

# How to Backup a Mac Server

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We cannot stress the importance of backing up your Datacon system every day of your work week enough. If you follow the backup best practices outlined below, you will always have a good backup of your data in case of fire, theft, water damage, or hardware failures.

## Should I use a DVD or an external hard drive for my Mac server backup?

If you store any data besides your Datacon data on your Mac, then you need an external hard drive for your backup because of its large storage capacity. Do you store your x-rays or use “Patient Folders” to store pictures, documents, etc. on your Mac? If so, then you need an external hard drive. In general, unless Datacon recommends otherwise, an external hard drive is the best choice.

## What do I need to buy for my backup?

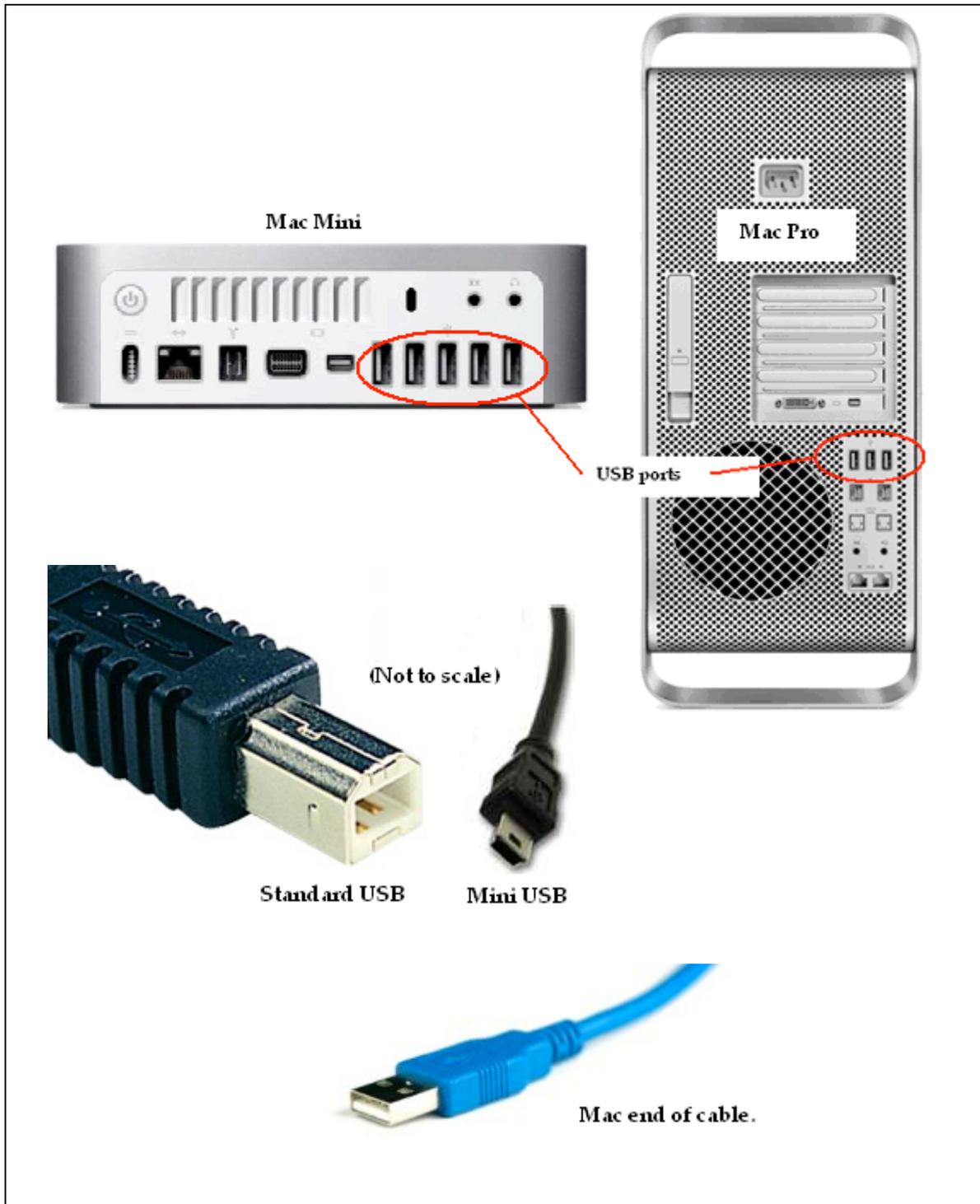
- Regardless of which backup media you choose, you will need one for each day of your work week plus several for month-end and year-end backups.
- If you will be using a DVD, purchase those labeled DVDRW. Do **not** get CDRW, DVDR, or CDR.
- If you will be using an external hard drive, choose one with a USB connection and at least 250GB of storage capacity.

## Backup Best Practices

- Create a clearly defined backup routine for your office.
- Maintain one DVDRW or external hard drive for each day of the work week, and follow a strict rotation schedule.
  - This method prevents good backups from being overwritten, and avoids a situation where a good backup has been written over by an unsuccessful backup.
- Archive a monthly backup each month.
- Label each backup media with the date of the last good backup on it.
- Label any unsuccessful backups as such.
- A good backup should be removed from the office and stored offsite until it is ready to rotate back in.
- **Always** review the results of the backup when it is complete.

## Connecting an External USB Hard Drive

- The external hard drive will plug into a USB port on the back of your Mac. The USB cable will plug into the external hard drive on one end, and the Mac server on the other end. See Figure 1.
- Some external hard drives have their own power cable, and some draw the power from the server. Plug in your external hard drive’s power cable if it came with one.
- Plug everything in while your Mac server is up and running.



**Figure 1:** *USB Connection on a Mac Server*

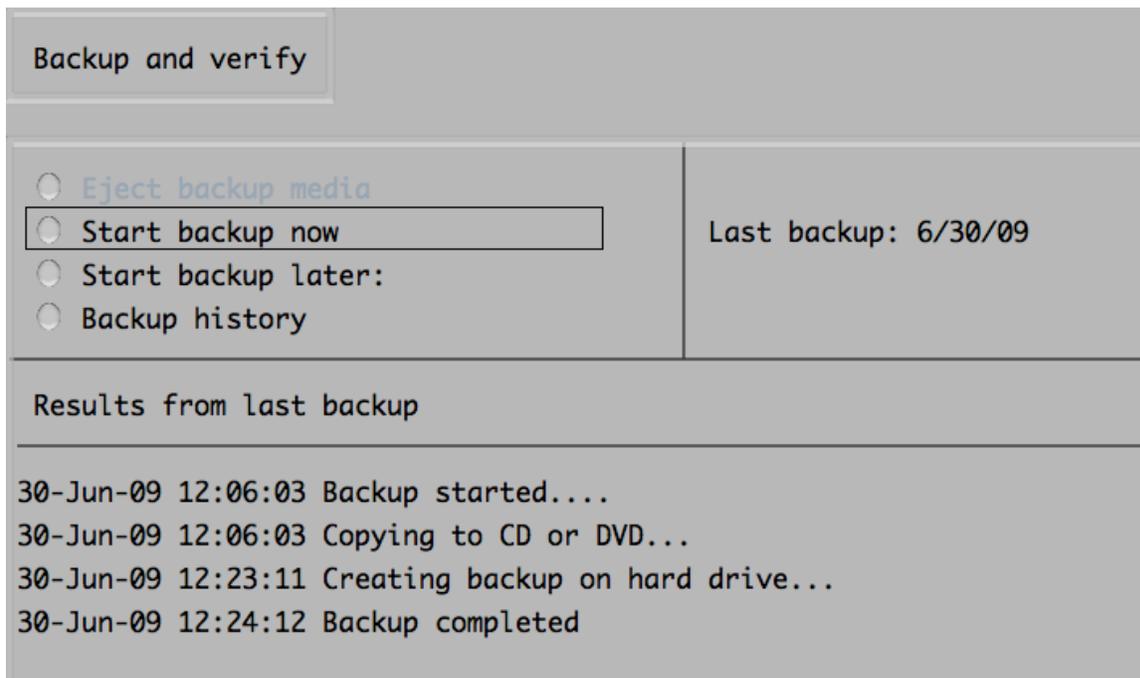
## Start the Backup

- Insert the DVDRW into the DVD drive with the label face-up, or connect the external hard drive to the server as appropriate. Be sure to follow the rotation practices outlined in the Backup Best Practices section above.
- From the *Main Menu*, click **Backup**.
- Click **Start backup now** or **Start backup later**:
  - When setting the backup to start later, enter the time you want the backup to start. Be sure the AM/PM setting is correct.
    - “Waiting until hh:mm AM (PM) to start backup” will display.
    - This workstation is now in timer mode and can’t be used for anything else while waiting for the specified backup time.
- Once the backup begins, the workstation can’t be used until the backup completes.

## Review the Backup Results

After the backup is complete, you should review the **Results from last backup**.

- The results of a backup done on a Mac server should look like the example in Figure 2. If your results look different, assume the backup is incomplete and contact Datacon Support.
- There is an option to eject the backup media if needed for DVDs.
- Remove the backup media and take it offsite for safe storage.



**Figure 2:** Successful Backup on a Mac Server

## Review the Backup History

An overview of your backups by date is available.

- From the *Main Menu*, click  and type “backup”.
- Click *Review backup log* for a listing by date of all backup activity.
- Click *Backup history* for a quick overview by date in calendar format.
  - “No backup” indicates a day where posting occurred and no backup was run.
  - A time indicates the backup was run.
  - Blank space on a date indicates that no posting was done that day.

**Questions?** Contact the staff at Datacon for help.  
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