

Customer Name _____

How to Prepare for Your Windows Conversion

This document is for the Key Operator to use when preparing for a Windows conversion.



When the System Arrives

Perform the following steps:

- _____ 1 Connect the mouse, keyboard, and monitor to the back of the server.
- _____ 2 Remove the cover and ensure that the SCSI cable is connected to the hard drive.
- _____ 3 Plug the monitor and server into a dedicated power supply and turn on.
- _____ 4 Log into the DDMS system with user name Administrator and password ddms. (You must type the password in lower case.)
- _____ 5 Read the *Upgrading to Windows 2000* handout. Or go to www.ddms.com to check for documentation updates.
- _____ 6 Read all the server documentation so that you understand how DDMS works on Windows.
- _____ 7 Install the software that you received for your PGD system. (If you didn't receive any software updates, contact DDMS Support.)
- _____ 8 Make sure you have the proper backup tapes for your Windows systems.
- _____ 9 If you are using Specialix I/O pads to run terminals and printers, set up and test equipment.

Note: Printers using Specialix I/O pads may not buffer correctly. You can remedy this by making your printer a network printer. Also make sure you have the correct printer drivers. Make sure that Windows 2000 has all the printer drivers that you need. (Some printer drivers may be downloaded from the printer manufacturer's web page.) Any slave printers must be set up as network printers.

- _____ 10 Perform a test conversion by running the Read Tape program from a backup of the PGD system.

Before the Conversion

Before the DDMS technician arrives, consider the following:

- _____ 1 Printers
 - Printers using Specialix I/O pads may not buffer correctly. You can remedy this by making your printer a network printer. Connect the printer to a network PC and share the printer or connect the printer to a network print server. A network print server is a small, inexpensive device that connects to a hub on your network. The printer then connects to the print server and software is loaded on the server that allows it to print.
 - Install the correct printer drivers. Make sure that Windows 2000 has all the printer drivers you need.
 - You cannot use slave printers with Windows O/S. Slave printers must be set up as network printers.
- _____ 2 Your communication company needs to switch your multiplexors to XON/XOFF protocol.

- _____ 3 Procs must be modified if they contain any backup or compression activities. Contact DDMS Support or go to www.ddms.com.
- _____ 4 Practice using the system before the technician arrives: test each port and device, and practice setting up users. You can also set up your PGD Volumes on the system.
- _____ 5 Software
 - Make sure you have the same version of DDMS software on both systems at the time of conversion.
 - Install virus software and a firewall on your network internet server (not on your DDMS system).

_____ 6 **Make sure you have the proper backup tapes. The Tandberg 5-gig tape drive uses a 2.5 gig tape. Supported tapes include: Imation Magnus 2.5, Verbatim DC9250 and Sony QD9250. DDMS *does not* recommend Maxell tapes.**



Two Weeks Before the Conversion

Procs must be modified if they contain any backup or compression activities. Contact DDMS Support or go to www.ddms.com.

Two Days Before the Conversion

- _____ 1 Before PGD system shut down
 - Perform complete binary file check on all units.
 - Perform a crossed-files check.
 - Perform an [MB] compression of the entire system.
 - Print a list of current volume definitions using the (Z) screen [A6A] function.
 - Print a copy of the (Y) screen.
 - Back up all units.
- _____ 2 Set up your Windows server
 - Run the Read Tape program.
 - Configure Volume definitions in TBL Config.
 - Configure terminals and modems in TBL Config.
 - Add user accounts for all employees in TBL Config. (User names *must not* contain spaces.)
 - Add printers in Windows then configure in TBL Config.
- _____ 3 Set up your network
 - Configure all networked PCs with a valid TCP/IP address.
 - Install print servers and configure in TBL Config.
 - Install software on DDMS server and configure in TBL Config.
 - Create a desktop shortcut for Telnet on a PC.
 - Set up an eNsite client on a PC.
 - If you need additional network design, DDMS has Microsoft certified engineers that can design your entire network. Call Mike Ferren at DDMS and request a bid.

When the DDMS Technician Arrives

Perform the following:

- _____ 1 Discuss the *Upgrading to Windows 2000* handout with the technician and ask any questions.
- _____ 2 The technician configures all peripherals from your PGD system for Windows and prepares the server for conversion. The wholesaler modem should be attached directly to a com port on the back of the PC.
- _____ 3 The technician backs up your PGD system and copies all the files to the Windows 2000 server.
- _____ 4 Does the customer have multiple locations?
- _____ 5 Show the customer how to access Event Viewer and Device Manager.
- _____ 6 Test the system
 - Go into all screens and check data.
 - Print normal reports, tickets, and invoices, to test printers.
 - Test all terminals.
- _____ 7 When the conversion is complete, the technician should run the ;SPCFLDS program.

After the Conversion

After the conversion, the key operator should know how to:

- _____ 1 Run a backup in Windows.
- _____ 2 Stop utilities.
- _____ 3 Use Windows Explorer. (Know file types, such as DBF, CDX, and KEYS.)
- _____ 4 Kill processes in TBL Server.
- _____ 5 Properly shut down TBL Server and Windows.
- _____ 6 Check disk usage.
- _____ 7 Run diagnostics.



