

Shutting Down the Windows File Server

1. Log off and power down all workstations.
2. Log into the server with the following User Name and Password:
User Name: TAPE
Password: backup (be sure it's lowercase)
3. When the main Windows screen is displayed, click the *Start* button.
4. Click on, *Shutdown*
5. You will be prompted to type in a reason for the shutdown. You must enter something. For example, *Instructed by AIS*.
6. The server will now proceed with shutting down.