Backup**.

Step 5   Click **OK** at the confirmation message.

Related Topics

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Disabling a Scheduled Backup

To disable a scheduled backup, choose **Administration > Backup/Restore > Scheduled Backups**. The Scheduled Backups window appears.

• To disable an existing scheduled backup, click the name of a scheduled backup. The Modify Scheduled Backup window appears. Click the **Disabled** checkbox and click **Apply**.

- To disable all existing scheduled backups, click **Bulk Disable**. Select whether all scheduled backups should be always enabled, or select a date range for when the disabling of the scheduled backup will begin and end. Click **Apply**. All existing scheduled backups are disabled.

Click on the **Back To List** button to return to the scheduled backup list without disabling all the scheduled backups.

Starting a Restore

After you have backed up your configuration data, you can restore it for every new installation or upgrade.

Before You Begin

Configure a backup server. See Configuring the Backup Server.

Procedure

Step 1   Choose **Administration** > **Backup / Restore** > **Start Restore**.

The system displays the Backup / Restore Start Restore page with the following fields:

- Backup ID—The backup ID of previous backups.
- Version—Version
- Description—Name of this backup.
- Backup Time and Date—Date and time when this backup was made.
- Categories—The type of data to restore.

Step 2   Select the row containing the configuration to restore.

Step 3   Check the check box for the type of data to save. You can choose one or both:

- Configuration—Saves the configurations of the system and applications.
- Data—Saves your application data and voicemail messages.

Step 4   Click **Start Restore**.

Related Topics

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