3+Open™ MS® OS/2 LAN Manager
User Guide

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3+Open MS OS/2 LAN Manager User Guide

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Recognition

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Introduction

Welcome to 3+Open MS OS/2 LAN Manager, a local area network (LAN) for computers running the Microsoft Operating System/2 (MS® OS/2). 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.

With 3+Open MS OS/2 LAN Manager, you can:

- Read, revise, and create files on other computers.

- Keep work group data in a centralized, secure place.

- Use applications with files on other computers.

- Send files and messages to other users on the local area network.

- Use printers, modems, image scanners, and other hardware across the local area network.

- Run programs on other computers from your computer.

Before You Begin

Before you start using LAN Manager, you'll need to have the right hardware, software, and documentation.

Hardware and Software

To use LAN Manager, you'll need the following hardware:

- An 80286- or 80386-based personal computer, with at least one hard disk and two megabytes of RAM.

- A local area network adapter board properly configured and installed in the computer and physically connected to the local area network. See the documentation for your computer and for the adapter board for information about installing the adapter board.

You'll also need the following software:

- The MS OS/2 operating system installed on your computer's hard disk.

- The LAN Manager Netstation software installed on the computer's hard disk.

If your computer does not have the netstation software installed on its hard disk, the person in charge of your local area network can get it for you. If you will be installing LAN Manager yourself, you will need the distribution disks containing the LAN Manager Netstation software and the *3+Open LAN Manager Installation and Setup Guide.*

Documentation

If the LAN Manager software has already been installed on your computer, then you are ready to start using this manual. This is where you can find the basic concepts and skills you need for using LAN Manager.

If the LAN Manager software has not been installed on your computer, then you have two options: you can ask your administrator to install it for you, or you can install it yourself with the LAN Manager installation program. If you intend to install the 3+Open LAN Manager software yourself, then you should read the *3+Open LAN Manager Installation and Setup Guide* before you read this manual.

When you have mastered the *3+Open MS OS/2 LAN Manager User Guide*, you can use the *3+Open MS OS/2 LAN Manager User Reference* to learn more about the commands and the capabilities of the LAN Manager.

This guide assumes that you have a working knowledge of either MS OS/2 or MS-DOS, and that you are familiar with working with files and directories.

If you are not familiar with the MS OS/2 operating system, see the following manuals:

* *MS OS/2 Beginning User's Guide*

* *MS OS/2 User's Reference*

* *MS OS/2 Setup Guide*

If your 3+Open system package included OS/2, you may find these manuals along with your 3+Open LAN Manager documentation. In addition, they may be purchased separately.

Conventions Used in This Guide
The following conventions are used throughout the guide.

Keys
The table below 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]	Return key
[Enter]	Enter key

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

[Ctrl]+[Alt]+[Del]

Procedural Conventions

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 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.
Regular Courier typeface	Screen text.
[Brackets]	Nonalphabetic key names such as [Enter] or command options.
Italics	Variable command option names.
Plain text: /delete	Command options to be typed as is.

Finding Further Information

The following manuals are included with 3+Open MS OS/2 LAN Manager:

- *3+Open MS OS/2 LAN Manager Installation and Setup Guide,* a short guide to installing 3+Open MS OS/2 LAN Manager.

- *3+Open MS OS/2 LAN Manager User Guide,* a procedural guide to using LAN Manager on a netstation. This guide provides users with tutorials and instructions for LAN Manager tasks.

- *3+Open Network System Guide,* a reference guide for experienced (3Wizard) technical network users on tuning networks for optimum performance and memory usage.

- *3+Open MS OS/2 LAN Manager User Reference,* a reference for users working with LAN Manager commands and the LAN Manager Screen on a netstation. This reference describes each command and dialog box available to the local area network user.

- *3+Open MS OS/2 LAN Manager Administrator Guide,* a procedural guide for the administrator using LAN Manager on a server. This guide describes how to perform administrative tasks on a local area network.

- *3+Open MS OS/2 LAN Manager Administrator Reference,* a reference for the administrator working with LAN Manager commands and the LAN Manager Screen on a server. It describes how to use additional commands and dialog boxes available to administrators.

- *3+Open MS-DOS® LAN Manager User Guide,* a guide to the command-oriented LAN Manager that runs on DOS netstations. This manual includes a complete reference to the commands available on MS-DOS netstations.

Chapter 1: LAN Manager Overview

This first chapter introduces you to the basic concepts and terms for
local area networks in general and MS OS/2 LAN Manager in particular.
After reading this chapter, you'll know what LAN Manager is and see
how it lets you work more effectively and efficiently by giving you
access to computer resources distributed throughout your office or
company. If you are already familiar with local area networks, this
chapter can serve as a refresher and begin to fill you in on the specifics
of how LAN Manager works.

Also in this chapter, you will be introduced to MacroCorp, Inc., a
fictional financial services company, and its employees. Since a local
area network serves a collection of computer users, the best way to
illustrate a local area network is by showing how it affects a group of
individuals. Each of the chapters in this guide features a different
MacroCorp employee. Thus, as you learn about the different features of
LAN Manager, you can also see how different types of users interact on
a local area network.

Local Area Networks and LAN Manager

A computer has different components that perform different jobs: the hard disk stores files, the monitor displays information, the printer prints data. The components that you can use over the local area network, including hard disks, printers, and communication devices (such as modems), are **resources**.

What is a local area network?

A **local area network** is a group of individual computers that can communicate with one another. A local area network consists of the following items:

- 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.

LAN Manager is the software that coordinates communication on a local area network running MS OS/2 and DOS.

When the computers in your company or office can communicate with each other across a local area network, it makes you more efficient and your job easier. Without leaving your computer, you can use files on other computers and print your work on printers attached to other computers. This saves you the time it would take to carry floppy disks from office to office, or to look for an available printer or the right version of a report.

Working with the Local Area Network

Servers share resources

Some of the computers on a local area network operate as **servers**. The primary role of servers is to **share** resources 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.

Sharing is one of the most fundamental concepts of LAN Manager. Before users can use a resource controlled by a server, someone has to share that resource. Some resources that can be used across the local area network are

- Equipment, such as printers.

- Software, such as Microsoft Word for networks.

- Information, such as reports and spreadsheets.

Say you know that another department has a laser printer. If you could use that laser printer, you could produce better looking reports. To print your report on this laser printer without LAN Manager, you'd have to copy your reports onto a floppy disk and take the disk to the computer with the laser printer. But if the laser printer had been shared with the local area network, you could send the report from your computer directly to the laser printer. LAN Manager would even notify you when your printing job was ready for you to pick up.

Network Administrators

**Administrators
keep the local
area network
running smoothly**

Every local area network has an **administrator**—someone responsible
for keeping the local area network running smoothly. The administrator
works with a server and shares items. The administrator's main job is
helping you accomplish your work with your computer, including
helping you learn how to use LAN Manager. Consult your
administrator whenever you have a problem or question you cannot
resolve on your own.

Network Netstations and Servers

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 can do more work with your
netstation, gather more information from shared files, and print out that
information more easily on shared printers. Netstations can use
resources an administrator has shared from a server.

Usually, a local area network contains many more netstations than
servers. Netstations cannot share their resources or use the resources of
other netstations.

Figure 1-1 shows a small local area network comprising two netstations
and a server with a hard disk, modem and a printer.

Netstation

Printer

Server

3Com

Modem

Netstation

Netstation   Netstation   Netstation
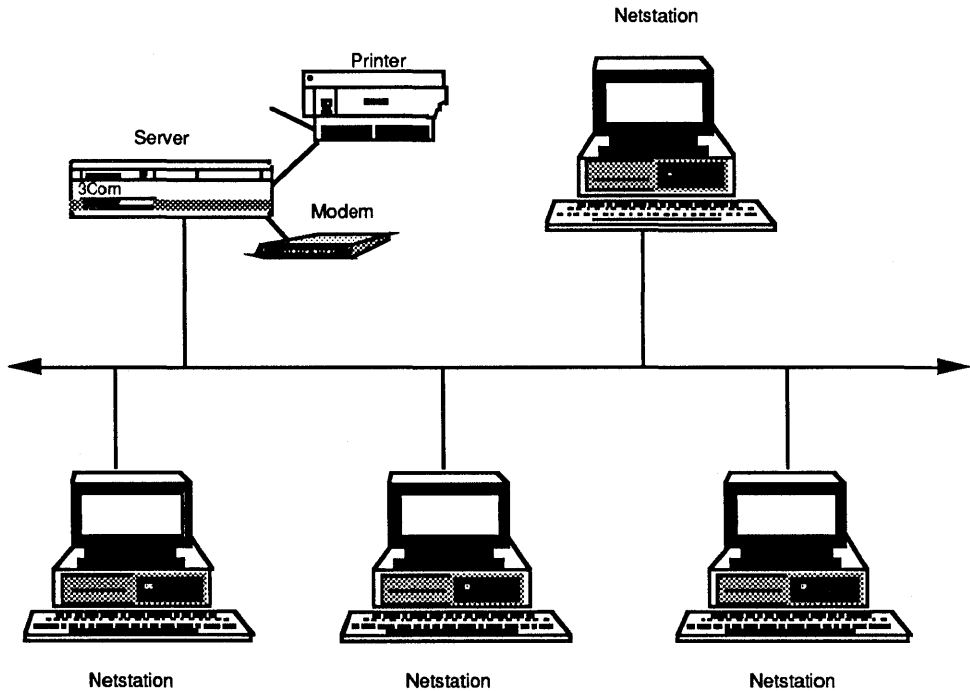
Figure 1-1. Servers and Netstations on a Network

Network Computer Names

Each server and netstation on the local area network has a unique
computer name to distinguish it from other computers on the local area
network. Computer names are a way to personalize your company's
computers. Instead of being just machines, they now have names and
purposes. Usually, a computer name matches the department or person
who uses the computer. Your company might also use a scheme for
naming the servers you use.

With LAN Manager, servers share such resources as printers, hard
disks, and modems with netstations. In Figure 1-1, the server computer
on the left is sharing a printer, a modem, and its hard disk with the
netstation computers on the right. The netstations must have their own
hard disks, but can connect to the server's shared hard disk as though it
were a second local hard disk.

Logging on to the Network
After you've started your computer as a netstation, you need to log on to
the local area network by typing your **user name** and **password**. Your
administrator gives you your user name, which is the name by which
you are known on the local area network, and your password, which is
a secret word you supply to prove you are who you say you are. By
logging on, you show you have permission to use the local area
network.

Requiring users to log on helps to prevent unauthorized use of resources
on your local area network. It keeps your valuable data and equipment
secure and gives access to the resources you need.

Connecting to Shared Resources
After you've logged on at your netstation, you can start *using* shared
resources. In the terminology of LAN Manager, **share** and **use** are
complementary terms: Administrators *share* the resources that users
need, and users *use* the resources that have been shared by
administrators.

Before you can use a shared resource, you must establish a connection
between your netstation and the resource by telling LAN Manager which
shared resource you want to use. Establishing a connection is like
calling someone on the phone; using the connection is like the actual
conversation you would then have with the person on the other end. By
establishing a connection, you open a channel between your netstation
and a particular shared resource.

Once you've established a connection 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 administrator for your local area network and controls a server. All the spreadsheets associated with your project are stored on this server. Your spreadsheet program, such as Microsoft Excel, is on your netstation.

Before you can used the spreadsheets kept on the server, two things must happen:

*   The administrator—your network manager—must share the spreadsheets.

*   You must make a connection between your netstation and the shared spreadsheets on the server.

Your administrator makes a point of sharing the individual spreadsheets upon starting the server. You connect to these spreadsheets whenever you need to update their contents.

Print Queues

Of course, while you're working on the local area network, so are other users. Both you and another user may want to use the same shared resource at the same time. This poses no problems with shared directories; both of you can use the same file at the same time. However, it is a problem if both of you want to print files on the same printer at the same time. When an administrator shares a hardware device that can handle only one request at a time, such as a printer, LAN Manager creates a **queue** for that device. A queue collects requests to use the device and then fulfills the requests in the same order that it receives them. This eliminates competition for access to shared devices. Figure 1-2 shows how a queue works.
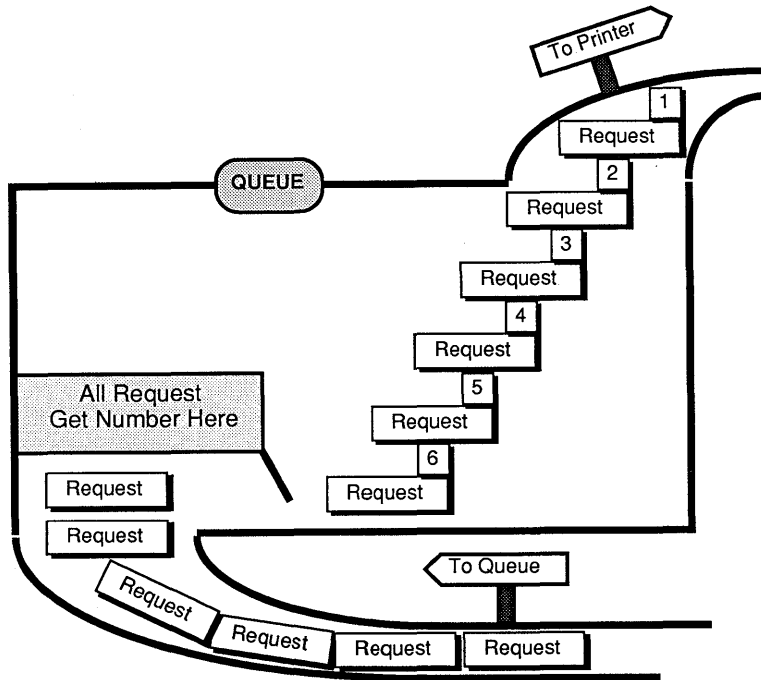
Figure 1-2. How Printer Queues Work

When you use LAN Manager to send a document to a printer, or to
request a connection to a communication device, you are actually
sending a request to a queue. LAN Manager prints your file, or grants
your request to use a communication device, when all requests that were
made before yours have been granted.

Local and Network Resources

You will often see the words **local** and **network** 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. Local resources are
resources that you don't need LAN Manager to use.

Network, of course, is the opposite of local. All resources on your
local area network that are not part of, or directly attached to, your
computer are **network resources**; similarly all other computers on the
local area network are **network computers**. If you need LAN Manager
to use a particular resource, then that resource is a network resource,
and the server that is sharing it is a network computer.

Working with a LAN and Introducing MacroCorp

The examples in this guide are drawn from a fictitious financial services
company called MacroCorp, Inc. MacroCorp provides investment and
money-management services to a wide array of customers. The
employees of MacroCorp are learning to use LAN Manager to increase
the ease and efficiency of their work.

Jenny Tibbett, MacroCorp's Vice President for Investments, is starting
a new series of reports on investments for the company. Since she'll be
working with other people (accountants, secretaries) on these reports,
she'd like to keep the report files in a shared directory on a server.

Jenny is not a LAN administrator, so her computer is a netstation rather
than a server. If she puts the reports in a directory on her computer,
they will not be available to other local area network users. What she
does is to establish a connection to a shared directory on *invest,* a server
computer. In this network directory she creates a subdirectory, *reports,*
and then moves all of the reports to this subdirectory. Jenny then sends
a memo to Mary Sullivan, who *is* a LAN Manager administrator, asking
her to make sure that certain individuals will (or won't) be able to use
the directory she has created.

Jenny never goes near the *nvest* server, but by establishing a connection
to its hard disk (which has been shared by an administrator), she is able
to use that hard disk as though it were a hard disk on her own computer:
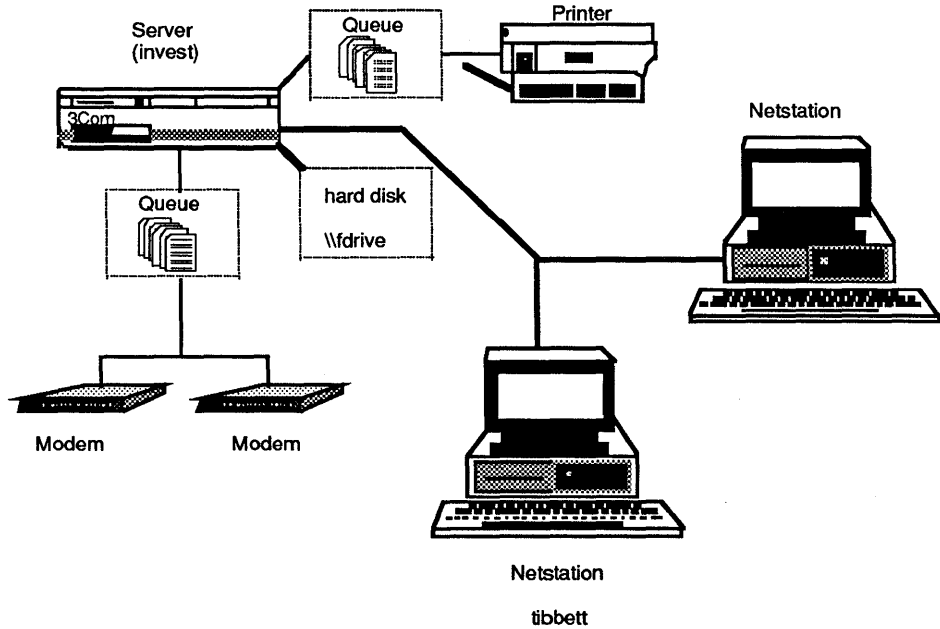
Figure 1-3. Basic Use of LAN Manager

Jenny Tibbett connects from her netstation, *tibbett*, to the shared
directory *fdrive* on the *invest* server. She then creates a subdirectory,
reports, in the *fdrive* directory. Other netstation users who can connect
to *fdrive* can then read the individual reports that Jenny has moved to
reports, and perhaps even modify them.

LAN Manager and the DOS Environment

LAN Manager operates in the **protected** mode of OS/2, which means it can take advantage of the operating system's expanded memory and multitasking capabilities. The **DOS environment** is also an OS/2 mode, one in which you can run software created for MS-DOS. You start using the DOS environment by choosing MS-DOS command prompt from the OS/2 Program Selector's list of programs. When you run your netstation in the DOS environment, you can run applications written to work with MS-DOS versions 2.x or later.

Ising your
IS-DOS
pplications with
AN Manager

You can use LAN Manager in protected mode to create connections to shared resources, then switch to the DOS environment to use those connections with MS-DOS applications. For example, if you want to use a directory and a printer controlled by a server, you can connect to these network resources using LAN Manager in protected mode, then switch to the DOS environment to use your familiar MS-DOS word-processing program, such as Microsoft Word, to add information to files in the directory, and then to print them. Though you've switched from protected mode to the DOS environment, you can still use the connections you made using LAN Manager. However, you can't make or break connections to shared resources while running the DOS environment.

For more information about the DOS environment, refer to the *3+Open DOS LAN Manager User Guide* and the *3+Open DOS Manager User's Guide*.

Chapter 2: Using Menus and Commands

This chapter explains how to use menus and commands to make LAN
Manager work for you. Use this chapter

*   To learn how to operate LAN Manager.

*   To refresh your memory about a specific operation, once you have
    started using LAN Manager.

Before you read this chapter, you should have read Chapter 1 of this
guide and have the LAN Manager software installed on your computer.
If the software hasn't been installed, talk with your administrator, or see
the *3+Open LAN Manager Installation and Setup Guide.*

The two ways you interact with LAN Manager

There are two completely different ways you can work with LAN Manager:

- Using the menus and dialog boxes of the LAN Manager screen.

- Using commands and options at the OS/2 prompt.

The LAN Manager screen is a full-screen graphic interface that displays resources and actions and lets you select the ones you want. The major advantages of the LAN Manager screen are:

- Interactive menus and dialog boxes guide you through the various LAN Manager procedures.

- You don't need to memorize any commands or syntax.

Unless you are a very experienced computer user, you'll probably be more comfortable using the LAN Manager screen for most of your work on the local area network. If you later find yourself wishing there were a more immediate way to get things done with LAN Manager, or if you want to write batch files that involve local area network resources, you can start learning LAN Manager command syntax. (To learn about batch files, see the *3+Open MS OS/2 LAN Manager User Reference*.)

This chapter illustrates the use of menus and commands with actual LAN Manager operations. Of course, these operations are likely to be a bit obscure to you at this point. For now, focus on **how** these operations are carried out.

The chapter is divided into two major sections that reflect these two main ways of using LAN Manager: The LAN Manager screen and LAN Manager Commands.

The LAN Manager Screen

The LAN Manager screen provides a system of menus and dialog boxes
that guide you through the various LAN Manager tasks.

The LAN Manager screen displays your user name and computer name

The LAN Manager screen also displays information about your current
use of the local area network:

* Your netstation's computer name.

* Your user name.

* The number of shared files you are using.

This information appears just below the titles of the menus:

```
 View    Message   Config   Status                              F1=Help
 ─────────────────── Microsoft OS/2 LAN Manager 1.0 ───────────────────
 Your username:              BENP
 Your computername:        \\PRINT1

 0 network files are open.












```

Press the ALT key to select a menu

Canceling Menu Operations

While working with the LAN Manager screen, you can press the [Esc] key at any time to cancel the current operation. To clear all the menus and dialog boxes from the LAN Manager screen, keep pressing [Esc] until you see the original, solid background screen.

Menus

A menu is your starting point for any LAN Manager screen operation. The names of the menus appear at the top of the LAN Manager screen.

Table 2-1. 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 and communication queues; lets you exit the LAN Manager screen
Message	Sends and displays messages; lets you specify aliases and message log files
Config	Saves or restores a prearranged set of connections; lets you change your password or stop LAN Manager altogether
Status	Displays status information about your netstation and the local area network

When you select a menu name, you see a list of **menu items**. As you become familiar with the LAN Manager screen, you'll learn that the **view** menu is your starting point for most LAN Manager operations, especially for connecting to shared resources.

Choosing a Menu Item
To select a menu, and then to choose one of the items that appears,
follow these steps:

1. **Press the [Alt] key.**

    The background of the View menu title changes colors, and in
    each menu title a letter changes colors.

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. **Once you have moved to the menu you want, press the [Enter] key
    or the down arrow key to see the menu's list of menu items.**

4. **Use the up and down arrow keys to move to a menu item.**

5. **Once you have moved to the menu item you want, press [Enter].**

    The appropriate dialog box appears on your screen.

Accelerator Keys for Menus
You can also use **accelerator** keys to select a menu and choose a menu
item.

1. **Press and hold down the [Alt], key to highlight a letter in each
    menu name.**

2. **While holding down [Alt], press the highlighted letter in the name
    of the menu you want to use (for instance, *V* for the View menu).**

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

3. **Still holding down [Alt], press the highlighted letter of the menu item you want.**

The appropriate dialog box appears on your screen.

In some cases, you can move to an area by pressing the accelerator key without also pressing [Alt] too. However, you can't go wrong if you always use the [Alt].

Example
To see a list of servers available for your use, press the [Alt] key and then the letter *V* to see the view menu. The first menu item is **Network servers** and it is already selected. Press [Enter]. Next, a dialog box listing the names of the available servers appears on your screen.

Using a Mouse to Choose Menu Items
To select a LAN Manager screen menu and menu item using a mouse, follow these steps:

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

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

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

3. **Move the mouse cursor to the menu item you want and then press and release the left mouse button.**

The appropriate dialog box appears on your screen.

LAN Manager Screen Keys
Keys used in menus and dialog boxes
The following keys in Table 2-2 let you navigate and manipulate the menus and dialog boxes of the LAN Manager screen.

Table 2-2. 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 the corresponding letter key on your keyboard,you can move directly to that choice.
[Del]	Deletes the character at the cursor in a text box.
Cursor	The left and right arrow keys let you move from one menu to another once you have pressed the [Alt] key. In text boxes, the left and right keys move the cursor. In list boxes, the up and down 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 the last item in a list box.
[Enter]	Starts an action you have chosen. In dialog boxes, you press [Enter] after specifying any necessary information and selecting the appropriate command
[Esc]	Cancels whatever work you are doing with a dialog box and clears the dialog box from the screen.
[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 the first item in a list box.
[Page Down]	Moves the cursor down one screen in a list box.
[Page Up]	Moves the cursor up one screen in a list box.
[Shift]+[Tab]	Moves the cursor back one field in a dialog box.
[Space bar]	Places a check in a check box or removes an existing check from a check box.
[Tab]	Moves the cursor forward one field in a dialog box.

Dialog Boxes

**Using dialog
boxes**

Dialog boxes show you information and ask you to make selections and
enter information. They appear on your screen when you choose a
menu item from a menu. Dialog boxes can contain up to six different
types of areas:

- Text boxes.   • Option buttons.

- List boxes.   • Command buttons.

- Check boxes.   • Display fields.

For instance, when 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.

(It is impossible to find a dialog box that contains all six types of areas.)

Moving Within a Dialog Box

You can use the [Tab] key or a mouse to move between the different
areas within a dialog box. When the Send A Message dialog box first
appears on your screen, the cursor is in the To: text box, ready for you
to type in the names of the recipient(s) of your message. After you type
in the name, press the [Tab] key to move to the other areas of the dialog
box, specify your message, and then send it.

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

Accelerator Keys

To move quickly between areas, use accelerator keys

A quick way to move between areas is by using the **accelerator keys**
Each area in a dialog box has an accelerator key that matches a letter in
that area's title. To use the accelerator keys, follow these steps:

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

    A letter is highlighted or changes color in each area of the dialog
    box. This is the accelerator key for that area.

2. **To move to an area, press the [Alt] key and an accelerator key at
    the same time.**

    For example, in the Send A Message dialog box, you could press
    the [Alt] key to display the accelerator keys for the dialog box and
    then move to the list box titled Available Drives: by pressing
    [Alt]+[D].

Using accelerator keys in dialog boxes is essentially the same process as
selecting a menu using the [Alt] key (the process is explained in the
previous section titled Menus).

Text Boxes and List Boxes

Text boxes and list boxes let you identify objects such as files,
computers, or resources to LAN Manager.

Text boxes are areas on the screen where you can enter or change
information. Text boxes are surrounded by brackets, and contain a
series of dots. As you type, you replace the dots with characters:

```
Message text: [I'm leaving for a doct. appt...]
```

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.

Using Text Boxes

1. **If necessary, press the [Tab] key to move the cursor to the text box.**

    You can also use the [Shift]+[Tab] to go backwards or use the accelerator keys.

2. **If necessary, delete any information already in the text box by pressing the [Del] or [Back space] key.**

3. **Type the desired information in the text box.**

    Text boxes can hold more characters than fit in the actual box area on the screen. As you type characters or move from end to end, the text box will scroll horizontally to show you its entire contents.

Table 2-3 lists edit keys to view or change the contents of the text box.

Table 2-3. Text Box Edit Keys

Key	Movement
[Left]	Moves the cursor to the left one space.
[Right]	Moves the cursor to the right one space.
[Home]	Moves the cursor to the left end of the text box.
[End]	Moves the cursor to the right side of the field.

Using a Mouse to Edit a Text Box

To change the contents of a text box with a mouse, use the following procedure:

1. **Move the mouse cursor to the text box.**

2.   Press and release the left mouse button.

A text cursor now appears inside the text box.

3.   Enter, change, or delete information in the text box.

Example
John wants to send a message to Jenny. He selects the Message menu
and chooses the Send menu item. John uses the accelerator keys to
move the cursor to the username text box, then types *jennyt*. Next he
uses the accelerator keys to move the cursor to the message text box
where he types his message. When he's done, he presses [Home] to
return to the beginning of the text box and proofread his message.

Using List Boxes

List boxes serve two purposes:

*   To scroll through long lists that would not fit on the screen at
    one time.

*   To 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. The typical
list box looks something like this:

```
┌──────────────── Dialog Box Name ────────────────┐
│                                                  │
│  Display field              20 sessions          │
│  Text box                   [Name          ]     │
│                                                  │
│    List box                                      │
│  ┌─────────────────────┐    ( ) Option 1         │
│  │ 1st list-box item  ▲ │    (.) Option 2         │
│  │ 2nd list-box item  ▓ │                         │
│  │                    ▼ │    [X] Check box        │
│  └─────────────────────┘                         │
│                                                  │
├──────────────────────────────────────────────────┤
│      <Zoom>        <Delete>         <OK>          │
└──────────────────────────────────────────────────┘
```

An item in a list box occupies one line. By default, LAN Manager
selects the first item in a list box. Column titles sometimes appear at the
top of the list box. You cannot select a column from a list box, only an
item. When you select an item from a list box, all columns of the item
are selected.

Selecting List Box Items
To select an item in a list box, use the following procedure:

1. **If necessary, press the [Tab] key to move the cursor into the list
    box.**

    You can also use the [Shift]+[Tab] keys to move back or use
    accelerator keys.

2. **Use the keys listed in Table 2-4 to move around in the list box.**

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

    The items in a list box are arranged alphabetically. You can move
    to the first item starting with a particular letter by moving the
    cursor into the list box and pressing that letter.

3. **When you have selected an item in the list box, press the [Tab]
    key to leave the box.**

    Your item remains selected.

Table 2-4. List Box Movement Keys

Key	Movement
↑ Up	Up one line
↓ Down	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

Using a Mouse to Select List Box Items

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

5. **Release the left mouse button.**

The view in the list box now changes.

6. **Move the mouse cursor 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 menu item Send. 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 direction keys to locate and select the
appropriate filename. The filename he selected 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 turn on an option. For instance, the following
check box suspends message logging at your netstation:

```
[X] Pause logging messages
```

**Using check
boxes**
To use a check box, follow these steps:

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

2. **Press the [Space bar] to place a checkmark in the box or to remove
an existing checkmark.**

Using a Mouse with Check Boxes

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

1.   **Move the mouse cursor 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 This workstation menu item from the view menu. In the Network Resources in Use at Your Workstation dialog box, John uses the [Tab] key to move the cursor to the Pause using printers and communication devices check box and presses the [Space bar] to place a check in the check box. John thus temporarily suspends his use of any shared printers and communication devices.

Option Buttons

Option buttons look like two or more sets of parentheses. You 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 this:

```
( ) Disk device
( ) Spooled printer
( ) Communication device
```

Selecting Option Buttons

To select an option button, follow these steps:

1. **Use the [Tab] key to move the cursor to the set of buttons.**

    You can also use the [Shift]+[Tab] to go backwards or use the accelerator keys.

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

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

Using a Mouse to Select Option Buttons

If you are working with a mouse, you can use option buttons by following these steps:

1. **Place the mouse cursor 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. First he selects the Send menu item from the Message menu. Then, in the Send a Message dialog box, John presses [Alt] to highlight the accelerator keys and the letter C to move to the contents of a File text box, where he can enter the name of the file he wants to send.

Command Buttons

Command buttons appear at the bottom of a dialog box as brackets with
words in them. A typical set of command buttons might be:

```
<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.
Also, some buttons will appear colored-over or faded. These buttons
represent actions that you cannot perform at the time.

Selecting Command Buttons

To choose a command button, follow these steps:

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

    The outline of the button is highlighted.

2. **Press the [Enter] key.**

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

Using a Mouse to Choose Command Buttons

You can also use accelerator keys to choose a command button.
If you are working with a mouse, you can use command buttons by
following these steps:

1. **Move the mouse cursor to the command button.**

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

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

Zoom, Cancel, and OK 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 select the Zoom button, you zoom in on that item.

The OK command button tells LAN Manager that you are ready for the actions or changes you specified in the dialog box to take effect. This button always appears with the Cancel command button. You can use the Cancel command button to exit a dialog box without saving any changes you made or executing any actions you specified. You can also press the [Esc] key to do the same thing.

Display Fields

These are just areas that display information. 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 the [Tab] key. Also, there are no accelerator keys for display fields.

Getting Help with Menus and Dialog Boxes

When working in the LAN Manager screen, you can get help at any time by pressing the [F1] function key. The information you see is keyed to the menu or dialog box on your screen when you ask for help. The help information for the LAN Manager screen also has an index that lets you select the help information for a particular topic.

LAN Manager Commands

Anything that you can do with the LAN Manager screen you can also do by typing LAN Manager commands. You may find LAN Manager commands handy for situations when you want to quickly accomplish a network-related task and you don't have the LAN Manager screen running. You can also use these commands in batch files.

LAN Manager commands follow the same basic rules as OS/2 commands. The discussion of LAN Manager commands in this chapter shows where the LAN Manager command rules differ from the OS/2 command rules. For full, detailed information on all of the LAN Manager commands, see the *3+Open MS OS/2 LAN Manager User Reference*. For more information on OS/2 commands, see the *3+Open MS OS/2 User's Reference*.

LAN Manager Command Syntax

LAN Manager commands have the following general syntax:

`net command name options`

NET identifies a command as a LAN Manager command.

COMMAND specifies the LAN Manager command you want (VIEW, PRINT, USE, etc.).

Name is the name(s) of the part(s) of the local area network that will be affected by the command you are using (*computername, username,* etc.).

Options (*/add, /delete*, etc.) gives LAN Manager more precise information about what you want the command to do.

LAN Manager Command Conventions

The LAN Manager commands follow certain conventions:

*   You can shorten all options for LAN Manager commands to any
    abbreviation that still distinguishes the option from other options for
    that command.

    Thus, to disconnect your netstation from a shared resource, you
    could use the NET USE command with either the /delete option or
    the /d option:

    ```
    net use e: /delete
    net use e: /d
    ```

    In batch files, use the full version of a command option. This
    ensures the batch file will work with future versions of LAN
    Manager.

*   Use a colon (:) to separate options from their arguments. For
    example, to see the first 10 errors listed in your netstation's error
    log, type:

    net error /count:10

*   Enclose option arguments that include spaces in quotation marks.
    Specify a blank (null) argument by using a set of quotation marks
    with nothing between them ("").

    For example, to send a message to Jenny, type:

    net send /jennyt: "Can you meet with me at 2 p.m.?"

*   If you use the same option twice in one command, the second option
    is the one that LAN Manager reads. For example, if you used the
    /count option twice with the NET ERROR command, but specified
    two different values, LAN Manager would display the first 20 errors
    in your netstation's error log.

    ```
    net error /count:10 /count:20
    ```

- You can type options at the OS/2 prompt in any order after the command.

  For example, to see the 10 most recent errors in your netstation's error log, you could type either of the following commands:

  ```
  net   error   /count:10   /reverse
  net   error   /reverse   /count:10
  ```

- Commands that require confirmation from the user have **/yes** and **/no** options to suppress prompting for confirmation. Use these switches in batch files, so that these files can run without interruption. For example, the NET LOGOFF command ordinarily prompts you to confirm your desire to log off the current user name. This means that to use NET LOGOFF in a batch file, you would need to watch the execution of the batch file so you could type *y* at the appropriate time.

  To avoid having to type *y* every time you use NET LOGOFF in a batch file, you can add the /yes switch to the command in the batch file. The line in the batch file would look like this:

  ```
  net logoff /yes
  ```

Using LAN Manager Commands

LAN Manager commands work much like OS/2 commands, except that they start with the word NET. You type LAN Manager commands at the MS OS/2 command-line prompt and include them in batch files (see the next section).

Typing LAN Manager commands

For example, to start using a shared directory named *Info* on a server named *Humanr*, you would type the following command at the OS/2 command prompt:

```
net   use   d:   \\humanr\info
```

NET USE is the command to use a resource on another server.

D is the drive letter you are assigning to the directory; you would refer to the info directory in subsequent commands as the root directory of drive D (d:\).

Humanr is the name of the server computer. The two backslashes signify that humanr is a computer name rather than a regular filename.

Info is the sharename of the directory on the server. Someone at the server humanr assigned this name to the directory when making the directory available for LAN Manager access.

For this command to work, an administrator will have had to share the info directory and set up security on humanr so that you could use the shared directory.

After your command has been completed successfully, you can change to drive D and use the Info directory as if it were a directory on your own computer.

To stop using drive D as the Info directory, type:

```
net use d: /delete
```

Here the switch is spelled out in full length. You could also type the following shorter version of the same command:

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

Once you've used this command, you cannot change to drive D unless you reconnect that device name to a shared resource.

Using LAN Manager Commands in Batch Files

You can add LAN Manager commands to batch files to simplify routine or repetitious tasks and to make personalized commands. (Batch files are files you create that contain a series of commands you want to run. To learn more about batch files, see the *3+Open MS OS/2 User's Reference*.)

In making batch files, you might need to combine LAN Manager commands with MS OS/2 commands. Some LAN Manager commands commonly used in batch files are shown in Table 2-5.

Table 2-5. LAN Manager Batch File Commands

Command	Function
NET COPY	Copying files across the local area network
NET LOAD	Loading a file of connections to shared resources
NET USE	Connecting to shared resources

The STARTUP.CMD file is a batch file that runs whenever you boot OS/2. If you put LAN Manager commands in your computer's STARTUP.CMD file, connections you use frequently can be available each time you start your computer. For more information on the STARTUP.CMD file, see the *3+Open MS OS/2 Setup Guide*.

Getting Help with Commands

LAN Manager provides more information when you need it by displaying information or error messages and providing on-line help for both the LAN Manager screen and LAN Manager commands.

On-Line Help

Whether you are performing local area network tasks using the LAN Manager screen or LAN Manager commands, you can get additional information to help you with what you are doing. When you are working in the LAN Manager screen, you can press the [F1] key to get context-sensitive help. This means, for example, if you are working in the Device Status dialog box and press [F1], information is displayed about using that particular dialog box. This facility also includes an index from which you can choose topics of interest to you, including general information about how to use menus and dialog boxes.

All LAN Manager commands have a \HELP option

LAN Manager also provides a special help command to assist you in using LAN Manager commands. To get information about using a particular LAN Manager command, type NET HELP followed by the command name. If the command begins with the word *net*, type NET HELP followed only by the second word of the command. For example, if you want more information about using the NET USE command, type:

```
net help use
```

LAN Manager displays the following information:

```
The syntax of this command is :
net use [device | \\computer name\sharename]
net use [device] \\computer name\sharename [password]
[/print | /comm]
net use [device | \\computer name\sharename] /delete
```

You can also type NET HELP by itself to get a listing of topics for which NET HELP is available:

```
Help is available on:

AT          COMPACT      NET
```

```
Help on the following NET commands is available:

ACCESS      ADMIN       AUDIT       COMM        CONFIG
CONSOLE     CONTINUE    COPY        DEVICE      ERROR
FILE        FORWARD     GROUP       HELP        LOAD
LOG         LOGOFF      LOG ON      MOVE        NAME
PASSWORD    PAUSE       PRINT       RUN         SAVE
SEND        SEPARATOR   SESSION     SHARE       START
STATS       STATUS      STOP        USE         USER
VIEW
```

Error Messages

If you type a LAN Manager command with an option that LAN Manager
doesn't recognize, you will see an error message in this form:

```
NET####: Message text
```

is a four-digit number that uniquely identifies the LAN Manager
message. *Message text* is a short message that describes the error.

You can use the OS/2 HELPMSG command to get further information
about any LAN Manager message that appears at the OS/2 prompt. To
get more information, type the HELPMSG command followed by the
message identification (NET####). For example, suppose you meant to
type the NET START command, but instead typed the following:

net   strat

This message would display:

```
net2622: This command is unknown.
```

Type: **net help** to view a list of commands.

To get more information about the message itself, type:

helpmsg   net2622

LAN Manager then displays an explanation of the message and a
suggestion for the action you should take next.

For a complete listing of LAN Manager error messages that may display at the OS/2 prompt, see Appendix A in the *3+Open LAN Manager User Reference*.

When you are working in the LAN Manager screen, messages are displayed by **message boxes.** Some of the messages displayed are the same as those LAN Manager displays at the OS/2 prompt. Other messages displayed are specific to the LAN Manager screen.

To get more information about a message displayed by the LAN Manager screen, press [F1].

Chapter 3: Tutorial

This chapter contains lessons that introduce you to using LAN Manager.
You will learn about such basic local area network tasks as the
following items:

- 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 12 lessons in this chapter, the first seven take you through
starting LAN Manager, logging on, using a shared directory, logging
off, and exiting the LAN Manager screen. The last five demonstrate
working with shared printers. These last five lessons assume you have
completed and understood the first seven lessons.

LAN Manager supports the use of a mouse. If you have a mouse, you
may want to try using it as 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, be sure you have the OS/2 and LAN Manager software installed on your netstation. You can either do this yourself with the LAN Manager installation program or have your administrator do it for you.

By way of preparation, these lessons assume that you have:

- Used the OS/2 Program Selector and the DIR, COPY, and TYPE commands.

- Studied the basic LAN Manager terms and concepts explained in Chapters 1 and 2 of this guide.

- Talked with your administrator and learned your username, password, and the name of the server you should use. (Your administrator has already set up a server with a shared directory and printer for you to use during the lessons. If you are unsure of which server to use, be sure to ask your administrator.)

Lesson 1: Starting LAN Manager and Logging On

The easiest way to start LAN Manager is by starting the LAN Manager screen.

Starting LAN Manager

To start LAN Manager for the first time, follow these steps:

1. **If you have not already done so, start your computer with OS/2.**

2. **Type the following command at the OS/2 prompt:**

   `net`

3. **Press [Enter].**

   The LAN Manager screen appears on the screen. Since you are not yet logged on to the local area network, the Log Into Network dialog box appears in the center of the screen. If you do not see this dialog box, it means that someone is already logged on at your netstation, and you can proceed to Lesson 2.

```
 View   Message   Config  Status                          F1=Help
              ──── Microsoft OS/2 LAN Manager 1.0 ────
 ┌──────────────────────────────────────────────────────────────┐
 │                                                                │
 │                                                                │
 │               ┌──────── Log Into Network ────────┐            │
 │               │                                   │            │
 │               │  Username . . . . [BENP···········]│           │
 │               │  Password . . . . [···············]│           │
 │               │                                   │            │
 │               │  Amount of memory [124···]K       │            │
 │               │                                   │            │
 │               ├───────────────────────────────────┤           │
 │               │              < OK  >  <Cancel>    │            │
 │               └───────────────────────────────────┘           │
 │                                                                │
 │                                                                │
 │                                                                │
 │                                                                │
 └──────────────────────────────────────────────────────────────┘
```
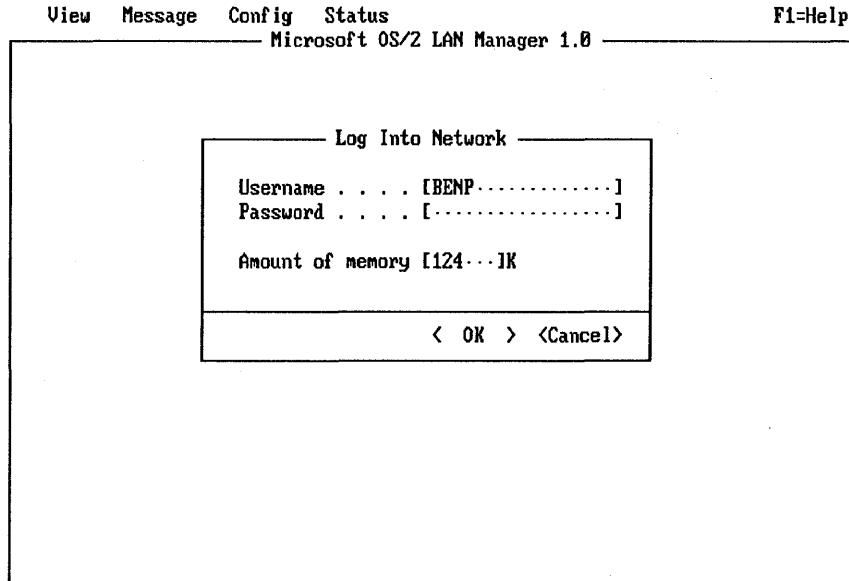
Logging on   **4. If you do see the Log Into Network dialog box, type your username.**

A name might already be displayed in the Username text box. This is your *default* username. If you want to use this name, then leave it as is. If you don't 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 name, press the [Tab] key 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. Press [Enter].

If the netstation software has not yet been started, it is automatically started for you at this point and a message appears on your screen to tell you the netstation is being started.

You need to log on each time you start using LAN Manager—usually once a day. Once you've logged on, you can enter and exit the LAN Manager screen whenever you want without supplying your username and password. This means that you can log on in the morning, enter the LAN Manager screen to make connections, leave the LAN Manager screen to work with a word processing package like Microsoft Word, and then reenter the LAN Manager screen before you go home to terminate your connections and stop the local area network. Chapter 4 explains more about starting LAN Manager and logging on.

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

Lesson 2: Selecting Servers and Resources

Now that you've logged on, you can use the LAN Manager screen to start working with the servers on your local area network.

As explained in Chapter 1, servers are the computers from which administrators can share hard disks, printers, and other devices with the rest of the local area network.

In this lesson, you will learn how to select a server to use and connect to resources from the server's list of shared resources.

As you start this lesson, your netstation's screen should show the LAN Manager screen with no menus or dialog boxes, and with your username and computer name in the upper part of the screen.

Viewing Server Names

Your first step is to see what servers are available for your use:

1.   **Select the View menu.**

2.   **Choose the Network servers menu item.**

   The Servers Available on Network dialog box appears. A typical
   list of servers might look like this:
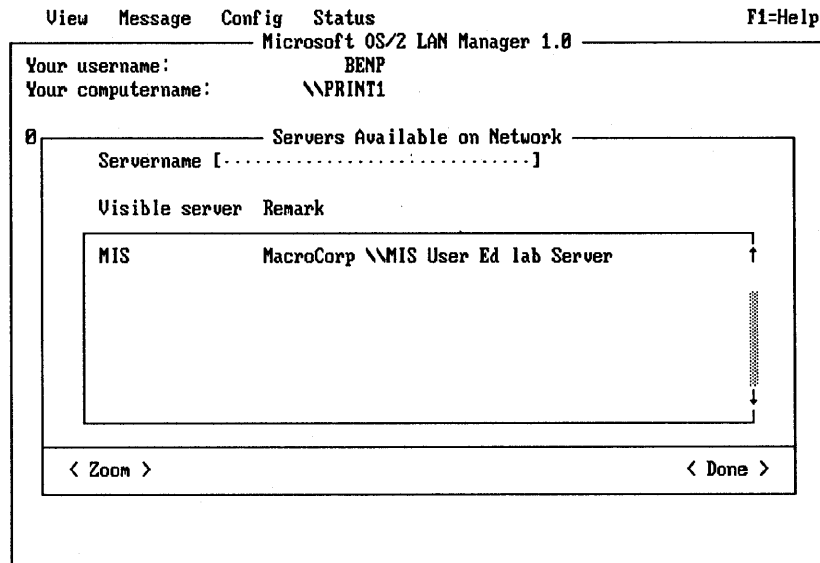
```
    View    Message   Config   Status                              F1=Help
                        ─── Microsoft OS/2 LAN Manager 1.0 ───────────────
   ┌─────────────────────────────────────────────────────────────────────┐
   │ Your username:              BENP                                      │
   │ Your computername:        \\PRINT1                                    │
   │                                                                       │
   │ 0┌─────────────── Servers Available on Network ───────────┐          │
   │  │     Servername [·····················:··········]       │          │
   │  │                                                         │          │
   │  │     Visible server   Remark                             │          │
   │  │  ┌───────────────────────────────────────────────────┐ │          │
   │  │  │ MIS               MacroCorp \\MIS User Ed lab Server│↑│          │
   │  │  │                                                    │ │          │
   │  │  │                                                    │▒│          │
   │  │  │                                                    │▒│          │
   │  │  │                                                    │▒│          │
   │  │  │                                                    │↓│          │
   │  │  └───────────────────────────────────────────────────┘ │          │
   │  │                                                         │          │
   │  │  < Zoom >                                    < Done >   │          │
   │  └─────────────────────────────────────────────────────────┘          │
   │                                                                       │
   └─────────────────────────────────────────────────────────────────────┘
   Press the ALT key to select a menu
```

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

3.   **If necessary, use the [Tab] key or the accelerator keys to move the cursor into the list box.**

Remember, you can refer back to Chapter 2 if you've forgotten how to move the cursor or if you need to refresh your memory about any of the following steps.

4.   **Select a server from the list box.**

5.   **Move the cursor to the Zoom command button and press [Enter].**

By selecting the Zoom command button, you're 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 this:

```
   View    Message   Config  Status                          F1=Help
                   ──────── Microsoft OS/2 LAN Manager 1.0 ────────
  Your username:            BENP
  Your computername:        \\PRINT1

  0┌──────────────────── Servers Available on Network ───────────────┐
   │   Servername [\\MIS·······················]                      │
   │   │         ─────────────── Resources at \\MIS ───────────       │
   │   │              MacroCorp \\MIS User Ed lab Server              │
   │   │                                                              │
   │   │      Sharename    Type      Used as    Remark                │
   │   │     ┌──────────────────────────────────────────────────┐    │
   │   │     │ DEMO        Disk                 Demo share      ↑│    │
   │   │     │ LANMAN      Disk                 LAN Manager directory │
   │   │     │ MODEM1      Comm                 Non-existent modem│    │
   │   │     │ SMALL       Printer              Condensed printing│▒  │
   │   │     │                                                  ▒│    │
   │   │     │                                                  ↓│    │
   │   │     └──────────────────────────────────────────────────┘    │
   │   │                                                              │
   └──│  < Use  >  < Un-use >                          < Done >       │
      └──────────────────────────────────────────────────────────────┘

Press the ALT key to select a menu
```
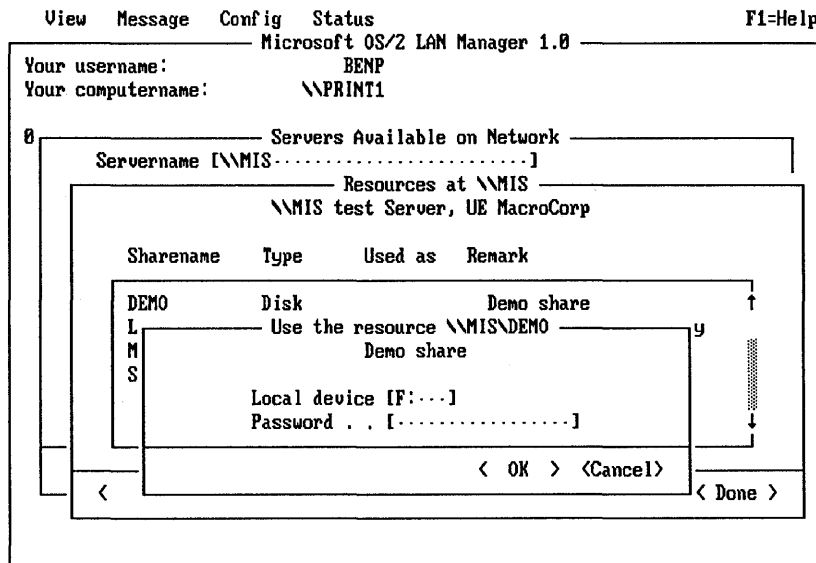
To use the Demo directory, follow these steps:

1. **Move the cursor into the list box and select the Demo directory.**

2. **Move the cursor to the Use command button at the bottom of the dialog box and press [Enter].**

   Once you choose the Demo directory, one last dialog box appears:

```
   View    Message   Config   Status                              F1=Help
   ┌──────────────────── Microsoft OS/2 LAN Manager 1.0 ──────────────┐
   │ Your username:              BENP                                  │
   │ Your computername:          \\PRINT1                              │
   │                                                                  │
   │ 0 ┌───────────── Servers Available on Network ───────────────┐   │
   │   │  Servername [\\MIS························]               │   │
   │   │     ┌───────────── Resources at \\MIS ──────────────┐    │   │
   │   │     │         \\MIS test Server, UE MacroCorp         │    │   │
   │   │     │                                                 │    │   │
   │   │     │  Sharename    Type     Used as   Remark         │    │   │
   │   │     │                                                 │    │   │
   │   │     │  DEMO         Disk               Demo share    ↑│    │   │
   │   │     │  L ┌───── Use the resource \\MIS\DEMO ──────┐ y│    │   │
   │   │     │  M │               Demo share                │  ░│    │   │
   │   │     │  S │                                         │  ░│    │   │
   │   │     │    │  Local device [F:···]                   │  ░│    │   │
   │   │     │    │  Password . . [················]        │  ↓│    │   │
   │   │     │    │                        < OK >  <Cancel> │  │    │   │
   │   └──   │    └─────────────────────────────────────────┘──│< Done >│
   │     < ──┘                                                       │   │
   └──────────────────────────────────────────────────────────────────┘
```

View local-area network Servers

   The Local device text box shows the drive letter of your netstation that LAN Manager has assigned to the *demo* directory. LAN Manager uses the first available drive letter as the default. If you haven't made any connections yet, the default is D, since A—C are reserved for your computer's disk drives. If, for instance, you had already connected D: to a shared directory or your computer has a local drive D:, then the default would be E.

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

4.   Press [Enter].

You've now connected the drive letter shown in the dialog box to
the demo directory.

The Shared 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've connected
to the directory. This way, you can see that the server's directory
is available for you to use.

Canceling Menu Operations

While working with the LAN Manager screen, you can press the [Esc]
key at any time to cancel the current operation. To clear all the menus
and dialog boxes from the LAN Manager screen, keep pressing [Esc]
until you see just the original solid background screen.

Lesson 3: Using a Shared Directory with Commands

Now that you have connected one of your netstation's drive letters to a
shared directory, you can use that drive letter with standard OS/2
commands like DIR and TYPE. In this lesson, you will learn how to
temporarily switch out of the LAN Manager screen and use OS/2
commands with a shared directory you have connected to your
netstation.

If you need more information about DIR, TYPE, or the OS/2 Program
Selector, see the *3+Open MS OS/2 User's Reference*.

Your screen should have no menus or dialog boxes visible.

Switching to the demo directory

To use a shared directory with OS/2 commands, follow these steps:

1. Start a new program by pressing [Ctrl]+]Esc] and then using the arrow keys to select OS/2 Command Prompt from the Start a Program section of the Program Selector.

2. Press [Enter].

    The OS/2 command prompt appears on the screen. This is not the same as stopping the LAN Manager screen—the LAN Manager screen continues to run in another screen group.

3. At the OS/2 prompt, type the drive letter you connected to the Demo directory in the last lesson, followed by a colon (:) and press [Return.]

    For example, if your netstation's F drive is currently connected to the demo directory, you can change your active drive to that directory by typing:

    ```
    f:    ↵
    ```

    This changes your netstation's active drive to the drive you connected to the demo directory, thus making the demo directory your active directory.

4. Type the following command to see the list of files in the demo directory:

    ```
    dir    ↵
    ```

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

5. **Pick out the name of a file that you would like to view and type the following command:**

   `type filename`

   where: *filename* is the name of the file. The contents of the file you selected will scroll past on your screen.

Now you've 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 is the power and the purpose of LAN Manager.

Preparing for the Next Lesson

You have completed Lesson 3. To prepare for Lesson 4, follow these steps:

1. **At the OS/2 prompt, type:**

   `exit`

2. **Press [Enter].**

   The Program Selector appears on your screen.

3. **Select NET.EXE from the list of programs and press [Enter] again. This returns you to the LAN Manager screen.**
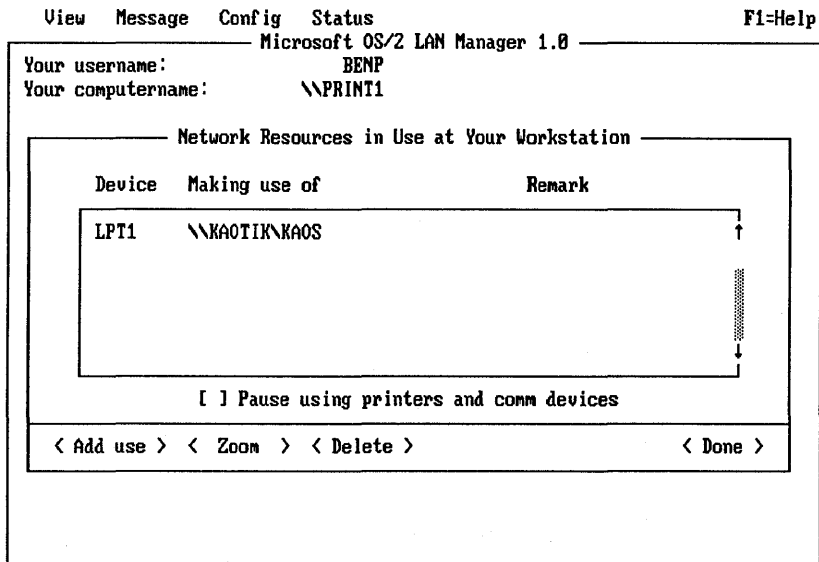
Lesson 4: Listing Your Connections

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.

Viewing Your Shared Resources

Make sure no menus or dialog boxes are visible. To list your connections to shared resources, follow these steps:

1. **Select the View menu.**

2. **Choose 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. Your list should contain the Demo directory.

```
    View   Message   Config   Status                          F1=Help
                      Microsoft OS/2 LAN Manager 1.0
 ┌─────────────────────────────────────────────────────────────────────┐
 │ Your username:              BENP                                      │
 │ Your computername:          \\PRINT1                                  │
 │                                                                       │
 │  ┌─────────── Network Resources in Use at Your Workstation ────────┐ │
 │  │                                                                  │ │
 │  │   Device   Making use of                      Remark            │ │
 │  │  ┌──────────────────────────────────────────────────────────┐  │ │
 │  │  │ LPT1     \\KAOTIK\KAOS                                  ↑ │  │ │
 │  │  │                                                          │  │ │
 │  │  │                                                       ▓  │  │ │
 │  │  │                                                       ▓  │  │ │
 │  │  │                                                          │  │ │
 │  │  │                                                       ↓ │  │ │
 │  │  └──────────────────────────────────────────────────────────┘  │ │
 │  │            [ ] Pause using printers and comm devices            │ │
 │  └──────────────────────────────────────────────────────────────────┘ │
 │  < Add use >  <  Zoom  >  < Delete >                    < Done >      │
 │                                                                       │
 │                                                                       │
 └─────────────────────────────────────────────────────────────────────┘
 Press the ALT key to select a menu
```

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

4. **Choose the Zoom command button.**

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

   • Name of the shared resource you are using.

   • Device name connected to the shared resource.

   • Remark associated with the shared resource.

   • Status of the connection.

   Press the [Esc] key once to return to the Network Resources in Use at Your Workstation dialog box. You'll use this dialog box in the next lesson.

Lesson 5: Disconnecting from a Shared Directory

From now on, you won't have much use for the Demo directory. One last thing we can use it for is to learn how to stop using a shared resource.

The Network Resources in Use at Your Workstation dialog box should be on your screen. (If it isn't, clear all dialog boxes from your screen, select the View menu, and then 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 *demo* directory.**

2. **Move the cursor down to the Delete command button.**

   This tells LAN Manager you want to stop using the selected item.

3. Press [Enter].

A dialog box appears, asking you to confirm your request to stop using the directory.

4. Choose the OK command button.

The Demo directory disappears from the list box.

If you've been doing these lessons in the proper sequence, you should no longer be connected to any shared resources. Now is a good time to learn how to quit using LAN Manager. Clear your screen (by pressing the [Esc] key) and go on to the next lesson.

Lesson 6: Logging Off

In Lesson 1, you started the 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 username and password off your netstation for the present. Since you aren't 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 LAN Manager, you'll need to put your username and password back on your netstation by logging on.

Logging off from the local area network

Press [Esc] to clear the screen of menus and dialog boxes. To log off from the local area network, follow these steps:

1. Select the Config menu.

2. Choose the Log off menu item.

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

3.   **Choose the OK command button.**

Another dialog box appears, reporting that you've successfully logged off.

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

You're now logged off from the local area network. Though you've logged off from the local area network, the LAN Manager screen continues to run.

In the next lesson, you'll learn how to exit the LAN Manager screen.

Lesson 7: Exiting the LAN Manager Program

By now you've learned all the basic skills needed to use LAN Manager. One last thing you need to know is how to exit the LAN Manager screen.

To exit the LAN Manager screen, follow these steps below. Press [Esc] to clear the screen of menus and dialog boxes.

1.   **Select the View menu.**

2.   **Choose the Exit menu item.**

The LAN Manager screen disappears, leaving the OS/2 prompt on your screen. That ends the first part of this tutorial chapter on using LAN Manager. The next part 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. Probably everyone in your office would like to have their own printer, but buying and maintaining so many printers wouldn't be practical. With LAN Manager, one shared printer can be made available to many users throughout your company.

Ordinarily you would have trouble if two people wanted to use the same printer at the same time. To avoid this problem, LAN Manager creates **queues**. Queues collect requests to use a shared device, and then fulfill the requests in the order received. This lesson shows you how to select and connect to a queue for a shared printer.

Press [Esc] until no menus or dialog boxes are visible before you begin.

Connecting to shared printers

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

     If you need to review starting LAN Manager and logging on, turn back to the first lesson.

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 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 just the name of a server and then the name of a shared
resource, written out as an OS/2 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.

Lesson 9: Printing a File on a Shared Printer

Once you've 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 OS/2 PRINT or COPY commands or your word
processing, spreadsheet, or database application. LAN Manager and the
queue for the shared printer handle the details of printing your file.

Before proceeding, clear your screen of menus and dialog boxes by
pressing the [Esc] key twice.

Printing files without leaving your netstation

1. **Press [Ctrl]+[Esc] to access the OS/2 Program Selector, and start another program.**

2. **At the OS/2 command 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.

3. **Return to the Program Selector by typing EXIT at the OS/2 command prompt.**

4. **Select NET.EXE to return to the LAN Manager screen.**

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

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.

Press [Esc] until no menus or dialog boxes are visible.

Reading the printer queue display

1. **Select the View menu.**

2. **Choose the Print queues menu item.**

3. In the Show Print Queues For dialog box, select the device name you connected to the shared printer from the Redirected devices list box.

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. The Status column shows you whether your print job is printing, waiting to be printed, or on hold.

Leave the Print queues for (server) dialog box on your screen. In the next lesson you will use it to learn how to remove your request from the printer queue.

Lesson 11: Removing Your Print Request

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 is not on your screen, press the [Esc] key until all menus and dialog boxes are cleared from your screen, then do Lesson 10 again.)

Deleting your print request

1. Select the print request you want to remove from the printer queue from the Print Queues for (server) dialog box.

    The only requests you can remove are ones that are listed with your user name.

2. Choose the Delete command button.

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

3. Press [Enter].

Your request disappears from the list of requests. 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 the [Esc] key to clear the
message from your screen.

Lesson 12: Disconnecting from a Shared Printer

In this final lesson, you'll learn how to disconnect your netstation from
a shared printer.

Press [Esc] until no menus or dialog boxes are visible.

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 devicename you connected to the shared printer.**

4. **Choose the Delete command button.**

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

5. **Press [Enter].**

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

NOTE: You've now completed the tutorial section of this guide and
learned the basic concepts and procedures associated with local area
networks in general and LAN Manager in particular. To learn more
about what LAN Manager can do, read further. You will find more
detailed explanations of the various capabilities of LAN Manager.

You can continue working with LAN Manager for the time being, or log
off and exit as you learned in Lessons 6 and 7 of this chapter.

Chapter 4: Starting and Stopping LAN Manager

In this chapter, you'll learn how to perform the following tasks:

- Start and stop the LAN Manager screen.

- Log on and off from the local area network.

- Change your password for your netstation or for a server.

- Distinguish between starting LAN Manager and logging on to the local area network.

- Distinguish between stopping LAN Manager and logging off from the local area network.

NOTE: Procedures include instructions for both screen and command operations. For detailed information on LAN Manager commands, refer to the *3+Open MS OS/2 LAN Manager User Reference.*

Before You Begin

Before you can use the resources of your local area network, you must start LAN Manager and log on.

Your 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 use of 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 administrator has given you permission to use. Depending on how your administrator sets up your local area network, you may have different passwords for different servers. If this is the case, then you may need to supply one password when you log on, and another when you try to use a resource on a particular network server.

Before you attempt to perform the tasks described in this chapter, you should have LAN Manager installed on your netstation.

Starting, Stopping, and Logging On

It's important that you understand the difference between starting and stopping LAN Manager and logging on and off from the local area network.

Starting LAN Manager versus logging on

When you start 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 programs that comprise 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 LAN Manager

The simplest way to start LAN Manager is by starting the LAN Manager
screen. Type the following command at the OS/2 prompt:

net

The LAN Manager screen appears on your screen. If you completed the
tutorial in Chapter 3, this screen will be familiar to you.

If you want to work with LAN Manager at the OS/2 prompt, you can
start LAN Manager using the NET START command. In this case, you
do not see the LAN Manager screen. You may prefer working at the
OS/2 prompt if:

• You prefer using commands rather than menus.

• You want to run batch files.

There are three LAN Manager services that you can have running on
your computer:

• The Workstation service lets your computer function as a netstation
  on the local area network. You will need to have the Workstation
  service running whenever you use LAN Manager.

• The Messenger service lets you send and receive messages on the
  local area network.

• The Netpopup service displays messages, both from other users and
  from LAN Manager, on your screen as they arrive at your
  netstation.

Commands that Automatically Start Your Netstation

If your work requires the use of a LAN Manager service that is not already running, that service is started automatically. For example, if you want to send a message to another user but the message-sending program has not been started, LAN Manager starts the message service for you automatically before sending your message. (See Chapter 8: Sending and Receiving Messages, for more information on sending messages.)

There are six LAN Manager commands that can start the Workstation service for you automatically:

- NET COMM
- NET LOGON
- NET USE

- NET LOAD
- NET PRINT
- NET VIEW

These commands start the netstation service because they are the common commands you'll use most often. They enable you to bypass the tedious step of always starting the netstation explicitly. Before starting the Workstation service, these commands display the following prompt:

```
Workstation not started.
OK to start it? ([Y]/N)
```

The response in the brackets (in this case, yes) is the default response. If you see this prompt, you can start the netstation service by pressing [Enter].

For more information about any of these LAN Manager commands, see the *3+Open MS OS/2 LAN Manager User Reference*.

Depending on how your LAN Manager software is set up, other services may be started when you start the netstation service. See the *3+Open LAN Manager Installation and Setup Guide* for more information on setting up your netstation.

Canceling Menu Operations

While working with the LAN Manager screen, you can press the [Esc] key at any time to cancel the current operation. To clear all the menus and dialog boxes from the LAN Manager screen, keep pressing [Esc] until you see just the original solid background screen.

Logging On to the Local Area Network

Regardless of how you start the Workstation service, you need to log on before you can connect to any shared resources.

Unless you are already logged on at your netstation, you'll see the Logon to the Local Area Network dialog box when you start the LAN Manager screen.

Logging On When LAN Manager First Starts

If you do see the Logon to the Local Area Network dialog box, follow these steps:

1.   **Type your user name and password in the appropriate text boxes.**

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

Once you've logged on, you don't have to supply your user name and password again. You remain logged on until you log off, stop LAN Manager, 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 netstation. If someone
else used your netstation in your absence and didn't log off, you could
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
Username display field on the LAN Manager screen.)

Logging On When LAN Manager Is Running

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

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

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

2. **Press [Enter] 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 and press [Enter].**

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

NET LOGON Command

To log on to the local area network, use the NET LOGON command
with the following options at the OS/2 command prompt:

```
net logon username password
```

username is your user name.

password is your password.

If you don't supply your user name and password, LAN Manager
prompts you for them.

**Connections
made when you
log on**

Each time you log on at a netstation, LAN Manager loads the
NETLOGON.PRO profile for that netstation. A **profile** is a file that
contains commands to create connections to shared directories, printers,
or communication devices. You can create and use any number of
profiles, but if your netstation does not have a NETLOGON.PRO file,
then LAN Manager cannot load a profile automatically when someone
logs on. (See Chapter 9 for more information on how to use profiles.)

Example
Wally Dodd, the senior Customer Service Representative for
MacroCorp, found 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 Log Off
menu item. A dialog box appears, telling Wally he has logged Jenny
off. He presses [Enter]. Wally then selects the Config menu and
chooses the Logon menu item. In the dialog box, he types his user name
and his password and chooses the OK command button. Now, Jenny's
user name and password are logged off and he is logged on at his
netstation.

Centralized Logon Security

Your administrator has the option of setting up your local area network
to use **centralized 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
network part of the local area network, you must log on to the local area
network using your centralized user name and password. If you don't
know whether your local area network uses centralized logon security,
see your administrator.

Scripts

Your centralized logon account may include a **script,** which is a file
containing commands to be executed for you when you log on. Your
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 NETLOGON.PRO overrides any
connections made by a script. If your local area network uses
centralized logon with scripts, do not create a NETLOGON.PRO
profile. If you need more information about profiles and
NETLOGON.PRO, see Chapter 9.

Stopping the LAN Manager Screen

There are two different ways you can stop the LAN Manager screen and start another program:

* Use the OS/2 Program Selector to leave the LAN Manager screen and start a new program in another screen.

* Stop the LAN Manager screen and start a new program in the current screen.

If you use the OS/2 Program Selector, you can keep the LAN Manager screen running as one program and switch between it and the other programs you use. All the programs you run while you're away from the LAN Manager screen can take advantage of the connections you make using the LAN Manager screen. (To learn how to use the OS/2 Program Selector, see the *3+Open MS OS/2 User's Reference.*)

You might find stopping the LAN Manager screen and starting a new program in the current screen easier than using the Program Selector, especially if you're only an occasional user of the local area network.

How to Exit the LAN Manager Screen

To exit the LAN Manager screen, select the **View** menu and choose the **Exit** menu item.

The LAN Manager screen disappears from your screen and the OS/2 prompt takes its place.

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

Example
To start writing his weekly report with Microsoft Word, Wally uses the
OS/2 Program Selector to leave the LAN Manager screen. He then
chooses MS DOS Command Prompt and starts Word. This way, Wally
keeps the LAN Manager screen running while he uses Microsoft Word.

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 won't be using your netstation for a while—for
example when you are 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.

1.   **Select the Config menu and choose the Log off menu item.**

      A dialog box appears on your screen, asking you to confirm your
      request to log off.

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

      Once you're logged off you can't use any shared resources.
      However, logging off leaves LAN Manager running at your
      netstation.

Example
At the end of the workday Wally logs off from the local area network by
selecting the Config menu and choosing the Log off menu item. This
way, no one can use Wally's user name and password to gain access to
shared resources when he's not at the office. The LAN Manager
software and the LAN Manager screen are still running on his
netstation. That way, when Wally comes in in the morning, he doesn't
need to start LAN Manager.

NET LOGOFF Command

To log off from the local area network, type the following at the OS/2 prompt:

```
net logoff
```

Stopping LAN Manager

You can stop LAN Manager if and when you need to use all the power and memory of your netstation for some task that does not use the local area network. This is a different and more drastic alternative than exiting the LAN Manager screen or logging off from the local area network. After stopping LAN Manager, you'll need to restart the LAN Manager software the next time you want to use the local area network. (See the beginning of this chapter for information on how to start LAN Manager.)

1. **Select the Config menu and choose the Stop net services menu item.**

   A dialog box appears on your screen, asking you to confirm your request to stop LAN Manager.

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

   A dialog box appears and reports you have been logged off.

3. **Choose the OK command button.**

Example
Wally has found Jenny using his netstation again. She has changed his
connections and forgotten to log off. He has decided to begin stopping
LAN Manager every afternoon before leaving the office. Wally selects
the Config menu, chooses the Stop net services menu item, and chooses
OK in the dialog box that appears. Wally must restart the Workstation
service in the morning.

NET STOP Command
To stop LAN Manager, type the following at the OS/2 prompt:

```
net   stop   workstation
```

Stopping the Workstation service stops all other parts of LAN Manager.

Changing a Password
There are two different kinds of passwords that you can use with LAN
Manager. The password that you use when you log on is the password
that your netstation automatically supplies to servers when you try to
use shared resources. This may be the only password you need to
know. However, it is also possible that you will have other passwords
for other network servers that you need to supply only when you try to
use resources shared by those servers. 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.)

1. **Log off from the local area network.**

   This clears the existing password from your netstation. Refer to
   "Logging Off from the Local Area Network" in this chapter.

2. **Log back on to the local area network.**

   This time, type the new password you want your netstation to give
   the servers for checking permissions and privileges. Refer to
   "Logging On to the Local Area Network" in this chapter.

Using Commands to Change a Password

To change your password at your netstation using LAN Manager
commands, follow these steps:

1. **Use the NET LOGOFF command to log off from the local area
   network.**

2. **Use the NET LOGON command to log back on. This time,
   specify the new password you want to use.**

Changing Your Password at a Server

**Keeping your
server account
secure**

Your 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 administrator might
prefer to set up the local area network so that your password is the same
on every server.

If you are using the 3+Open LAN Manager Entry System product, your
local area network has only one server. Therefore, you need to keep
track of one password.

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

To change your password at a server, follow these steps:

1. Select the Config menu and choose the Change password menu.

2. Select a server from the Visible servers list box in the Change
    Logon Password at a server dialog box.

3. Type your current password and the new password in the
    appropriate text boxes.

4. Choose the OK command button.

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
server *custsvr* from the list box and his current password (*profits*), and
the new password (*margin*). Now, *margin* is the password he must use
with the server *custsvr*.

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.

NET PASSWORD Command

To change your password at a server, use the NET PASSWORD
command with the following options at the OS/2 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, LAN Manager prompts you for the
other items.

If You Forget Your Password

If you forget your password on a particular server, see your
administrator. Administrators cannot discover your passwords, but
they can change them. Thus you can start over again with a new
password.

Chapter 5: Using Shared Directories

In this chapter you'll learn how to:

- Find out which directories are being shared by which servers.

- Connect to shared directories.

- Use shared directories.

- List your connections to shared directories.

- Disconnect from shared directories.

NOTE: Procedures include instructions for both screen and command operations. For detailed information on LAN Manager commands, refer to the *3+Open OS/2 LAN Manager User Reference.*

Shared Directories

Shared directories are directories that an 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.

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.

Devicenames

To use a shared directory, you can connect one of your netstation's **devicenames** to the shared directory. A devicename is simply a name by which your computer identifies a device, be it local or network. Device names vary according to the type of device—disk device names are drive letters (A, B, C, etc.), print device names LPT1, LPT2, etc., and communication device names COM1, COM2, etc. For example, your netstation's hard disk has the devicename C. OS/2 provides devicenames D through Z for connections to shared directories. 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 put the executable files for the program in a directory that is accessible to all the users who need to use the program. (It may be illegal to copy some programs from a server to your netstation. Check with your administrator before copying programs to your netstation.)

Sharenames

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

Network Paths

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 instance, if an 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 OS/2 commands just as you would use local paths and pathnames.

Canceling Menu Operations

While working with the LAN Manager screen, you can press the [Esc] key at any time to cancel the current operation. To clear all the menus and dialog boxes from the LAN Manager screen, keep pressing [Esc] until you see just the original solid background screen.

Connecting to Shared Directories

You need to connect your netstation to a shared directory before you can use it.

Connecting to
shared directories

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

2. Select the name of the server that is sharing the directory you want to use from the Visible servers list box in the Servers Available on Network dialog box.

    If you are using the 3+Open LAN Manager Entry System product the list box should contain only one entry: \\server.

3. Choose the Zoom command button.

    The Resources at (server) dialog box appears on your screen. The word "server" in the title of the dialog box is replaced by the name of the server you have specified. The entries that have the word Disk in the Type column are shared directories.

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 term "network path" in the title of the dialog box is replaced by an actual network path that is a computername followed by a sharename. 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. If no password is required, press [Enter].**

You've now connected your netstation to the shared directory you selected.

The Resources at (server) dialog box remains on your screen, now showing 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 OS/2 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 sees and selects the *invest* server and chooses the Zoom command button. In the Resources At the \\Invest dialog box, John sees and selects the shared directory *money*, then chooses the Use command button. His connection to the server *invest* is assigned the devicename G. John can now use the drive letter G in commands and with his application programs to specify the shared directory *money* on the *invest* server.

Using Commands to Connect to Shared Directories

1.   **To see the servers available to you, type the following command at the OS/2 command prompt:**

```
net  view
```

A list of the computer names of every server available to you appears.

2.   To see the resources a particular 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. If you are using the entry level product the computername
     must be "server."

3.   If you already know the computer name of a server and the name
     of a directory shared by that server, you can connect to the shared
     directory 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 shared
     directory. (Remember to type a colon (:) after the device name and
     leave a space after the colon.)

     computername is the server sharing the resource.

     sharename is the name of the shared directory. If you are using
     the entry level product the computer name must be "server."

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

Connecting to Directories Shared by Non-LAN Manager Servers

Your LAN Manager netstation is compatible with servers that operate with MS-DOS and 3+. This lets you combine LAN Manager's new features with the existing servers on your local area network. However, servers that do not run LAN Manager do not support certain features of LAN Manager servers—most significantly, these servers *do not* appear on your screen when you use the Network servers menu item in the View menu or when you use the NET VIEW command. Because these servers work differently than LAN Manager servers, you must follow different steps to use the resources they share.

Another method of connecting to shared directories

To use a directory shared by a server that is not running LAN Manager, 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 on your screen:

2. **Choose the Add Use command button.**

   The Use a Resource dialog box appears.

3. **Select the Disk option button**

   The Local device text box shows the first available devicename at your netstation that is available for a connection to a disk resource. For instance, if your computer has a floppy-disk drive A and a hard-disk drive C, the first available devicename will be D:. If D: is already connected to a network disk resource, then the first available devicename will be E:. You have the option of typing whatever legal devicename suits your purpose in the Local device text box.

4. **Specify the network path of the resource you want to connect to in the Network resource text box.**

    Remember, a network path is two backslashes, the computername of a server, another backslash, and the sharename of a shared resource. Thus to connect to the shared directory *demo* on the *print1* server, you would type *print1\demo* in the Network resource text box.

5. **If your password for this server differs from your logon password, type it in the Password text box.**

6. **Choose the OK command button.**

    At this point you 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 their old records on the *humanr* server (a server that runs 3+), 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 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's interested in: *humanr\oldrec*. Then he chooses the OK command button and sees the revised list in the Network Resources in Use at Your Workstation dialog box. From his LAN Manager netstation, John can now use the records he needs on the *humanr* server.

NET USE Command

To connect to a directory shared by a non-LAN Manager server, use 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 shared
directory. (Remember to type a colon (:) after the device name and leave
a space after the colon.)

computername is the server sharing the resource.

sharename is the name of the shared directory.

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

NOTE: NET USE has restricted use on 3+ networks. For more
information on using the NET USE command with 3+ networks see the
Managing Combined Networks: 3+Open and 3+ manual.

Automatic Connections to Shared Directories

**LAN Manager
makes needed
connections
automatically**

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, 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** of the LAN Manager screen
or the NET VIEW command to see the names of servers and shared
directories. You need to have permission to use a shared directory
before you can use its network path with OS/2 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 an OS/2 command. Network
pathnames can identify a program you want to use or a file of data you
need to view and modify.

Example
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.exl* directly into Microsoft
Excel. LAN Manager would automatically create the connection he
needs to use *austral.exl*. When John stops using Microsoft Excel, or
even just stops using the *austral.exl* file, LAN Manager breaks the
connection to *invest\money*.

NOTE: Some OS/2 commands do not work with network paths or
network pathnames. The two most notable are CD (to change
directories) and DIR (to list the contents of a directory).

Listing Your Connections

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.

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 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.

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 on your screen. The Status display field shows the status
   of your connection to the shared directory.

Example
After lunch John wants to see what shared directories are connected to
his netstation. He selects the View menu and chooses the menu item
This workstation. The Network Resources in Use at Your Workstation
dialog box shows him all the shared resources currently connected to his
netstation.

Using NET USE to List Shared Directories
To list your shared directories, type the following at the OS/2 command
prompt:

```
net  use
```

This shows you all 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.
Remember to type a colon (:) after the drive letter and leave a space after
the colon.

Disconnecting from Shared Directories

You should disconnect from any shared directories after you have
finished using them. By disconnecting from shared resources, you
make connections available to other network users.

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.

     Another dialog box appears, asking you to confirm your choice.

4.   Press [Enter].

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

Using NET USE to Disconnect from Shared Directories

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.

/delete is the option that tells LAN Manager to disconnect your netstation
from the shared directory.

Chapter 6: Using Shared Printers

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.

*   Disconnect from a printer queue.

NOTE: Procedures include instructions for both screen and command operations. For detailed information on LAN Manager commands, refer to the *3+Open MS OS/2 LAN Manager User Reference*.

Shared Printers and Printer Queues

A shared printer is physically connected to a server that an 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

Printers can print one file at a time, but shared printers may receive numerous requests for printing simultaneously. To solve this conflict, LAN Manager provides **queues** for shared printers. A **printer queue** is a waiting line for print requests. A **print request** is a file waiting in a printer queue. Requests sent to a printer queue are printed one by one, in the order that the queue receives them.

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. LAN Manager lets 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

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

Examining printer queues

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

2. **In the Servers Available on Network dialog box, select the name of a server from the list box, or type the name of a server in the text box.**

    If you are using the 3+Open LAN Manager Entry System the list box should contain only one entry (\\server).

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

    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 device name that will be 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 Resources at (server) dialog box now shows the device name you have just connected to the printer queue in the Used as 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 doesn't 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's the server he always uses. 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, Jack is ready to print his latest schedule.

Using Commands to Connect to Shared Printers
The procedure for using commands to connect to a printer queue is
roughly parallel to the procedure for connecting to a printer queue with
the LAN Manager screen.

1. **Find out which servers are available and which printers they are
   sharing by typing the following at the OS/2 command prompt:**

   ```
   net view
   ```

   This shows you the computer name and a remark for every server
   available to you.

2. **To see the resources (including printers) a particular server is
   sharing, use the NET VIEW command with the following option:**

   ```
   net view \\computername
   ```

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

3.   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.

4.   Once you've 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 (LPT1, LPT2, LPT3, etc.). Remember to type a colon (:)
     after the device name.

     computername is the server sharing the resource. If you are using
     the entry level product, the computer name must be *server*.

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

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

Connecting to Printer Queues Shared by Non-LAN Manager Servers

Your LAN Manager netstation is compatible with servers that operate with networks for MS-DOS and networks for 3+. This lets you combine LAN Manager's new features with the existing servers on your local area network. However, servers that do not run LAN Manager cannot exactly mimic LAN Manager servers—most significantly, they do not appear on your screen when you use the Network servers menu item in the View menu or when you use the NET VIEW command. Because these servers work differently, you must follow different steps to use the printers they share.

NOTE: This feature has restricted use on 3+ networks. For more information on working with 3+ servers, refer to the *Managing Combined Networks: 3+Open and 3+* manual.

Another way to connect to shared printers

To connect to a printer queue shared by a server that is not running LAN Manager, 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 Add Use command button.**

3.   **Complete the text boxes in the Use a Network Resource dialog box according to the following instructions in Table 6-1.**

Table 6-1. Use a Network Resource Dialog Box Text Boxes

Text Box	What to do
Local device	Select the Printer option button. LAN Manager automatically fills the text box with the next available devicename.
Network resource	Specify the network path of the printer queue you want to use. A network path consists of two backslashes, the computername of a server, another backslash, and the sharename of a shared resource.
Password	Specify any necessary paassword.

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 selects the printer option button. In the Network resource text box, Jack types the network path *\\humanr\laser* and then chooses the OK command button. From his LAN Manager netstation, Jack can now use the printer queue shared by *humanr*.

NET USE Command

When using LAN Manager commands to connect your netstation to a printer queue shared by a non-LAN Manager server, you must already know the network path of the printer queue. You can then connect to the 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 to type a colon (:) after the devicename and leave a space after the colon.

computername is the server sharing the printer queue.

sharename is the name of the printer queue.

password is the password needed to connect to the shared printer (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).

- Using the OS/2 COPY command at the OS/2 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 (LPT1, LPT2, or LPT3, for example)
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 don't need
to reply to this message—just pick up your copy at the shared printer.

For 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 instead of a device name.

**LAN Manager
makes
connections
automatically**

To make your use of shared printers as easy as possible, 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, 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 *note.txt* 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 COPY command sends his file to the *print2**prt* printer queue,
where it is 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 print
job, or maybe you are just planning to get rid of unneeded connections.

To see a list of all 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 your connections to shared resources are listed in the Network
    Resources in Use at Your Workstation dialog box.

    The printers have print device names (LPT1, LPT2, for example)
    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 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.

Using NET USE to List Your Printer Connections

To use LAN Manager commands to list your connections to shared
printers, type the following at the OS/2 command prompt:

net use

This shows you all the shared resources currently connected to your
netstation. The entries that have the name of a print device name (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*

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

Viewing a Printer Queue

By examining a printer queue, you can 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
you view the contents of a printer's queue, you can also remove one of
your print requests from a printer queue or hold one of your print
requests in the queue.

**How to view a
printer queue**

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 the server or print
    device that controls the printer queue you are using or thinking of
    using.

3.   **Choose the Zoom button.**

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

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's
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 dialog box, he selects the device name LPT1 (the device
name he connected to the shared printer), and chooses the Zoom
command button. In the Print Queues For (device name) dialog box he
sees the contents of the \\general\prt printer queue. And there's Jack's
budget, third from the top. It should be printed in another few minutes.
Reassured, Jack goes back to work.

Using NET PRINT to Show Printer Queue Lists
To use LAN Manager commands to list the contents of a printer queue,
use the NET PRINT command with the following option:

```
net print devicename
```

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

Removing a Print Request from a Queue

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

How to remove a request from a printer queue

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 Fordialog 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 (server) dialog box, select the print request that you want to delete.

5. Choose the Delete command button.

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

6. Select the OK command button.

    The request that you selected disappears from the list box.

You have now removed a print request from a printer queue. If you are running the message 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 doesn't 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 selects the device name LPT1 and chooses the Zoom command button. On his screen he sees his budget—next in line for printing. Quickly, Jack selects the request and chooses the Delete command button. When the dialog 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.

Using NET PRINT to Remove a Print Request

To use LAN Manager commands to remove a request from a printer queue, use the NET PRINT command with the following options at the OS/2 command prompt:

```
net print devicename request      /delete
```

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

request 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 LAN Manager to remove the request from the queue.

Holding a Request in a Printer Queue

Why hold a request in a printer queue?

You may, after sending a request to a printer queue for printing, want to hold that request in the queue. That is, you 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's at the top, it stops there, as other requests pass it and are printed, one by one. When you release the held request, its printed as soon as the request currently printing is completed. You cannot hold a request that has started printing.

How to Hold a Request in a Queue

1. Select the View menu and choose the Print queues menu item.

2. In the Show Print Queues For dialog box, select the device name or server controlling the printer queue containing the request.

3. Choose the Zoom command button.

4. In the Print Queues For (server) 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 print request is held.

To Release a Held Print Request

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

1.   **Select the View menu and choose the Print queues menu item.**

2.   **In the Show Printer Queues For dialog box, select the device name
     or server controlling the printer queue you are using.**

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

4.   **In the Printer Queues For (server) dialog box, select the held
     request you want to release.**

Held requests are be 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 forgot to
check the report for typographical and spelling errors. He selects the
View menu and chooses the Print queues menu item. In the Show
Printer 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 locates his request, selects the
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 Printer 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 locates his request, selects the request, and chooses the
Release command button. Now his report is printed.

Using NET PRINT to Hold a Print Request
To hold a print request in a queue, use the NET PRINT command with the
following options at the OS/2 command prompt:

```
net print devicename request /hold
```

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

request 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 LAN Manager to hold the request in the
queue.

Using NET PRINT to Release a Held Print Request

To release a request from a queue, use the NET PRINT command with
the following options at the OS/2 command prompt:

`net print` *devicename* *request* `/release`

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

request 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 LAN Manager to release the request and
let it print.

Pausing Your Connections to Printer Queues

You can pause all your connections to printer queues simultaneously.
You might do this to free your device names for local work.

NOTE: Pausing your connections to printer queues also pauses your
connections to communication device queues. Be sure that you are not
working with a shared communication device before you pause all your
connections to printer queues.

To pause all your connections to printer queues, follow these steps:

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

2. **Move the cursor to the Pause using printers and comm devices
    check box of the Network Resources in Use at Your Workstation
    dialog box and press the [Space bar] to mark the check box.**

    All your connections to shared printers and communication
    devices are now paused.

To Continue Paused Connections

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

Example

Jack's secretary, Olga Reisnik, 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 and comm devices 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 chooses the same menu and menu item as before and then removes
the check from the check box.

NET PAUSE and NET CONTINUE Commands

To pause your connections to printer queues, use the NET PAUSE
command with the following option at the OS/2 command prompt:

```
net pause workstation
```

workstation tells LAN Manager to pause all your connections to printer
and communication device queues.

When you are ready to again use your connections to printer queues,
use the NET CONTINUE command with the following option at the
OS/2 command prompt:

```
net continue workstation
```

workstation tells LAN Manager to continue all your connections to
printer queues and communication devices.

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.

How to disconnect from a queue

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 printer queue you want to disconnect from your netstation.

3. Choose the Delete command button.

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

4. Choose the OK command button.

   The printer queue you had been 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.

Using NET USE to Disconnect from a Printer Queue

To disconnect your netstation from a printer queue, use the NET USE command with the following options at the OS/2 prompt:

```
net use devicename /delete
```

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

/delete is the option that tells LAN Manager to disconnect your netstation from the printer queue.

Chapter 7: Using Shared Communication Devices

Communication devices such as modems and image scanners let you
communicate with other computers and devices. LAN Manager lets you
use communication devices shared from a server as if they were part of
your own computer. Shared communication devices work much like
shared printers—you request to use a device, your request is placed in a
queue (or waiting line), and is then fulfilled when it reaches the top of
the queue.

In this chapter, you will learn how to work with shared communication
devices. Specifically, you will learn how to:

- Connect your netstation to a communication-device queue.

- View the contents of a communication-device queue.

- Remove requests from a communication-device queue.

- Disconnect your netstation from a communication-device queue.

Shared Communication Devices

A **communication device** is a device that lets a computer exchange information with the outside world. Two common types of communication devices are **modems,** which use the telephone system to establish a link between two computers, and **image scanners,** which read printed text or pictures into a computer. To LAN Manager, a communication device is any device that is connected through a server's serial communications port.

Queues for Shared Communication Devices

Like printers, communication devices can be used by only one user at a time. Therefore, LAN Manager uses **communication-device queues** to store and sequentially fulfill requests for connections to shared communication devices. When administrators share communication queues, they are actually sharing communication-device queues, and when you try to establish a connection to a shared communication device from your netstation, you are actually sending a request to a communication-device queue.

A single communication device can receive requests from more than one queue. An administrator could arrange to have both a high-priority queue and a low-priority queue send requests to the same communication device. Requests sent to the low-priority queue would not be granted until the high-priority queue was empty.

Pools of Shared Communication Devices

Similarly, a single queue can send requests to more than one actual communication device. LAN Manager lets administrators create pools of similar communication devices. A queue connected to a pool of shared communication devices makes optimum use of the devices in the pool. For example, a communication-device queue could be set up to send requests to three identical modems. If three requests came in, the queue would handle all three requests simultaneously. If four requests came in, it would grant the first three simultaneously, but would hold the fourth request until one of the modems was free.

Using Applications with Shared Communication Devices

If you are using an application program with a shared printer, you can send your print requests to a printer queue and go on using your application. However, if you are using an application program with a shared communication device, your use of the application is suspended until your request can be granted.

For example, suppose you wanted to use Microsoft Works to retrieve some financial information from your stockbroker. You would have to create a connection to a shared modem, and then tell Works the device name you had connected to the computer, and wait for your request to get to the top of the communication-device queue. Once your request was at the top, Works would be able to use the shared modem, and you would be able to continue working with Works. (Of course, there would be nothing to keep you from working in a different OS/2 screen group while you were waiting for your request to reach the top of the queue.)

Connecting to a Communication-Device Queue

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

2. Select the name of a server from the Servers on Network dialog box.

    If you are using the 3+Open LAN Manager Entry System the list box should contain only one entry (\\server).

3. Choose the Zoom command button.

    The Resources at (server) dialog box appears, listing the resources shared by the server you selected. The items with the word Comm in the Type column are shared communication devices.

4. Select the communication-device queue you want to use.

The name of the device and its accompanying comment should tell
you whether the shared device is a modem, an image scanner, or
another type of communication device.

5. Choose the Use command button.

The Use the resource (network path) dialog box appears, showing
the default device name that will be connected to the
communication-device queue and prompting you for a password.

**6. If the communication-device queue requires a password, type it in
the Password text box.**

7. Choose the OK command button.

The Resources at (server) dialog box now shows the device name
you connected to the communication device in the Used as column.

Example
In Jenny Tibett's job, she needs to gather financial information from
networks around the country. To do this, she first connects her
netstation to a shared modem by selecting the View menu and choosing
the Network servers menu item. Then, in the Servers Available on
Network dialog box, she selects the *invest* server and chooses the Zoom
button. In the Resources at \\invest dialog box, she selects the
communication-device queue *modem1*, and chooses the Use button. Her
netstation is now connected to a modem, and she can use Microsoft
Works to dial in to various financial networks and gather the information
she needs.

Using Commands to Connect to Comm Device Queues

First, view what
shared resources   1.   **You must first find out which servers are available by typing the**
are available   **following at the OS/2 prompt:**

```
net   view
```

This shows you the computer name and a remark for every available
server.

2.   **To see the communication devices a particular 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. If you are using the entry
level LAN Manager product the computer name must be "server."

Then connect to a   3.   **When you have settled on a server and a queue, you can connect**
communication-   **to the queue by using the NET USE command:**
device queue

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

devicename is the device name (COM1-COM9) you want to
connect to the communication-device queue. Remember to type a
colon (:) after the device name and leave a space after the colon.

computername is the server sharing the resource.

sharename is the communication-device queue you want to connect
to your netstation.

password is the password needed to connect to the communication-
device queue (if necessary).

Connecting to Communication Devices Shared by Non-LAN Manager Servers

Your LAN Manager netstation is compatible with servers that operate with MS-DOS. This lets you combine LAN Manager's new features with the existing servers on your local area network. However, servers that do not run LAN Manager do not support certain features of LAN Manager servers—most significantly, these servers *do not* appear on your screen when you use the Network servers menu item in the View menu or when you use the NET VIEW command. Because these servers work differently, you must follow different steps to use the resources they share.

NOTE: This feature is not supported by 3+.

Another method of connecting to shared directories

To use a communication-device queue shared by a server that is not running LAN Manager, follow these steps:

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

    The Shared Resources in Use at This workstation dialog box appears on your screen.

2. **Choose the Add Use command button.**

3. **In the Use a Shared Resource dialog box, supply the following information about the communication-device queue you want to use:**

    a. In the Local device text box, select the comm option button. LAN Manger automatically fills in the text box with the next available device name.

    b. In the Network resource text box, specify the network path of the communication-device queue you want to use. A network path is two backslashes, the computer name of a server, another backslash, and the sharename of a shared resource.

c. In the Password text box, specify any necessary password.

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

At this point you see the Network Resources in Use at Your Workstation dialog box again: the list box now shows your connection to the communication-device queue.

Example
John O'Clare needs to use a modem to access the large database of another company working with MacroCorp. The *mis* server shares a modem with the rest of the local area network, under the sharename *modem1*. John selects the View menu and then chooses the This workstation menu item. Next, he chooses the Add Use command button. In the Use a Network Resource dialog box, John uses the option buttons to specify that he wants to use a communication-device queue. He types in the network path *mis**modem* in the Network resource text box and chooses the OK command button. From his netstation, John can now use the shared modem to dial up the other company's computer and get the information he needs.

Using NET USE to Connect Comm Devices
To use a communication device shared by a non-LAN Manager server, type the following command at the OS/2 prompt:

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

devicename is the device name (COM1-COM9) you want to connect to the communication-device queue. Remember to type a colon (:) after the device name and leave a space after the colon.

computername is the server sharing the resource.

sharename is the communication-device queue you want to connect to your netstation.

password is the password needed to connect to the shared communication-device (if necessary).

Automatic Connections to Communication-Device Queues

You can use the network path of a communication device queue in an OS/2 command or with an application without first connecting one of your computer's device names to that queue. LAN Manager automatically makes the connection for you in such cases, provided you have permission to connect to the communication-device queue in question.

Example
John O'Clare frequently uses Microsoft Works and a shared modem to gather financial information from various computer services. He does this by connecting to the *modem1* communication-device queue on the *mis* server. John has learned that he can save time by starting his application and then specifying*mis\modem1* as the modem for the application to use in dialing out. He knows that LAN Manager will create the necessary connection from his netstation to the *mis* server.

Listing Your Connections to Communication-Device Queues

At times you may need a reminder about which communication-device queues you are using and what device names you have assigned them. Perhaps you want to see if you have an appropriate connection for a special print job or maybe you are planning to get rid of unnecessary connections.

To see a list of all the communication-device queues that are already connected to your netstation, 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, all your connections to shared resources are listed.

The communication-device queues in the list box have
communication device names (COM1, COM2, etc.) in the Device
column.

3. **To see more information about a particular communication-device
    queue you are using, select that communication-device queue in
    the list box and choose the Zoom command button.**

    You will see the Usage Information for a Network Resource dialog
    box which shows you information about the communication-device
    queue you selected.

Example
Jenny Tibbett wants to make sure her netstation is still connected to the
modem1 communication-device queue before she tries calling another
computer network. She selects the View menu and chooses the This
workstation menu item. In the Network Resources in Use at Your
Workstation dialog box, she sees that the *invest\modem1* queue is still
connected to her netstation.

Using NET USE to List Comm Device Connections

1. **Type the following at the OS/2 command prompt:**

    ```
    net use
    ```

    This shows you all the shared resources currently connected to
    your netstation. The entries that have a print device name (COM1)
    in the Local name column are communication-device queues.

2. **To see more information about a particular queue, use the NET
    USE command with the following option:**

    ```
    net use devicename
    ```

    devicename is the device name you have connected to the
    communication-device queue.

Pausing and Continuing Your Connections to Communication-Device Queues

Pausing your connections to communication-device queues lets you temporarily preempt the communication device names you have committed to communication-device queues. You can then use the communication device names to work with communication devices attached to your netstation. This can be handy, for example, when you have a modem in your office attached to your netstation device name COM1, but you also are using a shared image scanner as COM1. You can pause your connection to the shared scanner and then use your modem. When you are done with the modem, you can continue your connection to the image scanner.

NOTE: Pausing your connections to communication-device queues also pauses your connections to printer queues. Be sure you will not need to use a shared printer before you pause your connections to communication-device queues.

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

2. In the Network Resources in Use at Your Workstation dialog box is a Pause Using Printers and Communication Devices check box.

    a. If you want to suspend your connections to communication-device queues, move the cursor to the check box and press the [Space bar]. An X appears in the check box, suspending all your connections to communication-device queues.

    b. If there is already a check in the check box and you want to continue using your connections to communication-device queues, move the cursor to the check box and press the [Space bar]. The X disappears, and you are able to use communication-device queues again.

Example
Jenny wants to pause using the *modem1* communication-device queue on
the *invest* server because she wants to test using a mouse, and the mouse
needs to use the COM1 communication device. Jenny selects the View
menu and chooses the This workstation menu item. In the Network
Resources in Use at Your Workstation dialog box, she marks the Pause
using printers and communication devices check box, pausing her
connection to the shared modem. She can now plug in her test mouse as
COM1 and try it out. When she is done, she can return to the Network
Resources in Use at Your Workstation dialog box and remove the check
from the check box to start using the shared modem again.

NET PAUSE and NET CONTINUE Commands

1. **Type the NET PAUSE command with the following option at the
   OS/2 command prompt:**

   ```
   net   pause   workstation
   ```

   workstation tells LAN Manager to pause your connections to
   communication-device and printer queues.

2. **When you are ready to start using these connections again, use the
   NET CONTINUE command with the following option:**

   ```
   net   continue   workstation
   ```

   workstation tells LAN Manager to continue your connections to
   communication-device and printer queues.

Viewing a Communication-Device Queue

You can check on a communication-device queue to see who is using it
and how many requests are pending. This can help you estimate when
your request will be granted. It can also tell you which of the local area
network's communication-device queues are the least busy, letting you
go right to the queue that can serve you fastest.

1.   **Select the View menu and choose the Comm queues menu item.**

2.   **In the Show Comm queues For dialog box, select the name of the
     device or server that controls the communication-device queue you
     want to check.**

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

     The Comm queues For dialog box appears.

     This dialog box shows you what is in the queue you selected.

     The # Users queued column shows the total number of users
     waiting to use the shared communication devices. The Users
     ahead column shows how many requests are ahead of yours in the
     queue. If you have not submitted a request to use this queue, this
     column is blank.

Example
Jenny wants to examine the communication-device queue for the shared
modem *mis* she is using. She selects the View menu and chooses the
Comm queues menu item. In the Show Comm Queues For dialog box,
she selects the device name she has connected to the shared modem
(COM1) and chooses the Zoom command button. In the Communication
Queues for \\mis dialog box, Jenny sees that her request is second from
the top of the queue.

Using NET COMM TO List Queues

To list the contents of a communication-device queue, use the NET COMM command with one of the following options at the OS/2 command prompt:

```
net comm [devicename] [computername]
```

devicename is the device name you have connected to the communication-device queue (for example, COM1).

computername is a server sharing a communication device.

Removing a Request from a Comm Queue

LAN Manager lets you remove your requests from a communication-device queue. This is useful if an application you are using needs the communication device, but an immediate connection is not available. If you do not have time to wait, you can remove your request from the queue and try again later.

1. Select the View menu and choose the Comm queues menu item.

2. In the Show Comm Queues For dialog box, select the device name or server that controls the queue.

3. Choose the Zoom command button.

4. In the Comm Queues For (server) dialog box, select the queue from which you wish to delete your request.

5. Choose the Delete command button.

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

6. Select the OK command button.

NOTE: If you have more than one request in the communication-device
queue, this procedure deletes all of them.

Example
Jenny has decided she wants to cancel her request currently waiting
in the queue of the shared modem. She selects the View menu and
chooses the Comm queues menu item. In the Show Comm queues For
dialog box, she selects the device name she has connected to the queue
(COM1) and chooses the Zoom command button. In the Comm queues
For dialog box, she selects her request and chooses the Un-use button.
Her request disappears from the queue's list of requests.

Using NET COMM to Remove Requests
Use the NET COMM command with the following options at the OS/2
command prompt to remove requests from a comm device queue.

```
net comm devicename /purge
```

devicename is the device name you connected to the communication-device
queue.

/purge is the option that tells LAN Manager to remove your request(s)
from the queue.

Disconnecting from a Comm Queue

You will need to break your connection to a communication-device queue when you are done using the device for a while, or when there's a problem with one of the actual devices.

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 communication-device queue you no longer need to use.**

3. **Choose the Delete command button.**

   The communication-device queue disappears from the list box.

Example
Before going to lunch, Jenny decides to disconnect her netstation from the shared modem she has been using. She selects the View menu and chooses the This workstation menu item. In the Network Resources in Use at Your Workstation dialog box, she selects her connection to the \\invest\modem1 communication-device queue and chooses the Delete command button. Her connection to the shared modem disappears from the screen.

Using NET USE to Disconnect from a Commm Queue

To disconnect from a communication-device queue, use the NET USE command with the following options at the OS/2 command prompt:

```
net use devicename /delete
```

devicename is the device name you connected to the communication-device queue.

/delete is the option that tells LAN Manager to disconnect your netstation from the queue.

Chapter 8: Sending and Receiving Messages

OS/2 LAN Manager lets you exchange messages and files with other local area network users. You can use these messages for short memos to remind colleagues about meetings, or to get people together for lunch. LAN Manager 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.

In this chapter you will learn how to perform the following procedures:

• Distinguish the different types of names and messages defined by LAN Manager.

• Read your messages.

• Forward your messages to another user.

About Messages

LAN Manager lets you send **messages** to other users or groups of users.
A message can be a short note ("let's meet at 12:30 for lunch"), or a file
containing a memo or meeting notes.

You can store messages you receive in your **message log,** a file that
saves messages for you. You can read or erase the contents of your
message log whenever you want.

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, then you will have to read your
message log from time to time to see if you've received any messages.

You can send messages to a computer name or to a recipient's **alias.**
Sending messages to a specific computer can be useful when you want
to contact the administrator in charge of a particular server—to request
access to a particular resource, for instance—but you don't know the
administrator's alias.

Aliases

An alias is like a user name, but 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 can forward your alias to another computer, or let other users
forward their aliases to you.

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 users to find 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.

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. However, you may encounter situations where the Messenger service is not started and you want it started, or where you want to stop the Messenger service. This section describes how to start and stop the LAN Manager Messenger service.

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 OS/2 prompt to see what services are started at your netstation.)

To start the Messenger service, type the following at the OS/2 command prompt:

```
net   start   messenger
```

Like other LAN Manager services, the Messenger service is started for you automatically if it is needed to complete an operation. If you try to send a message and the Messenger service is not started, LAN Manager automatically starts it.

Example
Mike Greenbaum works in MacroCorp's Public Relations department and
frequently needs to get information from various people in the company.
Mike uses LAN Manager to send messages to these people. Mike doesn't
bother with the NET START MESSENGER command, because he
knows LAN Manager can automatically start the Messenger service for
him when he wants to send a message.

Stopping the Messenger Service

Stopping the Messenger service frees some of your netstation's
memory, but it also deletes all the aliases you have added to your
netstation. For more information on aliases, see the "Using Aliases"
section later in this chapter.

To stop the Messenger service, type the following command at the OS/2
command prompt:

```
net  stop  messenger
```

Example
Mike has an extremely large spreadsheet he needs to update. To work
with this spreadsheet, he needs to free as much of his netstation's
memory as possible. Mike decides to stop the Messenger service in
order to free some of his computer's memory for the spreadsheet. He
types:

```
net  stop  messenger
```

Once he is ready to start sending and receiving messages again, he can
restart the Messenger service.

Sending Messages

You can send a message or a file to an individual user or to all local area
network users.

**How to send a
message**

1. **Select the Message menu and choose the Send menu item.**

   The Send a Message dialog box appears:

   ```
   View    Message   Config   Status                          F1=Help
   ───────────────── Microsoft OS/2 LAN Manager 1.0 ──────────────
   Your username:               BENP
   Your computername:           \\PRINT1
   ┌──────────────────────── Send a Message ─────────────────────┐
 0 n│                                                             │
    │    To:  (•) Name [·····································]      │
    │         ( ) All LAN users                                   │
    │                                                             │
    │    Send: (•) Message text (type your message and press ENTER)│
    │              [·····················································]│
    │         ( ) Contents of file [*.*··························]  │
    │                                                             │
    │         Files in C:\                                        │
    │                                      Other drives/dirs      │
    │         ┌─────────────────────────┐                         │
    │         │ 4201.DCP             ↑ │  ┌──────────────────┐    │
    │         │ 5202.DCP               │  │ BAT            ↑ │    │
    │         │ ACCOUNTS.NET         ▓ │  │ BIN              │    │
    │         │ ANSICALL.DLL         ↓ │  │ BINB           ↓ │    │
    │         └─────────────────────────┘  └──────────────────┘    │
    │                                                             │
    │                                     ‚ < OK  >  <Cancel>     │
    └─────────────────────────────────────────────────────────────┘
   Press the ALT key to select a menu
   ```

2. **Specify who is to receive the message.**

   If you accept the default option button selection (User Name) you
   must enter one or more computer names and/or 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 what your message is.**

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; 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 start another OS/2 session, use a text editor to create a
message file and, after switching back to the LAN Manager
screen, select the Contents of a File option button and type the
name of the file in the text box.

**A limit on the size
of message you
can send**
NOTE: LAN Manager lets you send a file of up to 64K.
However, most netstations are set up to accept files of up to 2K
only. If you send a file that is longer than a netstation is capable
of receiving, 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.

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. 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's done typing, he chooses the OK button to
send the message to Jenny.

NET SEND Command

To send a message to other users of the local area network, type the
NET SEND command with the following options at the OS/2 command
prompt:

```
net send name message
```

name is the computer name(s) and/or alias(es) to which you want to
send the message. If you want to send your message to all users on the
local area network, use an asterisk (*).

message is the message you want to send (be sure to enclose your
message in quotation marks).

If your message is more than one line long press [Enter] after typing
NET SEND, and specify the recipient(s) and then type your message on
subsequent lines. When you've reached the end of your message, press
[Enter], then the [F6] key, and then [Enter] again. This sends your
message.

Using NET SEND to Send Files
To send a file to another user of the local area network, use the NET
SEND command with the following options at the OS/2 command
prompt:

```
net send name < file
```

name is the computer names(s) and/or alias(es) you want to receive the
file. If you want to send your file to all users on the local area network,
use an asterisk (*) as the name.

file is the file name of the file you want to send.

If your message cannot be received for any reason, you receive an error
message telling you why the message could not be received.

Reading Your Messages: Using the Message Box

The message box

Message boxes appear on your screen whenever a message has arrived at your netstation—if you are running the Netpopup service.

Your netstation emits a beep when a message arrives, regardless of whether the Netpopup service is running.

Starting Message Boxes

If you'd like to be able to see message boxes but don't have the Netpopup service running, type:

```
net  start  netpopup
```

If you have message boxes running, you can check by following these steps:

1. **Select the Message menu and choose the Log file menu item.**

    The Specify Message Log File dialog box appears.

2. **If there is a check in the Enable message popups check box, then message boxes are turned on.**

When a message box appears on your screen, you can press the [Esc] key to clear the box from your screen after you have read it. Unless you have message logging turned on, you erase the message when you clear the message box from your screen.

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. Mike is busy at the moment, so he presses the [Esc] key to clear the message box from the screen. However, he hasn't lost the message completely because he has message logging turned on.

Stopping Message Boxes

You can turn off message boxes if you don't want your work to be disturbed when messages arrive. If you do turn off message boxes, make sure you have message logging turned on, or else you will not receive any messages sent to you.

To turn off message boxes, follow these steps:

1.   **Select the Message menu and choose the Log file menu item.**

2.   **In the Specify Message Log File dialog box, move the cursor to the Enable message popups check box and remove the mark in the box.**

     Message boxes are now turned off. To turn them back on, repeat the preceding steps to place a mark back in the Enable message popups check box.

Stopping Message Boxes Using NET STOP

The NET STOP command
You can also use commands to stop message boxes from appearing. Type the following at the OS/2 command prompt:

```
net  stop  netpopup
```

For more details, see the *3 +Open MS OS/2 LAN Manager User Reference*.

Reading Your Messages: Using the Message Log

The message log is a file that stores your netstation's messages. By default, LAN Manager uses the MESSAGES.LOG file in the *lanman\logs* directory of your netstation for the message log.

If your netstation receives messages for more than one user, all the messages are stored in the same message log file.

Reading Your Message Log

To read the messages saved in your message log, follow these steps:

1. **Select the Message menu and choose the Read menu item.**

   The Contents of Current Message Log dialog box appears on your screen. You can use the Cursor keys to scroll through your messages.

2. **If you do not want to keep any of the messages currently in your message file, clear your message file by choosing the Clear Log command button.**

3. **When you are done reading your messages, choose the OK command button.**

NOTE: You can also use the OS/2 TYPE and MORE commands, or a word-processing application, to read the contents of your message log. For more information on the TYPE and MORE commands, see the *3+Open MS OS/2 User's Reference*.

Example
Mike wants to read Jenny's reply to his previous message. He selects the Message menu and chooses the Read menu item. He then uses the cursor keys to scroll through the messages stored in his message log. When he's done reading Jenny's reply, Mike chooses the Done command button.

Turning Off Message Logging

It is wise to leave message logging turned on. That way, you won't miss any important messages. However, if necessary, you can turn off message logging by following these steps:

1.   Select the Message menu and choose the Log File menu item.

2.   In the Specify Message Log File dialog box move the cursor to the Pause logging message checkbox.

3.   Press the [Spacebar] to put a check in the checkbox. This stops message logging.

      If the checkbox already has a check in it, that means message logging is turned off. You can turn message logging back on by moving the cursor to the checkbox and pressing the [Spacebar]. This removes the check from the checkbox and starts message logging again. You won't need to specify a log file, though LAN Manager uses the log file you were previously using.

Example
Mike has message logging turned on. Currently, when a message arrives at his netstation, it is stored in the default message log *messages.log* in the *lanman\logs* directory of his netstation. However, Mike is running low on free space on his hard disk, so he wants to turn message logging off for a while. He selects the Message menu and chooses the Log File menu item. He marks the Pause logging messages check box in the specify Messages Log File dialog box. For now, he'll read his messages as they appear on his screen. When he's ready to start saving his messages once again, Mike repeats the procedure and removes the check from the check box.

Using NET LOG to Pause Message Logging

1. Type the NET LOG command with the following option at the
    OS/2 command prompt:

    `net  log  /off`

    /off tells LAN Manager to stop logging messages to the message
    log file.

2. To start using the message log again, type the NET LOG command
    at the OS/2 command prompt:

    `net  log  /on`

    /on tells LAN Manager to start logging messages to the message
    box file again.

Changing Your Message File

By default, LAN Manager stores your messages in the *messages.log* file
in the *lanman\logs* directory. To change the file that stores your
messages, follow these steps:

1. Select the Message menu and choose the Log file menu item.

2. In the Specify Message Log File dialog box, select or type the
    name of the file you want to store your messages in the New file
    text box.

    Two list boxes are provided to help you specify a file name.

    If you do not specify a full pathname in the New file text box,
    LAN Manager automatically places your new message log in the
    lanman\logs directory. If you type a file name without a file name
    extension, LAN Manager automatically uses the file name
    extension .log.

3.   **After you specify the name of your new message log, choose the
      OK command button.**

Example
Mike wants to start saving his messages in the *mikemess.txt* file of his
netstation's *messages* directory. He selects the Message menu and
chooses the Log File menu item. In the New file text box of the Specify
Message Log File dialog box, he types the following:

```
c:\messages\mikemess.txt
```

From now on, his messages are logged to the *mikemess.txt* file in
Mike's *messages* directory.

Using NET LOG to Change Your Message Log File

1.   **Type the NET LOG command with the following options:**

```
net log filename
```

filename is the name of the file you want to use as your message
log. Remember, by default LAN Manager assigns the file name
extension .log and places your message log in the directory
lanman\logs. If you want to place the file in a different directory,
supply a complete pathname.

For more information about the NET LOG command, see the
3+Open MS OS/2 LAN Manager User Reference.

Using Aliases

At times you may want to be able to receive another person's messages
at your netstation. For example, you share your netstation with a new
employee. Since only one user name can be logged on at a netstation at
any given time, you need to add a separate alias for the new employee to
your netstation. An alias cannot be used twice on the same local area
network. Each time you restart the Messenger service, you'll need to
add any aliases, besides your own, that you want on your netstation.

Adding an Alias

**Adding an alias to
your netstation**

1. **Select the Message menu and choose the Aliases menu item.**

2. **Choose the Add alias command button from the Aliases for
   Messaging dialog box.**

   The Add an Alias dialog box appears on your screen.

3. **Type the new alias in the text box and press [Enter].**

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
to receive messages for Jan as well as for himself. 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 and 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 talk with her.

Using NET NAME to Add an Alias

To add an alias to your netstation, use the NET NAME command with
the following option at the OS/2 command prompt:

```
net name alias  /add
```

alias is the alias you want to add to your netstation.

/add is the option that tells LAN Manager to add the new alias to your
netstation.

Deleting an Alias

Once there's no reason to keep a particular alias on your netstation, it is
a good idea to delete it.

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.

Example
Mike needs to delete Jan Brown's alias from his computer once she's
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*.

Using NET NAME to Delete Aliases

To remove an alias from your netstation, use the NET NAME command
with the following options at the OS/2 command prompt:

```
net name alias /delete
```

alias is the alias you want to remove from your netstation.

/delete is the option that tells LAN Manager to remove the alias from
your netstation.

Forwarding Messages

At times you may need to re-route your messages to another netstation.
You would want to do this, for instance, if you were going on vacation
for a week and you wanted one of your colleagues to be able to read
your messages in case a message came in for you about a matter that
required immediate attention. Message forwarding lets you route your
messages to another netstation until you are back at your computer.

**How to forward
messages**

1. **Select the Message menu and choose the Aliases menu item.**

2. **In the Aliases for Messaging dialog box, select the name to forward
    messages.**

3. **Choose the Forward command button.**

4. **In the Forward an Existing Alias dialog box, type the computer
    name, user name, or alias of the person who will be receiving the
    forwarded messages.**

    NOTE: You cannot forward one name to another name on the
    same netstation.

5. **Press [Enter].**

    You have now forwarded your messages. The Aliases for
    Messaging dialog box shows the name receiving the forwarded
    messages in the Forwarded to column.

Example
Mike Greenbaum is going on vacation and wants his friend John O'Clare
in Accounting to receive his messages while he's gone. Mike selects the
Message menu and chooses the Aliases menu item. In the Aliases for
Messaging dialog box, he selects his own user name and then chooses the
Forward command button. In the Forwarding an Existing Alias dialog
box, Mike types his friend's user name, *johnoc.* Now all messages
addressed to Mike are forwarded to John's netstation.

USING NET FORWARD to Forward Messages
To forward your messages to another netstation, use the NET
FORWARD command with the following options at the OS/2 command
prompt:

```
net   forward  alias1   alias2
```

alias1 is the name to be forwarded.

alias2 is the name to receive the forwarded messages.

Stopping Message Forwarding
Suppose you've returned from your vacation and you want to start
receiving your messages at your netstation again. You need to stop
forwarding your messages.

How to stop
forwarding your
messages

1.   **Select the Message menu and choose the Aliases menu item.**

2.   **In the Aliases for Messaging dialog box, select your user name
      and choose the Unforward command button.**

      The name you were forwarding your messages to disappears from
      the Forwarded to column, indicating that your messages will now
      start coming in to your netstation again.

Example
Mike wants to start receiving his messages again. He selects the
Message menu, then chooses the Aliases menu item. In the Aliases for
Messaging dialog box he selects his user name and chooses the
Unforward command button. Now, his messages start arriving at his
netstation again. John, who has been receiving Mike's forwarded
messages, sends Mike a file containing the messages sent to Mike while
he was gone.

Using NET FORWARD to Stop Forwarding Messages

To stop forwarding your messages to another user, use the NET
FORWARD command at the OS/2 command prompt:

```
net forward alias /delete
```

alias is the name you want to stop forwarding.

/delete is the option that tells LAN Manager to stop forwarding
messages for *alias*.

Stopping Messages Forwarded to You

When someone forwards their messages to you, the name they forward
to you is added to your netstation as an alias. To stop receiving messages
sent to this alias at your netstation, you need to remove the alias from your
netstation.

1. **Select the Message menu and choose the Aliases menu item.**

2. **In the Aliases for Messaging dialog box, select the name of the
    person for whom you no longer wish to receive messages.**

    All such names have a Forwarded to You from (computer name)
    message in the Forwarded to column of the list box.

3.   **Choose the Delete command button.**

Messages for the selected name will no longer be forwarded to
your netstation.

Example
For some reason Mike has been receiving mail addressed to the alias of
an ex-employee. Since he has no way to respond to these messages
anyway, he decides to just stop receiving the messages. To do this, he
selects the Message menu and chooses the Aliases menu item. Then, in
the for Aliases for Messaging dialog box, he selects the alias and
chooses the Delete command button.

Using NET NAME to Stop Receiving Forwarded Messages

To stop receiving messages for an alias that has been forwarded to you,
use the NET NAME command with the following options:

```
net name alias /delete
```

alias is the name that has been forwarded to you.

/delete tells LAN Manager that you want to stop receiving messages for
that name.

Chapter 9: Using Profiles

A **profile** is a file that directs your netstation to make connections to certain shared resources. Profiles let you set up your netstation with the connections you use most often or need for a specific job.

In this chapter, you will learn:

* To use an existing profile.

* To work with the default profile NETLOGON.PRO.

* To create your own profiles.

Profiles

What is a profile?

A profile is a file that contains a set of commands. Each of the commands in a profile establishes a connection to a particular shared resource. A typical profile might look something like this:

```
net use r: \\records\current
net use s: \\accounts\current
net use lpt1: \\records\laser
net use com1: \\records\modem1
```

Profiles are normally kept in the *lanman\profiles* directory of your netstation and have the filename extension .PRO. You can keep profiles in other directories and use other filename extensions for them.

One profile has special meaning for LAN Manager: the NETLOGON.PRO profile. If a profile with this name exists in the *lanman\profiles* directory of a netstation, LAN Manager loads it each time a user logs on at that netstation. For this reason, NETLOGON.PRO is called the default profile.

If your netstation does not have a NETLOGON.PRO profile in its *lanman\profiles* directory, then you will have to either connect to all the shared resources you want to use each time you start LAN Manager or ask LAN Manager to load a particular profile for you.

Your administrator may have created a default profile for you. If so, you may want to consult with your administrator before changing your netstation's NETLOGON.PRO file. If your administrator has not created a default profile for you, you may want to create one yourself once you determine what shared resources you need to use regularly.

Using an Existing Profile

You can use profiles that you have created, that were created by someone else, and even profiles that were stored in a network directory. This lets you capitalize on the work others have done in order to tailor a set of connections for a specific job.

To use an existing profile

To load an existing profile at your netstation, follow these steps:

1. **Select the Config menu and choose the Load profile menu item.**

    The Load a Configuration dialog box appears on your screen:

2. **Type the filename of the profile you want to use in the Filename
   text box or use the list boxes to select a filename.**

   Remember, if the profile is not in your netstation's *lanman\profiles*
   · directory, you must type its full pathname.

3. **Choose the OK command button at the bottom of the dialog box.**

   If you already have connections to shared resources, a dialog box
   appears, asking you to confirm your intention to break the existing
   connections before making the ones specified in the profile. If this
   is what you want, choose the OK command button.

LAN Manager loads the new profile, 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.

Example
Olga Reisnik is a secretary at MacroCorp. When she needs to work
with data that Jack Starkey has generated, she loads her profile 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 creates all the connections she needs to use Jack's data.

Using NET LOAD to Load an Existing Profile
To load an existing profile, use the NET LOAD command with the
following option at the OS/2 command prompt:

```
net load [filename]
```

filename is the name of the profile you want to load. Unless you
specify a pathname, LAN Manager assumes the profile currently is in
your netstation's *lanman\profiles* directory. If you do not specify a
filename, LAN Manager loads your NETLOGON.PRO profile.

Saving Your Current Configuration as a Profile

If you have a set of standard connections to shared directories, printers, and communication devices that you use often, or a set that you use for a particular purpose, you can make a profile of that set of connections.

Creating a profile

1. **Create the connections to shared resources that you want stored in your profile.**

   To make connections to shared resources, refer to Chapters 5-7.

2. **Select the Config menu and choose the Save profile menu item.**

3. **In the Save Configuration dialog box, specify a name for your profile either by typing the name in the Filename text box or by selecting the name of a profile from the list box.**

   When you select a name from the list box, you replace the contents of the existing profile with your current connections. Use a name from the list box if you want to update or change an existing profile. If you want to change the connections that are made each time you start LAN Manager at your netstation, select the NETLOGON.PRO profile. This overwrites the contents of the current default profile.

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

   If a profile with the name you specified already exists, a dialog box appears, asking you to confirm your intention to overwrite the existing profile. If you see this dialog box, choose the OK command button.

Example
Olga often works with data created by Jack Starkey. To make a profile
that creates all 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 and then selects the OK command button. She now has a
profile that helps her quickly set up for working with Jack's data.

Using NET SAVE to Save Profiles
To save your existing connection as a profile, use the NET SAVE
command at the OS/2 command prompt:

```
net save [filename]
```

filename is the name you want to give your new profile. Unless you
specify a pathname, LAN Manager saves your current connections as a
profile with that filename in the *lanman\profiles* directory. If you do not
specify a filename, your current connections are saved as the
NETLOGON.PRO profile in the *lanman\profiles* directory.

Chapter 10: More Menus and Commands

This chapter describes some extra features of LAN Manager that you can use to make your work with the local area network more productive. These features are the **Status** menu and the NET COPY, NET MOVE, and NET RUN commands.

In this chapter, you will learn the following procedures:

*   To use the Status menu to display information about your netstation's performance.

*   To use the LAN Manager NET COPY and NET MOVE commands to help manage your files.

*   To use the LAN Manager NET RUN command to run a program in the memory of a network server.

Status Menu

The Status menu provides information

The Status menu provides you with information about your netstation's operation and performance:

- Statistical information about the amount and types of tasks your netstation has performed.

- Textual information about errors your netstation encountered in communicating with the rest of the local area network.

Generally, you will rarely need the information displayed by the Status menu. However, this information can occasionally help you solve problems or ease bottlenecks. This section explains how you can access and interpret these two types of information.

Viewing Netstation Statistics

The Status menu contains a Workstation Statistics menu item which allows you to see various numerical records about your netstation's connections to servers and the input and output (I/O) your netstation performed with the help of the local area network.

How to view statistics about your netstation

1.   Select the Status menu and choose the Workstation statistics items menu item.

The Workstation Statistics Information dialog box appears, listing two groups of related statistics. One group lists the number of connections between your netstation and any local area network server, and how many of those connections were either unexpectedly disconnected or successfully reconnected. The other group shows how many times your netstation exchanged data with the local area network, as well as how many errors were associated with those exchanges.

2. **If you want to clear the list of statistics, select the Clear Statistics command button and press [Enter].**

    When you clear the statistics for your netstation, all the statistics are set to zero and the date and time at the top of the Workstation Statistics Information dialog box are set to the current date and time.

3. **A dialog box appears, asking you to confirm your request. Choose the OK command button.**

Example
As Senior Programmer at MacroCorp and chief administrator of the company's local area network, Mary Sullivan often checks the statistics for her netstation as a way of checking on whether the local area network is working properly. To see her netstation's statistics, Mary selects the Status menu and chooses the Workstation statistics menu item. In the Workstation Statistics Information dialog box, she sees that the number of network I/O errors is significantly less than the total amount of network I/O performed. For now, there seem to be no problems with the local area network, and she returns to her programming.

More About Netstation Statistics

Two of your netstation's statistics might give you some insight into your use of the local area network.

If the Sessions unexpectedly disconnected is considerably higher than Number of server sessions started and Sessions successfully reconnected, then either of two problems exist:

*   The servers you work with are frequently failing. If this is the case, see your administrator.

- You have many idle connections to servers. If this is the case, you should make a point of disconnecting from shared resources that you are not using.

The other statistic that warns you about problems with the local area network is Total network I/O errors. If this statistic approaches Total network I/O's performed, you should consult your administrator. Parts of the local area network's performance probably need tuning.

NET STATISTICS Command

To list the stored statistics concerning your netstation's performance, type the following at the OS/2 prompt:

```
net    statistics    workstation
```

Viewing Your Netstation's Errors

The other menu item in Status is Error Log. If you choose this item, you see the list of the errors your netstation has encountered in its work with the local area network. Your netstation stores this list in the *net.err* file in the *lanman\logs* directory. Many of these errors are routine, and LAN Manager can recover from them automatically. A few more serious errors may stop LAN Manager or cause it to malfunction. If this happens, you can use your netstation's list of errors to gain information about the error. This information can help your administrator and your 3+Open reseller diagnose the problem.

How to view your netstation's errors

1. **Select the Status menu and choose the Error log menu item.**

    The Network error log dialog box appears. In the list box of this dialog box there are three columns: Service, Error, and Date/Time. These columns show where the error occurred, the identification number of the error, and the date and time at which the error occurred.

2. To save the error log in the *lanman\logs\error.sav* file, choose the Save command button.

3. To clear the list of errors from the dialog box and from the error log, choose the Clear command button.

4. To see more detailed information about a specific error, select that error from the list box, and choose the Zoom command button.

   The Error Log Record dialog box appears, displaying descriptive remarks about the error and showing the location in your netstation's memory where the error occurred. If you need to contact your 3+Open reseller about an error involving LAN Manager, be sure to include this information in your correspondence.

5. When you are done viewing your netstation's list of errors, exit the dialog box by choosing the Done command button.

Example
Mary Sullivan encounters an error when she attempts to view the shared resources for a particular server. Other users had also reported this error to her. She can find nothing wrong with her netstation or with the server, so she decides to call her LAN Manager dealer for more information. Before calling, she selects the Status menu and chooses the Error Log menu item. In the Network Error log dialog box, she scrolls through the list box with her eye on the Date/Time column, looking for the error that occurred when she tried to view the server. When she finds it, she selects it, chooses the Zoom command button and writes down the information that appears. Now she can call her administrator and supply the information they need to help her solve her problem.

NET ERROR Command

To view your netstation's list of errors, type the following at the OS/2
prompt:

net error

Using LAN Manager Commands to Manage Files

LAN Manager provides two commands to help you manage files on the
local area network: NET COPY and NET MOVE.

This section explains how to use these two commands.

Using the NET COPY Command

The NET COPY command copies files both locally and across the local
area network. It works exactly like the OS/2 copy command, except that
it takes the local area network into account. You can use either command
at any time, but you save time and computing power by using NET COPY
for copying files across the local area network.

**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 wildcard
characters) 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 OS/2 LAN
Manager User Reference.*

Copying Files between Servers

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

*   By connecting drive letters from your netstation to each of the
    servers, and then using these drive letters in the pathnames you
    specify with the NET COPY command.

*   By using 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 is a better option than the OS/2 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 only 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 on the *\tmp\marys* server. Mary
types the following command at the OS/2 prompt:

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

The command reports one file was copied.

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 copy that file 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 wildcard characters) you want to move.

pathname2 is the pathname to which you want *pathname1* moved. If you do not specify *pathname2,* the file(s) 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 copy moves the files directly, without detouring through your netstation.

For more information on the NET MOVE command, see the *3+Open MS OS/2 LAN Manager User Reference*.

Example
Mary wants to move the *c:\tmp\memo.doc* file from the *admsvc* server to the *tmp* directory on the *print2* server. The *c:\tmp* directory has the sharename *tmp* on both servers. To move this file between the two servers, Mary types the following at the OS/2 prompt:

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

The command reports one file moved.

Running a Program on a Network Server

LAN Manager provides the NET RUN command to let you run programs in the memory of a network server. The NET RUN command lets you perform complex computing tasks without overloading your netstation.

See your administrator before using the NET RUN command

NOTE: Your administrator has strict control over who can use the NET RUN command and what programs can be run in the memory of a given server. Before using the NET RUN command, check with your administrator to determine:

• If you have permission to use the NET RUN command.

• What servers are set up to work with the NET RUN command.

• What programs you can run in the memory of a server.

Before using the NET RUN command to run a program in the memory of a network server, you must first create a connection to that server's shared hard disk and assign a drive letter to that connection. (See Chapter 5 for more information on connecting to shared hard disks.)

Using the NET RUN Command

To run a program in the memory of a network server, follow these steps:

1.   Create a connection to the server's shared hard disk and assign a drive letter to the connection.

2.   Change your current drive to the drive letter connected to the server's shared hard disk.

If you do not change your current drive, the command you specify along with the NET RUN command is run in your netstation's memory, not that of the server.

3. **Type the following command:**

    ```
    net run command
    ```

command is the command you want to run in the memory of the server.

All output from the program running in the network server's memory appears on your netstation's screen. You can direct the output into a file by appending a greater-than symbol (>) and the name of a file to the command:

```
net run command > filename
```

If you want to redirect the command's output to a file on the server running your program, type a caret (^) before the greater-than symbol:

```
net run command ^> filename
```

Example
Mary has a large program she has written for MacroCorp's customer service representatives. She wants to compile her program but not have the compilation process bog down her netstation. She decides to use the NET RUN command to run the Microsoft C MAKE command on the server *invest*. Mary connects her netstation's drive F to the shared hard disk of *invest,* then changes her current drive to F. Next, she types the following command at the OS/2 command prompt:

```
net run make c:\c\reps\*.c > c:\c\reps\make.doc
```

Mary directs the output of the MAKE command to the *c:\c\rps\make.doc* file. Now that her program is being compiled on the *invest* server, Mary uses the Program Selector to switch to another program running on her netstation and continues working.

Appendix A: Compatibility with Other LANs

This appendix explains how to use your OS/2 LAN Manager netstation
with different operating systems and servers. Specifically, this
appendix addresses how to use your netstation with the following
operating systems:

* The DOS environment of OS/2.

* Servers running operating systems other than OS/2.

Using the DOS Environment from Your Netstation

The DOS environment of OS/2 lets you run applications written for the
MS-DOS operating system. You can use the DOS environment to
blend the familiarity of your existing applications with the new power of
OS/2. You can use the DOS environment by selecting MS-DOS
Command Prompt from the Program Selector. (For more information
on using the Program Selector, see *3+Open MS OS/2 User Reference*.)

For information on using DOS on an OS/2 network refer to the *3+Open DOS LAN Manager User Guide*.

When using the DOS environment with LAN Manager, there are some points you need to keep in mind. The following list shows what you can and can't do while working with the DOS environment.

You Can: Use the shared resources you already have connected to your netstation, use applications written for MS-DOS.

You Can't: Start the LAN Manager screen, use LAN Manager commands.

Using Servers running MS-DOS, 3+, and XENIX

A local area network of computers running LAN Manager can also accommodate servers running networks for MS-DOS or networks for 3+. There are some points to bear in mind, however, when you use these different types of servers from your netstation:

- The names of servers running MS-DOS, 3+, or XENIX do not appear in any listing of available servers. This includes the listing of servers generated by selecting the Network servers menu item from the View menu or using the NET VIEW command at the OS/2 prompt.

- When using the LAN Manager screen, you'll need to specify the name of any server you want to use by selecting the This workstation menu item from the View menu, then selecting the Add Use command button and typing the server's computername in the appropriate text box.

- When viewing printer queues from the LAN Manager screen, all print requests controlled by a server running Networks for MS-DOS are listed as one large queue.

NOTE: For more information on working with mixed 3+Open and 3+ networks, refer to the *Managing Combined Networks: 3+Open and 3+*.

Glossary

Account
The record of a user on a server. To use the shared resources of a server, a user must first have an account on a server. Administrators create accounts on servers. Accounts are assigned user names and passwords. See *administrator, password,* and *username.*

Administrator
The individual ultimately responsible for the local area network. This person typically sets up the network, assigns passwords and privileges, and helps users with problems they may have while using the local area network .

Alias
A name used to receive messages. This is not the same as a user name. See *Username.*

Application
A program used for a particular kind of work, such as word processing or database management.

Batch file
An executable file which contains a group of commands that are performed whenever the batch file is run. OS/2 batch files always have the filename extension .CMD. A batch file called STARTUP.CMD runs whenever you start OS/2.

Broadcast messages   Messages sent to all users on the local area network. See *Message*.

Check box   A small square box that appears in a dialog box. Check boxes are generally associated with multiple options that you can set. To set a check box option, move to it and press the [Space bar] or click the left mouse button.

Choose   To specify a menu item or command button. You choose commands or actions. See *Select*.

Click   To press and release a mouse button quickly. When you click a mouse button, you should hear and feel a faint click.

Command   A word or phrase that you type at the OS/2 prompt to carry out an action when you press the [Enter] key.

Command buttons   An option enclosed in angle brackets at the bottom of a dialog box (for example, Zoom). The most common command buttons for OS/2 LAN Manager are OK, Cancel, Zoom, Add, Done, and Delete. Selecting a Zoom command button always leads to another dialog box.

Computer   A server or a netstation (or workstation). A computer is known to LAN Manager by its computername, and can have only one computername. Only one user name at a time may be associated with a given computername. A computer can have multiple aliases associated to it. See *Alias*, *Computername*, and *Username*.

Computername

The name of a server or a netstation on a local area network. In a network path, the computer name is preceded by two backslashes (for example, *print1\lanman*). Computernames cannot be duplicated on the local area network.

Communication-device queue

A LAN Manager resource that routes user requests to nonspooled devices such as modems or printers connected to a server's serial or parallel ports.

Configuration

The way your netstation, server, or local area network is set up. This includes both hardware and software.

Connect

The act of associating a name of a local device with a shared resource. See *Devicename* and *Resource*.

Connection

The software link between a netstation and a shared resource. See *Session*.

Continue

To restart a LAN Manager service or function that was paused. See *Pause*.

[Control] key.

Used in combination with other keys to produce control characters that affect a command LAN Manager or OS/2 is executing. For example, [Control]+[C] tells OS/2 to stop the current command.

Cursor

Usually a blinking line or small box on the computer screen that shows where the next character you type will appear. In the LAN Manager Screen, you move the cursor to various areas to enter information or make selections.

Cursor keys

There are four cursor keys: up, down, right and left. These keys, marked with arrows, are located on the keyboard to the right of the alphabetic keys.

Device

Equipment that is connected to a computer and performs a specific function. There are three types of devices: disks, spooled printers, and nonspooled communication devices. See *Device driver*.

Device driver

A file that lets your netstation recognize and use a device. LAN Manager provides these installable device drivers: SY.SYS, UB8DRV.SYS, NETWKSTA.SYS, and FASTOPEN.SYS.

Devicename

The name given to LAN Manager to identify a specific printer, disk, or other device. A disk device is named by the letter of its drive (for example, A: or Z:). A spooled printer or nonspooled communication device connected to a parallel port is named by the parallel port name (for example, LPT1 or LPT2). A device connected to a serial port is identified by the name of the port to which it is connected (for example, COM1 or COM2).

Dialog box

A box that appears when a menu item is selected. Dialog boxes typically present you with a number of options from which to choose. Sometimes choosing an option from one dialog box causes another dialog box to appear.

Directory

A structure for organizing your files into convenient groups. A directory can contain files and subdirectories of files.

Disk device

A device that stores information. Disk devices are known to LAN Manager by their device names. See *Devicename*.

DOS

An acronym meaning Disk Operating System which refers to either MS-DOS or PC-DOS.

Drag

To hold the mouse button down while moving the mouse. For example, you drag a scroll box to see additional items in a list box.

[Enter] key

The key you usually press after typing data or text to move to a new line, or after you type an OS/2 command to tell OS/2 to execute the command.

Error messages

Messages that appear on the screen if LAN Manager detects a problem while processing a command.

File

A collection of related information. A file on a disk can be compared to a file folder in a file cabinet. For example, a file folder named *friends* might contain the names and addresses of your friends. A file on a disk could contain the same information, and could also be named *friends*. Programs are also stored in files.

Filename

A unique name for a file that can be from one to eight characters in length and may be followed by a filename extension consisting of a period (.) and one to three characters. See *Filename extension.*

Filename extension

The period (.) and one to three characters that may be appended to a filename. For example, OS/2 batch files always have the filename extension .CMD. See *Filename.*

Format

A way of preparing a disk so that it can hold information. Formatting a disk erases whatever information was previously on it. You can use the OS/2 FORMAT command to prepare disks for use by OS/2 and LAN Manager.

Group

Refers to a group of users. See *Groupname.*

Groupname	The name assigned by an administrator to a group of users. These groups of users usually have something in common, such as work assignments or positions in the company.
Hardware	The equipment that makes up a computer system, not to be confused with the programs, or software.
Highlight	Highlighting indicates that the object is selected and will be affected by your next action.
Home directory	The location of a user's primary account on a server that is working in user-level security.
LAN	See *Local area network*.
LAN group	The set of computers to which a given computer belongs; a netstation may belong to only one LAN group.
LAN Manager screen	The menu-oriented interface for LAN Manager. This term also refers to the primary screen of this interface.
List box	An area within a dialog box containing a list of items from which a user can select. See *Scroll*, *Scroll bar*, and *Scroll box*.
Local	Refers to the netstation at which a user is working. See *network*.
Local area network	The grouping of all computers and other hardware physically attached to each other by cable and running network operating system software.
Log	A file containing an historical list of information. With LAN Manager, the administrator can set up an error log, statistical log, message log, and audit trail.

Log off
To remove your user name and password from a netstation.

Log on
To set your user name and password at a netstation.

Memory
The active part of computer storage that is used when the computer runs a program or command.

Menu
A small box that appears when you select its name from the menu bar on the LAN Manager screen. A menu lists several items that you may choose from. Except for Exit, each menu item leads to a dialog box.

Menu bar
On the LAN Manager screen, the horizontal bar at the top of the screen that lists the names of available menus.

Menu item
One of the items listed on a menu in the LAN Manager screen. Users select menu items to indicate the type of task they want to perform and to reach dialog boxes. See *Dialog box* and *Menu*.

Message box
A box that displays messages received at your netstation.

Message forwarding
The ability to re-route messages that would be received by a user at one computer to another computer.

Message logging
Saving all messages received. When saved, messages can be stored in a file or sent to a printer.

Mouse
A pointing device that you move across a flat surface to move the pointer on your screen. A mouse has one or more buttons that you press to carry out various actions.

OS/2
Operating System/2. This is the operating system on which LAN Manager runs. See *Operating system*.

OS/2 prompt
For example, [C:\]. See *Prompt*.

Network	Describes any server, netstation, or resource that is not located where the user is currently working but is on the network (shown as Remote on the screen.) See *Local*.
Name	The label by which LAN Manager knows a user, a computer, etc., for a given purpose. For example, a computer (netstation or server) is known by its *computer name*. See *Alias*, *Computername*, *Filename*, and *User name*.
Netstation	Any personal computer connected to a network; short for network workstation.
Network path	A computer name followed by one or more directory names (for example, *print1**style*).
Operating system	A group of programs that translates your commands to the computer, to perform such tasks as creating files, running programs, and printing documents. LAN Manager runs on the Microsoft Operating System/2 (OS/2).
Option	Part of a command whose use is not required. In syntax, options are shown in brackets.
Option button	A button that lets you select among a group of options. Within a group of related option buttons, you can select only one option. To select an option button, use the cursor keys or click the option button with the mouse.

Password

With user-level security, a word owned by the user that is typed when the user logs on at a netstation. Administrators can change these passwords, but not read them. With share level security, a password is associated with a resource. The person who shared the resource can change its password. See *Share-level security* and *User-level security*

Path

Includes the name of one or more directories, where each directory name is preceded by a backslash (\). For example, *\custsvr\corp\acct* is a path. See *Network path* and *Pathname*.

Pathname

Includes the name of one or more directories followed by a filename. Each directory name and filename within the pathname is preceded by a backslash (\). For example, the pathname *\project\monthly.rpt* points to a file named *monthly.rpt* in the *project* directory.

Pause

To suspend a LAN Manager service or function. The opposite of pause is continue. See *Continue*.

Permission

A setting on a shared resource that determines users who can use the resource and how. Permissions are controlled by administrators.

Point

To move the pointer on the screen until it rests on the object you want. See *Pointer*.

Pointer

A small graphic symbol that shows mouse users their location on the screen. The mouse pointer is usually shaped like an arrow, but changes shape during certain tasks.

Pool

A group of similar devices to which a queue is directed. See *Queue*.

Printer queue   See *Spooled printer queue.*

Privilege   A setting assigned by the administrator to a user or group
                           account on a server that determines what type of access
                           that account has to shared resources on that server. See
                           Group and *User.*

Prompt   The symbol that tells you an operating system or program
                           is ready to receive a command. You type commands at the
                           prompt. The OS/2 prompt shows the current drive and
                           directory enclosed in brackets (for example,
                           [C:\LANMAN]).

Remote   Describes any server, netstation or resource that is located
                           where the user is not currently working. Also know as
                           network.

Resource   Something that can be shared over a local area network.
                           This includes, but is not limited to, printers, modems,
                           image scanners, disk drives, and directories.

Root directory   On a computer, this is the top-level directory which is a
                           subdirectory of no other directories. This is not the same
                           as *home directory.* See *Home directory.*

Run   To start a program or command.

Scroll   To move data or text up and down, or left and right, to
                           see parts of the file that cannot fit on the screen.

Scroll bar   The shaded bars that appear at the right side or bottom of
                           some list boxes. You use scroll bars to move through a
                           list box that contains more information than can be shown
                           in one screen. The scroll bar at the right side of a list box
                           scrolls vertically.

Scroll box

The small white box in the scroll bar. The scroll box reflects the position of the information within the window in relation to the total contents of the file. For example, if the scroll box is in the middle of the scroll bar, then the text or data in the window is in the middle of the file. If you have a mouse, you can scroll by dragging the scroll box in the scroll bar.

Select

To indicate the object that the next command or option you choose will affect. See *Highlight*.

Separator page

A sheet of paper which is automatically placed between documents printed via a spooled printer queue.

Server

A computer on a local area network that controls access to resources such as files, printers, and modems. Servers are run by administrators.

Service

Programs that represent the main functions of LAN Manager. The LAN Manager services include Workstation, Server, Messenger, Netpopup, Alerter, Netlogon, Netrun, and Spooler.

Session

A link between a netstation and a server. A session consists of one or more connections to shared resources. See *Connection*.

Setup program

A program included with LAN Manager that installs LAN Manager software on a netstation or server.

Share

The act of making a resource available for users to use. Only resources attached to a server can be shared. Administrators share resources.

Shared resource

A resource available to a user via the local area network. See *Resource*.

Share-level security	One of two security modes allowed by LAN Manager. With share-level security, the administrator can assign passwords and permissions to resources. See *Password*, *Permissions*, and *User-level security*.
Software	The programs, routines, or instructions written in a computer language that instruct the computer to perform one or more tasks. Some examples of software include operating systems, word processing programs, and spreadsheet programs.
Spooled printer queue	A LAN Manager resource that routes requests to one or more spooled printers connected to a server's serial or parallel ports.
Text box	A box where you type information. A text box appears within a dialog box. What you type appears to the left of the prompt. The text box may be blank when the dialog box appears, or the text box may contain text if there is a default option. (Default options are options that LAN Manager automatically suggests.)
Title bar	The place at the top of the LAN Manager screen or a dialog box where titles appear.
3+Open LAN MANAGER Entry System	A simplified version of LAN Manager software, consisting of one server and up to five netstations.
User	Someone who uses the local area network.
User-level security	One of two types of security modes allowed by LAN Manager. With user-level security, the administrator can assign passwords to users and multiple permission settings to a shared resource. See *Password* and *Share level -security*.

Username   The name a user types when she or he logs on to a netstation.

Wildcard character   A character that can be included in a filename in a command line to indicate any character or group of characters that might match that position in other filenames. With LAN Manager and OS/2, you can use an asterisk (*) or a question mark (?) as wildcards. The asterisk denotes all and the question mark denotes any character. For example, the filename *market.** refers to all files named *market* with any filename extension. The filename *annex?.lst* would be equated with filenames like *annex1.lst* and *annex2.lst*.

Workstation   A computer used by a user to work with LAN Manager. Also known as netstation.

Zoom   To access a dialog box that provides more detail about a Zoom field which is highlighted. To zoom an item, select the command button at the bottom of the dialog box.

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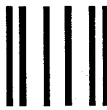Name_____ Title_____

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