Prinergy Archiver Quick Reference

For detailed information about archiving in Prinergy, see Chapter 4,
Using the Prinergy Archiver System in the *Prinergy System Administration Guide.*

Media Manager Quick Reference

Use the Media Manager to display information about removable storage media in your system.

To start the Media Manager:
• In Prinergy Workshop, from the **Tools** menu, select **Media Manager**.

RSM Quick Reference

Use Removable Storage Manager (RSM) to track removable storage media and manage removable storage devices.

To start RSM for archiving:

• On the Prinergy archiver station, from the Windows **Start** menu, select **Programs>Prinergy>Removable Storage Management.**

Media Pools Quick Reference

To…	Do this…
Create an application pool	1. In the console tree, right-click **Media Pools**, then select **Create Media Pool**. 2. Set the desired properties, then click **OK**.
Rename an application pool	1. In the console tree, double-click **Media Pools**. 2. Right-click the applicable media pool, then select **Properties**. 3. On the **General** tab, in the **Name** box, type the new name.
Set a description for an application pool	1. In the console tree, double-click **Media Pools**. 2. Right-click the applicable media pool, then select **Properties**. 3. On the **General** tab, in the **Description** box, type a relevant description.
Delete an application pool	1. In the console tree, double-click **Media Pools**. 2. Right-click the application pool you want to delete, then select **Delete**.
View the contents of a media pool	• In the console tree, select the media pool you want to view. **Note:** The details pane reflects the contents of that pool.
Move a medium from one pool to another	1. In the console tree, select **Physical Locations><*your device*>>Media**. 2. In the details pane, select the applicable medium. 3. Drag the medium to the applicable media pool in the console tree. **Note:** Moving media to the **Free** pool erases all data on the media.
Automatically draw media from the **Free** pool when no media are available in the application pool	1. In the console tree, double-click **Media Pools**. 2. Right-click on the applicable media pool, then select **Properties**. 3. On the **General** tab, select the **Draw media from Free media pool** check box. **Note:** If you do not select the **Draw media from Free media pool** check box, you must manually move media from a Free pool whenever this media pool needs additional media.

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Media Quick Reference

To…	Do this…
Inject a medium	1. In the console tree, double-click **Physical Locations**. 2. Right-click the applicable library, then select **Inject**. 3. Follow the instructions in the Media Inject wizard. **Note**: For a tape library, insert the medium using the inport/outport. For a stand-alone device, you must manually insert the medium.
Eject a medium	1. In the console tree, select **Physical Locations><*your device*>>Media**. 2. In the details pane, right-click the applicable medium you want to eject, then select **Eject**. 3. Follow the instructions in the Media Eject wizard. **Note:** For a tape library, eject the medium using the inport/outport. For a standalone device, you must manually unload the tape.
Mount a medium in tape drive so the medium can be analyzed	1. In the console tree, select **Physical Locations><*your device*>>Media**. 2. In the details pane, right-click the applicable medium, then select **Mount**.
Dismount a medium	1. In the console tree, select **Physical Locations><*your device*>>Media**. 2. In the details pane, right-click the applicable medium, then select **Dismount**. **Or:** 1. In the console tree, select **Physical Locations><*your device*>><current drive>**. 2. In the details pane, right-click the drive that contains the medium you want to dismount, then select **Dismount**.
Enable or disable a medium	1. In the console tree, select **Physical Locations><*your device*>>Media**. 2. In the details pane, right-click the applicable medium, then select **Properties**. 3. On the **Media** tab, do one of the following: • to enable a medium, verify that the **Enable media** check box is selected • to disable the medium, clear the **Enable media** check box. **Note:** Disabling the medium makes it unavailable for use.
Move a medium from one pool to another	1. In the console tree, select **Physical Locations><*your device*>>Media**. 2. In the details pane, select the applicable medium. 3. Drag the medium to the applicable media pool in the console tree. **Note:** Moving media to the **Free** pool erases all data on the media.
Prepare a medium for the **Free** pool by manually deleting all data	1. In the console tree, select **Physical Locations><*your device*>>Media**. 2. In the details pane, right-click the applicable medium, then select **Prepare**.
Do an inventory of all media in tape library	1. In the console tree in the left pane, double-click **Physical Locations**. 2. Right-click the library you want to inventory. 3. From the right-click menu, select **Inventory**.