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Setting Preferences

You can set preferences for the following items.

-     Views

  You can hide, show, and reorder items in the main and detailed views provided by the browser tool. You can also turn on and off the toolbar tips and menu hints.

-     Toolbar and status bar

  You can show or hide the toolbar and status bar. You can also select and arrange the items to be included in the toolbar and status bar.

-     Objects

  You can specify whether object deletions should require confirmation.

-     Alias objects

  You can specify whether rights information displayed for Aliases should be taken from the original object or the Alias.

-     Tools

  You can add or remove optional capabilities by installing or removing tools. This requires restarting NetWare* Administrator.

-     Registration

  The syntax you use for the NetWare Administrator command line controls where your preferences are registered.

* Novell trademark.   ** Third-party trademark.   For more information, see Trademarks.

See also 🛈

New Features

This release of NetWare* Administrator provides new features in the following areas:

- _____ Administering multiple trees
- _____ Setting up user accounts
- _____ Editing properties of multiple users
- _____ Setting up print services
- _____ Managing desktop applications
- _____ Maintaining Directory databases
- _____ Migrating network files and objects
- _____ Accessing the internet
- _____ Customizing the user interface

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See also 🔢

Managing User Accounts

Setting Up New User Accounts

To set up a new user account, you need to create the <u>object</u> that represents the user, and then set up the default server, language, and working directories and files for the user. You can also set up optional <u>accounting</u> features. You can use a <u>Template</u> object to facilitate these tasks. 🗐

Automating Connections to Network Resources

Using <u>login scripts</u> you can automatically connect the user to the files, printers, and other network resources he or she needs. If several users use the same resources, you can put the script commands in <u>container</u> and <u>Profile</u> login scripts.

Editing User Properties

After creating users, if you need to update <u>properties</u> you can edit the associated <u>property pages</u>. You can edit property pages for several users at a time. 🗐

See also 🛈

Organizing and Browsing the Network

Using the Browser

When you start NetWare* Administrator, the <u>browser</u> tool is activated by default. The browser provides various administrative <u>views</u> of the network. This lets you organize, browse, and manipulate the network.

Organizing the Network

To organize the administrative view of your network, you create <u>containers</u>, which include <u>Country</u>, <u>Organization</u>, and <u>Organizational Unit</u> objects. For detailed guidelines on designing this view, see Chapter 3 in *Guide to NetWare 4 Networks*.

You can also create <u>Alias</u> objects to provide access to the same object from several containers, and <u>Computer</u> objects to track extraneous network hardware.

Browsing Objects and Properties

Each browser window displays a single <u>tree</u>. Each tree lets you view the network <u>objects</u> that are stored in a single <u>Directory</u>. You can open multiple browser windows to view multiple trees. You can expand, collapse, print, and adjust the scope of each view.

You can also open <u>property pages</u> to edit the <u>properties</u> of individual objects.

Finding, Moving, and Renaming Objects

In the browser, you can move and rename objects. You can also search for objects based on specific property values.

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See also ℹ️

Getting Started

Purpose of NetWare Administrator

NetWare* Administrator lets you control the security and efficiency of your network by editing the contents and configuration of network <u>Directories</u>.

Using NetWare Administrator

NetWare Administrator is like a control console. It has a default set of controls known as the <u>browser</u>. Other sets of controls, known as <u>tools</u>, can be installed for specific purposes, such as to configure Directory database partitions and replication.

In the browser, you view each Directory as a <u>tree</u> that contains various network <u>objects</u>. You control access to network resources by assigning <u>properties</u> to these objects, and by creating logical groupings, roles, and so forth. 🗒️

* Novell trademark.   ** Third-party trademark.   For more information, see <u>Trademarks</u>.

See also ⓘ
Managing File Services

Creating Objects for File System Resources

When a new NetWare 4* server is installed, <u>objects</u> are automatically created in the <u>tree</u> to represent the server and its volumes. This enables you to manage the file system from NetWare* Administrator. You can also manage NetWare 2 and 3 file systems if you create the necessary objects. 🗎

To manage frequently used paths in the file system, you can create <u>Directory Map</u> objects. To record information about AppleTalk** services installed on NetWare servers, you can create <u>AFP Server</u> objects.

Managing Files and Directories

You can browse files and directories just as you do objects in NetWare Administrator. You can copy, move, and delete files and directories, and create new directories. You can <u>salvage</u> or <u>purge</u> deleted files. You can also edit volume, file, and directory information, such as space limits, owners, and <u>attributes</u>.

* Novell trademark.   ** Third-party trademark.   For more information, see <u>Trademarks</u>.

See also 🛈

Implementing Security

Default Rights

NetWare* provides a basic level of network security through <u>default rights</u>. You can provide additional security by completing the tasks outlined below.

Assigning Rights

To ensure that users have the appropriate <u>effective rights</u> to resources, you can make explicit <u>trustee</u> assignments, grant <u>security equivalences</u>, and filter <u>inherited</u> rights.

To simplify the assignment of rights, you can create <u>Group</u> and <u>Organizational Role</u> objects, and then assign users to the groups and roles.

Adding Login Security

Login security is not provided by default. You can set up several optional login security measures, including login passwords, login location and time restrictions, limits on concurrent login sessions, intruder detection, and login disabling.

Setting File System Attributes

To control access to the NetWare file system, you can set file and directory <u>attributes</u>. Setting attributes is different than assigning file system rights, because the attributes of a file or directory are the same for all users, whereas the rights to a file or directory can be different for each user.

* Novell trademark.   ** Third-party trademark.   For more information, see <u>Trademarks</u>.

See also 📘

Configure the Toolbar and Status Bar

Purpose

You can show, hide, or select the items to be included in the <u>toolbar</u> and <u>status bar</u>. 🗒

Show the toolbar and status bar

▪ On the **View** menu, check **Show Toolbar** and **Show Status Bar**.

Hide the toolbar and status bar

▪ On the **View** menu, uncheck **Show Toolbar** and **Show Status Bar**.

Add, remove, or reorder buttons on the toolbar

1. Activate the <u>tool</u> for which you want to configure the toolbar. 🗒
2. Right-click the toolbar and then choose **Configure Toolbar and Status Bar**.
3. On the **Toolbar - Main Features** tab, select and arrange the <u>main toolbar buttons</u>. 🗒
4. On the **Toolbar - View Features** tab, select and arrange the <u>view-specific toolbar buttons</u>. 🗒
5. On the **Toolbar Location** tab, select the desired location for the toolbar.
6. Choose **OK**.

Add, remove, or reorder information on the status bar

1. Activate the tool for which you want to configure the status bar. *See also* 📘
2. Right-click the status bar and then choose **Configure Toolbar and Status Bar**.
3. On the **Status Bar** tab, select and arrange the items of information to be included in the status bar.
See also 📘
4. Choose **OK**.

See also 🛈

Filter and Reorder Browser Views

Purpose

You can show, hide, or reorder items in the <u>tree</u> and <u>property-page</u> views provided by the browser tool. This enables you to focus on the items that are of most interest to you. *See also* 🛈

Show, hide, or reorder objects in a tree

1. Choose the window containing the tree, and then choose **Sort and Include** from the **View** menu.
2. On the **Sort and Include by Object Class** tab, select and arrange the classes of objects that you want shown.
   See also 🛈
3. Choose **OK** and then reexpand the <u>containers</u> in the tree.

Show, hide, or reorder property pages for a class of objects

1. Open the property pages (**Details**) for an object of the target class, and then choose **Page Options**.
2. On the **Sort and Include Property Pages** tab, select and arrange the property pages that you want shown.
   See also 🛈
3. Choose **OK**.
   The changes affect the property pages of all the objects of that class.

See also

Install and Remove Tools

Purpose

You can install and remove capabilities in NetWare* Administrator by installing and removing <u>tools</u>. To conserve memory, you should install only the tools that you need for your work. *See also*

Install or remove a tool

1. Open the registry or file where your preferences are stored.

   Your NetWare Administrator <u>command-line syntax</u> determines the location. If the preferences are stored in

   See also A file, open the file with a text editor.

   See also The Windows** 95** registry, run REGEDIT.EXE and open the following keys: HKEY_CURRENT_USER, Software, NetWare, Parameters, NetWare Administrator.

   See also Your User object, right-click the object, choose **Details**, and then choose the **NetWare Registry Database** page.

2. Under **Snapin View DLLs WIN3X** and **Snapin Object DLLs WIN3X**, add or remove the entries for the desired tool.

   If you are running Windows 95, the sections are called **Snapin View DLLs WIN95** and **Snapin Object DLLs WIN95**.

3. Save your changes and then restart NetWare Administrator.

For information on the registration entries required for a tool, see the tool's help file. The help files are listed in the main table of contents of this help system. *See also*

* Novell trademark.   ** Third-party trademark.   For more information, see <u>Trademarks</u>.

See also 🔷

Register Preferences

Purpose

You can control the <u>registration</u> of your preferences. *See also* 🔷

Specify where your preferences are to be registered

See also 🔷   Use the appropriate <u>command-line syntax</u> when starting NetWare* Administrator.

See also 🔷

Cause preference changes to be saved on exit

See also 🔷   On the **Options** menu, check **Save Settings On Exit**.

If you uncheck this item, any preference changes you make during the current session won't be effective in the next session.

* Novell trademark.   ** Third-party trademark.   For more information, see <u>Trademarks</u>.

See also 🔵

Set Other Preferences

Purpose

You can turn on and off the <u>toolbar</u> tips and menu hints. You can also choose whether to be prompted for confirmation of <u>object</u> deletions, and whether rights information displayed for <u>Alias</u> objects should come from the original object or the Alias. *See also* 🔵

Turn on toolbar tips and menu hints

See also 🔵   On the **View** menu, check **Show QuickTips** and **Show Hints**.

Turn off toolbar tips and menu hints

See also 🔵   On the **View** menu, uncheck **Show QuickTips** and **Show Hints**.

Get confirmation on object deletions

See also 🔵   On the **Options** menu, check **Confirm On Delete**.

Cause rights information on Aliases to be taken from the original object

See also 🔵   On the **Options** menu, check **Get Aliased Object Trustees**.

Cause rights information on Aliases to be taken from the Alias

See also 🔵   On the **Options** menu, check **Get Alias Trustees**.

See also 🔷

Create Template, User, and Profile Objects

Purpose

If you need to set up several new users who share certain requirements in common, you can create <u>Template</u> and <u>Profile</u> objects to facilitate the task. Typically, you complete the creation tasks in the order listed below.

To set up a user whose requirements are entirely unique, you don't need a Template or Profile. Just create the <u>User</u> object.

Create a Template

1. Right-click the <u>container</u> where you want to create the Template, and then choose **Create**.

2. In **Class of new object**, choose **Template**, and then choose **OK**.

3. In **Name**, type a name for the new object.

   Make sure you follow standard <u>object naming conventions</u>.

4. (Optional) To base the Template on an existing Template or User, check **Use template or user**, and then choose the browse button to choose the Template or User. *See also* 🔷

5.   Choose **Create**.

Create a User

1. Right-click the <u>container</u> where you want to create the User, and then choose **Create**.

2. In **Class of new object**, choose **User**, and then choose **OK**.

3. In **Login name**, type a name for the new object.

   This is the name the user will enter to log in. Make sure you follow standard <u>object naming conventions</u>.

4. In **Last name**, type the user's last name.

5. (Optional) Choose from the following options:

   <u>Use template</u>

   <u>Create home directory</u>

   <u>Define additional properties</u>

   <u>Create another user</u>

6. Choose **Create**.

Create a Profile

1. Right-click the <u>container</u> where you want to create the Profile, and then choose **Create**.

2. In **Class of new object**, choose **Profile**, and then choose **OK**.

3. In **Name**, type a name for the new object.

   Make sure you follow standard <u>object naming conventions</u>.

4. Choose **Create**.

See also 🔵

Set Up Account Resources

Purpose

Using a Template object, you can automate the setting up of the network environment for users, such as working directories and files. You can also set up accounting charges and balances if you need them. If you prefer, you can set up these resources manually, without using a Template.

Set up the network environment for a user

1. Choose a Template if you haven't created the User object yet. Otherwise, choose the User.
2. From the **Object** menu, choose **Details**, and then choose the **Environment** page.
3. Fill in the following fields:

    Language

    Default server

    Home directory
4. Perform any other needed setup tasks, such as copying files to the home directory.

See also 🔵   If you are using a Template:

     a. Check **Run setup** and enter the commands to perform the tasks in Setup script. *See also* 🔵
b.   Choose **OK**.
c.   Create the user based on the Template.

See also 🔵   If you aren't using a Template:

     a. Choose **OK**.

     b. Perform the needed tasks "manually" (outside of NetWare* Administrator).

Set up accounting charges on a server

1. Right-click the NetWare Server object, choose **Details**, and then choose **Accounting**.

    If you are prompted to install accounting, choose **Yes**. If you are prompted to remove accounting, choose **No**.
2. Choose the property page for the service that you want to charge for: **Blocks Read**, **Blocks Written**, **Connect Time**, **Disk Storage**, or **Service Requests**.

    If you aren't sure what a particular service means, choose its property page and then choose **Help**.
3. Define the charge rates for the service. *See also* 🔵
4.   Repeat Steps 2 and 3 for each service that you want to charge for, and then choose **OK**.

You should set up accounting on each server that you want the user to be charged for using.

Set the account balance for a user

1. Choose a Template if you haven't created the User yet. Otherwise, choose the User.
2. From the **Object** menu, choose **Details**, and then choose the **Account Balance** page.
3. Fill in Account balance. *See also* 🔵
4. (Optional) To enforce a credit limit, uncheck **Allow unlimited credit** and fill in Low balance limit.
5. Choose **OK**.

If you used a Template, create the User based on the Template.

* Novell trademark.   ** Third-party trademark.   For more information, see Trademarks.

See also ℹ️
Work with Login Scripts

Purpose

In NetWare* Administrator, you create login scripts as properties of container, Template, Profile, or User objects.

You can also create login scripts as text files using a text editor. However, such login scripts can only be used as substitutions for the Profile or User login script. (The user specifies the path and filename when running the login utility.)

Edit a login script

1. Right-click the container, Template, Profile, or User whose login script you want to edit, and then choose **Details**.

2. On the **Login Script** page, enter the login script commands. *See also* ℹ️

3.   Choose **OK**.

If the Directory database needs to synchronize the changes, it might take a few minutes before the user can log in with the new login script.

Associate a Profile login script with a user

1. Right-click the user, and then choose **Details**.

2. On the **Login Script** page, choose the browse button to the right of **Profile**.

3. Choose the Profile you want to associate with the user, and then choose **OK**.

4. Choose **OK**.

5. Right-click the Profile, and then choose **Trustees of this Object**.

6. Choose **Add Trustee**, choose the user, and then choose **OK**.

7. Under **Object rights**, check **Browse**.

8. Under **Property rights**, make sure **Read** is checked, either for all properties or for the Login Script property.

9. Choose **OK**.

* Novell trademark.   ** Third-party trademark.   For more information, see Trademarks.

See also 📘

Edit Multiple Users Simultaneously

Purpose

Use this procedure if you need to edit <u>properties</u> for several <u>users</u> at the same time. *See also* 📘

Edit properties of multiple users simultaneously

1. Choose the User objects whose properties you want to edit.

   To choose the Users, hold down Ctrl or Shift and click any combination of Users, containers, Groups, and Templates.

2. From the **Object** menu, choose **Details on Multiple Users**.

3. Edit the property pages. *See also* 📘

   For help with individual properties, choose **Help**.

4. (Optional) To modify the list of users to which your changes will be applied, choose **User List**, edit the list, and then choose **OK**.

5. To apply your changes, choose **OK**.

   You are prompted to confirm the operation, and you are given the option to pause if errors occur during the operation. If you choose not to pause on errors, you can view and save any errors when the operation is done.

See also 🛈
Create Group and Organizational Role Objects

Purpose

To simplify the assignment of rights, you can create <u>Group</u> and <u>Organizational Role</u> objects, and then assign users to the groups and roles.

Create a Group

1. Right-click the <u>container</u> where you want to create the Group, and then choose **Create**.
2. In **Class of new object**, choose **Group**, and then choose **OK**.
3. In **Group name**, type a name for the new object.

   Make sure you follow standard <u>object naming conventions</u>.
4. Check **Define additional properties**, and then choose **Create**.
5. On the **Members** page, add the users that you want to be members of the group, and then choose **OK**.
6. <u>Assign the rights</u> that you want the group to have.

Create an Organizational Role

1. Right-click the <u>container</u> where you want to create the Organizational Role, and then choose **Create**.
2. In **Class of new object**, choose **Organizational Role**, and then choose **OK**.
3. In **Organizational role name**, type a name for the new object.

   Make sure you follow standard <u>object naming conventions</u>.
4. Check **Define additional properties**, and then choose **Create**.
5. On the **Identification** page, in **Occupant**, add the <u>complete names</u> of the users who you want to be occupants of the role, and then choose **OK**.
6. <u>Assign the rights</u> that you want the organizational role to have.

See also 🔷

Assign Rights

Purpose

To ensure that users have the appropriate <u>effective rights</u> to resources, you can make explicit <u>trustee</u> assignments, grant <u>security equivalences</u>, and filter <u>inherited</u> rights.

Grant a user rights to objects

1. Right-click the User, <u>Group</u>, or <u>Organizational Role</u> object that you want to grant rights to, and then choose **Rights to Other Objects**.

2. Edit the list of rights assignments, and then choose **OK**. *See also* 🔷

Grant a user rights to files and directories

1. Right-click the User, <u>Group</u>, or <u>Organizational Role</u> object that you want to grant rights to, choose **Details**, and then choose the **Rights to Files and Directories** page.

2. Edit the list of rights assignments, and then choose **OK**. *See also* 🔷

Grant a user security equivalence to objects

1. Right-click the User that you want to grant security equivalences for, choose **Details**, and then choose the **Security Equivalences** page.

2. Use **Add** and **Delete** to edit the list of objects that the user has security equivalence to, and then choose **OK**.

Assign trustees for an object

1. Right-click the object that you want to assign trustees for, and then choose **Trustees of this Object**.

2. Edit the list of trustees, and then choose **OK**. *See also* 🔷

Assign trustees for a file or directory

1. Right-click the file or directory that you want to assign trustees for, choose **Details**, and then choose the **Trustees of this File/Directory** page.

2. Edit the list of trustees, and then choose **OK**. *See also* 🔷

Block inherited rights to an object

1. Right-click the object that you want to block rights to, choose **Trustees of this Object**, and then choose **Inherited Rights Filter**.

2. Uncheck the check boxes for the rights that you want blocked, and then choose **OK**.

Block inherited rights to a file or directory

1. Right-click the file or directory that you want to block rights to, choose **Details**, and then choose the **Trustees of this File/Directory** page.

2. Under **Inheritance filter**, uncheck the check boxes for the rights that you want blocked, and then choose **OK**.

See also 🔲

Implement Login Security

Purpose

Login security is not provided by default. You can set up several optional login security measures, including login passwords, login location and time restrictions, limits on concurrent login sessions, intruder detection, and login disabling.

Set up login security for a user

1. Right-click the User object, and then choose **Details**.

2. (Optional) On the <u>Login Restrictions</u> page, limit the number of login sessions the user can have open at a time.

3. (Optional) On the <u>Password Restrictions</u> page, choose the password security features you want.

4. (Optional) On the **Login Time Restrictions** page, restrict the times of the day when the user can be logged in. *See also* 🔲

5. (Optional) On the **Network Address Restrictions** page, restrict the locations (network addresses) the user can log in from. *See also* 🔲

6. Choose **OK**.

Set up intruder detection for the users in a container

1. Right-click the container, and then choose **Details***.*

2. Fill in the <u>Intruder Detection</u> page, and then choose **OK**.

Disable or enable a user account

1. Right-click the User, choose **Details**, and then choose the **Login Restrictions** page.

2. Check or uncheck **Account disabled**, and then choose **OK**.

See also 🔳

Set File System Attributes

Purpose

To control access to the NetWare* file system, you can set file and directory <u>attributes</u>. Setting attributes is different than assigning file system rights, because the attributes of a file or directory are the same for all users, whereas the rights to a file or directory can be different for each user.

Set attributes for a file or directory

1. Right-click the file or directory that you want to set attributes for, choose **Details**, and then choose the **Attributes** page.
2. Check and uncheck the check boxes for the attributes that you want to set and clear, and then choose **OK**.

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See also 🛈

Create Container, Alias, and Computer Objects

Purpose

To organize the administrative view of your network, you create <u>containers</u>, which include <u>Country</u>, <u>Organization</u>, and <u>Organizational Unit</u> objects. For detailed guidelines on designing this view, see Chapter 3 in *Guide to NetWare 4 Networks*.

You can also create <u>Alias</u> objects to provide access to the same object from several containers, and <u>Computer</u> objects to track extraneous network hardware.

Create a Country

1. Right-click the root object in the tree, and then choose **Create**.
2. In **Class of new object**, choose **Country**, and then choose **OK**.
3. In **Country name**, type a name for the new object.

   Make sure you follow the <u>Country naming conventions</u>.
4. Choose **Create**.

Create an Organization

1. Right-click the Root or Country object where you want to create the Organization, and then choose **Create**.
2. In **Class of new object**, choose **Organization**, and then choose **OK**.
3. In **Organization name**, type a name for the new object.

   Make sure you follow standard <u>object naming conventions</u>.
4. Choose **Create**.

Create an Organizational Unit

1. Right-click the Organization where you want to create the Organizational Unit, and then choose **Create**.
2. In **Class of new object**, choose **Organizational Unit**, and then choose **OK**.
3. In **Organizational unit name**, type a name for the new object.

   Make sure you follow standard <u>object naming conventions</u>.
4. Choose **Create**.

Create an Alias

1. Right-click the container where you want to create the alias, and then choose **Create**.
2. In **Class of new object**, choose **Alias**, and then choose **OK**.
3. In **Alias name**, type a name for the new object.

   Make sure you follow standard <u>object naming conventions</u>.
4. Fill in <u>Aliased object</u>.
5. Choose **Create**.

Create a Computer

1. Right-click the container where you want to create the Computer, and then choose **Create**.
2. In **Class of new object**, choose **Computer**, and then choose **OK**.
3. In **Computer name**, type a name for the new object.

   Make sure you follow standard <u>object naming conventions</u>.
4. Choose **Create**.

See also 🔵
Browse Objects and Properties

Purpose

Each <u>browser</u> window displays a single <u>tree</u>. Each tree lets you view the network <u>objects</u> that are stored in a single <u>Directory</u>. You can open multiple browser windows to view multiple trees. You can expand, collapse, print, and adjust the scope of each view.

You can also open <u>property pages</u> to edit the <u>properties</u> of individual objects.

Open a new tree

1. From the **Tools** menu, choose **NDS Browser**.
2. In **Tree**, type or choose the tree you want, or choose the tree button to choose from the available trees.
3. In **Context**, type or choose the <u>complete name</u> of the <u>container</u> or <u>Volume</u> object that you want to place at the top of the view, or choose the browse button to choose from the available containers and volumes.
4. Choose **OK**.

Open a duplicate of the current browser window

See also 🔵   From the **Window** menu, choose **New Window**.

Open property pages for an object

See also 🔵   Right-click the object, and then choose **Details**.

You can browse and edit the property pages if you have the necessary rights. *See also* 🔵

Open a new container or file system view

See also 🔵   From the current browser window, right-click the container or Volume you want to view, and then choose **Browse**.

A new browser window appears with the selected container or Volume at the top.

Adjust the scope of a browser window

See also 🔵   To adjust the scope of the current browser window up one level in the tree, press Backspace.

See also 🔵   To set the top object in the current browser window, double-click the tree name in the status bar. Then, in **Context**, choose the object you want and choose **OK**.

See also 🔵   To expand or collapse a container or Volume, double-click it.

Print a browser window

1. Click the browser window you want to print.
2. From the **Object** menu, choose **Print**, and then choose **OK**.

In the **Print** dialog box, you can change the format, print quality, and print device used for the output. For details, choose **Help**.

See also 🔷

Find, Move, and Rename Objects

Purpose

In the browser, you can move and rename objects. You can also search for objects based on specific property values.

Go to an object

See also 🔷   Begin typing the object's name. Press Enter when the object appears.

Search for objects by property

1. Choose the container you want to start the search from.
2. From the **Object** menu, choose **Search**.
3. Choose from the following options:

   Search entire subtree

   Search for

   Property

   Save

   Open
4. Choose **OK**.

   The matching objects are displayed in a new browser window. You can work in the new window just as you do in any browser window.

Move objects

1. Browse to the objects you want to move.
2. Browse to the destination container.

   The destination can be in another browser window that contains the same tree or a different tree. You might need to tile the windows so that both the source and destination are visible.
3. Choose the objects you want to move.

   To choose multiple items, hold down Ctrl or Shift while clicking.
4. Drag and drop the objects onto the destination container.
5. In the dialog box that appears, choose **OK**.

Rename an object

1. Choose the object.
2. From the **Object** menu, choose **Rename**.
3. In **New name**, type a new name for the object.

   Make sure you follow standard object naming conventions.
4. Choose from the following options:

   Save old name

   Create alias in place of renamed container
5. Choose **OK**.

See also 🛈

Create Server, Volume, and Directory Map Objects

Purpose

When a new NetWare 4* server is installed, objects are automatically created in the tree to represent the server and its volumes. This enables you to manage the file system from NetWare* Administrator. You can also manage

NetWare 2 and 3 file systems if you create the necessary objects. *See also* 🛈

To manage frequently used paths in the file system, you can create Directory Map objects. To record information about AppleTalk** services installed on NetWare servers, you can create AFP Server objects.

Create a NetWare Server

1. Right-click the container where you want to create the NetWare Server, and then choose **Create**.

2. In **Class of new object**, choose **NetWare Server**, and then choose **OK**.

3. In **NetWare server name**, type a name for the new object.

   Make sure you understand the NetWare server naming conventions.

4. Choose **Create**.

Create a Volume

1. Right-click the container where you want to create the Volume, and then choose **Create**.

2. In **Class of new object**, choose **Volume**, and then choose **OK**.

3. In **Volume name**, type a name for the new object.

   Make sure you follow standard object naming conventions.

4. Fill in Host server.

5. In **Physical volume**, choose the volume that the new object will represent.

6. Choose **Create**.

Create a Directory Map

1. Right-click the container where you want to create the Directory Map, and then choose **Create**.

2. In **Class of new object**, choose **Directory Map**, and then choose **OK**.

3. In **Directory map name**, type a name for the new object.

   Make sure you follow standard object naming conventions.

4. Choose the browse button between **Volume** and **Path**. Then, from the selection dialog box, choose the directory that the new object will represent and choose **OK**.

5. Choose **Create**.

Create an AFP Server

1. Right-click the container where you want to create the AFP Server, and then choose **Create**.

2. In **Class of new object**, choose **AFP Server**, and then choose **OK**.

3. In **AFP server name**, type a name for the new object.

   Make sure you follow standard object naming conventions.

4. Choose **Create**.

* Novell trademark.   ** Third-party trademark.   For more information, see Trademarks.

See also

Manage Files and Directories

Purpose

You can browse files and directories just as you do objects in NetWare* Administrator. You can copy, move, and delete files and directories, and create new directories. You can <u>salvage</u> or <u>purge</u> deleted files. You can also edit volume, file, and directory information, such as space limits, owners, and <u>attributes</u>.

Browse files and directories

1. Double-click the Volume object that contains the files and directories.

   If the Volume doesn't exist in a tree, <u>create it</u>.

2. Continue double-clicking directories to expand or collapse branches of the file system.

   Double-clicking a file opens information about the file; it doesn't open the file itself.

Copy or move files and directories

1. Browse to the files and directories that you want to copy or move.

2. Browse to the destination volume or directory.

   The destination can be in another browser window that contains the same tree or a different tree. You might need to tile the windows so that both the source and destination are visible.

3. Choose the files and directories that you want to copy or move.

   To choose multiple items, hold down Ctrl or Shift while clicking.

4. Drag and drop the files and directories onto the destination.

5. In the dialog box that appears, choose **Move** or **Copy**, and then choose **OK**.

Create a directory

1. Right-click the Volume or directory that you want to create the new directory in, and then choose **Create**.

2. Fill in <u>Directory name</u>.

3. Choose **Create**.

Salvage or purge deleted files

1. Choose the directory that the files were deleted from.

   If the directory was deleted, choose any directory on the volume.

2. From the **Tools** menu, choose **Salvage**.

3. From the list of deleted files, choose the files that you want to salvage or purge, and then choose **Salvage** or **Purge**. *See also*

4. Choose **Close**.

Edit file or directory information

1. Right-click the Volume, file, or directory whose information you want to edit, and then choose **Details**.

2. Edit the property pages. *See also*

3. Choose **OK**.

* Novell trademark.   ** Third-party trademark.   For more information, see <u>Trademarks</u>.

See also

Sort and Include by Object Class

Purpose

This tab lets you select and arrange the classes of <u>objects</u> to be shown in the current browser window. This enables you to focus on the items that are of most interest to you in the tree. *See also*

Options

   <u>Included classes</u>

   <u>Available classes</u>

Sort and Include Property Pages

Purpose

This tab lets you select and arrange the property pages to be shown for the current class of <u>objects</u>. This enables you to focus on the properties that are of most interest to you when viewing any object of the class.

Options

<u>Active pages</u>

<u>Available pages</u>

Status Bar

Purpose

This tab lets you select and arrange the items of information to be shown in the status bar. The set of available items depends on which <u>tool</u> is currently providing the <u>main view</u>.

Options

<u>Active items</u>

<u>Available items</u>

<u>Show status bar</u>

Toolbar - Main Features

Purpose

This tab lets you select and arrange the main buttons to be included in the toolbar.

Options

Active buttons

Available buttons

Show toolbar

Toolbar - View Features

Purpose

This tab lets you select and arrange the view-specific buttons to be included in the toolbar.

Options

Active buttons

Available buttons

Show toolbar

Toolbar Location

Purpose

This tab lets you position the toolbar.

Options

Choose **Top**, **Left**, **Bottom**, or **Right**.

New Object

Purpose

This dialog box lets you choose the class of <u>object</u> to create.

Options

<u>Parent</u>

<u>Class of new object</u>

<u>Context</u>

Create User

Purpose

This dialog box lets you create <u>User</u> objects. You can base the new Users on a <u>template</u> if desired.

Options

<u>Login name</u>

<u>Last name</u>

<u>Use template</u>

<u>Create home directory</u>

<u>Path</u>

<u>Home directory</u>

<u>Define additional properties</u>

<u>Create another user</u>

Select New Home Directory Path

Purpose

This dialog box lets you specify a different location and name for the <u>home directory</u>, either because the currently specified location doesn't exist in the file system, or because the currently specified name is already used by an existing directory in the file system.

Options

<u>Path</u>

<u>Home directory</u>

Create User - Synchronization Delay

Purpose

This status box appears if the current file-system operation is waiting for a previous User-creation operation to finish synchronizing in the Directory database. The line below the initial paragraph specifies which file-system operation is pending.

Options

- You can wait for the status box to disappear, indicating that the previous User-creation operation finished synchronizing.
- Choose **Skip** to skip the pending operation and proceed with the next operation.
- Choose **Stop** to skip all remaining operations.

Note: If the User is being created in a master replica that resides across a WAN link, synchronization could take a long time. If you skip any pending operations, at the end of the User-creation process you are given the option to log them. You can complete them yourself later.

⊟
Create Template

Purpose

This dialog box lets you create <u>Template</u> objects.

Options

<u>Name</u>

<u>Use template or user</u> ⊟

<u>Define additional properties</u>
<u>Create another template</u>

▦

Identification

Purpose

This property page lets you provide optional information that can facilitate searching for the User object.

Options

   Other name
   Title
   Description
   Location
   Department
   Telephone
   Fax number

[...]

See also 🔲

Add or Delete Property Values

See also 🔲   To add a value, choose **Add**, type in the value, and press Enter.

Use the syntax that is required for the property. Each new entry appears at the bottom of the list. To get the entries into a particular order, you might need to delete them all and then add them back in the desired order.

See also 🔲   To delete a value, select it from the list and choose **Delete**.

If the property is multivalued, each entry in the list constitutes a separate property value. If the property is single-valued, the entire list constitutes the single property value. For some single-valued properties, such as Language, the order of the entries is significant.

See also 📘

Environment

Purpose

This property page lets you set up the network environment, such as working directories and files, for the user.
See also 📘

Options

Language

Default server

Home directory

Run setup

Setup script

⬜…

🗐

Login Restrictions

Purpose

This property page lets you enable, disable, or set an expiration date for the user account. You can also limit the number of login sessions the user can have open at a time.

Options

Account disabled

Account has expiration date
Limit concurrent connections
Maximum connections

Password Restrictions

Purpose

This property page lets you implement login password security for the user.

Options

Allow user to change password

Require a password

Minimum password length

Force periodic password changes

Days between forced changes

Date password expires

Require unique passwords

Limit grace logins

Grace logins allowed

Set password after create

Error Log

Purpose

This dialog box appears if there were errors modifying the User objects but you chose not to pause on each occurrence.

Options

- Choose **Save As** if you want to save the error log as a text file before closing this dialog box.
- Choose **Close** to close this dialog box.
- To look up an error message or code, go to the main table of contents of this help system and choose **System Messages**.

Group Membership

Purpose

This property page lets you make the user a member of one or more <u>groups</u>. This makes it easier for you to assign rights to the user.

Options

    <u>Memberships</u>

<u>Add</u>
<u>Delete</u>

Login Script

Purpose

This property page lets you create or edit a <u>login script</u> for the user. You can also assign a <u>Profile</u> object to the user.

Options

<u>Login script</u>

<u>Profile</u>

🗒

Login Script

Purpose

This property page lets you create or edit a login script for the users associated with this container or Profile object.

🗒

Options

Login script

Volume Space Restrictions

Purpose

This property page lets you limit the disk space the user can use on one or more volumes. This is optional, but it can be helpful if storage resources are limited.

Options

Volume list

Add
Modify
Delete

Set Volume Space Limit

Purpose

This dialog box lets you set the user's space restriction on the volume.

Options

Volume

Space limit

Modify Volume Space Limit

Purpose

This dialog box lets you change the user's space restriction on the volume.

Options

Volume

Space limit

Account Balance

Purpose

This property page lets you set and monitor an <u>accounting</u> balance for the user. You can also cause the user account to be locked if the balance falls below a specified value.

Options

<u>Account balance</u>

<u>Allow unlimited credit</u>

<u>Low balance limit</u>

Postal Address

Purpose

This property page lets you specify optional postal information for the user. The information is for reference only, although it can also facilitate searching for the User object.

Options

Street

Post office box

City

State or province

Postal (Zip) code

Mailing label information

Copy to Label

Members of Template

Purpose

This property page lists the User objects that have been created from this template. The list is used by the **Details on Multiple Users** command to determine which Users are associated with the template. You can add and delete members of the list.

Options

Members of Template

Add

Delete

See Also

Purpose

This property page lets you list other objects that are related to this object. The list has no functional purpose; it is for reference only. 🗒

Options

   See Also 🗒

Add
Delete

⊟
Identification

Purpose

This property page lets you provide optional information that can facilitate searching for the User object. ⊟

Options

   Login name

   Given name

   Last name

   Full name

   Generational qualifier

   Middle initial

   Other name

   Title

   Description

   Location

   Department

   Telephone

   Fax number

[...]

▤
Environment

Purpose

This property page lets you assign properties related to the user's network environment, such as a default server and a home directory. Most of the properties are optional. ▤

Options

Language

Network address

Default server

Home directory

▦
▤

Objects Selected for Multiple User Details

Purpose

This dialog box lists the User objects that your changes will be applied to.

Options

Choose **Add** to include another user in the list.

Choose **Remove** to exclude the selected user from the list.

Identification

Purpose

This property page lets you assign additional property values that can facilitate searching for the User objects.

Options

Other name

Title
Description
Location
Department
Telephone
Fax number

...

🗒

Environment

Purpose

This property page lets you edit properties related to the users' network environment, such as the default server and the home directory. 🗒

Options

Language 🗒

Default server
Home directory

[...]

🗒

Postal Address

Purpose

This property page lets you edit optional postal information for the users. The information is for reference only, although it can also facilitate searching for the User objects.

Options

Street

Post office box

City

State or province

Postal (zip) code

⊟

Create Profile

Purpose

This dialog box lets you create Profile objects.

Options

Profile name

Define additional properties

Create another profile

Identification

Purpose

This property page lets you provide optional information that can facilitate searching for the Profile object.

Options

   Name
   Other name
   Description
   Location
   Department
   Organization

Blocks Read

Purpose

This property page lets you set <u>charge rates</u> for disk <u>blocks</u> read by this server. Do this only if you need to implement <u>accounting</u> for one or more users.

Options

   <u>Time grid</u>

   <u>Reset</u>

   <u>Charge rate list</u>

<u>Add Charge Rate</u>
<u>Delete Charge Rate</u>
<u>Accounting</u>

⊟
Blocks Written

Purpose

This property page lets you set <u>charge rates</u> for disk <u>blocks</u> written by this server. Do this only if you need to implement <u>accounting</u> for one or more users. ⊟

Options

    <u>Time grid</u>

    <u>Reset</u>

    <u>Charge rate list</u> ⊟

<u>Add Charge Rate</u>
<u>Delete Charge Rate</u>
<u>Accounting</u>

Connect Time

Purpose

This property page lets you set charge rates for time (in minutes) connected to this server. Do this only if you need to implement accounting for one or more users.

Options

> Time grid
>
> Reset
>
> Charge rate list

Add Charge Rate
Delete Charge Rate
Accounting

Disk Storage

Purpose

This property page lets you set <u>charge rates</u> for <u>blocks</u> of disk space used on this server. Do this only if you need to implement <u>accounting</u> for one or more users.

Options

<u>Time grid</u>

<u>Reset</u>

<u>Charge rate list</u>

<u>Add Charge Rate</u>
<u>Delete Charge Rate</u>
<u>Accounting</u>

Service Requests

Purpose

This property page lets you set <u>charge rates</u> for <u>service requests</u> made to this server. Do this only if you need to implement <u>accounting</u> for one or more users.

Options

   <u>Time grid</u>

   <u>Reset</u>

   <u>Charge rate list</u>

<u>Add Charge Rate</u>
<u>Delete Charge Rate</u>
<u>Accounting</u>

Add Charge Rate

Purpose

This dialog box lets you add a <u>charge rate</u> to the list.

Options

In **Multiplier**, enter the top part of the fraction. This is the number that is subtracted from the user's account balance for each unit of service.

In **Divisor**, enter the bottom part of the fraction. This is the number that defines the unit of service.

Create NetWare Server

Purpose

This dialog box lets you create new NetWare* Server objects.

Options

NetWare server name

Define additional properties

Create another NetWare server

* Novell trademark.   ** Third-party trademark.   For more information, see Trademarks.

⊟
Identification

Purpose

This property page lets you provide optional information that can facilitate searching for the NetWare* server. It also shows the network address, status, and NetWare version number for the server. ⊟

Options

    [Name](#)

    [Other name](#)

    [Description](#)

    [Location](#)

    [Department](#)

    [Organization](#)

    [Net address](#)

    [Status](#)

    [Version](#)

    [Accounting](#)

    [...]

* Novell trademark.   ** Third-party trademark.   For more information, see [Trademarks](#).

Server Login

Purpose

This dialog box appears if you need to log in to a server in bindery mode (NetWare* 2 or 3).

Options

- **Login to server** shows the name of the server you are logging in to.
- In **User name**, type the name of the user you will log in as.
- In **Password**, type the password for the user. If no password is required, leave this field blank.

* Novell trademark.   ** Third-party trademark.   For more information, see Trademarks.

Resource

Purpose

This property page lets you list resources, such as volumes and printers, that this server provides access to. This information is optional and is for reference only.

Options

Resources

Add

Delete

Accounting

Users

Purpose

This property page lets you list the users of the server. This information is optional and is for reference only.

Options

  Users

  Add

  Delete

  Accounting (NetWare* servers only)

* Novell trademark.   ** Third-party trademark.   For more information, see Trademarks.

Error Log

Purpose

This property page lets you view the server's <u>error log</u>. You can also clear the error log to free up disk space.

Options

   <u>Error log</u>

   <u>Clear Error Log</u>

   <u>Accounting</u>

Supported Services

Purpose

This property page lets you list the services, such as file and print, provided by this server. This information is optional and is for reference only.

Options

Supported services

Add

Delete

Accounting

Create AFP Server

Purpose

This dialog box lets you create new AFP Server objects.

Options

AFP server name

Define additional properties

Create another AFP server

Identification

Purpose

This property page lets you provide optional information that can facilitate searching for the AFP Server object.

Options

Name

Other name

Description

Location

Department

Organization

Version

Serial number

Connections

Create Volume

Purpose

This dialog box lets you create new <u>Volume</u> objects.

Options

<u>Volume name</u>

<u>Host server</u>

<u>Physical volume</u>

<u>Define additional properties</u>

<u>Create another volume</u>

▤
Identification

Purpose

This property page lets you provide optional information that can facilitate searching for the Volume object. It also shows the NetWare* server, NetWare version number, and physical volume for the volume. ▤

Options

    <u>Name</u>

    <u>Host server</u>

    <u>Version</u>

    <u>Host volume</u>

    <u>Other name</u>

    <u>Location</u>

    <u>Department</u>

    <u>Organization</u>

[...]

* Novell trademark.   ** Third-party trademark.   For more information, see <u>Trademarks</u>.

Dates and Times

Purpose

This property page shows the date and time the volume was created and last archived (backed up). It also shows and lets you change who owns the volume and who last archived it.

Options

Created on

Owner

Modified last on

Archived last on

Archived last by

Statistics

Purpose

This property page shows statistical information about the volume, such as its block size and how much space is used. If you are viewing a bindery (NetWare* 2 or 3) volume, the last three fields listed below don't appear.

Options

[Non-]Removable Volume

Block size

Disk space

Directory entries

Deleted files

Name spaces

Compressed files

Installed features

Migrated files

* Novell trademark.   ** Third-party trademark.   For more information, see Trademarks.

User Space Limits

Purpose

This property page lets you limit the amount of disk space each user can use on the volume. This is optional, but it can be helpful if storage resources are limited.

Options

User space limit list

Modify

User Space Limits

Purpose

This property page lets you limit the amount of disk space each user can use on the volume. This is optional, but it can be helpful if storage resources are limited.

Tip: No user space restrictions are listed until you specify the <u>context</u> of the User objects you want listed (choose the browse button next to **Search context**).

Options

   <u>Search context</u>

   <u>Search entire subtree</u>

   <u>User space limit list</u>

   <u>Modify</u>

Volume Space Restriction

Purpose

This dialog box lets you change the space limit for the user.

Options

User

Volume space used by user

Limited volume space

Volume space limit

Create Group

Purpose

This dialog box lets you create Group objects.

Options

Group name

Define additional properties

Create another group

Identification

Purpose

This property page lets you provide optional information that can facilitate searching for this Group object.

Options

Name
Other name
Owner
Description
Location
Department
Organization

...

Members

Purpose

This property page lets you assign users as members of this group.

Options

Group members

Add

Delete

Create Organizational Role

Purpose

This dialog box lets you create Organizational Role objects.

Options

Organizational role name

Define additional properties

Create another organizational role

Identification

Purpose

This property page lets you specify the occupants of this Organizational Role object. You can also provide optional information that can facilitate searching for the Organizational Role.

Options

Name

Other name

Occupant

Description

Location

Department

Telephone

Fax number

Set Password for New User

Purpose

This dialog box lets you set the initial login password for the user.

Steps

1. In **Password**, type the new password.
2. In **Retype password**, type the new password again.
3. Choose **OK**.

Password Restrictions

Purpose

This property page lets you set properties related to login password security for the selected users. Any settings you make replace the existing settings for the users.

Options

Allow user to change password

Require a password
Minimum password length
Force periodic password changes
Days between forced changes
Date password expires
Require unique passwords
Limit grace logins
Grace logins allowed
Set password after create

Password Restrictions

Purpose

This property page lets you implement login password security for this user.

Options

[Allow user to change password](#)

[Require a password](#)

[Minimum password length](#)

[Force periodic password changes](#)

[Days between forced changes](#)

[Date password expires](#)

[Require unique passwords](#)

[Limit grace logins](#)

[Grace logins allowed](#)

[Change Password](#)

Change Password

Purpose

This dialog box lets you change the login password for the user. If the user doesn't have a login password, you can set one. The change takes place immediately and cannot be undone.

Steps

1. (Conditional) In **Old password**, type the current login password.

   If the user doesn't currently have a password, this field is disabled.

2. In **New password**, type the new login password.

3. In **Retype new password**, type the new password again.

4. Choose **OK**.

Login Time Restrictions

Purpose

This property page lets you restrict the times when the user can be logged in.

Options

Time grid

Reset

Login Time Restrictions

Purpose

This property page lets you restrict the times when the selected users can be logged in.

Options

Time grid

Clear all login time restrictions

Security Equal To

Purpose

This property page lets you assign <u>security equivalences</u> to the user.

Options

   <u>Security equal to</u>

<u>Add</u>
<u>Delete</u>

Operator

Purpose

This property page lets you list the operators for this server or computer.

Options

   Operators

   Add

   Delete

   Accounting (NetWare* servers only)

* Novell trademark.   ** Third-party trademark.   For more information, see Trademarks.

Network Address Restrictions

Purpose

This property page lets you list the network addresses that the user can log in from.

Options

Network address restrictions

Network protocol

Add

Delete

IPX/SPX

Purpose

This dialog box lets you specify an IPX/SPX* address. If you are specifying the address for a printer, you can fill in both fields with all F's to indicate that any IPX/SPX address is valid.

Options

- In **Network**, type the cable segment number in hexadecimal (digits 0-9, letters A-F).
- In **Node**, type the network board number in hexadecimal (digits 0-9, letters A-F).

For Ethernet boards, the number is set at the factory. For token ring and ARCNet** boards, the number is set using jumpers on the board.

* Novell trademark.   ** Third-party trademark.   For more information, see <u>Trademarks</u>.

OSI

This dialog box lets you specify an Open Systems Interconnect address. Type the address in hexadecimal (digits 0-9, letters A-F). For more information, see your hardware documentation.

SDLC

This dialog box lets you specify a Synchronous Data Link Control address. Enter a hexadecimal value (digits 0-9, letters A-F) in each field. For more information, see your hardware documentation.

TCP/IP

This dialog box lets you specify an Internet Protocol address. Enter a decimal number from 0 to 255 in each field.

The left half of the address specifies the network segment. The right half specifies the computer. For more information, see your hardware documentation.

AppleTalk

This dialog box lets you specify an AppleTalk** address. Enter a decimal number in the first three fields, and a hexadecimal number (digits 0-9, letters A-F) in the last field. For more information, see your hardware documentation.

Ethernet/Tokenring

This dialog box lets you specify an Ethernet or token ring address. Enter a hexadecimal number (digits 0-9, letters A-F) in each field. For more information, see your hardware documentation.

Network Address

Purpose

This property page lets you list the underlined network addresses for this computer or AFP server. The addresses enable NetWare Directory Services* to locate the physical object.

Options

Network address list

Network protocol

Add

Delete

* Novell trademark.   ** Third-party trademark.   For more information, see Trademarks.

Intruder Lockout

Purpose

This property page lets you work with this user's account if it has been locked due to <u>intruder detection</u>.

If the user can't log in, look at **Account locked** on this page. If it is unchecked, the login problem is caused by something else.

Options

    <u>Account locked</u>

    <u>Incorrect login count</u>

    <u>Account reset time</u>

    <u>Last intruder address</u>

Intruder Detection

Purpose

This property page lets you specify how intruders are detected and handled for the user accounts in this container.

Options

Detect intruders

Incorrect login attempts

Intruder attempt reset interval

Lock account after detection

Intruder lockout reset interval

Search Context

Purpose

This dialog box lets you choose the <u>contexts</u> to search for objects associated with this object's explicit rights assignments.

Options

   <u>Begin search in context</u>

      <u>Search entire subtree</u>

Rights to Other Objects

Purpose

This dialog box lists the explicit object rights and property rights assignments for the selected object. You can make additional assignments and view the object's effective rights to objects.

Options

Assigned objects

Effective Rights

Add Assignment

Delete Assignment

Object rights

Property rights

Clear

Rights to Other Objects

Purpose

This property page lets you make explicit <u>object rights</u> and <u>property rights</u> assignments for the users, including rights assignments to self.

Options

<u>Object list</u>

<u>Add Assignment</u>
<u>Delete Assignment</u>
<u>Object rights</u>
<u>Property rights</u>
<u>Clear</u>

Effective Rights

Purpose

This dialog box lets you view this object's <u>effective rights</u> to the specified object. You can specify a different target object if you want.

Options

   <u>Object name</u>

   <u>Object rights</u>

   <u>Property rights</u>

Effective Rights

Purpose

This dialog box lets you view this user's effective rights to the specified file or directory. You can specify a different target file or directory if you want.

Options

File/Directory

File system rights list

Effective Rights

Purpose

This dialog box lets you view the selected trustee's <u>effective rights</u> to this container. You can choose a different object to view effective rights for.

Options

[Object name](#)

[Object rights](#)

[Property rights](#)

⊟
Effective Rights

Purpose

This dialog box lets you view the selected trustee's <u>effective rights</u> to this object. You can choose a different object to view effective rights for.

Options

   <u>Object name</u>

   <u>Object rights</u>

   <u>Property rights</u>

⊟

Effective Rights

Purpose

This dialog box lets you view the selected trustee's <u>effective rights</u> to this file or directory. You can choose a different object to view effective rights for.

Options

<u>Trustee</u>

<u>File system rights list</u>

Rights to Files and Directories

Purpose

This property page lets you make explicit file system rights assignments for this object. You can also view the object's effective rights to files and directories.

Options

Volumes

Find
Show
Hide
Files and directories
Add
Delete
Path
Rights
Effective Rights

Rights to Files and Directories

Purpose

This property page lets you make explicit file system rights assignments for the users.

Options

Files and directories

Add
Delete
Path
Rights
Effective Rights

Trustees

Purpose

This dialog box lets you assign <u>trustees</u> and their explicit <u>object rights</u> and <u>property rights</u> to this object.

Note: If you are viewing **Details**, this screen appears as a property page, and doesn't include the **Effective Rights** button.

Options

<u>Trustee list</u>

<u>Effective Rights</u>
<u>Add Trustee</u>
<u>Delete Trustee</u>
<u>Object rights</u>
<u>Property rights</u>
<u>Clear</u>
<u>Inherited Rights Filter</u>

Trustees

Purpose

This dialog box lets you assign <u>trustees</u> and their explicit <u>object rights</u> and <u>property rights</u> to this container.

Options

<u>Trustees</u>
<u>Effective Rights</u>
<u>Add Trustee</u>
<u>Delete Trustee</u>
<u>Object rights</u>
<u>Property rights</u>
<u>Clear</u>
<u>Inherited Rights Filter</u>

Trustees of this File/Directory

Purpose

This property page lets you assign <u>trustees</u> and their explicit rights to this file or directory.

Options

<u>Trustees</u>
<u>Effective Rights</u>
<u>Add Trustee</u>
<u>Delete Trustee</u>
<u>Access rights</u>
<u>Inheritance filter</u>

Trustees of this File/Directory

Purpose

This dialog box lets you assign trustees and their explicit rights to the selected file or directory.

Options

Trustees

Effective Rights

Add Trustee

Delete Trustee

Access rights

Inheritance filter

Inherited Rights Filter

Purpose

This dialog box lets you edit the Inherited Rights Filter for this container.

To filter (block) an inherited right, uncheck the corresponding check box. If a check box is unavailable, you don't have rights to filter the right.

Options

Object rights

Property rights

Inherited Rights Filter

Purpose

This dialog box lets you edit the Inherited Rights Filter for this object. If you are editing the filter on multiple existing User objects and you make any changes, the entire filter is replaced for each User.

To filter (block) an inherited right, uncheck the corresponding check box. If a check box is unavailable, you don't have rights to filter the right.

Options

Object rights

Property rights

NetWare Registry Editor

Purpose

This property page lets you edit the preferences that are stored for this user in the <u>NRD Registry Index</u> and <u>NRD Registry Data</u> properties. This is similar to editing your local Windows** registry.

Add a preference setting

1. Under **Key**, choose **Add**.

2. In the dialog box, type the name for the setting, and then choose **OK**.

   For example: Snapin Object DLLs WIN95

Add a preference setting value

1. From **Key**, choose the setting, and then under **Values**, choose **Add**.

2. In **Value name**, type the name of the value.

   For example: NDSMGR

3. Under **Type**, choose the type of value; for example, **String**.

4. In **Value**, type the value for the setting, and then choose **OK**.

   For example: NMSNAP32.DLL

For some preferences, such as Snapin Object DLLs, you can add multiple values.

Change a preference setting

1. From **Key**, choose the setting.

2. From **Values**, choose the value you want to edit, and then choose **Edit**.

3. In **Value**, type the new value, and then choose **OK**.

   To change the value name or type, you must add a new value.

Delete a preference setting

From **Key**, choose the setting, and then choose **Delete**.

Delete a single value from a setting

1. From **Key**, choose the setting.

2. From **Values**, choose the value you want to delete, and then choose **Delete**.

* Novell trademark.   ** Third-party trademark.   For more information, see <u>Trademarks</u>.

NFS Extended Directory Information

Purpose

This property page lists Network File System (UNIX**) information for this directory.

Options

    UID name

    UID

    GID name

    GID

    Mode

    Number of links

    Name

    Symbolic links

* Novell trademark.   ** Third-party trademark.   For more information, see Trademarks.

NFS Extended File Information

Purpose

This property page lists Network File System (UNIX**) information for this file.

Options

    UID name

    UID

    GID name

    GID

    Mode

    Number of links

    Name

    Symbolic links

* Novell trademark.   ** Third-party trademark.   For more information, see Trademarks.

Create Directory Map

Purpose

This dialog box lets you create new Directory Map objects.

Options

Directory map name

Volume

Path

Define additional properties

Create another directory map

Identification

Purpose

This property page lets you provide optional information that can facilitate searching for this Directory Map object. You can also edit the path that the Directory Map points to.

Options

Name

Other name

Volume

Path

Description

Location

Department

Organization

Create Directory

Purpose

This dialog box lets you create new directories in the NetWare* file system.

Options

Directory name

Define additional properties

Create another directory

* Novell trademark.   ** Third-party trademark.   For more information, see Trademarks.

Identification

This property page lists the names of this directory in each <u>name space</u> that is supported by the volume. You can't edit this information.

Identification

This property page shows the name of this file or directory. To change it, type a new name in **New name**.

⊟

Facts

Purpose

This property page shows statistics for this directory, such as its creation date and owner. You can edit most fields. ⊟

Options

KB available to directory

Restrict size

Created

Owner

Last modified

Last archived

Archiver

⊟

⊟
Directory Attributes

Purpose

This property page lets you edit the <u>attributes</u> for this directory. If you chose a volume, the attributes are for the root directory of the volume. ⊟

Attributes

<u>Delete Inhibit</u>

<u>Hidden</u>

<u>Purge</u>

<u>Rename Inhibit</u>

<u>System</u>

<u>Don't Migrate</u>

<u>Immediate Compress</u>

<u>Don't Compress</u>

File Attributes

Purpose

This property page lets you edit the attributes for this directory. If you chose a volume, the attributes are for the root directory of the volume.

Attributes

Delete Inhibit

Hidden

Purge

Rename Inhibit

System

Identification

This property page lists the names of this file in each <u>name space</u> that is supported by the volume. You can't edit this information.

Facts

Purpose

This property page shows statistics for this file, such as its creation date and owner. You can edit most fields.

Options

[Size](#)

[Created](#)

[Owner](#)

[Last modified](#)

[Modifier](#)

[Last accessed](#)

[Last archived](#)

[Archiver](#)

File Attributes

Purpose

This property page lets you edit the attributes for this file. You can also view its status flags.

Attributes

Archive Needed

Execute Only

Read Only

Shareable

Hidden

System

Transactional

Purge Immediate

Delete Inhibit

Rename Inhibit

Don't Migrate

Immediate Compress

Don't Compress

Don't Suballocate

Status Flags

File Compressed

Can't Compress

File Migrated

Attributes

Purpose

This property page lets you edit the attributes for this file.

Attributes

Archive Needed

Execute Only

Read Only

Shareable

Hidden

System

Transactional

Purge Immediate

Delete Inhibit

Rename Inhibit

Salvage Files

Purpose

This dialog box lets you salvage and purge deleted files. Purge files periodically to free up disk space.

Options

Include

List

Sort options

Source

Deleted file list

File Already Exists

Purpose

This dialog box appears if the file you are salvaging already exists in the directory. In other words, after the file was deleted, a new file by the same name was created in the directory.

Options

In **New file name**, enter a different filename if you still want to salvage the file.

Choose **OK** to salvage the file under the new name.

Choose **Cancel** if you don't want to salvage the file.

Move/Copy

Purpose

This dialog box lets you move or copy the selected files and directories. You need the Create right to the destination directory.

Options

From

Destination

Move

Purpose

This dialog box lets you move the selected objects. You need the Create right to the destination container.

Options

From

Destination

⊟

Rename

Purpose

This dialog box lets you rename the selected object, if you have the <u>Rename</u> right to the object.

Options

<u>New name</u>

<u>Save old name</u>

<u>Create alias in place of renamed container</u>

Objects No Longer Found

Purpose

This dialog box appears if one or more of the selected objects are no longer available. The objects might have been deleted, moved, or renamed by another user.

Options

Choose **Continue** to continue the operation with the remaining available objects.

If none of the selected objects are available, this button is disabled.

Choose **Cancel** to cancel the operation.

When you return to the browser, you can collapse and reexpand the container to refresh the view and see which objects are still available.

Choose **Copy List** to copy the list of unavailable objects to the clipboard, so you can paste them into a document.

Choose **Print List** to display the **Print** dialog box, so you can print the list of unavailable objects.

Save As

This dialog box lets you save the current search criteria as a quick search template (.SCH file) so you can reuse them later.

Open

This dialog box lets you open a quick search template (.SCH file). When you open a quick search template, the fields of the **Search** dialog box are filled in with the values from the quick search template.

Search

Purpose

This dialog box lets you search for <u>objects</u> that have specific <u>property</u> values.

The search results are displayed in a new browser window. You can work in the new window just as you do in any other browser window.

Options

[Start from](#)

[Search entire subtree](#)

[Search for](#)

[Property](#)

[Save](#)

[Open](#)

Set Context

Purpose

This dialog box lets you choose the <u>tree</u> and <u>context</u> to view in the browser window.

Options

<u>Tree</u>

<u>Context</u>

Select Tree

Purpose

This dialog box lets you choose a <u>tree</u> in your network.

Steps

1. In **Tree**, type the name of the tree you want, or choose a tree from the list.
2. Choose **OK**.

Bindery User and Group

This dialog box lets you choose a bindery (NetWare* 2 or 3) user or group from those available on the server. Choose the user or group, and then choose **OK**.

* Novell trademark.   ** Third-party trademark.   For more information, see <u>Trademarks</u>.

Create Country

Purpose

This dialog box lets you create <u>Country</u> objects.

Options

<u>Country name</u>

<u>Define additional properties</u>

<u>Create another country</u>

Identification

Purpose

This property page shows the name of the Country object, and lets you provide a description for it.

Options

Name

Description

Create Organization

Purpose

This dialog box lets you create Organization objects.

Options

Organization name

Define additional properties

Create another organization

Identification

Purpose

This property page lets you provide optional information that can facilitate searching for this Organization object.

Options

[Name](#)
[Other name](#)
[Description](#)
[Location](#)
[Telephone](#)
[Fax number](#)

Create Organizational Unit

Purpose

This dialog box lets you create Organizational Unit objects.

Options

Organizational unit name

Define additional properties

Create another organizational unit

Identification

Purpose

This property page lets you provide optional information that can facilitate searching for this Organizational Unit object.

Options

Name

Other name

Description

Location

Telephone

Fax number

Create Computer

Purpose

This dialog box lets you create Computer objects.

Options

Computer name

Define additional properties

Create another computer

Identification

Purpose

This property page lets you provide optional information that can facilitate searching for this Computer object.

Options

Name
Other name
Owner
Description
Serial number
Location
Department
Organization
Server

Create Alias

Purpose

This dialog box lets you create Alias objects.

Options

Alias name

Aliased object

Create another alias

Identification

The only information stored in an <u>Alias</u> object is the name of the object that the Alias refers to.

You can't change property values for an Alias after it has been created. You must delete the Alias and create it again if you need to make changes.

Print Setup

This dialog box lets you choose your printer setup.

Print

Purpose

This dialog box lets you print the current browser window.

Options

☰   **Printer** shows the printer the job will be sent to. To change it, choose **Setup**.

☰   Check **Print in two columns** to format the printout into two columns. To print in one column, uncheck this check box.

☰   Check **Print to file** to save the output as a printer-destined (.PRN) file. You can print the file later by copying it to a printer port or dragging it onto a printer icon.

☰   In **Print quality**, choose the printing quality (density) you want.

Select Object

Purpose

This dialog box lets you choose objects of the appropriate class from the current tree.

Options

Available objects

Browse context

Change Context

Select Object

Purpose

This dialog box lets you choose an object of the appropriate class from the current <u>tree</u>.

Options

<u>Available objects</u>

<u>Browse context</u>

<u>Change Context</u>

Change Context

Purpose

This dialog box lets you choose a container or volume that you don't have the <u>Browse</u> right to. You must have the Browse right to a subordinate object, file, or directory.

Steps

1. Type the <u>complete name</u> of the container or volume you want.

2. Choose **OK**.

Browse Connection

Purpose

This dialog box lists the internet sites you can connect to from NetWare* Administrator.

Options

- The **list of internet sites** shows the sites that you have defined bookmarks for in your internet browser. You cannot edit the list directly. To add or delete entries, add or delete the bookmarks in your internet browser.
- The **Connect** drop-down list displays the address for the site you will connect to. Choose an address from the drop-down list, or type in the address you want. Use the syntax required by your internet browser.
- The **Connect** button starts your internet browser (if it isn't already running) and connects you to the specified internet site.
- The **Providers** button lets you choose the internet browser to use for connecting to the internet.

* Novell trademark.   ** Third-party trademark.   For more information, see Trademarks.

Service Settings

Purpose

This dialog box lets you choose the internet browser to use for connecting to the internet. You can also specify the internet address prefix to be used when connecting to internet sites.

Options

▤   In **Service Prefix**, type or choose the internet address prefix to be used when connecting to internet sites. For example: HTTP:

▤   Under **Connect Using**, choose the internet browser you want.

▤   Choose **Select** to select the specified prefix and browser and return to the **Browse Connection** dialog box.

   For the new prefix and browser to be used, the browser must be registered in the Windows** 95** registry.

* Novell trademark.   ** Third-party trademark.   For more information, see <u>Trademarks</u>.

Quick Connect

No help is available for this screen.

Related Topics

Related Topics

Related Topics

[Create Servers, Volumes, Directories, and Directory Maps](#)

[Manage Files and Directories](#)

Related Topics

Related Topics

Related Topics

Setting Preferences

Related Topics

Related Topics

Setting Preferences

Related Topics

[Property Syntax Quick Reference](#)

Related Topics

Related Topics

Related Topics

Related Topics

Related Topics

Managing User Accounts

For information on login script commands and variables, see Chapter 3 in *Supervising the Network*.

Related Topics

[Object Class Quick Reference](#)

[Install and Remove Object Classes](#)

Related Topics

[Managing User Accounts](#)

Related Topics

Related Topics

Related Topics

Related Topics

Related Topics

Related Topics

Related Topics

Related Topics

[Managing File Services](#)

Related Topics

Related Topics

Related Topics

Related Topics

Related Topics

Relate Topics

Related Topics

[Manage Print Servers](#)

Related Topics

[Manage Printers](#)

Related Topics

Related Topics

Related Topics

[Create Print Servers, Printers, and Queues](#)

Related Topics

Related Topics

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[Manage Print Queues](#)

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[Manage Print Servers](#)

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[Manage Printers](#)

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Related Topics

Print Services Quick Setup

Related Topics

[Manage Print Servers](#)

Related Topics

[Manage Print Queues](#)

Related Topics

[Manage Print Servers](#)

Related Topics

Related Topics

Configuring Queue-Based Print Services

Related Topics

Interrupt Method

Overview

Interrupt method refers to how the printer interrupts the processor of the computer that the printer port driver is loaded on.

Use Interrupts

Specifies that a specific interrupt number is to be used. If you choose this option, choose an interrupt number in **Interrupt**. Consult the documentation for your parallel or serial ports to find out which interrupt to use.

The interrupt generally must not be used by any other hardware. Some ports might not exist in the workstation, or might not have active interrupts, being accessed instead by some polling method.

NetWare* print services supports the use of interrupts 3, 4, 5, 7, 10, and 11. These interrupts correspond to the IRQ (interrupt request) levels.

Parallel printer ports generally use the following interrupts:

LPT1:   interrupt 7
LPT2:   interrupt 5
LPT3:   interrupt 5
COM1: interrupt 4
COM2: interrupt 3
COM3: interrupt 3
COM4: interrupt 3

Serial printer ports generally use the following interrupts:

COM1: Interrupt 4
COM2: Interrupt 3
COM3: Interrupt 3
COM4: Interrupt 3

Polled (This is the default in NetWare 4*)

Specifies that polled mode is to be used. In polled mode, the computer uses the timer interrupt instead of a specific interrupt number to gauge signals to the printer.

For most situations, polled mode provides satisfactory performance and avoids the possibility of interrupt conflicts.

* Novell trademark.   ** Third-party trademark.   For more information, see <u>Trademarks</u>.

Connection Type

Overview

The connection type refers to how the port driver (NPRINTER.EXE/NLM) for the printer is loaded.

Only printers cabled to a NetWare* server that loads the print server (PSERVER.NLM) can have the port driver (NPRINTER.NLM) loaded automatically.

Each NPRINTER.NLM loaded on a NetWare server displays a status screen on the NetWare server console.

Manual Load

Indicates that the port driver is manually loaded.

You can choose this option for a printer cabled to any computer on your network. If the printer is cabled to a workstation, you must load NPRINTER.EXE from the command line or the AUTOEXEC.BAT file. If the printer is cabled to a NetWare server, you must load NPRINTER.NLM from the NetWare server console or the AUTOEXEC.NCF file.

Auto Load (This is the default)

Indicates that the port driver is automatically loaded. You can choose this option only for printers cabled to a NetWare server running PSERVER.NLM. With this option, NPRINTER.NLM is automatically loaded by PSERVER.NLM when you load PSERVER.NLM.

* Novell trademark.   ** Third-party trademark.   For more information, see <u>Trademarks</u>.

Line Control

Overview

Line control defines the parameters for serial printer communication.

Baud Rate

Specifies the speed at which data is transferred over a serial interface. The most common baud rates for printers are 9600, 1200, and 300 baud. Consult your printer documentation to determine the correct baud rate.

Data Bits

Specify the character length in bits (the number of bits used to represent a character in a <u>character set</u>). The use of 5 data bits allows 1 or 1.5 stop bits. The use of 6, 7, or 8 data bits allows 1 or 2 stop bits.

Stop Bits

These are special signals in asynchronous communication that specify the minimum length of time between character transmissions. The time is needed by the receiving circuitry to prepare to receive a new character. 🖹

Parity

Specifies the error-checking method for data transmission. 🖹

- 🖹 **None** specifies that no parity checking is to be done (this is the default).
- 🖹 **Even** enables Even parity checking.
- 🖹 **Odd** enables Odd parity checking.

UNIX Communication

Purpose

This dialog box lets you configure the printer for UNIX**. This type of communication enables native NetWare* users to send print jobs to printers on the UNIX network, and UNIX users to send print jobs to printers on the native NetWare network.

You must have the print driver LPR_GWY.NLM loaded on your NetWare server and be using the NetWare 4.1 version of PSERVER and PCONSOLE or NetWare Administrator.

Host Name

Specifies the host of this printer within UNIX.

Printer Name

Specifies the name of this printer within UNIX.

* Novell trademark.   ** Third-party trademark.   For more information, see <u>Trademarks</u>.

Parallel Communication

Purpose

This dialog box lets you configure parallel communications for the printer. Use this communication type if the printer is cabled to a parallel port of a workstation or server.

Port

Specifies which hardware parallel port the printer is using. Choose LPT1, LPT2, or LPT3.

Interrupts

Specifies the <u>interrupt method</u> used by the printer.

Connection Type

Specifies the <u>connection type</u> for the printer.

Serial Communication

Purpose

This dialog box lets you configure the printer for serial communication. Use this communication type if the printer is cabled to a serial port of a workstation or NetWare* server.

Port

Specifies which hardware serial port the printer is using. Possible values are COM1, COM2, COM3, and COM4.

Interrupts

Specifies the interrupt method used by the printer.

Connection Type

Specifies the connection type for the printer.

Line Control

Specifies line control parameters.

XON/XOFF

Check this check box to use XON/XOFF. With XON/XOFF, the NetWare port driver expects the printer to send an XOFF character (<Ctrl>+<S>) when transmission should be suspended, and an XON character (<Ctrl>+<Q>) when transmission can be resumed.

Uncheck this check box to not use XON/XOFF. The NetWare port driver expects the printer to signal its ability to receive data by the state of the Clear to Send signal on the serial connection.

* Novell trademark.   ** Third-party trademark.   For more information, see Trademarks.

AIO Communication

Purpose

This dialog box lets you configure the printer for asynchronous input/output (AIO). Use this communication type if the printer is cabled to an AIO board, which enables a workstation or server to support more than seven printers.

Port

Specifies the port number that the printer is connected to. The value must be a number from 0 to 255.

Hardware Type

Specifies the type of hardware being addressed. The allowable range is 0 through 255. Novell* Labs* has designated the following AIO hardware types:

0	Reserved
1	Comx
2	IBM** Artic
3	Gateway Communications WNIM+**
4-99	Reserved
100	Unused
101	AVM ISDN Controller-B1
102	Newport Systems ANIC
103	Newport Systems WNIC
104	Hayes** Microcomputer Products ESP
105	DIGIXI Digiboard PC/Xe, PC/Xi and MC/Xi series
106	DIGICX Digiboard C/X multichannel cluster controllers
107	DIGIXM Digiboard PC/Xm and PC/Xem
108	DOGIEP Digiboard EPC/X system
109	Network Products Corporation NPCC
110	Unused

Board Number

Specifies the number that is coded into the AIO board that the printer is using. The allowable range is 0 through 255.

Connection Type

Specifies the connection type for the printer.

Line Control

Specifies line control parameters.

Use X-On/X-Off

Check this check box to use XON/XOFF. With XON/XOFF, the NetWare port driver expects the printer to send an XOFF character (<Ctrl>+<S>) when transmission should be suspended, and an XON character (<Ctrl>+<Q>) when transmission can be resumed.

Uncheck this check box to not use XON/XOFF. The NetWare port driver expects the printer to signal its ability to receive data by the state of the Clear to Send signal on the serial connection.

* Novell trademark.   ** Third-party trademark.   For more information, see Trademarks.

AppleTalk Communication

Purpose

This dialog box lets you configure the printer for AppleTalk** communication. Use this communication type if the printer is cabled to an AppleTalk network. For more information, see *Print Services*.

Name

Specifies the name of this printer as it is known in the Macintosh** system.

Type

Specifies which type of printer this is. Macintosh compatible printers are listed in the drop-down list.

Zone

Specifies the AppleTalk zone that the printer resides in. The zone is a name that is assigned to a group of computers and printers.

Print Error Messages

Specifies whether the printer prints error messages on a banner page.

Hide Printer

Indicates whether the printer is hidden from AppleTalk users. Hide the printer if you want to prevent Macintosh users from submitting their print jobs directly to the printer, which can cause conflicts with NetWare* print jobs.

* Novell trademark.   ** Third-party trademark.   For more information, see <u>Trademarks.</u>

Auditing Log

Purpose

The auditing log is an ASCII text file created by the print server that logs information about all print jobs. The auditing log is created only if you enable auditing and then reload the print server.

The auditing log records whatever information a printer sends to it. Regardless of printer type, the log records how many bytes a job took to print, the user who submitted the job, when the job entered the print queue, when the job was printed, and what printer serviced the job.

If the printer is an XNP type used by Macintosh** or UNIX**, the log might also indicate how long it took to print the job, how many pages were printed, when the job was printed, and when the job was submitted. ▤

Status

Indicates whether auditing is enabled.

Location of Auditing Log

Specifies the path to the log file. It is not configurable.

Current Size

Shows the current size of the file.

Limit Size

To limit the size of the log file, check this check box and use the up and down arrows next to **Maximum print jobs** to set the limit. When the size limit is reached, no more information is logged.

Limiting the size in this way prevents the log from using up too much disk space, but you risk losing valuable auditing information if the size limit is exceeded. You might want instead to monitor the log regularly and use **Delete** to remove it when it gets too big.

Enable/Disable Auditing

Enables or disables the auditing log.

View

Displays the auditing log, or refreshes your view of it.

Delete

Removes the selected entries from the auditing log. You can choose several entries by holding down Ctrl or Shift while clicking.

* Novell trademark.   ** Third-party trademark.   For more information, see Trademarks.

Change Printer Number

This dialog box lets you change the ID number assigned to the selected printer. This is the number you specify when loading a port driver for the printer in NPRINTER. You must reload the print server for the change to take effect.

Change Password

This dialog box lets you change the print server password. Do this regularly to prevent unauthorized access to the print server.

Type the old password followed by the new password twice, and then choose **OK**.

Create Print Queue

Purpose

This dialog box lets you create Print Queue objects.

NetWare* Print Services requires this object along with a Printer and Print Server object in order for network users to share printers.

Directory Services Queue

Lets you create both a Print Queue in your tree and a physical directory for the print queue on a server.

Reference a Bindery Queue

Lets you create an object for a physical print queue that already exists outside the tree on a NetWare 2, 3, or 4 server. This enables you to manage printing outside the current tree.

Print Queue Name

Enter the name of the Print Queue as you want it to be displayed in the tree. Make sure you follow standard object naming conventions.

Print Queue Volume (Directory Services Queue only)

Specifies the volume where the physical print queue resides. Type the complete name or choose the browse button to choose from the available Volume objects. If the volume you want doesn't exist in the tree, you must create it before completing this step.

Server\Queue (Bindery Queue only)

Specifies the physical server and queue that the new object represents. Type in the server and queue names with a backslash (\) between them (for example, CORP-SERVER\4SI_Q), or choose the browse button to choose from the available servers and queues outside the tree.

Define Additional Properties

Lets you define more information about this Print Queue (such as which printers it services and which users can access it) immediately after creating it.   You cannot choose this if you choose **Create Another Print Queue**.

Create Another Print Queue

Repeats this dialog box rather than returning to the browser.   You cannot choose this if you choose **Define Additional Properties**.

Create

Creates the new Print Queue.

* Novell trademark.   ** Third-party trademark.   For more information, see Trademarks.

Create Print Server

Purpose

This dialog box lets you create <u>Print Server</u> objects.

NetWare* Print Services requires this object along with a <u>Printer</u> and <u>Print Queue</u> object in order for network users to share printers.

Print Server Name

Enter the name of the Print Server as you want it to be displayed in the tree and as it will be loaded at the NetWare server console. Make sure you follow standard <u>object naming conventions</u>.

Define Additional Properties

Lets you define more information about this print server (such as which printers it services and which users can access it) immediately after creating it. You cannot choose this if you choose **Create another print server**.

Create Another Print Server

Repeats this dialog box rather than returning to the browser.   You cannot choose this if you choose **Define additional properties**.

Create

Creates the new Print Server.

* Novell trademark.   ** Third-party trademark.   For more information, see <u>Trademarks</u>.

Create Printer

Purpose

This dialog box lets you create Printer objects.

NetWare* Print Services requires this object along with a Print Server and Print Queue object in order for network users to share printers.

Printer Name

Enter the name of the Printer as you want it to be displayed in the tree. Make sure you follow standard object naming conventions.

Define Additional Properties

Lets you define more information about this printer (such as which queues service it and which users have access to it) immediately after creating it.   You cannot choose this if you choose **Create another printer**.

Create Another Printer

Repeats this dialog box rather than returning to the browser.   You cannot choose this if you choose **Define additional properties**.

Create

Creates the new Printer.

* Novell trademark.   ** Third-party trademark.   For more information, see Trademarks.

Server Login

This dialog box lets you establish a bindery connection to a NetWare* server that is not in the current <u>tree</u> so that you can access its print queues.

Enter the username and password for the server, and then choose **OK**.

* Novell trademark.   ** Third-party trademark.   For more information, see <u>Trademarks</u>.

Manage Print Queues

Purpose

Use this set of procedures to manage <u>print queues</u>. Most printing management tasks are accomplished by managing print queues.

The relative priority of the print queues determines the order in which the print server services the jobs waiting in the queues.

For print jobs that specify a printer but no queue, the default queue for the printer is used. For example, this occurs when the CAPTURE command is used.

Prerequisite

      Right-click the Print Queue object that you want to manage, and then choose **Details**.

Add or delete queue users
1. Choose the **Users** page.
2. To add users, choose **Add**, choose the User objects, and then choose **OK**.
3. To delete users, choose the Users, and then choose **Delete**.

Add or delete queue operators
1. Choose the **Operator** page.
2. To add an operator, choose **Add**, choose the Users, and then choose **OK**.
3. To delete operators, choose the operators, and then choose **Delete**.

Change the queue's priority
1. From the browser, right-click the Printer object that the queue is assigned to, choose **Details**, and then choose the **Assignments** page.
2. From **Print queues**, choose the Print Queue.
3. In **Priority**, enter the new priority for the Print Queue.

   A priority of 1 is the highest; 10 is the lowest.

Change the default queue for a printer
1. From the browser, right-click the Printer, choose **Details**, and then choose the **Assignments** page.
2. In **Default Print Queue**, choose the new default queue.

Manage Print Servers

Purpose

Use this set of procedures to add or delete <u>print server</u> operators, users, and printer assignments. You can also change the print server password and unload the print server.

Prerequisite

Right-click the Print Server object that you want to manage, and then choose **Details**.

Add or delete print server operators

1. Choose the **Operator** page.
2. To add operators, choose **Add**, choose the User objects, and then choose **OK**.
3. To delete operators, choose the operators, and then choose **Delete**.

Add or delete print server users

1. Choose the **Users** page.
2. To add users, choose **Add**, choose the Users, and then choose **OK**.
3. To delete users, choose the Users, and then choose **Delete**.

Add or delete printer assignments

1. Choose the **Assignments** page.
2. To add assignments, choose **Add**, choose the Printer objects, and then choose **OK**.
3. To delete assignments, choose the Printers, and then choose **Delete**.

You must reload the print server before the changes take effect. Also, at least one Print Queue assignment must exist for a printer serviced by this print server.

Change the print server password

1. Choose the **Identification** page.
2. Choose **Change Password**.
3. In **New password**, type the new password.

   The password is not case sensitive.
4. In **Retype new password**, type the new password again.
5. Choose **OK.**

To remove a password without assigning a new one, leave both fields blank and choose **OK**.

Unload the print server

1. On the **Identification** page, choose **Unload**.
2. Choose whether to unload PSERVER.NLM immediately or after the current jobs have been serviced, and then choose **OK**.

⊟
Manage Printers

Purpose

Use this set of procedures to add or delete <u>print queue</u> assignments and user notifications for a <u>printer</u>. You can also change the printer type or service mode and control the printer's status.

Prerequisite

⊟   Right-click the Printer object that you want to manage, and then choose **Details**.

Add or delete Print Queue assignments

1. Choose the **Assignments** page.
2. To add assignments, choose **Add**, choose the Print Queue objects, and then choose **OK**.
3. To delete assignments, choose the queues, and then choose **Delete**.

Change the printer type or service mode

1. Choose the **Configuration** page.
2. In **Printer type**, choose the printer type.

   For printers attached to an OS/2** workstation or directly to the network, choose **Other/Unknown**. Examples of this type are HP IIIsi, Compaq** PageMarq** 20, GENICOM 7170, and Talaris 1794 Printstation.
3. If a dialog box appears for the printer type, check the settings, correct any that are wrong, and then choose **OK**.

   For help with the settings, choose **Help**.
4. In **Service mode for forms**, choose the <u>service mode</u> you want.

Add, delete, or modify user notifications

1. Choose the **Notification** page.
2. To add user notifications, choose **Add**, choose the containers and/or User objects, and then choose **OK**.

   If you choose a container, the users in the container are notified. Notifications are sent for changes in printer status, such as paper outages and jams.
3. To delete user notifications, choose the containers and/or Users, and then choose **Delete**.

   If you delete the **(Print job owner)** entry, you can add it back by checking **Notify print job owner**.
4. To modify the timing of notifications for a user, choose the User, and then in **First** and **Next**, enter new values.

   The values correspond to the number of minutes until the first notification, and the number of minutes between any subsequent notifications.

Control printer status

1. Choose the **Printer Status** page.

   This page is available only if you are an operator of a print server that services this printer.
2. To make changes to the printer's status, such as mounting a different <u>form</u> or sending a form feed, choose the corresponding button.

   For help with the buttons, choose **Help**. Changes you make are effective immediately.

* Novell trademark.   ** Third-party trademark.   For more information, see <u>Trademarks</u>.

Service Mode

Purpose

The service mode determines how the <u>print server</u> handles the mounting of new <u>forms</u> on the printer.

Change Forms as Needed

Sends all print jobs to the printer in the order that they arrive, without considering whether the printer form currently in use is the same as the printer form needed by the next print job. You may have to change printer forms often.

Minimize Form Changes Across Print Queues

Services print jobs in lower priority queues that use the currently mounted form before requiring you to mount a new form for a print job in a higher priority queue.

Minimize Form Changes Within Print Queues

Requires you to mount a new form if the current print job requires it, even if there are print jobs in lower priority queues that use the currently mounted form.

Service Only Currently Mounted Forms

Holds all print jobs that require a different printer form than the one currently mounted. In this mode, the printer never requests a form change. If no print job requiring the current form is available, nothing is printed.

Mount Printer Form

This dialog box lets you mount a different <u>printer form</u> on the printer. You can also mount printer forms at the server console.

Choose the form you want to mount, and then choose **OK**.

Print Job Configuration

Purpose

This property page lists the available print job configurations for this user or container. You can add new configurations or modify existing configurations. Changes take place immediately.

Print Job Configurations

Lists the available print job configurations, and the object that each configuration was defined in.

If you are viewing a container, only the configurations defined for the container are listed. If you are viewing a User object, the configurations defined for the user and for the user's container are listed.

New

Lets you define a new print job configuration.

Modify

Lets you modify the selected print job configuration.

Delete

Deletes the selected print job configuration.

Default

Marks the selected print job configuration as the default. (A printer icon appears next to the default configuration.)

Job Details

Purpose

This dialog box shows details for the selected print job. If you didn't submit the print job, to change any settings you must be an operator of the Print Queue.

Print Job

Shows the job ID.

File Size

Shows the file size of the print job in bytes.

Client

Shows the user who submitted the print job.

Description

Shows a description that was entered for the print job.

Status

Shows the status of the print job. The possible states are

Print job is being serviced
Print job has operator hold
Print job is ready and waiting for the print server
Print job is being added to the Print Queue
Print job will be serviced at the target date and time

User Hold

Indicates whether the print job has been put on hold by the user who submitted it.

Operator Hold

Indicates whether the print job has been put on hold by the queue operator.

Service Sequence

Shows the print job's position in line to be serviced.

Number of Copies

Shows how many copies are to be sent to the printer.

File Contents

Shows the type of file that was sent.

Byte Stream

Indicates whether the print job is a byte stream file, such as a graphic or PostScript** file.

Text

Indicates whether the print job is a text file, containing only ASCII characters.

Tab Size

Used only with text files. Sets the number of spaces between tab stops.

Form Feed

Indicates whether a form feed character is sent to the printer at the end of the print job.

Notify When Job is Printed

Indicates whether users are notified when the print job is done.

Entry Date

Shows the date the print job entered the queue.

Entry Time

Shows the time the print job entered the queue.

Form

Specifies which <u>printer form</u> is used to print the job. You can choose a different form.

Print Banner

Indicates whether a banner page is printed for the job.

Name

Identifies the user who sent the print job. This information is available only if **Print banner** is checked.

Banner Name

Specifies the name of the print job. This information is available only if **Print banner** is checked.

Defer Printing

Indicates whether the print job is deferred until a later date and time.

Target Date

Shows the date the print job will be printed. This information is available only if **Defer printing** is checked.

Target Time

Shows the time the print job will be printed. This information is available only if **Defer printing** is checked.

Job List

Purpose

This property page lists the print jobs that are currently in this Print Queue. Information about each print job is shown in the table. Use the scroll bar to view more columns in the table. For jobs that you didn't submit, you must be an operator of the Print Queue to change the status of the job.

Print Queue

Shows the name of this Print Queue object.

Print Jobs

Shows the number of print jobs currently in the queue.

Seq

Shows the order in which jobs will be sent to the printer.

Job Name

Shows the names of the print jobs. If CAPTURE was used, the name is the captured port. If NPRINT was used, the name is the filename.

Description

Shows descriptions for the print jobs.

Form

Shows the printer forms specified for the print jobs.

Status

Shows the status of each print job: Ready, Held, Paused, or Printing.

Job ID

Shows the job IDs assigned by NetWare*.

Job Details

Lets you view or change details about the selected print job.

Hold Job

Places a hold on the selected print job. The job won't print until you choose **Resume**.

Resume

Releases a hold from the selected print job.

Delete

Deletes the selected print job from the queue.

* Novell trademark.   ** Third-party trademark.   For more information, see Trademarks.

Assignments

Purpose

This property page lists the <u>print servers</u> and <u>printers</u> that are assigned to service this queue. To change these assignments, use the **Assignments** page of the Print Server or Printer object.

Authorized Print Servers

Lists the print servers that are assigned to service this queue.

Printers Servicing Print Queue

Lists the printers that are assigned to receive print jobs from this queue.

Identification

Purpose

This property page lists optional information for this Print Queue object, such as additional names and its location. The information is for reference only.

Name

Shows the name of this Print Queue.

Volume

Specifies the volume where the physical queue is located.

Other Name

Lists other names for this Print Queue (such as a name the queue was previously known by).

Description

Provides a description for the Print Queue, such as "Print jobs for the marketing group."

Location

Shows the print queue's physical location (such as a room number).

Department

Shows the department or division that generally uses the print queue.

Organization

Lists the organizations that can use the print queue.

Operator Flags

Allow users to submit print jobs specifies whether users can submit print jobs to the queue.

Allow service by current print servers specifies whether the assigned print servers can service jobs in the queue.

Allow new print servers to attach specifies whether new print servers can attach to the queue so they can service it.

Operator

Purpose

This property page lets you assign operators for this queue. Operators can manage the print jobs in the queue. This includes activities such as deleting print jobs or changing their order.

Operators

Lists the operators of this queue.

Add

Lets you add an operator to the list by browsing the available User objects.

Delete

Deletes the selected operator from the list.

Assignments

Purpose

This property page lets you list the <u>printers</u> to be serviced by this print server. For NetWare* Print Services to work, at least one printer must be listed.

Printers

Lists the printers serviced by this print server.

For each printer, an ID number is also listed. This is the number you specify when loading a port driver for the printer in NPRINTER.

Add

Lets you add a printer to the list.

Delete

Removes the selected printer from the list.

Printer Number

Lets you change the ID number for the selected printer. This is the number you specify when loading a port driver for the printer in NPRINTER. You must reload the print server for the change to take effect.

* Novell trademark.   ** Third-party trademark.   For more information, see <u>Trademarks</u>.

Identification

Purpose

This property page lists optional information for this Print Server object, such as additional names and its location. The information is for reference only.

Name

Shows the name of the Print Server.

Advertising Name

Specifies the name used by the print server for network communications.

Other Name

Lists additional names for the Print Server. This information can facilitate searching for the Print Server.

Network Address

Lists the 8 digit IPX internal network addresses of the NetWare* server that this print server (PSERVER.NLM) is loaded on.

Description

Provides a description for the print server.

Location

Specifies the print server's physical location, such as a room number.

Department

Specifies the department or division that generally uses the print server.

Organization

Specifies an organization associated with the print server.

Version

Shows the version number of PSERVER.NLM.

Status

Shows the status of the print server (Running, Going Down, or Down).

Unload

Lets you take down the print server. You must be an operator or ADMIN.

Change Password

Lets you set a password to secure the print server. You can also remove the password with this option.

* Novell trademark.   ** Third-party trademark.   For more information, see <u>Trademarks</u>.

Operator

Purpose

This property page lets you assign operators for this print server. Operators can manage the print server and the printers that it services. This includes unloading the print server, viewing its status, and controlling individual printers.

Operators

Lists the operators of this print server.

Add

Lets you add an operator to the list by browsing the available User objects.

Delete

Deletes the selected user from the list.

Print Services Quick Setup

Purpose

This dialog box lets you set up network printers and queues that can be shared by users in the selected container. This includes creating a Print Server, Printer, and Print Queue object, and loading the required server and driver software.

Prerequisites

- The printer is physically connected to the network or a server or workstation on the network.
- You are logged in as ADMIN or equivalent.

Steps

1. In **Print server name**, type a name for the Print Server object, or choose the browse button to choose an existing Print Server.

   For a new Print Server, make sure you follow standard object naming conventions.

2. Under **Printer** in **Name**, type a name for the new Printer object.

   Make sure you follow standard object naming conventions.

3. In **Type**, choose the type of communication used by the printer.

   If the printer is attached to an OS/2** workstation or directly to the network, choose **Other/Unknown**. Examples of this type are HP IIIsi, Compaq** PageMarq** 20, GENICOM 7170, and Talaris 1794 Printstation.

4. If a dialog box appears, check the communication settings and make any needed changes.

   For help with the settings, choose **Help**.

5. Under **Print queue** in **Name**, type a name for the new Print Queue object.

   Again, make sure you follow standard object naming conventions.

6. In **Volume**, type the complete name of the volume to create the physical queue on, or choose the browse button to choose from the available volumes.

7. Choose **Create**.

8. At the console of the NetWare server that you want to become the print server, load PSERVER.NLM.

   When prompted for the Print Server name, type in the complete name of the object you created in Step 1, or press Insert to browse the tree for it.

9. Load the printer driver.

- If the printer is attached to the server, the driver (NPRINTER.NLM) is automatically loaded by the print server.
- If the printer is attached to a DOS workstation, run NPRINTER.EXE on the workstation.
- If the printer is attached to a Windows** 95** workstation, run NPTWIN95.EXE on the workstation.

* Novell trademark.   ** Third-party trademark.   For more information, see Trademarks.

Assignments

Purpose

This property page lets you list the <u>print queues</u> from which jobs can be sent to this printer. It also shows the <u>print server</u> that does the sending.

Print Server

Specifies the print server that sends jobs to this printer.

Print Queues

Lists the queues from which jobs are sent to this printer.

For each queue, a priority number is also listed. In cases where the next job could be taken from more than one queue, the priority number determines which queue is serviced first.

Add

Lets you add a queue to the list.

Delete

Removes the selected queue from the list.

Priority

Specifies the priority of the selected queue relative to the other queues in the list. In cases where the next job could be taken from more than one queue, the priority number determines which queue is serviced first. Use the up and down arrows to set the number.

Default Print Queue

Specifies which queue is used if no queue is specified by the print job. You can choose a different default from the drop-down list.

Configuration

Purpose

This property page lets you configure this printer. The default settings are for a parallel printer cabled to the LPT1 port of a NetWare* server running PSERVER.NLM.

Printer Type

Specifies the communication method used by this printer (for example, parallel or serial). If the printer is attached to an OS/2** workstation or directly to the network, use type **Other/Unknown**.

Communication

Lets you modify the printer's communications settings.

Banner Type

Specifies the mode in which the printer produces banner pages. For example: text or PostScript**.

Service Interval

Specifies how often the print server checks the print queue for jobs destined for this printer. The default is every 5 seconds. Values from 1 to 255 are allowed.

Buffer Size in KB

Specifies how large any piece of data sent to this printer can be. The default is 3 KB (3,072 bytes). Values from 3 to 20 are allowed.

Starting Form

Specifies the number of the printer form used by the printer when the NetWare port driver is loaded. Printer forms are defined in the parent container for this Printer object. Possible values are from 0 to 255.

Network Address Restrictions

Specifies which network addresses this printer can use.

Set

Lets you set an IPX network address restriction for the printer.

Service Mode for Forms

Specifies the service mode for the printer.

* Novell trademark.   ** Third-party trademark.   For more information, see Trademarks.

Features

Purpose

This property page lets you record optional information about this printer's features, such as the supported printer languages, the amount of memory installed, and the supported typefaces. This information can facilitate searching for the Printer object based on features.

Page Description Language

Specifies the printer languages supported by the printer.

Memory in KB

Specifies the amount of RAM installed in the printer.

Supported Type Faces

Specifies the fonts that the printer can use.

Supported Cartridges

Specifies the font cartridges that the printer can use.

Printer Forms

Purpose

This property page lets you define printer forms for use by the Printer objects in this container. All changes take effect immediately.

Number/Name

Lists the number and name for each available printer form.

Create

Lets you add a form to the list.

Modify

Lets you modify the selected form.

Delete

Lets you delete the selected form.

Notification

Purpose

This property page lets you control who gets notified if the printer requires servicing, such as if it is out of paper or jammed, and when and how often the notifications are sent.

Notify

Lists the users and containers that receive notifications. If a container is listed, all the users in the container receive notifications.

First

Specifies the number of minutes until the first notification. To change it for a user or container, choose the User object or container, and then under **Notification settings**, enter the value in **First**.

Next

Specifies the number of minutes between subsequent notifications. To change it for a user or container, choose the User object or container, and then under **Notification settings**, enter the value in **Next**.

Add

Lets you add a user or container to the list.

Delete

Removes the selected user or container from the list.

Notify Print Job Owner

Adds an entry for the print job owner to the list, so that whoever sends a job receives notifications.

Identification

Purpose

This property page lists optional information for this Printer object, such as additional names and its location. The information is for reference only.

Other Name

Lists additional names for the Printer. This information can facilitate searching for the Printer.

Network Address

Lists the 8 digit IPX internal network addresses of the NetWare* server or workstation that this Printer is attached to.

Description

Provides a description for the Printer.

Location

Specifies the Printer's physical location, such as a room number.

Department

Specifies the department or division that generally uses the Printer.

Organization

Specifies an organization associated with the Printer.

* Novell trademark.   ** Third-party trademark.   For more information, see <u>Trademarks</u>.

Printer Status

Purpose

This property page shows the current status of the Printer. You can change settings only if you are an operator of a print server that services this Printer.

Status

Shows the current status. The possible states are

- Not connected
- Waiting for form
- Out of paper
- Printing
- Paused
- Stopped
- Offline
- Private
- Waiting for job
- Ready to go down

Mounted Form

Shows the number of the form currently mounted in the Printer. Only print jobs that specify this Printer form number can be printed until a new Printer form is mounted with the **Mount Form** button.

Service Mode

Shows which service mode is being used by this Printer.

Current Job Information

Includes all the information about the print job currently being printed on this Printer. Some of this information can be changed only by going to the print queue and choosing the job from the list of jobs.

Print Queue

Specifies which print queue submitted the print job.

Description

Specifies the banner name of the print job. If NPRINT is used, it is the filename. If CAPTURE is used, it is the port that was captured.

Job Number

Specifies the job ID.

Form

Shows which Printer form the job is using. The job cannot be printed unless this matches with the form specified in **Mounted form**.

Copies Requested

Specifies the number of copies requested by the user.

Copies Complete

Indicates how many of those copies have been printed.

Size of 1 Copy

Indicates the size of each copy of this print job. This is like the **File size** field when you see the details of a print job within the print queue.

Bytes Printed

Specifies the total number of bytes sent to the Printer for this job.

Percent Complete

Specifies the number of bytes printed so far for the current copy.

Abort Job

Lets you cancel this print job.

Pause

Changes the status of this print job. Status can be changed from **Printing** to **Paused**, or from **Waiting for job** to **Stopped**. Only a print queue operator can perform this action.

Start

Changes the status of this print job. Status can be changed from **Paused** to **Printing**, **Stopped** to **Printing**, or **Stopped** to **Waiting for job**.

Mount Form

Lets you mount a different Printer form on this Printer.

Eject Page

Sends a command to this Printer to eject the page that is being printed. This is like a Form Feed command.

Network Server and Queue

Purpose

This dialog box lets you choose a print queue from outside the current <u>tree</u> so that you can create an object for the queue.

You can find queues on any server that you have an account on.

Network Server/Queue

Shows the server and queue that you have chosen.

List Only Attached Servers

To limit the list of servers to those you are currently attached to, check this check box.

To include all the servers in the network, uncheck this check box. If your network is large, building the list can take some time.

Network Servers

Lists the available servers outside the current tree. Choose the server that contains the queue you want.

Queues

Lists the queues available on the selected server. Choose the one you want.

Create Print Server, Printer, and Print Queue Objects

Purpose

To set up network printing, you create <u>Print Server</u>, <u>Printer</u>, and <u>Print Queue</u> objects, and then assign them to each other. You must also load the required server and driver software.

Create a Print Queue

1. Right-click the <u>container</u> where you want to create the queue, and then choose **Create**.
2. In **Class of new object**, choose **Print Queue**, and then choose **OK**.
3. If the physical queue already exists outside the current tree, choose **Reference a bindery queue**. Otherwise, leave **Directory Services queue** selected.
4. In **Print queue name**, type a name for the new object.

   Make sure you follow standard <u>object naming conventions</u>.
5. If you chose **Reference a bindery queue** in Step 3, in **Server\Queue**, type the name of the server and physical queue, with a backslash (\) between them, or choose the browse button to choose from the available servers and physical queues.

   If you chose **Directory Services queue** in Step 3, in **Print queue volume**, type the <u>complete name</u> of the volume where you want to create the physical queue, or choose the browse button to choose from the available volumes.

   Novell* recommends that you choose the volume that usually has the most free disk space.
6. Choose **Create**.

Create a Printer

1. Right-click the <u>container</u> where you want to create the Printer, and then choose **Create**.
2. In **Class of new object**, choose **Printer**, and then choose **OK**.
3. In **Printer name**, type a name for the new object.

   Make sure you follow standard <u>object naming conventions</u>.
4. Choose **Create**.

Create a Print Server

1. Right-click the <u>container</u> where you want to create the Print Server, and then choose **Create**.
2. In **Class of new object**, choose **Print Server**, and then choose **OK**.
3. In **Print server name**, type a name for the new object.

   This is the name you will use for the print server at the server console. Make sure you follow standard <u>object naming conventions</u>.
4. Choose **Create**.

Assign the objects to each other

1. Right-click a Printer, choose **Details**, and then choose the **Assignments** page.
2. Choose **Add**, choose the queues you want, and then choose **OK**.

   These are the queues where jobs destined for this printer will be temporarily stored.
3. Choose **OK**.
4. Right-click a Print Server, choose **Details**, and then choose the **Assignments** page.
5. Choose **Add**, choose the Printers you want, and then choose **OK**.

   These are the printers that will be managed by this print server.

Load print servers and drivers

1. On each NetWare server that you want to become a physical print server, load PSERVER.NLM.

   When prompted for the print server name, type in the complete name of the object, or press Insert to browse the tree for it.
2. On each server or workstation that a network printer is attached to, load the printer driver.

   If the printer is attached to the server, the driver (NPRINTER.NLM) is automatically loaded by the print server.

   If the printer is attached to a DOS workstation, run NPRINTER.EXE on the workstation.

   If the printer is attached to a Windows** 95** workstation, run NPTWIN95.EXE on the workstation.

* Novell trademark.   ** Third-party trademark.   For more information, see <u>Trademarks</u>.

Unload Print Server

Purpose

To activate changes in the printing configuration, you must unload and reload PSERVER.NLM. You must be ADMIN or an operator of the print server.

Unload Print Server Immediately

Stops printing now and unloads PSERVER.NLM. Other print jobs serviced by this print server are not printed until PSERVER.NLM is reloaded.

Unload Print Server After Current Jobs

Finishes printing the jobs that are currently in the queues serviced by the print server, and then unloads PSERVER.NLM. No new print jobs are started until PSERVER.NLM is reloaded.

Users

Purpose

This property page lets you list the users who can submit print jobs to this queue. You must be an operator of the queue to edit the list.

Users

Lists the users and containers that can submit jobs to this queue. If a container is listed, all the users in the container can submit jobs to the queue.

Add

Lets you add a user to the list by browsing the available User objects.

Delete

Deletes the selected user from the list.

Users

Purpose

This property page lets you list the users who can view the status of this print server.

Users

Lists the users and containers that can view the status of this print server. If a container is listed, all the users in the container can view the print server status.

Add

Lets you add a user to the list by browsing the available User objects.

Delete

Deletes the selected user from the list.

Print Layout

Purpose

This property page shows a diagram of your printing setup. You can see which objects are assigned to each other and each object's status. This information can help you quickly determine whether there are any problems.

Note: Status on print jobs is not available in this property page. See the property pages for the queue where the job is stored.

Print Layout Diagram

Shows the print layout diagram.

Update

Refreshes the print layout diagram to reflect any changes with the objects.

Status

Provides a status summary for the selected object.

Configuring Queue-Based Print Services

Purpose

Configuring queue-based print services enables users to share network printers. It includes the tasks outlined below.

Initial Setup

To set up the overall printing system, you create <u>Print Server</u>, <u>Printer</u>, and <u>Print Queue</u> objects, and associate them with each other.

Managing the System

To enable the printing system to be monitored and controlled, you assign operators for print servers and queues. The operators can manage jobs in the queue, configure the printer notification system, and restart the print server to activate configuration changes.

Defining Print Devices, Job Configurations, and Forms

For the users in a <u>container</u>, you can add printer control capabilities not provided by the printing utilities by defining <u>print devices</u>. You can also define <u>print job configurations</u> and <u>printer forms</u> to simplify printing tasks.

Define Print Devices, Job Configurations, and Forms

Purpose

For the users in a container, you can add printer control capabilities not provided by the printing utilities by defining print devices. You can also define print job configurations and printer forms to simplify printing tasks.

Prerequisite

Right-click the container that contains the users for whom you want to define the services, and then choose **Details**.

Define print devices

1. Choose the **Print Devices** page.
2. Define the print devices.

- To create a device, choose **Create**, and then complete the dialog box.
- To modify a device, from **Name**, choose the device, choose **Modify**, and then complete the dialog box.
- To delete a device, from **Name**, choose the device, choose **Delete**, and then choose **OK**.
- To export a device, from **Name**, choose the device, choose **Export**, choose the filename and location, and then choose **OK**.

By convention, print device files have a .PDF extension.

- To import a device, choose **Import**, choose the .PDF file, and then choose **OK**.

The .PDF files that are shipped with NetWare* are in SYS:PUBLIC. They define functions for commonly used print devices.

Define print job configurations

1. Choose the **Print Job Configuration** page.
2. Define the print job configurations.

- To create a configuration, choose **New**, and then complete the dialog box.
- To modify a configuration, from **Print job configurations**, choose the configuration, choose **Modify**, and then complete the dialog box.
- To delete a configuration, from **Print job configurations**, choose the configuration, and then choose **Delete**.
- To choose the default configuration for the user or container, from **Print job configurations**, choose the configuration, and then choose **Default**.

A printer icon appears next to the configuration.

Define printer forms

1. Choose the **Printer Forms** page.
2. Define the printer forms.

- To create a form, choose **Create**, and then complete the dialog box.
- To modify a form, from the form list, choose the form, choose **Modify**, and then complete the dialog box.
- To delete a form, from the form list, choose the form, choose **Delete**, and then choose **OK**.

Deletions cannot be undone.

* Novell trademark.   ** Third-party trademark.   For more information, see Trademarks.

Create Print Job Configuration

Purpose

This dialog box lets you create a print job configuration.

Steps

1. Choose the options you want.
2. Choose **OK**.

Modify Print Job Configuration

Purpose

This dialog box lets you modify the selected <u>print job configuration</u>.

Steps

1. Edit the <u>options</u> you want to change.

   To change the name of the print job configuration, you must create a new print job configuration.

2. Choose **OK**.

Print Job Configuration Options

Print Job Name

Specifies the name of the print job configuration. You cannot edit this field for an existing print job configuration. To change the name, you must create a new print job configuration.

Number of Copies

Indicates how many copies of the file to print. Possible values are from 1 to 65,000.

File Contents

Specifies the type of file, **Byte Stream** or **Text**. With **Text**, tabs are recognized and the tab size can be set.

Tab Size

Specifies the tab size, in spaces.

Form Feed

To send a form feed when the job is done, check this check box.

Notify When Done

To send a message to the job originator when the job is done, check this check box.

Local Printer

Specifies the parallel port that the job is directed to. Possible values are LPT1 through LPT9.

Auto End Cap

To automatically close the queue file when the job is done, check this check box.

Printer/Queue

Specifies the <u>complete name</u> of the printer or queue used for the job. To choose from the available Printer and Print Queue objects, choose the browse button.

Device

Lets you choose a <u>print device</u> for the job.

Mode

Lets you choose a <u>printer mode</u> for the job. Different modes are available for different print devices.

Form Name

Lets you choose a <u>printer form</u> for the job.

Print Banner

To print a banner page at the beginning of the job, check this check box.

Name

If you checked **Print banner**, type your name as you want it to appear on the banner page. If you leave the field blank, your username is used.

Banner Name

If you checked **Print banner**, type the name of the job as you want it to appear on the banner page. If you leave the field blank, the filename appears if you are using NPRINT; the port number appears if you are using CAPTURE.

Enable Timeout

To cause the job to time out after a specified period of time, check this check box and fill in **Timeout count**.

Timeout Count

If you checked **Enable timeout**, type the number of seconds the job will take to time out if the printer doesn't respond. Possible values are from 1 to 1000 seconds.

Create New Function

Purpose

This dialog box lets you create a <u>printer function</u>.

Steps

1. In **Function name**, type a name for the function.

   Function names must be unique (no two names can be the same) and can be up to 32 characters long. They are not case sensitive. You can use both letters and numbers.

2. In **Control sequence**, type a <u>control sequence</u>.

3. Choose **OK**.

Create New Mode

Purpose

This dialog box lets you create a <u>printer mode</u>.

Steps

1. In **Mode name**, type a name for the mode.

   Use a name that indicates the purpose of the mode, such as MEMO. The name must begin with a letter and can be up to 8 characters long.

2. From **Device functions**, choose a <u>function</u> to execute for the mode, and then choose **Add Below**.

3. Repeat Step 2 until you have added, in order, all the functions to be executed for the mode.

   You can repeat functions as needed. Use **Delete** and **Add Above** to reorder the functions as needed. The functions will execute in the order listed.

4. Choose **OK**.

Create New Device

Purpose

This dialog box lets you create an empty <u>print device</u>. After creating it, use the **Modify** button on the **Print Devices** property page to create the <u>functions</u> and <u>modes</u> for the print device.

Steps

1. In **Name**, enter a name for the print device.

   The name must start with a letter or number and can be up to 32 characters long. Spaces are allowed.

2. Choose **OK**.

* Novell trademark.   ** Third-party trademark.   For more information, see <u>Trademarks</u>.

Create New Form

Purpose

This dialog box lets you create a <u>printer form</u>.

Steps

1. In **Name**, type a name for the form.

   The name must begin with a letter and can be up to 12 characters long. Spaces are converted to underscores (_).
   The name must be unique (no two forms can have the same name).

2. In **Number**, type a number from 0 to 255.

   This is the ID number you use to mount the form.

3. In **Length**, type a number from 1 to 255.

   This is the form's height in lines of text. It is used by the printer's rewind function.

4. In **Width**, type a number from 1 to 999.

   This is the form's width in characters. This information is for reference only (the printer doesn't use it).

5. Choose **OK**.

Delete Existing Function

This dialog box lets you delete the selected <u>function</u>. All fields are grayed because you cannot change anything; you can only see what you are deleting.

Delete Existing Mode

This dialog box lets you delete the selected <u>mode</u>. All fields are grayed because you cannot change anything; you can only see what you are deleting.

Delete Existing Device

This dialog box lets you delete the selected <u>print device</u>. All fields are grayed because you cannot change anything; you can only see what you are deleting.

Delete Existing Form

This dialog box lets you delete the selected <u>printer form</u>. All fields are grayed because you cannot change anything; you can only see what you are deleting.

Modify Existing Function

Purpose

This dialog box lets you modify the selected <u>function</u>.

Steps

1. (Optional) In **Function name**, edit the function name.

   Function names must be unique (no two names can be the same) and can be up to 32 characters long. They are not case sensitive. You can use both letters and numbers.

2. (Optional) In **Control sequence**, edit the <u>control sequence</u>.

3. Choose **OK**.

Modify Existing Mode

Purpose

This dialog box lets you modify the selected <u>printer mode</u>.

Steps

1. (Optional) In **Mode name**, edit the mode name.

    Use a name that indicates the purpose of the mode, such as MEMO. The name must begin with a letter and can be up to 8 characters long.

2. (Optional) Use **Add Below**, **Add Above**, and **Delete** to edit **Mode functions**.

    List all the <u>functions</u> that will execute for the mode, in the order of execution. You can choose from the functions listed in **Device functions**. You can repeat functions as needed.

3. Choose **OK**.

Modify Existing Form

Purpose

This dialog box lets you modify the selected printer form.

Steps

1. (Optional) In **Name**, edit the form name.

   The name must begin with a letter and can be up to 12 characters long. Spaces are converted to underscores (_).
   The name must be unique (no two forms can have the same name).

2. (Optional) In **Number**, type a number from 0 to 255.

   This the ID number you use to mount the form.

3. (Optional) In **Length**, type a number from 1 to 255.

   This is the form's height in lines of text. It is used by the printer's rewind function.

4. (Optional) In **Width**, type a number from 1 to 999.

   This is the form's width in characters. This information is for reference only (the printer doesn't use it).

5. Choose **OK**.

Print Devices

Purpose

This property page lets you list the print devices that define the supported functions and modes for the Printer objects in this container. You can import and export print devices to avoid reentering the same information in different containers. All changes take effect immediately.

Name

Lists the available print devices for this container.

Create

Lets you add a print device to the list.

Modify

Lets you add, modify, and remove functions and modes for the selected device.

Delete

Lets you delete the selected device.

Import

Lets you add a device to the list by importing a .PDF file.

Export

Lets you save the selected device as a .PDF file. This option doesn't delete the device from the list.

Modify Existing Device

Purpose

This dialog box lets you modify the selected <u>print device</u>.

Steps

1. (Optional) In **Name**, modify the device name.
2. Create, modify, and delete the <u>functions</u> and <u>modes</u> you want.

    To create a function, choose **Create Function**, and then <u>complete the dialog box</u>. Create only the functions you need for the modes you want.

    To modify a function, from **Functions**, choose the function, choose **Modify**, and then <u>complete the dialog box</u>.

    To create a mode, choose **Create Mode**, and then <u>complete the dialog box</u>.

    To modify a mode, from **Modes**, choose the mode, choose **Modify**, and then <u>complete the dialog box</u>.

    To delete a function or mode, choose it, choose **Delete**, and then choose **OK**.

3. Choose **OK**.

Control Sequence

Purpose

A control sequence (also called a control code or escape sequence) is a sequence of characters that invokes a specific printer function. See your printer manual for the control sequences used by your printer.

The following rules apply to control sequences.

ASCII Ranges

Characters with ASCII values from 33 through 126 are not delimited; they display as is. If a character in the control sequence has an ASCII value less than 33 or equal to 127, the character is displayed as a delimited token (see below). If the character's ASCII value is greater than 127, it is displayed as a delimited ASCII value. The value is a decimal number.

The space character can be entered as a space or as a delimited token. A space is displayed as a delimited token.

Except for delimited tokens, characters in a function follow the "used as is" rule. This means that the characters you see displayed are the actual characters that make up the function.

Delimited Tokens

PRINTDEF functions can contain special characters when delimited tokens are included in the function. A delimited token has two parts: the delimiters and the token.

The three delimiters are

- Angle brackets < and >
- Backslash \
- Caret ^

Because these characters function as delimiters, they are exceptions to the "used as is" rule. To enter a left-angle bracket (<), backwards slash (\), or caret (^), you must enter two characters. The right-angle bracket (>) can be used as is.

For example, a function that contains the string \\<<^^> will be interpreted as \<^>. The double rule is used when entering and displaying PRINTDEF functions.

The other part of a delimited token is the token. A token can be a number, a character, or a valid character string.

Numbers

Numbers are used in conjunction with the angle bracket or backslash delimiters and can be entered in decimal or hexadecimal. To enter a hexadecimal number, use a 0x or 0X prefix. A number without the hexadecimal prefix is assumed to be decimal.

For example, the ASCII control character can be input by the delimited numbers <27>, <0x1b>, <0X1B>, \27, \0x1b, or \0X1B.

You can enter any ASCII character value from 0 to 255 using this method.

Character Tokens

Character tokens can be used with angle bracket or caret delimiters. Valid characters are A through Z and a through z. Delimited character tokens are the same as ASCII control characters. In other words, ^A has an ASCII value of 1, ^B has an ASCII value of 2, etc.

Character string tokens are the names or acronyms of ASCII control characters. The names are not case sensitive. For example, the ASCII control character can be input by the delimited strings <esc>, <ESC>, or <Esc>.

The syntax for a delimited token is any of the following:

- delimited_token = delimited_number, delimited_character, or delimited_string
- delimited_number = <number_token> or \number_token
- delimited_character = ^character_token or <^character_token>
- delimited_string = <string_token>
- character_token = A - Z or a - z
- string_token = <control character name>

String Tokens

Following are the valid string tokens, listed by ASCII value:

0   NUL, NULL
1   SOH, ^A, START OF HEADER, START_OF_HEADER, STARTOFHEADER
2   STX, ^B, START OF TEXT, START_OF_TEXT, STARTOFTEXT
3   ETX, ^C, END OF TEXT, END_OF_TEXT, ENDOFTEXT

4   EOT, ^D, END OF TRANSMISSION, END_OF_TRANSMISSION, ENDOFTRANSMISSION
5   ENQ, ^E, ENQUIRE
6   ACK, ^F, ACKNOWLEDGE
7   BEL, ^G, BELL
8   BS,   ^H, BACK SPACE, BACK_SPACE, BACKSPACE
9   TAB, ^I, HT, HORIZONTAL TAB, HORIZONTAL_TAB, HORIZONTALTAB
10   LF,   ^J, LINE FEED, LINE_FEED, LINEFEED
11   VT,   ^K, VERTICAL TAB, VERTICAL_TAB, VERTICALTAB
12   FF,   ^L, FORM FEED, FORM_FEED, FORMFEED
13   CR,   ^M, RET, CARRIAGE RETURN, CARRIAGE_RETURN, CARRIAGERETURN
14   SO,   ^N, SHIFT OUT, SHIFT_OUT, SHIFTOUT
15   SI,   ^O, SHIFT IN, SHIFT_IN, SHIFTIN
16   DLE, ^P, DATA LINK ESCAPE, DATA_LINK_ESCAPE, DATALINKESCAPE
17   DC1, ^Q, DEVICE CONTROL 1, DEVICE_CONTROL_1, DEVICECONTROL1
18   DC2, ^R, DEVICE CONTROL 2, DEVICE_CONTROL_2, DEVICECONTROL2
19   DC3, ^S, DEVICE CONTROL 3, DEVICE_CONTROL_3, DEVICECONTROL3
20   DC4, ^T, DEVICE CONTROL 4, DEVICE_CONTROL_4, DEVICECONTROL4
21   NAK, ^U, NEGATIVE ACKNOWLEDGE, NEGATIVE_ACKNOWLEDGE, NEGATIVEACKNOWLEDGE
22   SYN, ^V, SYNCHRONOUS
23   ETB, ^W, END OF TRANSMISSION BLOCK, END OF TRANS BLOCK, END_OF_TRANSMISSION_BLOCK,
     ENDOFTRANSMISSIONBLOCK
24   CAN, ^X, CANCEL
25   EM,   ^Y, END OF MEDIUM, END_OF_MEDIUM, ENDOFMEDIUM
26   SUB, ^Z, SUBSTITUTE
27   ESC, ^[, E C, ESCAPE
28   FS,   ^/, FILE SEPARATOR, FILE_SEPARATOR, FILESEPARATOR
29   GS,   ^], GROUP SEPARATOR, GROUP_SEPARATOR, GROUPSEPARATOR
30   RS, RECORD SEPARATOR, RECORD_SEPARATOR, RECORDSEPARATOR
31   US,   ^_, UNIT SEPARATOR, UNIT_SEPARATOR, UTILSEPARATOR
32   SP, SPACE
127 DEL, DELETE

Examples

The following are three equivalent control sequences:

- <ESC><SI>^^<DEL><soh>
- <0x1B><0xF>\0x5E<0x7F>^A
- \27<15><94><127>\1