

## **LAN Manager Help Contents**

This is a list of the Help topics available for LAN Manager. Use the scroll bar to see the topics not visible in the Help window. These Help topics briefly explain how to perform each LAN Manager task. You can also get detailed help about filling in a LAN Manager dialog box by choosing the Help button in each dialog box.

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## Logging on to the Network

Logging on to the network identifies you on the local-area network and establishes you as the user of the workstation. Logging on lets you use network files and printers.

### To log on to the network:

1. From the Main group window, choose Control Panel.
2. From the Control Panel window, choose Network.
3. From the Account menu of the Networks-LAN Manager dialog box, choose Logon.
4. From the LAN Manager Logon dialog box, type your logon name, password, and domain.
5. Choose OK.

### Related Topics

[Logging Off from the Network](#)

[Changing Your Password](#)

## Connecting to a Network Drive

When you connect to a network drive, you are connecting a drive on your computer to a [server](#) or [server alias](#) on the network. The files and directories available on a server or server alias are called [file resources](#). After you connect a drive to a server or a server alias, you can use its directories and files just like those on your own computer. If you are not sure which share you want to use, you can specify the server, browse the available shares, and select the share you want.

### To connect to a network drive:

1. From the Main group window, choose File Manager.
2. From the Disk menu, choose Network Connections.
3. In the New Connections section, type or select a drive letter in the Drive Letter box.
4. Select a path, using one of the following procedures:
  - In the Path box, type the server name and sharename, using the form \\server\share.
  - In the Path box, use the arrow button to select one of the shares you have used previously.
  - In the Show File Resources on box, select a server, and then select a share from the File Resources in box.
  - In the Path box, type the server name only, using the form \\server, choose Connect, and then select a share from the File Resources in box.
5. If you want to connect to this resource each time you log on, check the Reconnect at Startup box.
6. If you are connecting to a Windows for Workgroups server and you want to be prompted for a password each time you connect to it, check the Prompt For Password box.
7. Choose Connect.
8. If you are prompted for a password, type the password in the box provided.
9. Choose Close.

### Related Topics

[Disconnecting from a Network Drive](#)

[Reconnecting to a Previously Unavailable Resource](#)

[Connecting to a Network Printer](#)

## Connecting to a Network Printer

When you connect to a network printer, you can print files by sending them from your computer to a printer queue on the network. Jobs are printed one by one, usually in the order they are received. If you are not sure which printer you want to use, you can specify the server, browse the available printers, and select the printer you want.

### To connect to a network printer:

1. From the Main group window, choose Print Manager.
2. From the Options menu, choose Network Connections.
3. In the Device Name box, type or select a device name.
4. Connect to a network print share, using one of the following procedures:
  - In the Path box, type the server name and sharename, using the form \\server\share.
  - In the Path box, use the arrow button to select one of the shares you have used previously.
  - In the Show Printers on box, select a server, and then select a printer from the Printers in box.
  - In the Path box, type the server name only, using the form \\server, choose Connect, and then select a share from the Printers in box.
5. If you want to connect to this resource each time you log on, check the Reconnect at Startup box.
6. If you are connecting to a Windows for Workgroups print server and you want to be prompted for a password each time you connect to it, check the Prompt For Password box.
7. Choose Connect
8. If you are prompted for a password, type the password in the box provided.
9. Choose Close.

### Related Topics

[Disconnecting from a Network Printer](#)

[Connecting to a Network Drive](#)

[Viewing Printer Queues](#)

## Connecting to a Previously Unavailable Resource

An unavailable resource is a network resource that your computer tried to connect to when you logged on, but failed because the resource was not available at that time. Unavailable file resources are displayed as grayed drive letters at the top of the Directory Tree window. Unavailable network printers are displayed as grayed printer icons in the Printers-Network Connections dialog box. You can try to connect to these resources at a later time.

### To connect to an unavailable file resource:

1. From the Main group window, choose File Manager.
2. Select the unavailable drive letter from the Directory Tree window.  
If the file resource is available, you are connected, and the drive letter is no longer grayed.

### To connect to an unavailable network printer:

1. From the Main group window, choose Print Manager.
2. From the Options menu, choose Network Connections.
3. From the Network Printer Connections box, select the unavailable network printer. If the resource is available, you are connected, and the printer icon is no longer grayed.
4. From the Printers-Network Connections dialog box, choose Close.

### Related Topics

[Connecting to a Network Drive](#)

[Connecting to a Network Printer](#)

## Viewing Printer Queues

You can view [printer queues](#) to which you have connections, to determine where to send a print job or to monitor jobs sent to a particular queue.

### To view the printer queues you are connected to:

- From the Main group window, select Print Manager.  
The printers you're connected to are displayed, along with any jobs you have waiting to print on those printers.

When you print a file, Print Manager displays a printer queue and shows only the files you sent to that printer. You can also view the files in the queue that other users have sent to that printer.

### To view all files in a printer queue:

1. From the Main window, choose Print Manager.
2. From the Print Manager window, select a printer.
3. From the View menu, choose Selected Net Queue.

In addition to viewing the printer queues you are connected to, you can also view the printer queues on a printer that you are not connected to.

### To view other printer queues:

1. From the Main window, choose Print Manager.
2. From the View menu, choose Other Net Queue.
3. Type the path of the network printer you want to view.
4. Choose View.

## Related Topics

[Connecting to a Network Printer](#)

## Disconnecting from a Network Drive

You can disconnect a drive from a [file resource](#) when you are finished using it or when you want to use the [drive letter](#) for a different connection.

### To disconnect a network drive:

1. From the Main window, choose File Manager.
2. From the Disk menu, choose Network Connections.
3. From the Network Drive Connections box, select the drive you want to disconnect.
4. Choose Disconnect.
5. Choose Close.

### Related Topics

[Connecting to a Network Drive](#)

[Disconnecting from a Network Printer](#)

[Connecting to a Network Printer](#)

## Disconnecting from a Network Printer

You can disconnect from a printer when you are finished using it or when you want to use the devicename for a different connection.

### To disconnect from a network printer:

1. From the Main group window, choose Print Manager.
2. From the Options menu, choose Network Connections.
3. From the Network Printer Connections box, select the printer you want to disconnect.
4. Choose Disconnect.
5. Choose Close.

### Related Topics

[Connecting to a Network Printer](#)

[Disconnecting from a Network Drive](#)

[Connecting to a Network Drive](#)



## **Sending a Message**

You can send messages to other network users through the Networks-LAN Manager dialog box or through WinPopup. Before you can send a message, you must know the user's logon name, computername, or message alias.

### **To send a message through the Networks-LAN Manager dialog box:**

1. From the Main group window, choose Control Panel.
2. From the Control Panel, choose Network.
3. From the Message menu of the Networks-LAN Manager dialog box, choose Send.
4. From the Send dialog box:  
In the To box, type the logon name, computername, or message alias of the user(s) you want to send the message to.  
In the Message box, type a brief message.
5. Choose OK.

### **To send a message through WinPopup:**

1. Choose WinPopup.
2. From the WinPopup dialog box, choose Send...
3. From the Send dialog box:  
In the To box, type the logon name, computername, or message alias of the user(s) you want to send the message to.  
In the Message box, type a brief message.
4. Choose OK.
5. Minimize WinPopup. (If you close WinPopup rather than minimize it, you will not be able to receive messages from the network.)

## **Related Topics**

[Receiving a Message](#)

[Using the WinPopup Utility](#)

## Receiving a Message

When you receive a message, the WinPopup icon "pops up" to indicate that you have a message.

### To read a message:

1. Double-click the WinPopup icon. The WinPopup dialog box appears and the first message is displayed.
2. Read the displayed message. When you are finished, choose Discard. If there are additional messages, the next message appears. Read and discard each additional message in turn.
3. When you have read and discarded all the messages, WinPopup will automatically minimize.

### Related Topics

[Sending a Message](#)

[Using the WinPopup Utility](#)

## Using the WinPopup Utility

When Microsoft LAN Manager is configured for the Messaging service, the WinPopup utility is started each time you start the Windows graphical environment, and the WinPopup icon appears at the bottom of your screen.

The WinPopup utility enables you to receive messages from other network users. When you receive a message, the WinPopup icon "pops up" to indicate that you have a message. When you double-click the WinPopup icon, the WinPopup dialog box appears and displays received messages. When you have read and discarded all the messages, WinPopup will automatically minimize.

### To send a message through WinPopup:

1. Choose WinPopup.
2. From the WinPopup dialog box, choose Send...
3. From the Send dialog box:  
In the To box, type the logon name, computername, or message alias of the user(s) you want to send the message to.  
In the Message box, type a brief message.
4. Choose OK.
5. Minimize WinPopup. (If you close WinPopup rather than minimize it, you will not be able to receive messages from the network.)

### Related Topics

[Sending a Message](#)

[Receiving a Message](#)

## Changing Your Password

To maintain security, it is a good idea to change your network password occasionally. Also, your network administrator may set password expiration dates, requiring you to change your password occasionally.

### To change your password:

1. From the Main group window, choose Control Panel.
2. From the Control Panel window, choose Network.
3. From the Account menu of the Networks-LAN Manager dialog box, choose Change Password.
4. In the Change Password dialog box type your logon name if it does not already appear, type or select the name of the server or domain where you want your password changed, type your old password, your new password, and (to confirm) type the new password again.
5. From the Change Password dialog box, choose OK.
6. From the Account menu of the Networks-LAN Manager dialog box, choose Exit.
7. From the Settings menu of the Control Panel window, choose Exit.

### Related Topics

[Logging on to the Network](#)

## Logging on at Windows Startup

If you have not already logged on when you start the Windows graphical environment, the Network Logon dialog box appears, allowing you to log on to the network. This is an option that can be turned off or on. The default is on.

### To turn the logon at startup option on or off:

1. From the Main group window, choose Control Panel.
2. From the Control Panel, choose Network.
3. From the Options menu:
  - To turn off the option, clear Logon At Startup.
  - To turn on the option, select Logon At Startup.

### Related Topics

[Logging on to the Network](#)

## Logging off from the Network

Logging off removes your logon name and password from the workstation, and cancels any of your existing connections to file resources and printers. It also closes any open files and ends all programs you have running on the network.

### To log off from the network:

1. From the Main group window, choose Control Panel.
2. From the Control Panel window, choose Network.
3. From the Account menu, choose Logoff.

### Related Topics

[Logging on to the Network](#)

[Stopping the Workstation](#)

## Stopping the Workstation

Logging off logs you off from the network, but your computer still remains active on the network. To remove your computer from the network, you must stop the workstation.

### **To stop the workstation:**

At the MS-DOS prompt, type

```
net stop workstation
```

### **Related Topics**

[Logging off from the Network](#)

[Logging on to the Network](#)

[Starting the Workstation](#)

## Starting the Workstation

In order to use network resources and exchange messages with other users, you must start the workstation. The workstation must be started before you start the Windows graphical environment. Exit the Windows environment if it is currently running, and then start the workstation.

### To start the workstation:

At the MS-DOS prompt, type

```
net start workstation
```

### Related Topics

[Logging on to the Network](#)

[Logging off from the Network](#)

[Stopping the Workstation](#)



## Restoring Network Connections at Log On

When you log off from the network, all of your current network connections are saved and will be reconnected the next time you log on. This is an option that can be turned off or on. The default is on.

### To turn the Restore Connections at Log On option on or off:

1. From the Main group window, choose Control Panel.
2. From the Control Panel, choose Network.
3. From the Options menu:
  - To turn off the option, clear Restore Connections at Log On.
  - To turn on the option, select Restore Connections at Log On.

### Related Topics

[Logging on to the Network](#)

[Connecting to a Network Drive](#)

## Using Long Filenames

The Windows graphical environment allows filenames to be a maximum of 8 characters followed by a period and a 3 character extension (for example MARKTPLN.TXT). However, some LAN Manager servers support long filenames. A long filename have as many as 255 characters. This allows files to be named descriptively (for example FILE\_FOR\_MARKETING\_PLAN92).

You can connect to servers that support long filenames, and, if the LongFileNames switch is turned on, you can view files with long names. However, to copy a long-named file from a server to your computer using the Windows graphical environment you must rename it to an 8.3 character filename. You may rename the file before you copy it.

If you attempt to copy a long-named file from a server to your computer using the Windows graphical environment, you will be prompted for a shorter filename. A filename will be suggested; you may type in a different name if you wish. Then choose OK.

The LongFileNames switch is turned off by default. To turn it on, edit Winfile.ini and add the line:

**LongFileNames=1**

under [settings].

### Related Topics

[Connecting to a Network Drive](#)

## To change your password:

1. In the Change Password for User box, type your logon name.
2. In the Change Password On box, type or select the domain or server where you want to change your password.
3. In the Old Password box, type your old password.
4. In the New Password box, type a new password.
5. In the Confirm New Password box, type your new password again.
6. Choose OK.

**To change the password:**

1. In the Old Password box, type your old password.
2. In the New Password box, type your new password.
3. In the Confirm New Password box, type your new password again.
4. Choose OK.

**To supply a password:**

1. In the Password box, type the password for the network connection.
2. Choose OK.

If you don't know the password, choose Cancel and see your administrator.

**To connect to a network drive:**

1. In the Drive Letter box, type or select a drive letter.
2. In the Network Path box, type the path of the file resource, or from the Show File Resources on box, select a server or domain.
3. If you selected a server or domain, from the File Resources in box, select a file resource.
4. Choose OK.

**To browse file resources and connect to a network drive:**

1. From the Drives-Network Connections dialog box, do one of the following:

- From the Show File Resources on box, select a server or domain; and from the File Resources in box, select a file resource of that server or domain.

Or,

- In the Network Path box, type the path of a file resource (for example, \\MKTG).

2. Choose Connect.

3. If necessary, type a password.

4. Choose Close.

## Connecting to and Disconnecting from Network Printers

In the Printers-Network Connections dialog box you can:

- Connect to network printers
- Disconnect from network printers
- Connect to previously available printers

### To connect to a network printer:

1. In the Device Name box, type or select a devicename.
2. In the Network Path box, type the path of the network printer, or from the Show Printers on box, select a server or domain.
3. If you selected a server or domain, from the Printers in box, select a printer.
4. Choose Connect.
5. Choose Close.

### To disconnect from a network printer:

1. From the Network Printer Connections box, select the printer you want to disconnect from.
2. Choose Disconnect.
3. Choose Close.

### To connect to an unavailable printer:

1. From the Network Printer Connections box, select an unavailable printer. An unavailable printer is preceded by a grayed printer icon.
2. Choose Reconnect. If the printer is available, you are connected and the icon will no longer be grayed.
3. Choose Close.



**To browse and connect to a printer:**

1. From the Printers-Network Connections dialog box, do one of the following:

- From the Show Printers on box, select a server or domain; and from the Printers in box, select a printer available from that server or domain.

Or,

- In the Network Path box, type the path of a network printer (for example, \\MKTG\LASER).

2. Select a device name.

3. Choose Connect.

4. If necessary, type a password.

5. From the Printers-Network Connections dialog box, choose Close.

6. From the Connect dialog box, choose OK.

7. From the Printers dialog box, choose Close.

8. From the Settings menu of the Control Panel window, choose Exit.

**To send a message:**

1. In the To box, type a logon name, computername, or message alias.
2. In the Message box, type a brief message.
3. Choose OK.

**To disconnect from a network drive:**

1. From the Network Drive Connections box, select the network drive you want to disconnect from.
2. Choose Disconnect.
3. Choose Close.

## **LAN Manager Glossary**

administrator

computername

devicename

domain

drive letter

file resource

local-area network

logon name

message alias

network resource

password

printer queue

server

server alias

workstation

**administrator**

A person responsible for maintaining the local-area network. This person typically sets up the network, assigns logon names and passwords, and helps users.

**computername**

The name of a workstation or server on the local-area network.

**devicename**

The name you assign to make a connection to a network printer. You can use devicenames LPT1: through LPT3:.

**domain**

An administrative group of computers on the network. Each domain includes servers and workstations used by a group of users who have similar needs and concerns.



**drive letter**

The letter you assign to make a connection to a file resource. You can use drive letters D: through Z: that are not already in use by a local drive or network connection.

**file resource**

Files and directories available on a server.

**local-area network**

A group of personal computers that can communicate with each other and share network resources, such as files, printers, and communication devices.

**logon name**

A unique name that identifies you on the network. Ask your administrator for your logon name.

**message alias**

A name used to receive messages at a LAN Manager workstation.

**network resource**

Files, printers, and communication devices available on the network.

**password**

A confidential identifier that you supply when you log on to the network or connect to a network resource. Ask your administrator for your password.

**printer queue**

A queue that holds the jobs sent to a printer. A printer queue is a waiting line for print jobs.



**server**

A computer on the local-area network that controls access to resources, such as file resources, network printers, and communication devices.

**server alias**

A one-word name an administrator assigns to represent a network resource.

**workstation**

A computer that is part of the local-area network.

**old password**

The password you are currently using.

**new password**

A password you choose to replace your old password.

**Network Path box**

In the Network Path box you can type the path of a file resource, or if you are in your logon domain, you can type a LAN Server alias.

The path of a file resource is the computername of the server followed by the name of the file resource. The computername of a server is preceded by two backslashes (\\); a file resource is preceded by one backslash (for example, \\MARKETING\SALESQ1).

A LAN server alias is a one-word name an administrator assigns to represent a network resource. Instead of typing the network path of a network resource, you can type a LAN server alias (for example, ORDERS).

**Network Path box**

In the Network Path box you can type the path of a network printer, or if you are in your logon domain, you can type a LAN server alias.

The path of a network printer is the computername of the server followed by the name of the printer resource. The computername of a server is preceded by two backslashes (\\); a printer resource is preceded by one backslash (for example, \\MARKETING\SALESQ1).

A LAN server alias is a name an administrator assigns to represent a network printer. Instead of typing the network path of a network resource, you can type a LAN server alias (for example, ORDERS).

**Show File Resources on box**

The Show File Resources on box displays the domains and servers that have file resources available.



**File Resources in box**

The File Resources in box shows the resources that are available in the domain or on the server you selected from the Show File Resources on box.

**Show Printers on box**

The Show Printers on box displays the domains and servers that have printers.

## **Printers in box**

The Printers in box shows the printers that are available on the server or in the domain you selected from the Show Printers in box.

**Network Printer Connections box**

The Network Printer Connections box shows the printers you are currently connected to.

**To start the workstation:**

1. Exit Windows.
2. At the MS-DOS prompt, type  
**net start workstation**

Your password is a confidential identifier that you supply when you log on to the network.  
Try typing your password again. If you don't know your password, see your administrator.

Your logon name is a unique name that identifies you on the network.

Try typing your logon name again. If you don't know your logon name, see your administrator.

A domain is an administrative group of computers on the network. Each domain includes servers and workstations used by a group of users who have similar needs and concerns. If you don't know which domain you should use, see your administrator.



The drive letter you chose is being used by another connection on your computer.

- If you want to override the existing connection, choose Yes.
- To keep the existing connection, choose No.
- To cancel the action, choose Cancel.

The connection you want to delete is a saved connection. If deleted, it will not be automatically reconnected the next time you log on.

You have used all available connections. To make another connection, first delete an existing connection.

There is a problem with accessing the LMUSER.INI file in the LANMAN directory. The file may already be open or it may be damaged.

- Check whether the LMUSER.INI file is open in another session. If so, close it.
- If the LMUSER.INI file is not open, it is corrupted. Delete the LMUSER.INI file, and LAN Manager will automatically create a new one.