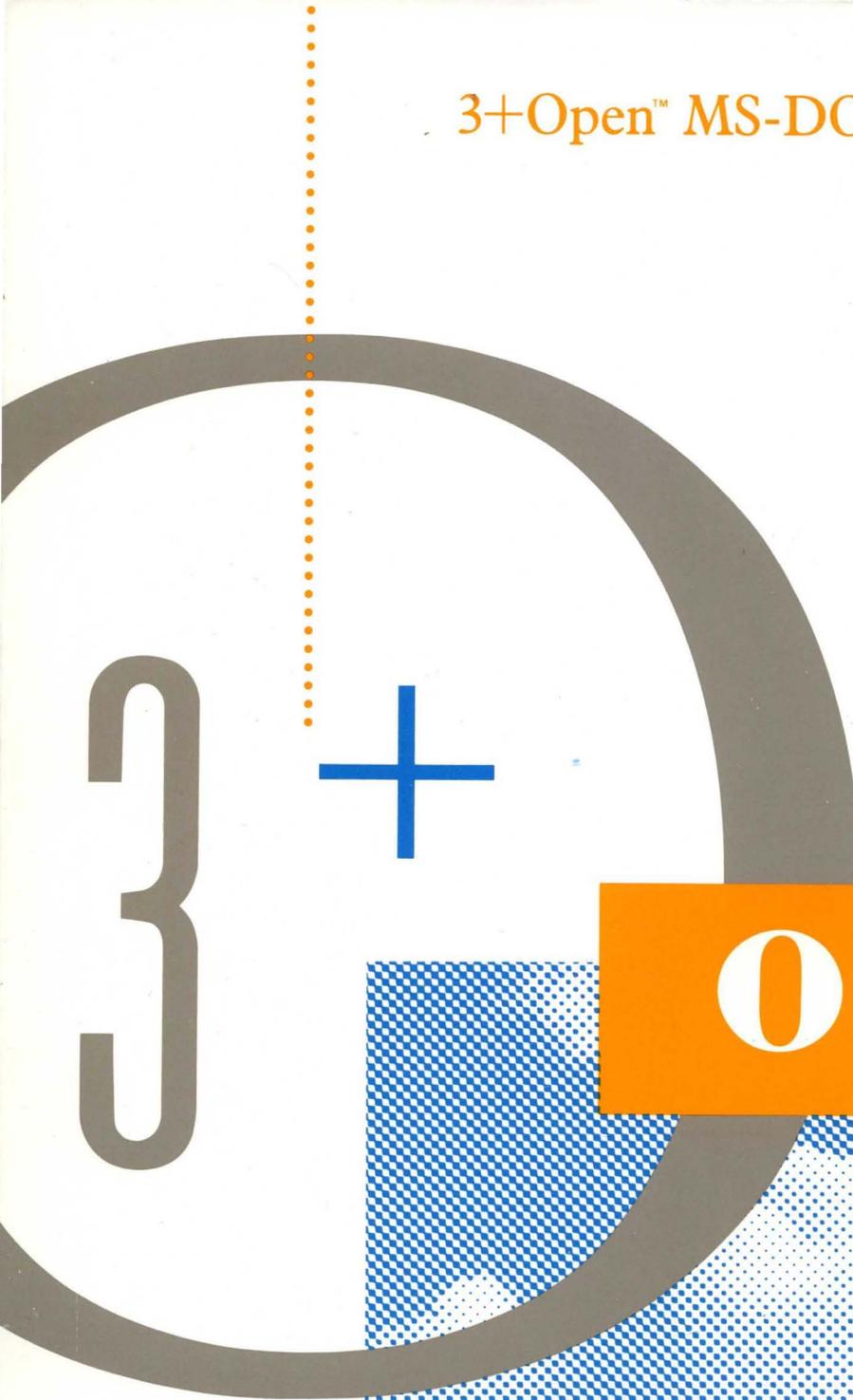


3+Open™ MS-DOS® LAN Manager
User Guide

A large, stylized logo consisting of a grey '3' followed by a blue plus sign, all enclosed within a grey circular arc. A vertical dotted orange line runs through the top of the '3'.

Open

3+Open MS-DOS LAN Manager User Guide

A member of the 3+Open family of products.

Copyright © 3Com Corporation, 1989. All rights reserved.
3165 Kifer Road
Santa Clara, CA 95052-8145
Printed in the U.S.A.

Manual Part No. 5147-00
Published August 1989

Copyright Statement

No part of this manual may be reproduced in any form or by any means or used to make any derivative work (such as translation, transformation, or adaptation) without permission from 3Com Corporation by the United States Copyright Act of 1976, as amended.

Changes are made periodically to the information herein; these changes will be incorporated in new editions of this publication. Contents are the property of 3Com Corporation. All rights reserved.

3Com Corporation provides this guide without warranty of any kind, either implied or expressed, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. 3Com may make improvements or changes in the product(s) and/or the program(s) described in this manual at any time.

Portions of this manual are reproduced in whole or in part with permission from Microsoft Corporation.

Trademarks

3Com and 3+ are registered trademarks of 3Com Corporation. 3+Open is a trademark of 3Com Corporation.

Microsoft, Microsoft Word, Microsoft Project, MS, and MS-DOS are registered trademarks of Microsoft Corporation. Apple, LaserWriter, and Macintosh are registered trademarks of Apple Computer, Incorporated. MacDraw is a registered trademark of Claris Corporation.

Recognition

Writer: Robert Shepherd. Editors: Ruth Hartman and Nancy Newlin. Production: Cate Lush and Christa Schmidt. Engineering information: Ray Marshall, Les Cheong, Dan Myers.

This manual was produced by 3Com using 3+[®] for Macintosh (3Com), Microsoft Word[®] 3.01, and MacDraw[®] II software with the Apple[®] LaserWriter[®] Plus on a Macintosh netstation.

Table of Contents

Welcome

Welcome	ix
MS-DOS LAN Manager Basic	x
MS-DOS LAN Manager Enhanced	xi
Hardware, Software, and Documentation You Will Need	xii
Conventions Used in This Guide	xiv
Keys	xiv
Key Combinations	xiv
Procedural Conventions	xv
Notational Conventions	xv
Notational Convention Examples	xvi
Contents of This Guide	xvii
Finding Further Information	xviii

Chapter 1: Understanding MS-DOS LAN Manager

- What is a Local Area Network? 1-2
 - What Are Servers? 1-3
 - What Are Network Administrators? 1-4
 - What Is a Netstation? 1-4
 - What Are Computer Names? 1-4
 - What Are User Names and Passwords? 1-5
 - What Are Shared Resources? 1-6
 - What are Device Names, Sharenames, and Pathnames? 1-7
 - What Are Printer Queues? 1-8
 - What Do Local and Remote Mean? 1-9
 - What Security Options Are Available for Servers? 1-9
- Introducing MacroCorp 1-10

Chapter 2: Using MS-DOS LAN Manager Basic

- MS-DOS LAN Manager Basic Commands 2-3
- Starting MS-DOS LAN Manager Basic 2-4
- Getting Help 2-5
- Linking to Shared Resources 2-6
- Working with Shared Directories 2-9
 - Linking to a Shared Directory 2-9
 - Unlinking from a Shared Directory 2-10
- Working with Shared Printers 2-11
 - Linking to a Shared Printer Queue 2-11
 - Printing Files 2-11
 - Checking Print Request Status 2-12
 - Unlinking from a Shared Printer Queue 2-13
- Pausing and Restarting Network Services 2-14
- Displaying Network Names 2-15
- Using MS-DOS Commands 2-16

Chapter 3: Introducing MS-DOS LAN Manager Enhanced

Getting Started with MS-DOS LAN Manager Enhanced	3-2
The MS-DOS LAN Manager Screen	3-3
Starting the MS-DOS LAN Manager Screen	3-3
Using the MS-DOS LAN Manager Screen	3-4
Menus	3-5
Dialog Boxes	3-8
Moving Within a Dialog Box	3-9
Accelerator Keys	3-10
Text Boxes	3-11
List Boxes	3-13
Check Boxes	3-16
Option Buttons	3-17
Command Buttons	3-19
Display Fields	3-20
Getting Help with Menus and Dialog Boxes	3-21
MS-DOS LAN Manager Screen Summary	3-21
MS-DOS LAN Manager Enhanced Commands	3-23

Chapter 4: MS-DOS LAN Manager Screen Tutorial

Before You Start	4-2
Lesson 1: Starting MS-DOS LAN Manager	4-3
Lesson 2: Selecting Servers	4-7
Lesson 3: Logging Off	4-12
Lesson 4: Exiting the MS-DOS LAN Manager Screen	4-13
Lesson 5: Using a Shared Directory with DOS Commands	4-14
Lesson 6: Listing Your Connections	4-16
Lesson 7: Disconnecting from a Shared Directory	4-19
Lesson 8: Connecting to a Shared Printer	4-20
Lesson 9: Printing a File on a Shared Printer	4-22
Lesson 10: Viewing a Printer Queue	4-23
Lesson 11: Removing Your Request from a Printer Queue	4-24
Lesson 12: Disconnecting from a Shared Printer	4-25

Chapter 5: Startup and Security

- Starting and Logging On 5-2
- Starting MS-DOS LAN Manager 5-3
 - Starting the MS-DOS LAN Manager Screen 5-4
 - Stopping the MS-DOS LAN Manager Screen 5-5
- Logon Security 5-6
 - Logging On to the Network 5-6
 - Logging On from the MS-DOS LAN Manager Screen 5-7
 - Connections Made Automatically When You Log On 5-9
 - Using Logon Scripts 5-9
 - Logging Off from the Local Area Network 5-10
 - Changing a Password 5-12
 - Changing Your Password at Your Netstation 5-12
 - Changing Your Password at a Server 5-14
 - If You Forget Your Password 5-15

Chapter 6: Using Shared Directories

- About Shared Directories 6-2
- Connecting to Shared Directories with the MS-DOS LAN Manager screen 6-4
 - Connecting to 3+ Open Servers 6-4
 - Connecting to Directories Shared by 3+ Servers 6-8
- Connecting to Shared Directories Using Commands 6-12
- Automatic Connections to Shared Directories 6-14
- Listing Your Connections to Shared Directories 6-15
- Disconnecting from Shared Directories 6-18
- Copying and Moving Files 6-19
 - Using the NET COPY Command 6-20
 - Copying Files Between Network Servers 6-20
 - Using the NET MOVE Command 6-22

Chapter 7: Using Shared Printers

- Shared Printers and Printer Queues 7-3
- Connecting to a Printer Queue Using the MS-DOS LAN Manager Screen 7-4
 - Connecting to 3+ Open Servers 7-4
 - Connecting to Printer Queues Shared by 3+ Servers 7-6
- Using Commands to Connect to Shared Printers 7-8
- Printing a File on a Shared Printer 7-10
 - Using Applications and Shared Printers 7-10

- Listing Your Connections to Printer Queues 7-12
- Examining a Printer Queue 7-13
- Removing a Print Request from a Printer Queue 7-15
- Holding a Print Request in a Printer Queue 7-17
 - Releasing a Held Request 7-18
- Pausing Your Connections to Printer Queues 7-20
 - Continuing Paused Connections 7-21
- Disconnecting Your Netstation from a Printer Queue 7-22

Chapter 8: Sending and Receiving Messages

- About Messages 8-2
- The Messenger Service 8-3
 - Starting the Messenger Service 8-3
- Sending Messages 8-4
 - Sending a Message with the MS-DOS LAN Manager Screen 8-5
 - Sending a Message with the NET SEND Command 8-7
- Receiving Your Messages 8-8
 - Starting the Netpopup Service 8-9
- Using Aliases 8-10
 - Deleting an Alias 8-13

Chapter 9: Using Profile Files

- Profile Files 9-2
- Using an Existing Profile File 9-3
- Saving Your Current Configuration to a Profile File 9-5
- Admin Index Template 9-1

List of Figures

Figure	Title
--------	-------

- | | | |
|-------------|---------------------------|------|
| Figure 1-1. | Printer Queues | 1-8 |
| Figure 1-2. | MacroCorp | 1-11 |
| Figure 3-1. | MS-DOS LAN Manager Screen | 3-4 |
| Figure 3-2. | View Menu | 3-6 |
| Figure 3-3. | Send a Message Dialog Box | 3-9 |

List of Tables

Table	Title
-------	-------

- | | | |
|------------|--|------|
| Table 2-1. | MS-DOS LAN Manager Basic Commands | 2-3 |
| Table 3-1. | MS-DOS LAN Manager Screen Menus | 3-5 |
| Table 3-2. | MS-DOS LAN Manager Screen Keys | 3-21 |
| Table 3-3. | MS-DOS LAN Manager Enhanced Commands | 3-23 |
| Table 3-4. | MS-DOS LAN Manager Enhanced Network Administrator Commands | 3-24 |

Welcome

Welcome to 3+Open™ Microsoft® MS-DOS® LAN Manager, a local area network (LAN) for computers running MS-DOS or PC-DOS. A local area network combines computer software and hardware to let computer users share information and equipment. Each computer can work independently or in conjunction with the other computers on the local area network.

Two versions of MS-DOS LAN Manager are available, each with a different level of functionality. Both are covered in this guide. One version, called MS-DOS LAN Manager Basic, is used by typing commands at the MS-DOS prompt. MS-DOS LAN Manager Basic is easy to use and is described in Chapter 2 of this guide.

MS-DOS LAN Manager Basic

With MS-DOS LAN Manager Basic, you can:

- Add your personal computer to an existing 3+ or 3+Open network.
- Use resources—like disks or printers—that are attached to other computers.
- Display the names and contents of printer queues.
- Pause and restart links to local area network resources.
- Get on-line help.
- Read, revise, and create files on other computers.
- Keep your work group's data in a secure and centralized location.
- Use applications—such as Microsoft Word—with files on other computers.

MS-DOS LAN Manager Enhanced

MS-DOS LAN Manager Enhanced combines all of the functionality of the Basic program with some very powerful and useful additional features, including a full-screen interface. With the Enhanced software you can also:

- Work with menus and dialog boxes instead of typing commands at the MS-DOS prompt.
- Send messages to other users on the local area network.
- Use printers across the local area network.
- Put together a customized set of connections—called a profile file—so that you can connect to a number of frequently used resources with one command.
- Use the Messenger and Netpopup services to send and receive messages.

Hardware, Software, and Documentation You Will Need

You need to have the right hardware, software, and documentation before you start using MS-DOS LAN Manager.

You will need the following hardware:

- An 8086- or 8088-based computer with 640 kilobytes of memory. The minimum required memory is 640 kilobytes, but an 80286- or 80386-based computer with more memory is recommended.
- A local area network adapter properly configured and installed in your computer and physically connected to the local area network. See the documentation for your computer and for the adapter card if you need help installing it.

You will also need the following software installed on your computer:

- MS-DOS or PC-DOS operating system
- MS-DOS LAN Manager netstation software

See your network administrator if the MS-DOS LAN Manager software has not been installed on your netstation.

When the MS-DOS LAN Manager software has been installed on your computer, you will be ready to start going through this guide. This manual contains the fundamental concepts and information you need for using MS-DOS LAN Manager.

After you have read this guide, refer to the *3+Open MS-DOS LAN Manager User Reference* to learn more about the capabilities of MS-DOS LAN Manager. The User Reference provides specific details about MS-DOS LAN Manager commands and menus and contains descriptions of all of the command options.

This guide assumes that you have a working knowledge of MS-DOS and that you have experience working with files and directories. If you are not familiar with MS-DOS, you may want to consult the following manuals:

- *Microsoft MS-DOS User's Guide*
- *Microsoft MS-DOS User's Reference*

Conventions Used in This Guide

The following conventions are used throughout this guide.

Keys

The following table shows the symbols used to represent the keys on your keyboard.

Spelling	Key Represented
[Esc]	Escape
[Alt]	Alternate
[Ctrl]	Control
[Backspace]	Backspace
[Space bar]	Space bar
[F1]-[Fx]	Function keys F1 through Fx
↵ or [Return] or [Enter]	Return or Enter key

Key Combinations

If two or more keys are to be pressed simultaneously, they are linked with a + sign. For example, the following key combination resets a netstation:

[Ctrl]+[Alt]+[Backspace]

Procedural Conventions

Information you should enter is shown in blue. Terms shown in italics should be replaced with specific information. For example:

```
makedisk  n:↵
```

means that you type the command **MAKEDISK** followed by a drive identifier (*n*::) and press [Return].

Notational Conventions

Throughout this manual, the following conventions are used to distinguish elements of text.

Text Element	Indicates
ALL CAPITAL LETTERS	Command names and filenames.
Bold	New terms.
Bold Courier typeface	Input you enter.
Regular Courier typeface	Screen text.
[Brackets]	Nonalphabetic key names such as [Enter] or command options.
<i>Italics</i>	Variable command option names.

Notational Convention Examples

To show you how different types of text in this guide help you perform tasks with MS-DOS LAN Manager, this section gives you examples of usage with MS-DOS LAN Manager commands.

Text examples with commands

Type MS-DOS LAN Manager commands at the MS-DOS prompt. For commands that contain variable or optional material, this guide includes the syntax of the command as well as an example of command usage. For example, the syntax for the NET COPY command is shown as follows:

```
net copy pathname1 [pathname2]
```

This means that to copy files you must type the words `net copy` followed by the pathname of the file (or files) you want to copy (*pathname1*). If you want, you can also specify the pathname to which you want the file or files copied (*pathname2*). Otherwise, they are copied into your current directory, and need to be renamed.

When typing commands, be sure to include blank spaces as they appear on the syntax line. After you have typed a command and verified that your typing is correct, press [Enter]. MS-DOS LAN Manager will then perform the command.

The syntax of some commands may be too complex to be represented by a single syntax line. In such cases, the syntax line appears in generic form, and detailed information about the options will follow:

```
net copy options
```

You may find that commands typed incorrectly can result in an error message. For example, if you try to copy files from the current directory and you don't specify *pathname2*, the following error message is displayed:

```
File cannot be copied onto itself  
0 File(s) copied
```

In this case, the NET COPY command is ended and must be retyped correctly.

Contents of This Guide

This guide contains nine chapters, an appendix, and a glossary of terms. The appendix contains information about MS-DOS LAN Manager's compatibility with other local area networks. The following table provides a quick overview of the chapters in this manual:

Chapter	Contents
Chapter 1	Provides an overview of MS-DOS LAN Manager and introduces MacroCorp, Inc., a fictional financial services company used in many of the examples in this guide. Chapter 1 covers most of the conceptual information you will need to understand before you start using MS-DOS LAN Manager. Read Chapter 1 before reading the rest of this guide.
Chapter 2	Describes MS-DOS LAN Manager Basic and explains how to share resources by typing commands at the MS-DOS prompt. Chapter 2 covers the Basic version exclusively, but you should read it before reading the rest of this guide even if you plan to use the Enhanced version. MS-DOS LAN Manager Enhanced includes all of the features described in Chapter 2. (Chapters 3 through 9 are specific to MS-DOS LAN Manager Enhanced, and, as a result, users of the Basic version can disregard them.)
Chapter 3	Introduces MS-DOS LAN Manager Enhanced, which includes a full-screen interface for the MS-DOS LAN Manager software. Chapter 3 explains how to start MS-DOS LAN Manager Enhanced and defines all of the elements displayed on the screen.
Chapter 4	Contains a tutorial designed to teach users of 3+Open MS-DOS LAN Manager Enhanced how to access and use shared directories and printers, and how to send and receive messages.

Chapter	Contents
Chapter 5	Discusses logging on to and off from the local area network and describes network security and passwords.
Chapter 6	Discusses shared directories.
Chapter 7	Describes shared printers and printer queues and explains how to print a file.
Chapter 8	Describes sending and receiving messages.
Chapter 9	Discusses personalized files (called profile files) that make it easy for you to automatically connect to frequently used resources.

Finding Further Information

One other manual is included with MS-DOS LAN Manager:

- *3+Open MS-DOS LAN Manager User Reference*, a detailed reference that explains each command and dialog box available to the local area network user. This manual describes how to use MS-DOS LAN Manager with either MS-DOS LAN Manager commands or the LAN Manager screen.

Chapter 1: Understanding MS-DOS LAN Manager

This chapter covers the basic concepts and terms used to describe local area networks in general and 3+Open MS-DOS LAN Manager in particular. After reading this chapter, you will know what MS-DOS LAN Manager is and see how it enables you to work more effectively and efficiently by giving you access to computer resources distributed throughout your office or company.

Since a local area network serves a variety of computer users, the best way to illustrate one is to show how it affects a group of individuals. As you go through this guide learning how to use MS-DOS LAN Manager, you will run across specific examples of how diverse groups of users can share resources using a local area network.

What is a Local Area Network?

A **local area network** consists of a group of individual computers that are connected so that they can communicate with each other and share resources, such as hard disks and printers.

A computer has different devices that perform different jobs: the hard disk stores files, the monitor displays information, and the printer prints data. The components that you can use over the local area network are referred to as **resources**. A local area network consists of:

- Computers located in the same group of offices or buildings.
- Cables connecting the computers.
- Software that runs on each of the computers and coordinates communication between the computers.

MS-DOS LAN Manager is the software that allows computers running MS-DOS to communicate over a local area network. When the computers in your company or office are connected to each other across a local area network, you can work much more efficiently and save a lot of time.

For example, without leaving your computer, you can locate and update a report that is stored on someone else's computer. After making changes to the report, you can print it—even if you are not connected to a printer. By being linked to the local area network you have access to resources that are not directly attached to your computer.

Local area networks allow you to share resources

Suppose another department in your organization has a laser printer. You would probably be more efficient in your work if you could use it sometimes. If nothing else, you could produce better looking reports. To print your report on this laser printer without MS-DOS LAN Manager, you would have to copy it onto a floppy disk and take the disk to the computer that is connected to the laser printer.

But if the laser printer is shared with the local area network, you can send the report from your computer directly to the laser printer. The report would be printed exactly as though your computer were connected directly to the printer.

The resources that can be shared across the local area network include:

- Equipment, such as printers and hard drives.
- Software programs that many people want to use, such as Microsoft Word for Networks.
- Shared information, such as inventory reports or spreadsheets.

What Are Servers?

Some of the computers on a local area network operate as **servers**. The primary role of a server is to with users at other computers. Servers get their name from their role of serving the needs of local area network users. Usually, servers are the most powerful computers on the local area network. They usually store a lot of information and share resources, such as printers.

Sharing is the most fundamental concept of MS-DOS LAN Manager, or of any local area network, for that matter. Before you can use a resource owned by a server, someone has to share that resource.

What Are Network Administrators?

Every local area network has a **network administrator**—someone responsible for keeping the local area network running smoothly. The network administrator controls and shares server resources and can help you learn how to use MS-DOS LAN Manager. Talk to your network administrator if you have any problems or questions you cannot resolve on your own.

What Is a Netstation?

When your computer is connected to the local area network, it becomes a **netstation**.

Very little about your computer changes when it becomes a netstation on the local area network. You continue using it as you always have. Now, however, you have access to more information from shared files and can print information more easily on shared printers.

With MS-DOS LAN Manager, servers share resources—such as printers and hard disks—with netstations. For example, a netstation can connect to a server's hard disk and then use that hard disk as though it were its own.

Local area networks usually contain many more netstations than servers. Netstations cannot share their resources. Netstations can only access and use the resources of servers, not other netstations.

What Are Computer Names?

Each server and netstation on the local area network has a unique name to distinguish it from other computers on the local area network. This name is referred to as its **computer name**. Computer names personalize your organization's computers with distinct names or purposes. Computer names are usually the same as the department or person that most frequently uses the computer. If your name is Floyd Smith, for example, you might name your computer *floyds*.

You can name
your computer
after yourself

Your organization might also follow a theme for naming the servers you use. Organizations can use the names of literary characters, entertainment figures, or anything else that strikes their fancy. One company named its servers after the characters in the play *A Streetcar Named Desire*. Another organization named its servers after the planets in our solar system.

What Are User Names and Passwords?

Logging on to
the local area
network

After you have turned on your computer, you need to log on to the local area network by typing your **user name** and **password**. Your user name is the name by which you are known on the local area network. It can be the same as your computer name and can be up to 20 characters long. If your name is Floyd Smith, you can use *floyds* for both your computer name and your user name.

The network administrator will authorize your user name and at the same time establish a password for you to use when you log on. Passwords can be up to 14 characters long. You will need to type the password whenever you access protected information.

Assigning passwords helps prevent unauthorized use of resources on your local area network. It keeps your valuable data and equipment secure.

What Are Shared Resources?

When working with MS-DOS LAN Manager, **share** and **use** are complementary terms: network administrators share resources (that is, make them available to users on the network), and users use the resources that have been shared by network administrators.

Before you can access a shared resource, you need to establish a connection between your netstation and the resource. You do this by telling MS-DOS LAN Manager the name of the shared resource you want to use. This is referred to as a **link**. Establishing a link is like calling someone on the phone—using the link is like the actual conversation you have with the person on the other end. By establishing a link, you open a channel between your netstation and a shared resource.

Once you have linked to a shared resource, working with that resource is just like using one of your own computer's resources—you use a shared directory exactly as you would one of your netstation's own directories.

For example, suppose your manager is the network administrator for your local area network and controls a server. All of the spreadsheets associated with your project are stored in a directory on this server. Before you can work with these spreadsheets, two things must happen:

- The network administrator must share the directory.
- You must link your netstation to the shared directory that contains the spreadsheets. You can then use the shared directory.

What are Device Names, Sharenames, and Pathnames?

About devices and device names

A shared directory serves as a communal data storage area. To use a shared directory, you need to connect one of your netstation's **device names** to the shared directory. A device name is simply the name by which your computer identifies a device. Device names vary according to the type of component they identify—for example, disk device names are drive letters (A:, B:, C:, D:) and printer device names are the names of printer ports (LPT1:, LPT2:).

For example, your netstation's hard disk has the device name C:. MS-DOS provides device names D: through Z: for connections to shared directories. This concept should make it easier for you to think of shared directories as additional disk drives connected to your netstation.

About sharenames

Computers and users are identified by computer names and user names. Shared resources—such as directories and printers—are identified by **sharenames**. Sharenames are designated by local area network network administrators. For example, a network administrator in charge of sharing a hard disk on a server might assign the disk a sharename of *baby*.

About network paths and pathnames

When connecting to a shared resource, you need to type the sharename and the computer name to locate the resource. The combination of both names is known as the **network path**. Network paths consist of two backslashes (\) followed by the computer name, another backslash, and the sharename. For example, the network path for the shared directory *face* on the server *baby* would be `\\baby\face`.

When a filename is added to the network path, it becomes a network pathname. Using the above example, the network pathname for the file *powder.doc* would be `\\baby\face\powder.doc`.

What Are Printer Queues?

Other users are working on the local area network at the same time that you are—that's what networking is all about. Conflicts can arise if both you and another user want to use the same shared resource at the same time. For example, you may both want to print files on the same printer simultaneously.

When a network administrator shares a hardware device that can handle only one request at a time, such as a printer, MS-DOS LAN Manager creates a **queue** for that printer.

A queue collects requests to use the device and then fulfills the requests in the same order that it received them. Queues eliminate competition for access to shared printers. Figure 1-1 illustrates how queues work.

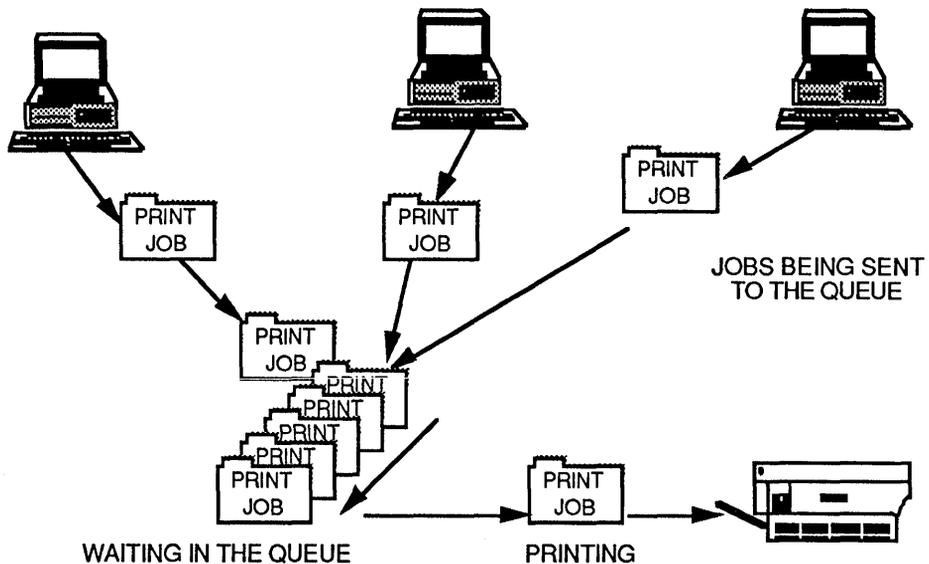


Figure 1-1. Printer Queues

When you use MS-DOS LAN Manager to send a document to a printer, you are actually sending a request to a queue. MS-DOS LAN Manager prints your file when the documents sent before yours have been printed.

What Do Local and Remote Mean?

Local and **remote** are terms that are used to describe resources on the local area network. A local resource is a resource that is attached to, or part of, the computer in front of you. In other words, you do not need MS-DOS LAN Manager to use local resources. One example of a local resource is the hard drive on your personal computer.

Remote is the opposite of local. All resources on your local area network that are not part of or directly attached to your computer are remote resources. Computers on the local area network other than your own are remote computers. If you need MS-DOS LAN Manager to access a resource, then that resource is a remote resource. One example of a remote resource is a printer that is connected to a server on the local area network.

What Security Options Are Available for Servers?

Your network administrator will work with you to decide which resources you and other users need access to and which resources need to be protected. For example, if the people in your department want to share files in a server's directory, your network administrator can set up user accounts for each person and give each person permission to use the directory. People who do not have access permission—perhaps employees in another department—will not be able to work with your files. Another way to protect a resource is for a network administrator to assign a password to the resource itself. For example, your network administrator might share a printer and assign a password to that printer. Then, only the people who know the password can use the printer. See Chapter 6: Using Shared Directories for more information about security and passwords.

**An example of
working with the
local area
network**

Introducing MacroCorp

Many of the examples in this manual are drawn from a fictional financial services company called MacroCorp, Inc. These examples suggest how you might use a local area network in your own environment.

MacroCorp provides investment and money-management services to a wide array of customers. The employees of MacroCorp just installed MS-DOS LAN Manager on their personal computers to help make them more efficient.

Jenny Tibbett, MacroCorp's Vice President for Investments, is starting a new series of reports on investments for the company. Since she will be working on these reports with other people—including accountants, other vice presidents, and secretaries—she is going to place the report files in a shared directory on a server called *invest*. This way, everyone has access to them.

The first thing Jenny does is connect to a remote directory called *reports* and then create her own subdirectory called *monthly*. Next, she copies all of her reports to this subdirectory and contacts Mary Sullivan—the local area network network administrator for MacroCorp—to talk about the access rights that should be associated with this subdirectory. MacroCorp employees can (or cannot) access the reports in the *monthly* subdirectory depending upon the access rights that are assigned at this point.

By establishing a connection to the hard disk on the *invest* server—which has been shared by the network administrator—Jenny can use that hard disk as though it were another hard disk on her own computer. Other MacroCorp employees can also use the hard disk on the *invest* server, allowing them—depending on their access rights—to share the files in the subdirectory *\reports\monthly*. Other MacroCorp employees will not, however, be able to share files that are loaded only on the hard disk at Jenny's netstation. Figure 1-2 illustrates this connection.

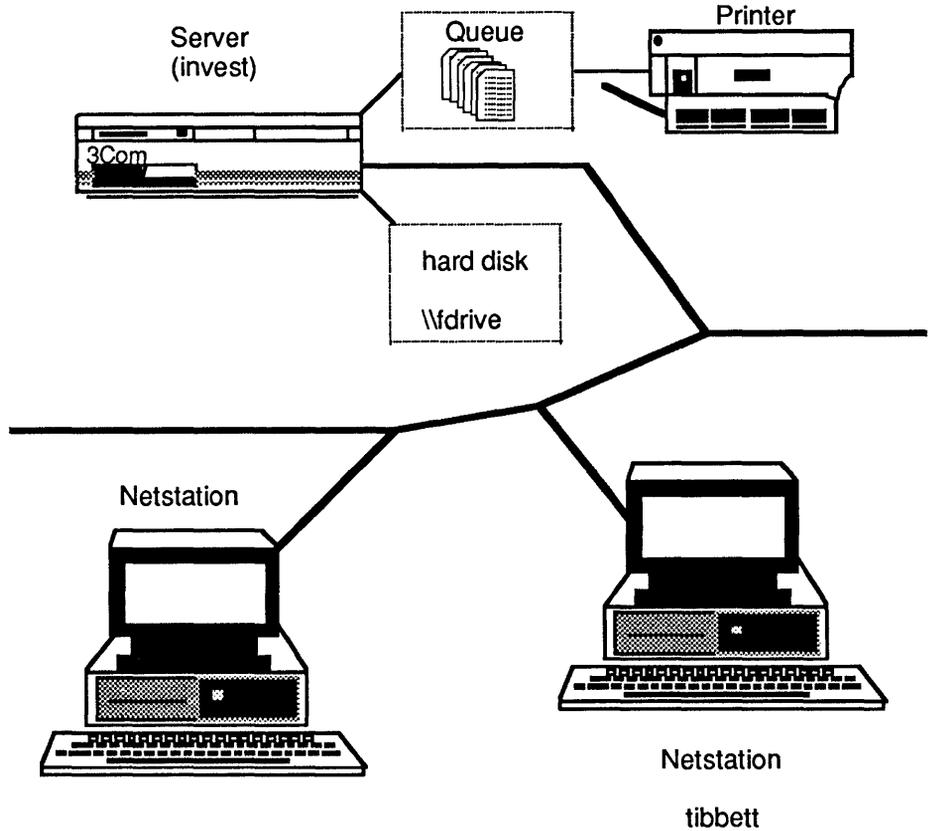


Figure 1-2. MacroCorp

Chapter 2: Using MS-DOS LAN Manager Basic

Read this chapter even if you plan to use Enhanced

This chapter describes the commands that are available with 3+Open MS-DOS LAN Manager Basic and then explains how to use them to connect to and work with the local area network. Basic is a subset of MS-DOS LAN Manager Enhanced: all the Basic commands are available in Enhanced. Thus, if you will be using MS-DOS LAN Manager Enhanced, you should read this chapter before you move on to learn about Enhanced.

For more information on any of the commands described here, including options that are available, see the 3+*Open MS-DOS LAN Manager User Reference*. The User Reference supplements this guide and contains complete information for all of the commands and for all of the options that are available for each command.

Before you read this chapter, you should:

- Read Chapter 1: Understanding MS-DOS LAN Manager to familiarize yourself with the concept of sharing resources over a local area network.
- Have MS-DOS LAN Manager Basic installed on your netstation.

See your network administrator if MS-DOS LAN Manager is not already installed on your netstation.

Read this chapter before reading the rest of this guide even if you plan to use the Enhanced version of MS-DOS LAN Manager. It is important to understand the Basic commands that are discussed here—and that are available to users of Enhanced—before you move on to the information in the Enhanced chapters. The discussion of MS-DOS LAN Manager Enhanced begins in Chapter 3.

This chapter begins with general information that describes how to:

- Use MS-DOS LAN Manager Basic commands.
- Start the network.
- Get on-line help with the MS-DOS LAN Manager Basic commands.
- Link and unlink shared resources, and display a list of your current links.
- Use passwords.

The chapter continues with information about specific MS-DOS LAN Manager functions, such as how to:

- Link to, and unlink from, shared directories.
- Link to, and unlink from, shared printers.
- Check printer queues.
- Print files on shared printers.
- Temporarily pause and restart network resources.

MS-DOS LAN Manager Basic Commands

MS-DOS LAN Manager commands work much like MS-DOS commands except that most of them start with the word *net*. Table 2-1 is a list of the MS-DOS LAN Manager Basic commands described in this chapter. If you need more information on a particular command, see the 3+ *Open MS-DOS LAN Manager User Reference*.

Table 2-1. MS-DOS LAN Manager Basic Commands

Command	Function
LOGOFF	Logs a user off the network.
LOGON	Logs a user on to the network.
NET CONTINUE	Reactivates a network resource that was paused using the NET PAUSE command.
NET HELP	Displays information about the command you specify.
NET NAME	Displays the network name (referred to as the computer name) of the local netstation.
NET PAUSE	Temporarily suspends links to shared resources. The links to shared resources may be reestablished with the NET CONTINUE command.
NET PRINT	Shows printer queue; sends files to a shared printer.
NET START WORKSTATION	Starts a netstation on the network.
NET USE	Lists network resources; links and unlinks network resources.

To use the MS-DOS LAN Manager Basic commands listed above, type them at the MS-DOS prompt and then press [Enter].

Starting MS-DOS LAN Manager Basic

The 3+Open MS-DOS LAN Manager setup program installed the necessary commands to start MS-DOS LAN Manager in your computer's AUTOEXEC.BAT file. All commands in AUTOEXEC.BAT, including the MS-DOS LAN Manager startup commands, are executed automatically each time you start or reboot your computer.

AUTOEXEC.BAT contains two commands to start MS-DOS LAN Manager. You may also type these commands at the MS-DOS prompt if they have been removed from your AUTOEXEC.BAT file.

The first starts MS-DOS LAN Manager in general: NET START WORKSTATION. For example, if your computer name is *floyds*, AUTOEXEC.BAT would contain the following command to start the Workstation service:

The second command in AUTOEXEC.BAT is LOGON. LOGON is very similar to Enhanced's NET LOGON command. LOGON (without the word NET in front of it) is a special program that logs you in to both 3+Open and, if your network also contains 3+ servers, the 3+ network. LOGON is usually set up to include your password automatically; however, it can also be set up so that you see the following prompt when your netstation is started:

Enter your password:

Type your password at the prompt. Your password will not be displayed on your netstation's screen, thus keeping your password confidential. Refer to Chapter 2: MS-DOS LAN Manager Commands in the *3+Open MS-DOS LAN Manager User Reference* for more information about LOGON.

Your network administrator will have installed MS-DOS LAN Manager Basic and assigned a computer name for you. Contact your network administrator if you have trouble starting MS-DOS LAN Manager or if you have any other questions. Your network administrator can also change your password or your computer name.

Getting Help

You can display helpful information about any of the MS-DOS LAN Manager commands. To view the names of all of the commands for which help is available, type:

```
net help
```

There are two ways to get help for MS-DOS LAN Manager commands. One way is to type NET HELP followed by the command. (You do not need to type net twice with this method—see the example below.)

The second way to get help is to type the command followed by /help. For example, to get help for the command NET PRINT, you could type either of the following:

```
net help print
```

or

```
net print /help
```

MS-DOS LAN Manager will then display information about the NET PRINT command.

Linking to Shared Resources

Before you can link to a shared resource, whether a directory or printer, you need to know the following:

- The server's computer name and the directory's or printer's sharename
- The password, if one is required

Contact your network administrator if you need the password, computer name, or sharename of the resource to which you want to connect.

The NET USE command

There are two ways you can link to a shared resource. One way is to use the NET USE command to assign a local device name, such as Z: or LPT1:, to the shared directory or printer, and then connect that device name to the resource.

For example, to link device name Z: on your netstation to the shared directory *face* located on the server *baby*, type:

```
net use z: \\baby\face
```

Network paths

Another way to link to a shared resource is to substitute a network path for a directory when using a local area network command.

For example, to copy a file *powder* from your computer's floppy drive to the shared directory *face* located on the server *baby*, type:

```
net copy a:powder \\baby\face
```

This option gives you one-time access to the shared resource. When the command is finished, the link to the shared resource is disconnected. This option can be useful when you have only one task to do.

Using Passwords

You may need to use a password to link to a shared resource. Passwords are assigned by network administrators to limit access to certain resources. Resource passwords are usually different from the individual user password you supply when logging on to the network. Resource passwords apply to shared resources rather than to individuals.

If the resource you want to connect to is protected with a password—for example, a directory containing sensitive sales information—you will need to provide the password when you use the NET USE command before you can be connected to the directory.

There are two ways to enter passwords with the NET USE command. The first way is to type the password on the same line as the command. For example, to link the device name G: to the shared directory *\sales* on the server *admsvc* with the password *bonds*, type:

```
net use g: \\admsvc\sales bonds
```

Another way is to type an asterisk (*) after the NET USE command. MS-DOS LAN Manager will prompt you for the password. For example, to use the same device name and shared directory, type:

```
net use g: \\admsvc\sales *
```

The following prompt—or one similar to this—will appear:

```
Password?
```

Type your password at the prompt. Your password will not be displayed on your netstation's screen, thus keeping your password confidential. If you make an error and are refused access to the resource, retype the command and password. If you continue to have problems linking to a protected resource, see your network administrator.

Listing Links to Network Resources

You can use the NET USE command to list your current links to network resources. By listing your connections to shared directories, you can see the status of your link to each directory.

You may need a reminder about which printer queue you are connected to, or you may need to locate the name associated with a printer. Or you may be just planning to delete any unneeded links.

To list your links to network resources, type the following command:

Information similar to the following appears:

Status	Local Device	Network Name
	D:	\\SATURN2\SYS
	E:	\\sales\SUSANK
	F:	\\SATURN\APPS
	LPT1	\\SATURN\LASERJET

The command completed successfully.

This lists all of the resources that are currently linked to your netstation.

The items that have disk device names (for example, D: and E:) in the Local Device column are shared directories. The items that are listed with printer device names (LPT1) are shared printers.

Working with Shared Directories

MS-DOS LAN Manager lets you make use of files on directories shared by servers. Two forms of the NET USE command let you link to, and unlink from, shared directories.

Linking to a Shared Directory

To link to a shared directory, use the NET USE command followed by a device name and the network path of the directory. Type a password at the end of the command if one is required (if you do not include a required password, you will be prompted to supply it). Remember that a network path consists of two backslashes, the computer name of the server, another backslash, and the sharename.

For example, to link the device name G: to the directory *money* on the server *sales*, type:

```
net use g: \\sales\money
```

The following message appears when the connection is made:

```
The command completed successfully.
```

Now that you have linked the device name G: to the LAN path *\\sales\money*, you can look at the contents of the *money* directory. To do so, type:

```
dir g:
```

The contents of the *money* directory will appear on your screen.

Unlinking from a Shared Directory

Use the NET USE command appended with a slash and the letter d (/d) to unlink from a shared directory. The d option is an abbreviation for delete.

You should disconnect from shared directories as soon as you are done using them. To unlink from the shared directory that is linked to the device name G:, type:

```
net use g: /d
```

Working with Shared Printers

MS-DOS LAN Manager lets you use printers shared by servers on the network. The NET USE command links to and unlinks from shared printers. The NET PRINT command sends jobs to shared printers to be printed and gives you control over your jobs in print queues.

Linking to a Shared Printer Queue

To link to a shared printer queue, use the NET USE command followed by a device name and the network path of the queue. Include a password at the end of the NET USE command, if one is required. For example, to link the device name LPT1: to the printer queue *laserjet* shared by the server *sales*, type:

```
net use lpt1: \\sales\laserjet
```

You may now send files to the printer queue. See the next section, "Printing Files," for more information.

Printing Files

When you use the NET USE command to link to a shared printer, your applications can print to the redirected device name, and the output is printed on the linked printer. There are times when you may want to send a file directly to a shared printer; use the NET PRINT command to send files to a printer queue. Use the name of the file you want printed and the device name you linked to the shared printer's queue. For example, to send the file *report* to the printer queue linked to LPT1:, type:

```
net print report lpt1:
```

MS-DOS LAN Manager Basic sends the file *report* to the printer queue linked to LPT1:. The file will print when it is at the top of the queue.

Checking Print Request Status

You can examine a printer queue to check on the status of a particular print request. By locating your request in the list of requests, you get an idea of when your work will be printed. Also, by examining various printer queues before actually using a shared printer, you can choose the printer where you will have the shortest wait. To check a printer queue linked to LPT1:, type:

```
net print lpt1:
```

Information similar to the following appears:

PosId	Size	Date	Time	Name	Status
001014	4197	06-24-88	14:45	Ginny:SPD:	Printing
002015	197	06-24-88	14:49	Doralee:SPD:	Waiting
003016	5007	06-24-88	14:55	Viki:SPD:	Waiting
004017	6787	06-24-88	14:55	Mario:SPD:	Waiting

Refer to Chapter 2: MS-DOS LAN Manager Command Reference in the *3+Open MS-DOS LAN Manager User Reference* for a detailed explanation of this display.

Unlinking from a Shared Printer Queue

Use the NET USE command appended with a slash and the letter d (/d) to unlink from a shared printer queue. The d is an abbreviation for delete. You should unlink from printer queues when you no longer need to use them. You can use a device name or the shared printer network path with the NET USE command.

To unlink from a printer queue linked to LPT1:, type:

```
net use lpt1: /d
```

To unlink from the printer queue *laserjet* shared by the server *sales*, type:

```
net use \\sales\laserjet /d
```

When you use NET USE to unlink from a printer queue, you only need to specify the device name. You do not need to type the full LAN path of the shared printer when disconnecting from it.

Pausing and Restarting Network Services

Occasionally, you may need to suspend your links to shared resources. You might want to do this so you can link your devices to your own disks, directories, or printers.

For example, if you have linked your device name LPT1: to a network printer, you cannot use that device name for your own printer. The NET PAUSE command allows you to temporarily suspend your links to shared resources.

Use the NET CONTINUE command when you are ready to reactivate your links to shared resources.

The NET PAUSE and NET CONTINUE commands have two options available:

Option	Explanation
drdr	Pauses (NET PAUSE) or restarts (NET CONTINUE) all links to shared directories.
prdr	Pauses (NET PAUSE) or restarts (NET CONTINUE) all links to shared printers.

The following list shows different ways you can use the NET PAUSE command:

What you want to pause	What you type
Links to shared directories	<code>net pause drdr</code>
Links to shared printers	<code>net pause prdr</code>

The following list shows you how to use the NET CONTINUE command:

What you want to continue	What you type
Links to shared directories	<code>net continue drdr</code>
Links to shared printers	<code>net continue prdr</code>

Displaying Network Names

The NET NAME command displays the computer name of the local netstation. To display your netstation's computer name, type the following command:

```
net name
```

A display similar to the following appears:

```
Name
```

```
Floyds
```

```
The command completed successfully.
```

Using MS-DOS Commands

After you have used the NET USE command to connect to a network resource, you can use most MS-DOS commands with the files and directories to which you have access. You cannot use commands, however, that read and write directly to the disk. The following MS-DOS commands do not work with resources that you link to over the local area network:

CHKDSK	JOIN
DISKCOPY	RECOVER
FORMAT	SYS

If you try use any of these commands with a network file, directory, or disk, the following message will appear:

```
Cannot [command] a Network drive
```

You can use MS-DOS commands to list directories and to copy, look at, rename, and delete files. If you have linked a disk drive device name to the network, use that device name with the command.

For example, if you have linked device name D: to the shared directory *accounts*, the following command will copy the network file JUNE88.DOC from the *accounts* directory onto a floppy disk that you have placed in drive A:

```
copy d:\june88.doc a:
```

You can also use the COPY command to copy files from a local disk to a shared directory. The following command copies the file JOHN.MTG into the network directory that has been linked to device name D:

```
copy john.mtg d:
```

Chapter 3: Introducing MS-DOS LAN Manager Enhanced

This chapter explains how to use menus and commands to make 3+Open MS-DOS LAN Manager Enhanced work for you. Use this chapter to:

- Learn how to operate MS-DOS LAN Manager Enhanced's full-screen interface.
- Learn about the commands MS-DOS LAN Manager Enhanced provides in addition to the commands in Basic.

Getting Started with MS-DOS LAN Manager Enhanced

Before you read this chapter, you should:

- Read Chapters 1 and 2 of this manual.
- Have MS-DOS LAN Manager Enhanced installed on your netstation.

See your network administrator if MS-DOS LAN Manager Enhanced is not already installed on your netstation.

This chapter illustrates the use of menus and commands with actual MS-DOS LAN Manager operations. The Enhanced version features a full-screen display and offers commands not available with MS-DOS LAN Manager Basic. The information described here may seem a bit obscure to you at this point, but for now, focus on how the steps are carried out. The operations will become clear to you later as you continue reading this manual.

The MS-DOS LAN Manager Screen

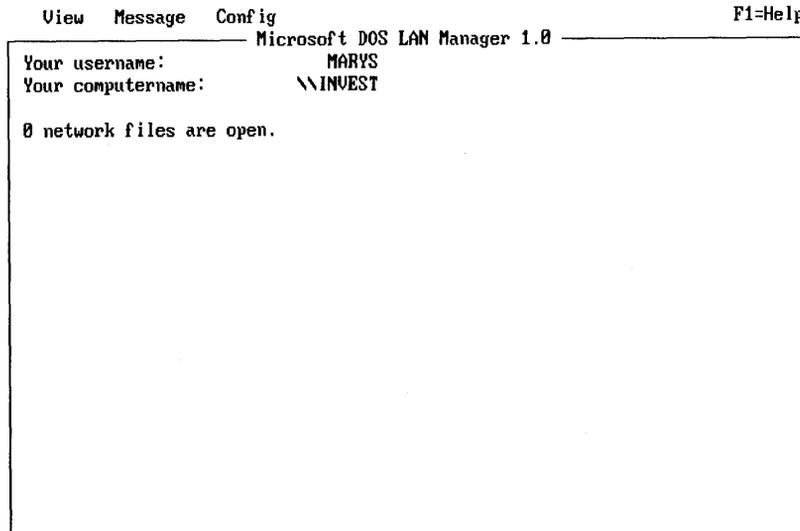
MS-DOS LAN Manager provides a system of menus and dialog boxes that guide you through LAN Manager tasks.

MS-DOS LAN Manager also displays information about your current use of the local area network. This information includes:

- Your netstation's computer name.
- The number of files you currently have open on the network server.

Starting the MS-DOS LAN Manager Screen

After MS-DOS and MS-DOS LAN Manager Enhanced have been installed on your netstation, you can start the MS-DOS LAN Manager at any time by typing the command NET at the MS-DOS prompt. The MS-DOS LAN Manager appears and continues to be displayed until you decide to stop using it. The NET command used to start the MS-DOS LAN Manager, and the menu item used to exit it, are all described later in this manual.



Press the ALT key to select a menu

Figure 3-1. MS-DOS LAN Manager Screen

Using the MS-DOS LAN Manager Screen

When you use the MS-DOS LAN Manager, you move through a series of displays, making selections and typing information that tell the system what you want to do. You will see two kinds of displays:

- Menus
- Dialog boxes

The following sections describe how to identify and use menus and dialog boxes. You can work with both a keyboard and a mouse, or with just a keyboard.

While working with the MS-DOS LAN Manager, you can press the [Esc] key at any time to cancel the current operation. To clear all of the menus and dialog boxes displayed, keep pressing [Esc] until you see the main MS-DOS LAN Manager screen. The main screen is the first one displayed when you start the program.

Using menus

Menus

A menu is your starting point for any MS-DOS LAN Manager operation. The names of the menus appear at the top of the MS-DOS LAN Manager. The menus are used for the following purposes:

Table 3-1. MS-DOS LAN Manager Screen Menus

Menu	Purpose
View	Displays the names of servers and shared resources across the local area network; lets you make connections to shared resources; lets you examine printer queues; lets you exit the MS-DOS LAN Manager.
Message	Lets you send messages.
Config	Saves or restores a prearranged set of connections; lets you change your password.
F1=Help	Press [F1] at any point for help about the word currently highlighted. The help screen provides an index so that you can locate help information about specific topics.

3

Introducing
MS-DOS
LAN Manager
Enhanced

3-6

An example
of a menu: the
View menu

When you select a menu, you will see a list of available menu items. For instance, when you select the View menu the screen shown in Figure 3-2 appears.

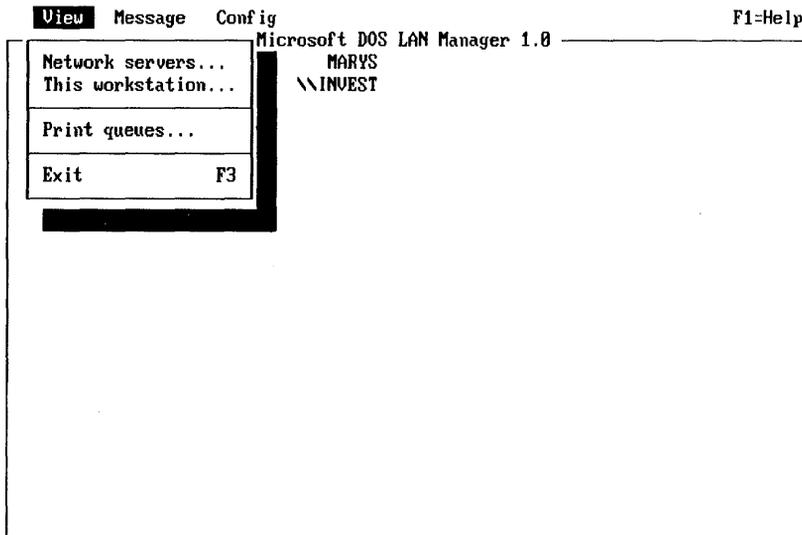


Figure 3-2. View Menu

The View menu is your starting point for most MS-DOS LAN Manager operations. You will use the View menu to connect to shared resources and to exit the MS-DOS LAN Manager. This is the menu you will probably use most frequently. The other menus are described later in this manual and in the *3+ Open MS-DOS LAN Manager User Reference*.

**Choosing a
menu item
using the
keyboard**

To select a menu item and then choose an item from it, follow these steps:

1. **Press [Alt].**

The background of the View menu title changes colors, and one letter in each menu title changes color or becomes bold.

2. **Use the Left and Right arrow keys to select a menu.**

The background of each menu title changes as you move around with the arrow keys.

3. **Press [Enter] or the Down arrow key to see the list of menu items.**

4. **Use the Up and Down arrow keys to move to a menu item.**

5. **Press [Enter].**

The appropriate dialog box appears.

**Choosing a
menu item
using a mouse**

If you are working with a mouse, you can select an MS-DOS LAN Manager menu and then choose a menu item by following these steps:

1. **Move the mouse pointer to the name of the menu you want to use.**

2. **Press and release the left mouse button.**

The items for that menu appear under the name of the menu.

3. **Move the mouse pointer to the menu item you want.**

4. **Press and release the left mouse button.**

The appropriate dialog box appears on your screen.

For example, to see a list of the servers that are available to you, press [Alt] and then press the letter V to see the View menu. The first menu item is Network Servers, and it is already selected. You will probably choose this menu item more frequently than any other. Press [Enter] to choose Network Servers. A dialog box appears on your screen, displaying a list of the available servers.

Dialog Boxes

Dialog boxes show you information and ask you to make selections or supply additional information.

Using dialog boxes

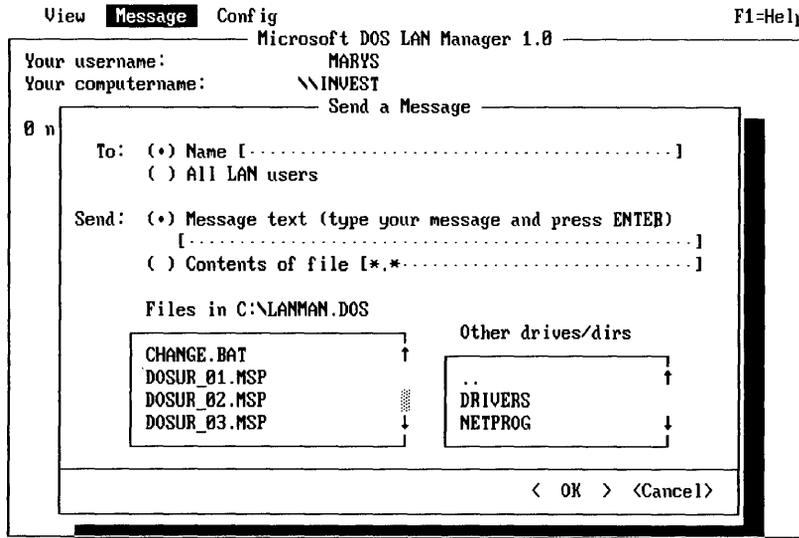
Select the desired information by pressing [Enter] when your choice is highlighted. In some cases, you will need to enter information that is specific to what you want to do. You can use either uppercase or lowercase letters when you type something into a dialog box. When you are finished typing, press [Enter].

Dialog boxes often appear when you choose an item from a menu. They can contain up to six different types of areas:

- Text boxes
- List boxes
- Check boxes
- Option buttons
- Command buttons
- Display fields

Example

If you select the Message menu and choose the Send menu item, the Send a Message dialog box appears. It contains text boxes, list boxes, option buttons, and command buttons. Figure 3-3 illustrates the Send a Message dialog box.



Send a message

Figure 3-3. Send a Message Dialog Box

Dialog boxes can also contain check boxes and display fields—they do not appear in this dialog box but are described later in this chapter.

Moving Within a Dialog Box

Use [Tab] or a mouse to move around in a dialog box. To move the cursor back to a previous area in the dialog box, use the [Shift]+[Tab] keys. If you have a mouse, move the mouse pointer to the area you want and press the left mouse button.

Accelerator Keys

A quick way to move around in a dialog box is by using **accelerator keys**. Each area in a dialog box has an accelerator key associated with it. An accelerator key is a highlighted or underlined letter that appears in a legend in the dialog box. If you press that letter, you will move right to the area.

Using Accelerator Keys

To use the accelerator keys, follow these steps:

1. **Once you are in a dialog box, press [Alt].**

A letter either is highlighted or changes color in each area of the dialog box. This is the accelerator key for that area. On monochrome monitors, the accelerator key is underlined.

2. **To move to an area, press [Alt] and the accelerator key for the dialog box area to which you want to move.**

Example

In the Send a Message dialog box, you could press [Alt] to display the accelerator keys for the dialog box and then move to the list box titled Available drives by pressing [Alt]+D.

Text Boxes

Text boxes let you identify objects such as files, computers, or resources to MS-DOS LAN Manager.

Text boxes are areas on the screen where you can enter or change information. Text boxes are surrounded by brackets, and they contain a series of dots. The letters you type replace the dots. For example:

Message text: [Do not forget dog food...]

Sometimes text boxes appear with information already filled in. This is the default, or proposed response, for that text box. If you want to use the default information, you can leave the text box as it is.

If you want to enter information or change the existing contents of a text box, follow these steps:

1. **Press [Tab] to move the cursor to the text box.**

You can also use the [Shift]+[Tab] and accelerator keys to move around in a dialog box.

2. **Use [Del] or [Backspace] to erase any information already in a text box.**
3. **Type the information you want into the text box.**

Text boxes can hold more characters than fit in the on-screen field. The text box will scroll horizontally as you type.

4. **Press [Tab] if you need to move to another text box to add information.**
5. **Press [Enter] when you are finished with the dialog box.**

The following edit keys may help you view or change the contents of the text box:

Key	Movement
[Home]	Moves the cursor to the left end of the text box.
[End]	Moves the cursor to the right end of the text box.

Editing a text box using a mouse

To change the contents of a text box with a mouse:

1. **Move the mouse pointer to the text box.**
2. **Press and release the left mouse button.**
A text cursor will appear inside the text box.
3. **Enter, change, or delete information in the text box.**
4. **Press [Enter] or press and release the left mouse button.**

Example

John O'Clare, an accountant at MacroCorp, wants to send a message to Jenny Tibbett. He selects the Message menu and chooses the Send menu item. John uses the accelerator keys to move the cursor to the Name text box, where he types *jennyt* and presses [Enter].

Next, he uses the accelerator keys to move the cursor to the Message text text box, where he types his message. When he is done, John presses [Home] to return to the beginning of the text box and proofread. He can look at his message by using the arrow keys to scroll through the text. He can make corrections at any point prior to pressing [Enter].

Using list boxes

List Boxes

Like text boxes, list boxes let you identify objects such as files, computers, or resources to MS-DOS LAN Manager. List boxes serve two purposes:

- They allow you to scroll through long lists that would not fit on the screen at one time.
- They present a list of items you can choose from, such as the names of servers or the print requests waiting at a shared printer.

Often list boxes are associated with text boxes: when you select an item from a list box, that item appears in the associated text box. A typical list box looks like this:

Files in C:\LANMAN.DOS

CHANGE.BAT	↑
INSTALL.HST	
LANMAN.INI	
MSP2IMG.EXE	↓

An item in a list box occupies one line. By default, MS-DOS LAN Manager selects the first item in a list box. In the above example, the list box contains filenames; the first filename will be highlighted when the list box opens. If you press [Enter], the highlighted file, AUGUST.DOC, will be chosen for whatever action the dialog box is used for. For example, if it is being used to send a message, the highlighted file will be sent to the recipient you designate. Column titles sometimes appear at the top of the list box. You cannot select a column title from a list box, only an item. When you select an item from a list box, all columns associated with the item are selected.

If there are more items available than can fit in the list box at one time, the contents of an associated text box may change as you move around in a list box.

**Selecting list
box items using
the keyboard**

To select an item in a list box, follow these steps:

1. Use [Tab] to move the cursor into the list box.

You can also use the [Shift]+[Tab] and accelerator keys to move around in a dialog box.

2. Use the following keys to move around in the list box:

Key	Movement
Up arrow	Up one line
Down arrow	Down one line
[Page Up]	Up one page
[Page Down]	Down one page
[Home]	To the top of the list
[End]	To the bottom of the list

The items in a list box are arranged alphabetically. Once you are in a list box, you can select items by pressing the first letter in the item name.

3. After you have selected an item in the list box, press [Tab] to leave the box. Your item remains selected.

**Selecting list
box items using
a mouse**

If you are using a mouse, you can view or select from the contents of a list box by following these steps:

- 1. Move the mouse pointer to the scroll bar of the list box.**

The scroll bar is the vertical strip at the right side of the list box.

- 2. Place the mouse pointer over the rectangle in the scroll bar.**

This rectangle is called the scroll box. The scroll box represents your current location in the list of entries in the list box.

- 3. Press the left mouse button and hold it down.**

- 4. Move the mouse to slide the scroll box up or down in the scroll bar.**

When you move the scroll box to the top of the scroll bar, you will see the top of the list. When you move the scroll box to the bottom of the scroll bar, you will see the bottom of the list.

- 5. Move the scroll box to a location in the scroll bar that roughly corresponds to the location in the list box that you want to bring into view.**

- 6. Release the left mouse button.**

The view in the list box now changes.

- 7. Move the mouse pointer to your selection in the list box. Press and release the left mouse button.**

The contents of an associated text box may change as you make a list box selection.

Example

The message John wants to send to Jenny is currently stored in a file. To send this file to Jenny, John first selects the Message menu and chooses the Send menu item. In the Send a Message dialog box, there is a text box for specifying the name of the file to be sent and an associated list box showing the files in the current directory. Instead of typing the filename of the file he wants to send, John moves the cursor to the list box and uses the arrow keys to locate and select the appropriate filename. The filename he selects automatically appears in the Message filename text box.

Check Boxes

Check boxes specify options that can be either on or off. By marking an X in a check box, you activate an option. For example, the following check box suspends message logging at your netstation:

[X] Pause logging messages

Using check boxes with the keyboard

To use a check box, follow these steps:

1. Use [Tab] to move the cursor to the check box.

You can also use the [Shift]+[Tab] and accelerator keys to move around in a dialog box.

2. Press [Space bar] to place an X in the box or to remove one.

Using check boxes with a mouse

If you are working with a mouse, you can use a check box by following these steps:

1. Move the mouse pointer to the check box.
2. Press and release the left mouse button to either mark or unmark the check box.

Example

John wants to temporarily stop using shared printers from his netstation. First, he selects the View menu and chooses the This Workstation menu item. Then, in the Network Resources in Use at Your Workstation dialog box, John uses [Tab] to move the cursor to the Pause using printers check box and presses [Space bar] to place a check in the check box. John thus temporarily suspends his use of any shared printers to which he is connected.

Option Buttons

Option buttons look like two or more sets of parentheses. Use option buttons to select from a variety of choices. When you select an option button, a dot appears between the corresponding parentheses. Only one option button in a set can be selected at a time.

A typical set of option buttons looks like the following:

```
(*)   Name  
( )   All LAN users
```

Selecting option buttons with the keyboard

To select an option button, follow these steps:

1. **Press [Tab] to move the cursor to the set of option buttons.**

You can also use the [Shift]+[Tab] or accelerator keys to move around in a dialog box.

2. **Use the arrow keys to move the cursor between the individual buttons.**

3. Press [Enter] to select a button.

When you select a button, a mark appears inside the parentheses. The contents of an associated text box may change when you select an option button.

**Selecting
option buttons
with a mouse**

If you are working with a mouse, you can select an option button by following these steps:

- 1. Place the mouse pointer between the parentheses of an option button.**
- 2. Press and release the left mouse button.**

The contents of an associated text box may change when you select an option button.

Example

John wants to send a file to Ben Getter. Ben needs the file to add to a report he is working on. First, John selects the Message menu and chooses the Send menu item. Then, in the Send a Message dialog box, John moves the cursor to the second set of option buttons and uses the Down arrow key to select the Contents of file option button. When the option button is selected, John presses [Enter].

Command Buttons

Command buttons appear at the bottom of a dialog box as angle brackets with words in them. A typical set of command buttons looks like the following:

<OK> <Cancel>

Command buttons perform an action, such as deleting a selected print request from a printer queue or taking you to another dialog box. When a dialog box appears on your screen, one command button is already highlighted. This is the default command button for the dialog box. Some buttons will appear colored-over or faded. These buttons represent actions that you cannot perform at the time.

Choosing command buttons using the keyboard

To choose a command button, follow these steps:

1. Press [Tab] to move the cursor to the command button.

The outline of the button is highlighted.

2. Press [Enter].

This activates the button, and the associated action takes place.

Choosing command buttons using a mouse

If you are working with a mouse, you can choose a command button by following these steps:

1. Move the mouse pointer to the command button.

2. Press and release the left mouse button.

This activates the command button, and the associated action takes place.

Example

John is ready to send a file to Ben. First he selects the Message menu and chooses the Send menu item. Next, in the Send a Message dialog box, he specifies Ben as the recipient and designates the name of the file to send. He then uses [Tab] to move the cursor to the OK command button at the bottom of the dialog box. When he presses [Enter], the file is sent to Ben.

Zoom, OK, and Cancel command buttons

A few command buttons warrant special explanation. One is the Zoom button. You will find this button in many dialog boxes. The Zoom command button moves you to a new dialog box, zooming in on the item you have selected in the current dialog box. (Think of a zoom lens on a camera). When you select an item in a list box—a queue or a shared resource, for example—and then choose the Zoom button, you zoom in on that item to see more information about it.

Another special command button you should know about is the the OK command button. Choose OK to tell MS-DOS LAN Manager that you are ready to execute the actions or changes you have just specified in the dialog box. This button always appears with the Cancel command button. Use Cancel to exit a dialog box without saving any changes you have made or executing any actions you have indicated. The [Esc] key on your keyboard works the same way.

Display Fields

Display fields are areas that display information only. You cannot modify the contents of a display field. A typical display field might look like this:

```
Number of server sessions started: 8
Sessions unexpectedly disconnected: 12
Sessions successfully reconnected: 1
```

You can distinguish display fields from other areas because the cursor will not move to a display field when you press [Tab]. Also, there are no accelerator keys for display fields.

Getting Help with Menus and Dialog Boxes

When working in the MS-DOS LAN Manager, you can get help at any time by pressing the [F1] function key. The information you see will be keyed to the menu or dialog box on your screen when you ask for help. The help information for the MS-DOS LAN Manager also has an index that lets you locate and display information for specific topics.

MS-DOS LAN Manager Screen Summary

The keys and key sequences described in Table 3-2 let you navigate and work with the menus and dialog boxes of the MS-DOS LAN Manager.

Table 3-2. MS-DOS LAN Manager Screen Keys

Key	Function
[Alt]	Activates accelerator keys by changing the appearance of one letter in each of the choices you can make within a menu or dialog box. By holding down [Alt] and pressing the corresponding letter key on your keyboard, you can move directly to that choice.
[Delete]	Deletes the character at the cursor in a text box.
Cursor	Left and Right arrow keys let you move from one menu to another once you have pressed [Alt]. In text boxes, the Left and Right arrow keys move the cursor. In list boxes, the Up and Down arrow keys let you scroll through a list of items.
[End]	Moves the cursor to the right side of the text in a text box or to the last item in a list box.

Table 3-2. MS-DOS LAN Manager Screen Keys (continued)

Key	Function
[Enter]	Starts an action you have chosen. In a dialog box, press [Enter] after specifying any necessary information and selecting the appropriate command button.
[F1]	Displays help information. You can use this key to display help information for the current menu or dialog box.
[Home]	Moves the cursor to the left side of the text in a text box or to the first item in a list box.
[Page Down]	Moves the cursor down one page in a list box.
[Page Up]	Moves the cursor up one page in a list box.
[Shift]+[Tab]	Moves the cursor back one field in a dialog box.
[Space bar]	Places or removes a check in a check box.
[Tab]	Moves the cursor forward one field in a dialog box.

MS-DOS LAN Manager Enhanced Commands

The Enhanced version of MS-DOS LAN Manager provides thirteen commands in addition to the seven commands in Basic. Most of these commands provide capabilities which are also available in MS-DOS LAN Manager Screen; a few are unique.

The Enhanced commands shown in Table 3-3 are described in detail later in this guide.

Table 3-3. MS-DOS LAN Manager Enhanced Commands

Command	Purpose
NET COPY	Copies files both locally and remotely.
NET LOAD	Loads a saved configuration from a file.
NET LOGOFF	Disconnects all local area network sessions and logs a user off from the 3+Open network.
NET LOGON	Logs a user on to the 3+Open network and sets the user name and password for the netstation.
NET MOVE	Moves files from one place to another on the local area network.
NET PASSWORD	Changes the password for logging on to a server.
NET SAVE	Saves the current local area network configuration into a file for later use.
NET SEND	Sends messages and files to other users.
NET START MESSENGER	Starts the MS-DOS LAN Manager Enhanced Messenger service, allowing you to send and receive messages.
NET START NETPOPUP	Starts the MS-DOS LAN Manager Enhanced Netpopup service, displaying messages as they are received.
NET VIEW	Displays the computer names of servers and the resources being shared by any server.

The following two commands are usually used by network administrators and are not described in this manual. Refer to the *3+Open MS-DOS LAN Manager User Reference* for more information about them.

Table 3-4. MS-DOS LAN Manager Enhanced Network Administrator Commands

Command	Purpose
NET ACCESS	Allows a network administrator to change permissions on a server from a netstation.
NET ADMIN	Allows a network administrator to run a command on a server while using a netstation.

Chapter 4: MS-DOS LAN Manager Screen Tutorial

This chapter contains lessons that introduce you to the 3+Open MS-DOS LAN Manager Enhanced full-screen interface. You will learn how to use the local area network to perform tasks such as the following:

- Logging on to a local area network.
- Connecting to and using a shared directory.
- Logging off from a local area network.
- Using a shared printer.

Of the twelve lessons in this chapter, the first seven take you through starting MS-DOS LAN Manager and logging on, selecting servers and connecting to shared directories, logging off, exiting from MS-DOS LAN Manager, using a shared directory with DOS commands, listing your shared connections, and disconnecting from a shared directory.

The last five lessons demonstrate connecting to shared printers, printing a file, viewing a printer queue, removing requests from printer queues, and disconnecting from a shared printer. These last five lessons assume you have completed and understood the first seven lessons.

MS-DOS LAN Manager supports the use of a mouse, and you may find it easier to use one. If you have a mouse, you might want to start using it while you work through the lessons.

Before You Start

Things to do before starting the tutorial

Before you start working through the lessons in this chapter, you should:

- Know how to use simple DOS commands like DIR, COPY, and TYPE. If you need more information about using DOS commands, see the *Microsoft MS-DOS User Guide* and *Microsoft MS-DOS User Reference*.
- Understand the concepts discussed in Chapter 1: Understanding MS-DOS LAN Manager, Chapter 2: Using MS-DOS LAN Manager Basic, and Chapter 3: Introducing MS-DOS LAN Manager Enhanced.
- Have MS-DOS LAN Manager Enhanced installed on your netstation.
- Have talked with your network administrator and learned your user name, your password, and the name of the server you should use.

See your network administrator if MS-DOS LAN Manager Enhanced is not already installed on your netstation.

Many of these lessons use a shared directory called *demo* on a 3+Open LAN Manager server. You will need to get the name of the server from your network administrator.

Lesson 1: Starting MS-DOS LAN Manager

To use the local area network, you need to start the MS-DOS LAN Manager netstation software on your computer. This identifies your computer as a netstation on the local area network. You also need to identify yourself by logging on to the local area network. You log on by typing your user name and password.

In this lesson you will learn how to:

- Start MS-DOS LAN Manager.
- Start the MS-DOS LAN Manager screen.
- Log on to the local area network.

Starting MS-DOS LAN Manager

To start MS-DOS LAN Manager and log on to the local area network, follow these steps:

1. **If you have not already done so, start your computer with MS-DOS.**

Normally MS-DOS LAN Manager will have been started by commands in your netstation's AUTOEXEC.BAT file. If MS-DOS LAN Manager is already started, skip to step 3.

2. **Type the following command at the DOS prompt to start MS-DOS LAN Manager on your computer:**

```
net start workstation
```

4

MS-DOS LAN Manager Screen Tutorial

4-4

3. Start the MS-DOS LAN Manager screen by typing the following command at the DOS prompt:

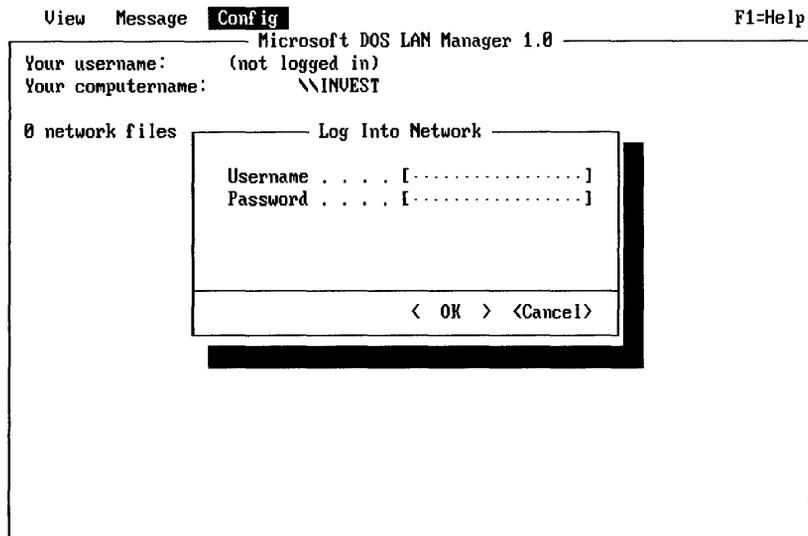
```
net
```

The MS-DOS LAN Manager screen appears.

```
View  Message  Config  Microsoft DOS LAN Manager 1.0  F1=Help
Your username:      MARYS
Your computername:  \\INVEST
0 network files are open.
```

Press the ALT key to select a menu

Logging in to the network is normally handled by the LOGON command in your netstation's AUTOEXEC.BAT file. If you are **not** yet logged on to the local area network, the Log Into Network dialog box appears in the center of the screen:



Log on to the local-area network

(If you do not see this dialog box, you can proceed to Lesson 2.)

NOTE: The remainder of this lesson describes logging on using the MS-DOS LAN Manager screen. Be aware that this method logs you on to the 3+Open network only. If your network includes the 3+Name service, you **must** use the LOGON command. Refer to Chapter 5: Startup and Security for more information.

Logging on**4. Type your user name in the Username text box.**

A name might already be displayed in this text box. This is your default user name. If you want to use this name, leave it as is. If you do not want to use it, type a new name before proceeding. Do not press [Enter] yet.

5. Type your password.

If you were given a password along with your local area network user name, press [Tab] to move to the Password text box.

For every character of your password that you type, a period (.) appears in the text box. This helps keep your password secret.

6. Choose the OK command button.

You need to log on each time you start using MS-DOS LAN Manager—usually once a day, or whenever you start up your netstation. Once you have logged on, you can enter and exit the MS-DOS LAN Manager screen whenever you want to without supplying your user name and password. This means that you can log on in the morning, enter the MS-DOS LAN Manager screen to make connections, exit from the MS-DOS LAN Manager screen to work with a word processing package (like Microsoft Word, for example), and then reenter the MS-DOS LAN Manager screen to disconnect from shared resources. Chapter 5: Starting MS-DOS LAN Manager explains more about starting MS-DOS LAN Manager and logging on.

After you log on, the Log Into Network dialog box disappears from the screen, leaving just the MS-DOS LAN Manager screen. You are ready to start working with MS-DOS LAN Manager.

Lesson 2: Selecting Servers

Now that you have logged on, you can use the MS-DOS LAN Manager screen to start working with the servers on your local area network.

As explained in Chapter 1: Understanding MS-DOS LAN Manager, servers are the computers from which network administrators share hard disks and printers with others on the local area network.

In this lesson you will learn how to:

- Select a server to use.
- Connect to resources from the server's list of shared resources.

As you start this lesson, the MS-DOS LAN Manager screen with no menus or dialog boxes should be displayed on your screen. Your user name and computer name should appear in the upper part of the screen.

4

Viewing the names of servers

Your first step is to see what servers are available for your use. Follow these steps:

1. **Select the View menu.**
2. **Choose the Network servers menu item.**

The Servers Available on Network dialog box appears. A typical list of visible servers might look like this:

Visible server	Remark
demo	Use for tutorial
general	File storage
invest	Financial infor
print1	dot matrix printers
print2	laser printers

The remarks help you see which jobs or departments a server is intended to serve.

3. **If necessary, use [Tab] or the accelerator keys to move the cursor into the list box.**
4. **Select a server from the list box.**
5. **Choose the Zoom command button.**

By choosing the Zoom command button, you are zooming in to look at the selected server's list of shared resources.

Connecting to a shared directory

When you zoom in on a server, the Resources at (server) dialog box appears. This contains a list box showing the resources available for your use on the server. Your screen will look something like the following:

Resources at \\print2			
Sharename	Type	Used as	Remark
demo	Disk		tutorial directory
demoprint	Printer		tutorial printer

< Use > < Un-use > < Done >

You should see the *demo* directory in the list box. If it is not there, consult your network administrator. To use the *demo* directory, follow these steps:

1. If necessary, move the cursor into the list box.
2. Select the *demo* directory.

3. Choose the Use command button.

Once you have chosen to use the *demo* directory, one last dialog box appears:

Use the resource	
\\print2\demo	
Local device:	[D:]
Password:	[.....]
<input data-bbox="425 777 522 802" type="button" value=" < OK > "/> <input data-bbox="919 777 1079 802" type="button" value=" < Cancel > "/>	

The Local device text box shows the netstation device name (in this case, a drive letter followed by a colon) that MS-DOS LAN Manager assigned to the *demo* directory.

MS-DOS LAN Manager normally uses the first available disk device name (the kind used for shared directories) as the default. If you have not yet made any connections to any directories, the default is usually device name D:. Drives A: through C: are usually reserved for your computer's local disk drives. However, if you had already connected D: to a shared directory, the default would be E:.

In this lesson no password is required; you can leave the Password text box blank.

4. Choose the Use command button.

You have now connected the disk device name shown in the dialog box to the *demo* directory. The Resources at (server) dialog box returns to your screen, now showing an additional piece of information. Next to the name of the *demo* directory is the drive letter you have connected to the directory. This way, you can see that the server's directory is available for you to use.

To prepare for Lesson 3, clear your screen by pressing [Esc] twice, or until all dialog boxes disappear from your screen. Your screen should show the MS-DOS LAN Manager screen with no menus or dialog boxes, and your user name and computer name should appear at the upper part of the screen. You are now ready for an important lesson: logging off from MS-DOS LAN Manager.

4

Lesson 3: Logging Off

In Lesson 1 you started the MS-DOS LAN Manager screen and logged on to the local area network. In this lesson you will learn how to log off from the local area network. By logging off, you take your user name and password off your netstation until you log on again. Since you are not actually stopping the local area network, however, your computer remains a netstation and you (or any other user) are free to log on. The next time you start using MS-DOS LAN Manager, you will need to put your user name and password back on your netstation by logging on. You should already know how to log on to the local area network.

Caveat

The method described here logs you off only the 3+Open network. Use the LOGOFF command described in Chapter 5: Starting MS-DOS LAN Manager to log off both the 3+Open network and the 3+ network.

Logging off from the 3+Open network

To log off from the 3+Open network, follow these steps:

- 1. Select the Config menu.**
- 2. Choose the Logoff menu item.**

A message box appears, asking you to confirm your request to log off.

- 3. Choose the OK command button.**

Another message box appears, reporting that you have successfully logged off.

- 4. Again, choose the OK command button.**

You can also use MS-DOS LAN Manager's LOGOFF command to log off the 3+Open network; this is described in Chapter 5: Starting MS-DOS LAN Manager. You must use LOGOFF to log off the 3+ network.

You are now logged off from the local area network. Although you have logged off from the local area network, the MS-DOS LAN Manager screen continues to run. In the next lesson you will learn how to exit the MS-DOS LAN Manager screen.

Lesson 4: Exiting the MS-DOS LAN Manager Screen

By now you have learned some of the basic skills needed to use MS-DOS LAN Manager. In this lesson you will learn how to exit the MS-DOS LAN Manager screen.

You should already know:

- How to start the MS-DOS LAN Manager screen.
- How to log on to and off from the local area network.

Exiting the MS-DOS LAN Manager screen

To exit the MS-DOS LAN Manager screen, follow these steps:

1. **Select the View menu.**
2. **Choose the Exit menu item.**

The MS-DOS LAN Manager screen disappears, leaving the DOS prompt on your screen.

Now that you have a DOS prompt on your screen, you can see how DOS commands are used by going on to Lesson 5.

Lesson 5: Using a Shared Directory with DOS Commands

In Lesson 2 you connected one of your netstation's drive letters to a shared directory. You can use that drive letter and that concept with standard DOS commands like DIR and TYPE.

In this lesson you will learn how to use DOS commands with a shared directory you have connected to your netstation.

Before starting this lesson, you should know how to use the DOS DIR and TYPE commands. If you need more information about the DIR or TYPE commands, see the *Microsoft MS-DOS User Reference*.

Switching to a shared directory

To use a shared directory with DOS commands, follow these steps:

1. **At the DOS prompt, type the drive letter followed by a colon (:) that you connected to the shared directory and press [Enter].**

For example, if you have already assigned device name F: to the shared directory, you can make F: your active drive by typing:

```
f :
```

The shared directory, known to MS-DOS as drive F:, now becomes your active drive.

2. **Type the following command to see the list of files in the shared directory:**

```
dir
```

This shows you the files and subdirectories contained in the shared directory you are using.

3. **Decide on the file that you would like to view and type the following command:**

`type filename`

filename is the name of the file.

The contents of the file you selected will scroll across your screen.

Now you have looked at a server's shared directory as if it were on your own netstation. The ability to use things not physically attached to your netstation illustrates the power and the purpose of MS-DOS LAN Manager.

**Preparing for
the next lesson**

You have completed Lesson 5. To prepare for Lesson 6, type the following at the DOS prompt:

`net`

Lesson 6: Listing Your Connections

Once you start using shared resources, you might forget which shared resources you are connected to at any given time. Also, you may need to check on the status of your connections to shared resources.

In this lesson you will learn to list all of your connections to shared resources and to check the status of your connections.

Before starting this lesson, you should have mastered the material in previous lessons on connecting to shared directories.

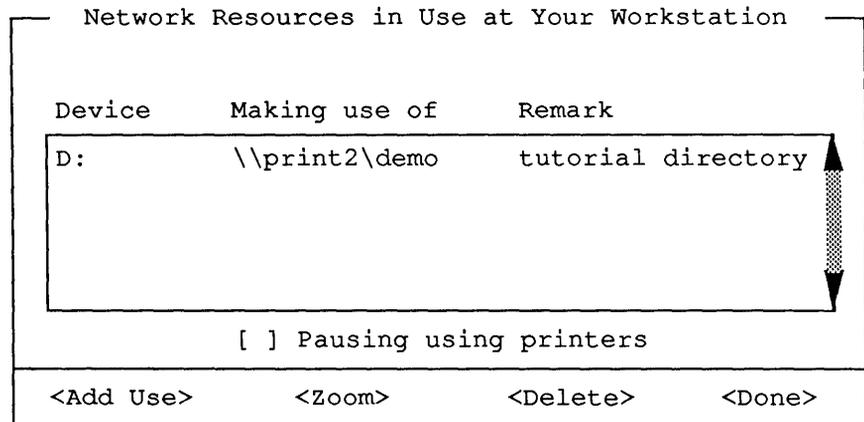
To list your connections to shared resources, follow these steps:

- 1. Select the View menu.**

**Seeing what
shared
resources you
are using**

2. Choose the **This workstation** menu item.

The Network Resources in Use at Your Workstation dialog box appears. The list box in the dialog box shows which shared resources you are presently using. The list should contain the directory whose sharename is *demo*:



3. To check the status of your connection to the directory with the sharename *demo*, first select *demo* from the list box.

4

4. Choose the *Zoom* command button.

The Usage Information for a Network Resource dialog box; appears. This dialog box lists:

- The name of the shared resource you are using.
- The device name connected to the shared resource.
- The remark associated with the shared resource.
- The status of the connection.

5. Press [Esc] once to return to the Network Resources in Use at Your Workstation dialog box.

You will use this dialog box in Lesson 7.

Lesson 7: Disconnecting from a Shared Directory

From now on you will not have much use for *demo*. One last thing to use it for is to learn how to stop using a shared network resource, such as a directory.

You should already know how to connect to a shared directory.

The Network Resources in Use at Your Workstation dialog box should be on your screen. (If it is not, press [Esc] to clear all dialog boxes from your screen. Then select the View menu and choose the This Workstation menu item.)

Disconnecting from a shared directory

To disconnect from a shared directory, follow these steps:

1. Move the cursor into the list box and select the directory with the sharename *demo*.
2. Choose the Delete command button.

This tells MS-DOS LAN Manager you want to stop using the selected item. A message box appears asking you to confirm your request to stop using the directory.

3. Choose the OK command button.

The sharename *demo* disappears from the list box.

If you have been doing these lessons in the proper sequence, you should no longer be connected to any shared resources. Lesson 8 shows you how to use a shared printer to print files from your netstation.

Lesson 8: Connecting to a Shared Printer

Printers let you transfer data from your netstation onto paper. While everyone in your office would like to have their own printer, buying and maintaining so many printers would not be practical. With MS-DOS LAN Manager, one shared printer can be made available to many users throughout your organization.

A reminder about printer queues

Ordinarily you would have trouble if two people wanted to use the same printer at the same time. To avoid this problem, MS-DOS LAN Manager creates printer queues. Remember from Chapter 1 that a printer queue collects requests to use a shared device and then fulfills the requests in the order it receives them. In this lesson you will learn how to select and connect to a printer queue for a shared printer.

Connecting to shared printers

To connect your netstation to a shared printer queue, follow these steps:

1. **If necessary, start MS-DOS LAN Manager and log on.**

If you need to review starting MS-DOS LAN Manager and logging on, turn back to Lesson 1.

2. **Select the View menu.**
3. **Choose the Network servers menu item.**
4. **In the Servers Available on Network dialog box, select the name of a server.**

This will probably be the same server you selected in Lesson 2. If you are unsure about which server to use, see your network administrator.

5. **Choose the Zoom command button.**

6. In the Resources at (server) dialog box, select a shared printer.

The printer queues are the items in the list box that have the word Printer in the Type column. The printer you select will have the word *demo* in the Sharename or Remark column.

7. Choose the Use command button.

The Use the resource (network path) dialog box appears on your screen, telling you the device name that will be connected to the shared printer and prompting you for a password. (A network path is the name of a server and the name of a shared network resource, written out as an MS-DOS path, such as \\server\resource.)

8. If you must supply a password to use the printer, type it in the Password text box.

9. Press [Enter].

This connects your netstation to the shared printer. The Resources at (server) dialog box returns to your screen and now displays an additional piece of information. In the Used as column is the device name you connected to the shared printer. You will use this device name in the next lesson to print files on the shared printer.

In Lesson 9 you will learn more about printing files using the shared printer. Before proceeding, clear your screen of menus and dialog boxes by pressing [Esc] twice.

Lesson 9: Printing a File on a Shared Printer

Once you have connected your netstation to a shared printer, you can use that printer to print files. To do so, just print a file as you normally would, using the DOS PRINT or COPY commands or your word processing, spreadsheet, or database application. MS-DOS LAN Manager and the queue for the shared printer handle the details of printing your file.

Before starting this lesson, you should know:

- How to connect to a shared printer.
- How to use the DOS COPY command.

To print a text file from the DOS prompt, follow these steps:

1. **At the DOS prompt, use the COPY command with the following options:**

```
copy filename devicename
```

filename is the name of the text file you want to print.

devicename is the device name you connected to the shared printer.

2. **Type NET to display the MS-DOS LAN Manager screen again.**

You can use the device name you connected to the shared printer to print files from the MS-DOS environment and applications. See your application's documentation if you need to find out how to print files using the application.

Printing files
without leaving
your netstation

Lesson 10: Viewing a Printer Queue

Viewing the contents of a shared printer queue lets you see where your request is in relation to the others in the queue.

In this lesson you will learn:

- How to view a shared printer queue.
- The meaning of different elements in the printer queue display.

Before starting this lesson, you should know, from previous lessons:

- How to connect to a shared printer.
- How to print a file using a shared printer.

Reading the printer queue display

To view the queue of the shared printer you are using, follow these steps:

1. **Select the View menu.**
2. **Choose the Print queues menu item.**
3. **In the Show Print Queues For (server) dialog box select the device name you connected to the shared printer.**
4. **Choose the Zoom command button**

The Print Queues for (server) dialog box shows you the contents of the queue for the shared printer you have connected to your netstation. Your requests have your user name in the Sharename column. The Status column shows you whether your printer job is printing, waiting to be printed, or on hold.

Leave the Print Queues for (server) dialog box displayed. In Lesson 11 you will use it to learn how to remove your request from the printer queue.

Lesson 11: Removing Your Request from a Printer Queue

This lesson shows you how to remove one of your print requests from a printer queue. You will be removing the request you sent to the shared printer in Lesson 9. Thus, your file will not be printed.

Your screen should show the Print Queues for (server) dialog box. (If this dialog box is not on your screen, press [Esc] until all menus and dialog boxes are cleared from your screen, and repeat Lesson 10.)

Deleting your print request

To remove one of your requests from a shared printer's queue, follow these steps:

- 1. Select the print request you want to remove from the printer queue.**

The only requests you can remove are ones that have your user name under the sharename of the printer.

- 2. Choose the Delete command button.**

A message box appears, asking you to confirm your request.

- 3. Choose the OK command button.**

Your request disappears from the list of requests. If the MS-DOS LAN Manager Messenger and Netpopup services are running on your netstation, the server controlling the printer sends you a message when you remove one of your print requests from a queue, telling you the request has been removed from the queue. Press [Esc] to clear the message from your screen.

Lesson 12: Disconnecting from a Shared Printer

In this final lesson you will learn how to terminate your connection to a shared printer.

**Disconnecting
from a shared
printer**

To disconnect your netstation from a shared printer, follow these steps:

- 1. Select the View menu.**
- 2. Choose the This workstation menu item.**
- 3. In the Network Resources in Use at Your Workstation dialog box select the device name you connected to the shared printer.**
- 4. Choose the Delete command button.**

A message box appears, asking you to confirm your request.

- 5. Choose the OK command button.**

The shared printer disappears from the dialog box on your screen. You are now disconnected from the shared printer.

Chapter 5: Startup and Security

Before you can use the resources of your local area network, you must start 3+Open MS-DOS LAN Manager and log on. Your network administrator is responsible for giving you a user name and password. When you log on, you give your user name and password to your netstation. Then, when you request to use the resources of a server, your netstation gives your user name and password to the server.

The server lets you use the resources that your network administrator has given you permission to use. Depending on how your network administrator sets up your local area network, you may have different passwords for different servers and/or resources on the local area network.

Before you read this chapter, you should:

- Read the first four chapters in this guide.
- Have MS-DOS LAN Manager Enhanced installed on your netstation.

**What you
will learn**

In this chapter you will first learn the difference between starting MS-DOS LAN Manager and logging on to the local area network. Once you understand this distinction, you will learn how to:

- Start MS-DOS LAN Manager.
- Start and stop the MS-DOS LAN Manager screen.
- Log on to and off from the local area network.
- Change your password for your netstation or a server.

Starting and Logging On

It is important that you understand the difference between starting MS-DOS LAN Manager and logging on to the local area network.

**Starting
MS-DOS LAN
Manager versus
logging on**

When you **start** MS-DOS LAN Manager you are loading software into your computer's memory. Since your computer functions as a netstation on the local area network, you start a program known as the Workstation service. A service is one of the many programs that make up MS-DOS LAN Manager.

Logging on, on the other hand, is the process of identifying yourself on the local area network—identifying yourself as someone permitted to use the local area network. When you log on, you supply your user name and password. These two pieces of information are automatically presented by your netstation to a server when you try to use resources shared by the server.

Keep these distinctions in mind as you read this chapter.

Starting MS-DOS LAN Manager

The 3+Open MS-DOS LAN Manager installation program sets up your netstation's AUTOEXEC.BAT file to start MS-DOS LAN Manager automatically, and automatically log you on to the network. AUTOEXEC.BAT is a file containing commands that MS-DOS runs each time you start your netstation.

AUTOEXEC.BAT should contain a line which looks something like the following:

```
net start workstation computername options
```

The command NET START WORKSTATION starts MS-DOS LAN Manager. Normally this command is contained in AUTOEXEC.BAT, and so you shouldn't have to use the command directly. If the command is not present in AUTOEXEC.BAT you will have to type it at the DOS prompt or add it to AUTOEXEC.BAT; refer to Chapter 2 in the *3+Open MS-DOS LAN Manager User Reference* for a description of NET START WORKSTATION.

Other MS-DOS LAN Manager services

There are two other MS-DOS LAN Manager services that you may need to start: the Messenger service and the Netpopup service. These services support sending and receiving messages. See Chapter 8: Sending and Receiving Messages for information about this capability.

If you will be using the Messenger Service, you must start it using the following command:

```
net start messenger computername options
```

Similarly, if you will be using the Netpopup service, you must start it using the following command:

```
net start netpopup
```

You can type these commands at the DOS prompt or include them in AUTOEXEC.BAT so that they run each time you start your netstation. Chapter 2: MS-DOS LAN Manager Commands in the *3+Open MS-DOS LAN Manager User Reference* contains complete descriptions of the three NET START commands, and defines their command line options.

Starting the MS-DOS LAN Manager Screen

If you have MS-DOS LAN Manager Enhanced on your computer, you will probably choose to use the MS-DOS LAN Manager screen, a graphical interface to MS-DOS LAN Manager.

To start the MS-DOS LAN Manager screen, type the following command at the DOS prompt:

```
net
```

The MS-DOS LAN Manager screen appears.

If you completed the tutorial in Chapter 4: LAN Manager Screen Tutorial, this screen will be familiar to you. If this screen is new to you, you may want to study Chapter 4 before continuing, particularly Lesson 1.

You can also perform MS-DOS LAN Manager Enhanced tasks by typing MS-DOS LAN Manager commands at the DOS prompt. You may prefer this method if:

- You feel more comfortable typing commands than working with menus and dialog boxes.
- You want to use MS-DOS LAN Manager commands to create and run batch files.

**How to exit the
MS-DOS LAN
Manager screen**

Stopping the MS-DOS LAN Manager Screen

If you want to run another program, such as a word processing program, on your computer, you must first stop the MS-DOS LAN Manager screen.

To exit the MS-DOS LAN Manager screen, select the View menu and choose the Exit menu item.

The MS-DOS LAN Manager screen disappears, and the DOS prompt takes its place.

**Exiting versus
logging off**

Remember, there is a difference between stopping the MS-DOS LAN Manager screen and logging off from the local area network. You can exit the MS-DOS LAN Manager screen and still be logged on to the local area network. Your user name and password are still known to your netstation; only the MS-DOS LAN Manager screen is gone.

Logon Security

Your network administrator has the option of setting up your local area network to use logon security. With this feature you have one central account that permits you to use the local area network, in addition to accounts on individual servers. This central account adds an extra layer of security to your local area network. Before you can work with any remote part of the local area network, you must log on to the local area network using your user name and password. If you do not know whether your local area network uses logon security, see your network administrator.

Logging On to the Network

The LOGON command

The LOGON command in your netstation's AUTOEXEC.BAT file runs the 3Com LOGON program, which logs your netstation on to the 3+Open network, and also the 3+Name service, if there is one on your network.

This command is usually set up to include both your user name and password. Sometimes the command will be set up with an asterisk (*) instead of a password. In this case LOGON will prompt you for your password:

Enter your password:

As you type your password in response to this prompt the program will not display the characters you typed, to help keep your password confidential. Using the asterisk on the LOGON line in your AUTOEXEC.BAT file prevents other people from discovering it by listing the contents of the file. If you would like to change the LOGON command in your netstation's AUTOEXEC.BAT file, see the description of the LOGON command in Chapter 2: MS-DOS LAN Manager Commands in the *3+Open MS-DOS LAN Manager User Reference*.

**The NET
LOGON
command**

3+Open MS-DOS LAN Manager Enhanced also contains a command called NET LOGON. Despite the similarity in names, you should be aware of a crucial difference between LOGON and NET LOGON: while LOGON logs your netstation on to both the 3+Open network and the 3+Name service (if it is present on your network), NET LOGON logs you on *only* to the 3+Open network. Since LOGON performs all of the functions of NET LOGON, plus logging you on to the 3+Name service, in all cases you should use LOGON instead of NET LOGON.

Logging On from the MS-DOS LAN Manager Screen

The MS-DOS LAN Manager screen has its own facility to let you log on to the network. In most situations logging on to the network will have been taken care of automatically by the LOGON command in your netstation's AUTOEXEC.BAT file. However, the Log Into Network dialog box will be displayed when you first start the MS-DOS LAN Manager screen if LOGON was unsuccessful or not run (that is, not present in AUTOEXEC.BAT), or if you log off and then log back on, as described later.

NOTE: The MS-DOS LAN Manager screen can only log you on to the 3+Open network; it cannot log you on to the 3+ network. You must use LOGON to log on to both networks.

**Logging on
when MS-DOS
LAN Manager
first starts**

If you see the Log Into Network dialog box after typing NET to start the MS-DOS LAN Manager screen, follow these steps:

1. **Type your user name and password in the appropriate text boxes.**
2. **Choose the OK command button.**

Once you have logged on, you do not have to supply your user name and password again. You remain logged on until you log off or turn off your computer.

Any valid user can log on from any local area network netstation. However, only one user can be logged on at any one netstation. If someone else uses your netstation in your absence and does not log off, you automatically log the other user off by logging yourself on. (You can tell if a user name is already logged on at a netstation by looking at the User name display field on the MS-DOS LAN Manager screen.)

**Logging on
once MS-DOS
LAN Manager is
running**

To log on to a netstation that already has a user logged on, follow these steps:

- 1. Select the Config menu and choose the Logoff menu item.**

A message box appears telling you the current user name has been logged off.

- 2. Choose the OK command button to clear your screen.**
- 3. Select the Config menu and choose the Logon menu item.**
- 4. Type your user name and password in the text boxes of the Log Into Network dialog box.**
- 5. Press [Enter].**

Your user name and password are now logged on at the netstation, and the User name display field of the MS-DOS LAN Manager screen now displays your user name.

Example

Wally Dodd, the senior Customer Service Representative for MacroCorp, found that Jenny Tibbett had logged on at his netstation and neglected to log off when she was done. To log on at his own netstation, Wally selects the Config menu and chooses the Logoff menu item. A message box appears, telling Wally he has logged Jenny off. He chooses the OK command button. Wally then selects the Config menu and chooses the Logon menu item. In the Log Into Network dialog box, he types his user name *wallyd* and his password, and then chooses the OK command button. Now Jenny's user name and password are logged off and Wally is logged on at his netstation.

Connections Made Automatically When You Log On

Each time you log on at a netstation, MS-DOS LAN Manager loads the NETLOGON.PRO profile file for that netstation. A profile file contains commands to create connections to shared directories or printers. You can create and use any number of profile files, but if your netstation does not have the NETLOGON.PRO profile file, MS-DOS LAN Manager will not load a profile file automatically when someone logs on. (See Chapter 9: Using Profile Files for more information on how to use profile files.)

Using Logon Scripts

Your logon account may include a script, which is a file containing commands to be executed for you when you log on. Your network administrator creates your script according to how he or she wants you to use the local area network. This way, you can log on and be ready to work with a standard set of connections to shared resources.

NOTE: The default profile file NETLOGON.PRO overrides any connections made by a script. If your local area network uses logon security with scripts, do not create a NETLOGON.PRO profile file. If you need more information about profile files and NETLOGON.PRO, see Chapter 9: Using Profile Files.

Logging Off from the Local Area Network

Logging off removes your user name and password from your netstation and breaks any existing connections to shared resources. You should log off when you will not be using your netstation for a while—when you will be in a meeting or away from your office. That way, no one else can use your user name and password to gain access to shared resources.

Using the LOGOFF command

To use MS-DOS LAN Manager commands to log off from the local area network, type the following command at the DOS prompt:

```
logoff
```

LOGOFF logs you off both the 3+Open and the 3+ network.

NOTE: As explained in this section and the earlier section, "Stopping the LAN Manager Screen," you can log off from the local area network and exit the MS-DOS LAN Manager screen. However, the only way to stop MS-DOS LAN Manager is to turn off your computer.

**The NET
LOGOFF
command**

3+Open MS-DOS LAN Manager Enhanced also contains a command called NET LOGOFF. Despite the similarity in names, there is a crucial difference between LOGOFF and NET LOGOFF: while LOGOFF logs your netstation off from both the 3+Open network and the 3+Name service (if it is present on your network), NET LOGOFF logs you off *only* from the 3+Open network. Since LOGOFF performs all of the functions of NET LOGOFF, plus logging you off from the 3+Name service, in all cases you should use LOGOFF instead of NET LOGOFF.

Example

At the end of the workday Wally exits the MS-DOS LAN Manager screen by selecting Exit from the View menu. When the DOS prompt appears on his netstation's screen, Wally types:

```
l o g o f f
```

He is now logged off from both the 3+Open and 3+ networks. By using LOGOFF, and by leaving his netstation running, Wally ensures that no one can use his user name and password to gain access to shared resources when he is not at the office. The MS-DOS LAN Manager software and the MS-DOS LAN Manager screen are still running on his netstation. That way, when Wally comes in in the morning, he does not need to start MS-DOS LAN Manager.

**Logging off in
the MS-DOS
LAN Manager
screen**

To log off while you have the MS-DOS LAN Manager screen active, follow these steps:

1. **Select the Config menu and choose the Logoff menu item.**

A message box appears, asking you to confirm your request to log off.

2. **Choose the OK command button.**

Once you are logged off you cannot use any shared resources. However, logging off leaves MS-DOS LAN Manager running at your netstation.

NOTE: The MS-DOS LAN Manager screen can only log you off the 3+Open network. You must use LOGOFF to log off both networks.

Changing a Password

There are two places where you may have passwords assigned to you: at your netstation and at a server where you have a user account. The following sections explain how to change both types of password.

Changing Your Password at Your Netstation

When you change your password at your netstation, you are changing the password your netstation gives to a server for checking your privileges and permissions. (Changing this password does not change your password for any particular server.) There are three ways to change your password at your netstation.

While you have the MS-DOS LAN Manager screen active, you may change your 3+Open netstation password by doing the following:

1. **Log on to the local area network by selecting `Config->Logon`.**

Type the new password you want your netstation to give the servers for checking permissions and privileges. The old password is automatically cleared when you select the OK button.

This method changes your 3+Open password on your netstation while leaving intact the 3+Name service password you may have entered previously. The new 3+Open password is in effect until you change it again, or until you restart your netstation.

**Changing your
password in the
MS-DOS LAN
Manager screen**

Changing your password using the LOGOFF and LOGON commands

To change your password at your netstation using MS-DOS LAN Manager commands, do the following:

1. Use the LOGON command to log on. Specify the new password you want to use.

Using LOGON clears the old password and changes both your 3+Open and 3+Name service passwords. The new passwords remain in effect until you change them again, or until you restart your netstation.

Changing your password permanently

Using the MS-DOS LAN Manager screen or the LOGOFF command only changes your password temporarily; the next time you start your netstation the LOGON command in AUTOEXEC.BAT will log you on to the network using the password on its command line. For example, if your user name is *jennyt* and your password is *boss lady*, you will find the line:

```
logon jennyt boss lady
```

in your AUTOEXEC.BAT file. To change your password permanently, you must use a text editor to change the password given on this line. For example, to change your password from *boss lady* to *wizard*, change the line to read:

```
logon jennyt wizard
```

Keeping your
server account
secure

Changing Your Password at a Server

Your network administrator can give you a separate account on each server that you use. This account contains information about you, including your user name and password. This means that you can have different passwords on different servers, although your network administrator might prefer to set up the local area network so that your password is the same on every server.

To protect the servers from unauthorized use, you should periodically change your passwords on your server accounts.

Changing your
server
password in the
MS-DOS LAN
Manager screen

To change your password at a server while you are working with the MS-DOS LAN Manager screen, follow these steps:

1. Select the Config menu and choose the Change password menu item.
2. Select a server from the list box in the Change Logon Password at a Server dialog box.
3. Type your user name, your current password, and the new password in the appropriate text boxes.
4. Choose the OK command button.

Remember to use your new password when you try to use resources on the relevant server.

**Changing
your server
password using
the NET
PASSWORD
command**

To use MS-DOS LAN Manager commands to change your password at a server, use the NET PASSWORD command with the following options at the DOS prompt:

```
net password [\\computername username password  
newpassword]
```

computername is the name of the server on which you want to change your password.

username is your user name for the server.

password is your current password for the server.

newpassword is your new password for the server.

If you type just NET PASSWORD, MS-DOS LAN Manager prompts you for the other items.

If You Forget Your Password

If you forget your password on a particular server, see your network administrator. Network administrators cannot locate or look up your old password, but they can allow you to start over again with a new password.

Example

Wally wants to change his password on the *custsvr* server. He selects the Config menu and chooses the Change password menu item. In the Change Logon Password at a Server dialog box, Wally selects the *custsvr* server from the list box and then types his user name *wallyd*, his current password (*profits*), and the new password (*margin*). Now *margin* is the password he must use with the *custsvr* server.

Now that Wally has changed his password on the *custsvr* server, he wants to change his password at his netstation to match the new password. He logs off and then logs back on, this time typing his new password in the Password text box.

Chapter 6: Using Shared Directories

Shared directories are directories that a network administrator has shared with users of the local area network. A shared directory is an ideal place to keep files that must be available to a number of local area network users. One person can write a report, another person can review it, and a third person can format and print it, without passing a floppy disk around the office.

Before you perform the tasks described in this chapter, you should:

- Have 3+Open MS-DOS LAN Manager Enhanced installed on your netstation.
- Know how to start MS-DOS LAN Manager.
- Know how to start the MS-DOS LAN Manager screen and log on to the local area network.

**What you will
learn**

In this chapter you will learn how to:

- Find out which directories are being shared by which servers.
- Connect to shared directories.
- Use network paths and pathnames.
- List your connections to shared directories.
- Disconnect from shared directories.
- Copy and move files on servers.

About Shared Directories

A **shared directory** can serve as a kind of communal data storage area. Shared directories make it easier to find and protect data that many people use. They also prevent the confusion that multiple, divergent copies of the same data can cause.

Device names

To use a shared directory, you can connect one of your netstation's **device names** to the shared directory. A device name is simply a name by which your computer identifies a device, be it local or remote. Device names vary according to the type of device—a disk device name is a drive letter followed by a colon (for example, A: or D:), and a printer device name is the name of a printer port (for example, LPT1: or LPT2:).

For example, your netstation's hard disk has the device name C:. MS-DOS provides device names D: through Z: for connections to shared directories. (For MS-DOS, this depends on the **lastdrive=** command in your CONFIG.SYS file.) This should make it easier for you to think of shared directories as additional disk drives of your netstation.

You can share a program with users of the local area network by copying the program to a shared directory. Be sure to keep all the program's files in a directory that is accessible to all users who want to use that program. (It may be illegal to copy some programs from a server to your netstation. Check with your network administrator before copying programs to your netstation or from your netstation to the server for shared network use.)

Sharenames

Just as computers and users are identified by computer names and user names, shared resources are identified by **sharenames**. Sharenames are assigned by network administrators when they share resources. For example, a network administrator who was sharing a large-capacity hard disk might give it the sharename *bigdisk*.

**Network paths
and pathnames**

When you combine the sharename of a shared resource with the computer name of the server from which the resource is shared, you form a **network path**. Network paths are used to describe and locate shared resources on the local area network. They consist of two backslashes (\) followed by the computer name of the server, another backslash, and the sharename of a shared resource.

For example, if a network administrator working from a server *fergus* shared a directory by giving it the sharename *bigdisk*, then the network path to that directory would be `\\fergus\bigdisk`. Add a filename to a network path, and it becomes a network pathname. You can use network paths and network pathnames with DOS commands just as you would use DOS paths and pathnames.

Connecting to Shared Directories with the MS-DOS LAN Manager screen

The MS-DOS LAN Manager screen lets you make connections to shared directories on both 3+Open and 3+ servers. You use different methods to connect to the two types of servers, and they will be described separately below.

Connecting to 3+Open Servers

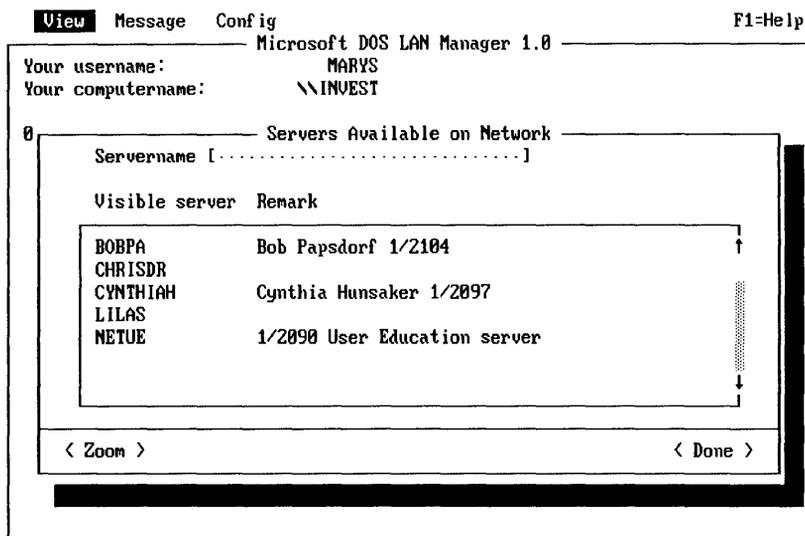
3+Open servers periodically broadcast a general message over the network letting everyone know of their existence. MS-DOS LAN Manager collects those messages at your netstation so that when you want to make a connection to a server, you can get a list of available servers. You make your connections starting from this list.

To connect your netstation to a shared directory on a 3+Open server, follow these steps:

Finding out what servers are available

1. Select the View menu and choose the Network Servers menu item.

The Servers Available on Network dialog box appears.

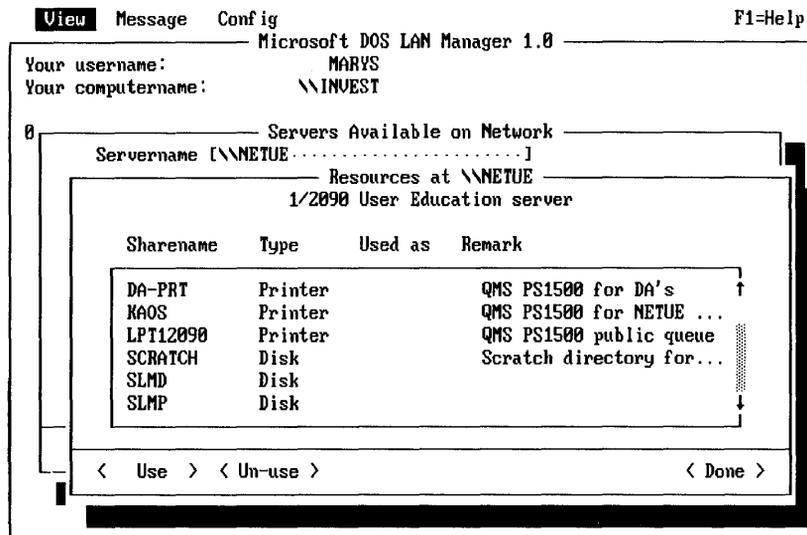


View local-area network Servers

2. Select the name of the server that is sharing the directory you want to use from the list box.

3. Choose the **Zoom** command button.

The Resources at (server) dialog box appears, listing the resources that the server is sharing with the local area network (the name of the server you selected replaces *server* in the dialog box title). The entries that have the word *Disk* in the Type column are shared directories. Your screen might look like this:

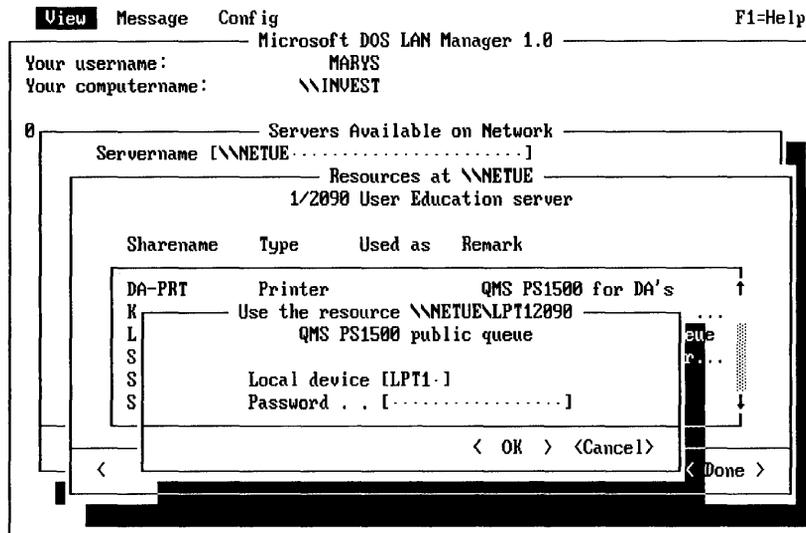


View local-area network Servers

4. Select the directory you want to use from the list box.

5. Choose the Use command button.

The Use the resource (network path) dialog box appears (the network path you selected replaces (network path) in the dialog box title).



View local-area network Servers

You need to modify this dialog box only if you need to type a password to use the directory.

6. If the directory requires a password, type it in the Password text box and then choose the OK command button. If no password is required, choose the OK command button.

You have now connected your netstation to the shared directory you selected. The Resources at (server) dialog box remains on your screen—now it shows a device name in the Used as local device column for the shared directory you just connected to. You can use this device name with DOS programs and commands.

Example

MacroCorp Accountant John O'Clare wants to see how many Australian dollars MacroCorp holds as investments. He selects the View menu and chooses the Network Servers menu item. In the Servers Available on Network dialog box, he selects the *invest* server from the list box and chooses the Zoom command button. In the Resources at \\INVEST dialog box, John selects the shared directory *money* from the list box, then chooses the Use command button. His connection to the server *invest* is assigned the device name G:. John can now use device name G: in commands and with his application programs to specify the shared directory *money* on the *invest* server.

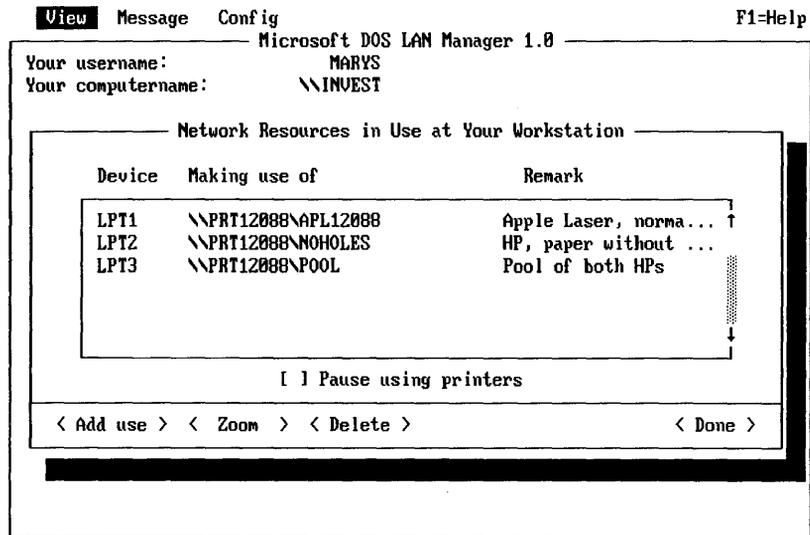
Connecting to Directories Shared by 3+ Servers

MS-DOS LAN Manager works with 3+ servers in addition to 3+Open servers. 3+ servers don't support some of the advanced features of 3+Open—most significantly, these servers do not appear on your screen when you choose the Network Servers menu item from the View menu or when you use the NET VIEW command. Because these servers work differently than 3+Open OS/2 LAN Manager servers, you must follow different steps to use the resources they share.

To use a directory shared by a 3+ server, follow these steps:

1. Select the View menu and choose the This Workstation menu item.

The Network Resources in Use at Your Workstation dialog box appears.



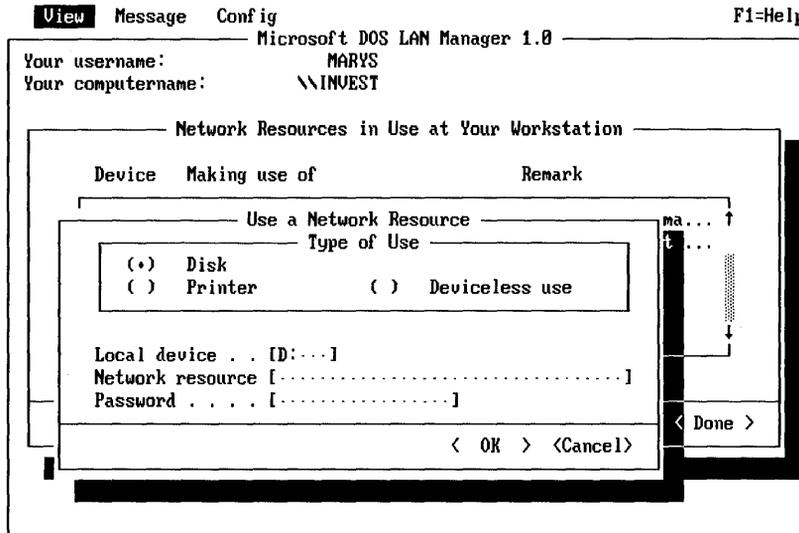
View resources used by your workstation

6 Using Shared Directories

6-10

2. Choose the Add use command button.

The Use a Network Resource dialog box appears.



View resources used by your workstation

3. Complete the text boxes in the Use a Network Resource dialog box according to the following instructions:

Text Box	What to Do
Local device	When you select a resource type with the option buttons (Disk or Printer), MS-DOS LAN Manager automatically fills in the next available device name of the appropriate type in the text box.
Network resource	Type the network path of the shared directory you want to use. Remember, a network path consists of two backslashes followed by the computer name of a server, another backslash, and the sharename of a shared resource. For example, <i>\\computername\sharename</i> . <i>computername</i> must be a valid 3+ server, in the default domain:organization. See the "About Shared Directories" section at the beginning of this chapter for more information on network paths.
Password	Type the password for this server if one has been assigned.

4. Choose the OK command button.

At this point you will see the Network Resources in Use at Your Workstation dialog box again. In it, the shared directory you just connected to has been added to the list of resources in use.

Example

In preparing a presentation on the growth of MacroCorp, John O'Clare needs some personnel information from three years ago. The personnel department keeps its old records on the *humanr* server (a 3+ server), in a directory with the sharename *oldrec*. To connect to this directory, John selects the View menu and chooses the This Workstation menu item. Next he chooses the Add use command button. In the Use a Network Resource dialog box, he uses the option buttons to specify that he wants to use a shared directory. In the Network resource text box, John types the network path of the resource he is interested in: `\\humanr\oldrec`. Then he chooses the OK command button. From his MS-DOS LAN Manager netstation, John can now use the records he needs on the *humanr* server.

**Connecting to Shared Directories Using
Commands**

If you are not using the MS-DOS LAN Manager screen, you will need to use the following commands to connect to shared directories.

**Listing 3+Open
servers on the
network with
the NET VIEW
command**

To see the servers available to you, type the following command at the DOS prompt:

```
net view
```

A list appears of the computer names of the servers available to you . This list will show 3+Open servers only.

To see the resources a particular 3+Open server is sharing, use the NET VIEW command with the following option:

```
net view \\computername
```

computername is the server that is sharing the directory you want to use.

**Connecting to
any server with
the NET USE
command**

Once you know the computer name of a server (either 3+ or 3+Open) and the sharename of a directory you want to use, you can connect to the shared directory by using the NET USE command:

```
net use devicename \\computername\sharename  
    [password]
```

devicename is the device name you want to connect to the shared directory. (Remember that a device name for a disk drive is a drive letter followed by a colon, for example, E:.)

computername is the server sharing the resource. If it is a 3+ server, it must be in the default domain:organization.

sharename is the name of the shared directory.

password is the password needed (if any) to use the shared directory.

**MS-DOS LAN
Manager makes
needed
connections
automatically**

Automatic Connections to Shared Directories

There are situations where it may be difficult or inconvenient for you to explicitly connect to a shared directory by identifying it with one of your netstation's device names. For this reason, MS-DOS LAN Manager can automatically establish connections necessary for you to use a shared directory. You do, however, need to know the network path of the shared directory before you can use it with commands. If you forget a network path, you can use the View menu or the NET VIEW command to see the names of 3+Open servers and shared directories (but not 3+ servers). You need to have permission to use a shared directory before you can use its network path with DOS commands.

**Using network
paths**

If you know the network pathname of a shared file and you have permission to use the file, you can use the file's network pathname as you would any other pathname in a DOS command. Network pathnames can identify a program you want to use or a file of data you need to view and modify.

Example

John O'Clare's workgroup at MacroCorp is running a football pool, and each week the results are updated in a file named *pool.txt*, in the *football* directory on the *invest* server. When John wants to check the results, he can simply type the command:

```
type \\invest\football\pool.txt
```

at the DOS prompt. He does not have to use the MS-DOS LAN Manager screen or the NET USE command to make a permanent connection. When the file has been displayed, MS-DOS LAN Manager automatically breaks the connections.

MacroCorp's currency investments are tracked in spreadsheets kept in the *money* shared directory on the *invest* server. When John O'Clare wants to view the company's current holdings in Australian dollars, he can load the file `\\invest\money\assets\austral.xls` directly into Microsoft Excel. MS-DOS LAN Manager would automatically create the connection he needs to use the AUSTRAL.XLS file. When John stops using Microsoft Excel, or even just stops using the AUSTRAL.XLS file, MS-DOS LAN Manager breaks the connection to `\\invest\money`.

NOTE: Some DOS commands do not work with network paths or network pathnames. The two most notable are CHDIR, or CD, (to change directories) and DIR (to list the contents of a directory).

Listing Your Connections to Shared Directories

By listing your connections to shared directories, you can see which shared directories are available and the status of your connection to each directory. Listing the shared directories you are using might help to jog your memory about where a particular file is or what directory you want to stop using.

Listing connections with the MS-DOS LAN Manager screen

To see which network directories are connected to your netstation, follow these steps:

1. **Select the View menu and choose the This Workstation menu item.**

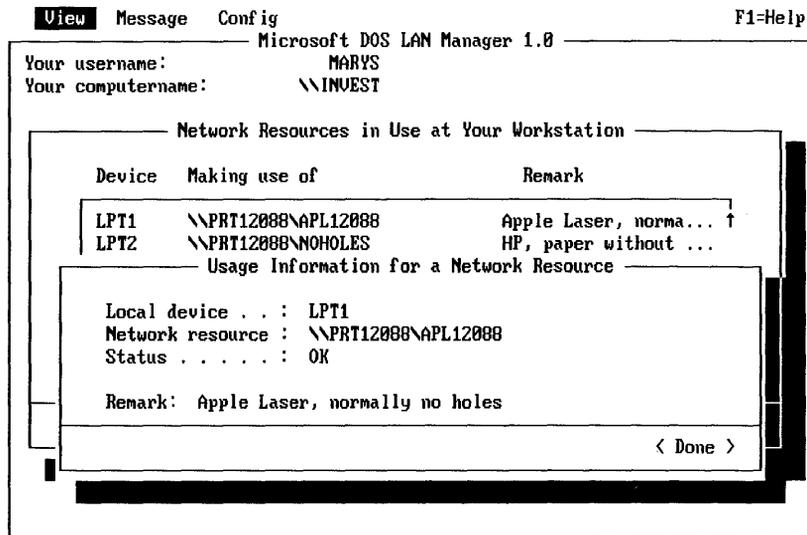
The Network Resources in Use at Your Workstation dialog box appears, listing all of the shared resources you have connected to your netstation. The list box displays a list of device names, followed by the sharename and a remark for each connection. The items with drive letters in the Device column are shared directories.

6 Using Shared Directories

6-16

2. To check the status of your connection to a shared directory, select that shared directory from the list box and choose the Zoom command button.

The Usage Information for a Network Resource dialog box appears.



View resources used by your workstation

The Status display field in this dialog box shows the status of your connection to the shared directory.

**Listing
connections
with the NET
USE command**

To use MS-DOS LAN Manager commands to list your connections to shared directories, type the following command at the DOS prompt:

```
net use
```

This shows you all of the resources you have connected to your netstation. The items that have drive letters in the Local name column are shared directories. To see more information about a shared directory you are using, use the NET USE command with the following option:

```
net use devicename
```

devicename is the drive letter you have connected to the shared directory, followed by a colon (:).

Example

After lunch John wants to see what shared directories are connected to his netstation. He selects the View menu and chooses the This Workstation menu item. The Network Resources in Use at Your Workstation dialog box shows him all of the shared resources currently connected to his netstation. This way, he knows what he can use to finish his day's work.

Disconnecting from Shared Directories

You should disconnect from any shared directories after you have finished using them. Each drive letter on your netstation can be connected to only one shared directory at a time, so you will need to disconnect a drive letter before you can connect it to another shared directory.

**Disconnecting
with the MS-DOS
LAN Manager
screen**

To disconnect your netstation from a shared directory, follow these steps:

1. **Select the View menu and choose the This Workstation menu item.**
2. **In the Network Resources in Use at Your Workstation dialog box, select the shared directory you want to stop using.**
3. **Choose the Delete command button.**

A message box appears, asking you to confirm your choice.

4. **Choose the OK command button.**

Example

John has finished updating the reports in the accounts directory on the *acctg* server. To disconnect his netstation from this shared directory, John selects the View menu and chooses the This Workstation menu item. This shows him all of the shared resources he has connected to his netstation. John selects the shared directory `\\acctg\accounts`, then chooses the Delete command button. A message box appears on his screen, asking him to confirm his request to disconnect. John chooses the OK command button. Now, the shared directory is no longer connected to his netstation.

**Disconnecting
with the NET USE
command**

To use MS-DOS LAN Manager commands to disconnect your netstation from a shared directory, use the NET USE command with the following options:

```
net use devicename /delete
```

devicename is the drive letter you have connected to the shared directory, followed by a colon (:).

/delete is the option that tells MS-DOS LAN Manager to disconnect your netstation from the shared directory. It can be abbreviated as */d*.

Copying and Moving Files

You can use the DOS COPY command to copy files from shared directories on network servers to your netstation's disk, and you can even use COPY to copy files between servers. COPY works on files on servers just like it works on files on your local disk.

However, COPY does not take the network into account, and, in some situations, COPY is not a very efficient command. Suppose, for example, you want to copy files between two servers. COPY first copies each file, over the network, into your local netstation's memory. Then it sends the data from your netstation back over the network to the destination server. It takes more than twice as long to copy a file in this scenario, using the COPY command. Luckily, MS-DOS LAN Manager includes two commands, NET COPY and NET MOVE, that take the network into account for more efficient copying and moving.

Using the NET COPY Command

The NET COPY command copies files both locally and across the local area network. It works exactly like the DOS COPY command, except that it takes the local area network into account. You can use either command at anytime, but you save time and computing power by using NET COPY for copying files across the local area network.

Copying files with the NET COPY command

The NET COPY command has the following syntax:

```
net copy pathname1 [pathname2]
```

pathname1 is the pathname of the file or files—if you use the wildcard characters * or ?—that you want to copy.

pathname2 is the pathname to which you want to copy *pathname1*. If you do not specify *pathname2*, the file or files are copied into your current directory. If you use wildcard characters in *pathname1*, then *pathname2* must be a directory.

The NET COPY command has additional options. For more information about these options, see the 3+ *Open MS-DOS LAN Manager User Reference*.

Copying Files Between Network Servers

If you want to copy a file between two network servers, you should use the NET COPY command in one of two ways:

- Connect disk device names (such as E: or M:) from your netstation to each of the servers and then use these device names with the pathnames you specify with the NET COPY command.
- Use network pathnames as the pathnames you specify with the NET COPY command.

If you are copying files between two locations on the same network server, the NET COPY command is a better option than the DOS COPY command because it copies the files straight from one location to another, without detouring through your netstation. If you are copying multiple files in this manner, the NET COPY command tells you the number of files copied but not the names of the copied files.

Example

Mary wants to copy the MEMO.DOC file from the *tmp* directory on the *admsvc* server to her own directory (*marys*) on that same server. Mary types the following command at the DOS prompt:

```
net copy \\admsvc\tmp\memo.doc
        \\admsvc\marys\memo.doc
```

A message reports that one file was copied.

Earlier today, Mary linked her netstation using device name M: to the *status* directory on the *mis* server by typing the following command at the DOS prompt:

```
net use m: \\mis\status
```

Now, to copy the SUMMARY.TUE file from the *status* directory on drive C: of her netstation to the *status* directory on the *mis* server, Mary types:

```
net copy c:\status\summary.tue m:
```

Using the NET MOVE Command

The NET MOVE command copies a file and then deletes the original.

NOTE: Be careful when you use the NET MOVE command, or you might delete files you want to save. If you do not have delete permission for a file, you cannot use the NET MOVE command with it.

Moving files with the NET MOVE command

The NET MOVE command has the following syntax:

```
net move pathname1 [pathname2]
```

pathname1 is the pathname of the file or files (if you use the wildcard characters * or ?) you want to move.

pathname2 is the pathname to which you want *pathname1* moved. If you do not specify *pathname2*, the file or files are moved to your current directory. If you use wildcard characters in *pathname1*, then *pathname2* must be a directory.

Both *pathname1* and *pathname2* can be network pathnames and can contain drive letters connected to shared directories.

If you are moving files between locations on a single server, the NET MOVE command moves the files directly without detouring through your netstation.

Example

Mary wants to move the MEMO.DOC file from the *sales* directory on the *admsvc* server to the *tmp* directory on the *print2* server. To move this file between the two servers, Mary types the following command at the DOS prompt:

```
net move \\admsvc\sales\memo.doc \\print2\tmp
```

Chapter 7: Using Shared Printers

3+Open MS-DOS LAN Manager Enhanced lets your organization make optimum use of its printers and allows you to print your files quickly and efficiently. With MS-DOS LAN Manager you can send files from your netstation out over the local area network to different printers in different locations.

Normally, printers can accept and print only one request at a time. Since many people on the local area network can simultaneously send files to a shared printer, MS-DOS LAN Manager uses **printer queues** to hold files sent to a printer and then print the files in the order received. A printer queue is a waiting line for **print requests**. A print request is a file waiting in a printer queue. You can send a file to a queue and continue with your work. When your file gets to the top of the queue it will be printed.

Before you perform the tasks described in this chapter, you should:

- Have MS-DOS LAN Manager Enhanced installed on your computer.
- Know how to start MS-DOS LAN Manager and log on.

7 Using Shared Printers

7-2

What you will learn

In this chapter you will learn how to work with shared printers and printer queues. Specifically, you will learn how to:

- Connect to a printer queue.
- Send a file to a printer queue.
- View the contents of a printer queue.
- Remove a file from a printer queue.
- Pause and restart a connection to a printer queue.
- Disconnect from a printer queue.

Shared Printers and Printer Queues

A shared printer is a printer physically connected to a server that a network administrator has made available to local area network users. Shared printers give you access to multiple printers without the bother of keeping one in your office. You may even be able to choose among printers of various speeds and qualities that your company owns.

Printer queues and print requests

A single shared printer can receive requests from more than one queue. The different queues could have different priorities for printing: a printer might receive requests from a low-priority queue that accepts requests from all local area network users and also from a high-priority queue that accepts requests only from users who need files printed quickly.

Resources shared in pools

Similarly, one queue can send requests to more than one printer. MS-DOS LAN Manager lets network administrators create pools of similar printers to reduce printer workloads. The queue sends a request to the first available printer in the pool. For example, a server might have three laser printers all receiving requests from the *laser* queue. If the queue has a file to print and the printers connected to LPT1 and LPT3 are busy, it will send the file to the printer connected to LPT2. The server controlling the queue sends users messages telling them which printer actually printed their request.

Connecting to a Printer Queue Using the MS-DOS LAN Manager Screen

The MS-DOS LAN Manager screen lets you make connections to printer queues shared by both 3+Open and 3+ servers. You use different methods to connect to the two types of servers, which will be described separately.

Connecting to 3+Open Servers

Before you connect to a printer queue, you can find out which 3+Open servers are available to you and which queues they are sharing. Then you can select an appropriate queue for your needs.

To find out what printer queues are available, follow these steps:

**Finding out
what servers are
available**

1. **Select the View menu and choose the Network servers menu item.**

The Servers Available on Network dialog box appears, showing all of the 3+Open LAN Manager servers on the local area network.

2. **Select the name of a server from the list box, or type the name of a server in the text box.**

3. **Choose the Zoom command button.**

**Examining
printer queues**

The Resources at (server) dialog box appears, showing you the resources being shared by the server you selected. Printer queues are identified by the word Printer in the Type column.

4. **Select the printer queue you want to use from the list box.**

5. Choose the Use command button.

The Use the resource (network path) dialog box appears, prompting you for a password and showing you the name assigned to the printer queue.

6. If the printer you want to use requires a password, type the password in the Password text box.

7. Choose the OK command button.

The Servers Available on Network dialog box now shows the device name you have just connected to the printer queue in the Used as local device column. You can now use that queue to print files.

Example

As Facilities Manager for MacroCorp, Jack Starkey needs to print schedules and budgets. He does not have a printer connected directly to his netstation, but he can do his printing on a shared printer. He selects the View menu and chooses the Network servers menu item. In the Servers Available on Network dialog box, he selects the *general* server because that is the server he always uses. He chooses the Zoom command button, and then, in the Resources at \general dialog box, he highlights the *prt* printer queue and chooses the Use command button. After typing his password in the Use the Resource \general\prt dialog box and choosing the OK command button, Jack is ready to print his latest schedule.

Connecting to Printer Queues Shared by 3+ Servers

MS-DOS LAN Manager works with 3+ servers in addition to 3+Open servers. 3+ servers do not support some of the advanced features of 3+Open—most significantly, these servers do not appear on your screen when you choose the Network servers menu item from the View menu or when you use the NET VIEW command. Because these servers work differently than 3+Open LAN Manager servers, you must follow different steps to use the resources they share.

To connect to a printer queue shared by a 3+ server, follow these steps:

1. **Select the View menu and choose the This Workstation menu item.**
2. **In the Network Resources in Use at Your Workstation dialog box, choose the Add use command button.**
3. **Complete the text boxes in the Use a Network Resource dialog box according to the following instructions:**

Text Box	What to Do
Local device	Select the Printer option button. MS-DOS LAN Manager automatically fills the text box with the next available device name.
Network resource	Type the network path of the printer queue you want to use. Remember, a network path consists of two backslashes followed by the computer name of a server, another backslash, and the sharename of a shared resource.
Password	Type the password if one has been assigned.

4. Choose the OK command button.

You now see the Network Resources in Use at Your Workstation dialog box once again; the list box now shows your connection to the printer queue.

Example

MacroCorp facilities manager Jack Starkey has prepared a report on the future facility needs of the company. The printer queue he usually uses is busy. However, he recently learned that the *humanr* server, which runs 3+, is sharing a printer queue with the sharename *laser*. To connect to this printer, Jack chooses the This Workstation menu item from the View menu and then chooses the Add use command button in the Network Resources in Use at Your Workstation dialog box.

In the Use a Network Resource dialog box, he uses the option buttons to specify that he wants to use a shared printer. In the Shared resource text box, Jack types the network path `\\humanr\laser` and then chooses the OK command button. From his MS-DOS LAN Manager netstation, Jack can now use the printer queue shared by *humanr*.

Using Commands to Connect to Shared Printers

The procedure for using MS-DOS LAN Manager commands to connect to a printer queue is roughly parallel to the procedure for connecting to a printer queue with the MS-DOS LAN Manager screen. Again, there are two methods, depending on whether you want to connect to a 3+Open or a 3+ server.

Listing 3+Open servers on the network with the NET VIEW command

To find out which 3+Open LAN Manager servers are available and which printers they are sharing, type the following command at the DOS prompt:

```
net view
```

This shows you the computer name and a remark for every 3+Open server available to you; 3+ servers will not appear on the list.

To see the resources (including printers) a particular 3+Open server is sharing, use the NET VIEW command with the following option:

```
net view \\computername
```

computername is the computer name of the server sharing the queue or queues you want to examine

Examining print queues at 3+Open servers with the NET PRINT command

You can examine the printer queues for a server by using the NET PRINT command with the following option:

```
net print \\computername
```

computername is the computer name of the server sharing the queue or queues you want to examine.

**Connecting to
any server with
the NET USE
command**

When you have decided on a server and a printer queue, you can connect to that queue by using the NET USE command with the following options:

```
net use devicename \\computername\sharename  
[password]
```

devicename is the device name you want to connect to the printer queue. (Remember that a device name for a printer is the name of a serial or parallel port followed by a colon (:), for example, LPT2:.)

computername is the server sharing the resource. If it is a 3+ server, it must be in the default domain:organization.

sharename is the printer queue you want to connect to your netstation.

password is the password needed to use the queue (if necessary).

Printing a File on a Shared Printer

Once you have established a connection to a printer queue, there are two ways you can print a file:

- From the application you used to create the file (you may need to check your application's documentation to learn which printers it supports).
- By using the DOS COPY command at the DOS prompt.

Either way, you must specify the device name of the printer queue you want to use. When you connect a printer queue to your netstation, you assign it a device name. You can use this device name later to print files.

Using Applications and Shared Printers

If you are printing from an application, you may need to tell your application which device name to use and what sort of printer will be doing the printing. See your application's documentation for specific information.

If you are running the Messenger service, you will receive an alert message informing you that your file has been printed. You do not need to reply to this message; just pick up your copy at the shared printer.

Example

After connecting his netstation to the printer queue `\\general\prt`, Jack needs to set the printing options in Microsoft Project to the device name he had connected to the printer queue (LPT1:) and to the make and model of printer he is using. When his schedule has been printed, Jack receives a message at his netstation saying the schedule is ready for him to pick up.

You can also print a file by using the network path of a printer queue with the command or application to print the file. Instead of giving the command or application the device name of a printer attached to your netstation, you give it the network path of a printer queue.

**MS-DOS LAN
Manager makes
needed
connections
automatically**

To make your use of shared printers as easy as possible, MS-DOS LAN Manager does not require you to connect to a printer queue before you try to use it. If you try to use a printer queue that you have not connected to, MS-DOS LAN Manager creates the necessary connection automatically, prompting you for any extra information it needs to make the connection.

For example, Jack has a short note in a file called NOTE.TXT that he wants to print. Instead of connecting to the *prt* printer queue on the *print2* server and then starting a text editor to print the file, Jack can just copy his file to the printer queue by typing:

```
copy note.txt \\print2\prt
```

The MS-DOS copy command sends his file to the *\\print2\prt* printer queue, which in turn sends it to be printed.

Listing Your Connections to Printer Queues

At times you may need a reminder about which printer queues you are connected to and what device names you have assigned them. Perhaps you want to see if you have an appropriate connection for a special printer job, or maybe you are just planning to get rid of unneeded connections.

Listing
connections
with the
MS-DOS LAN
Manager screen

To see a list of all of the printer queues that are connected to your netstation, follow these steps:

1. **Select the View menu and choose the This Workstation menu item.**

All of your connections to shared resources are listed in the Network Resources in Use at Your Workstation dialog box. The printers have printer device names (such as LPT1: and LPT2:) in the Device column.

2. **To see more information about a particular printer queue, select that queue in the list box and choose the Zoom command button.**

In the Usage Information for a Network Resource dialog box, you will see information about the printer queue you selected.

Example

Jack Starkey wants to make sure his netstation is still connected to the *prt* printer queue on the *general* server before he prints his monthly budget. Jack selects the View menu and chooses the This Workstation menu item. In the Network Resources in Use at Your Workstation dialog box, he sees that the `\\general\prt` printer queue is still connected to his netstation through the device name LPT1:. His mind at ease, Jack goes back to working on his budget.

Listing connections with the NET USE command

To use MS-DOS LAN Manager commands to list your connections to shared printers, type the following command at the DOS prompt:

```
net use
```

This shows you all of the shared resources currently connected to your netstation. The entries that have a printer device name (for example, LPT1:) in the Local name column are printer queues. To see more information about a particular printer queue, use the NET USE command with the following option:

```
net use devicename
```

devicename is the device name you have connected to the printer queue.

Examining a Printer Queue

You can examine a printer queue to check on the status of a particular print request. By checking where your request is in the list of requests, you get an idea of when your work will be printed. Also, by examining various printer queues before actually using a shared printer, you can determine where you will have the shortest wait before printing.

When viewing the contents of a printer queue, you can also remove one of your requests from the queue or hold a print request in the queue.

Examining a printer queue with the MS-DOS LAN Manager screen

To see a list of the files waiting to be printed, follow these steps:

1. Select the View menu and choose the Print queues menu item.
2. In the Show Print Queues for dialog box, select either the device name or the server that controls the printer queue you are using or thinking of using.

7 Using Shared Printers

7-14

3. Choose the Zoom command button.

The Print Queues for (server) dialog box appears, showing the queue for that server or device.

Print Queues for \\NETUE				
Name	Job #	Size	Status	
DA-PRT	QUEUE (18 Jobs)		* Queue Active *	
JANK	492	75827	Printing on LPT1	↑
JANK	493	82860	Waiting	
JANK	494	41662	Waiting	
JANK	495	16292	Waiting	
JANK	496	609975	Waiting	
JANK	497	50200	Waiting	
JANK	498	257500	Waiting	↓

<Hold> <Release> <Zoom> <Delete> <Done>

By scanning the list of print requests you can see where your print request is in the queue.

Example

Jack sent his budget to a printer queue several minutes ago, and he is wondering if it is nearing the top of the queue. He selects the View menu and chooses the Print queues menu item. In the Show Print Queues for (server) dialog box, he selects device name LPT1: (the device name he connected to the shared printer) and chooses the Zoom command button.

In the Print Queues For (server) dialog box he sees the contents of the \\general\prt printer queue. His budget is third from the top. It should be printed in another few minutes. Reassured, Jack goes back to work.

**Examining
printer queues
with the NET
PRINT
command**

To use MS-DOS LAN Manager commands to list the contents of a printer queue, use the NET PRINT command with the following option at the DOS prompt:

```
net print devicename
```

devicename is the device name you have connected to the printer queue.

Removing a Print Request from a Printer Queue

You can remove your print requests from a printer queue. Only a network administrator, however, can remove other people's requests from a printer queue.

**Removing a
print request
with the MS-
DOS LAN
Manager screen**

To remove a request from a printer queue, follow these steps:

1. **Select the View menu and choose the Print queues menu item.**
2. **In the Show Print Queues for dialog box, select either the device name or the server that controls the printer queue to which you sent the print request.**
3. **Choose the Zoom command button.**
4. **In the Print Queues For dialog box, find the print request that you want to delete and select it.**
5. **Choose the Delete command button.**

A message box appears asking you to confirm your request.

6. Choose the OK command button.

The request that you selected disappears.

You have now removed a print request from a printer queue. If you are running the Messenger service, the server sends you an alert message informing you that your print request has been removed from the queue.

Example

Jack finds a mistake in the budget he has already sent to the printer. He does not want to waste paper and time by printing an incorrect budget. He selects the View menu and chooses the Print queues menu item. In the Show Print Queues For dialog box, he highlights the device name LPT1: and chooses the Zoom command button. In the Print Queues for dialog box, he sees his budget—next in line for printing.

Jack quickly selects the print request and chooses the Delete command button. When the message box requesting confirmation appears, he chooses the OK command button. His budget disappears from the list box. Now he can return to his budget, fix his mistake, and print the corrected budget.

**Removing a
print request
with the
NET PRINT
command**

To use MS-DOS LAN Manager commands to remove a request from a printer queue, use the NET PRINT command with the following options at the DOS prompt:

```
net print devicename job# /delete
```

devicename is the device name you have connected to the printer queue.

job# is the identification number of the request you want to remove from the queue. You can determine the identification number of a request by listing the contents of the queue and checking the Job # column.

/delete is the option that tells MS-DOS LAN Manager to remove the request from the queue.

Why hold a request in a printer queue?

Holding a Print Request in a Printer Queue

You may have occasion, after sending a request to a printer queue for printing, to want to **hold** that request in the queue. That is, you will want to keep the request in the queue but not have it print just yet. Holding a request in a queue comes in handy:

- When you suspect you may need to change a file already sent to a queue. You can hold the queued request, check to see if you need to change the original file, and then either release the queued request or change the original file and resubmit it to the queue.
- When you have already queued a large request for printing and someone else has a small but urgent printing request. You can hold your request in the queue until the urgent request is printed and then release your request.

When you hold a request in a queue, the request continues to work its way to the top of the queue. However, once it is at the top, it stops there as other requests pass it and are printed, one by one. When you release the held request, it is printed as soon as the request currently printing is completed. You cannot hold a request that has started printing.

Holding a request with the MS-DOS LAN Manager screen

To hold a request in a printer queue, follow these steps:

1. **Select the View menu and choose the Print queues menu item.**
2. **In the Show Print Queues for dialog box, select either the device name or the server that controls the printer queue containing the request.**
3. **Choose the Zoom command button.**
4. **In the Print Queues for dialog box, select the request you want to hold.**

5. Choose the Hold command button.

Your request remains in the queue until you release it.

If you are running the Messenger service, the server sends you an alert message informing you that your printer request is held.

**Holding a
request with
the NET PRINT
command**

To use MS-DOS LAN Manager commands to hold a print request in a queue, use the NET PRINT command with the following options at the DOS prompt:

```
net print devicename job# /hold
```

devicename is the device name you have connected to the printer queue.

job# is the identification number of the request you want to hold in the queue. You can determine the identification number of a print request by listing the contents of the queue and checking the Job # column.

/hold is the option that tells MS-DOS LAN Manager to hold the request in the queue.

Releasing a Held Request

When you are ready to release your held print request, follow these steps:

**Releasing a
held request
with the
MS-DOS LAN
Manager screen**

- 1. Select the View menu and choose the Print queues menu item.**
- 2. In the Show Print Queues for dialog box, select either the device name or the server that controls the printer queue you are using.**
- 3. Choose the Zoom command button.**

- 4. In the Print Queues for dialog box, select the held request you want to release.**

Held requests are marked with the word Held in the Status column.

- 5. Choose the Release command button.**

Your print request now works its way to the top of the queue, if it is not already there, and is printed.

Example

After sending his weekly report to the printer, Jack realizes he has forgotten to check the report for typing and spelling errors. He selects the View menu and chooses the Print queues menu item. In the Show Print Queues for dialog box, he selects the device name he connected to the shared printer and chooses the Zoom command button. In the Print Queues for (server) dialog box, he selects his request and chooses the Hold command button. Now he can check his weekly report while a copy of it is held in the queue.

Jack checks his report and finds no errors in his work. To release his print request from the queue, he selects the View menu and chooses the Print queues menu item. In the Show Print Queues for dialog box, he selects the device name he connected to the shared printer and chooses the Zoom command button. In the Print Queues for (server) dialog box, he selects his request and chooses the Release command button. Now his report is printed.

**Releasing a
held request
with the NET
PRINT
command**

To use MS-DOS LAN Manager commands to release a request from a queue, use the NET PRINT command with the following options at the DOS prompt:

```
net print devicename job# /release
```

devicename is the device name you have connected to the printer queue.

job# is the identification number of the request held in the queue. You can determine the identification number of a request by listing the contents of a printer queue and checking the Job # column.

/release is the option that tells MS-DOS LAN Manager to release the request and let it print.

Pausing Your Connections to Printer Queues

You can simultaneously pause all of your connections to printer queues. You might do this to free your device names for local work. To pause all of your connections to printer queues, follow these steps:

**Pausing
connections
with the
MS-DOS LAN
Manager screen**

1. Select the View menu and choose the This Workstation menu item.
2. Move the cursor to the Pause using printers check box of the Network Resources in Use at Your Workstation dialog box and press the [Space bar] to mark the check box.

All of your connections to shared printers are now paused.

**Pausing
connections
with the
NET PAUSE
command**

To use MS-DOS LAN Manager commands to pause your connections to printer queues, use the NET PAUSE command with the following option at the DOS prompt:

```
net pause prdr
```

prdr tells MS-DOS LAN Manager to pause all of your connections to printer queues.

**Continuing with
the MS-DOS
LAN Manager
screen**

Continuing Paused Connections

To continue using your connections to printer queues, repeat steps 1 and 2. This time, however, remove the check from the check box to continue your connections.

Example

Jack's secretary, Olga Resnik, has a dot-matrix printer directly attached to her netstation and assigned the device name LPT1:, but she also uses a shared laser-printer queue with the device name LPT1:. When she wants to print a draft quickly on her dot-matrix printer, Olga selects the View menu, chooses the This Workstation menu item, and places a check in the Pause using printers check box of the Network Resources in Use at Your Workstation dialog box. This frees her device name and lets her use her dot-matrix printer. When she is done, she selects the same menu and chooses the same menu item as before and then removes the check from the check box.

**Continuing
using the NET
CONTINUE
command**

When you are ready to again use your connections to printer queues, use the NET CONTINUE command with the following option at the DOS prompt:

```
net continue prdr
```

prdr tells MS-DOS LAN Manager to continue all of your connections to printer queues.

Disconnecting Your Netstation from a Printer Queue

You should disconnect your netstation from a printer queue when you have no more printing work to do.

**Disconnecting
with the MS-DOS
LAN Manager
screen**

To disconnect your netstation from a printer queue, follow these steps:

- 1. Select the View menu and choose the This Workstation menu item.**
- 2. In the Network Resources in Use at Your Workstation dialog box, select the device name you connected to the shared printer.**
- 3. Choose the Delete command button.**

A message box appears asking you to confirm your request to disconnect from the shared printer.

- 4. Choose the OK command button.**

The printer queue you were using disappears from the list box.

Example

After Jack has printed his budget, he disconnects his netstation from the printer by selecting the View menu and choosing the This Workstation menu item. In the Network Resources in Use at Your Workstation dialog box, Jack selects the `\\general\prt` printer queue and chooses the Delete command button.

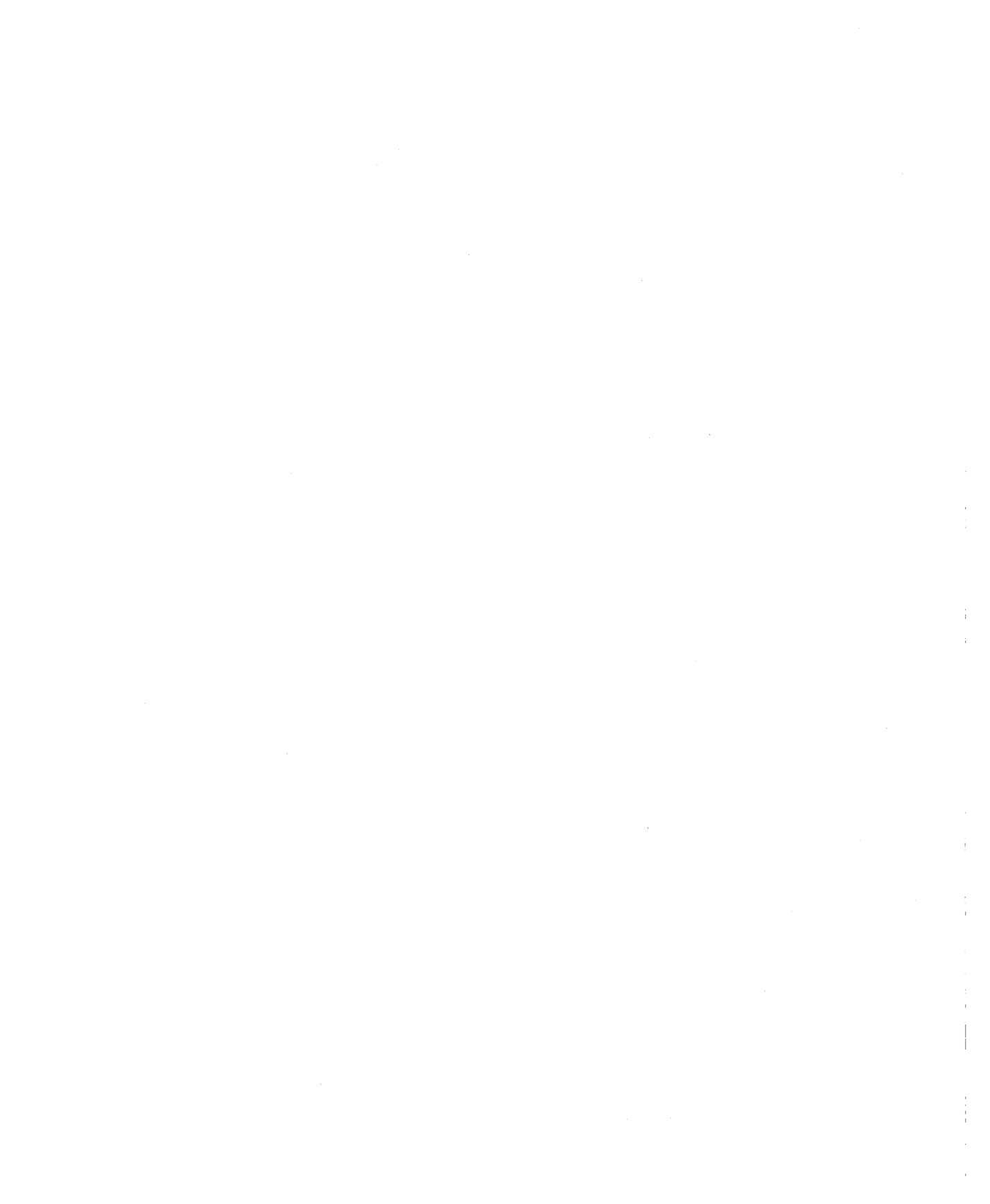
Disconnecting with the NET USE command

To use MS-DOS LAN Manager commands to disconnect your netstation from a printer queue, use the NET USE command with the following options at the DOS prompt:

```
net use devicename /d
```

devicename is the device name you currently have connected to the printer queue.

`/d` is the option that tells MS-DOS LAN Manager to disconnect your netstation from the printer queue. `/d` is an abbreviation for `/delete`.



Chapter 8: Sending and Receiving Messages

3+Open MS-DOS LAN Manager Enhanced lets you exchange messages and files with other local area network users. In addition, MS-DOS LAN Manager Enhanced can send you messages to inform you of the status of your print requests or to notify you of events that may affect you or require your attention. Before reading this chapter, you should:

- Have MS-DOS LAN Manager Enhanced installed on your netstation.
- Read the earlier chapters in this guide.
- Know how to start MS-DOS LAN Manager and log on.

What you will learn

In this chapter you will learn how to:

- Distinguish between the different types of names and messages defined by MS-DOS LAN Manager.
- Send messages to other users.
- Read your messages.

About Messages

MS-DOS LAN Manager lets you send messages to and receive messages from other users or groups of users. A message can be a short note (for example, "Let's meet at 12:30 for lunch") or a file containing a memo or meeting notes.

If you have the Netpopup service turned on, messages that come in to your netstation appear immediately on your screen in a message box. If you turn the Netpopup service off, you will miss all incoming messages.

You can send messages to a computer name or to a recipient's **alias**. This can be a user name, a computer name, or some other name you or another user specifies to receive messages. Sending messages to a specific computer can be useful when you want to contact the network administrator in charge of a particular server—to request access to a particular resource, for instance—but you do not know the network administrator's alias.

Aliases

An **alias** is like a user name with two key differences:

- You can add more than one alias at a netstation at a time. Thus, you could set up your netstation to receive messages for several users.
- You cannot forward your alias to another computer or let other users forward their aliases to you.

MS-DOS LAN Manager assumes that your alias and your user name are the same; it is probably not a good idea to change your alias if you want to make it easy for other local area network users to find you.

**Servers send
you alert
messages**

Aside from the messages that local area network users send each other, servers can send alert messages to specific users. Alert messages inform those users of conditions at the server that require attention. A common type of alert message is the message that a server sends you when your printing job is ready to be picked up. You can only receive alert messages if you have installed the MS-DOS LAN Manager Messenger and Netpopup services, which are described in this chapter.

The Messenger Service

The Messenger service lets your netstation send and receive messages. Normally, the Messenger service is started for you automatically whenever you start your netstation.

Starting the Messenger Service

The Messenger service must be running before you can perform any of the tasks described in this chapter. (You can type NET START at the DOS prompt to see what services are started at your netstation.)

NOTE: On an MS-DOS LAN Manager netstation you must start the Messenger service if you want to receive messages. It is not required for sending messages. The Messenger service cannot be stopped or paused on an MS-DOS LAN Manager netstation.

To start the Messenger service, type the following command at the DOS prompt:

```
net start messenger
```

8

Sending and Receiving Messages

8-4

Example

Mike Greenbaum works in MacroCorp's Public Relations department and frequently needs to get information from various people in the company. Mike uses MS-DOS LAN Manager to send messages to these people.

Sending Messages

You can send a message or a file to an individual user or to all local area network users, using either the MS-DOS LAN Manager screen or the NET SEND command.

**There is a limit
on the size of
messages
you can send**

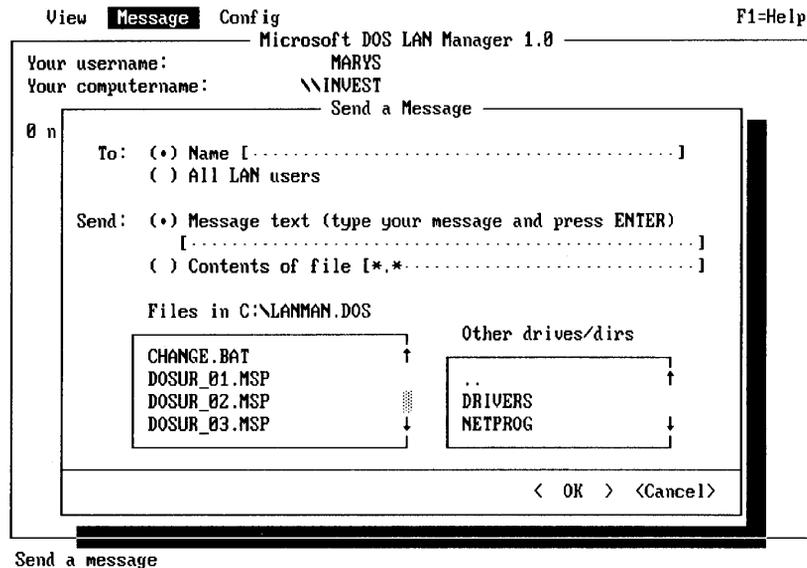
NOTE: MS-DOS LAN Manager lets you send a file of up to 64 kilobytes. However, most netstations are set up to accept files of up to 2 kilobytes only. If you send a file that is longer than a netstation is capable of receiving, MS-DOS LAN Manager sends you an alert message telling you that the message could not be delivered as sent. Please keep this in mind when sending files as messages.

Sending a Message with the MS-DOS LAN Manager Screen

To send a message to another netstation, follow these steps:

1. Select the Message menu and choose the Send menu item.

The Send a Message dialog box appears.



2. Specify who is to receive the message.

If you accept the default option button selection (Name), you must enter one or more aliases in the accompanying text box. If you select the All LAN users option button, your message is sent to all users of the local area network. Broadcast messages cannot exceed 128 characters in length.

3. Specify the type of message you wish to send.

If you accept the default option button selection (Message Text), you can type a brief message in the accompanying text box. There is actually more room in the text box than you might think, since the field scrolls horizontally as you type past the end of the line. If your message is more than a few words long, however, you should select the Contents of file option button and then either select the name of the file from the list box below or type one in the text box.

If the file you wish to send is not in the current directory, but is in a subdirectory of the current directory, you can select the directory in the Other drives/dirs list box, choose the OK command button, and then select the actual file from the other text box.

4. When you are done filling in the Send a Message dialog box, choose the OK command button.

Example

Mike Greenbaum needs a quick answer from Jenny Tibbett, the vice president of investments. He selects the Message menu and chooses the Send menu item. In the text box at the top of the Send a Message dialog box he types *jennyt* (Jenny's user name) and then moves the cursor to the second set of option buttons. There he selects the Message text option button and types his question in the text box. When he is done typing, he chooses the OK command button to send the message to Jenny.

Sending a Message with the NET SEND Command

To send a message to other users of the local area network, type the MS-DOS LAN Manager NET SEND command with the following options at the DOS prompt:

```
net send alias message
```

alias is the alias to which you want to send the message. Alias refers to any specified user name, computer name, or other name where the message is to be sent. If you want to send your message to all users on the local area network, use an asterisk (*) as the name. This indicates that all computers on the local area network are to receive the message you broadcast.

message is the message you want to send (be sure to enclose your message in quotation marks).

Another way to type messages

You can press [Enter] after typing NET SEND and specifying the recipient(s) and then type your message on subsequent lines. When you have reached the end of your message, press [Enter], then the [F6] key, and then [Enter] again. This sends your message.

Sending a file

To send a file to another user of the local area network, use the NET SEND command with the following options at the DOS prompt:

```
net send alias <filename
```

alias is the alias you want to send the file to. If you want to send your file to all users on the local area network, use an asterisk (*).

filename is the filename of the file you want to send. Be sure to put a left angle bracket (<) before the filename.

If your message cannot be received for any reason, you will receive an error message telling you why the message could not be received.

8

Sending and Receiving Messages

8-8

Receiving Your Messages

MS-DOS LAN Manager's Netpopup service receives messages for you and pops up on your screen to let you know it has received a message. If you do not start the Netpopup service, you will not receive messages.

**The message
box pops up on
your screen**

A typical message box could look something like this:

```
MESSAGE FROM MIKEG TO JENNYT ON 02-22-88 AT  
11:28:54
```

```
Where are the files for the last quarter's  
earnings?  
****
```

```
Press ESC to exit
```

Your netstation beeps when it receives a message, whether or not the Netpopup service is running.

Starting the Netpopup Service

If you would like to be able to see message boxes but do not have the Netpopup service running, you can type:

```
net start netpopup
```

If you are unsure whether the Netpopup service is running, type the following command:

```
net start
```

This command will list the Netpopup service if it is started.

When a message box appears on your screen, you can press [Esc] to clear the box from your screen after you have read it.

Example

Jenny has read Mike's latest question and sends the answer back to him. At Mike's netstation, a message box appears on the screen displaying Jenny's answer. After Mike reads the message, he presses [Esc] to clear it.

Using Aliases

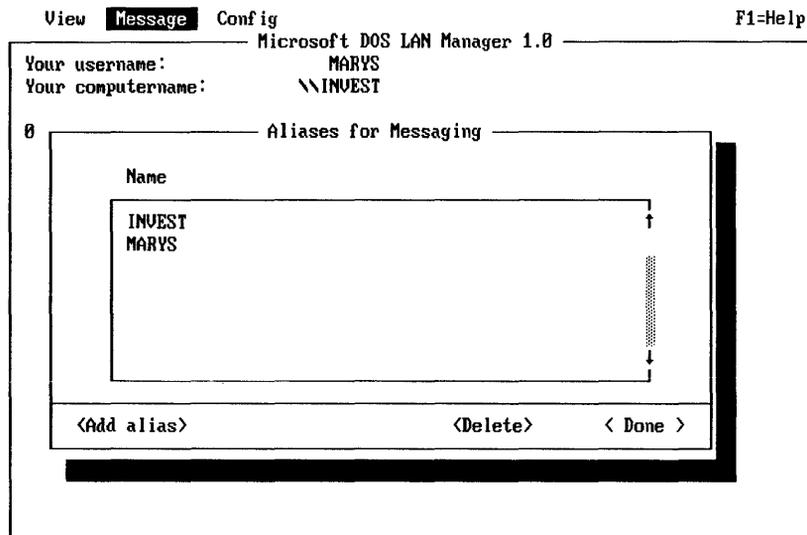
At times you may want to be able to receive another person's messages at your netstation, for example, if you are sharing your netstation with a new employee. Since each netstation can only have one user name at a time, you need to add a separate alias to your netstation for the new employee. An alias cannot be used twice on the same local area network. Each time you restart the Messenger service, you will need to add any aliases, besides your own, that you want on your netstation.

Adding an
alias with the
MS-DOS LAN
Manager screen

To add an alias to your netstation, follow these steps:

1. Select the Message menu and choose the Aliases item.

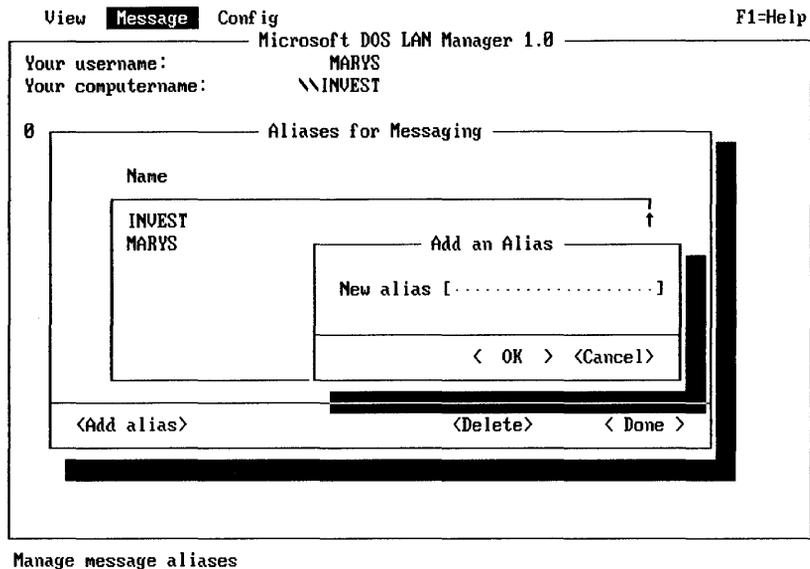
The Aliases for Messaging dialog box appears.



Manage message aliases

2. Choose the Add alias command button.

The Add an Alias dialog box appears.



3. Type the new alias in the text box.

8

Sending and Receiving Messages

8-12

Adding an alias with the NET NAME command

To use MS-DOS LAN Manager commands to add an alias to your netstation, use the NET NAME command with the following options at the DOS prompt:

```
net name alias /add
```

alias is the alias you want to add to your netstation.

/add is the option that tells MS-DOS LAN Manager to add the new alias to your netstation.

Example

Mike Greenbaum has a consultant, Jan Brown, working with him for a few days and sharing his netstation. Mike wants to set up his netstation so it can receive messages for Jan as well as for him. He selects the Message menu and chooses the Aliases menu item. In the Aliases for Messaging dialog box, he chooses the Add alias command button. Then, in the Add an Alias dialog box, he types *janb* in the Alias text box. Now Jan can receive messages on Mike's netstation. Mike sends out a broadcast message announcing Jan's presence in the company and her alias, in case anyone needs to contact her.

Deleting an Alias

Once there is no reason to keep a particular alias on your netstation, it is a good idea to delete it.

**Deleting an alias
with the
MS-DOS LAN
Manager screen**

To remove an alias from your netstation, follow these steps:

1. **Select the Message menu and choose the Aliases menu item.**
2. **Select the alias you want to delete in the text box of the Aliases for Messaging dialog box.**
3. **Choose the Delete command button.**

The alias you selected disappears from the dialog box. Now that alias can no longer receive messages at your netstation.

NOTE: You cannot delete your netstation's computer name from the list box.

8

**Deleting an alias
with the NET
NAME
command**

To remove an alias from your netstation, type the MS-DOS LAN Manager NET NAME command with the following options at the DOS prompt:

```
net name alias /delete
```

alias is the alias you want to remove from your netstation.

/delete is the option that tells MS-DOS LAN Manager to remove the alias from your netstation.

Example

Mike needs to delete Jan Brown's alias from his computer once she is through consulting with MacroCorp. Mike selects the Message menu and chooses the Aliases menu item. In the Aliases for Messaging dialog box, he selects the alias *janb* from the text box and chooses the Delete command button. Now his netstation no longer receives messages addressed to *janb*.

Chapter 9: Using Profile Files

A **profile file** is a file that directs your netstation to make connections to certain shared resources. Profile files let you automate connecting your netstation to the resources you use most often or need for a specific job.

Before reading this chapter, you should:

- Have Microsoft MS-DOS LAN Manager Enhanced installed on your computer.
- Know how to start MS-DOS LAN Manager and log on.
- Know how to connect to shared resources.

What you will learn

In this chapter you will learn how to:

- Use an existing profile file.
- Work with the default profile file NETLOGON.PRO.
- Create your own profile file.

**What is a
profile file?**

Profile Files

A profile file contains a set of commands. Each of the commands establishes a connection to a particular shared resource. A typical profile file might look something like this:

```
net use r: \\records\current
net use s: \\accounts\current
net use lpt1: \\records\laser
```

Profile files are normally kept in the *\3open\doswksta\lanman\profiles* directory of your netstation and have the filename extension *.pro*. You can also keep profile files in other directories.

One profile file has special meaning for MS-DOS LAN Manager: **NETLOGON.PRO**. If a file with this name exists in the profiles directory of a netstation, MS-DOS LAN Manager loads it each time a user logs on at that netstation. For this reason, **NETLOGON.PRO** is called the default profile file.

If your netstation does not have a **NETLOGON.PRO** file in its *\3open\doswksta\lanman\profiles* directory, you will have to either connect to all the shared resources you want to use each time you start MS-DOS LAN Manager or ask MS-DOS LAN Manager to load a particular profile file for you.

Your network administrator may have created a default profile file for you. If so, you may want to consult with your network administrator before changing your netstation's **NETLOGON.PRO** file. If your network administrator has not created a default profile file for you, you may want to create one yourself once you determine what shared resources you need to use regularly.

Using an Existing Profile File

You can use profile files that you have created, profile files that were created by someone else, and even profile files stored in a network directory. This lets you capitalize on the work others have done to tailor a set of connections for a specific job. You can use a profile file with the LAN Manager screen or the NET LOAD command.

Using a profile
file with the
MS-DOS LAN
Manager screen

To load an existing profile file at your netstation, follow these steps:

1. **Select the Config menu and choose the Load profile menu item.**

The Load Configuration dialog box appears.

2. **From the list box, select the name of the profile file you want to use, or type the filename in the Filename text box.**

Remember, if the profile file is not in your netstation's `\3open\doswksta\lanman\profiles` directory, you must type its full pathname.

3. **Choose the OK command button.**

If you already have connections to shared resources, a message box appears, asking you to confirm your intention to break the existing connections before making the ones specified in the profile file. If this is what you want, choose the OK command button.

MS-DOS LAN Manager loads the new profile file, creating a set of connections to shared resources for your netstation. To see your new connections, select the View menu and choose the This workstation menu item.

**Using a profile
file with the
NET LOAD
command**

To use MS-DOS LAN Manager commands to load an existing profile file, use the NET LOAD command with the following option at the DOS prompt:

```
net load [filename]
```

filename is the name of the profile file you want to load. Unless you specify a pathname, MS-DOS LAN Manager assumes the file is currently in your netstation's `\3open\doswksta\lanman\profiles` directory. If you do not specify a filename, MS-DOS LAN Manager loads the file NETLOGON.PRO.

Example

Olga Resnik is a secretary at MacroCorp. When she needs to work with data Jack Starkey has generated, she loads her profile file by selecting the Config menu and choosing the Load profile menu item. In the Load Configuration dialog box, she types *jack.pro* in the text box. Her profile file creates all of the connections she needs to use Jack's data. This way, she quickly sets up to work with Jack.

Saving Your Current Configuration to a Profile File

If you have a set of standard connections to shared directories and printers that you use often, or a set that you use for a particular purpose, you can make a profile file of that set of connections.

Creating a profile file with the MS-DOS LAN Manager screen

To save your current connections in a profile file, follow these steps:

- 1. Create the connections to shared resources that you want stored in your profile file.**
- 2. Select the Config menu and choose the Save profile menu item.**
- 3. In the Save Configuration dialog box, specify a name for the file either by typing the name in the Filename text box or by selecting the name of a profile file from the list box.**

When you select a name from the list box, you replace the contents of the existing profile file with your current connections. Use a name from the list box if you want to update or change an existing profile file. In particular, if you want to change the connections that are made each time you start MS-DOS LAN Manager at your netstation, select the NETLOGON.PRO profile file. This overwrites the contents of the current default profile file.

- 4. Choose the OK command button.**

If a file with the filename you specified already exists, a message box appears asking you to confirm your intention to overwrite the existing profile file. Choose the OK command button to overwrite the existing file with the new profile file.

**Creating a
profile file with
the NET LOAD
command**

To use MS-DOS LAN Manager commands to save your existing connection as a profile file, use the NET SAVE command with the following option at the DOS prompt:

```
net save [filename]
```

filename is the name you want to give your new profile file. Unless you specify a pathname, MS-DOS LAN Manager saves your current connections with that filename in the `\3open\doswksta\lanman\profiles` directory. If you do not specify a filename, your current connections are saved as NETLOGON.PRO in the `\3open\doswksta\lanman\profiles` directory.

Example

Olga often works with data created by Jack Starkey. To make a profile file that creates all of the connections she needs to work on Jack's files, she first creates connections to the shared directory and printer Jack uses. This way, she and Jack are working with the same data and equipment. Next, she selects the Config menu and chooses the Save profile menu item. In the Save Configuration dialog box, she types the name *jack.pro* in the Filename text box and then chooses the OK command button. She now has a profile file that helps her quickly set up for working with Jack's data.

Index

- 3+ server
 - connecting to printer queue, 7-6
 - connecting to shared directories, 6-8 to 6-11
- 3+Open server
 - connecting to printer queue, 7-4
 - connecting to shared directories, 6-4 to 6-8
 - listing computer names, 6-12

A

- accelerator keys, 3-10
- Add an Alias dialog box, 8-11
- alias
 - adding, 8-10
 - adding with NET NAME command, 8-12
 - defined, 8-2
 - deleting, 8-13
 - deleting with NET NAME command, 8-14
- Aliases for Messaging dialog box, 8-10
- applications
 - printing from, 7-10
- asterisk (*), 2-7
- AUTOEXEC.BAT file, 2-4
 - defined, 5-3
- automatic connection to shared directories, 6-14
- automatic receipt of messages, 8-2

B

- backslashes (\), use of, 6-3
- Basic *See* MS-DOS LAN Manager Basic
- Basic commands
 - summarized, 2-3

C

Cancel button, 3-20

check box

defined, 3-16

using with keyboard, 3-16

using with mouse, 3-16

command buttons

Cancel, 3-20

choosing with keyboard, 3-19

choosing with mouse, 3-19

defined, 3-19

OK, 3-20

Zoom, 3-20, 4-8

commands

LOGOFF, 5-10

LOGON, 2-3, 5-6

NET CONTINUE, 2-3, 7-21

NET COPY, 6-20

NET HELP, 2-3

NET LOAD, 9-4

NET LOGOFF, 5-11

NET LOGON, 5-7

NET MOVE, 6-22

NET NAME, 2-3, 8-12

NET PASSWORD, 5-15

NET PAUSE, 2-3, 7-21

NET PRINT, 2-3, 7-8

NET SEND, 8-7

NET START WORKSTATION, 2-3

NET USE, 2-3, 6-13

Config menu

using to load profile, 9-3

using to log off, 5-11

using to log on, 5-8

- connecting
 - to 3+ server printer queue, 7-6
 - to 3+ servers, 6-8
 - to 3+Open server printer queues, 7-4
 - to 3+Open servers, 6-4
 - to any server with NET USE command, 6-13
 - to shared directories using commands, 6-12
- Connecting to a Shared Printer, 4-20
- connections
 - listing your, 4-16
- COPY command, 6-19

D

- device name, 6-2
- dialog box
 - Add an Alias, 8-11
 - Aliases for Messaging, 8-10
 - elements of, 3-8
 - Log Into Network, 4-5
 - moving with accelerator keys, 3-10
 - moving within, 3-9
 - Network Resources in Use at Your Workstation, 4-17, 6-9
 - Print Queues for (server), 7-14
 - Resources at (server), 4-9, 6-6, 6-8
 - Send a Message, 3-9
 - Servers Available on Network, 4-8, 6-5
 - Show Print Queues For (server), 4-23
 - Usage Information for a Network Resource, 4-18
 - Use a Network Resource, 6-10
 - Use the resource (network path), 6-7
- dialog boxes
 - help with, 3-21
 - keys and key sequences for, 3-21

directories
 linking to, 2-9
 network path for, 2-6
 shared, 2-9
 unlinking from, 2-10
 See also shared directories
Display field
 defined, 3-20
DOS COPY command, 6-19

E

editing text, 3-11
Enhanced *See* MS-DOS LAN Manager Enhanced
Enhanced commands
 summarized, 3-23

F

files
 copying, 6-19
 copying between network servers, 6-20
 copying with DOS COPY command, 6-19
 copying with NET COPY command, 6-20
 moving, 6-22
 NETLOGON.PRO, 9-2
 printing, 2-11
 printing on a shared printer, 4-22
 printing on shared printer, 7-10
 printing using network path, 7-11
 sending, 8-7

H

HELP command
 menus and dialog boxes, 3-21

K

keyboard

- choosing command buttons, 3-19
- choosing menu items, 3-7
- editing text, 3-11
- selecting list box items, 3-14
- selecting option buttons, 3-17
- using check boxes, 3-16

L

LAN

- logging on, 1-5

LAN Manager screen *See* MS-DOS LAN Manager screen

link

- defined, 1-6
- to shared resources, 2-6

list box

- defined, 3-13
- select using keyboard, 3-14
- select using mouse, 3-15

local area network, 1-2

- example, 1-10
- sending and receiving messages, 8-1
- using resources, 5-1
- using shared printers, 7-1

Log Into Network dialog box, 4-5

logging off, 5-10

- versus stopping MS-DOS LAN Manager screen, 5-5

logging on

- connections made automatically, 5-9
- password, 1-5
- security, 5-6
- user name, 1-5
- using MS-DOS LAN Manager screen, 5-7
- using scripts, 5-9

- versus starting, 5-2
- LOGOFF command, 2-3, 5-10
 - versus NET LOGOFF, 5-11
- LOGON command, 2-3, 5-6
 - versus NET LOGON, 5-7

M

- menu
 - defined, 3-5
 - View, 3-6
- menu item
 - select using keyboard, 3-7
 - select using mouse, 3-7
- menus
 - help with, 3-21
 - keys and key sequences for, 3-21
- messages
 - clearing from screen, 8-9
 - defined, 8-2
 - displaying received, 8-9
 - receiving, 8-8
 - receiving another person's, 8-10
 - sending, 8-4
 - sending alert messages, 8-3
 - sending to alias, 8-2
 - sending with MS-DOS LAN Manager screen, 8-5
 - sending with NET SEND command, 8-7
 - size limit of, 8-4
 - using aliases, 8-10
- Messenger service
 - defined, 8-3
 - starting, 8-3

mouse

- choosing command buttons, 3-19
- choosing menu items, 3-7
- editing text box, 3-12
- select option buttons, 3-18
- selecting list box items, 3-15
- using check boxes, 3-16

MS-DOS commands

- using, 2-16

MS-DOS LAN Manager

- starting tutorial, 4-3

MS-DOS LAN Manager Basic

- commands summarized, 2-3
- defined, 2-1
- starting, 2-4

MS-DOS LAN Manager Enhanced

- commands summarized, 3-23
- defined, 3-2
- starting, 3-3, 5-4
- using the screen, 3-3

MS-DOS LAN Manager screen

- exiting, 4-13
- logging off, 5-11
- starting, 5-4
- stopping, 5-5

N

- NET CONTINUE command, 2-3, 2-14, 7-21
- NET COPY command, 6-20
- NET HELP command, 2-3, 2-5
- NET LOAD command, 9-4
- NET LOGOFF command, 5-11
- NET LOGON command, 5-7
- NET MOVE command, 6-22
- NET NAME command, 2-3, 8-12
- NET PASSWORD command, 5-15

- NET PAUSE command, 2-3, 2-14, 7-21
- NET PRINT command, 2-3, 7-8
- NET SEND command, 8-7
- NET START WORKSTATION command, 2-3, 5-3
- NET USE command, 2-3, 2-6, 6-13
 - entering password, 2-7
 - unlinking from printer queue, 2-13
- NETLOGON.PRO file, 9-2
- Netpopup service
 - defined, 8-8
 - starting, 8-9
- netstation
 - defined, 1-4
 - disconnecting from printer queue, 7-22
 - listing connected resources, 6-17
 - printing files from, 4-22
- network administrator
 - defined, 1-4
- network names
 - displaying, 2-15
- network path, 1-7, 2-6, 6-3
 - defined, 4-21
 - using to print files, 7-11
- network paths
 - connecting to shared directories, 6-14
- network resources
 - listing links, 2-8
 - restarting, 2-14
- Network Resources in Use at Your Workstation dialog box, 4-17, 6-9
- network services. *See* network resources.
- Notational conventions, xv

O

OK button, 3-20

OK command button., 4-19

option buttons

defined, 3-17

selecting with keyboard, 3-17

selecting with mouse, 3-18

P

password

assigning, 1-5

changing, 5-12

changing permanently, 5-13

changing the netstation, 5-12

changing the server, 5-14

changing the server with MS-DOS LAN Manager screen, 5-14

changing the server with NET PASSWORD command, 5-15

changing with LOGON and LOGOFF commands, 5-13

changing with MS-DOS LAN Manager screen, 5-12

forgetting, 5-15

using, 2-7

Print Queues for (server) dialog box, 7-14

print request

deleting, 4-24

printer. *See* shared printer.

printer queue

- checking status, 7-13
 - connecting automatically, 7-11
 - connecting to with MS-DOS LAN Manager screen, 7-4
 - connecting to with NET USE command, 7-9
 - defined, 1-8, 7-3
 - disconnecting from, 7-22
 - disconnecting from with NET USE command, 7-23
 - holding print request in queue, 7-17
 - holding print request with NET PRINT command, 7-18
 - listing connections to, 7-12
 - listing contents with NET PRINT command, 7-15
 - pausing all connections, 7-20
 - pausing all connections with NET PAUSE command, 7-21
 - releasing held print request, 7-18
 - releasing held print request with NET PRINT command, 7-20
 - removing print request, 7-15
 - removing print request with NET PRINT command, 7-16
 - removing your request from, 4-24
 - restarting paused connections, 7-21
 - restarting paused connections with NET CONTINUE command, 7-21
 - shared, 2-11
 - unlinking from, 2-13
 - viewing tutorial, 4-23
- printer queues, 4-20
- printer, shared. *See* shared printer.
- printing on, 4-22
- printing
- files, 2-11
 - request status, 2-12

- profile file
 - changing, 9-5
 - creating, 9-5
 - creating with NET LOAD command, 9-6
 - default file defined, 9-2
 - defined, 9-1
 - loading, 9-3
 - loading with NET LOAD command, 9-4
 - saving current connections, 9-5
 - using existing, 9-3
- profile files
 - NETLOGON.PRO profile file, 5-9

Q

queues. *See* printer queue, *see* printer queues.

R

- resources, 1-2
 - local and remote, 1-9
- Resources at (server) dialog box, 4-9, 4-11, 6-6, 6-8

S

screen

- clearing, 4-11

Send a Message dialog box, 3-9

servers

- viewing names of, 4-8

Servers Available on Network dialog box, 4-8, 6-5

shared directories

- connecting temporarily, 6-14

- connecting to with commands, 6-12

- connecting to with MS-DOS LAN Manager screen, 6-4

- connecting to with NET USE command, 6-13

- defined, 6-1

- disconnecting, 6-18

- disconnecting with MS-DOS LAN Manager screen, 6-18

- disconnecting with NET USE command, 6-19

- how to use, 6-2

- linking to, 2-9

- listing connection status, 6-16

- listing connections, 6-15

- unlinking from, 2-10

shared directory

- disconnecting, 4-19

- using DOS commands with, 4-14

shared printer

- connecting to, 4-20

- connecting to with commands, 7-8

- defined, 7-3

- disconnecting from, 4-25, 7-22

- linking to print queue, 2-11

- listing connections to, 7-12

- listing connections to with NET USE command, 7-13

- printing a file, 4-22, 7-10

- printing from an application, 7-10

- unlinking from print queue, 2-13

- shared resources
 - defined, 1-6
 - linking to, 2-6
 - listing links, 2-8
 - printers, 7-3
 - profiles of, 9-2
- sharenames, 1-7, 6-3
- Show Print Queues For (server) dialog box, 4-23

T

- text box
 - defined, 3-11
 - editing text, 3-11
 - editing text with mouse, 3-12
 - user name, 4-6

U

- Usage Information for a Network Resource dialog box, 4-18
- Use a Network Resource dialog box, 6-10
- Use the resource (network path) dialog box, 6-7
- user name
 - defined, 1-5
- user name text box, 4-6

V

- View menu, 3-6

Z

- Zoom button, 3-20



Reader Comment Form

3Com Corporation

Please take the time to complete this form. Your suggestions and comments will help us to improve our future publications. Thank you.

Publication: 3+Open MS-DOS LAN Manager User Guide Part #: 5147-00

Please rate the product's documentation in each of the following areas:

	Excellent	Good	Fair	Poor
Technical Accuracy				
Does the documentation reflect the product's functionality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability				
Is the publication easy to read and understand?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarity				
Are the procedures easy to follow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examples				
Are they helpful? Are there enough of them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization				
Is it easy to locate information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graphics				
Are they clear and useful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How did you use this publication?

Installation manual

Introduction to the subject

Self-study

Operating instructions

Reference

Training aid

Other _____

How did you receive this publication?

With Equipment/Software

Company Representative

Another User

Other _____

After reading this publication were you able to use the product? Yes ___ No ___

If you noticed errors, please list page number(s). _____

Any comments or suggestions? _____

Name _____ Title _____

Company _____

Address _____

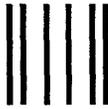
City _____ State/Zip _____

Phone (____) _____

CUT HERE

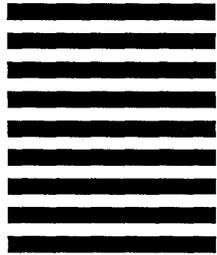
All information becomes the property of 3Com Corporation





No Postage
Necessary
if mailed
in the
United States

BUSINESS REPLY MAIL
FIRST CLASS PERMIT NO. 1883 SANTA CLARA, CA



POSTAGE WILL BE PAID BY ADDRESSEE

3Com Corporation
3165 Kifer Road
Santa Clara, CA 95052-8145 USA

Attn: SPD Publications Department



please fold here

PLEASE TAPE. POSTAL REGULATIONS PROHIBIT
USE OF STAPLES.

CUT HERE





3Com Corporation
3165 Kifer Road
Santa Clara, CA 95052-8145