How to Properly Shutdown your Server

Follow these procedures when you need to restart or shut down your server for maintenance.

Novell Servers running Netware

Press CTRL + ESC, select Option 1

1. At the prompt type DOWN and press [Enter]
2. wait for the prompt, then type EXIT and press [Enter]
3. Wait for the DOS prompt. Turn the server off using the power switch. Wait 60 seconds (so the hard drives stop spinning) before turning it back on.

NOTE: If you reboot your Novell server, you will also have to reboot any Citrix servers on your network. We generally recommend you turn off the Citrix servers first (after downing them properly) and turn the Citrix servers back on only after the Novell server has completely rebooted and the screen no longer changes.

Citrix server running WinView

You must be logged into the server first

1. Press ALT+Tab to get an OS/2 prompt
2. At the prompt type SHUTDOWN /F
3. wait for the prompt to indicate it is safe to turn off the computer.
4. Turn the server off using the power switch. Wait 60 seconds (so the hard drives stop spinning) before turning it back on.

Citrix server running WinFrame

You must be logged into the server first

1. Close the Program Manager window.
2. Select Shutdown from the menu selection
3. Wait for message indicated it is safe to restart your computer.
4. Turn the server off using the power switch. Wait 60 seconds (so the hard drives stop spinning) before turning it back on.

Citrix Terminal Server (MetaFrame)

You must be logged into the server first

1. Press CTRL+ALT+DEL
2. Select Shutdown from the menu
3. Wait for message indicated it is safe to restart your computer.
4. Turn the server off using the power switch. Wait 60 seconds (so the hard drives stop spinning) before turning it back on.