Kodak

Prinergy Archiver
Quick Reference Card

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.**

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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.
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.

Media Quick Reference

To	Do this
Inject a medium	1. **Windows 2000:** in the console tree, double-click **Physical Locations**. **Windows 2003:** in the console tree, double-click **Libraries**. 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. **Windows 2000:** in the console tree, select **Physical Locations > <your device> > Media**. **Windows 2003:** in the console tree, select **Libraries > <your device> > Contents**. 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 the tape drive so the medium can be analyzed	1. **Windows 2000:** in the console tree, select **Physical Locations > <your device> > Media**. **Windows 2003:** in the console tree, select **Libraries > <your device> > Contents**. 2. In the details pane, right-click the applicable medium, then select **Mount**.
Dismount a medium	1. **Windows 2000:** in the console tree, select **Physical Locations > <your device> > Media**. **Windows 2003:** in the console tree, select **Libraries > <your device> > Contents**. 2. In the details pane, right-click the applicable medium, then select **Dismount**. OR 1. **Windows 2000:** in the console tree, select **Physical Locations > <your device> <current drive>**. **Windows 2003:** in the console tree, select **Libraries > <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. **Windows 2000:** in the console tree, select **Physical Locations > <your device> > Media**. **Windows 2003:** in the console tree, select **Libraries > <your device> > Contents**. 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. **Windows 2000:** in the console tree, select **Physical Locations > <your device> > Media**. **Windows 2003:** in the console tree, select **Libraries > <your device> > Contents**. 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. **Windows 2000:** in the console tree, select **Physical Locations > <your device> > Media**. 2. In the details pane, right-click the medium that you want to delete and select **Prepare**. 1. **Windows 2003:** in the console tree, select **Libraries > <your device> > Contents**. 2. In the details pane, right-click the medium that you want to delete and select **Free**.
Do an inventory of all media in tape library	1. **Windows 2000:** in the console tree, double-click **Physical Locations**. **Windows 2003:** in the console tree, double-click **Libraries**. 2. Right-click the library you want to inventory. 3. From the right-click menu, select **Inventory**.

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