

Windows Server 2003

Administration Part 2

Lab Manual

Presented by

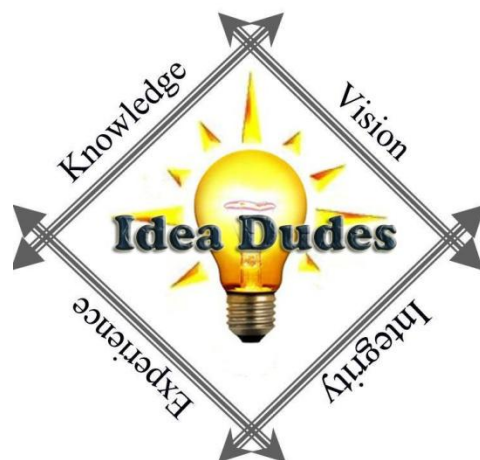


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Module 1 – Performing Different Backup Types

Requirements

A Computer installed with Windows Server 2003 in the finalvision.com domain named DC1.

Exercise 1: Create Sample Data

1. Open Notepad and create a text file with the following

```
md c:\Data
net share data=c:\Data
md c:\Data\Finance
cd c:\data\Finance
echo Historical Financial Data > Historical.txt
echo Current Budget > Budget.txt
echo Employees > Employees.txt
echo Business Plans > BusinessPlan.txt
```

2. Save the file as “c:\createfiles.bat” excluding quotation marks
3. Open the command prompt
4. Type: **cd c:**
5. Type: **createfiles.bat**
6. Open Windows Explorer and navigate to c:\data\finance – Ensure the files have been created
7. Check to if Attribute column is showing, if not then right-click column headers Date Modified and select Attributes

Exercise 2: Perform a Normal Backup

1. Open the Backup Utility by running Ntbackup.exe from the run line or from the Accessories-System Tools menu
2. Clear Always Start In Wizard Mode check box
3. Click Advanced Mode
4. Click Backup tab
5. Expand My Computer the C Drive and the Data folder
6. On the Job menu choose Save Selections
7. Save the selections as **Finance Backup.bks**
8. In the Backup Media or Filename box type: **c:\backup-normal.bkf**
9. Click Start Backup and then click Advanced
10. Confirm that Normal is selected in the Backup Type drop down-box then click OK
11. Select Replace The Data On the Media With This Backup and click Start Backup
12. Watch the backup
13. Examine the Report
14. Close the report and the Backup Utility

Exercise 3: Perform a Normal Backup

1. Open the Budget.txt file and add some text , Save and close the file
2. Examine c:\Data\Finance.. Which files are showing the archive attribute? _____
 - Only one that was changed
3. Open Backup Utility and click the Backup tab
4. From Job menu , choose Load Selections to load Finance Backup selections
5. In the Backup Media or Filename box type: **c:\backup-diff-day1.bkf**
6. Click Start backup
7. Click Advanced and select Differential as the backup type
8. Start the backup and , when complete confirm no errors
9. Close the Backup Utility
10. Examine the Budget.txt file it is still showing archiving
11. Make changes to the Employees.txt and confirm the archive bit is flagged
12. Repeat steps 3 to 9 creating a backup job c:\backup-diff-day2.bkf
13. Run the backup
14. How many files were backed up? 2

Exercise 3: Perform a Normal Backup

1. Open Backup Utility and click the Backup tab
2. From Job menu , choose Load Selections to load Finance Backup selections
3. In the Backup Media or Filename box type: **c:\backup-inc-day2.bkf**
4. Click Start backup
5. Click Advanced and select Incremental as the backup type
6. Start the backup and , when complete confirm no errors
7. Close the Backup Utility
8. Examine the archive bits, which are still showing archive? None
9. Make changes to the BusinessPlan.txt and confirm the archive bit is flagged
10. Repeat steps 1 to 8 creating a backup job c:\backup-diff-day3.bkf
11. Run the backup
12. How many files were backed up? 1

Module 2 – Advanced Backup and Restore

Requirements

A Computer installed with Windows Server 2003 in the finalvision.com domain named DC1.

Exercise 1: Schedule a Backup Job

1. Open the Backup Utility and click the Backup tab
2. From the Job Menu, load the Financial Backup selections
3. Configure the Backup Media For File Name c:\backup-everyday.bkf
4. Click Start Backup
5. Click Advanced and configure an Incremental backup type. Click OK
6. Click Schedule
7. In the Set Account Information dialog box, type your password and click OK
8. Name the job Daily Incremental Backup
9. Click Properties
10. Configure the job to run daily
11. Configure the time to be two minutes from the current time
12. Complete the configuration of the schedule job , enter your password again
13. Close the Backup Utility
14. Open C Drive and wait two minutes
15. Open Backup Utility , view the Report for the backup

Exercise 2: Run a Backup from a Command Prompt

1. Open the Backup Utility and click the Schedule tab
2. Click the icon on the calendar representing the scheduled job
3. Click Properties
4. Select the command in the Run box press Ctrl+C to copy it
5. Cancel and exit
6. Open a command prompt
7. Click the window menu and from the edit menu choose Paste and Press ENTER

Exercise 3: Enable Shadow Copies

1. Ensure that the C:\Data folder is shared
2. Open My Computer
3. Right-Click the C Drive and choose Properties
4. Select the Shadow Copies tab
5. Select the C volume and click Enable
6. Confirm the message Click Yes

Exercise 4: Simulate Changes to Network Files

1. Ensure that the C:\Data folder and add some text to Historical.txt
2. Delete the file c:\Data\Finance\BusinessPlan.txt
3. Open the share <\\DC1\data>
4. Open the Finance folder

5. Right-Click the Historical.txt and choose Properties
6. Click the Previous versions tab
7. Select the previous version of the Historical.txt file
8. Click Copy and Direct it to the Desktop
9. Open the Historical.txt file on the desktop and see the original version of the file
10. Access the Previous versions of the Finance Folder
11. Right-Click the BusinessPlan.txt and choose Copy
12. Open the Finance Folder in the [\\DC1\data](#) folder
13. Paste the BusinessPlan.txt file into the folder

Module 3 – Installing and Configuring a Printer

Requirements

A Computer installed with Windows Server 2003 in the finalvision.com domain named DC1.

Exercise 1: Add a Local Printer and Configure Print Sharing

1. Logon as Administrator
2. Open Printers and Faxes folder
3. Double-Click Add Printer, Printer Wizard will appear
4. Click Next , The Local or Network Printer Page will appear
5. Verify Local Printer option is selected and Automatically Detect and Install My Plug And Play Printer is unchecked and Click Next
6. The Printer Port Page appears , Click Create a New Port
7. Select TCP/IP Port
8. Click Next , The Add Standard TCP/IP Printer Port Wizard appears
9. Click Next
10. Enter IP Address: 10.10.0.51 and except the default port name IP_10.0.0.51
11. Click Next
12. Select Hewlet Packard Jet Direct as the device type
13. Click Next and Finish
14. From Manufacturer list select HP and from the Printers select HP Laserjet 4 and Click Next
15. Type HPLJ4 and Click Next
16. Verify that the Share Name is option selected
17. In Share Name text box type **HPLJ4** and click Next
18. In location type **USA/FL/1805Butler/42/B**
19. Comment box type **Black and White Output Laser Printer High Volume**
20. Click Next
21. Choose No
22. Confirm Summary

Exercise 2: Connect a Client to Printer

1. Open Printer and Faxes Folder
2. Start Add Printer Wizard
3. Click Next
4. In Local or Network Printer dialog box select a Network Printer and click Next
5. In the Location box type **FL** and click Find Now
6. Select the HPLJ4 and click OK
7. On the Add Printer Wizards Default Printer Page select Yes and Click Next
8. Click Finish

Exercise 3: Take a Printer Offline and Print a Test Document

1. Right-Click the HPLJ4 in the Printer and Fax Window
2. Choose Use Printer Offline
3. Double-Click the HPLJ4 icon
4. Open Notepad and type some information
5. Arrange windows so that you can see the printer and notepad
6. From the File menu of Notepad Select Print – Document stays in Queue because printer is offline
7. Click Print
8. Close Notepad and Click No
9. Select the document in the HPLJ4 and From the Printer Menu select Cancel All Documents Confirm
10. The document is removed
11. Close all windows

Module 4 – Advanced Printer Configuration and Management

Requirements

A Computer installed with Windows Server 2003 in the finalvision.com domain named DC1.

Exercise 1: Add a Local Printer and Configure Print Sharing

1. Create a new printer with , Configure HP LaserJet 4 with IP address of 10.0.0.52 a new port call it PrintPool use location type **USA/FL/1805Butler/42/B**
2. location type **USA/FL/1805Butler/42/B**
3. Open the properties of PrintPool
4. Click Port tab
5. Select Enable Printer Pooling check box
6. Click check box next to the port IP_10.0.0.51
7. Click Apply

Exercise 2: Add a Local Printer and Configure Print Sharing

1. Create a new printer with , Configure HP LaserJet 4 with IP address of 10.0.0.52 a existing port call it PriorityPrinter use location type **USA/FL/1805Butler/42/B**
2. Open the properties of PriorityPrinter
3. Click the Advanced Tab
4. Set Priority to 99 (highest)

Exercise 3: Examine Active Directory Printer Objects

1. Open Active Directory Users and Computers
2. From the View Menu select Users, Groups, and Computers as Containers
3. Expand the Domain Controllers OU
4. Select DC1
5. Open the properties of the PriorityPrinter object – view the properties and notice they are less than in Printers and Faxes – used for searching in Active Directory

Module 6 – Troubleshooting a Printer

Requirements

A Computer installed with Windows Server 2003 in the finalvision.com domain named DC1.

Exercise 1: Redirect a Printer

1. Ensure that the HPLJ4 is offline under Printers and Faxes
2. Open Notepad and enter text
3. Choose Print from the menu
4. Double-Click HPLJ4 to view the Queue
5. From the Printers menu , choose Properties
6. Click Ports tab
7. Select check box next to IP_10.0.0.52
8. Click OK – The printer is now redirected

Module 9– Maintaining the OS

Requirements

A Computer installed with Windows Server 2003 in the finalvision.com domain named DC1.

Exercise 1: Download and Extract the Service Pack

1. Create a folder on the C Drive and name it ServicePack
2. Download a service pack from Microsoft download site
3. Open a Command Prompt and change into the ServicePack directory
4. Type Servicepack Name – x to redirect to another directory
5. Indicate that you want to extract into the ServicePack directory

Exercise 2: Deploy the Service Pack with Group Policy

1. Share the ServicePack directory with Share name of ServicePack
2. Open Active Directory Users and Computers
3. Expand the domain and locate (or create) the Desktops OU
4. Create a computer object in the Desktop OU called Desktop01
5. Create a GPO called SP-Deploy
6. Open GPMC
7. Right-Click the Desktop OU and choose Create And Link A GPO Here
8. Name the GPO SP-Deploy
9. Right-Click the SP-Deploy and click edit
10. Navigate to Computer Configuration\Software Settings
11. Right-Click Software Installation and select New and then choose Package
12. Type the path <\\dc1.finalvision.com\servicepack> and press enter
13. Navigate to the Update.msi file you identified in the previous exercise
14. Click Open
15. Select Assigned and OK
16. Close Group Policy Object Editor

Exercise 3: Configure Automatic Updates

1. Create a GPO called WSUS-Config
2. Open the GPMC
3. Right-Click the finalvision.com domain
4. Create And Link A GPO Here
5. Name GPO WSUS-Config
6. Edit the Policy
7. Open Windows Update by Computer Configuration/Administrative Templates/Windows Components
8. Double-Click the policy: Configure Automatic Updates and then select Enabled
9. Configure Automatic Updating drop-down list choose 4-Auto Download and Schedule to Install
10. Confirm Installation Schedule: Daily at 3:00AM
11. Click OK
12. Double-Click Reschedule Automatic Updates Scheduled Installation and then select Enabled
13. In the Wait After System Startup Minutes type 10 and Click OK
14. Close the Group Policy Object Editor
15. Restart Server – Examine the Automatic Updates tab in Control Panel to view the settings

Module 10– Recovering from System Failure

Requirements

A Computer installed with Windows Server 2003 in the finalvision.com domain named DC1.
Second Physical Disk to perform ASR

Exercise 1: Backup the System State

1. Logon to DC1 as Administrator
2. Open the Backup Utility
3. If the Backup and Restore Wizard appears , click Advanced Mode
4. Click Backup Tab
5. Select System State checkbox
6. Type a file name : **c:\SystemState.bkf**
7. Start the backup

Exercise 2: Create an ASR Set

This exercise requires a floppy disk and approximately 1.5GB of free space. To complete exercise 4 you must complete this exercise.

1. Open Backup utility
2. Click Automated System Recovery
3. Follow the prompts, backup to a file ASRBackup.bkf on C or on the second drive

Exercise 3: Installing and Using Recovery Console

1. Insert the Windows Server 2003 CD-Rom
2. Click Start, run and type: **D:\i386\winnt32.exe /cmdcons**
3. Open Services console from Administrative Tools , Locate Messenger service, Double-Click the service and choose Automatic as Startup type
4. Restart the Server
5. Select Windows Recovery Console from the Boot Menu
6. When prompted type **1** too select the installation of Windows Server 2003
7. Type the password for the local Administrator
8. When the Recovery Console appears type **help**
9. Type **listsvc** to list the services
10. Type **disable messenger** to disable the service
11. Type **exit** and Press ENTER

Exercise 4: Restoring a System Using Automated System Recovery

1. Power Off Computer
2. Restart the computer start with Windows Server 2003 CD-Rom
3. Press a key to start from the CD
4. Press F2 during text mode setup phase
5. Insert the ASR floppy disk
6. Text-mode setup prepares for Automated System Recovery and a minimal version of the operating system is loaded
7. Windows Server 2003 setup screen will appear after some time
8. Windows Server 2003 partitions and format the disk, copies files, initializes the Windows configuration and then prepares to restart
9. Remove the floppy from the disk drive and allow the computer restart
 - Installation will continue and return the computer to the previous state