

Shutting down / Rebooting Small Business Server 2003 Version 1.00

It may be necessary at some stage of the life of Small Business Server 2003 that it be shutdown or rebooted. In many cases it is good practice to reboot your server occasionally to free up lost memory and clear out any misbehaving applications. Note that during the reboot process users should not have any open files. It is best practice to get all users to log out of their workstations before commencing a reboot of your server.

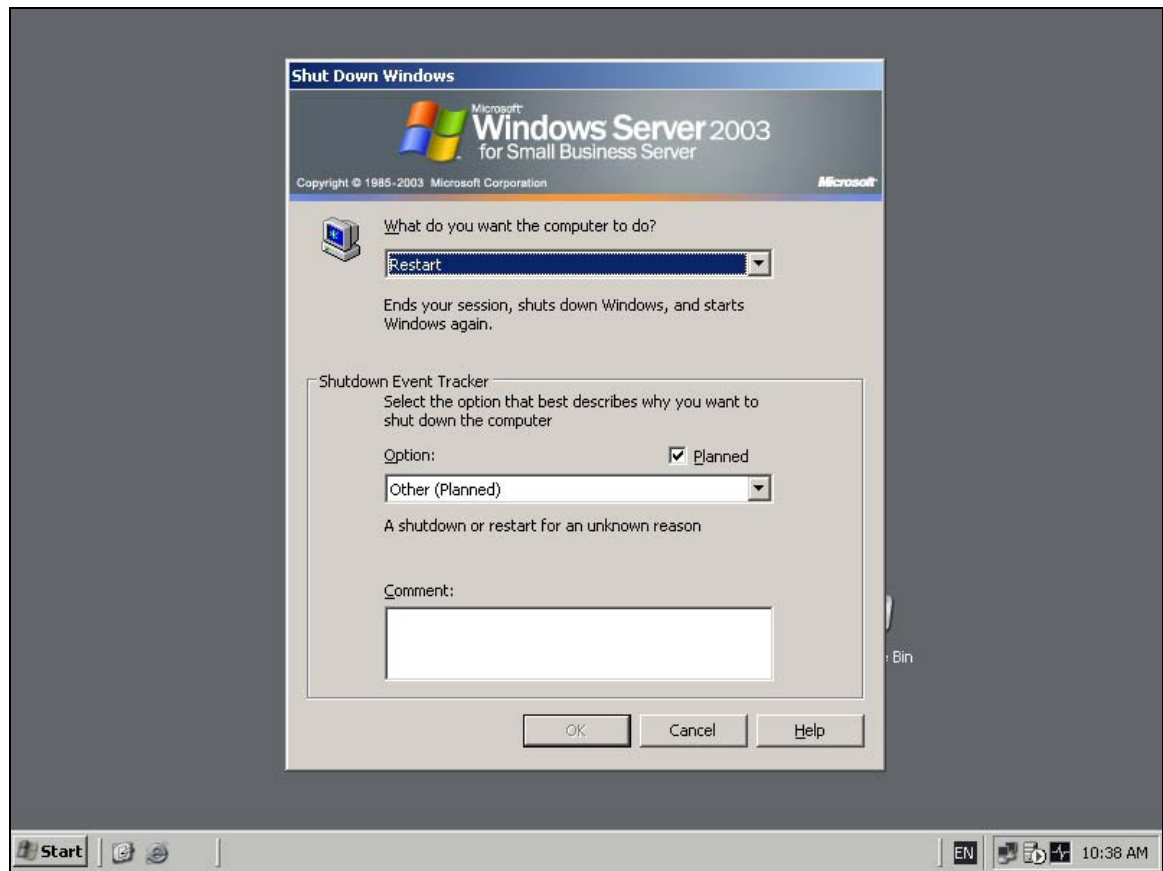
Shutting down / Rebooting

There are a number of methods to shutdown and restart Small Business Server 2003.

1. Login into the server console as administrator or a user with administrator privileges and press the **Start** button like so :

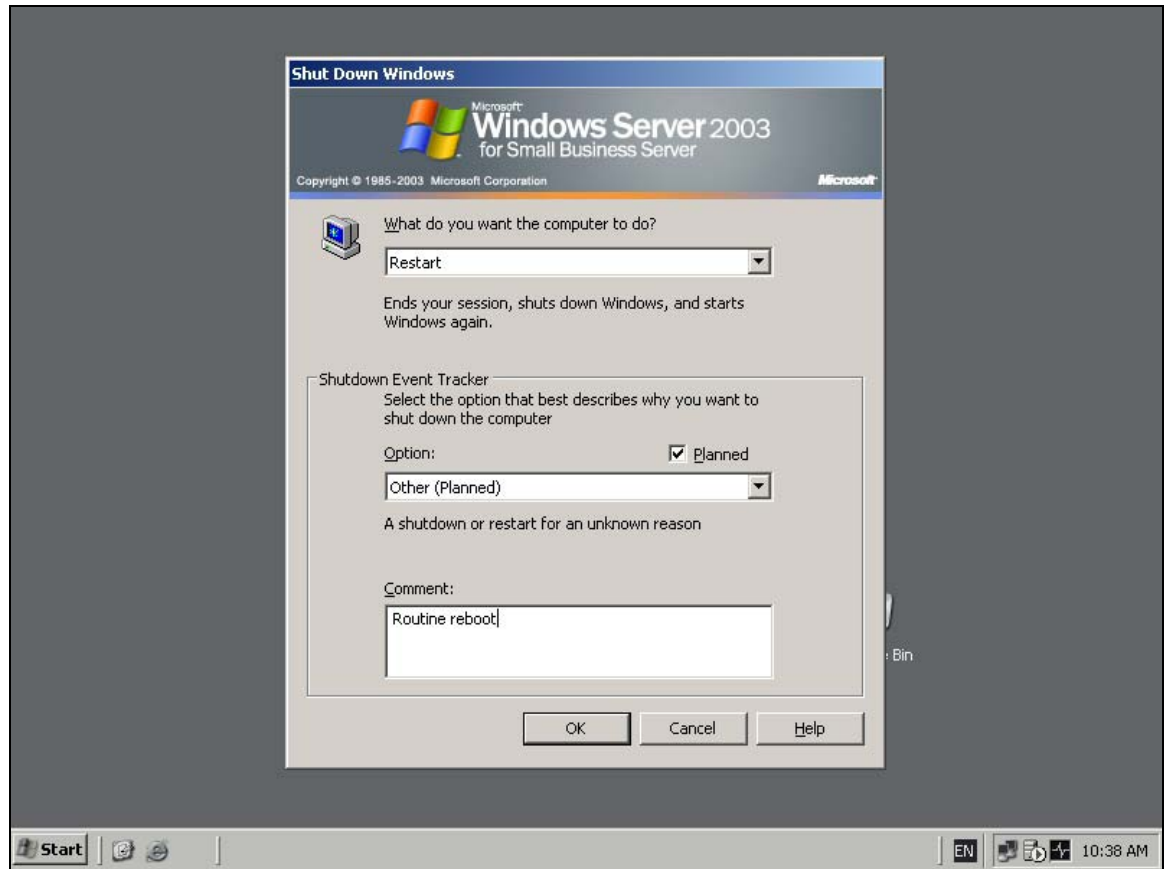


2. Once you have clicked the **Shutdown** button you should see the following screen.



You will note that the **OK** Button is grayed out. The reason for this is that you need to insert information into the Comment field at the bottom of the screen. Until you place something in here the **OK** button will not be available.

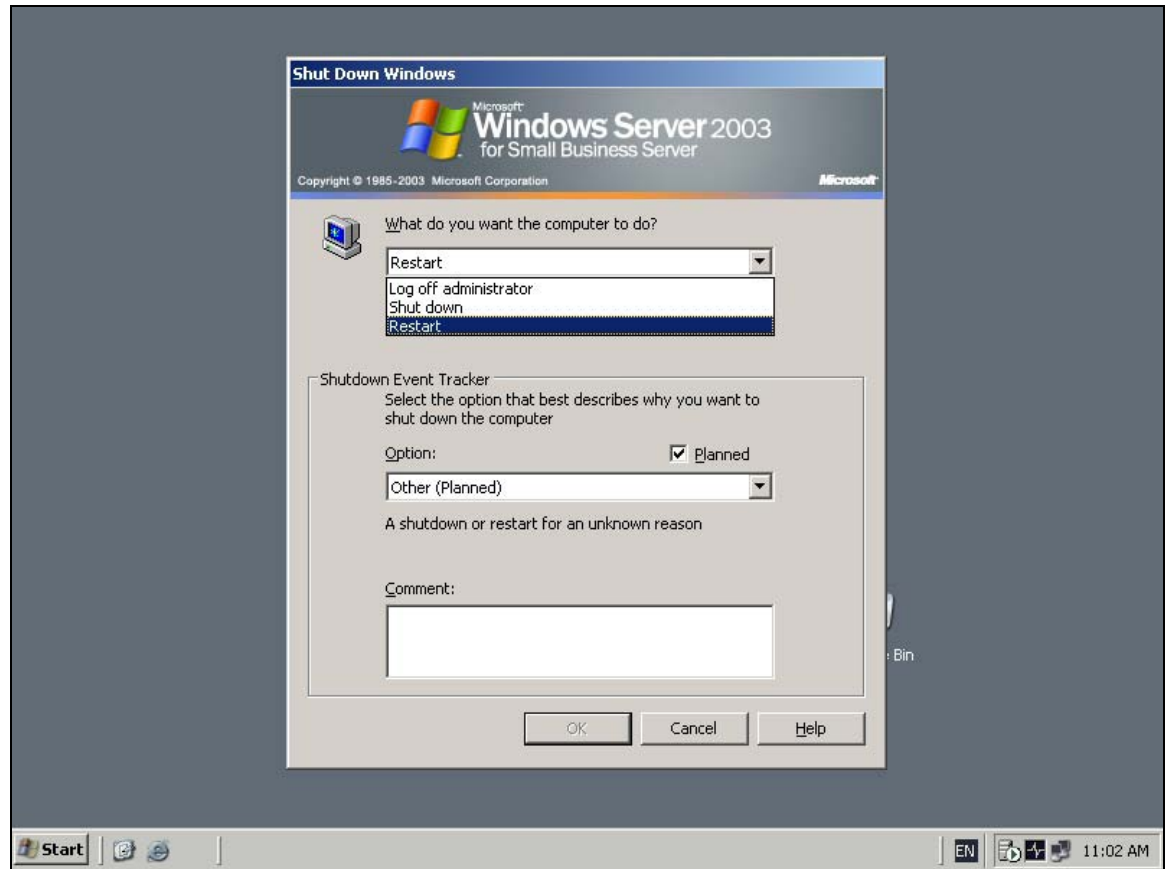
3. Enter some meaningful text into the comment window like so and the **OK** button will become available like so :



Once you press the **OK** the server will commence restarting. It may take a few seconds to commence this process. During the shutdown procedure you should see the following screen that confirms your server is restarting :

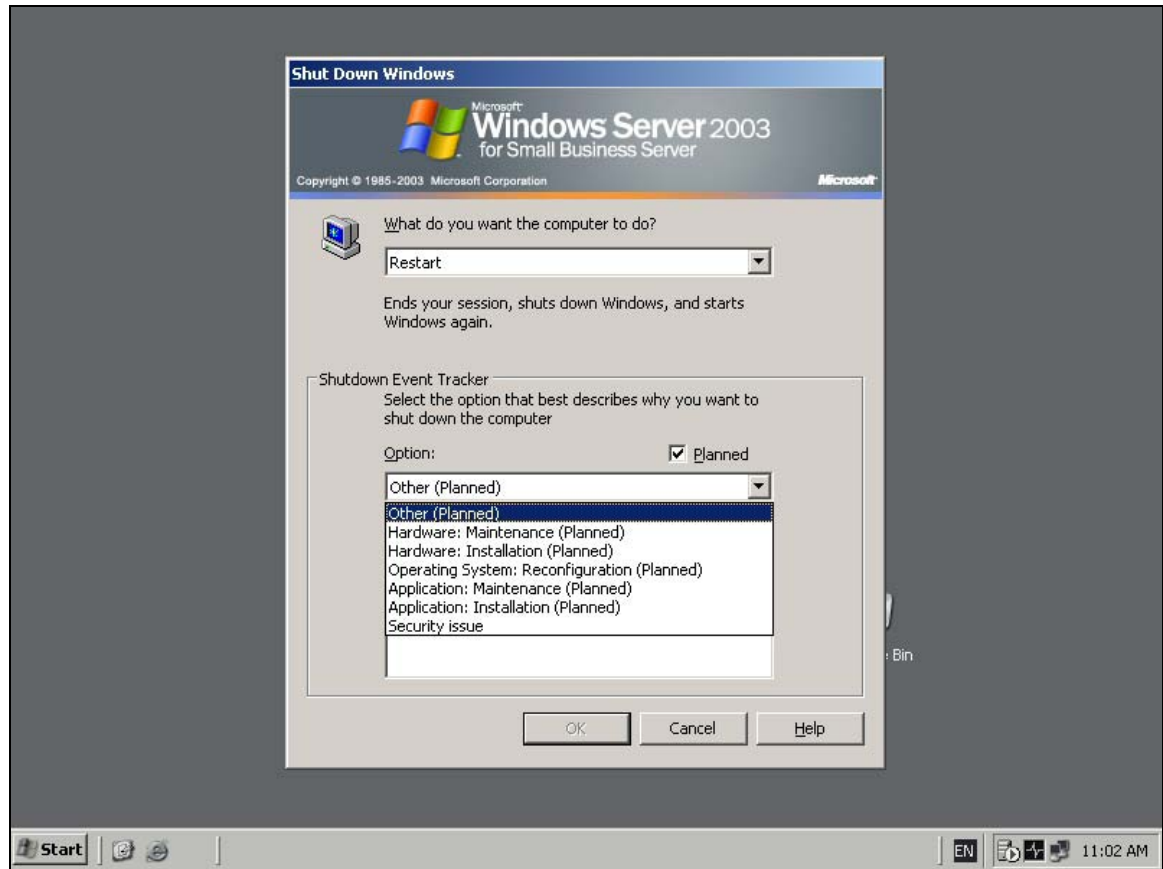


4. There are number of different options available for the computer when you get to the shutdown screen :



You can either :

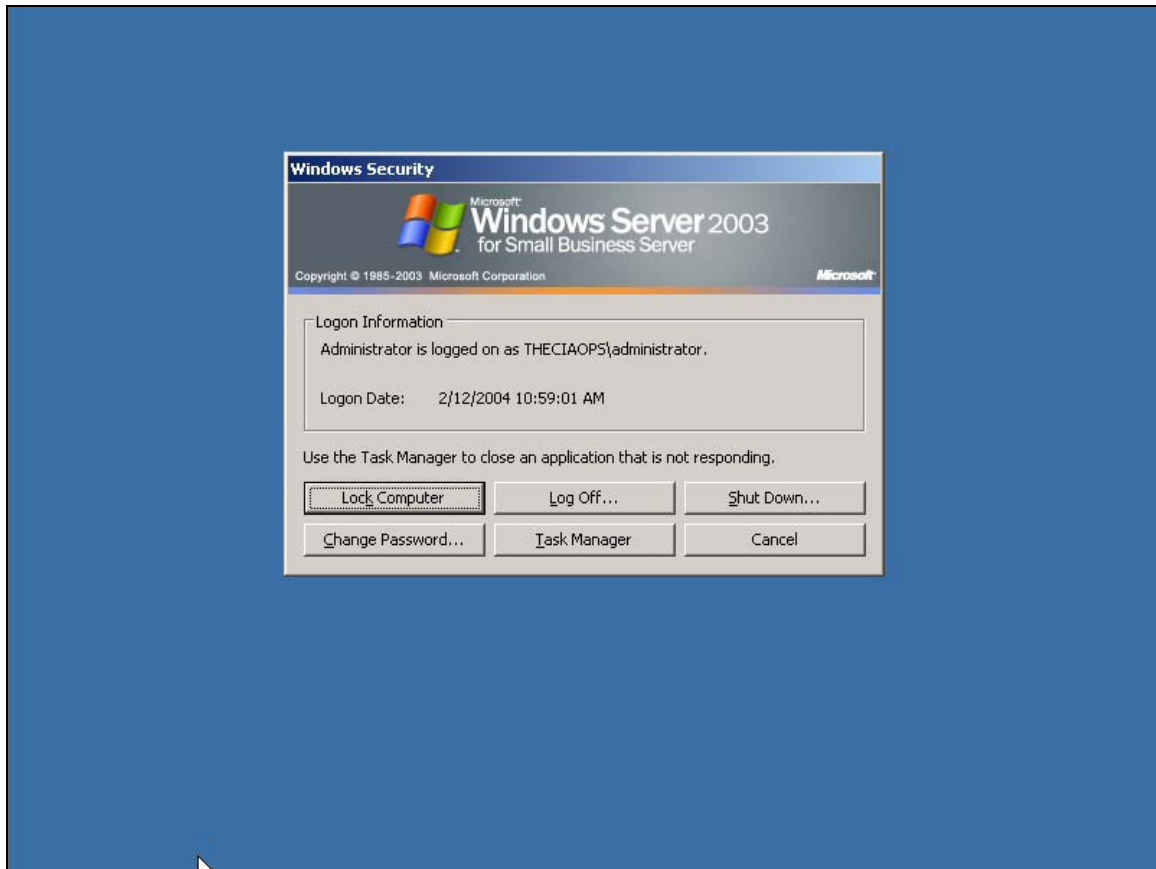
- *Log off administrator* – This will close your windows session and log you off the server but not shut it down or reboot. You should always log off the server when you have completed tasks.
 - *Shut down* – This will close down the server to the point where you can safely power it off. Most modern servers will actually turn themselves off once they have been shutdown.
 - *Restart* – This will power down the server and automatically restart the machine as though it was being powered on. You will use this option in most cases if you need to reboot the server.
5. Once you have made a selection of what you want the server to do you can also select a number of options of the Shutdown event tracker in the lower part of the screen like so :



The default option is *Other (Planned)* and with this option you will need to specify a reason in the Comments box at the bottom of the screen before the **OK** button becomes available. You can however select from a number other different options such as *Operating System Reconfiguration (Planned)* which don't require you to enter information into the Comments box.

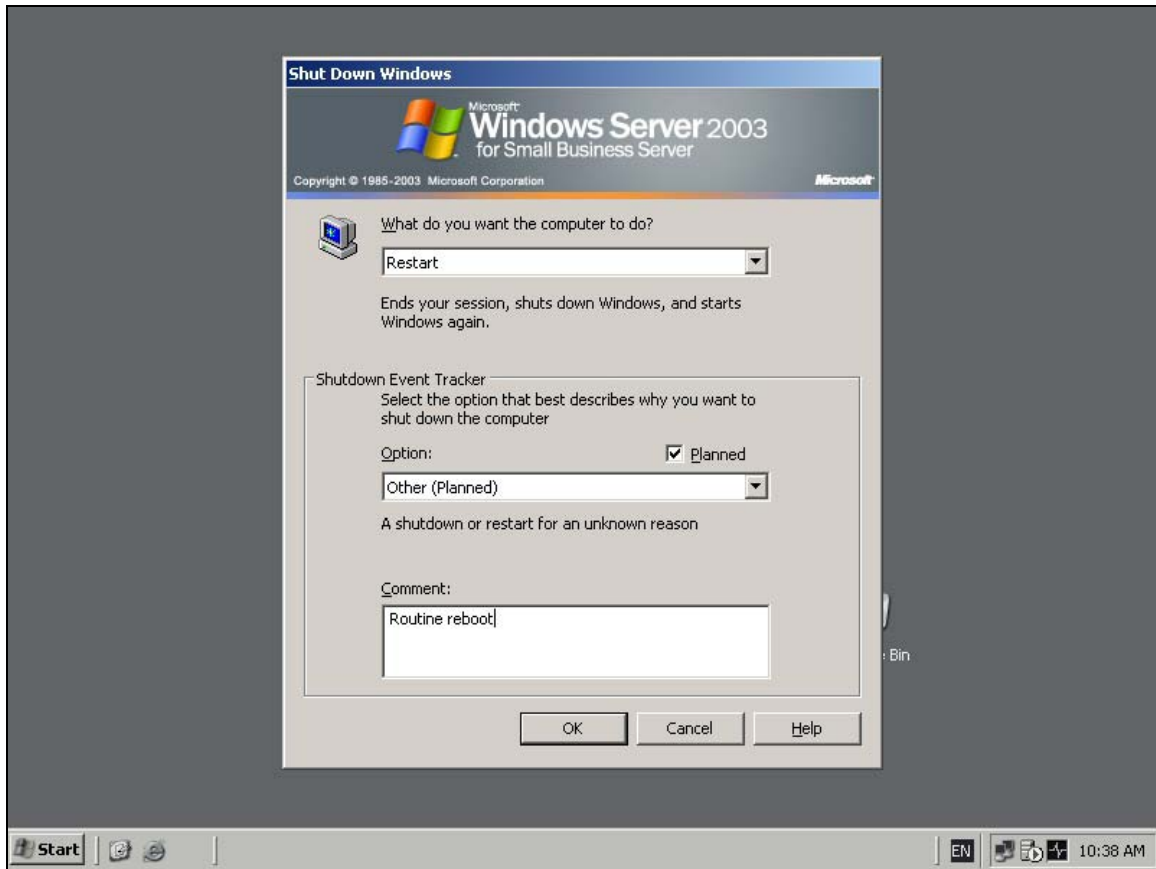
The reason and comments that you specify during the server shutdown are recorded the events logs for future reference. There are no problems with shutting down the server and specifying something like *Operating System Reconfiguration (Planned)* it makes no difference to the shutdown procedure.

6. Another way that you can shutdown the server if you can't get to the **Start** button is using the *Control, Alt and Delete* keys. If you press these three keys together on the keyboard while logged onto the server console you should see a screen that looks like :



To shutdown the server press the **Shut Down** button on the top right hand side of the two rows of buttons.

7. Once you press the **Shut Down** button here you will again be taken to the Shut Down Windows screen like so :



As before you simply make your selection of what you want the computer to do and information for the Shutdown Event Tracker. Once complete you can press the **OK** button to commence the server shutdown.



Server startup

During a server reboot the machine progresses through a number of different phases that normally don't require user interaction.

8. Once power has been restored to the server the first phase that the machine will pass through is the BIOS phase. You can determine this normally by a black screen with white writing. The information displayed should be about the machine type, memory, hard disks, raid controllers etc like so :

```
AMIBIOS(C)2001 American Megatrends, Inc.  
BIOS Date: 08/14/03 19:41:02 Ver: 08.00.02  
  
Press DEL to run Setup  
Checking NVRAM..  
  
514MB OK  
Auto-Detecting Pri Master..IDE Hard Disk  
Auto-Detecting Pri Slave..Not Detected  
Auto-Detecting Sec Master..CDROM  
Auto-Detecting Sec Slave..Not Detected  
Pri Master: 1. 1      Virtual HD  
Sec Master:          Virtual CD
```

Remember that the information you see here is dependent on the different hardware that you are using.

9. Once this BIOS phase has completed the machine should start the Windows startup process. The screen for this should appear like :

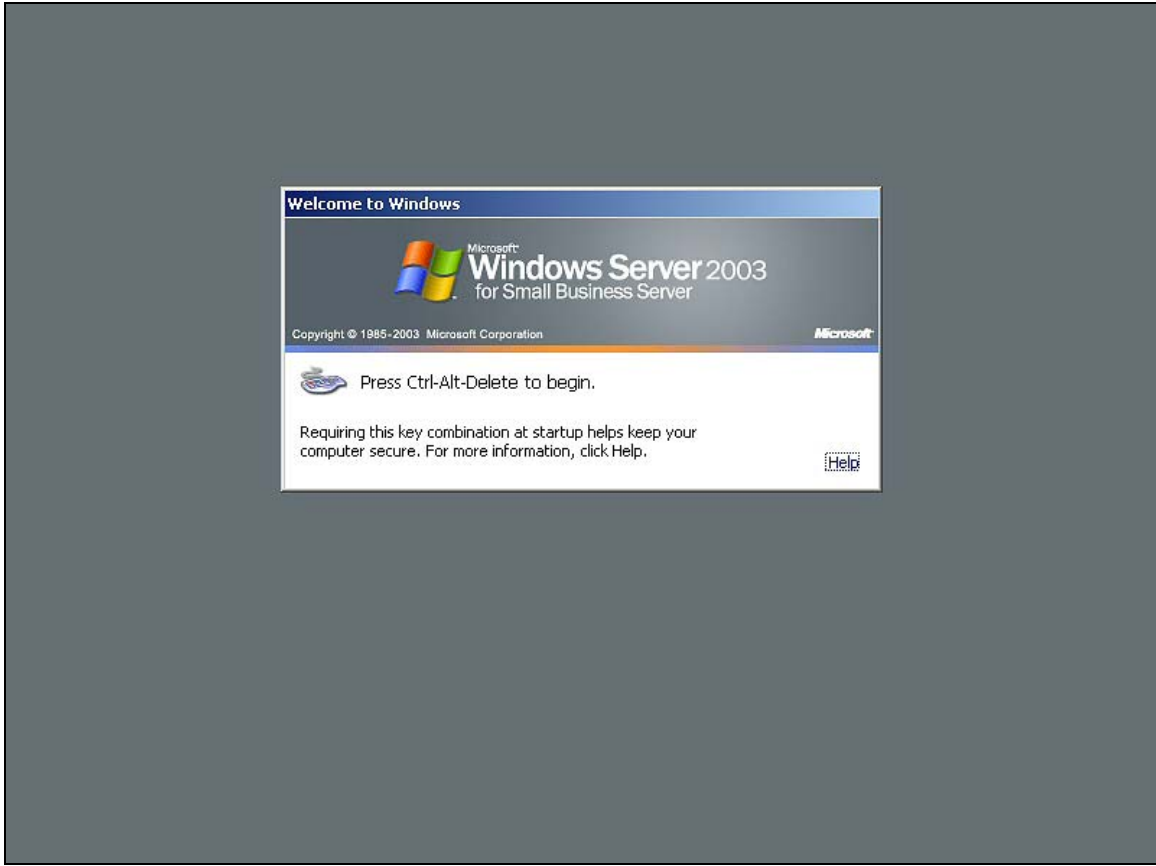


As the machine continues to boot the progress bar along the bottom of the screen should move from left to right. During the loading process the bar should continue to move across the screen. At times it may appear to pause, this is normal but generally it should continue to progress across the screen

10. After this the server should enter Windows or GUI phase of startup. Here you start to see the more familiar Windows background and the mouse cursor. As Windows continues to load, various messages should appear on the screen like “Windows is starting up”, “Preparing network connections”, “Applying computer settings” etc like so :



11. Once the server has completely rebooted you will see the normal server login screen like so :



12. Your server is now rebooted and you can commence operations again.