

Memo

To: Implementation Coordinators
From: CONNECTIONS Communications
CC: LAN Administrators, Keyusers, OCFS -Directors of Services,
CONNECTIONS Project Team
Date: November 15, 2001
Re: Weekly System Update--11/16/2001 Week's Activities

1. **CONNECTIONS System Down Time:**

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

Friday, 11/16/2001 from 6:00 am - 7:00 am
Friday, 11/23/2001 from 6:00 am - 7:00 am
Friday, 11/30/2001 from 6:00 am - 7:00 am

2. **CONNECTIONS CIAB's System Down Time:**

Due to regularly scheduled maintenance CONNECTIONS CIABS will be unavailable on:

Monday, 11/19/2001 from 7:00 am - 7:30 am
Monday, 11/26/2001 from 7:00 am - 7:30 am

A server will not be rebooted if it is currently being used by a CONNECTIONS user; therefore dial in users that are connected to the Citrix server during this time frame, will NOT receive any pop up message. The only thing the user would notice is a five-minute window within the 30 scheduled minutes where they would receive the following message when they try to establish a Citrix session:

Cannot connect to the Citrix server:

The Citrix Server you have selected is not accepting CONNECTIONS.

3. **Microsoft Exchange Servers:**

Due to regularly scheduled maintenance on Exchange email, all Exchange email servers (except for SSCRX1, SDFY2, EXCHSEN0A1MA, EXCHSEN0A1MB and SACS9X1) will be unavailable on:

Sunday, 11/18/2001 from 1:00 am - 6:00 am
Sunday, 11/25/2001 from 1:00 am - 6:00 am

4. **SMTP Address Extension:**

This is an ongoing activity. Network began implementing user-friendly Internet addresses for the entire Exchange population. The only remaining sites are in NYC. This affects all internal email addresses except

Department of Labor. For NYC/ACS addresses the user friendly Internet address will eliminate the ACS convention from the address.

5. Adobe Acrobat Reader version 3.0:

As previously mentioned over the last few weeks, an Adobe package was distributed to all LAN-Connected desktop workstations on 10/19/01, however LAN-Connected Laptops, Dial-In Laptops and CIAB's were not addressed in the distribution.

A package has been developed to distribute the Adobe Acrobat Reader to **NT 3.51 LAN-Connected Laptops** this upcoming weekend. The Adobe Package was sent to WDS's (workstation distribution servers) on Wednesday, 11/14/01. This package will be available on Monday, November 19, 2001. Please Note: If your users typically bring in their laptops and connect to a LAN to receive CONNECTIONS Application Builds, then this group of users will receive this distribution in the same manner. These users should be instructed to either leave their laptop connected to a LAN over the weekend, or they should be instructed to bring their laptop in beginning Monday, November 19, 2001 and connect to a LAN.

To verify that your NT 3.51 LAN-Connected Laptop receives the Adobe Package, please follow these steps:

- Log-On to your laptop;
- Go to Program Manager;
- If your workstation received the Adobe Acrobat package, you will see an Adobe Acrobat Program Group with the Adobe Icons to open Adobe on the Program Manager Window.

Please contact the CONNECTIONS Help Desk 1-800-759-3832 if you have any difficulties receiving this package for your NT 3.51 LAN-Connected Laptop.

At the present time, our Application Development Staff continues exploring options for distributing the Adobe Reader Package to all remaining devices, (NT 4.0 Laptops and NT 3.51 Dial-In CIAB's and Laptops). We will update you accordingly.

The addition of Adobe Acrobat Reader to your CONNECTIONS workstations provides a useful tool in our ability to distribute communication materials, job aids, UCR's and other files using PDF file extensions. With Adobe Acrobat Reader, users will be able open PDF files to read them and if necessary, print them.

