Apprentice Information Systems, Inc.

Shutting Down the Windows File Server

1. Log off and power down all workstations.

2. Log into the server with the following User Name and Password:

   User Name: TAPE

   Password: backup (be sure it's lowercase)

3. When the main Windows screen is displayed, click the *Start* button.

4. Click on, ***Shutdown***

5. You will be prompted to type in a reason for the shutdown. You must enter something. For example, *Instructed by AIS*.

6. The server will now proceed with shutting down.