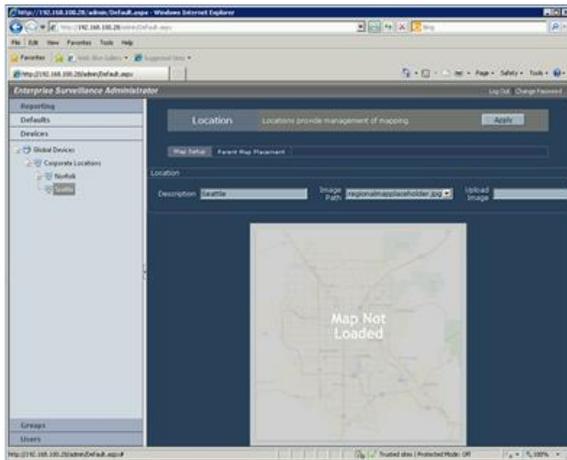


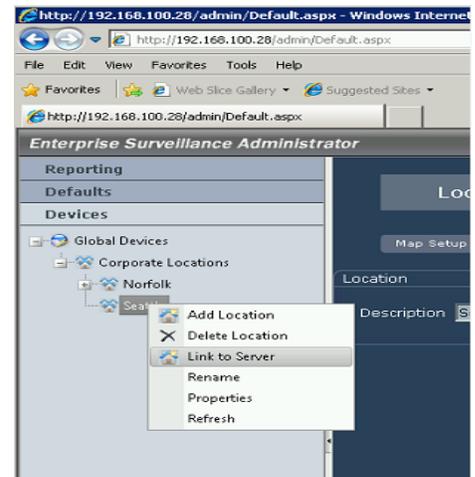
LINKING THE ARCHIVE SERVER IN ESM

Step 1: ESM – Linking the Archive Server



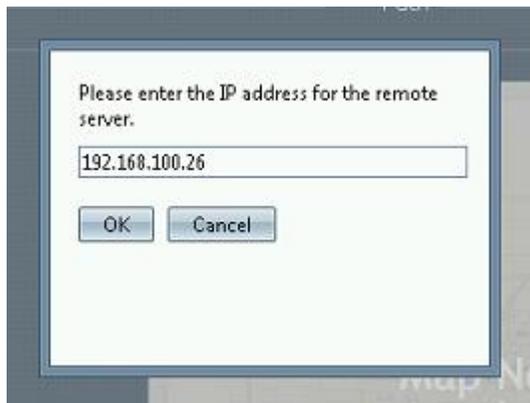
1. Select the Location or building that the Archive Server will be used to record to.

Step 2: ESM – Linking the Archive Server



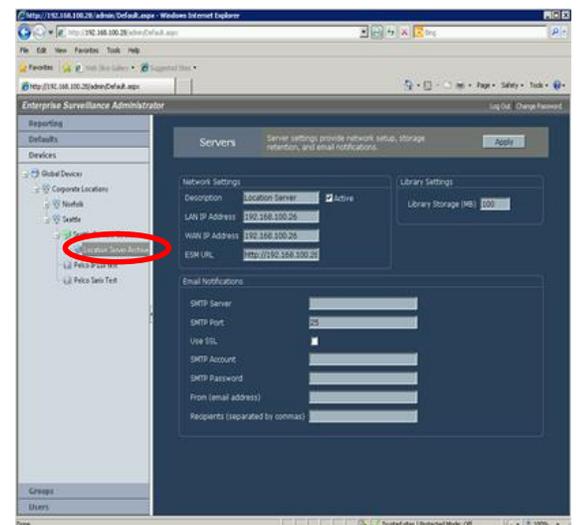
1. Left Click on the "Link to Server Menu" selection.

Step 3: ESM – Linking the Archive Server



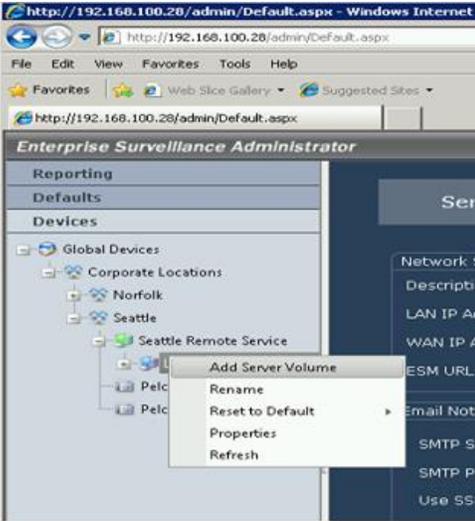
1. Type in the IP address for the new Archive Server.
2. Click OK

Step 4: ESM – Adding Server Volume



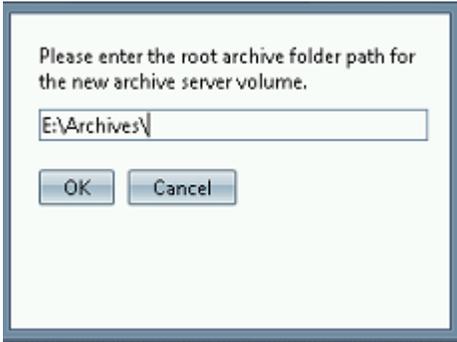
1. Right Click on the Location Server Icon

Step 5: ESM – Add Server Volume



1. Right Click on Location Server Archive
2. Click Add Server Volume

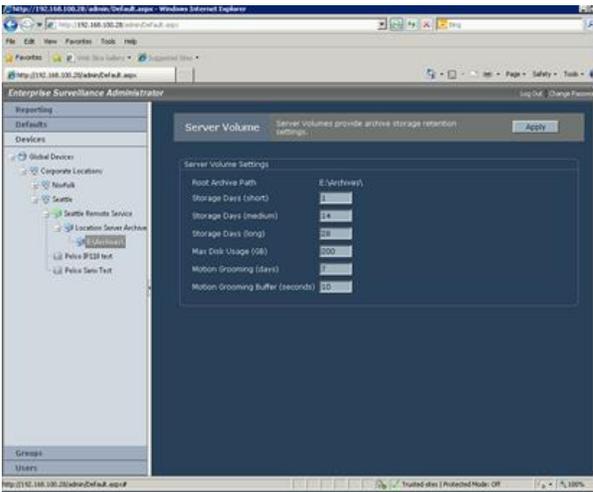
Step 6: ESM – Add Server Volume



1. When adding the location that the Archive Files will be located, please include the full path to the location.
2. Click OK

*Note: The location on this screen shot is an example, your archive server may be on a different hard drive.

Step 7: ESM – Archive Server Volume Properties



1. Enter the amount of space on the Archive Servers Storage
2. Click Apply located at the top of the screen

*Note: The drive that will be used as the Archive Storage drive needs to be a stand-alone drive with nothing else being used on this drive. The algorithms in the software calculate the total space of the drive and the amount of space allocated for storage use. Adding other items to the drive can cause issues with maintaining that algorithm.