

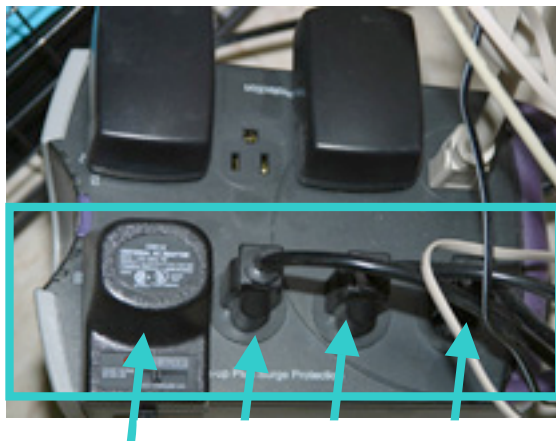


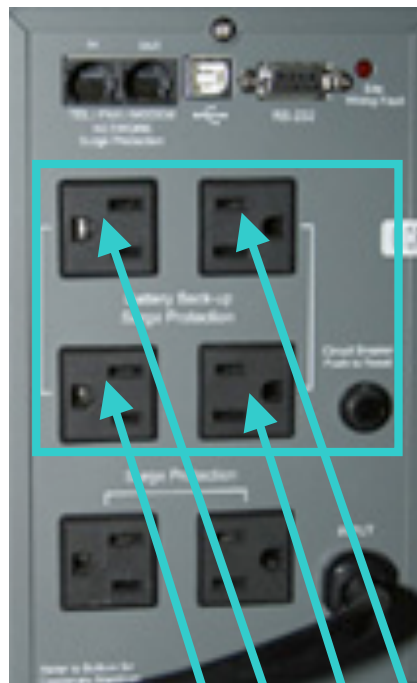
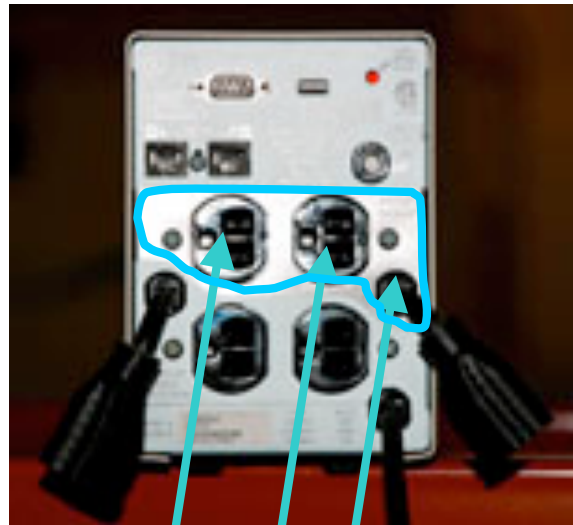
# Summer Break Server Shutdown

## and Startup

1. Check the Retrospect Log for an errorless backup.
  - a. If there are errors, call BCL for further instructions
  - b. Remove backups and store in a safe and secure place.
2. Follow normal Shutdown Procedures on the File Server.
  - a. OS 9: Go to the Finder. Under Special select Shutdown.
  - b. OS X: Under the Blue Apple Menu, choose Shutdown.
3. Turn the Monitor off if necessary.
4. Turn off the Glyph, LaCie Drive.
5. Disconnect Power Cords from UPS.
6. Leave the UPS Connected to the Outlet so that the Battery will stay Charged.

**For the Startup of the new School Year be sure to use the Battery Backup Outlets on the UPS when reconnecting the Power Cords.**





## August Startup Procedure for Servers

1. Turn the Glyph, LaCie Drive on.
2. Start the File Server.
3. Retrospect will run a backup. Check the log after the backup is completed.
4. Login from a Student Station to verify the connection to the Server.