

ND-5000 Series User Guide

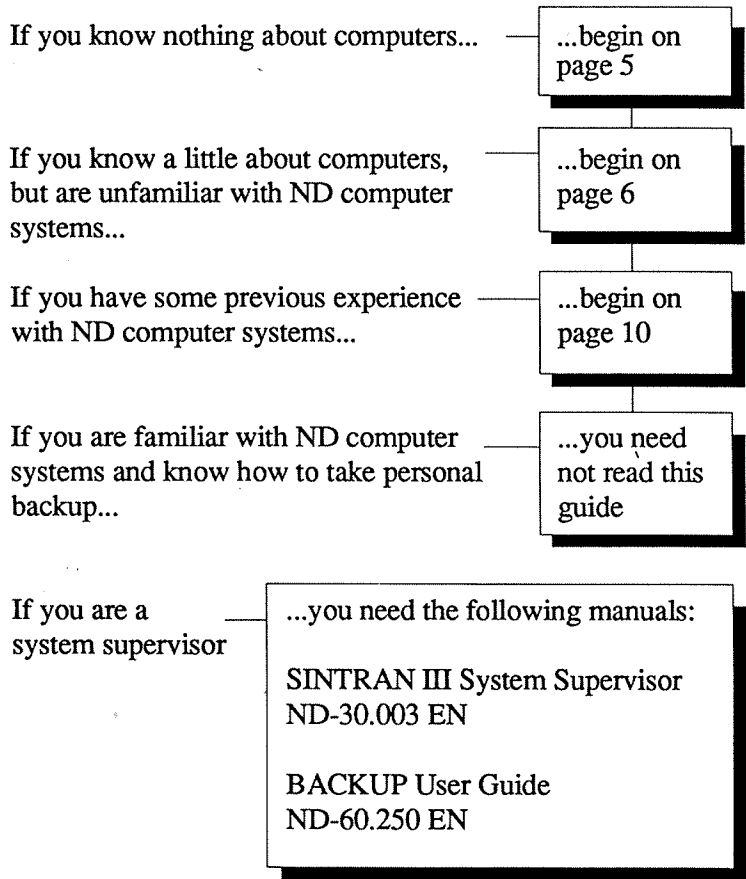
ND-30.071.1 EN



ND-5000 Series
User Guide
ND-30.071.1 EN

How to read this guide

This guide is intended for all users of the ND-5000 series computers. No previous knowledge of computer systems is required to understand the guide, but readers with some computer background can skip the first few pages. The diagram below shows how this guide should be read:



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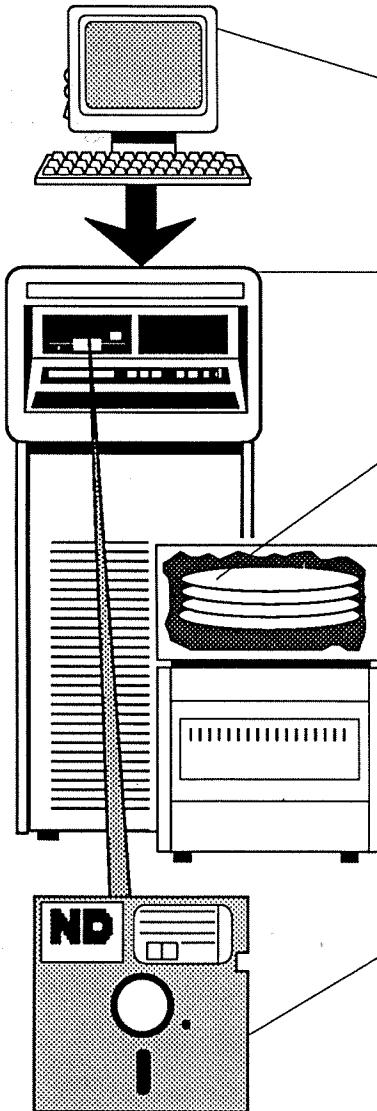
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Read this if you know nothing about computers



This is your **terminal**.

This is where you work. The work you do on the keyboard goes to the

computer

and is stored on a

disk pack.

The disk pack is actually a stack of round magnetic plates, but you can think of it as a filing cabinet where your work is stored in

files

each of which is given a

file name.

For safekeeping, you can take an extra copy of your files on a

floppy diskette.

This is done by inserting the floppy diskette into a special part of the computer called the *floppy drive*.

When the copy has been made, you remove the floppy diskette and store it in a safe place. This is called

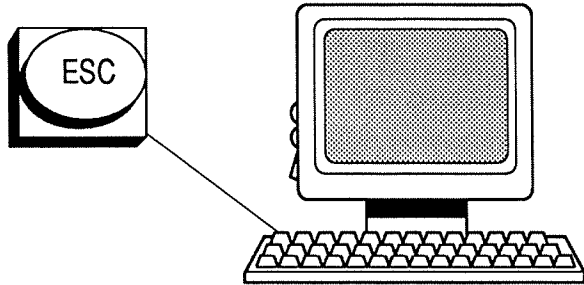
taking personal backup.

Logging in

When using the computer, the first thing you must do is to get in touch with it; that is, you must *log in*.

To log in, you need a **user name** and a **password**. The password is necessary so that only you can log into the computer using your name. Ask your system supervisor what your user name and password are.

Sit down in front of your terminal and press the key marked ESC in the upper left corner of the keyboard.



On the screen, you get a picture that looks more or less like the one shown below. Type the user name given to you by your system supervisor, then press the return key. Type the password and press the return key again.

USER ENVIRONMENT

Enter your name: **Your user name.**↵

Enter your password: **Your password.**↵

NOTE!

The password will not be shown on your screen when you type it.

If your computer uses an accounting system, the words *project password* appear. If you do not have a project password, simply press the return key.

Project password: ↵

If you have done everything correctly, you get the **main menu** on the screen. If you do not get the main menu, see page 8.

The main menu is tailor-made for each installation. Therefore, the text may vary, but it will probably look more or less like this:

MAIN MENU

User: JERRY MOUSE13:02

1987-10-23

1 Word Processing

2 Other NOTIS Products

3 Change User Area

4 File Manager

5 Profile Manager

6 Special Functions

7 Go to SINTRAN

You can choose any item from this menu by typing the corresponding number. In some cases this will bring on a new menu, from which you can make a new choice.

EXAMPLE

You want to take personal backup. Type 7 (Go to SINTRAN). This puts you in touch with SINTRAN, the computer's operating system. You can then start backup as explained on page 14.

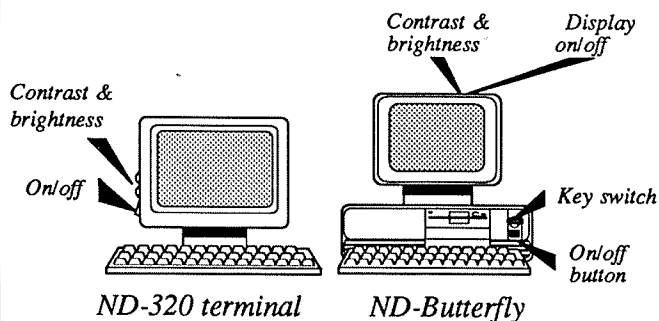
If something goes wrong when you log in...

The screen remains blank when you press the ESC key

Check that the ON/OFF switch is on, and that the mains voltage is connected.

Also check that the contrast and brightness controls are turned up.

If this does not help, call your system supervisor.



You make a typing error

You can erase the letters with the key in the top right hand corner which looks like this:



If you do not discover the error until you have moved to the next line, you can move back by using the up arrow key



The computer writes: "USER NAME MUST BE GIVEN" or "PASSWORD MUST BE GIVEN"

You have forgotten to type your user name or password when logging in. Go back by pressing the up arrow key and type the correct name or password. If you do not know your user name or password, contact your system supervisor.

If something goes wrong when you log in...

<p>The computer writes "USER NAME/ PASSWORD NOT RECOGNIZED"</p>	<p>The computer has rejected your user name or password. Go back by pressing the up arrow key and try again, taking care to avoid spelling mistakes. If this does not help, contact your system supervisor.</p>
<p>You do not get a menu</p>	<p>Some installations do not use menus. In this case you will get the SINTRAN sign (@) on the screen instead. This sign means that you are in touch with SINTRAN, the computer's operating system. You can now give the computer instructions by typing SINTRAN commands.</p> <p>For example, to start a personal backup, you type BACKUP-SYSTEM. In SINTRAN commands, hyphens are used instead of spaces between words.</p>

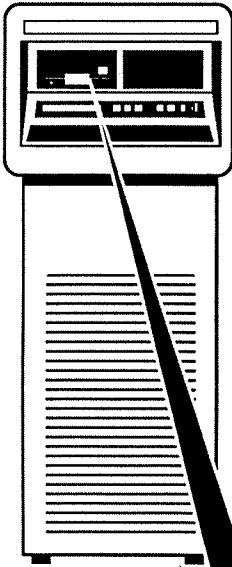
NOTE!

If you try to log in unsuccessfully more than 10 times, the computer will suspect that you are an unauthorized user trying to log in without knowing the correct user name or password. The computer will then respond with the words

"TOO MANY ATTEMPTS TO ENTER",

and further attempts to log in from your keyboard will be blocked. In this case, call your system supervisor.

Inserting the floppy diskette



When you want to take a personal backup, you must go to the computer room and insert a floppy diskette in the **floppy drive** which is located in the top left corner of the computer's front panel.

CAUTION!

Do not try to open the floppy drive if its red lamp is on or blinking.

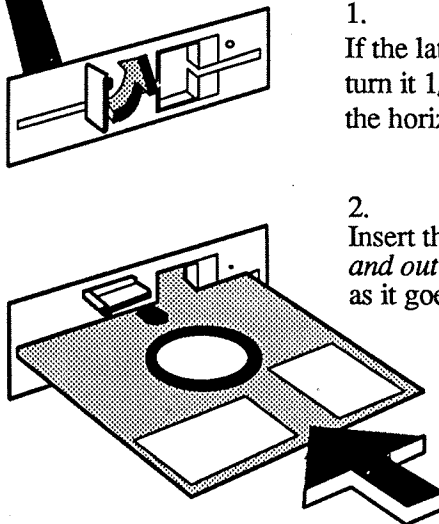
Floppy drive with locking latch:

1.

If the latch is in the vertical position, turn it 1/4 turn counterclockwise to the horizontal position.

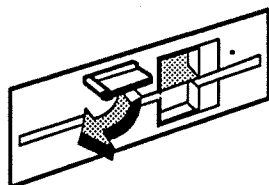
2.

Insert the diskette *with the labels up and out* as shown. Push it in as far as it goes.

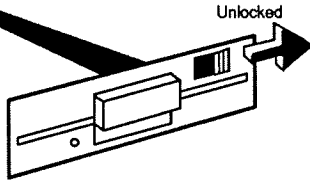
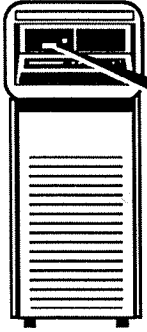


3.

Close the floppy drive by turning the latch back to the vertical position.

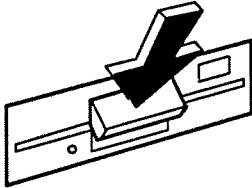


Floppy drive with locking switch:



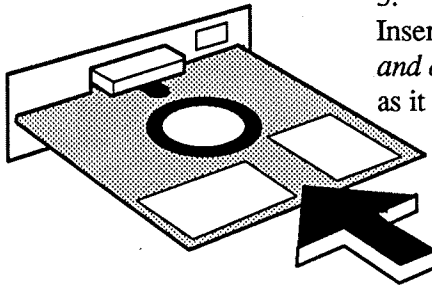
1.

If the locking switch is in locked position (red mark showing), push it rightwards to unlocked position.



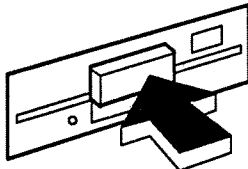
2.

Press the upper side of the door. The door opens.



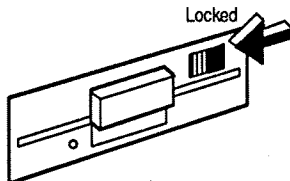
3.

Insert the diskette *with the labels up and out* as shown. Push it in as far as it goes.



4.

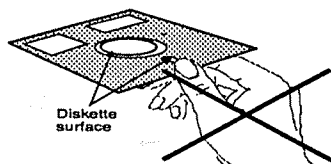
Close the door.



5.

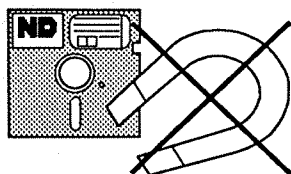
Set the locking switch to locked position.

Handling floppy diskettes

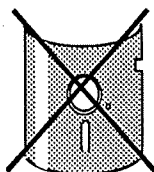


Good diskette habits minimize the risk of losing data. For your own benefit, always follow these rules:

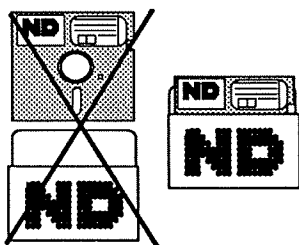
1. Hands off the diskette surface!



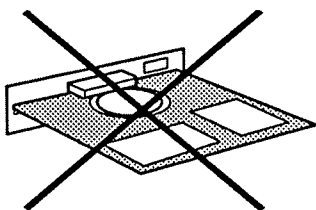
2. Keep the diskettes away from magnetic fields. Do not place them on top of your terminal or other equipment.



3. Do not bend or fold the diskettes.



4. Keep the diskettes in their jackets when not in use.



5. Be careful when inserting the diskette in the computer. Never leave it halfway inserted.

CAUTION!

Take care not to drop the diskette on the carpet. If you do, pick it up immediately, as the static electricity in the carpet may damage it.

Taking personal backup

Some things you should know about personal backup

What is a personal backup?

When you use your terminal, the work you do is normally stored in files on the computer's disk packs. To take a personal backup means to make a copy of these files on a floppy diskette. You can take a copy of all your files, or just some of them; for example, you may wish to copy the work you did last week, but not the week before.

Why take a personal backup?

Personal backup on a floppy diskette is taken for safety reasons in case the original files are accidentally erased or destroyed. The diskette should therefore be stored in a safe place such as a fireproof cabinet.

Who should take personal backups?

Each user is responsible for taking personal backup of his own work.

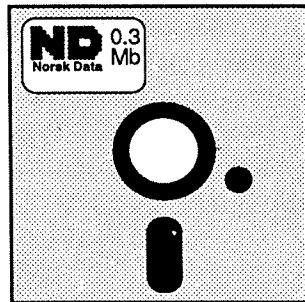
What this section tells you

This section explains one simple method for taking personal backup. There are other methods and other options. If you want to learn more about backup, see the manual "BACKUP User Guide", ND-60.250 EN.

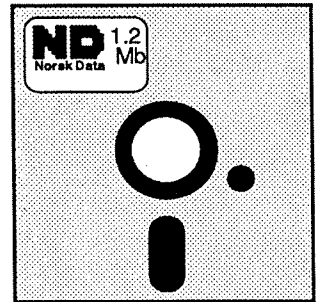
A simple method for taking personal backup.

1. Get a diskette of the correct type

This example is only valid for *new, unused diskettes bought from Norsk Data since the autumn of 1987*. These diskettes are clearly labelled "Norsk Data 0.3 Mb" or "Norsk Data 1.2 Mb". If you have another diskette type, see page 21.



← 5 1/4" (133 mm) →



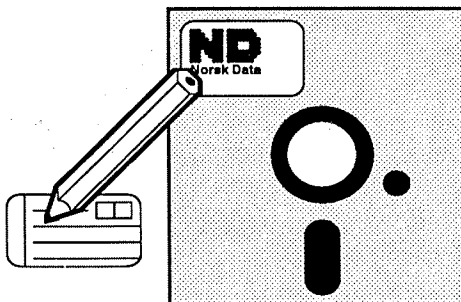
← 5 1/4" (133 mm) →

2. Fill in the diskette's label

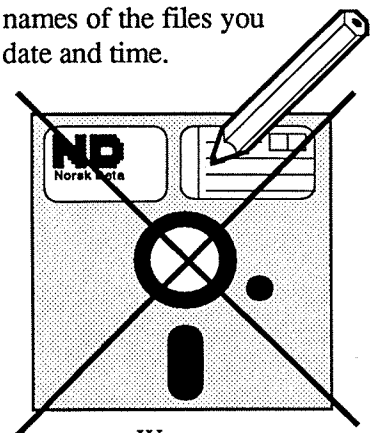
It is very important to label the diskette, so that you will know what has been stored on it.

Labels are included in the diskette boxes. Fill in the label **before** placing it on the diskette, or you might damage the magnetic layer of the diskette.

Write your user name and the names of the files you intend to store. Also write the date and time.



Right



Wrong

3. Check that the floppy drive is free

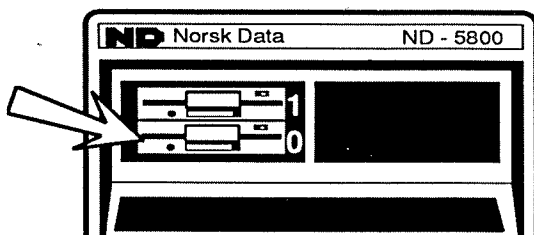
Go to the computer and locate the floppy drive in the top left corner of the front panel.

CAUTION!

Do not try to use the floppy drive if it is already in use, or you will spoil the data for the person using it. If the door is closed and the red lamp is on or blinking, it means that the floppy drive is in use.

If the computer has more than one floppy drive, choose the one marked "0".

Choose the floppy drive marked "0"



4. Insert the floppy diskette

When you have made sure that the floppy drive is not in use, insert the floppy diskette as explained on pages 10 and 11.

5. Log in

Go to any terminal connected to the computer and log in as explained on page 6. It might be practical to use a terminal in the computer room.

6. Get in touch with SINTRAN

Choose "SINTRAN" or "Go to SINTRAN" from the main menu.

This sign appears on your screen: @

This is the SINTRAN sign. It means that you are in touch with SINTRAN, the computer's operating system. You can now give the computer instructions by typing SINTRAN commands.

7. Tell the computer that you want to use the floppy drive

First, you must tell the computer that you want to use the floppy drive (and not some other type of equipment). To do this, type the commands as shown below.

```
@ENTER-DIRECTORY↵  
DIRECTOR NAME: ND↵  
DEVICE NAME: FLOPPY-DISK-1↵  
DEVICE UNIT: 0↵ (zero)  
@
```

If you receive an error message on the screen, check that you have inserted the floppy diskette correctly, make sure you have not made a typing error, and make certain you are using the correct type of floppy diskette.

How to type SINTRAN commands

- You must only type SINTRAN commands immediately after the SINTRAN sign @.
- Use hyphens instead of spaces between words.
- Always press the ↵ key after typing a command. The command is not carried out until you do.
- All commands may be abbreviated as long as they are not ambiguous. For example, the command COPY-USERS-FILES may be abbreviated to C-U-F.
- Use upper- or lowercase letters - it makes no difference.
- If you run into trouble, you can usually escape by pressing the ESC key one or more times.

8. Rename the floppy diskette, giving it your user name

All diskettes have names, so that the computer can recognize them. New diskettes are all given the common name "ND:FLOPPY-USER" prior to delivery. When you start using a new diskette, you must therefore rename it, giving it your own user name.

```
@ RENAME-USER↵
                                (Remember the colon)
USER NAME: ND:FLOPPY-USER↵
NEW USER NAME: your-user-name↵
@
```

9. Start the backup program

Type the command BACKUP-SYSTEM and wait for the letters "Ba-sy" to appear. Then type COPY-USERS-FILES.

```
@ BACKUP-SYSTEM↵
Ba-sy: COPY-USERS-FILES↵
```

10. Specify destination

You must specify the destination of the files you intend to copy. The destination is the floppy diskette with your user name.

```
Destination type: DIRECTORY↵
Destination directory name ' ': ND↵
Destination user name 'your-name':↵
```

11. Specify source

You must also specify the source of the copying, i.e. the file or files you want to copy.

Source type: **DIRECTORY** ↵

Source directory name '': ↵

Source user name 'your-name': ↵

Source file name: **name-of-file-to-be-copied** ↵

Manual selection: **NO** ↵

If you do not specify a source file name, but simply press return, you will be able to copy *all your files* or *a selection of files*. To copy all your files, answer "NO" to the question "Manual selection". To copy a selection of files, answer "YES". A list of all your files will be displayed on your screen, and you must choose whether or not to copy each individual file by answering "YES" or "NO" after each file name.

If you do not specify a *full* source file name, but type one single letter or group of letters, you will be able to copy all files whose name begin with this letter or group of letters. You can still choose whether to copy all or just some of these files. See the table below.

	Source file name:	Manual selection:
Copying a single file	Specify full file name	NO
Copying all files	Press ↵	NO
Copying selected files	Press ↵	YES
Copying all files whose name start with "n"	Type "n", then press ↵	NO
Copying selected files whose names start with "n"	Type "n", then press ↵	YES

"n" = any character or group of characters

12. Wait while the backup is taken

The floppy drive's red lamp lights, and the backup starts. It takes a few minutes if you have many files to copy.

13. Leave the backup program

When the letters "Ba-sy" reappear on your screen, the backup is finished, and your files have been copied onto the floppy diskette (they also remain on the computer's disk pack). You can leave the backup program by typing:

Ba-sy: **EXIT** ↵
@

14. Check that the backup has taken place

You may now check that the files have actually been copied onto the floppy diskette:

@**LIST-FILES** ↵
FILE NAME: (**ND:your-name**) ↵
OUTPUT FILE: ↵

Remember to type **ND:** (colon) in front of your name, and enclose it all in parentheses.

15. MAKE THE FLOPPY DRIVE AVAILABLE FOR THE NEXT USER!**IMPORTANT!**

Before you remove the floppy diskette from the drive, you must make the drive available for the next user by typing:

@**RELEASE-DIRECTORY** ↵
DIRECTORY NAME: **ND** ↵

If you forget this, the next person who tries to use the floppy drive will be unable to do so.

Copying from the floppy diskette to the disk pack

If, after you have taken backup, the contents of the computer's disk pack is erased or destroyed, you can restore it by copying back from the floppy diskette. To do this, first follow steps 3 to 7 on pages 15 and 16.

If the floppy diskette belongs to somebody else (i.e. it has another name than the one you are logged in under), you must *rename* it, giving it your own user name as explained in step 8, page 17.

Then type the instructions as shown below.

Ba-sy: **COPY-USER-FILES** ↵

Destination type: **DIRECTORY** ↵

Destination directory name ' ': ↵

Destination user name 'your-name': ↵

Source type: **DIRECTORY** ↵

Source directory name ' ': **ND** ↵

Source user name 'your-name': ↵

Source file name ' ': _____

Manual selection: _____

You can specify if you want to copy a single file, a selection of files, or all files. See page 18.

NOTE!

Remember to release the directory. See page 19.

Formatting your floppy diskette (non-ND diskettes only)

If your diskettes are supplied by Norsk Data, you can skip this section.

If your diskettes are from another supplier, you must *format* them before use. To format a diskette means to prepare it for data storage.

CAUTION!

If a diskette that is being formatted contains stored data, that data is lost and cannot be recovered.

Follow steps 3 through 6 on page 15. Then type the instructions as shown:

@DEVICE-FUNCTION↵

FILE NAME: FLOPPY-1↵

FUNCTION: SET-FLOPPY-FORMAT↵

FORMAT: 0↵ Zero if your diskette is
the 0.3 Mb type

17↵ 17 if your diskette is
the 1.2 Mb type

@DEVICE-FUNCTION↵

FILE NAME: FLOPPY-1↵

FUNCTION: FORMAT-FLOPPY↵

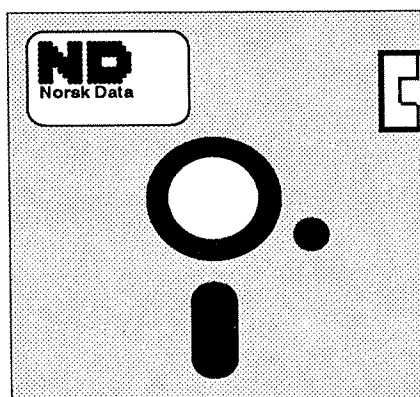
The floppy is now being formatted. The formatting is complete when the @ sign reappears (after a few minutes).

Protecting your floppy diskettes from accidental erasure

You can protect your diskettes against accidental erasure by placing a metal foil (enclosed in the disk pack) over the indentation at the edge of the diskette, as shown below. This makes it impossible to copy anything on this diskette.

NOTE!

When using a diskette, always check that it has not been protected against copying.



*Metal
foil*

If something goes wrong when you take personal backup...

If you get an error message, or if you run into other kinds of trouble when taking a personal backup, check the following:

- Have you inserted the diskette in the floppy drive marked "0" (p. 15)?
- Have you inserted the diskette correctly (p. 10 and 11)?
- Have you checked that your diskette is not protected against copying (p. 22)?
- Are you using the correct diskette type (p. 14)? If not, try formatting the diskette.

CAUTION!

All data will be wiped out. Do not use this option if there is data on the diskette that you want to keep.

- Have you chosen the correct format (p. 21)?
- Does the diskette have the right name (the one you are logged in under)? If not, rename the diskette (p. 17).
- If you get the message *"File already reserved"* or *"Unit occupied"*: Has the person using the floppy drive before you remembered to release the directory (p. 19)? If not, insert his diskette and type @RELEASE-DIRECTORY.

Remember: You can always escape by pressing the ESC key. You can also call you system supervisor.

