

## Secure Station Tools


Secure Station Tools offers these useful applications to make your use of the Windows environment more convenient and productive:

- Secure Station, which secures your workstation after a period of mouse and keyboard inactivity and uses a Screen Saver pattern.
- Intercom, which lets you send messages to and receive messages from other users on the network.
- Clock, which provides an alarm feature that displays messages on your workstation or executes commands at specified times.

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## Starting Secure Station Tools

You can start Secure Station Tools in one of the following way:

- Choose Run from the File menu of Applications Manager, Windows Program Manager, or File Manager. Type WWEXT.EXE in the Run text box and choose OK.
-  Choose the Secure Station Tools icon in your shell.

The network administrator can restrict the extent to which users can use Secure Station Tools. The network administrator can also enforce security. For more information, see Chapter 7, “Administration.”

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## Secure Station

A graphical user interface such as Microsoft Windows presents a new challenge for workstation security. Having multiple applications on the screen at one time on an unattended workstation magnifies the problem of securing sensitive information and application access. Secure Station is designed with the multitasking, graphical environment in mind.

Secure Station lets you automatically secure your workstation, protecting it from unauthorized access. When an amount of time you specify has elapsed without keyboard or mouse activity, Secure Station automatically locks your workstation and enters Screen Saver mode, covering the running Windows applications with a Screen Saver pattern that you specify.

In order to regain access to your computer, you must provide your LAN password or an optional temporary password that you assign. Creating a temporary password allows you to provide others with temporary access to your computer without compromising your network security.

If an incorrect password is entered, Secure Station remains in Screen Saver mode. Once a correct password is entered, however, you are returned to the point in your application(s) at which you left off.

**Note:** Secure Station will also inform you of the number of failed passwords attempted in your absence. If more than 5 failed attempts were made, the network administrator is also notified by the network notification service.

Secure Station also lets you do the following:

- Manually secure your workstation immediately.
- Permit other people to leave messages on your secured terminal.
  - Protect data through file encryption.

**Note:** A menu item or dialog box item is grayed if the network administrator has not given you access to Secure Station or one of its features.

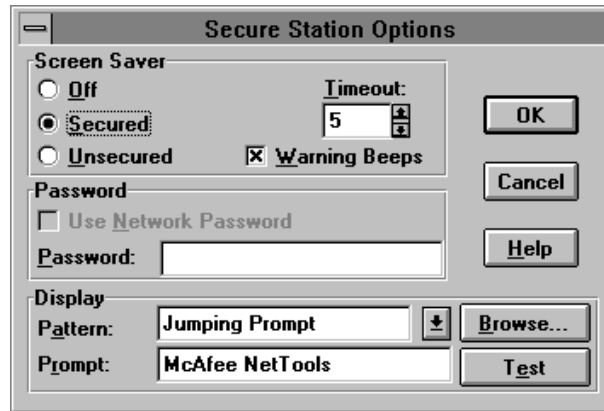


## To change Secure Station options



1. Click the Secure Station icon to display the Secure menu.

2. Choose Options from the Secure menu.



3. Modify the options as necessary.

The following sections contain information for completing this dialog box.

4. Choose OK.

### Screen Saver

The Screen Saver is activated when Secure Station takes control of your screen either automatically or manually. The following options control how Secure Station takes control of the screen and activates Screen Saver:

Option	Description
Off	Turns off the automatic securing of the workstation. (You can use Secure Now, described later in this section, to secure the workstation manually.)
Secured	Automatically secures the workstation after a specified period of mouse or keyboard inactivity and requires a password to resume use of the workstation.
Unsecured	Enters Screen Saver mode after a specified period of mouse or keyboard inactivity but does not require a password to resume use of the workstation.

**Note:** When installing software or using tutorials such as those for Microsoft Excel or Word for Windows, you should use the Screen Saver Off option as these programs completely take both keyboard and mouse control from Windows. If Secure Station were to take control of the screen, there would be no way for you to regain it.

### **Timeout**

If you select either the Secured or Unsecured Screen Saver option, specify how many minutes are to elapse without mouse or keyboard activity before Secure Station takes control of the screen and enters Screen Saver mode.

### **Warning Beeps**

Check the Warning Beeps box if you want your workstation to beep five seconds before going into Screen Saver mode. This gives you time to press a key or perform a mouse function and avoid entering Screen Saver mode.

### **Password**

If you select the Secured radio button, you must specify the password required to exit the Secure Station dialog box and resume use of the workstation. If you select the Off radio button, you can specify a password to protect your workstation when you secure it manually. The possible password choices are as follows:

- Use your network password. To make this choice, check the Use Network Password box.
- Assign a personal password. Make sure the Use Network Password box is not checked, and enter a password in the Password text box.

**Note:** A parameter can be specified in the WIN.INI file to allow other programs, such as batch or script programs, to insert the “no network” password for Secure Station. To do this, edit the WIN.INI file with the text editor of your choice. In the [SECURE] section of the file add the entry NOTMODAL=1.

### **Display**

You can select the graphics pattern to be displayed by Screen Saver from several predefined choices in the Pattern combo list box.

A special feature allows you to select a “Jumping Prompt,” which generates a personalized message as the Screen Saver displays. If you select the Jumping Prompt display option, you can type your Screen Saver message in the Prompt text box.

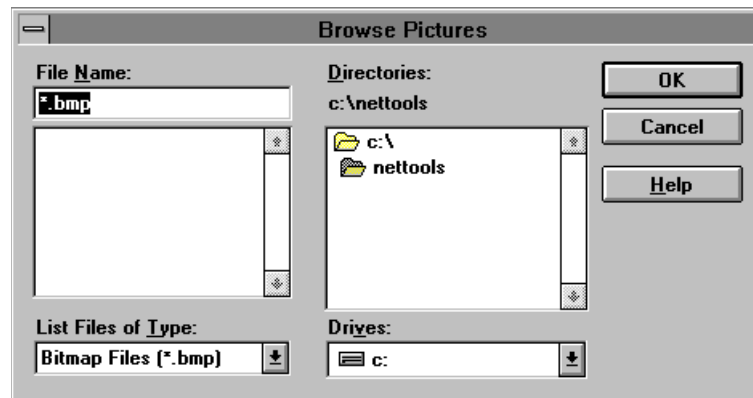
For a preview of the graphic image you have selected, choose the Test button.

The Pattern combo list box also lists Windows Metafiles (.WMF) and bitmaps (.BMP), which are explained below, from your Windows directory or the graphics directory specified by the network administrator.

## Graphics File Formats

A graphic image such as a corporate logo can be displayed as a Screen Saver graphics pattern. Screen Saver interprets Windows Metafiles and bitmap files. To use a corporate logo or graphic in Screen Saver, create it in a compatible application and export the file in a Windows Metafile format, giving it a .WMF extension, or in a bitmap format, giving it a .BMP extension. If the network administrator has not restricted access, place the file in your Windows directory. (Refer to the export section of your graphics application program for more information.) The largest displayable Metafile size is 64K.

Enter the Metafile or bitmap filename (and optionally pathname) in the Pattern combo list box or use the Browse option to specify the path and file.



The Browse Pictures dialog box.

## Secure Now

As a security or privacy feature you can run Secure Station immediately without waiting for the time-out period to elapse.



### To lock your workstation manually



1. Click the Secure Station icon to displays the Secure Station menu.
2. Choose Secure Now from the Secure menu.

Your workstation is secure and the Screen Saver pattern covers the other applications on your screen.

**Note:** Double-clicking the Secure Station icon secures the workstation immediately if the network administrator has set the option for this action.

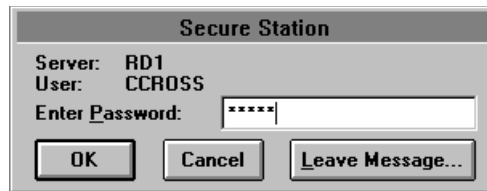
## Leaving a Message

When a workstation is in Screen Saver mode, you can leave an electronic message for the user.

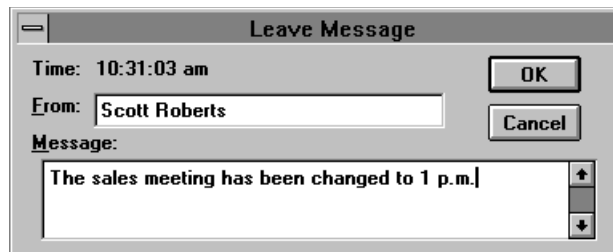


### To leave a message

1. Press any key or move the mouse.



2. Choose Leave Message.



3. Type your name in the From text box and your message in the Message text box.
4. Choose OK.

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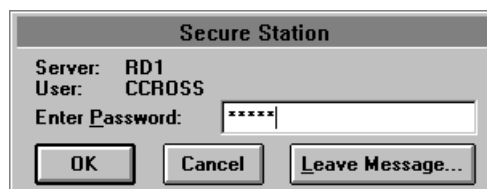
## Exiting Screen Saver Mode

You can exit Screen Saver mode by typing your network or temporary password.



### To exit Screen Saver mode

1. Press any key or move the mouse.



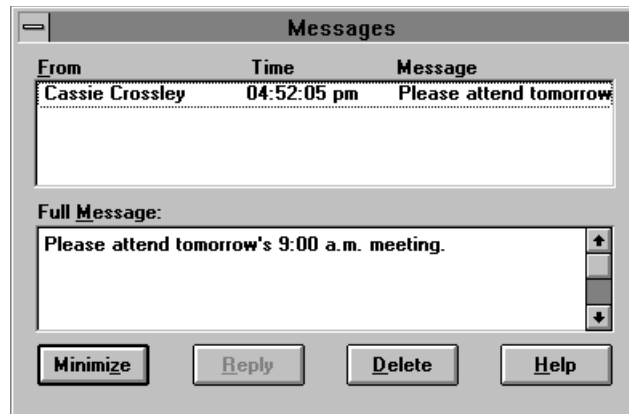
2. If the workstation is password-secured, the Secure Station dialog box displays. Enter your network password or temporary password, whichever is applicable.
3. Choose OK.

If someone has left a message, you will see the Messages dialog box after exiting Screen Saver mode. For information on review messages, continue to the next section.



## To review messages

1. When the Messages dialog box displays, select the desired message. The text of message displays in the Full Message text box.



2. Choose Delete to delete the message.

You can minimize the Messages dialog box before deleting all messages. In this case, a minimized Messages icon displays on your screen and your messages are retained.

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## Using Password Override

Password Override is the ability to override the password required to exit a secured workstation. This feature allows a user with override rights to enter an Override Code and access a secured workstation without knowing the user's password.

To set up users with override rights and the Password Override Code, use the Network Security - Restrictions dialog box. For more information, see "Setting Secure Station Restrictions" in Chapter 3, "Administration."



## To exit Screen Saver mode using Password Override

1. Press any key or move the mouse.

If the workstation is password-secured, the Secure Station dialog box displays.

2. Type the Password Override Code (which was set up in the Network Security - Restrictions dialog box) and choose OK.

The screenshot shows a 'Password Override' dialog box. It has a title bar with the text 'Password Override'. Below the title bar are four labeled fields: 'Server:' with a dropdown menu showing 'RD1', 'User Name:' with a text box containing 'SUPERVISOR', 'Password:' with a text box containing seven asterisks, and 'Message:' with a text box containing 'Reconfigured your PC for new application'. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

3. Change the default server, if desired.
4. Enter your User Name, Password, and optionally a brief message for the user.
5. Choose OK.

If you have been defined to Secure Station as a user with override rights, Secure Station grants you access to the workstation. After the user with override rights resecures the workstation, Secure Station notifies the user that the workstation was accessed.

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## Intercom

Intercom allows you to send and receive network messages. It is designed to intercept messages from the supervisor's console as well as send and receive messages between workstations logged into the network. Users can optionally send messages to multiple users, groups of users or users logged into different servers.

The following sections present procedures for sending messages, receiving messages and replying to received messages. They also detail procedures for customizing your preferences for receiving incoming messages.



## Sending Messages

When you send a message, you can select a server other than your default server, a predefined group of users, and one or more individual users to receive your message. When you select a server, a new list of groups and logged-in users displays for that server.

When you choose a group of users, Intercom automatically selects the members of the selected group or groups. These group members are defined by the network administrator through the network group definition utilities supplied with the network operating system.

Depending on your version of NetWare, the message you send can be only a certain number of characters long. Your user ID is included in the message total.

Version of NetWare	Number of characters available
3.11	40
3.12	256 (sent in multiple 40 character messages)
4.0	256



### To send a message to a single user

1. Choose Send Message from the Intercom menu.

#### **Mouse Shortcut:**



Double-click the Intercom - Send icon.

**Intercom - Send**

Server: RD1

**Groups**

- ADMIN
- ANDERSON\_ETDMT
- DESKTOP\_PUBLISHING
- ENGINEERING
- EVERYONE

**Users**

- AMARIA 20
- AMOORMAN 7
- BPOLITTE 26**
- CCROSS \* 29
- CDILLOW 17

Message Text:  
Sales meeting at 3 p.m.

Buttons: Send, Minimize, Help

2. Select the receiver's name in the Users list box.

3. Type a message in the Message Text box.
4. Choose Send.

Intercom confirms delivery of your message by displaying the words “Message Sent” above the Message Text box.

**Note:** When sending a message to a single user after sending one to either a group or multiple users, be aware that the previous selections do not automatically clear unless you change servers. To avoid inadvertently sending a message to previously selected users, choose any highlighted entries again to deselect them or reselect the server.

## Sending a message to multiple users

Sending a single message to multiple users requires that you highlight each user to which the message should be sent. The User list box conforms to the normal multiple-select list box conventions. To select more than one item from the list, continue choosing users until all relevant ones are highlighted.



### To send a message to multiple users

1. Choose Send Message from the Intercom menu.

**Mouse Shortcut:**



Double-click the Intercom - Send icon.

The Intercom - Send dialog box displays.

2. Select each receiver's name in the Users list box. To deselect, select the entry again.

**Mouse Shortcut:**

Click the user's name in the Users list box.

**Keyboard Shortcut:**

TAB to the Users list box and move to a name in the User list box using the arrow keys. Press the SPACEBAR to select or deselect that name.

3. Type the message in the Message Text box.
4. Choose Send.

Intercom confirms delivery of your message to the users and displays a message box indicating which users that you selected did not receive the message.

## Sending a message to a predefined group of users

Intercom allows you to send a single message to a predefined group of users. It uses the groups that have been defined by your network administrator through the network's own group definition tools. For example, in NetWare groups can be defined through the SYSCON utility (NETADMIN in NetWare 4.x).



### To send a message to a group of users

1. Choose Send Message from the Intercom menu.

#### **Mouse Shortcut:**



Double-click the Intercom - Send icon.

The Intercom - Send dialog box displays.

2. Select the group in the Groups list box.

The users currently logged in will be highlighted in the Users list box.

3. Type the message in the Message Text box.
4. Choose Send.

Intercom confirms delivery of the message by displaying the words "Message Sent" above the message text box.

You can also send messages to multiple groups. As you select each group from the Groups list box, the users in that group that are currently logged on will automatically be selected in the Users list box. You may select or deselect individual users in the Users list box.

**Note:** You may send a message to users on only one file server at a time. When the Send dialog box displays, the default server is listed in the combo box and the groups and users on that server are listed in their respective locations. To send a message to users on a different server, you must select that server in the Server combo box.

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## File Server Attachments

As you log in to the network each day, you connect to at least one file server that is your "home" or "primary" server. It is most likely the server that stores your files. During this process, you may also attach to other servers on the network to use their resources. Intercom allows you to view your file server attachments.



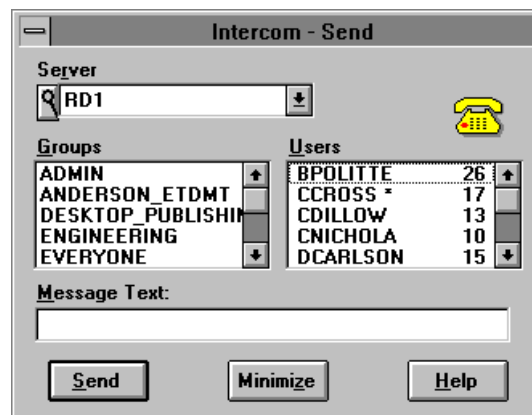
## To view your file server attachments

1. Choose Send Message from the Intercom menu.

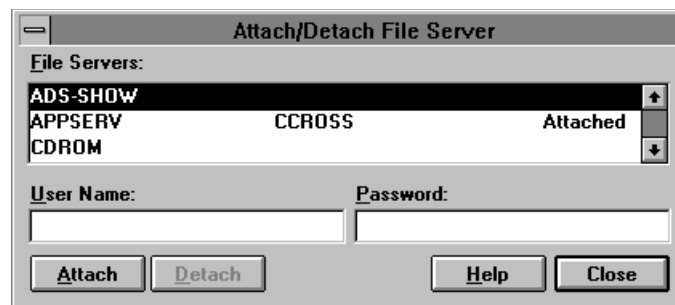
### **Mouse Shortcut:**



Double-click the Intercom - Send icon.



3. Choose the left Server pop-box (magnifier) to display the Attach/Detach File Server dialog box.



4. Use the scroll bars to view the file servers on your network.
5. Choose Close.

The dialog box contains a list of all recognized servers on your network. For those servers to which you are connected, a user name and status displays with the server name.

## Attaching to a different file server

As you view your server attachments, you may wish to attach to another server to share its resources. To attach to a server you must have a valid login name and password for that server. If you try to attach to a server on which your password has expired, you are prompted for a new password. If you do not want to enter a password at that time, choose Close.



### To attach to a different file server

1. Select a file server to which you are currently not attached from the File Servers list box.
2. Type your user name and password in the corresponding boxes.
3. Choose Attach.

The list box will be updated to display the user name and status of the selected server.

4. Choose Close.

## Detaching from a server

Detaching from a server can be a risky decision. Because of the nature of Windows applications, an application must always be able to locate its program files. If you detach from a server, you may remove an important resource that another application you are running may need. Intercom will warn you of such potential problems.



### To detach from a file server

1. Select a file server to which you are currently attached from the File Servers list box.
2. Choose Detach.

A warning message may be displayed if you are currently using the resources of the selected file server. Make your decision to detach with caution. The list box will be updated to display the user name and status of the selected server.

3. Choose Close.

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## Receiving Messages

Intercom periodically polls all file servers to which you are attached for incoming messages that have been sent from other users, the supervisor's console, or other applications that make use of the network's native messaging feature.

Intercom provides two options for receiving incoming messages: Display Message on Screen and Accept Messages.

### ***Display Messages on Screen***

When the Display Messages on Screen option is enabled, incoming messages will pop up over the Windows application you are currently running.

When Display Messages on Screen is disabled, the Messages icon at the bottom of the screen flashes and beeps.

**Note:** All messages sent from the file server console automatically override the user's option settings and immediately display the message on the user's screen.

### ***Accept Messages***

When Accept Messages is enabled, incoming messages will be received according to the status of the Display Messages on Screen option.

No notification is received when the Accept Messages option is disabled. Additionally, users attempting to send messages to you will be notified that the message was not delivered.

The default setting is for both Accept Messages and Display Messages on Screen to be enabled. In this mode, when Intercom receives a message from another user, it immediately displays the message on your screen.

If your Administrator has restricted the Send command, the default options for receiving messages are as follows: Accept Messages is enabled; Display Messages on Screen is disabled.



## To change your incoming message options



1. Click the Intercom - Send icon to access the Intercom menu.
2. The Accept Messages option may be checked as the default setting, allowing your workstation to receive messages. Although it is recommended that you keep this feature enabled, you can disable it by choosing the menu option. The check mark will disappear.

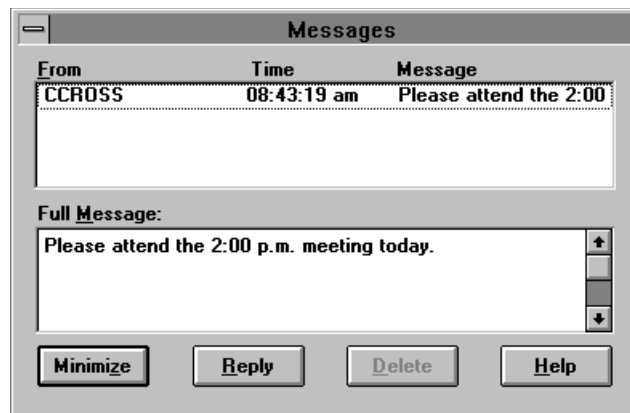
3. The Display Messages on Screen option may be checked as the default setting, allowing you to receive Message Slips on the screen. To have messages displayed as icons, choose the menu option to remove the check mark.
4. If you choose to accept the defaults after viewing the menu, click in a blank area outside the menu.

The options you choose for incoming messages will be stored for future Intercom sessions.



## To review messages

1. In the Messages dialog box, select the desired message in the From list box. The text of message displays in the Full Message text box.



2. Choose Delete to delete the message or Reply to send a response.

Intercom makes it easy to send a reply message to an incoming message. Choosing the Reply button displays the Intercom - Send dialog box with the originator's name highlighted and the original message in the message box. If the message was sent from a file server console, from a user not currently logged into the network, through the Leave Message feature, or if Intercom-Send is disabled, the Reply button will be grayed, indicating that it is not possible to reply to that message.

You can exit the Messages dialog box before replying to or deleting all messages. In this case, a minimized Messages icon displays on your screen.

## Receiving a message as an icon

As an option, you may choose not to display received messages. (See "Incoming Message Options" in this chapter.) When you receive a message, the Messages icon flashes and beeps.



## To view an incoming message from the icon



Double-click the Messages icon to display the Messages dialog box.

For information on receiving messages, see “To review messages” in this chapter.

## Polling Servers

Intercom polls for messages on all servers to which the user is attached. This polling is done on a round-robin basis, that is, one server per polling. Intercom polls servers for messages at 2-second intervals by default. This interval (seconds) may be changed by setting the value of MessagePollTime= in the [message] section of the WIN.INI file to the desired number of seconds. On heavily loaded networks and/or file servers, it may be desirable to increase the poll interval time, reducing network traffic.

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## Clock

In addition to providing a useful timepiece icon on your Windows desktop, Clock allows you to keep a tickler file of reminders to send to yourself during the day or to schedule the automatic execution of programs, such as daily backup procedures and file transfers.

The following sections discuss procedures for setting the Alarm Clock, responding to Alarm Clock messages, using the Snooze Timer features, cleaning up old alarm settings and changing the look of the desktop clock.

Clock can display the time of day in several different ways. The analog version of the clock icon displays the hour and minute hands with an optional second hand. The digital version incorporates a segmented “LED” display with an optional am/pm indication.

The following table shows the different icon views.

Icon	Description
	Analog
	Digital





## To change your clock display options



1. Click the Clock icon to display the Clock menu.
2. Select Analog if you want to display the analog version of the clock or Digital to display the digital version. A check mark displays next to your choice.
3. When displaying the Analog clock, you can choose whether to display the second hand. A check mark displays next to Show Second Hand if the second-hand display feature is turned on. Choose the Show Second Hand menu option to toggle this feature on or off.

Clock works closely with Windows to display the time based on your Control Panel preferences. For example, the clock can optionally display the time in 24-hour format with the digital clock option selected. The date displayed under the icon is also tied to the date format defined through Control Panel. See your *Microsoft Windows User's Guide* for more information about setting time and date preferences through Control Panel.

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## Using the Alarm

Clock's alarm feature is a flexible way of reminding yourself of important events and executing commands (programs or groups of programs) at predefined times.

This flexibility extends to the frequency of the reminder or command. With Clock, you may program an alarm message or command using one of four frequency options.



## To schedule an alarm message or command



1. Choose Set Alarm from the Clock menu.

**Mouse Shortcut:**

Double-click the Clock Icon.

2. Select the Frequency: Daily, Weekday, Weekly, or One Time.

**Daily**

The Daily option generates the message or command each day of the week, including Saturday and Sunday, at the same time. Daily alarm messages and commands continue to occur each day until removed from the tickler file.

**Weekday**

The Weekday option generates the message or command on the days Monday through Friday only. This option is useful for tape backups or file transfers that must be performed each day of the work week, but would be redundant on weekends. Weekday alarm messages and commands continue to occur Monday through Friday until removed from the tickler file.

**Weekly**

The Weekly option generates the message or command on a particular day of the week, each week. This option is useful for reminding yourself of weekly appointments such as staff meetings. Weekly alarm messages and commands continue to occur on the preset day and time until removed from the file.

If you select Weekly, select the day of the week from the adjacent drop-down list box.

## One Time

The One Time option generates the message or command on a particular date at a particular time. Clock automatically removes the alarm message or command from the tickler file after successful completion.

If you select One Time, select the month, day and year from the adjacent boxes.

3. Type the hour and minute and select “am” or “pm.”
4. Select either the Message or Command radio button.

**Note:** The Administrator can disable the user’s ability to run commands in Alarm by disabling the Clock/Command option in the WWEXT.WWR rights file. For more information, see Chapter 7, “Administration.”

5. If setting an alarm message, type up to 50 characters in the text box. The message will appear on the screen at the designated time.

If scheduling a command, enter the name of the executable program, Desktop Control Language (DCL) script, or MultiSet script to run at the designated time. Be sure that the event generated by this command is finished and all files are closed when the network’s backup procedure is scheduled to take place.

**Note:** You can use DCL or MultiSet to execute a series of commands or events. For information, refer to your *Desktop Control Language* guide or see Chapter 6, “MultiSet.”

6. Choose Add to add the new entry to the Current Alarms list box.  
Repeat steps 2 – 6 to schedule additional messages or commands.
7. Choose OK to save your tickler file entries in the WIN.INI file.



## To revise an alarm message or command

1. Choose Set Alarm from the Clock menu.

### **Mouse Shortcut:**



Double-click the Clock Icon.

The Alarm Options dialog box displays. The scheduled messages and commands appear in the Current Alarms list box.

2. Select the message or command you want to change in the Current Alarms list box.
3. Change the information in the Set Alarm and Action sections of the dialog box as needed.
4. Choose Replace to update the entry in the Current Alarms list box.

5. Choose OK to save your changes in the tickler file.

## Removing an Alarm Message or Command

Scheduled daily, weekday, or weekly messages and commands continue to be displayed or performed at the preset time until removed from the tickler file. (One-time messages and commands are deleted upon successful completion.)

You can remove alarm messages and commands that are no longer needed from the tickler file.



### To remove an alarm message or command

1. Choose Set Alarm from the Clock menu.

#### **Mouse Shortcut:**



Double-click the Clock Icon.

The Alarm Options dialog box displays. The scheduled messages and commands appear in the Current Alarms list box.

2. Select the message or command you want to remove in the Current Alarms list box.
3. Choose Delete.

The selected messages or command is removed from the Current Alarms list box.

4. Choose OK.



### To remove an alarm message upon receipt

If you want to remove an alarm message from the tickler file when the message displays on the screen, choose the Delete button.

The message disappears and is permanently removed from the tickler file.

## Snooze Timer

When an alarm message is displayed at the preset time and date, you may choose to “snooze” the message. By doing this, you start a timer that causes the message to reappear after a definable period of time. You may choose to snooze the message as many times as you like.



## To set the snooze timer default



1. Choose Set Alarm from the Clock menu.

### **Mouse Shortcut:**

Double-click the Clock Icon.

The Alarm Options dialog box displays.

2. Enter default snooze time in minutes in the Snooze Time box.
3. Choose OK.

You may choose to change the Snooze Timer for individual reminder messages. This can be done when the message is displayed.



## To snooze an alarm message

1. When an alarm message displays on screen, choose the Snooze button to snooze the message for the default time.



2. If you want to change the snooze time for this message, type the snooze time in minutes in the Snooze Time text box.

**Note:** Changing the Snooze Time when receiving an alarm message does not change the default setting for the Snooze time. It only affects that particular message.

## Disabling the Alarm

The Alarm Clock can be disabled by toggling off the Enable Alarm check box in the Alarm Options dialog box.



## To disable alarm functions



1. Choose Set Alarm from the Clock menu.

### ***Mouse Shortcut:***

Double-click the Clock Icon.

The Alarm Options dialog box displays.

2. If Enable Alarm is checked, select the check box to toggle the alarm function off.
3. Choose OK.