NR\_key\_name: D6F690B2761347C48525631B004F9E7C
SendTo: CN=Tracy Shycoff/O=ARRB @ ARRB
CopyTo: CN=Chet Rhodes/O=ARRB @ ARRB

DisplayBlindCopyTo:

BlindCopyTo: CN=R ecord/O=ARRB

From: CN=Valerie Trzaska-Sails/O=ARRB

DisplayFromDomain:

DisplayDate: 04/29/1996
DisplayDate\_Time: 11:20:39 AM
ComposedDate: 04/29/1996
ComposedDate\_Time: 10:29:39 AM
Subject: Computer

The following are the notes I promised on restarting the server.1) Hit the Alt and Esc keys at the same time until you get to the blue Lotes Notes screen2) Put the mouse anywhere on the blue part of the screen3) Click the right button on the mouse4) Select Shut Down from the menu5) When you get the message that the shut down process is complete turn the server off6) count to five7) Turn the server back on8) The server will bring itself back up, it will take 5-10 minutes9) You will have to hit the Alt and Esc keys to get back to the blue screenIf you do not page Chet before taking the server down (in the case where David tells you to) send Chet a

E-Mail letting him know you had to take the server down. Also, let him know it anything unusually was happening before you took the server down.

recstat: Record

**DeliveryPriority:** N **DeliveryReport:** B

ReturnReceipt: Categories:

Body: