Chapter 3 Getting Started

Overview

This chapter should be reviewed before using AutoLoader Software. Included is information on installing and configuring autoloaders and drives, using bar codes to identify media, managing media, and viewing information on media.

Contents

Storing Media

Ideally, the media stored in the autoloader should include the media needed for the next automatic backup operation, at least one blank media, media containing the files most likely to be requested for restores, and a cleaning cartridge.

On-Site or Off-Site

To display a report indicating which media should be in, moved to, or retrieved from off-site storage, and which media should be on-site, open the Status menu in Control Console and select *Off-Site Media Advisor*.

Store all recommended “on-site” media in the autoloader. In addition, Palindrome recommends storing blank media in at least one slot to allow a backup operation to continue if a media fills (and no other eligible media are available).

Palindrome does not recommend storing “off-site” media in the autoloader because this may jeopardize recovery from a disaster. If the all original media are to be stored on-site, make duplicate copies and store the duplicates off-site. For more information on copying media, see Chapter 10 in the backup/restore software *Administrator's Guide.*

Cleaning Cartridges

Cleaning cartridges stored in the autoloader must either be located in a slot configured for a cleaning cartridge or be affixed with a bar code label beginning with the word “CLEAN”. For more information, see “*Configuring for a Cleaning Cartridge*” in Chapter 2.

> **WARNING:** Each time AutoLoader Software attempts to learn unknown media, cleaning cartridges stored in data cartridge slots (any slot not configured for a cleaning cartridge) will be inserted into the drive, the drive cleaned, and the tape put back into its slot. This results

in excess cleaning that may cause damage to the tape drive heads and will quickly exhaust the cleaning passes available for the cartridge (rendering it useless).

Using Bar Codes

If the autoloader supports bar codes, and bar codes will be applied to stored media, be sure the following requirements are met:

- The bar code labels meet, and are applied according to, autoloader manufacturer's requirements.
- Each media has a unique bar code.

After each media is inserted into a slot (and the autoloader door is in a closed position), Autoloader Software learns each media's bar code. When the media is loaded into the drive, AutoLoader Software learns its label. The bar code and label information is then stored in the System Control Database.

See also: "*Learning the Media*" in Chapter 4 of this manual.

NOTE: Be sure to apply physical labels to all media, even those containing bar codes, in case the bar code information is not readable. If AutoLoader Software requests specific media for an operation, and bar code information is not available, media can be located by viewing its label.

Viewing Media

Viewing Media

To view information for media located in either the slots or the backup device, highlight the media in Media Manager, open the View menu, and select *Mounted Media*. The following information is displayed:

- **Location of the Media**—in a drive or in a slot in the media holder.
- **Media Label**—the label of each media.
- **Format**—SIDF (System Independent Data Format), PALDF (Palindrome Data Format), or Unknown (not in a readable format). Note that current Palindrome backup software writes in SIDF.
- **Media Type**—4mm tape, 8mm tape, or optical disk.
- **Bar Code Information**—bar code information (if a bar code has been applied and is readable).

NOTE: A question mark (?) preceding a media label indicates that the status

of the media is questionable. A media is marked as questionable if the autoloader door was opened after AutoLoader Software had learned the media's label. When the door is closed again, AutoLoader Software will automatically re-learn the media labels, replacing the “?” status indicator with label information.

Viewing Media Label Information

Tape and optical media are labeled similar to the following examples:

Tape Media Labels

Tape media contain one label for each media in a media set. For example, tape media set “PAL:A” with three media (tapes) might be labeled as follows:

Tape (1) with label “PAL:A:1”.

Tape (2) with label “PAL:A:2”.

Tape (3) with label “PAL:A:3”.

Optical Disk Labels

Each side of an optical disk is considered one media, and is uniquely labeled. For example, optical media set “PAL:A” with three media (optical disks) might be labeled as follows:

Optical disk (1) with labels “PAL:A:1” and “PAL:A:2”.

Optical disk (2) with labels “PAL:A:3” and “PAL:A:4”.

Optical disk (3) with labels “PAL:A:5” and “PAL:A:6”.

Note that information for each side of an optical disk is listed separately on the Media Pick List.

Media Pick List

If an operation in progress is unable to locate a preferred or eligible media (see **Status** column below), a Media Pick List is displayed to allow for the selection of alternate media to continue the operation.

In addition, label information is displayed for media that have not been used for managed backups:

Label	**Status**
{CLEAN}	Cleaning cartridge (tape autoloaders only).
{UNFORMATTED}	New optical disk.
{BLANK}	Formatted and available for backup operations.
{UNKNOWN}	Formatted, but with an unrecognizable file system, and must be

re-formatted to be usable for operations.

{EXPORT} Non-managed media.
