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See also 

## 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.

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## **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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## ■ **Managing User Accounts**

### **Setting Up New User Accounts**

To set up a new user account, you need to create the object 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 accounting features. You can use a Template object to facilitate these tasks. ■

### **Automating Connections to Network Resources**

Using login scripts 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 container and Profile login scripts.

### **Editing User Properties**

After creating users, if you need to update properties you can edit the associated property pages. You can edit property pages for several users at a time. ■





## Organizing and Browsing the Network

### Using the Browser

When you start NetWare\* Administrator, the browser tool is activated by default. The browser provides various administrative views 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 containers, which include Country, Organization, and Organizational Unit objects. For detailed guidelines on designing this view, see Chapter 3 in *Guide to NetWare 4 Networks*.

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

### Browsing Objects and Properties

Each browser window displays a single tree. Each tree lets you view the network objects that are stored in a single Directory. 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 property pages to edit the properties 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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## ■ **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 Directories.

### **Using NetWare Administrator**

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

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

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## ■ **Managing File Services**

### **Creating Objects for File System Resources**

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. ■

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.

### **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 salvage or purge deleted files. You can also edit volume, file, and directory information, such as space limits, owners, and attributes.

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## ■ **Implementing Security**

### **Default Rights**

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

### **Assigning Rights**

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

To simplify the assignment of rights, you can create Group and Organizational Role 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 attributes. 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.

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## ■ **Configure the Toolbar and Status Bar**

### **Purpose**

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

### **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 tool 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 main toolbar buttons. ■
4. On the **Toolbar - View Features** tab, select and arrange the view-specific toolbar buttons. ■
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. ■
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. ■
4. Choose **OK**.

## Filter and Reorder Browser Views

### Purpose

You can show, hide, or reorder items in the tree and property-page views provided by the browser tool. This enables you to focus on the items that are of most interest to you. ■

### 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. ■
3. Choose **OK** and then reexpand the containers 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. ■
3. Choose **OK**.  
The changes affect the property pages of all the objects of that class.



## ■ Install and Remove Tools

### Purpose

You can install and remove capabilities in NetWare\* Administrator by installing and removing tools. To conserve memory, you should install only the tools that you need for your work. ■

### Install or remove a tool

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

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

- A file, open the file with a text editor.
  - The Windows\*\* registry, run REGEDIT.EXE and open the following keys: HKEY\_CURRENT\_USER, Software, NetWare, Parameters, NetWare Administrator.
  - Your User object, right-click the object, choose **Details**, and then choose the **NetWare Registry Database** page.
2. Under **Snopin View DLLs** and **Snopin Object DLLs**, add or remove the entries for the desired tool.
  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. ■

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## Register Preferences

### Purpose

You can control the registration of your preferences. ■

### Specify where your preferences are to be registered

- Use the appropriate command-line syntax when starting NetWare\* Administrator.

### Cause preference changes to be saved on exit

- 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.

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## ■ **Set Other Preferences**

### **Purpose**

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

### **Turn on toolbar tips and menu hints**

- On the **View** menu, check **Show QuickTips** and **Show Hints**.

### **Turn off toolbar tips and menu hints**

- On the **View** menu, uncheck **Show QuickTips** and **Show Hints**.

### **Get confirmation on object deletions**

- On the **Options** menu, check **Confirm On Delete**.

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

- On the **Options** menu, check **Get Aliased Object Trustees**.

### **Cause rights information on Aliases to be taken from the Alias**

- On the **Options** menu, check **Get Alias Trustees**.



## ■ 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 Template and Profile 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 User object.

### Create a Template

1. Right-click the container 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 object naming conventions.
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. ■
5. Choose **Create**.

### Create a User

1. Right-click the container 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 object naming conventions.
4. In **Last name**, type the user's last name.
5. (Optional) Choose from the following options:  
Use template  
Create home directory  
Define additional properties  
Create another user
6. Choose **Create**.

### Create a Profile

1. Right-click the container 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 object naming conventions.
4. Choose **Create**.

## 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.

- If you are using a Template:
  - a. Check **Run setup** and enter the commands to perform the tasks in [Setup script](#).
  - b. Choose **OK**.
  - c. [Create the user](#) based on the Template.
- 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.
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](#).
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.

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## ■ 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. ■
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**.

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## ■ **Edit Multiple Users Simultaneously**

### **Purpose**

Use this procedure if you need to edit properties for several users at the same time. ■

### **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. ■  
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.





## ■ Create Group and Organizational Role Objects

### Purpose

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

### Create a Group

1. Right-click the container 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 object naming conventions.
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. Assign the rights that you want the group to have.

### Create an Organizational Role

1. Right-click the container 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 object naming conventions.
4. Check **Define additional properties**, and then choose **Create**.
5. On the **Identification** page, in **Occupant**, add the complete names of the users who you want to be occupants of the role, and then choose **OK**.
6. Assign the rights that you want the organizational role to have.

## ■ Assign Rights

### Purpose

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

### Grant a user rights to objects

1. Right-click the User, Group, or Organizational Role 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**. ■

### Grant a user rights to files and directories

1. Right-click the User, Group, or Organizational Role 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**. ■

### 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**. ■

### 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**. ■

### 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**.

## ■ 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 [Login Restrictions](#) page, limit the number of login sessions the user can have open at a time.
3. (Optional) On the [Password Restrictions](#) 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. ■
5. (Optional) On the **Network Address Restrictions** page, restrict the locations (network addresses) the user can log in from. ■
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 [Intruder Detection](#) 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**.

## ■ **Set File System Attributes**

### **Purpose**

To control access to the NetWare\* file system, you can set file and directory attributes. 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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## ■ Create Container, Alias, and Computer Objects

### Purpose

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

You can also create Alias objects to provide access to the same object from several containers, and Computer 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 Country naming conventions.
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 object naming conventions.
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 object naming conventions.
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 object naming conventions.
4. Fill in Aliased object.
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 object naming conventions.
4. Choose **Create**.

## ■ **Browse Objects and Properties**

### **Purpose**

Each browser window displays a single tree. Each tree lets you view the network objects that are stored in a single Directory. 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 property pages to edit the properties 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 complete name of the container or Volume 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**

- From the **Window** menu, choose **New Window**.

### **Open property pages for an object**

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

You can browse and edit the property pages if you have the necessary rights. ■

### **Open a new container or file system view**

- 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**

- To adjust the scope of the current browser window up one level in the tree, press Backspace.
- 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**.
- 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**.

## 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

- 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**.



## ■ 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. ■

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.

## ■ 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 salvage or purge deleted files. You can also edit volume, file, and directory information, such as space limits, owners, and attributes.

### 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, create it.
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 Directory name.
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**. ■
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. ■
3. Choose **OK**.

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



## Sort and Include by Object Class

### Purpose

This tab lets you select and arrange the classes of objects 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. ■

### Options

Included classes

Available classes



## Sort and Include Property Pages

### Purpose

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

### Options

Active pages

Available pages



- **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 tool is currently providing the main view. ▪

**Options**

Active items

Available items

Show status bar

- 
- 
- 
-



## 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 object to create.

### **Options**

Parent

Class of new object

Context

## ■ Create User

### Purpose

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

### Options

Login name

Last name

Use template

Create home directory

Path

Home directory

Define additional properties

Create another user



## Select New Home Directory Path

### Purpose

This dialog box lets you specify a different location and name for the home directory, 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

Path

Home directory



## 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 Template objects.

### Options

Name

Use template or user ■

Define additional properties

Create another template

■



## 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





■

## **Add or Delete Property Values**

- 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.
- 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.

## Environment

### Purpose

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

### 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 groups. This makes it easier for you to assign rights to the user. ■

### **Options**

Memberships ■

Add

Delete

- 

## Login Script

### Purpose

This property page lets you create or edit a [login script](#) for the user. You can also assign a [Profile](#) object to the user. ▪

### Options

[Login script](#) ▪

[Profile](#)

-



## ■ **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 accounting balance for the user. You can also cause the user account to be locked if the balance falls below a specified value. ■

### **Options**

Account balance ■

Allow unlimited credit ■

Low balance limit

## ■ **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 [charge rates](#) for disk [blocks](#) read by 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](#)

## ■ **Blocks Written**

### **Purpose**

This property page lets you set [charge rates](#) for disk [blocks](#) written by 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](#)

■

## 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 [charge rates](#) for [blocks](#) of disk space used on 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](#)

## ■ **Service Requests**

### **Purpose**

This property page lets you set [charge rates](#) for [service requests](#) made 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](#)

## Add Charge Rate

### Purpose

This dialog box lets you add a charge rate 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 error log. You can also clear the error log to free up disk space. ■

### **Options**

Error log

Clear Error Log

Accounting

## ■ **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 Volume objects.

### **Options**

Volume name

Host server

Physical volume

Define additional properties

Create another volume

■



## ■ **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**

Name

Host server

Version

Host volume

Other name

Location

Department

Organization

■

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

■

## 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 context of the User objects you want listed (choose the browse button next to **Search context**).

### Options

[Search context](#)

[Search entire subtree](#)

[User space limit list](#)

[Modify](#)



## **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 security equivalences to the user. ■

### **Options**

Security equal to ■

Add

Delete

## 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 [Trademarks](#).

**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.

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

## **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 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 intruder detection.

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**

Account locked

Incorrect login count

Account reset time

Last intruder address

## ■ **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 contexts to search for objects associated with this object's explicit rights assignments.

### Options

Begin search in context

Search entire subtree



## ■ **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 object rights and property rights assignments for the users, including rights assignments to self. ■

### **Options**

Object list ■  
Add Assignment  
Delete Assignment  
Object rights  
Property rights  
Clear

## Effective Rights

### Purpose

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

### Options

Object name

Object rights

Property rights

## 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 effective rights 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 effective rights to this object. 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 effective rights to this file or directory. You can choose a different object to view effective rights for.

### Options

Trustee

File system rights list

■

## **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 trustees and their explicit object rights and property rights 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

Trustee list ■  
Effective Rights  
Add Trustee  
Delete Trustee  
Object rights  
Property rights  
Clear  
Inherited Rights Filter

■  
**Trustees**

**Purpose**

This dialog box lets you assign trustees and their explicit object rights and property rights to this container. ■

**Options**

Trustees ■  
Effective Rights  
Add Trustee  
Dele<sup>t</sup>e Trustee  
Object rights  
Property rights  
Clear  
Inherited Rights Filter

■

## Trustees of this File/Directory

### Purpose

This property page lets you assign trustees and their explicit rights to this file or directory. ■

### Options

Trustees ■  
Effective Rights  
Add Trustee  
Delete Trustee  
Access rights  
Inheritance filter

## 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 [NRD Registry Index](#) and [NRD Registry Data](#) 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 [Trademarks](#).

## 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 name space 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 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

Don't Migrate

Immediate Compress

Don't Compress



■

## 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 name space 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 Rename right to the object.

### **Options**

New name

Save old name

Create alias in place of renamed container

## 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 objects that have specific property 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 tree and context to view in the browser window.

### Options

Tree

Context



■

## ■ **Select Tree**

### **Purpose**

This dialog box lets you choose a tree 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 [Trademarks](#).

## ■ **Create Country**

### **Purpose**

This dialog box lets you create Country objects.

### **Options**

Country name

Define additional properties

Create another country

■  
**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 Alias 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 tree.

### **Options**

Available objects

Browse context

Change Context

## Change Context

### Purpose

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

### Steps

1. Type the complete name 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\*\* registry.

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

## **Quick Connect**

No help is available for this screen.



**Related Topics**

[Create Containers, Aliases, and Computers](#)

[Browse Objects and Properties](#)

[Find, Move, and Rename Objects](#)

**Related Topics**

[New Features](#)

[Feature Quick Reference](#)

**Related Topics**

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

[Manage Files and Directories](#)

**Related Topics**

[Getting Started](#)

[Organizing and Browsing the Network](#)

[Managing User Accounts](#)

[Implementing Security](#)

[Managing File Services](#)

[Configuring Queue-Based Print Services](#)

[Setting Preferences](#)

[Feature Quick Reference](#)



**Related Topics**

[Filter and Reorder Browser Views](#)

[Configure the Toolbar and Status Bar](#)

[Install and Remove Tools](#)

[Set Other Preferences](#)

[Register Preferences](#)

**Related Topics**

[Setting Preferences](#)

**Related Topics**

[Setting Preferences](#)

**Related Topics**

[Setting Preferences](#)

**Related Topics**

[Property Syntax Quick Reference](#)

**Related Topics**

[Setting Preferences](#)

[Toolbar - Main Features](#)

[Toolbar - View Features](#)

[Toolbar Location](#)

**Related Topics**

[Setting Preferences](#)

[Toolbar - Main Features](#)

[Toolbar Location](#)

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**Related Topics**

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[Toolbar - View Features](#)

[Status Bar](#)



**Related Topics**

[Setting Preferences](#)

[Toolbar - View Features](#)

[Toolbar Location](#)

[Status Bar](#)

**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**

[Managing User Accounts](#)

[Object Naming Conventions](#)

**Related Topics**

[Create Templates, Users, and Profiles](#)

[Set Up Account Resources](#)

[Work with Login Scripts](#)

[Edit Multiple Users Simultaneously](#)

**Related Topics**

[Implementing Security](#)

**Related Topics**

[Create Groups and Roles](#)

[Assign Rights](#)

[Implement Login Security](#)

[Set File System Attributes](#)



**Related Topics**

[Implementing Security](#)

[Object Naming Conventions](#)

**Related Topics**

[Implementing Security](#)

[Object Rights](#)

[Property Rights](#)

[File System Rights](#)

[Properties Quick Reference](#)

**Related Topics**

[Implementing Security](#)

[File Attributes](#)

[Directory Attributes](#)

**Related Topics**

[Managing File Services](#)

**Related Topics**

[Managing File Services](#)

[Object Naming Conventions](#)

**Related Topics**

[Organizing and Browsing the Network](#)

**Related Topics**

[Organizing and Browsing the Network](#)

[Filter and Reorder Browser Views](#)

**Related Topics**

[Organizing and Browsing the Network](#)

[Object Naming Conventions](#)



**Related Topics**

[Organizing and Browsing the Network](#)

[Object and Property Quick Reference](#)

**Relate Topics**

[Quick Setup](#)

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

[Manage Print Servers](#)

[Manage Printers](#)

[Manage Queues](#)

[Define Print Devices, Job Configurations, and Forms](#)

**Related Topics**

[Manage Print Servers](#)

**Related Topics**

[Manage Printers](#)

**Related Topics**

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

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**Related Topics**

[Manage Printers](#)

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**Related Topics**

[Manage Printers](#)

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

**Related Topics**

[Print Services Quick Setup](#)

**Related Topics**

[Manage Print Servers](#)

**Related Topics**

[Manage Print Queues](#)

**Related Topics**

[Manage Print Servers](#)

**Related Topics**

[Define Print Devices, Job Configurations, and Forms](#)

**Related Topics**

[Configuring Queue-Based Print Services](#)



**Related Topics**

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

[Manage Printers](#)



## 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 [Trademarks](#).

## 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 [Trademarks](#).

## 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 character set). 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 [Trademarks](#).

## **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 interrupt method used by the printer.

### **Connection Type**

Specifies the connection type 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 [Trademarks](#).

## 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 Print Server objects.

NetWare\* Print Services requires this object along with a Printer and Print Queue 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 object naming conventions.

### **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 Trademarks.

## ■ **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 tree 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 Trademarks.

## ■ **Manage Print Queues**

### **Purpose**

Use this set of procedures to manage print queues. 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 print server 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 print queue assignments and user notifications for a printer. 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 service mode 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 form 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 Trademarks.

## **Service Mode**

### **Purpose**

The service mode determines how the print server handles the mounting of new forms 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 printer form 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 printer form 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.

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

## **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 [print servers](#) and [printers](#) 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 printers 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 [Trademarks](#).

## ■ **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 [Trademarks](#).

## ■ **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 print queues from which jobs can be sent to this printer. It also shows the print server 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 [Trademarks](#).

## 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 tree 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 Print Server, Printer, and Print Queue 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 container 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 object naming conventions.
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 complete name 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 container 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 object naming conventions.
4. Choose **Create**.

### Create a Print Server

1. Right-click the container 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 object naming conventions.
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 Trademarks.



## ■ **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 [Print Server](#), [Printer](#), and [Print Queue](#) 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 [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.

## 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 print job configuration.

### Steps

1. Edit the options 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 complete name 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 print device for the job.

### Mode

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

### Form Name

Lets you choose a printer form 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 printer function.

### 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 control sequence.
3. Choose **OK**.

## Create New Mode

### Purpose

This dialog box lets you create a printer mode.

### 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 function 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 print device. After creating it, use the **Modify** button on the **Print Devices** property page to create the functions and modes 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 Trademarks.

## Create New Form

### Purpose

This dialog box lets you create a printer form.

### 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 function. 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 mode. 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 print device. 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 printer form. 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 function.

### 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 control sequence.
3. Choose **OK**.

## Modify Existing Mode

### Purpose

This dialog box lets you modify the selected printer mode.

### 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 functions 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 print device.

### Steps

1. (Optional) In **Name**, modify the device name.
2. Create, modify, and delete the functions and modes you want.
  - To create a function, choose **Create Function**, and then complete the dialog box. Create only the functions you need for the modes you want.
  - To modify a function, from **Functions**, choose the function, choose **Modify**, and then complete the dialog box.
  - To create a mode, choose **Create Mode**, and then complete the dialog box.
  - To modify a mode, from **Modes**, choose the mode, choose **Modify**, and then complete the dialog box.
  - 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, SHIF TIN  
 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



