



LANTASTIC® FOR WINDOWS® 3.X USER'S MANUAL

Instructions for basic networking and day-to-day use

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INTRODUCING LANTASTIC FOR WINDOWS 3.X

Welcome to LANtastic 8.0

Congratulations on your purchase of the LANtastic® 8.0 local area network software. To protect your current computer investment, LANtastic gives you complete DOS, Windows® 3.x, Windows 95/98 and Windows NT 4.0 support. To learn about all of the features of LANtastic 8.0, see Chapter 1 of the *LANtastic Installation and Setup Manual*.

Finding the information you need

This manual provides instructions for day-to-day use and management of LANtastic for Windows 3.x.

LANtastic 8.0 manuals

You get these manuals with LANtastic 8.0:

- LANtastic Installation and Setup Manual (printed)
- LANtastic Troubleshooting Manual (Trouble.pdf)
- LANtastic for DOS User's Manual (Dos_um.pdf)
- LANtastic for Windows 3.x User's Manual (this manual)
- LANtastic for Windows 95/98 User's Manual (9x_um.pdf)
- LANtastic for Windows NT User's Manual (L4nt_um.pdf)

LANtastic 8.0 Online Library

Your printed manuals are supplemented by the Online Library on the LANtastic 8.0 CD-ROM. This library includes comprehensive information about using LANtastic, whether you're running Windows 3.x, Windows 95/98 or DOS. The Online Library presents information in Adobe™ Acrobat™ Portable Document Format (PDF) files. These files are convenient to view on your computer screen because they have Go to Page and Find functions. In many

cases, they also include hypertext links that allow you to jump quickly from place to place. And with book-page formatting, they're easy to print and keep in a binder.

To view a file in the OnLine Library, follow the steps for installing the Adobe Acrobat reader in the *LANTastic Installation and Setup Manual* or in the Readme file. Instructions for navigating and printing PDF files appear there, too.

Important... If you have LANTastic 8.0 on diskettes, you can obtain the information in these Online Library files in two ways:

- From Artisoft's FTP server (see your *LANTastic Installation and Setup Manual* for detailed information). All PDF-version files in the Online Library are available here.
- From the LANTastic for Windows Online Manual, which is a part of your online Help system (see "LANTastic for Windows Online Manual" on page 2).

Topics covered in the Online Library files

The PDF files available on the CD and from electronic support services cover such topics as LANTastic's DOS commands (Commd_dw.pdf) and LANTastic error messages (Errs_dw.pdf). The Windows section of the library also covers the following advanced network topics: SMB/NCP support (Clent_dw.pdf), indirect files (Indir_dw.pdf), IPX routable NETBIOS (Ipx_dw.pdf), LANCache (Lcach_dw.pdf), memory management features (Memry_dw.pdf), multiple adapters (Multi_dw.pdf), the NBSETUP program (Nbset_dw.pdf), NDIS driver support (Ndis_dw.pdf), LANCHECK (Lncheck.pdf) and remote booting (Rboot_dw.pdf). For a complete listing of the contents of the Online Library, see the *LANTastic Installation and Setup Manual*.

Hint... If you're new to computer networks, check the beginner's guide to networking (Beginner.pdf) and the comprehensive glossary of terms (Glossary.pdf) in the Online Library.

LANTastic for Windows Online Manual

If you need detailed information about LANTastic's more advanced management features, you can use the *LANTastic for Windows Online Manual* instead of opening the PDF files described above, if you find it more convenient to use. All of the topics mentioned above are covered in the Online Manual.

The information in the Online Manual is intended for Windows and DOS users and is provided in an easily-searchable Windows 3.x Help system that's accessible from the main LANtastic for Windows Help systems. To use the manual, run the LANtastic Net or Network Manager Help. Then click the green "jump" text at the bottom of the Contents page.

LANtastic 8.0 Readme file

The Readme file contains instructions that became available after this manual, the Online Library and the online Help were completed. Read this file by clicking the Readme Viewer icon in the LANtastic program group.

Using the online Help

If you pull down the Help menu in either the LANtastic Net or Network Manager window and select Quick Help, you'll see an interactive window that pops up instant Help information on each part of the window you click, using the left mouse button. At any time when you're using LANtastic, you can press **F1** to see context-sensitive online Help. In addition to the **Search**, **Back** and **History** buttons, you can use the **Browse Forward (>>)** or **Browse Backward (<<)** buttons.

Key words and phrases on many Help windows are highlighted in green. You can click these topics to jump to another window or to bring up a pop-up box containing more Help information. You can also view other Help windows by using the **Search**, **Back**, or **History** button at the top of each window.

To learn how to perform a specific task, at the LANtastic Net Connections window or the LANtastic Network Manager window, choose How Do I? from the Help pull-down menu. You can also choose the How Do I? option from the Help Contents window. Scroll down the How Do I? topic list until you find the activity you want to learn about.

You'll see that the Help pull-down menu also includes a Quick Help option. Quick Help allows you to view brief explanations of each of the main functions on the LANtastic Net window or the LANtastic Network Manager window.

To view the LANtastic for Windows Online Manual (see page 2), click the green "jump" text in the Net or Network Manager Help Contents window.

TIP...

You can browse through the Help before you start working with LANtastic. From the LANtastic Net or Network Manager windows, click the Help pull-down menu.

Note... If you're not familiar with jumps, pop-up boxes and other features of Windows Help, you may want to take a short guided tour before you start working with LANtastic. To start your tour, select the Using Help option from the Help menu in the LANtastic Net or LANtastic Network Manager window.

Where to go for technical support _____

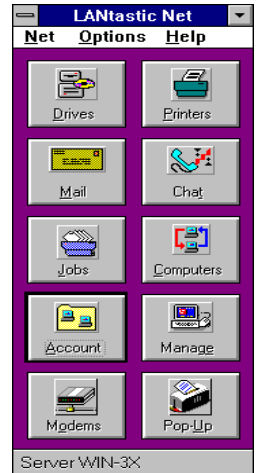
A variety of award-winning technical support services is available for Artisoft products. For complete instructions on using these services worldwide, see the Directory of Support Services that's included in your package.

USING SHARED DRIVES

Using the LANtastic Net window

The LANtastic Net window is your main tool for working with the LANtastic for Windows user interface.

To go to the LANtastic Net window, click the LANtastic Net icon in the LANtastic program group in Windows Program Manager. Some of the buttons in the LANtastic Net window bring up displays on which you drag and drop icons to make network connections. But if you prefer to work from a menu, go to the Net menu in the upper left corner of the LANtastic Net window. Click the menu title to pull down the list of options, then move the mouse pointer and click the option you want.



Most of the options on the Net menu are also available on the LANtastic pull-down menu in Windows File Manager. After you select an option and perform your operation, click anywhere on the File Manager screen to bring it back to the foreground. (If you make a computer or drive connection, select the Refresh All Windows option on the LANtastic menu after going back to File Manager. This makes your new connection appear on the File Manager screen.)

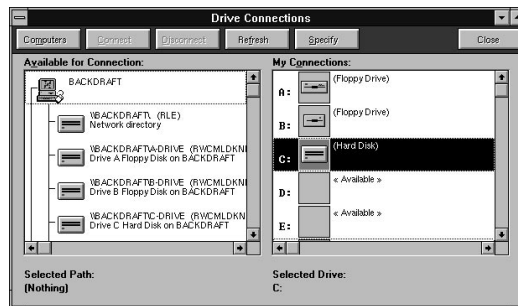
Hint... If you don't have a mouse, you can use the standard Windows keyboard conventions to select and choose options on any menu.

Making a new drive connection

You can connect to the disk drive of any computer that was set up for sharing during LANtastic software installation. Such a computer is called a *server*. Only a server can share its resources on the network.

Note... For a practical example of the steps below, search for “Making a Drive Connection: an Easy Example” in the LANtastic Net Help.

1. From the LANtastic Net window, choose Drives. The Drive Connections window appears.



Note... If you're in Windows File Manager, you can select the LANtastic pull-down menu to bring up the Drive Connections window.

The left pane of the Drive Connections window shows the names of the computers with drives that are available to connect to. The right pane shows your own drives (except for A:, B: and C:, these aren't actual physical drives) and the connections that are already set up. There are also a number of available drive boxes that you can drag other computers' drives into.

Hint... If you've already set up some drive connections and need to remind yourself what they are, complete step 1. Check the list in the right pane of the window, then click Close.

2. If the computer with the drive you'd like to use is listed in the left pane of the window, skip to step 4. If it isn't listed:
 - Click the Computers button at the top of the window. The Computer Connections window appears.

- Select the desired computer from the list on the left:
 - If the computer that you want isn't listed, type in its name in the Computer field and click the Connect button. (You'll have to use this method to connect to servers running other networks, such as Novell NetWare, Windows for Workgroups and Windows NT.)
 - If the Connect to Computer window appears, type in your username and password and click OK. (This procedure is known as "logging in to" a server.)
 - Click Close.
 - 3. At the Drive Connections window, drag the drive you want to use into an available drive box in the right pane of the window. You can also create a connection by highlighting the drive and drive box you'd like to use and clicking the Connect button.
- Hint... To cancel a drive connection, drag the drive icon out of the drive box in the right pane of the window. Alternatively, select the drive icon and click the Disconnect button.

4. Click Close.

You can now start using your new drive connection. For instructions on doing this with File Manager, see "Using an existing drive connection" on page 8.

Making your drive connections permanent _____

Unless you make your drive connections permanent, the connections that you made in the previous section will disappear whenever you exit Windows or restart your computer.

- Hint... The steps here create permanent connections that are available only when you run Windows. To make permanent connections that will be available whether you're running DOS only, or both DOS and Windows, use the SETNET command, as described in your *LANTastic for DOS User's Manual*.

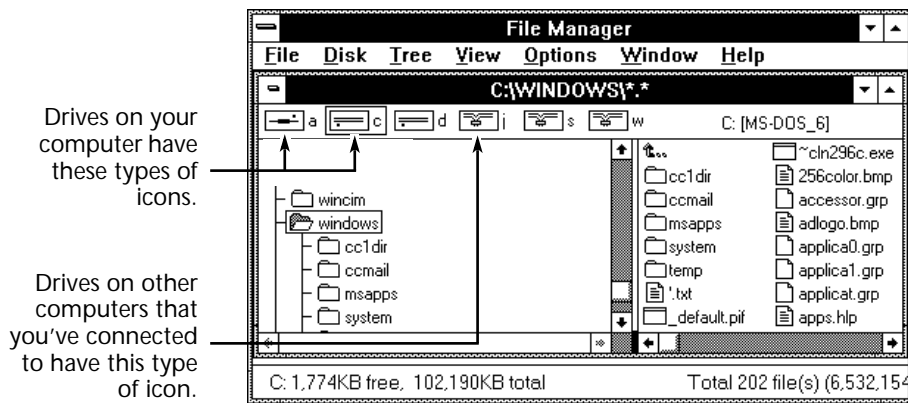
1. Make a computer or drive connection as instructed in the previous section.
2. From the LANTastic Net window, choose the Options menu.
3. Choose Save Settings Now.
4. If the Restore Settings on Startup option isn't already checked, select that option now.

Using an existing drive connection

When you turn on your computer, LANtastic automatically makes any computer and drive connections that you've already set up and made permanent, as described in the previous two sections. So if you want to use a file on another computer, all you have to do is go into File Manager or an application program and open the file.

Here's how to use an existing drive connection using File Manager.

1. From the Main program group choose File Manager. The File Manager window appears.



2. Click the icons for your own drives or drives on other computers. Both types of drives behave the same. You can copy files between drives, double-click program files to run applications, and perform any other File Manager operations.

Logging in and out of servers

If your network is set up to use LANtastic's security features, you may need to log in to a server before you can use its drives. Logging in is the process of identifying yourself with a pre-assigned username and password.

To log in to a server using the Computer Connections window, follow steps 1 - 3 under "Making a new drive connection" beginning on page 6. As you use your network, the Computer Connections window may appear at other times when you must select a computer. When this occurs, follow the same login procedures that are described beginning on page 6.

Note... To learn how to set up your computer so you can log in to more than ten servers at once, search for “Specifying the Number of Servers You Can Log in To” in the LANtastic Net online Help. To learn how to set up a server to allow more than five logins at a time, search for “Setting the Server Startup Parameters” in the LANtastic Network Manager online Help.

Sometimes you may receive a message that a server is shutting down, as described in the next section. When this occurs, you may want to log out of that server to avoid loss of data or other problems.

To log out of a server:

1. From the Already Connected list in the Computer Connections window, click the computer you want to log out of.
2. Click Disconnect.

Shutting down your server ---

So far this chapter has focused on ways that you can use other people’s servers. But what if your computer is a server that other people frequently access – and you have to shut it down in the middle of a work day?

Before you reboot or turn off your computer, it’s a good idea to follow the guidelines in this section. That way, people who are using files on your disk won’t lose any work they haven’t saved.

1. Exit Windows.
2. At the DOS prompt, press Ctrl+Alt+Del. The Server Shutdown screen appears.
3. Check the Open Network Files field in the Server Shutdown screen:

SEE ONLINE HELP...

For more detailed instructions on sharing disk drives, see the LANtastic Net Help.

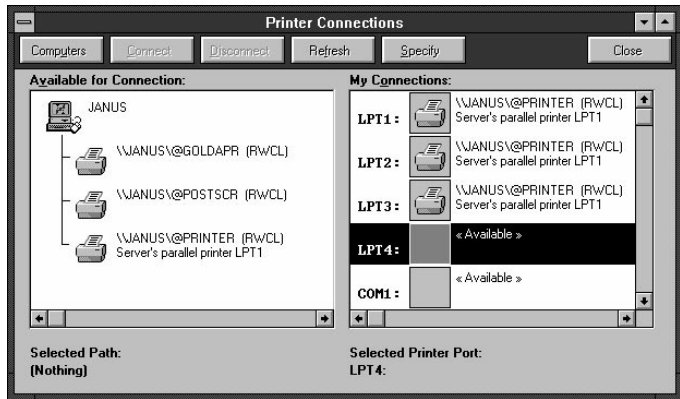
- If the Server Shutdown screen shows zero files open, press S for Shutdown. Wait for the notification that shutdown is complete, then turn off your computer.
- If the Server Shutdown screen shows one or more files open, check with your colleagues to see if they want you to keep your computer on until they’ve finished using your drive.
- If your LANtastic account has the S (System manager) privilege, you can schedule your server shutdown in advance and even send people a pop-up notification message. For more information, type NET HELP SHUTDOWN <Enter> at the DOS prompt.

USING SHARED PRINTERS

Making a new printer connection

Hint... If you've already set up some printer connections and need to remind yourself what they are, complete steps 1 and 2 below. Check the list in the left pane of the Printer Connections window, then click Close.

1. From the LANtastic Net window, choose Printers. The Printer Connections window appears.



SEE ONLINE HELP...

If you're in Windows File Manager, you can select the LANtastic pull-down menu to bring up the Printer Connections window.

Hint... The left pane of the Printer Connections window (Available for Connection) shows the names of the computers with printers that are available to connect to. The right pane (My Connections) shows your own printer ports and the connections that are already set up. There are also a number of available port boxes that you can drag other computers' printers into.

Note... A NetWare server's printers won't appear in the Printer Connections window.

2. If the computer with the printer you'd like to use is listed in the left pane of the window, skip to step 4. If it isn't listed:
 - Click the **Computers** button at the top of the window. The **Computer Connections** window appears.
 - Select the computer with the printer you'd like to use from the list on the left:
 - If the computer that you want isn't listed, type in its name in the **Computer** field and click the **Connect** button. (You'll have to use this method to connect to servers running other networks, such as Novell NetWare, Windows for Workgroups and Windows NT.)
 - If the **Connect to Computer** window appears, type in your username and password and click **OK**.
 - Click **Close**.

Note... To use a printer attached to a NetWare server, you must use the **Specify** button instead of the **Computers** button to specify the NetWare server and its resources.

3. At the **Printer Connections** window, drag the printer you want to use into an available port box in the right pane of the window. You can also create a connection by highlighting the printer and port box you'd like to use and clicking the **Connect** button.

Hint... To cancel a printer connection, drag the printer icon out of the port box in the right pane of the window. Alternatively, you can select the printer icon and click the **Disconnect** button.

4. Click **Close**.
5. Make sure your Windows printer driver matches the type of printer you're using. For instructions about setting up your computer to print under Windows, see "Setting up your computer for Windows printing" beginning on page 14.

You can now start using your new printer connection. For instructions on doing this, see "Using an existing printer connection" on page 13.

Making your printer connections permanent _____

The printer connections that you made in the previous section will disappear whenever you exit Windows or restart your computer. To make your connections permanent, so they appear every time you turn on your computer, follow the steps under “Making your drive connections permanent” on page 7.

Important... For each permanent printer connection that you make, be sure to follow the steps under “Setting up your computer for Windows printing” below.

Using an existing printer connection _____

When you turn on your computer, LANtastic automatically makes any computer and printer connections that you’ve already set up and made permanent, as described in the previous two sections. So if you want to use a printer on another computer, all you have to do is issue a print command from within a Windows 3.x and DOS application or from the DOS prompt.

Here are the basic steps:

1. Run your application program.
2. Open the file you want to print.
3. Issue your application program’s print command.

Your job now goes to the port that was specified in the program’s print setup routine. It’s printed on the printer that you connected to that port using LANtastic.

Hint... Suppose you regularly send jobs to a printer located in another office. Here’s how to minimize running back and forth. From the Options menu in the LANtastic Net window, select Print Notification. A check mark appears next to the option. LANtastic will now beep and send you a message whenever a job has finished printing.

Setting up your computer for Windows printing _____

If you're going to use a printer that's attached to another computer – or if your own computer is a server and you want to use its attached network printer – you must perform these steps on your computer before you can print under Windows 3.x.

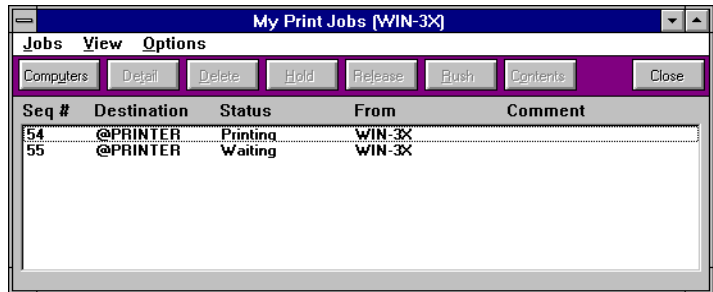
1. From the Windows Main group, choose Control Panel.
2. Choose Printers.
3. Make sure the Use Print Manager option is turned off. If the box is checked, click to disable it.
4. Under the List of Printers, select the type of printer that's attached to the server to which you've made your LANtastic printer connection.
5. If you don't see the server's printer under the Installed Printers list, choose Add>> for a complete list of available printers. Select the printer that's attached to the server and click Install. If you're prompted to insert a Windows diskette, do so. Then follow the instructions on the screen.
6. By default, Windows connects the selected printer to LPT1. If you want to change this connection, do so by performing steps 7 – 10.
7. Click the Connect button.
8. From the list of ports, select the one into which you dragged the printer icon when you made your LANtastic printer connection.
9. In the Timeouts (seconds) box, change Device Not Selected to 900. Change Transmission Retry to 950. (Device Not Selected isn't available if you've chosen a COM port.)
10. Be sure the Fast Printing Direct to Port option is turned off. If the box is checked, click to disable it.
11. Click OK.
12. If you want this printer to be the one to which all of your jobs are automatically sent, choose Set As Default Printer. The name of the default printer appears at the top of the window. Click Close.
13. Repeat steps 4 – 12 for each network printer to which you want to send jobs under Windows 3.x.
14. Click Close and exit the Control Panel.

Viewing and controlling print jobs

When you send a job to a printer on another computer, the job waits in line until the printer becomes available. While it's waiting, you can view the status of your print job or even cancel it.

1. From the LANtastic Net window, click Jobs.
2. If the Select Computer window appears, choose the name of the computer you sent the print job to and click OK. If the desired computer's name isn't listed, click the Connections button and follow the procedures under step 3 on page 12.

The My Print Jobs window appears, showing all the print jobs that you've sent to the selected computer.



The My Print Jobs window shows you the sequence number, the printer to which the job was sent, the status of the job, the name of the computer the job came from, and any comment you included when you sent the file (usually this is the name of the file). The status of your print job can be Printing, Waiting, Held or Rush. For definitions of these designations, search for "Print Jobs Window Status Field" in the LANtastic Net online Help.

3. Select the print job you'd like to control and choose Detail, Delete, Hold, Release, Rush, or Contents. For definitions of these choices, search for "Print Jobs Window Options" in the LANtastic Net online Help.
4. When you're finished, click Close.

Viewing the All Jobs window

If you have the Q (Super Queue) or S account privilege, you can change the My Print Jobs window to the All Print Jobs window. This shows a list of everyone's jobs that have been sent to this server. To do this, select the All Jobs option on the View menu.

If a server shares many printers and you want to look only at jobs intended for a specific one, open the Options menu and choose Printer Filter. Specify the names of the printers you want to see print jobs for. Note that if you're using a printer attached to an SMB server, such as Windows for Workgroups or Windows NT, you can see all jobs, but you can control only those that you've sent.

Using your own printer

If you work at a server that shares its printer, you'll have to send your own print jobs through the network. To do this, you need to make a LANtastic connection for your own printer as explained under "Making a new printer connection" on page 11. If you don't do this, any print jobs that you send locally may not print correctly (or may not print at all) if a network print job is sent.

Important... After you make a LANtastic connection to your own printer, be sure to follow the steps under "Setting up your computer for Windows printing" beginning on page 14.

If you don't want to set up a network connection to your printer, but still want to print locally, halt your server's printer queue as described under "Viewing and controlling print jobs" on page 15. To do this, you must have the Q (Super Queue) or S privilege. Alternatively, go to a DOS prompt and type `NET UNUSE LPTn <Enter>`, where n is the number of the LPT port being used by your printer. Your printer (LPTn) will now print only your own local jobs.

Note... If you want to stop printing permanently and remove your server's printers from the list of shared resources, disable the Printing Module in the Server Control Panel. For instructions see "Printing and Despooling Settings" in the LANtastic Network Manager online Help.

SEE ONLINE HELP...

For more detailed instructions on sharing printers, see the LANtastic Net Help.

USING LANTASTIC MAIL AND CHAT

Choosing a post office server _____

With LANtastic mail, everyone sends messages to one or more “post office” servers, where they’re stored in a resource called @MAIL. In order to read the messages, everyone logs in to the post office server and reads the messages that have been addressed to his or her account or machine name.

You can have only one mail resource per server, and it must be called @MAIL. Since LANtastic created a mail resource on each server during installation, you’ll have to create a new one only if you’ve deleted your mail resource. For instructions, search for “Creating a Mail Resource” in the LANtastic Network Manager online Help.

Important... You can send mail and chat messages among DOS, Windows 3.x, Windows 95/98 and Windows NT computers. All of them can get their mail from the same DOS or Windows post office server. (Note, however, that a Windows 95/98 or Windows NT server can’t function as a post office server.)

Creating and sending a new message _____

1. From the LANtastic Net window, choose Mail.
2. If this is the first time you’ve used Mail during this work session, the Select Computer window appears. Select the name of the post office server from the list and click OK. If its name doesn’t appear, click Connections and proceed as described in Chapter 2.
3. From the Mail menu, click Send.
4. Click Use Editor.
5. Type in your message.
6. Choose Send from the File menu.

7. On the Select Recipients display, address the message as follows:
 - To send a message to an individual or ACL group, type in the account or computer name and click Send. If you don't know the account or computer name, scroll through the list and select it. To select more than one name, hold down the Shift key as you click. When you're finished addressing the message, click Send.
 - To send a global message to everyone on the network, type in an asterisk (*) and click Send.
8. If desired, type in a comment (subject) and click Send.

Performing other mail functions _____

1. From the LANtastic Net window, choose Mail.
 - If this is the first time you've used mail during this work session, the Select Computer window appears. Select the name of the post office server from the list and click OK. If its name doesn't appear, click Connections and proceed as described in Chapter 2.
 - In the Incoming Mail box of the Mail window, you'll see a list of the messages addressed to your account or computer name. The Outgoing Mail box shows messages you've sent to others. The mail envelope icons become darker as they wait longer in the mail queue.
 - By default, the Mail window updates itself every 21 seconds. To change this, choose Options, then click Update Now or Update Rate. If you click Update Rate, drag the box to the desired setting, then click OK.
2. Select an item in the mail queue, then choose one of the buttons in the tool bar or options in the Mail menu. Here's how to perform the various mail functions:
 - To read a message, click it.
 - To forward a message, select it and click Forward. Address it as described above, then click Send.
 - To delete a message, select it and click Delete.
 - To edit or print a message, save it as a text or application program file. You can then run that text editor or application and edit or print the message.

Using Chat

LANTastic's Chat feature allows two or more people to conduct a real-time, on-screen conversation.

1. From the LANTastic Net window, choose Chat. The Chat window appears.
2. Click the Call button, enter the account or computer name you'd like to call, then click OK.
3. A pop-up message informs the person on the computer you're calling that you want to chat. To complete the connection, that person must choose the Go To Chat button. The Chat window then appears on his or her computer screen.

Once you see the message <Connect> on your screen, the two of you can begin to type messages to each other. The field at the bottom of your screen shows the name of the computer you're calling.

4. Type in the message you want to send in the Local Machine field. The responses appear in the Remote Machine field. You may both type at the same time. If you type more text than will fit in the screen, the display scrolls up to give you more space. The options under the Edit menu allow you to copy text from the Chat window to the Windows 3.x clipboard, or paste text from the Windows clipboard to a Chat window.

Hint... LANTastic Net allows you to have multiple Chat windows open and link the chat sessions together. Once this is done, the text you type appears in all the Chat windows you've linked. To use this feature, complete the steps above. In each Chat window, check the Link option in the Chat menu. The text you type now appears in the Remote Machine field of all the linked Chat windows. Other people can also link their Chat windows to create a conference call.

SEE ONLINE HELP...

For more detailed instructions on using Mail and Chat, see the LANTastic Net and Net Manager online Help.

5. When you've finished chatting, click Hang Up to break your connection, then click Close.

USING LOGIN ACCOUNTS FOR SECURITY

Using the LANtastic Network Manager window _____

The Network Manager window is your main tool for customizing LANtastic to fit your network needs. It works much the same as the LANtastic Net menu, which is explained in Chapter 2. In this chapter, you'll use the Accounts button on the LANtastic Network Manager window to create a set of Login accounts.



About the default wildcard account _____

During installation, LANtastic automatically created a wildcard account named "*" on every server. This default wildcard account allows up to 255 people on the LANtastic network to share all disk drives and printers on a server without typing in a username or password. This makes things easy if you aren't concerned about network security. You can start sharing disk drives and printers as soon as LANtastic is installed without setting up any login accounts.

The default “*” account comes with the S (System manager) account privilege that gives everyone the right to manage your network servers. To avoid unauthorized or inadvertent changes to your servers’ software settings, you may want to delete the wildcard account. Alternatively, you can give it special privileges that allow only certain people to perform network management activities.

Note... If you opt to keep the default wildcard account and don’t want to set up any login accounts, go to the Server Control Panel and disable all options in the Security Control module except the Individual and Wildcard Accounts option. This frees up memory on the server. Instructions appear under “Setting the Server Startup Parameters” in the LANtastic Network Manager online Help.

About Login accounts ---

If you decide to keep the default wildcard account and don’t care about network security, you don’t have to create any login accounts. But if network security becomes important, you’ll want to create login accounts on every server. Once you’ve done this, only a person with a valid username and password can log in to a server. There are two types of login accounts:

An individual account allows an individual user to log in to a server. Whenever you log in, you’re prompted to type in your username and password (if a password has been set up for your account).

A wildcard account allows multiple users to log in to a server using the same prefix. This makes it easy to create one set of accounts with a common set of features. For example, you might set up the wildcard account SALES-* for everyone in your sales department. Wildcard account names must end in an asterisk (*). To log in with a wildcard account, you simply add any name in place of the “*”.

Account security features ---

Log-in accounts are security features in their own right, since they allow you to restrict the use of a server to people who have an authorized account on it. But once you’ve created a set of login accounts, you can use them as the basis for many other security features.

For example:

- Account privileges can be assigned to the accounts of the people who manage your network. These privileges will allow them to perform operations like monitoring print queues. Search for “Setting Privileges for an Account” in the LANtastic Network Manager online Help.
- Access Control List (ACL) rights can be given to one or more individual accounts, wildcard accounts, ACL groups or templates. ACL rights give common access rights to a shared resource such as a disk drive or directory. Search the LANtastic Network Manager online Help for “Placing an Account in an ACL Group,” “Setting Access Control Lists for Drive Resources,” “Copying and Pasting Accounts and ACL Groups,” “Copying All Account and ACL Group Information,” and “Deleting an Account or ACL Group.”
- Expiration options can be added to an account. These include an account expiration date, a password expiration date and limited login hours. Search for “Setting an Account Expiration Date,” “Setting a Password Expiration Date” and “Setting Time-of-Day Logins” in the LANtastic Network Manager online Help.
- The Disable Account option can be applied to an account if it won’t be used for an extended period, or if you’d like to deny access to a user or group. For instructions on disabling your own account, see “Changing your password and disabling your account” on page 28. For instructions on disabling someone else’s account, search for “Disabling a Login Account” in the LANtastic Network Manager online Help.
- The Broadcast Server ID to all Network Users option can be turned off, so a user must know a server’s name before he can log in. Search for “Setting the Server Startup Parameters” in the LANtastic Network Manager online Help.
- The Logins and Logouts options can be enabled, so people with the O (Operator) privilege will get pop-up messages whenever someone logs in or out of a server. Search for “Setting the Server Startup Parameters” in the LANtastic Network Manager online Help.
- The Logins and Logouts auditing options can be enabled, so an entry is made in the server’s audit trail whenever someone logs in or out. Search for “Setting the Server Startup Parameters” in the LANtastic Network Manager online Help.

SEE ONLINE HELP...

You can browse through the Help to learn more about working with accounts. Double-click the Network Manager Help icon in the LANtastic program group.

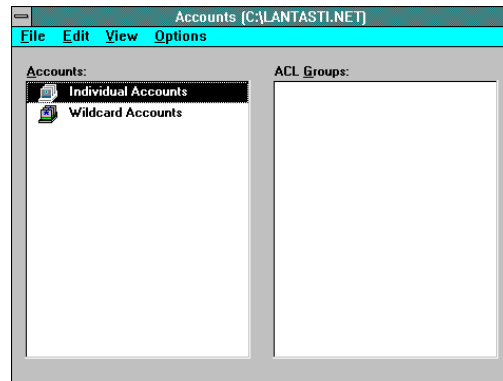
How to create, modify and manage accounts _____

LANTastic gives you several ways to perform these activities on both accounts and ACL groups. For example, you can:

- Create a separate set of accounts on each server. By this method, you go to each server and create a separate set of login accounts. See “Creating a new Login account” on page 25.
- Create one set of accounts on a central account server to be shared by all your other servers. This makes maintaining individual, wildcard and ACL group accounts simple, because they’re all stored in one place. Search for “Setting Up a Central Account Server” in the LANTastic Network Manager online Help.
- Copy and paste existing accounts to another server’s disk. Once you’ve created one set of accounts, you can copy them to another server and modify them as desired. Search for “Copying and Pasting Accounts and ACL groups” in the LANTastic Network Manager online Help.
- Copy all the accounts on one server to a local control directory or to one on another server. This allows you to quickly set up the accounts for a new server, or back up the account information for a control directory. Search for “Copying All Account and ACL Group Information” in the LANTastic Network Manager online Help.
- Export and import account files. After you’ve created your accounts, you can export the file to a text editor or database program. You can then copy and edit the account file and use it on multiple servers. Search for “Importing and Exporting Accounts Files” in the LANTastic Network Manager online Help.
- Manage accounts using LANTastic Network Manager. You can change the name, password, privileges and other account parameters from LANTastic Network Manager. Click Accounts, select an account, click Edit and Modify. You can also disable and delete accounts. For extra convenience, you can manage accounts on remote servers from the keyboard of your own server. Search for “Controlling a Remote Server” in the LANTastic Net online Help.
- Manage accounts using LANTastic Net. Anyone on the network can view the Account Status window using LANTastic Net. However, you must have an account with the Allow User Modify option enabled in order to change your password or disable your account. See “Managing an account with LANTastic Net” on page 27.

Creating a new Login account

1. Check to make sure that the Individual and Wildcard Accounts option is enabled in the Server Control Panel of the LANtastic Network Manager program. If it isn't, toggle this option to Enabled. Instructions appear in Chapter 7.
2. From the LANtastic Network Manager window, choose Accounts. The Accounts window appears. (If the Modify on Double-click option on the Options menu is enabled, you can also get to this window by clicking an account.)



3. Specify the type of account you want to create. Definitions of individual and wildcard accounts appear on page 22.
 - To create an individual account, select the Individual Accounts icon, then open the Edit menu and click Add. The New Individual Account window appears.
 - To set up a wildcard account, select the Wildcard Accounts icon, then open the Edit menu and click Add. The New Wildcard Account window appears.

If you've already created some wildcard accounts, click the Wildcard Accounts icon. You must then place the selection bar on the account you'd like the new account to appear before. The order in which you place the wildcard accounts is important. For guidelines, see "Placement order of wildcard accounts" on page 26.
4. Enter the account name and description. Click Set Password if you want to require a password for logins with this account. You must then type in a password.
5. If you want to create the account but not enable it yet, click in the Enabled box so it isn't checked.

6. In the Concurrent Logins field, enter the number of people that you'd like to allow to log in to this server at once. For wildcard accounts, allow at least one concurrent login for each user who'll log in using that account. For individual accounts, you may want to add extra logins to let the user access the server from more than one computer.
7. Click OK.

Note... The Allow User to Modify Account option lets you allow or disallow a user or group member to change her password or disable her account. To use it, go to the Accounts window and click Edit, then Modify.

Placement order of wildcard accounts

If you haven't deleted LANtastic's default wildcard account, always select it first when you're determining the placement order of your other wildcard accounts. This ensures that the "*" account stays at the bottom of the list. This is important because when a person attempts to log in, the server scans the list from top to bottom and uses the first match it finds. Since the "*" account matches any username, LANtastic ignores any wildcard accounts listed after it.

You must also make sure that any other wildcard account names appear below those of matching entries in the list. For example, an entry called S* listed above SALES-* would match the username SALES-JOEL and any other accounts that begin with the letter S. To place a wildcard account at the bottom of the list, select the empty position at the end of it, then create the account. If you place the selection bar on a wildcard account, the new account will be placed before the original highlighted account.

Deleting an account or ACL group

1. From the LANtastic Network Manager window, choose Accounts.
2. Select the desired individual account, wildcard account, ACL group or ACL group member.
 - To delete all the individual or wildcard accounts, select the Individual Accounts or Wildcard Accounts icon.
 - To remove a member from an ACL group, click the ACL group's icon and select the desired member.
 - To delete an entire ACL group, select the group's icon.
3. Open the Edit menu and click Delete.

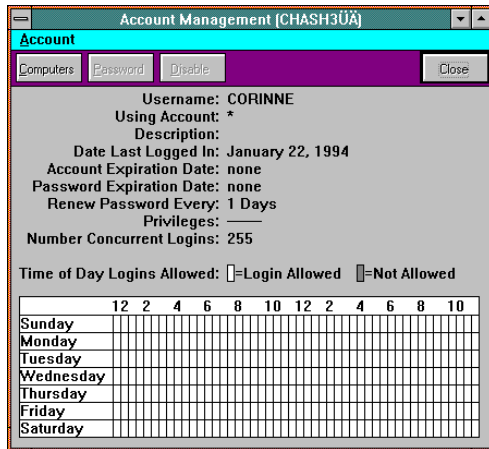
Managing an account with LANtastic Net

LANtastic Net includes options that let users manage their own accounts. While they can't create or delete accounts, they can check their account status and privileges, change their passwords and disable their accounts.

Checking your account status

1. From the LANtastic Net main window, choose Account.

The first time you use a network option, you're prompted to select a server. If you're not already connected to the server you want, choose the Connections button and log in as instructed in Chapter 2. Click OK. The Account Management window appears.



2. If you'd like to see the Account Management window for a different server, choose Computers, select a name from the list and choose OK. If you want to select a server that doesn't appear on the list, choose the Connections button and log in as instructed in Chapter 2.

The Account Management window gives you detailed information about your account, including your username, your account privileges (if any), and any expiration restrictions it may have.

Changing your password and disabling your account

To perform these operations, you must have an account with the Allow User to Modify Account option enabled.

1. From the LANtastic Net window, choose Accounts.
2. If you're prompted to select a server or if the selected server isn't the one with the account you want to modify, refer to steps 1 and 2 in the previous section.
3. From the Account Management window, perform one of these functions:
 - Click Password and type in your old password. Then type in the new password and click OK.
 - Click Disable, type in your password and click OK.

CAUTION! To re-enable your account, you must have adequate privileges on the server concerned. To re-enable it, go to the server and from Network Manager, choose Accounts. Select your account, open the Edit menu and choose Modify. Click the Account Enabled box to turn the option back on, then click OK.

SEE ONLINE HELP...

For more detailed instructions on working with accounts, see the LANtastic Network Manager online Help.

SETTING UP SHARED RESOURCES

About shared resources ---

Shared resources are the disk drives, CD-ROM drives, printers, and other devices attached to a server. All of these devices have the potential of being shared on the network. You just have to give them a network name, so LANtastic can identify them and make connections among them. Giving a device a network name is known as “creating a shared resource.”

When you installed the LANtastic software, a printer resource named @PRINTER was automatically created on each server. A named resource was also created for every hard disk, floppy drive, disk partition and CD-ROM that LANtastic detected.

To see a list of these default shared resources, choose Resources from the LANtastic Network Manager window. Each shared resource in the list has the same name that it uses on your system – for example, C-DRIVE. For a typical list of shared resources, see the Resources window shown under “Creating a shared drive or directory resource” on page 31.

If the default resources listed in the server’s Resources window are all you want to share on the network, you don’t have to create any more resources. However, if you want to limit access to certain directories on the server’s hard disk, you’ll need to use LANtastic to set up each directory as a separately named shared resource. You’ll also have to set up a new resource if you buy a new printer or CD-ROM drive that you want to share, or if a server has more than one printer attached.

Resource security features ---

Shared resources can be security features in their own right, since you can give them access restrictions that allow only authorized people to use them in designated ways.

For example:

- Access Control List (ACL) rights can be assigned to one or more login accounts that use the resource. ACL rights give common access rights to a shared resource such as a disk drive or directory. Search for “Setting ACL Rights for a Drive Resource,” “Placing an Account in an Existing ACL Group” and “Working with ACL Templates” in the LANtastic Network Manager online Help.
- Secure directories can be created to organize a drive resource into areas containing data files and shared applications. Search for “Planning Your Drive Resources” in the LANtastic Network Manager online Help.
- File-level security can be set up to restrict access to an individual file within a shared drive resource. Search for “Setting File-Level Security” in the LANtastic Network Manager online Help.
- Control directory protection can be set up by restricting access to any resource that contains a control directory.

Important... Security rights on a disk resource are applied downward through the entire directory. For example, if you define C-DRIVE as pointing to C:\ and give full rights to that resource, a person keeps those rights at all levels within that drive – unless file-level security is applied.

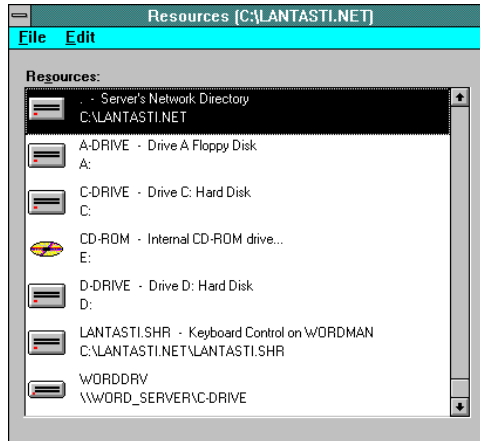
Resource and ACL shortcuts ---

When you're creating shared resources and ACLs, you can save time with a few simple tricks. For example, you can:

- Copy the information from an existing resource and paste it to create another one. Search for “Copying Resources” in the LANtastic Network Manager online Help.
- Copy and paste an ACL to any shared resource. For example, you can copy an ACL to a resource in another control directory – even it's located on another server. Search for “Copying and Pasting an ACL” in the LANtastic Network Manager online Help.
- Create an ACL template that allows you to set access rights for an entire group of users. Search for “Working with ACL Templates” in the LANtastic Network Manager online Help.

Creating a shared drive or directory resource _____

1. From the LANtastic Network Manager window, choose Resources. A window similar to the one shown appears.



2. Open the Edit menu and choose Add, or press Ins.
3. Select Shared Drive. Make sure the Local Resource option is selected.
4. Type in the name of the new drive resource in the Resource Name field. The name must follow DOS conventions for naming a file. It can be up to eight characters long, with a three-character extension.
5. If desired, type in a description (up to 64 characters) for the new drive resource.
6. In the Local Path field, type in the actual local path for this resource on the server. For example, to set up your C: drive as a shared resource you'd type C: or to set up your C:\APPS directory as a shared resource you'd type C:\APPS.
7. Click Icon to bring up a window that shows you the shared drive resource icons available. Select an appropriate icon for the new resource and click OK. This is the icon that users will see in the window when they attempt to connect a local drive to this shared resource.
8. Click OK. The new resource now appears on the list of shared resources for that server.

Creating a shared printer resource

This section tells you how to set up a single printer resource. To set up a printer pool resource, search for “Creating a Printer Pool Resource” in the LANtastic Network Manager online Help.

1. From the LANtastic Network Manager window, click Resources.
2. Open the Edit menu and click Add.
3. Click Shared Device from the Resource Type field and type in the name for the new resource. An “@” sign must precede the name. The name, including the “@” sign, may be up to eight characters long and include a three-character extension. For example, @PRINTER.PRN.
4. Click Icon to bring up a window that shows you the available printer resource icons. Select an appropriate icon for the new resource. This is the icon that users will see in the Printer Connections window when they attempt to connect a local printer port to this device. Click OK.
5. Make sure the Local Resource option is selected.
6. If you like, type in a description for the new resource.
7. Click Device.
 - If the printer is attached to this network server, select the port in the Spooled Device section where the printer is attached and click OK. Generally this will be an LPT or a COM port.
 - If you’ll be using the LANtastic Remote Print Server program (RPS.EXE) to pull print jobs from the server’s queue and send them to other printers on the network, select Remote and click OK.
 - If you’re creating this resource for use with an HP® JetDirect™ printer, choose HP JetDirect, enter the requested information, and click OK.
 - If you’re creating this resource for use with a printer attached to a Central Station, choose CSPrint, enter the requested information, and click OK.

The new printer resource now appears on the list of shared resources.

8. Click OK. The resource is now created. If you want to specify print parameters, complete the steps below.
 - Open the Edit menu and click Modify. The Resource Parameters window appears. For descriptions of the options in the Resource Parameters window, search for “Options in the Resource Parameters Window” in the LANtastic Network Manager online Help.
 - If you selected a COM port as the output device, click the Serial Device Parameters option in the Resource Parameters window. For descriptions of the options in the Serial Device Parameters window, search for “Options in the Serial Device Parameters Window” in the LANtastic Network Manager online Help.
 - Set the parameters to the correct configuration for your printer, then click OK. Consult your printer manual for information.
 - If you selected Remote, HP JetDirect or CSPrint, go to the Server Control Panel window in LANtastic Network Manager and enable the corresponding support option under Printing and Despooling.
9. Shut down and restart your server.
 - Follow the instructions under “Shutting down your server” that begin on page 9.
 - To restart the SERVER program, go to the DOS prompt and type SERVER <Enter>. This makes your new resource available for sharing.

After you've created your new printer resource, go to each computer that will regularly use the new printer and make a new permanent printer connection. See “Adding or removing a printer” on page 55.

Important... In order to send jobs to an HP JetDirect printer resource, you must have an NDIS driver for the network adapter in your computer. Instructions for checking your adapter driver and performing other steps to add a new HP JetDirect printer appear in the *LANtastic Installation and Setup Manual*.

Printer initialization strings and files ---

The printer setup string lets you specify a group of control characters to initialize a printer for a specific mode of printing. Consult your printer manual for the character options for your printer. For instructions on creating a printer setup string, search for “Using the Printer Setup String” in the LANtastic Network Manager online Help.

Setup and cleanup files allow you to include more control codes than the 64-character limit for the printer setup string. First the setup file initializes the printer for a specific mode of printing. After the job is printed, the cleanup file resets the printer, usually to its original mode of printing. For instructions, see “Using Setup and Cleanup files” in the LANtastic Network Manager online Help.

Creating other types of shared resources ---

In addition to resources for drives and printers, LANtastic allows you to create several other types of shared resources. For example:

- A printer pool resource consists of a list of printers. Instead of waiting in a line for a single printer, your jobs are printed on the first available printer in the pool. Search for “Creating a Printer Pool Resource” in the LANtastic Network Manager online Help.
- A global resource is defined on one server but points to remote resources that physically exist on another server. That way users can log in to only one server to use multiple servers’ resources. Search for “Creating Global Drive Resources” in the LANtastic Network Manager online Help.
- A mail resource allows you to send e-mail across the network. Although LANtastic created a mail resource on each server during installation, you’ll have to create a new one if you’ve deleted your mail resource. Search for “Creating a Mail Resource” in the LANtastic Network Manager online Help.
- A shared keyboard or screen resource allows you to view a remote server’s screen from your own computer and send commands to be run on that server. Although LANtastic created a shared keyboard and screen resource for each computer during installation, you’ll need to create new ones if you’ve deleted these resources. Search for “Creating Keyboard and Screen Resources” in the LANtastic Network Manager online Help.

SEE ONLINE HELP...

For more detailed instructions on working with shared resources, see the LANtastic Network Manager online Help.

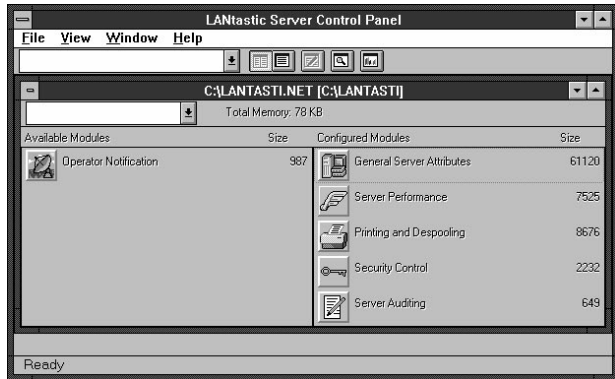
- A spooled keyboard resource allows you to send a server a batch file that will be executed at a time you specify. Although LANtastic created a spooled keyboard resource for each computer during installation, you'll need to create a new one if you've deleted this resource. Search for "Creating Spooled Keyboard Resources" in the LANtastic Network Manager online Help.
- A CD-ROM or other non-DOS drive resource will be necessary if you attach a CD-ROM after installing LANtastic, or if you want to share a WORM or other type of non-DOS drive. Search for "Creating a CD-ROM or Other Non-DOS Drive Resource" in the LANtastic Network Manager online Help.

SETTING UP AND MANAGING YOUR SERVERS

Setting parameters in the Server Control Panel_____

The Server Control Panel allows you to “turn off” the sharing functions that you don’t need on each computer. For example, if only one of your computers has a printer, you can turn off the Printing module on all of your other computers, saving valuable application memory. You can also use the Server Control Panel to fine-tune server performance and set up security features.

1. From the LANtastic Network Manager window, choose Server.
2. You’ll be prompted to specify the path to the copy of SERVER.EXE that your computer uses. Usually this will be C:\LANTASTI\SERVER.EXE. The Server Control Panel appears.



3. Enable the server modules you’d like the server to use by dragging them from the Available Modules list into the Configured Modules list. Your current server memory usage appears to the right of each module in the Size field.

Hint... To make server configuration easy, click the down arrow next to the Total Memory field and choose one of the server personalities from the scroll-down list that appears.

Exit Windows and press Ctrl+Alt+Del at the DOS prompt. In the screen that appears, make certain that there are no open network files and press S. The parameters you set are used the next time you run LANtastic on this server.

Hint... You can view multiple servers' software settings by opening the File menu, choosing Open Server and specifying the path to another server's control directory. For convenience, the last few servers on which you've adjusted settings are listed in a menu in the upper left corner of the Server Control Panel.

Modules in the Server Control Panel

Here are descriptions of the Server Control Panel modules. For detailed descriptions of the options within each module, search for the name of each module (for example, "General Server Attributes") in the LANtastic Network Manager online Help.

General Server Attributes	Sets the maximum number of users that can access the server, the number of network adapters installed in the computer, the number of open files the server can support, the type of memory that LANtastic's file system features will use, and advanced options. This module can't be disabled. Note: For more information about the file system memory option, see the next section.
Server Performance	Sets performance options such as the network buffer size and the number of simultaneous tasks the server can perform for network users.
Printing and Despooling	Sets options such as the number of shared printers that network users can simultaneously print to and the size of the printer buffers used. Also lets you manage direct network printing (such as HP JetDirect and Central Station).
Security Control	Enables server security functions such as sending the server's name to network computers, user accounts and Access Control Lists.
Server Auditing	Sets up a log of server events you want audited such as when users log in or are denied access to a shared drive or printer.
Operator Notification	Specifies the types of events for which you want to receive notification. For example, you can set up the server to send you a pop-up message whenever the amount of free disk space drops below 1MB.

Important... To ensure that unauthorized people don't change the parameters in the Server Control Panel, create a password for the control directory. Search for "Password-Protecting a Control Directory" in the LANtastic Network Manager online Help.

New File System Memory option

In LANtastic 8.0, the General Server Attributes module of the Server Control Panel includes a new File System Memory option. This option allows you to load the file system components of the LANtastic SERVER program into EMS or XMS expanded memory, thus saving conventional memory for DOS, application programs and other uses. Here are your file system memory choices:

Conventional	This is the default memory setting, which you should retain if this server isn't using the Maximum Open Files, Cached Resources and Internal SHARE features of the Server program.
EMS (paged)	You can choose this option if this server is using one or more of the Maximum Open Files, Cached Resources or Internal SHARE features and you want to save conventional memory. To use this option you need to have an EMS memory manager version 3.2 or above, such as EMM386.EXE.
EMS (copied)	If you're having trouble with the EMS (paged) option above, you can choose this option in its place – although you'll sacrifice some speed. To use this option you need to have an EMS memory manager version 4.0, such as EMM386.EXE.
XMS	If you don't have an EMS driver, you can choose this option in place of one of the EMS options above. To use this option you need to have an XMS memory manager, such as HIMEM.SYS.

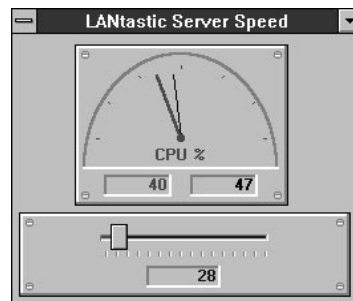
Controlling LANtastic server speed

The LANtastic Server Speed Console allows you to quickly change the amount of time a server dedicates to processing network requests before it returns to doing local tasks. This is similar to setting the Background CPU Usage value in the Server Performance Module except you can change the setting without restarting the server.

SEE ONLINE HELP...

To view detailed How Do I? instructions for setting up your server, search under "Setting the Server Startup Parameters" in the LANtastic Network Manager online Help.

1. From the LANtastic program group in Windows Program Manager, choose the LANtastic Server Speed icon. The LANtastic Server Speed Console appears.



2. Move the button on the horizontal scale by dragging it with your mouse or pressing the arrow keys until the desired value is displayed in the box in the bottom of the console.

Hint... To automatically set the server speed each time Windows is launched, drag the Server Speed icon into your Windows startup group.

Working with control directories

Control directories are used to store all of the accounts, resources and server startup parameters that you create using the Network Manager program. When you change one of those settings, you're editing the control directory.

In most cases a server has only one network control directory – the default LANTASTI.NET. But LANtastic gives you the option of creating multiple control directories on your hard disk. This means you can have more than one network configuration saved. You can then switch control directories whenever your current network situation warrants.

The LANtastic Network Manager online Help tells you all about control directories. Search for these topics: “Creating a New Control Directory,” “Selecting a Control Directory,” “Deleting a Control Directory,” “Backing up a Control Directory,” “Restoring a Control Directory,” “Resetting a Control Directory,” “Password-Protecting a Control Directory,” “Changing a Control Directory Password” and “Disabling Password Protection for a Control Directory.”

Using audit trails

Audit trails enhance security by providing a log of what server disk drives and printers have been accessed by network users and what types of access were allowed or denied. With audit trails you can:

- See how many users are making simultaneous requests to a server. This can help you set appropriate values for several server startup parameters.
- Determine how well you've distributed the network workload among your servers.
- Keep records for billing if you charge for network services.

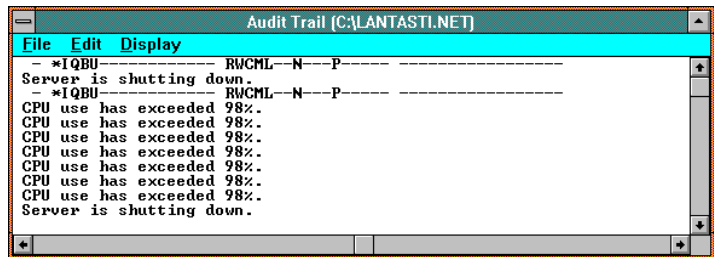
WARNING! While auditing is a powerful feature, if it's used improperly it can slow down server performance. To avoid this, carefully select the types of user activity you want audited. It's also important to regularly clear and delete old audit trails.

Setting up an audit trail

1. From the LANtastic Network Manager window, choose Server. The LANtastic Server Control Panel appears.
2. Make sure the Server Auditing module is located in the Configured Modules list. If it isn't, drag it into this list.
3. Click the Server Auditing icon. A window appears with various auditing options. For a descriptive listing of these options, search for "Server Auditing Settings" in the LANtastic Network Manager online Help.
4. Enable the types of activities you want audited.
5. Exit Windows, then press Ctrl+Alt+Del at the DOS prompt. In the screen that appears, make sure there are no open network files and press S.

Viewing the audit trail file

1. From the LANtastic Network Manager window, choose Audit Trail. You'll see a window similar to the one shown.



Hint... To make the Audit Trail window easier to read, choose from four font options under the Display menu.

2. View the Audit Trail window. For a descriptive listing of its fields, search for "Audit Trail Window Fields Explained" in the LANtastic Network Manager online Help.
3. After you're finished viewing the window, open the File menu and click Exit.

Copying, saving and clearing the audit trail

The Copy option lets you copy any portion of the audit trail file and paste it into any application that supports the Windows clipboard. To do this, select the desired portion of the audit trail and choose Edit, then choose Copy. Paste the audit trail text from the clipboard into the desired window.

The Save As File option lets you copy the audit trail to a file, then delete the original audit trail. To do this, choose File, then choose Save As File. Enter the name of the file to which you'd like to copy the audit trail and click OK.

The Clear Audit Trail option lets you delete all entries from the audit trail. To do this, choose File, then choose Clear Audit Trail and click Yes. Note that this option deletes ALL the entries.

Viewing the Server Management window _____

The LANtastic Net program's Server Management window lets you monitor user activity on a server, as well as data throughput, status information and performance statistics.

Updating a window

By default the Server Management window and all of its associated windows update themselves every five seconds. If you'd like to change this rate or update a window immediately, choose the Update Rate option from the Options menu. Using the mouse or arrow keys, move the box on the Update Rate scale to the desired setting and click OK. To update a window immediately, choose Options, then choose Update Now.

Viewing the User Statistics window

1. From the LANtastic Net window, choose Manage. If you're prompted to select a server or if you'd like to specify a different server, click the Computers button and select a computer, as described in Chapter 2. (If the computer you want to connect to isn't on the list, click the Connections button and proceed as described in Chapter 2.)
2. View the User Statistics window, which is similar to the one shown. For descriptions of its fields, search for "Viewing the User Statistics Window" in the LANtastic Net online Help.

3. When you're finished, click Close.

The screenshot shows a window titled "User Statistics (ESERVER)" with a menu bar containing "Manage", "View", and "Options". Below the menu bar is a "Computers" tab and a "Close" button. The main area contains a table with the following data:

Username	Machine	IO Bytes	Requests	Privs	Command
\$PIERCE	TANLANMAN	74971K	15973	-----L	Close file
HICKMAN_S	HICKMAN_S	429104	30	-----L	Find Next
\$BOB	WORD_SERVER	0	440	-----L	Get Login
LABELLE	LABELLE_2	0	4	-----L	Get Account
\$MIKEE	MIKEE	0	5	-----L	Find First
\$CHAS	CHASH3UÄ	0	70	-----L	Find Next
RATH_A	RATH_A	0	5	-----L	Find First
PLUMLEY_J	PLUMLEY_J	0	10	-----L	Get Queue
\$TONY	TONY	0	14	-----L	Find First
\$LANDAU	LANDAU	0	11	-----L	Find First
\$CHAS	CHASH	28197K	7685	-----L	Open file
CONFIG_SERVER	TCS	82930K	30459	-----L	Find First
\$RDB	ROBERTB	331786	659	-----L	Find Next
\$STEPHANIE	SCHTO	71022	147	-QMU---	L Get Account

Viewing the other windows

1. From the LANtastic Net window, choose Manage. If you're prompted to select a server or if you'd like to specify a different server, refer to step 1 on page 42.
2. From the User Statistics window, open the View menu and choose Throughput Statistics, Status Information or Performance Statistics. For a description of the fields in each window, search for "Viewing the [windowname] Window" in the LANtastic Net online Help.

Flushing a server's caches

If you have the S (System Manager) privilege, you can cause a server to clear and update its account and resource information. If the LANcache program is running, you can save its information to disk. Search for "Flushing a Server's Caches" in the LANtastic Net online Help.

Controlling a remote server

LANtastic lets you control another server's keyboard from your local computer. This is useful if you want to issue a command on a server and see the results on your own screen. Search for "Controlling a Remote Server" in the LANtastic Net online Help.

Using a spooled keyboard resource

A spooled keyboard resource allows you to send a batch file of commands to a remote server. The server then executes these commands locally. You can even specify the time at which the spooled commands will be executed.

During software installation, the Setup program created the default @BATCH spooled keyboard resource for you. But if you've deleted this resource, you'll have to create another one. Search for "Creating Keyboard and Screen Resources" in the LANtastic Network Manager online Help.

Shutting down a remote server

If you have the S (System Manager) privilege, you can shut down and/or reboot a remote server without leaving your desk. Users who are logged in to the server can receive notice of the pending shutdown so they can save their work and close any open files. You can specify the number of minutes before the shutdown and customize the pop-up notification that you send. For instructions, see "Shutting Down a Remote Server" in the LANtastic Net online Help.

If you think other people may be using the server you want to shut down, you can log one or more of them out, or even prevent further logins. Search for "Logging a User Out of a Server" and "Disabling Logins to a Server" in the LANtastic Net online Help.

Once you've scheduled a shutdown, you can cancel it as long as the amount of time specified in the Computer Shutdown window hasn't expired. Search for "Canceling a Server Shutdown" in the LANtastic Net online Help.

WARNING! Remotely shutting down a server that's running an application under Windows may cause lockups and unpredictable behavior. Don't schedule a shutdown unless you can exit any application running on that computer before the shutdown occurs.

Sending a pop-up message

LANTastic for DOS, Windows 3.x, Windows 95/98 and Windows NT users can send each other single-line pop-up messages.

Procedures differ slightly in each interface, as explained in their respective user's manuals.

Important... Before you complete the steps in this section, make sure the NET MESSAGE command is enabled on all computers to which you want to send a message. To determine if it is, type NET SHOW at the DOS prompt. If you see "Unsolicited messages will BEEP, POP-UP and SPEAK," you know that the NET MESSAGE command is enabled. If it isn't, type NET MESSAGE/ENABLE ALL at the DOS prompt.

To send a pop-up message from LANTastic for Windows, complete these steps:

1. From the pull-down menu in the LANTastic Net window, choose Pop-Up Messages. The Pop-Up Messages window appears. For a description of the options in this window, see "Options in the Pop-up Messages Window" in the LANTastic Net online Help.
2. Type the name of the destination computer in the Send To field. To send a message to all users on the network, type in the wildcard character "*". To send a message to a group of users, type in the group name followed by "*".
3. Type your message (up to 79 characters) in the Message field.
4. Click the Send button.

SEE ONLINE HELP...

For more detailed instructions on managing your servers, see the LANTastic Net and Network Manager online Help.

MANAGING PRINTING

Using the Print Jobs window

Chapter 3 explains how to view and control jobs in the LANtastic Net Print Jobs window. For other activities that you can perform from that window, search for the following topics in the LANtastic Net online Help: “Creating a Print Item Using the Text Editor,” “Printing from the Print Jobs Window,” “Delayed Printing,” “Controlling Multiple Printers,” and “Creating and Controlling Logical Printer Streams.”

Using other print control functions

LANtastic provides print control functions in places other than the Print Jobs window. For example:

The Printing and Despoolsing module in the Server Control Panel provides options that allow you to improve printer performance. You can also enable or disable many despoolsing and automatic disk-space-saving functions. For an overview of this module, see Chapter 7. For a descriptive listing of its options, search for “Printing and Despoolsing Settings” in the LANtastic Network Manager online Help.

The printer initialization strings and files functions in LANtastic Network Manager are useful when you want to print a job with unique specifications. For an overview of these functions, see page 34. For full setup instructions, search for “Using the Printer Setup String” and “Using Setup and Cleanup Files” in the LANtastic Network Manager online Help.

The LANtastic Remote Printer Server program, RPS.EXE, in LANtastic for DOS lets you share a printer connected to a client without setting it up as a file server. After your RPS setup is complete, go to the Server Control Panel window and toggle the Remote Print Server Support option to Enabled. For instructions on setting up and using RPS, see Mngprt_d.pdf in the Online Library.

Additional print control functions are discussed in the rest of this chapter.

Controlling printing speed

The LANtastic Printer Speed Console lets you set the amount of CPU time that a server will dedicate to printing. This allows you to increase the speed of printing while running Windows, or you can lower the setting to provide more CPU time for local applications. For example, if a person has a large file to print and you'll be away from your desk, you can increase the CPS (characters per second) rate to help speed printing. When you return, you can set a lower CPS so your local applications such as Word for Windows or Excel will run faster.

Note... The LANtastic Printer Speed setting overrides any Characters Per Second values set for your individual resources. See Chapter 6 for more information on setting parameters for shared printer resources.

1. From the LANtastic program group in Windows Program Manager, click the LANtastic Printer Speed icon. The LANtastic Printer Speed Console appears.
2. Move the button on the horizontal scale by dragging it with your mouse or pressing the arrow keys until the desired CPS (characters per second) speed is displayed in the box in the bottom of the window.
3. Press Alt+F4 to exit the screen. Print jobs will now be sent to the printer through Windows at the speed set in step 2.

Hint... To automatically use the printer speed settings made with the LANtastic Printer Speed Console whenever you run Windows, drag the LANtastic Printer Speed icon into the Windows Startup group.

Important... If you have a printer server that runs for days at a time without shutting down, go to the Server Control Panel's Printing Parameters Module and toggle the Periodic Server Queue Maintenance option to Enabled. The next time the server runs, it will start periodically rebuilding its control file to save disk space and improve performance.

Using multiple printers on one server _____

If a server has more than one printer attached, LANtastic can simultaneously send jobs to each of them. To use this feature, you must first set up each printer as a shared resource as described in Chapter 6. You can also set up each printer to print in various modes. Each print mode can then be set up as a separate network resource.

To use simultaneous despooling, make sure you allow a printer task for each printer on the server. For instructions on specifying the number of printer tasks, search for “Printing and Despooling Settings” in the LANtastic Network Manager online Help.

Enabling print notification _____

You can use the Print Notification option in LANtastic Net to send yourself a print notification message. When the option is active (checked), LANtastic will beep and send you a message whenever a job has finished printing.

Another type of print notification is available from the Operator Notification module in the Server Control Panel. If you toggle the Print Job Start and Print Job Finish options to Enabled, users with the O (Operator) privilege will receive a pop-up message when a print job starts and ends. For more information, see “Printing and Despooling Settings” in the LANtastic Network Manager online Help.

Setting the printer timeout _____

The LANtastic Net program allows you to specify the length of time that LANtastic will wait to close print jobs after print characters have stopped coming. A confirming beep informs you when the print job has been closed. You may choose a timeout period from zero to an hour, but ten seconds (the default value set in STARTNET.BAT) is usually adequate.

1. From the LANtastic Net window, open the Net menu and choose Set Printer Timeout.
2. Type in a timeout value from 0 to 3600 seconds and click OK. The timeout value specified will be used until you reboot the computer or specify a new timeout value.

Using despooling options

LANTastic offers several options for enhanced despooling speed and efficiency. For example, you can:

- Move the printer spool area. This is a good idea if you'd like to use a larger or faster disk for despooling. Search for "Moving the Printer Spool Area" in the LANTastic Network Manager online Help.
- Clear the entire spool area without deleting each entry individually. Search for "Clearing the Spool Area" in the LANTastic Network Manager online Help.
- Set up immediate despooling, so a server can immediately begin to despool and print a job before all the information has been written to its disk. The job will print faster because you don't have to wait for it to be completely written from a network computer before printing begins. Search for "Setting Up Immediate Despooling" in the LANTastic Network Manager online Help.

SEE ONLINE HELP...

For more detailed instructions on managing your printing operations, see the LANTastic Net and Network Manager online Help.

EXPANDING AND CHANGING YOUR NETWORK

Adding or removing a network user _____

If everyone is automatically logging in to all servers with no restrictions, you can add or delete a user without taking any action at all. The user simply starts or stops using the network.

If adding a new user requires a server to allow more than ten users at the same time, complete the instructions in the next section. In a network that uses security, you'll also have to add or delete accounts and resources.

Increasing the maximum number of users _____

After the LANtastic software is installed, each of your servers lets up to ten people use its drives and printers at once. If you want a server to allow more people to use it at the same time:

1. From the LANtastic Network Manager window, choose Server. The Select Control Directory window appears.
2. Select the control directory you want to modify and click OK. The Select Loadable Server window appears.
3. Specify the full path to the directory containing the SERVER.EXE file that you'll use with the control directory you're modifying. Click OK. The LANtastic Server Control Panel appears.
4. Click the General Server Attributes icon in the Configured Modules field. In the Maximum Number of Users field of the dialog box, type in the number of simultaneous users that you want this server to allow. Click OK, then exit Windows.
5. Press Ctrl+Alt+Del, then press the S key. To restart your system, press Ctrl+Alt+Del again.

Note... To obtain faster response time on a server that has many simultaneous users, you may also want to increase the Network Task Buffer Size and Maximum Concurrent Network Tasks parameters in the LANtastic Server Control Panel's Server Performance module.

Adding or removing a computer ---

To add a computer after LANtastic is installed:

1. Install a network adapter in your new computer.
2. Turn off all network computers and cable the new computer to your network according to the instructions in your adapter documentation.
3. Install the LANtastic software on the new computer. (If desired, use the single-disk add-on installation described in the *LANtastic Installation and Setup Manual*)
4. Go to each computer that will regularly use the new computer's disk drive and make a new permanent drive connection.
5. If appropriate, take one or more of these steps:
 - If the new computer is a server and you want to allow more than ten users at one time, increase the maximum number of users.
 - If the new computer is a server with more than one printer attached, create a shared printer resource and increase the number of printer tasks.
 - If the new computer is a server and you want to set it up with account and resource security features, use the LANtastic Network Manager program to do so.

To physically disconnect a computer:

1. Turn off all your network computers, then disconnect the network cable from the computer you want to remove. If you have coaxial cable, attach the cable to the next computer – and if the computer you removed was an end node, move the terminator to the new end node.
2. Turn on the remaining network computers.
3. If the computer you just removed was a server, go to each computer that has been using its disk drives and printers.

Use a text editor such as Windows Notepad to edit its STARTNET.BAT file. Delete the NET LOGIN and NET USE command lines for the server you just removed. Save the changes to the STARTNET.BAT file, and exit the editor.

4. At the DOS prompt, type SETNET <Enter> to update drive and printer connection information in your CONNECT.BAT file.
5. From the LANtastic Net window, choose Computers. If the computer you removed is still on the list of those you're connected to, select it and click Disconnect. Then pull down the Options menu and choose Save Settings Now.
6. Reboot this computer.
7. Repeat steps 3 – 6 for each computer that has been using the server you disconnected.

To temporarily remove a computer from the network:

1. Use a text editor such as Windows Notepad to open the AUTOEXEC.BAT file.
2. Remove or comment out the STARTNET command from the AUTOEXEC.BAT file.
3. Save the changes and exit the editor.
4. Reboot the computer. To put the computer back in the network, add the STARTNET command to the AUTOEXEC.BAT file.

Note... This computer and its resources won't be available to the network. Any NET LOGIN or NET USE commands that reference this computer should be removed from all batch files on other computers, or commented out of their STARTNET.BAT files until the computer is reinstalled on the network.

Changing a computer's name or sharing status_____

To change the name of a network computer:

1. Use a text editor such as Windows Notepad to open the STARTNET.BAT file.
2. Change the computer name in the REDIR line and any other lines where the name appears.
3. Save the changes and exit the editor.

4. Make sure the STARTNET.BAT files at any other computers with connections to the renamed computer are edited to reflect the new name.

To change a client to a server:

1. Reinstall the LANtastic software. Make sure that there's a check mark in the box next to "Do you want to share this Computer's Drives and Printers?"
2. Tell your co-workers the new server's computer name, so they can begin to make connections to its drives and printers.

To change a server to a client:

1. Use a text editor such as Windows Notepad to open the server's STARTNET.BAT file.
2. Remove the SERVER command.
3. Save the changes and exit the editor.
4. Reboot the computer. It now will operate as a client only and cannot share its resources.

Note... Any NET LOGIN or NET USE commands that reference this computer should be removed from all batch files on other computers.

Adding a CD-ROM drive

1. Install the CD-ROM drive and support software as instructed in the manufacturer's manual.
2. Use a text editor such as Windows Notepad to open the server's STARTNET.BAT file (in the LANTASTI directory).
3. Add the command that executes the CD-ROM software. This is an example:

```
MSCDEX.EXE /D:MSCD004/L:F
```

To find the exact command you need to use, refer to your CD-ROM drive documentation.
4. Delete the command that executes the CD-ROM software from your AUTOEXEC.BAT or CONFIG.SYS file.
5. Set up the CD-ROM drive as a shared resource. For instructions, search for "Creating a CD-ROM or Other Non-DOS Drive Resource" in the LANtastic Network Manager online Help.

Adding or removing a printer

To add a printer after LANtastic has been installed:

1. Connect it to a server as instructed in your printer manual.
2. If the server hasn't yet been set up for network printing, do so according to the instructions that follow.
3. Set up the printer as a shared resource.
4. Go to each computer that will regularly use the new printer and make a new permanent printer connection.
5. If the server has more than one printer attached, or if the new printer is attached to a port other than LPT1, follow the instructions under "To increase the number of printer tasks" on page 55.

To set up a server to support network printing:

1. At the LANtastic Network Manager window, choose Server. The Select Control Directory window appears.
2. Select the control directory you want to modify and click OK. The Select Loadable Server window appears.
3. Specify the full path to the directory containing the SERVER.EXE file that you'll use with the control directory you're modifying. Click OK. The LANtastic Server Control Panel appears.
4. Drag the Printing and Despooling icon from the Available Modules list into the Configured Modules list.
5. Create a shared printer resource for the server's printer.
6. Exit Windows. Press Ctrl+Alt+Del, then press the S key. To restart your system, press Ctrl+Alt+Del again.

To increase the number of printer tasks:

WARNING! Increasing the number of printer tasks may slow down local processing of the computer during printing. However, you must do this in order to print simultaneously on two or more printers that are connected to the same server.

1. Go to the server with multiple printers. From the LANtastic Network Manager window, choose Server. The Select Loadable Server window appears.

2. Specify the full path to the directory containing the SERVER.EXE file that you'll use with the control directory you're modifying. Click OK. The LANtastic Server Control Panel appears.
3. Make sure that the icon for the Printing and Despooling module is in the Configured Modules list. If it isn't, drag it there.
4. Double-click the Printing and Despooling icon in the Configured Modules list. In the Maximum Active Printer Tasks field in the dialog box, type in the number of printers attached to this server. Click OK.
5. Exit Windows.
6. Press Ctrl+Alt+Del, then press the S key. To restart your system, press Ctrl+Alt+Del again.
7. Run your LANtastic software.

To add an HP JetDirect printer:

To do this, you must first set up a resource for the HP JetDirect printer and make some configuration changes on a server in your network. Complete steps appear in the *LANtastic Installation and Setup Manual*.

To temporarily remove a printer:

1. From the LANtastic Net window, choose Printers. The Printer Connections window appears.
2. In the My Connections list, select the printer you want to remove, then click Disconnect. Click Close.

To permanently remove a printer:

1. On each computer that uses this printer, use a text editor such as Windows Notepad to open the STARTNET.BAT or CONNECT.BAT file in the C:\LANTASTI directory.
2. Remove the NET USE command for the server's printer from the STARTNET.BAT or CONNECT.BAT file. The command will look similar to this: NET USE LPT1 \\OFFICE_SERVER\@PRINTER.
3. Save the changes to the STARTNET.BAT or CONNECT.BAT file and exit the editor.

4. Reboot the computer.
5. Repeat these steps on each computer that has been using the printer you've removed.

Note... If the printer connection reappears, look for additional connection information in the C:\WINDOWS directory, in the files WIN.INI, WNET.INI, and WINFILE.INI. Delete the pertinent printer connection line from those files and reboot your computer.

Improving server performance and memory use _____

For normal network use, LANtastic's default server configurations provide good network throughput and response times. However, if your network is exceptionally large or bears a lot of traffic, you may want to fine-tune some elements. For example:

The Server Control Panel lets you optimize your memory usage by loading only the modules that you need. For example, if a server isn't sharing a printer, you can disable all the printing modules.

The File System Memory option in the Server Control Panel allows you to load the file system components of the LANtastic Server program into EMS or XMS expanded memory, thus saving conventional memory for DOS, application programs and other uses.

The Server Personality List in the Server Control Panel lets you choose preset options for print and file servers. In many cases, using these pre-sets can significantly enhance server performance.

The Server Speed Console allows you to quickly change the amount of time the server dedicates to processing network requests before it returns to doing local tasks.

The LANcache disk-caching utility can improve the performance of a file server. For instructions, see the file called Lcach_dw.pdf in the LANtastic 8.0 Online Library.

LANtastic's DOS-based ALONE program can increase the speed of a dedicated file or print server. For instructions, see your *LANtastic for DOS User's Manual*.

The Characters per Second option in the LANtastic Network Manager Resource Parameters window lets you control printing speed.

The SIZE= and BUFFERS= REDIR switches can speed up client access to a file server. Instructions appear in the file called Cmmd_dw.pdf in the LANtastic Online Library.

The AILANBIO switches in your STARTNET.BAT file can increase the speed at which clients can access a server. Instructions appear in the file named Cmmd_dw.pdf in the LANtastic Online Library.

SEE ONLINE HELP...

For more detailed instructions on managing, expanding, changing and improving your network, see the LANtastic Net and Network Manager online Help.

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