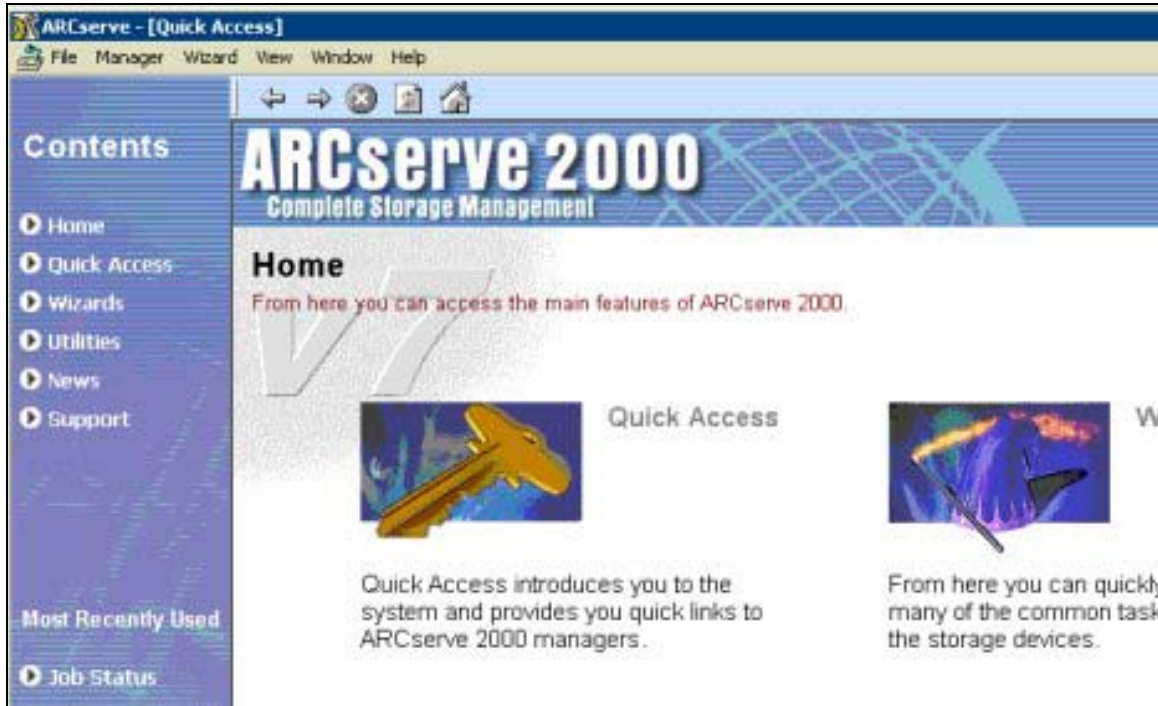


Erasing a Tape with Arcserve Version 1.00

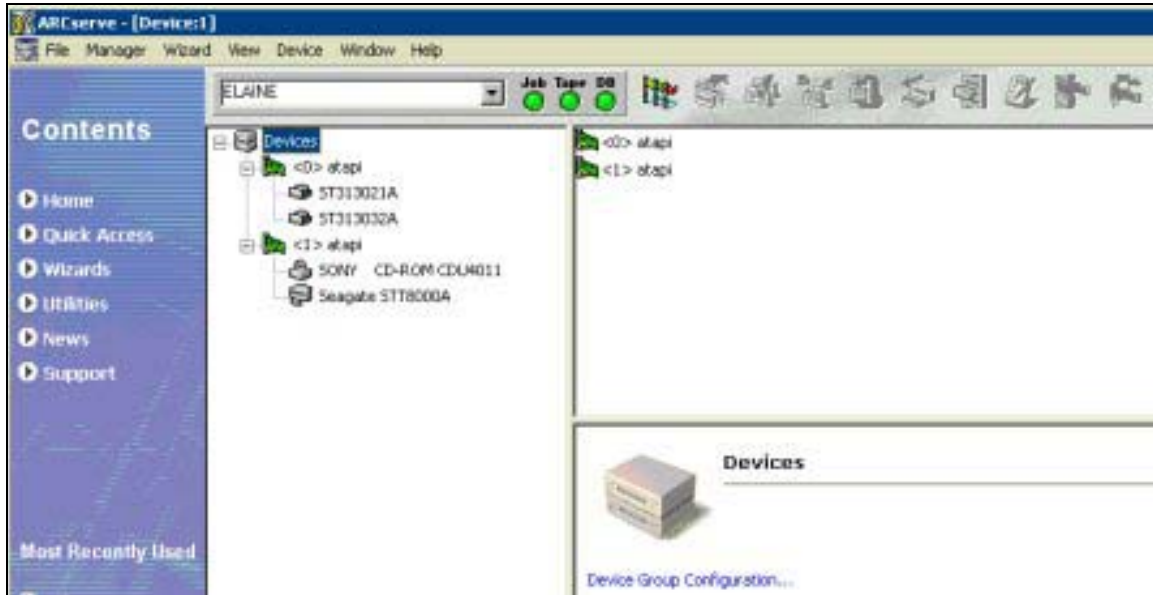
1. Run the Arcserve program. When the program opens you should see a screen like :



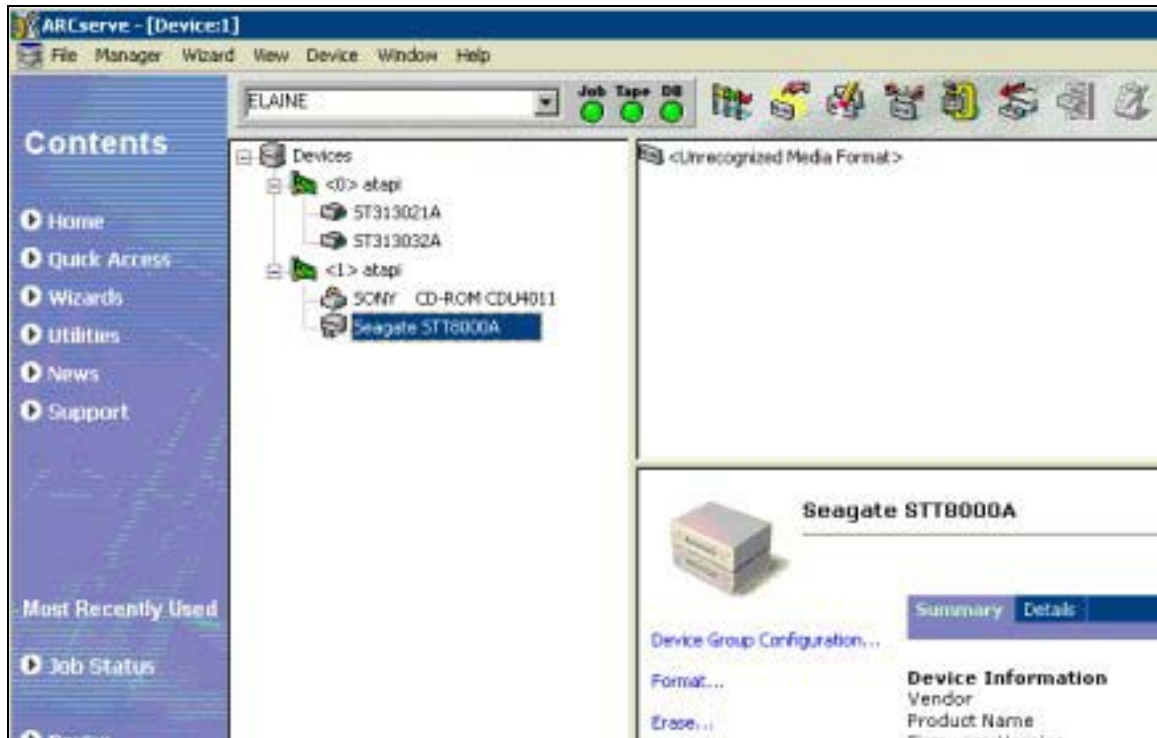
2. From the menu list across the top now select "Manager" and a drop down menu should appear like so :



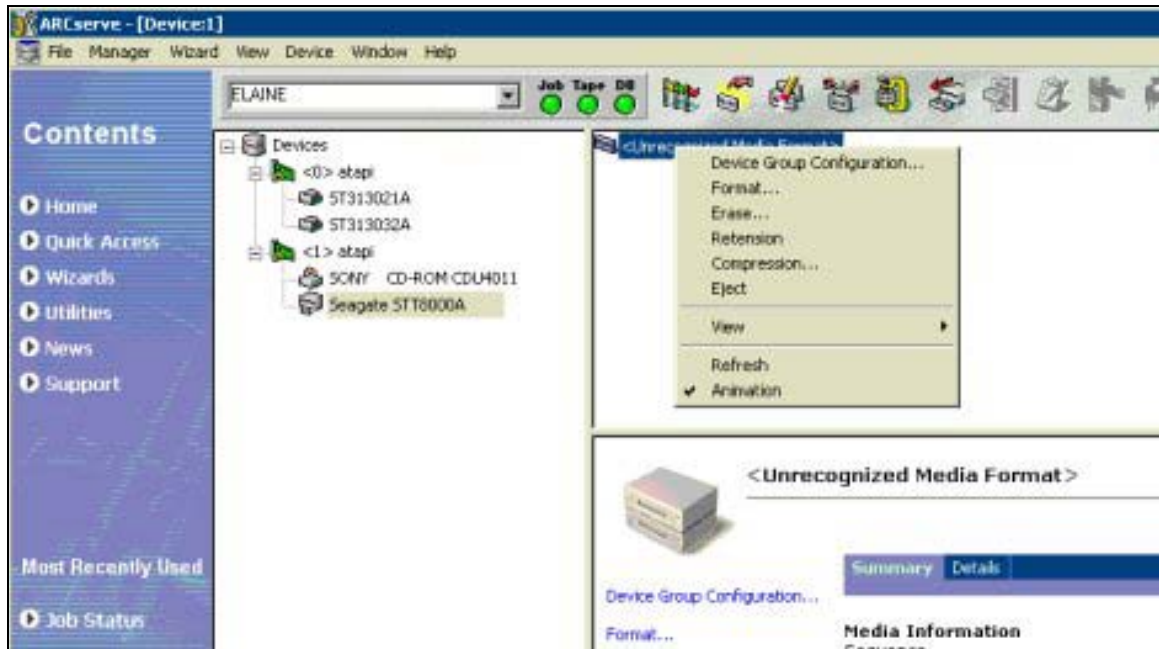
3. From this menu select “*Device*”. You should now see a screen like :



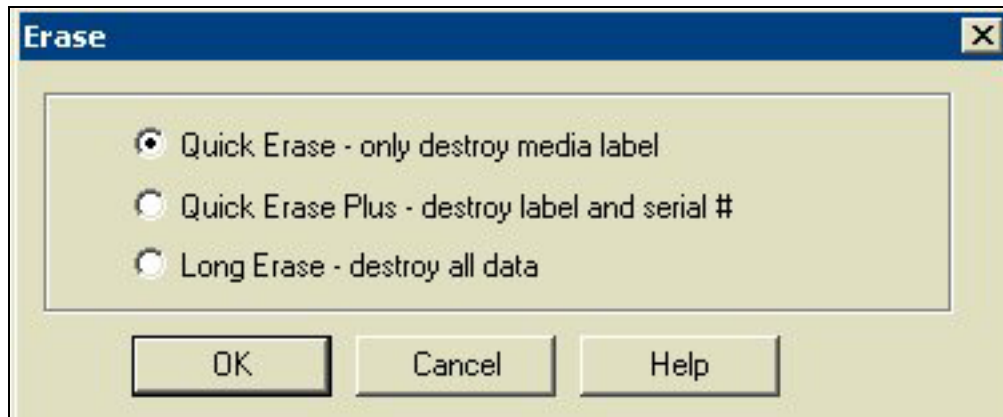
4. On the list to the left you should see your tape drive below what looks like a network card. In the case above you can see that the tape drive is “*Seagate STT8000A*” at the bottom of the tree.
5. Now, with the desired tape in the drive, select your tape drive. When you do so you should now see a screen like :



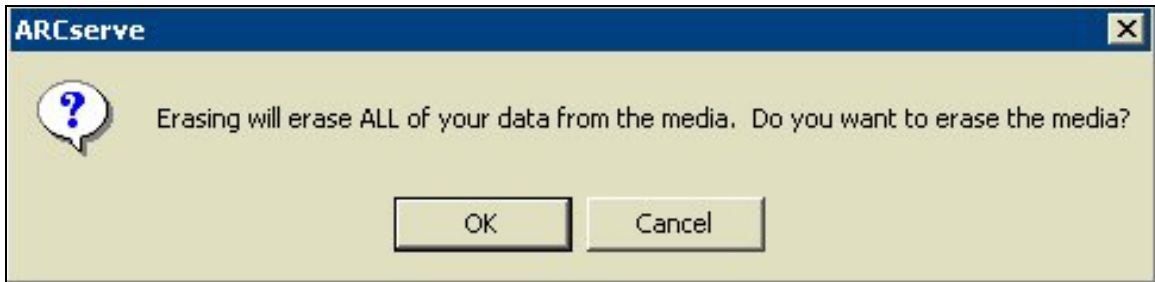
6. The right hand window now displays information about the tape currently in the tape drive. In this case we can see that it says “<Unrecognized Media Format>”. In this current format Arcserve will not be able to format and use the tape automatically. We need to either erase or format the tape manually so Arcserve can use it.
7. If you now right mouse click on the actual tape in the right hand window, in this case where it says “<Unrecognized Media Format>” you should get a menu like shown below. You can also access the same options by firstly selecting the tape as above but then clicking on “Device” from the menu bar across the top of the screen.



8. From this new menu select either format or erase. In this case we will select erase. When we do that we will see the following menu :

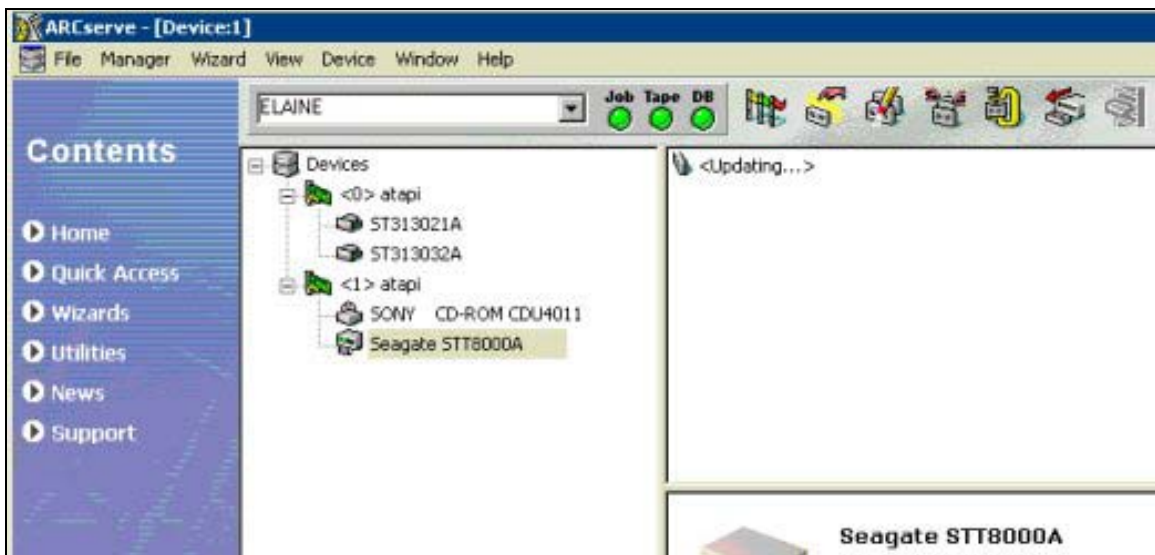


9. To blank the media you can chose any of these options. The best option is usually the second one – “*Quick Erase Plus – destroy label and serial #*”. The option “*Long Erase – destroy all data*” could take quite a long time to complete and should be done as a last resort if you are having issues with a particular tape. When you have selected the desire option you will receive a final confirmation that you do in fact wish to delete all the data on the tape like so :

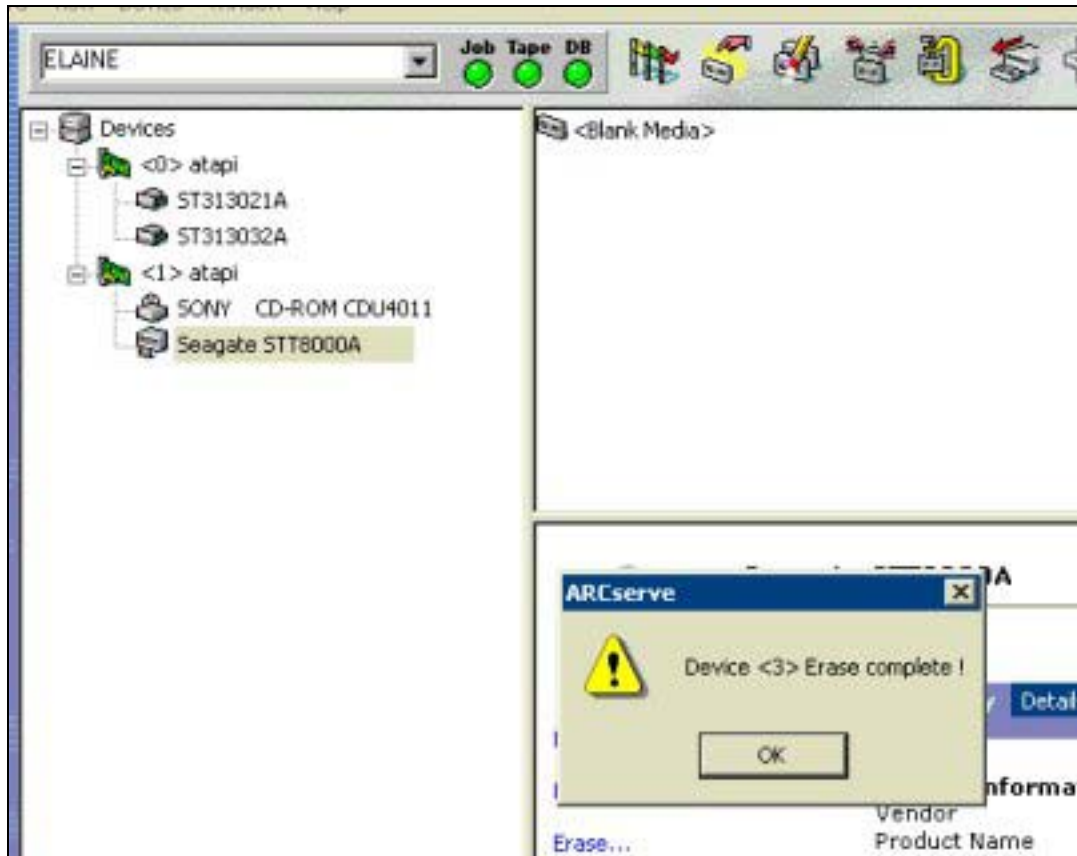


10. If you are sure then press the “OK” Button to proceed.

11. The tape drive should start operating and the screen display will show something like the following :



12. The tape will continue to say “*updating*” until the erase process has completed. When it has you should see a message indicating that the erase process has completed successfully like so :



13. Press "OK" to complete the process. You should see that now the tape says that it is "<Blank Media>". Once the tape is blank Arcserve should be able to format and backup to it automatically.