Apprentice Information Systems, Inc.

1. Log off and power down all workstations.

2. On the Server keyboard, press the spacebar on the keyboard. You should get one of the following screens:



0R

Scheduler: Online	Backup Exec	- Job Manager	Up time: 13:1 ue, May 14, 2002 0	9:26:46 9:01:29
# Status	Session Partition	Status Job Name	Operation]
Punging catalog fil	Mess			
have not been acces 05/10/02 11:40p - B Purging catalog fil	es from APPRENTI sed in 30 days. ackup completed es from APPRENTI sed in 30 days	CENSIS: NOROPEXE	Status: Normal CCCATALOGS: which	
Purging catalog fil have not been acces Purging catalog fil bave not been acces	es from APPRENTI sed in 30 days. es from APPRENTI sed in 30 days.	CE\SYS:\BKUPEXE CE\SYS:\BKUPEXE	CNCATALOGSN which CNCATALOGSN which	
+05/13/02 11:43p - B	ackup completed	on session 1.	Status: Normal	• •
<pre> Ctrl+X> - Exit</pre>		<pre></pre>	· Offline/online · More instructions	

Before you shut down the Novell file server, you will to need to shut down the Database Server software.

3. Press and hold the Alt key, then press the Esc key until you see the following screen:

🛋 DOS - rconsole					- 🗆 ×
Back Media Server Status:	up Exec — Adr Online	ninistrat	ion Console	- MAIN	
Administration	Media	Jobs	Drives	O ptions	About
Available Options					
3	elect A Scree	en To Vie	W		
Ĩ	ransfer Files	s To Servi	er m Shell		
Ē	nd Remote Ses esume Remote	ssion Wit Session	h Server With Server	(ESC)	
W C	orkstation Ac onfigure Keys	ldress stroke Bu	ffering		
		a Maraaki			
<pre><ctrl+p> - Pause <f1> - Help</f1></ctrl+p></pre>	/Resume Sched	luler	<enter> - Shift+F1> -</enter>	- View menu - Help Index	

4. Ensure that, *Select A Screen To View* is highlighted then press the *Enter* key. The following screen will be displayed:

🛤 DOS - rconsole					_ 🗆 🗙
Bac Media Server Status:	kup Exec - Adm Online	ninistrat	ion Console	- MAIN	
Administration	Media	Jobs	Drives	0ptions	About
	Avai	ilable Sci	reens		
	Advantage Da Backup Exec Backup Exec NAMED NetWare 5 Cc NOUELL SSL S System Consc	atabase Si - Adminis Java App onsole Mon Server Han ole	stration Con stration Ser lication Ser nitor ndshake Scre	sole ver en	
<pre><ctrl+p> - Paus <f1> - Help</f1></ctrl+p></pre>	e∕Resume Sched	luler	<pre><enter> - <shift+f1> -</shift+f1></enter></pre>	View menu Help Index	

5. Ensure that, *Advantage Database Server* is highlighted then press the *Enter* key. A screen similar to the one on the following page should appear.

DOS - rconsole						
Advantage Database Server by Extended Systems Inc.Registered to: Apprentice Information Systems Serial Number: 1376701 User Option : 25 UsersRevision: 7.1.0.14						
NLM Up Time: 3 Days 14 Hours 12 Minutes 59 Seconds Operations Since Loaded: 18075210 Install Date: Nov 16, 2005						
	Current	Max Used	Configured	Rejected		
Users/Connections	17/18	18/31	25/50	0/0		
Work Areas Opened	396	499	2000	0		
Tables Opened	42	124	250	0		
Index Files Opened	53	119	400	0		
Data Locks	Ø	9	5000	0		
Log Entries: 4556 ANSI Character Set: ENGL(AMER)						
<pre><f5> = Unload NLM <alt-esc> = Switch Screens <f1> = Management</f1></alt-esc></f5></pre>						

6. Press the F5 key, you will be prompted to type "Y" or "N". Press the "Y" key.

If you received a different message when you pressed the F5 key, all workstations were not powered down. Log off and power down all workstations and try the F5 key again.

Now, you can shut down the Novell file server

7. Press and hold the Alt key, then press the Esc key until you see the following screen:

```
5-14-02 9:07:26 am: RSPX-4.11-23
Remote console connection cleared for 00000010:0001023CBF65
5-14-02 9:34:53 am: RSPX-4.11-28
Remote console connection granted for 00000010:0001023CBF65
APPRENTICE:
```

- 4. Type the word DOWN and then press enter.
- 5. If it says open files exist down server y/n: Press Y.
- 6. When the prompt comes back type exit and press enter.
- 7. Now you can power the server off.