DAT Tape Delivery/Pickup to
EBA-134 (Univ. Computer Operations)

Deliveries (as needed)

DAT Tapes to be delivered to EBA-134 will be left in the black mail box labeled **BAM deliveries** on top of the tan file cabinet next to LL-408J. The DAT Tapes will have one of the following colored labels:

- **White** (PAC backup is done daily and pickup is weekly)
- **Blue** (SD Circuit)
- **Yellow** (backup is done yearly and pickup is yearly)

Prior to delivery, InfoSys Service Desk staff will enter on their **DAT Tape Delivery Log** the following items:

Tape Number	Enter Tape Number from side label (i.e., DAT12)
Tape Type	**W, B, Y** (this is the first letter of the label color)
Run Date	MM/DD/YY of actual backup run
Return Date	MM/DD/YY of requested return
Sent Date	MM/DD/YY of delivery to EBA-134
Delivery Initials	Initials of person making the delivery

The **DAT Tape Delivery Log** is on a clipboard next to the black delivery bins.

InfoSys Service Desk staff will take the tapes to EBA-134 (University Computer Operations) and give them to the UCO Counter Student Assistant. InfoSys Service Desk personnel will explain to him/her that the tapes are coming from the Library, so the UCO Student Assistant can then fill out the **UCO Administrative Tape Log**.

Pickups

Every Monday, InfoSys Service Desk staff will go to EBA-134 (University Computer Operations) and ask the UCO Counter Student Assistant for DAT Tapes that are due back to the Library. DAT Tapes can be returned on the date due or day after date due ---NOT before the date due.

Upon return, InfoSys Service Desk staff will enter on their **DAT Tape Delivery Log** the following items for the corresponding DAT Tape(s) returned:

Pickup Date	MM/DD/YY of actual pickup from EBA-134
Pickup Initials	Initials of person making the pickup

The DAT Tapes will then be placed in the PAC Support mail box on top of the tan file cabinet next to LL-408J.

DAT Tape Delivery Log

When the **DAT Tape Delivery Log** form is completely filled in and all tapes have been returned, the log sheet can be thrown out.   Blank **DAT Tape Delivery Log** forms are stored on the Toshiba eStudio 282 Copier located in LL-406. To retrieve the form and make copies from the Toshiba Copy Machine:

- Push the **e-filing** button (2nd square button from left at the top).
- Press the **public** rectangular entry box on the LCD screen
- Press the **enter** box on the LCD screen
- Select **DAT Tape Delivery Log** rectangular entry box on the LCD screen
- Press the **settings** rectangular button on bottom of the LCD screen
- Press the **number of copies** you desire on the number keypad to the right
- Press **print** box on the LCD screen
- Press the **Copy** button (2nd square button from right at the top) to return to normal settings.