



System Shutdown Guide

This guide is designed to assist in shutting down the Gold Servers ensuring a clean reboot of the systems. This should be done by the System Administrators with all users logged off the system and any backup media disconnected.

What this Guide Covers

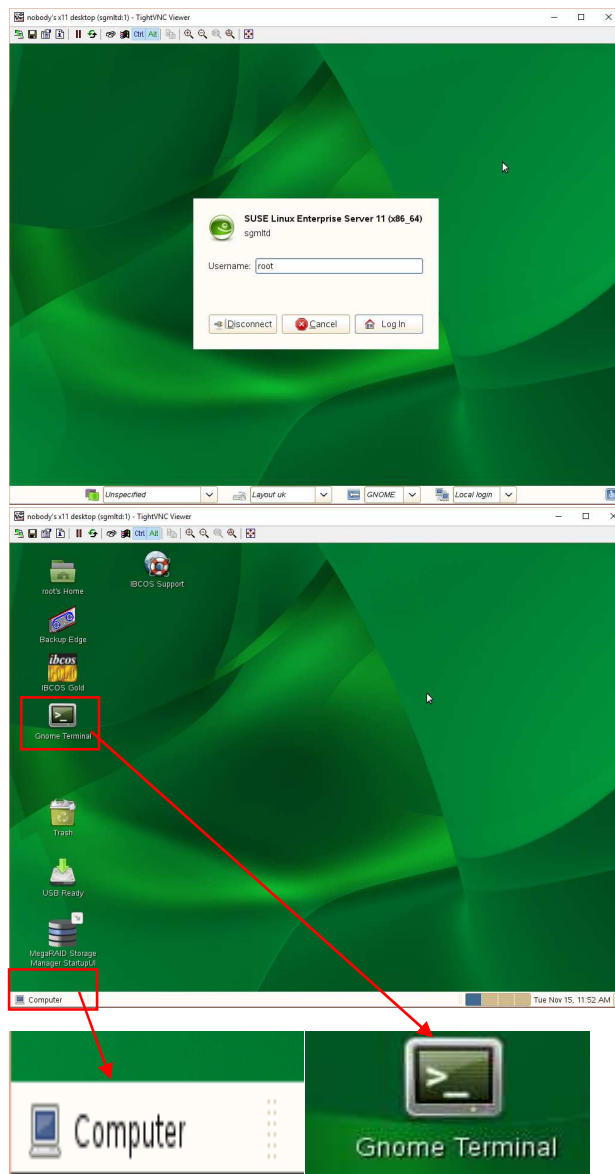
1. **Linux based Servers**
2. **Windows Servers**
3. **GoldLite and Virtual Servers**
4. **Other servers**
5. **Notes**

Additional Info

- Root and Administrator privileges are required to shutdown or restart the servers and these users require passwords. With the exception of emergency circumstances support are unable to supply these passwords to anyone other than the system administrators or business owners.
- The Gold servers and Windows servers are linked. For correct operations the Windows Servers should be started before the Gold servers.
- In all instances the down or shutdown options will turn the servers off requiring them to be powered back on, the reboot command will take down the servers and attempt a restart.
- Where there are multiple servers on a single screen a KVM switch should be in place to swap between the screen inputs allowing access to the different servers
- If the servers are being shutdown due to power outages or other maintenance, we also recommend isolating the power supplies from the mains supply by unplugging them completely. We would also advise that other system critical equipment such as switches and routers be isolated along with the servers. This prevents possible issues caused by power surges and spikes when the supply is restored. Where possible Uninterruptable Power Supplies (UPS) should be used with all system critical equipment.

Linux Classic Gold, Email and Document Servers

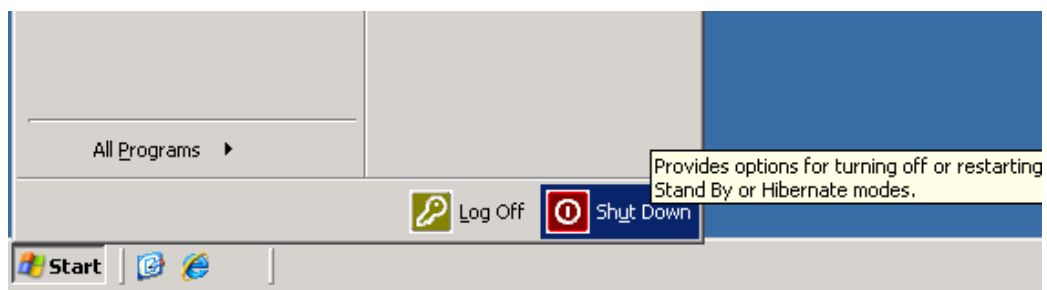
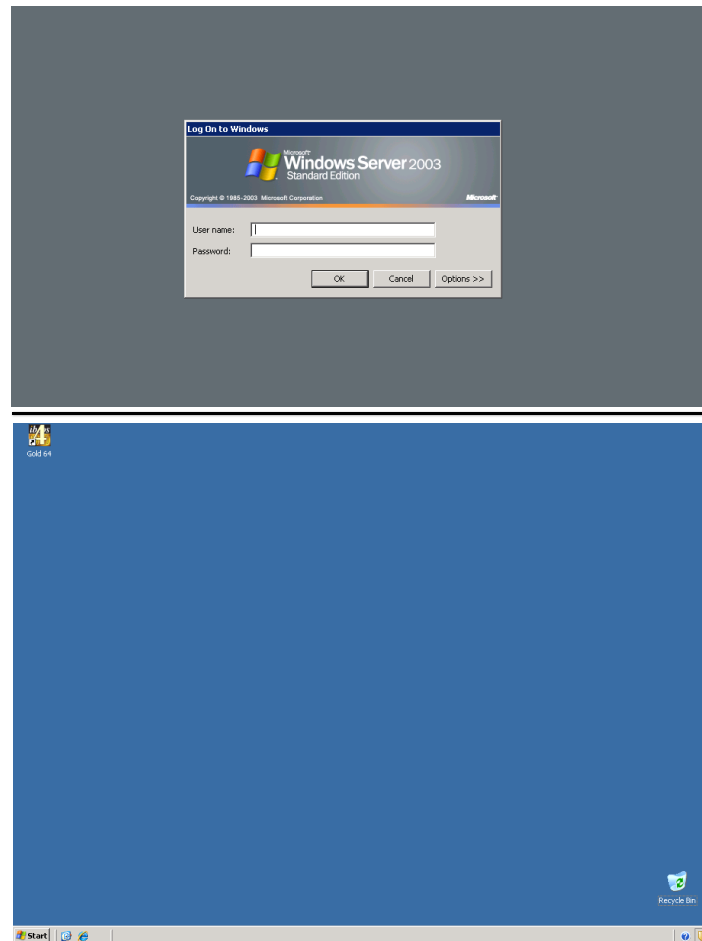
1. Using the server screen login as root.
2. This will give a desktop screen similar to a windows desktop giving us 2 options
 - Select the computer icon in the left hand side. On the bottom right of that menu there will be a *log off* option this will bring up options to log off shutdown or restart. Select as required
 - On the desktop there should be a Gnome Terminal or Command Line icon. When selected this will give a black box where the commands *down* or *reboot* can be entered.



Windows based Terminal, Licence Servers and Netlink Servers


Windows servers are Windows based pc's these are shutdown and restarted the same as a desktop pc. Windows servers should always be booted up before Unix or Linux servers

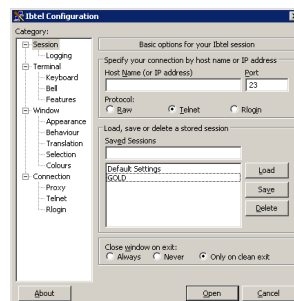
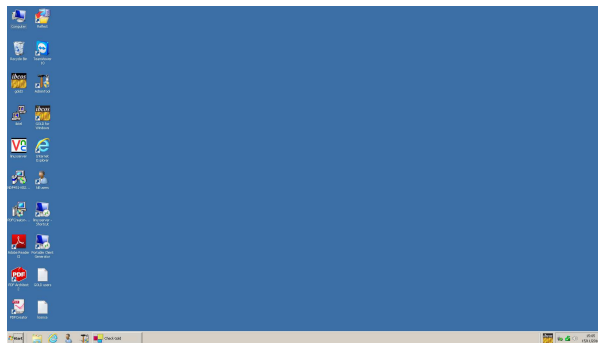
1. Locate server and login to the desktop with the administrator username and password
2. Select the start button located in the bottom left of the screen
3. Select the shutdown or reboot options depending on your requirements



Goldlite Virtual Servers

Goldlite servers are 2 servers built in to 1 physical machine generally consisted of a Windows pc and a Linux virtual server because of this shutting down the Windows server without shutting down the Linux system first just suspends the Virtual Linux server and doesn't complete a full restart. The below instructions covers both servers.

1. Locate server and login to the desktop with the console username and password
2. On the desktop you should see an icon that looks like this 
3. Double click it then double click the gold option listed
4. At the command screen login as root with the root password then at the prompt type *down* and press enter
5. After leaving the system around 2 minutes the windows part of the system can be shutdown or restart in the same way as a desktop pc, select start then *shutdown* or *reboot*.



Other Servers

Unix Classic Gold Servers

1. Using the Gold server screen login as root.
2. Once at the root command line type in one of 2 commands

VPN and Servers

These servers normally don't have screens attached and have secure passwords that differ to your normal server passwords. Where possible these servers should be shutdown by IBCOS Support

Notes

This section has been left for your own notes, this could be a note of username and passwords or any other details specific to your own servers or configuration