COMPAQ

Software Product Description

PRODUCT NAME: Compaq Office Server for OpenVMS V5.0/SVENSKA **SPD: 70.09.02**

DESCRIPTION

Compaq™ Office Server for OpenVMS™ V5.0 builds upon the proven strengths of Office Server V4.0A, ALL–IN–1™ and MailWorks™, delivering robust and scaleable messaging and collaboration services to a wide range of mail clients on a choice of server platforms, communicating with a choice of messaging backbones and directories. Key features include:

- Lightweight Directory Access Protocol (LDAP) V3 support over TCP/IP enables access to the new generation of LDAPv3 Directory Services becoming prevalent on the Internet and intranets.
- IMAP4 Client (Internet Messaging Access Protocol) support
- Fault Tolerant and Fail Over capabilities facilitating the reconnection of clients without user intervention
- Load Balancing capabilities enabling one server or cluster to support thousands of diverse clients with improved response
- The capability to create, send, reply and forward mail from the Internet, with personal access to the Office Server File Cabinet - with logon and password authorisation - in conjunction with Office Server Web Interface V5.01 and V6.0. The ability to publish documents of any type for Public Access is retained.
- Multiple client support including Outlook and Exchange with the deployment of Office Server MAPI Driver V5.0 and V6.0 (the *MAPI Driver*)
- Administrator client enables day-to-day administration from a graphical user interface (GUI) on Windows NT V4.0 and Windows 95/98.
- File Cabinet Only installation option that deactivates local and remote mail, redefining Office Server as a hugely scaleable information repository.
- Distributed File Cabinet, whereby users on their local system can access messages and documents of any type on remote Office Server systems as if they were local. .
- Multiple backbone support:
  - — X.400 via MAILbus™ 400 and Compaq X.500 on OpenVMS and Tru64 UNIX® (including smtp /MIME gateway)
  - — smtp/MIME via direct support of PMDF® and LDAPv3 Directories on multiple platforms without the need for Message Router
  - — VAX-based Message Router and DDS Directory Service
- Integral POP3 server
- Comprehensive server-based MailWorks migration tools included as standard
- Refined VT™ interface for MailWorks migrators
- Messages are shared between users, thereby reducing disk utilization experienced by MailWorks customers
- Client Access Licensing
- Year 2000 ready
- Full ALL–IN–1 VT functionality retained for current ALL–IN–1 systems
- One common kit for Alpha and VAX

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AE–RADKA–TE

Office Server provides facilities for mixed groups of Windows NT, Windows 95/98, Microsoft® Windows® V3.11 and V3.1, Apple® Macintosh®, and VT users in small departments or across the enterprise to communicate, share documents, and work together to raise collective productivity.

Through electronic mail and document sharing across wide area networks, users can collaborate on multimedia information that has been created on desktop, departmental, and corporate systems. In addition, due to Office Server's centralized server-based origins and comprehensive system management facilities, a minimum management staff is required.

TeamLinks CLIENT SUPPORT

Services available to TeamLinks Windows V3.0, V4.0, V4.5 and Macintosh V2.6.2 clients:

Office Server provides workgroup services to TeamLinks clients over TCP/IP, SLIP, DECnet™, asynchronous links or AppleTalk® (to Macintosh devices). The server enables TeamLinks users to gain access to the File Cabinet drawers, folders and documents, messaging service, distribution lists, and management functions with minimum retraining for VT users familiar with ALL–IN–1 and MailWorks.

Users employing Windows and Macintosh desktops with their choice of personal productivity applications available for these platforms can transfer documents of any type (including multimedia documents) to the Office Server File Cabinet for secure storage, and send these documents via the messaging service using existing distribution lists. Integral distributed document sharing enables TeamLinks users to access any type of document in remote Office Servers and ALL–IN–1 systems.

Office Server V5.0 allows users of heterogeneous clients (Windows, Macintosh, VT) to coexist and fully participate in workgroup activities.

For full details of the facilities available from TeamLinks clients please refer to SPDs 63.25 (Windows) and 48.17 (Macintosh).

Note: The level of client service can be extended beyond that offered by the TeamLinks V4.0 Client. A full complement of Application Programming Interfaces (APIs) is provided to the File Cabinet Server and AIDA Server for application developers.

MAPI CLIENT SUPPORT

Office Server provides messaging and collaboration services to Messaging Application Programming Interface (MAPI) enabled applications such as Outlook and Exchange via the Compaq Office Server MAPI Driver V5.0 and V6.0 supplied separately. Mail, directory, file cabinet, group management, drag and drop, and document conversion operations are supported on 32-bit Windows NT V4.0 workstations and Windows 98/95 PCs. For full details of the functionality offered refer to SPD: 61.43.03 for V6.0 and 61.43.02 for V5.0.

WORLD WIDE WEB ACCESS

Users on the Internet or intranets can reply, forward, create and send mail whilst accessing their own personal drawers, folders, messages and documents - as well as any others to which they have been granted access - with user logon and password authorization via the Compaq Office Server Web Interface V5.0 and V6.0 supplied separately. Utilizing standard Web browsers such as Netscape Navigator® and Microsoft Internet Explorer from, for example, an Internet Café, messages and documents can be viewed and downloaded to the PC.

In addition, any document placed in a drawer with World Read access or Internet access can be accessed from anywhere on the Internet (subject to firewalls and any requisite tunneling software). No specialized Hypertext Markup Language (HTML) authoring tool is required on the server to publish documents on the Internet, and updating documents is simply a question of filing a new document in the File Cabinet for immediate access from the Web. For further details refer to SPD: 61.55.03 for V6.0 and 61.55.02 for V5.0.

Important: All documents within the Office Server File Cabinet can be made secure by the inherent security capabilities. However, if these facilities are not used correctly, access from Office Server to the Internet may open up the possibility of security violations. Compaq accepts no responsibility for the security of documents within Compaq Office Server.

OFFICE SERVER ADMINISTRATOR CLIENT

The Administrator client can be installed on Intel® and Alpha based Windows NT V4.0 workstations and Windows 98/95 Intel desktops. It provides the system manager a graphical user interface to various administrative tasks. Full VT based system management is also retained, encompassing all the management capabilities inherited from ALL–IN–1 V3.2.

The Administrator GUI provides management in the following areas:

- User management
  - — Create account
  - — Modify account details
  - — Delete account
  - — Rename account
  - — Transfer user
- Server management
  - — Manage File Cabinet servers
  - — Manage AIDA servers
  - — Configure servers for Failover and Load Balancing
  - — Manage senders and fetchers
- Log management
- Housekeeping
- General system management

The Administrator client will attempt automatic reconnection to the management server in the event of an automatic restart following server failure.

The Administrator Client is common to the full Office Server installation and the File Cabinet Only option (see below).

Note: The Administrator client requires IP transport and does not support any version of DECnet.

FILE CABINET ONLY OPTION

During the installation of Office Server V5.0 there is an option to deactivate all local and external messaging to end-users. Customers should choose this option if they are planning to standardize on alternative messaging servers utilising client-server access, but still require access to the Office Server File Cabinet with its repository of historical information that could constitute millions of documents and messages. System messages will continue to function.

End-users equipped with TeamLinks and MAPI Driver clients such as Outlook and Exchange Client continue to have full access to the distributed Office Server File Cabinet messages and documents. These clients must use an alternate mail system such as Microsoft Exchange Server to process their mail.

Note: Warning: If it is intended to continue running VT applications and customizations created under ALL–IN–1, it is strongly recommended that the File Cabinet Only option is not chosen as VT access and messaging from VTs is discontinued with the selection of File Cabinet Only.

Note: Selection of the File Cabinet Only option mandates the adoption of File Cabinet Client Access Licensing. See the Licensing and Ordering section later in this SPD.

Note: If the File Cabinet Only option is already activated within Office Server V4.0A it is not possible to revert back to full messaging operation during the installation of V5.0, nor will V5.0 be licensed to support full operation.

MESSAGING AND DIRECTORY SERVICES

Office Server is able to communicate with a variety of message transfer agents (MTAs) and directory service agents (DSAs).

MAILbus 400

With the inclusion of the X/Open™ XAPI and XDS interface stubs, customers may choose X.400 Alpha-based (either OpenVMS or Compaq Tru64 UNIX™) MAILbus 400 and prerequisite Compaq X.500 Directory Service Agents as their mail backbone, deploying MTAs and DSAs when and where they wish, with local or remote connection to Office Servers.

The Message Router Migration Package V1.0 (QP-042) assists Message Router (MR) customers to migrate from MR to MAILbus 400 by including the MAILbus 400 Message Router Gateway (XMR) and MAILbus Directory Migration Toolkit (DMT) as well as the MAILbus 400 MTA and DSA. This package caters for the phased migration of up to thousands of users over an extended period of time.

Note: The MAILbus Directory Migration Toolkit has not been tested for Year 2000 Readiness so it is strongly recommended that operation of DMT cease before Year 2000.

PMDF

Another option is Innosoft's PMDF, which delivers an AlphaServer based smtp/MIME backbone, having direct access to Office Server's MRIF V2.0 interface, without the need for Message Router. PMDF can utilize a variety of directory services, including its own Innosoft Distributed Directory Server (IDDS) V4.4.1, as well as the Network profile, integral to Office Server. PMDF does not support Message Router's Distributed Directory Services (DDS).

LDAPv3

Office Server supports Lightweight Directory Access Protocol (LDAP) V3, enabling the utilization of increasingly popular LDAPv3 directory services. The implementation within Office Server V5.0 enables the use of the VT client and integral Office Server management utilities to populate the following LDAP directories:

- Innosoft Distributed Directory Server (IDDS) V4.4.1
- PMDF-X.500/LDAP Server (Note: this is to the LDAPv2 standard and is not Year 2000 compliant)
- Netscape Directory Server V4.0
- Netscape Directory Server V3.0 (Note: this is to the LDAPv2 standard only)

Address lookups are also supported from TeamLinks, MAPI Driver clients, Web Browsers, VT, and Office Server management utilities.

Message Router/MAILbus 1

Customers may continue with Message Router for OpenVMS VAX, as the MRIF V2.0 interface is included. The Message Router OpenVMSmail Gateway allows Office Server users to exchange messages with users of the OpenVMS Personal Mail Utility. Refer to the Message Router for OpenVMS VAX Software Product Description (SPD 26.33).

Note: Only Message Router V3.5 is Year 2000 ready.

Message interchange with the Internet and intranets is possible from MAILbus 400, PMDF and Message Router. Internet style addressing is honoured by Office Server out-of-the-box.

IMAP4 SERVER

Internet Messaging Access Protocol 4 (IMAP4rev1) is supported as standard within Office Server V5.0. Users can access their INBOX or any other folder from standard Internet mail clients such as Outlook Express and Netscape Communicator with user name and password authorization. Upon connection, operations may be performed on documents and messages in the File Cabinet such as creation, reading, refiling, attribute modification, forwarding, replying and deleting. The processed mail is transferred to a predefined smtp "sendmail" server such as Compaq TCP/IP Services or MultiNet® for distribution. Note that Office Server offers just two levels of nesting - Drawer and Folder.

POP3 SERVER

Post Office Protocol 3 is supported as standard within Office Server V5.0. Users access their INBOX folder from standard Internet mail clients such as Eudora and Netscape with user name and password authorization. Upon connection, the contents of the Inbox are downloaded to the client for offline processing. Upon reconnection, the processed mail is transferred to a predefined "sendmail" server such as Compaq TCP/IP Services or MultiNet for distribution. The Office Server POP3 Server offers a number of additional features including:

- The ability to access any personal Office Server folder or shared drawer, and download the contents to the client.
- Honours the "delete/retain message on server" option. The status of messages left on the server can be configured.
- Conversion to text of WPS–PLUS (V4.2 and above) and WordPerfect® (V4.2 and above) messages and documents as they are transmitted to the client.
- Available on both OpenVMS Alpha and VAX.

YEAR 2000 READY

This product is Year 2000 Ready.

"Year 2000 Ready" products are defined by Compaq as products capable of accurately processing, providing, and/or receiving date data from, into and between the twentieth and the twenty-first centuries, and the years 1999 and 2000, including leap year calculations, when used in accordance with the associated product documentation and provided that all hardware, firmware and software used in combination with such products properly exchange accurate date data with the products.

For additional information visit the DIGITAL Brand area on Compaq's Year 2000 Ready web site located at: http://www.compaq.com/year2000/

Office Server V5.0 stores dates in OpenVMS 64-bit format or NBS format and the supported date range is 17th November 1858 to 31st December 9999.

Years entered as two digits are defaulted to the century of the current system date and stored as such. For example, a date string of 29-Apr-74 processed on 5th March 1998 will be stored as 29-Apr-1974, and on 5th March 2001 as 29-Apr-2074.

Date searches across the millennium change will behave correctly as the complete date (and time) is stored.

DISTRIBUTED FILE CABINET

Distributed Sharing Option is included in Office Server as standard, enabling users on remote systems to access documents in nominated drawers and folders as if they were local to them.

As multimedia documents of all types become larger and distribution lists longer, the ability to directly access information reduces the load on the messaging system, leading to an overall performance improvement. Typically, groups of users would be notified of the existence of a document in a local folder by a small mail message, which offers the individuals the choice of whether they wish to access it or not.

Users with appropriate privileges, administrators, and system managers are able to set up access lists and controls, ensuring that only authorized individuals and groups of users can gain access to documents and messages within specifically-defined drawers and folders.

This capability is known within ALL–IN–1 as Distributed Sharing Option (SPD: 36.97).

MAILWORKS MIGRATION UTILITY

Office Server V5.0 includes server-based migration tools to assist in the movement of MailWorks OpenVMS user data and the message store to Office Server. Customers may install Office Server in situ on their existing VAX and Alpha systems or on new Alpha systems and either copy the message store to Office Server format, requiring more disk, or rename the message store without increase in disk usage. Copying the content ensures that the original MailWorks environment is left unchanged.

Note: It is strongly recommended that, as good management practice, a full MailWorks system backup is taken before migration to Office Server.

The migration utility includes:

- A pre-migration check tool that reports on data relevant to the migration and any conflicts that might arise.
- System manager-initiated migration of one or more users at the same time.
- The migration of user profiles, file cabinets, and Personal Address Books
- Preservation of the integrity of messages.

Full instructions on migrating from MailWorks OpenVMS were included with the Office Server V4.0A Update kit and are included in the full V5.0 kit.

FILE CABINET/FILE CABINET MANAGEMENT

The Office Server File Cabinet is a full multimedia file repository. Documents and messages of any type, such as HTML, Postscript®, .DOC, .XLS, .PPT, MPP, JPEG, full motion video, audio, ASCII and other formats can all be stored in the File Cabinet.

Fault Tolerance and Load Balancing

The File Cabinet offers fault tolerance in that in the event of a File Cabinet Server or AIDA Server failure, upon restart, automatic reconnection to TeamLinks V4.5 and MAPI clients will be attempted. Such MAPI clients include Outlook and Exchange.

It is also possible to specify the maximum number of client connections to each FCS and AIDA Server thereby spreading the load across multiple servers, multiple CPUs and multiple Nodes within a cluster. In addition, specific clients may be automatically connected every time to lightly loaded servers thereby ensuring very good response times to specific users.

Management of these features is performed from the Administrator Client and is not possible from a VT.

Established Features

The File Cabinet adopts the sharing model whereby a message sent to multiple recipients on the local system is not copied to every recipient, but pointers are utilized allowing each recipient to read the one copy of the message. This offers two major advantages over the one copy for each recipient model - better performance and much reduced disk storage requirements.

The File Cabinet is similar in function to a standard office filing cabinet with drawers containing documents contained within folders. Folders are in alphabetical order and documents within the folders are ordered by date and time of creation.

Document information (such as title, date created, document number, author, keywords, and type) is maintained in the File Cabinet. Facilities are provided for the user to maintain and manage the contents of the File Cabinet. The user can print or delete more than one document at a time. Selection of the documents can be made with user-specified criteria.

Documents (individual or by folder) can be refiled, cross-filed, or duplicated. Information such as title and associated keywords can be changed. When a document has multiple cross-filings within a single drawer, only one copy of the document body is stored, thereby minimizing storage space.

Documents deleted by a user are filed in the WASTEBASKET folder until it is emptied.

The File Cabinet provides access to documents through a common mechanism, regardless of the format of the documents. Support is provided as standard for document formats of virtually any type, including multimedia. In addition, all X.400 P2 attributes can be stored in the Office Server File Cabinet.

Document reservation allows each user to protect a document while it is undergoing a series of edits, in situ or remotely, preventing other users from modifying it until unreserved. While it is reserved, other users can read but not edit the document.

The document handling model makes a clear distinction between revisable and final form documents. The model provides clear separation of formatting and printing, so that formatting of documents can be performed separately from printing.

Mail Janitor

A mail janitor utility is incorporated in the base product. It allows the system manager to refile old messages from the READ and OUTBOX folders to the user's WASTEBASKET folder. The manager can set the maximum permitted age of messages in the READ and OUTBOX folders (default 60 days) and a maximum number of messages to delete per folder. Profile and Policies options can set and override default actions for number of messages and user length of absence.

Management of the Mail Janitor facility is possible from the Administrator Client V5.0 as well as VT.

Checkmail

This feature is used to check if the user has any unread or unsent mail in the default mail drawer before entering Office Server and will inform the user if this is the case.

Shared Filing

Users can create shared drawers to allow other users to read and edit shared documents. Access controls are provided so that the drawer owner can specify which users or named groups of users are allowed to access a drawer and the operations they are allowed to perform in it. Concurrence control ensures that certain actions are prohibited while a user is modifying a shared document. For example, while a user is editing a shared document, other users attempting to edit that document will be informed the document is in use.

The Reservation feature enables users on clients such as Outlook, TeamLinks, or VT to reserve a document in the File Cabinet before uploading the document to the user's workstation, thereby indicating to all other users who have access to that document that the document is in the process of being modified. Anyone subsequently attempting to modify the document is informed that it is reserved by another individual and that only Read access is permitted. Only when the reserver returns the modified document and removes the reservation can others access the document with more than Read access.

Group Services

Users with suitable profile settings can define a set of users as a group. Multiple groups can be defined. Groups can be assigned access privileges to shared documents or drawers. Members can be added to or deleted from a group, and associated access rights are automatically assigned or removed. Users can also check what groups they belong to.

MAIL

The following information is specific to Office Server VT client access, describing the functionality available. Many of these operations are accessible from TeamLinks and MAPI-enabled applications also. Please check the relevant SPD for a complete list of each product's capabilities. Messaging is not available to any user client or VT if the File Cabinet Only installation option has been selected.

The Electronic Messaging application provides a means of exchanging messages with other users. The user can create, edit, print, delete, read, send, answer, and forward messages. The message header (which contains addressee(s), subject, and mail classification) and the text of the message can be edited prior to being dispatched.

When creating a message, the user specifies the addressee(s) to whom the message is to be sent. Optionally, any addressee(s) to receive copies or blind copies of the message may be included. In addition, users may specify an expiry date for each message sent, along with importance (low, normal, or high) and sensitivity (Not Sensitive, Company Confidential, Private, or Personal). To save time with addressing, the user can create personal distribution lists or nicknames (seen only by the user).

Incoming messages can be forwarded, answered, or both. Answers can be directed to the sender only, or to all the recipients of the message. Senders can request confirmation that addressees have received the message, read it, or both. Priority for delivery of the message can be assigned as Express, First Class, or Second Class. The user can specify that the sending of a message be deferred to a time chosen by the user.

Messages appear to the user and are treated as documents. Office Server maintains folders for incoming, read, created, and sent messages. Once a message

is sent, one copy of that message (per system or cluster) is shared by the sender and receiver(s) and cannot be edited. Messages can be refiled and cross-filed in the user's File Cabinet. Documents already in the File Cabinet can be sent to other users.

The user can choose to have all incoming messages automatically forwarded to another user. Alternatively, the user can create a reply message that is sent in response to all incoming mail (for example, "I am out of the office until. . .").

Shared filing within Electronic Messaging ensures that operations behave correctly in shared and distributed environments. Mail operations always take place in the user's MAIN drawer, whatever the previous context.

An index of attachments to a message can be displayed and a set of options is provided for printing or reading individual attachments. Attachments can be filed as revisable text or as messages which can be forwarded.

The Set Mail User (SMU) option allows a user to perform many mail operations on behalf of another user, such as a secretary for a manager. The Grant Mail Access (GMA) option lets users specify other users who may process their mail. The mail header displays both users' names when a mail message is sent by a user employing SMU.

Addressing includes:

- Automatic recognition of Internet addresses
- Integral X.400 addressing support
- For backwards compatibility and minimum disruption for users, the continued support of Message Router style addressing, even when the mail backbone has been replaced with MAILbus 400
- The ability to create a distribution list using the list of addresses from a received message header
- Nickname support - long nicknames, manipulation of the long mail addresses common on messages sent or received via gateways to other mail systems, and the ability to create a nickname from the sender of a message

DIRECTORIES

The Directories subsystem provides access to, and maintenance of, directories available to the user. The user can view a directory of telephone numbers and addresses which is maintained by the system manager. A directory of all the Office Server users can also be viewed.

Facilities are provided for the user to maintain and view a personal telephone directory, nicknames, and distribution lists.

With the adoption of MAILbus 400 as the mail backbone, directory services are provided by Compaq X.500. Please refer to SPD 40.77.

With the installation of X.500 or MAILbus Distributed Directory Service, Office Server provides the user with the ability to perform mail directory searches on defined criteria such as name, department, location, and organization.

See also the section on LDAP support above.

SYSTEM MANAGEMENT

The System Management utilities accessible from VT supplement the capabilities of the Administrator client GUI, and are used to perform routine maintenance, including:

- Scheduling and rescheduling of housekeeping procedures
- Management of printers
- Direct maintenance of NETWORK.DAT, X.500, LDAP, and DDS profiles
- Metering and quota management of the shared area

A system manager can nominate a user as a system administrator to help with the management of:

- File Cabinet and AIDA servers in support of PC and Macintosh clients and other Office Server components
- User accounts (create, delete, move, rename)
- Mail system Sender/Fetcher processes and queue maintenance
- Document archiving
- System distribution lists
- Drawers, including the restriction of individual user drawer creation
- Mail janitor functionality
- Suppressing the printing of distribution lists
- Scheduling housekeeping tasks

- Monitoring Office Server exception and information reports
- Initiating Office Server shutdown

Office Server administrators do not require OpenVMS system privileges.

Office Server supplies a metering facility that enables system managers to collect data on resource usage within Office Server sessions for pre-defined events. Application developers can define and create their own additional meters. Meters record the number of times a meter is called, CPU usage, Direct I/O, Buffered I/O, and Page Faults.

PRINTING

The Printing facility provides users with the ability to specify where a document is to be printed, the number of copies, and the output format. The output can be directed to any of the printers available to the Office Server user, to another document, or to the user's terminal. Printing and formatting is handled in the background, freeing the terminal for other actions when interaction with the print formatter is not needed.

Printer level checking ensures the print destination supports the document's final form format.

Print and LPS print options (LPS20, LPS40, PS17, PS32) can be specified during a print operation. System-defined and user-defined print styles can be utilized for improved ease-of-use.

Distribution List Print Suppression

Suppression of the distribution list on reading and/or printing of a mail message is determined according to the user's current preferred settings.

JOB SERVICES

Office Server provides users with the ability to perform operations on their jobs on print, batch, and server queues. Using the multiple select indexing capability, users can get information on jobs, delete them, edit their attributes, and restart currently-executing jobs.

Management of queues and jobs can be performed within Office Server. Managers can assign one or more users to manage specific local queues and to requeue jobs to different queues.

PROFILE

Each Office Server user has a user profile that contains information pertaining to the user.

The VT user can access and modify part of their user profile including full name, address, telephone number, department, and title. In addition, user preference information (such as work week and working hours, editing style, mail notification, and read receipt handling) can be modified.

The Manager maintains information such as user privileges, default directory, and form library access.

INTERNATIONAL SUPPORT

Office Server is designed to support multilingual operations. When upgrading from Office Server V4.0A primary and secondary language PAKs must remain installed on the system. Secondary language PAKs must remain installed throughout the deployment of Office Server V5.0.

Multi-lingual support is subject to availability of the specific translation. Office Server can be deployed in a multilingual network and can support multilingual operations on a single system. However, all language kits, including U.S. English, must be the same version.

DOCUMENT PROCESSING

The Document Processing application enables VT and terminal emulation users to create, edit, print, delete, and read documents. The editor supplied with Office Server is EVE with EDT™ keys.

DOCUMENT CONVERSION

Office Server includes the following supported data types:

- Rich Text Format (RTF)
- WK1, WK3, DIF, MacWrite®, DX™, WPL, PICT, WordPerfect
- PS - the final form PostScript document format

Office Server allows all the data types to be read, with the exception of PostScript. The CDA™ conversion function is used to convert to/from the above data types.

Users can send and receive these document types in mail, store them in their File Cabinet, read, print, copy, and convert them. The quality of formatting of the displayed data depends on the CDA facilities provided by the underlying OpenVMS system. Office Server

uses the CDA character cell formatter, which gives improved results with correct formatting and the inclusion of externally-referenced files.

Office Server attempts to print CDA documents in PostScript if the destination printer is capable of it; otherwise, Office Server converts the document to ASCII text before printing.

If a user attempts to edit any CDA document using a standard editor, the normal handling results in a message telling the user that the document format is not supported by the editor. However, the user can convert a CDA document into a suitable format for editing, and then use the appropriate editor. Through conversion, there is a potential for formatting attributes to be lost.

For conversions on Alpha, DECwindows™ V1.2 must be installed and the minimum version of CDA$ACCESS.EXE and DDIF$CC_VIEWSHR.EXE is V1.8.

For conversions on VAX, CDA Converter Library V2.2 must be installed, which will also install CDA Run-Time Services V1.0. The minimum version of CDA$ACCESS.EXE and DDIF$CC_VIEWSHR.EXE is V1.7.

VT-SPECIFIC FUNCTIONALITY

Office Server offers a VT interface to VT users moving from MailWorks OpenVMS. This interface supports electronic mail, file cabinet, and server-based printing operations.

System wide Features

- Menu navigation for VT and terminal emulation users.
- Applications are accessed through a hierarchy of menus. Experienced users can easily bypass menus.
- Users can interrupt their current activity to read a new mail message, display the current time, or access directories.

Help

VT users can press the Help key to invoke online help for some functions of Office Server. The Help facility provides basic information on the function in question without the user having to refer to the documentation.

DOCUMENTATION

The following documentation is standard with Office Server kits:

- Planning and Setup Guide
- Installation Guide
- Release Notes (on-line)
- Compaq Office Server Administrator Read Me First (on-line)
- Compaq Office Server Administrator online help

Additional copies of the manuals can be purchased separately.

INSTALLATION

Installation of this product is designed to be simple and swift. Office Server when installed as a fresh installation does not require any PAKs and is licensed by Client Access Licensing.

Upgrade from previous versions and coexistent versions

Office Server V5.0 is the upgrade path from Office Server V4.0 and V4.0A on Alpha or VAX. The File Cabinet-only Option is not available to V4.0 customers when moving to V5.0. A V5.0 system must not be installed on top of a V4.0 or V4.0A system under any circumstances.

MailWorks V1.3A customers on OpenVMS V6.2 or higher can upgrade directly to Office Server V5.0 on existing systems or on new systems and proceed with migration as indicated in a previous section. Earlier versions of MailWorks are not supported.

Compaq Service Option

This software product will be installed by Compaq at no additional charge if purchased concurrently with a Startup Service Package that includes installation service. Office Server does not support coexistent systems; that is, versions of ALL–IN–1 and Office Server may not co- reside on the same CPU, VAXcluster™ or VMScluster™ system.

HARDWARE REQUIREMENTS

Processors Supported

Alpha: All AlphaServer systems and workstations supporting OpenVMS V6.2 and higher will support Office Server.

Note: Absolute minimum memory size is 64MB.

VAX: All VAX processors are supported with the exception of:

- MicroVAX: MicroVAX I
- VAXstation: VAXstation I, VAXstation 8000
- VAX–11/725, VAX–11/730, VAX–11/750, VAX–11/782

Note: Recommended minimum memory size for supported VAX systems is 32MB

The amount of memory, processors, and disk drives required by the supported CPUs to run Office Server is dependent on the number of simultaneous users. This information is being updated on a continuing basis. Contact your local Compaq office for specific details.

Other Hardware Supported

The following terminals are supported for text:

- VT100™ series (VT100, VT100W, VT101, VT102, VT125) or devices in VT100 emulation mode

  Note: Some of the Office Server functionality is not accessible from VT100 or VT100W terminals. Refer to the relevant VT manual for information as to the capabilities of each device.
- VT200 series (VT220™, VT240, VT241) and devices that support VT200 emulation
- VT300™ series (VT320™, VT330™, VT340™) and devices that support VT300 emulation
- VT420™ text video terminal
- VT500 text video terminal
- VT1000™ in VT300 emulation mode or via DECwindows DECterm™ mode
- All Compaq PCs in VT220 or VT300 emulation mode
- VAXstation-series terminals

Printers

Office Server can submit print jobs to most devices that have an associated OpenVMS printer queue.

Application support for various printer features varies by the application used.

- Personal:

  LA70, LA75™ Plus
  DEClaser™ 1100, DEClaser 1152
  LA310, LA424
- PC Printers (via terminal emulation):

  EPSON® LQ-105#, HP® DeskJet® 500#,
  IBM® Proprinter® X24E#, NEC PinWriter® 6300#,
  Okidata Microline 393+#, Panasonic KX-P1180#,
  Toshiba® ExpressWriter 400#
- Shared:

  DEClaser 3500, DEClaser 2100/plus, DEClaser 2150/plus
- Departmental:

  LP11, DEClaser 3200/plus, DEClaser 3250/plus, Turbo PrintServer™ 20, PrintServer 17, PrintServer 32

# denotes that this printer has been superseded, but no testing has been done to ensure that all features of the replacement models are supported.

Note: Compaq acknowledges that a plethora of third-party PCs, PC BIOS, network interfaces and network software stacks can be deployed in conjunction with PCs and Macintosh computers accessing Compaq Office Server. Compaq has observed that some combinations of these third-party products do not exhibit correct behaviour, resulting in intermittent or permanent user- or system manager-perceived problems. If such conditions occur, Compaq reserves the right to recommend combinations of the above that are known to behave correctly to solve actual customer interoperability problems. In addition, Compaq will not be held responsible for supporting combinations of third-party products used in conjunction with Office Server that are known to behave improperly or to consistently exhibit incorrect operation on customer sites.

DISK SPACE REQUIREMENTS

Please refer to the Office Server V5.0 Installation Guide for disk space requirements.

CLUSTER ENVIRONMENT

This layered product is fully supported when installed on any valid and licensed VAXcluster or VMScluster configuration within the limits of the OpenVMS Cluster Software SPD (29.78). This includes VAX only, Alpha only and mixed Alpha and VAX clusters.

WARNING: Whether a cluster consists of just VAX or just Alpha systems or a mixture of VAX and Alpha systems, all nodes running Office Server within the cluster must be on the same version of the operating system and refer to a single and common set of "OA$" logical name definitions and a single and common SYSUAF file.

SOFTWARE REQUIREMENTS

OpenVMS VAX	OpenVMS Alpha
OpenVMS for VAX V6.2, V7.1 or V7.2	OpenVMS for Alpha V6.2, V7.1, or V7.2
DECnet–VAX end-node V5.5	DECnet V1.5 for OpenVMS Alpha

OpenVMS Tailoring

For OpenVMS systems, the following classes of OpenVMS are required for full functionality of this layered product:

- Network support
- Programming support
- System programming support
- Secure user's environment
- Utilities
- BLISS require files

For more information on OpenVMS classes and tailoring, refer to the OpenVMS Operating System for Alpha and VAX Software Product Description (SPD 25.01).

Optional Software

- MAILbus 400 Message Transfer Agent V2.0B
- Compaq X.500 Directory Service V3.1
- MAILbus 400 API V2.0B
- XMR - MAILbus 400 to Message Router gateway V1.2B
- MAILbus 400 smtp gateway for Compaq Tru64 UNIX
- DMT - MAILbus Directory Migration Toolkit V1.0 - Not Year 2000 ready
- Message Router Migration Package V1.0 - Not Year 2000 ready
- TeamLinks for Microsoft Windows V4.5, V4.0, V3.0
- TeamLinks for Macintosh V2.6.2 (the only Year 2000 ready version)
- Compaq Office Server MAPI Driver V5.0 and V6.0
- Compaq Office Server Web Interface V5.0 and V6.0
- PATHWORKS™ for DOS V5.0 or higher
- PATHWORKS for OpenVMS VAX V5.0 or higher
  *and/or**
  PATHWORKS V5.0 or higher for OpenVMS Alpha
- VAX Message Router V3.5. Not available on OpenVMS Alpha
- VAX Message Router OpenVMS Mail Gateway V3.5. Not available on OpenVMS Alpha
- DECnet-PLUS for OpenVMS V6.2 or later

  Note: Long node names are not supported
- One of the supported JSB TCP/IP stacks
- DEC™ TCP/IP Services for OpenVMS V4.1-12 or higher
- Process Software MultiNet V3.5 or higher
- Attachmate PathWay™ V2.5 or higher
- Process TCPware® V4.1 or higher
- Any product supporting the WinSockets API and PATHWORKS or DEC TCP/IP Services for OpenVMS
- For CDA VAX support - CDA Converter Library for OpenVMS V2.2 (VAX only available)
- For CDA Alpha support - DECwindows V1.2 for OpenVMS Alpha

* *and/or* indicates that this software is available on OpenVMS Alpha as well as OpenVMS VAX systems and that both may be required on mixed architecture clusters depending upon customer needs.

Customers should contact providers of any currently integrated third-party products regarding compatibility with Office Server on VAX and Alpha, or contact their local Compaq Sales Office for specific information on layered product availability and interoperability with Compaq Office Server V5.0.

LICENSING

Compaq Office Server V5.0 supports two mutually exclusive styles of licensing:

- For customers upgrading from Office Server V4.0 or V4.0A that are traditionally licensed due to their ALL–IN–1 heritage, Clusterwide, Capacity and User (Concurrent and Personal) licensing enforced by Product Authorization Keys (PAKs) continues to be supported, ensuring that customers experience no changes to the way they are currently licensed, thereby eliminating any administrative overhead. ALL–IN–1 V3.2 will remain in the price book, and existing traditional licenses will continue to be orderable.
- For:

  — new deployments of Office Server

  — MailWorks customers migrating to Office Server

  — selection of the File Cabinet Only option

  Client Access Licensing (CAL) is mandatory.

Client Access Licensing

Client Access Licensing (CAL) has the financial advantage of granting to one user the rights to access the Office Server system and Compaq clients in the one license. For example, one CAL would enable a user to access the Office Server capabilities from a Compaq TeamLinks, Compaq MAPI Driver, Web Browser or VT client without incurring the cost of the client software itself. If the client is developed by a third party however, the rights to install that client on the desktop must be purchased from the third party vendor, as the rights to third party software are not granted by the Compaq Office Server CAL.

Without exception, one CAL must be acquired for every user featured in the Office Server profile; that is, at all times every registered user must be licensed by one CAL. CALs may be moved between systems as user populations fluctuate, but the number of CALs present on the site must equal or exceed the number of registered users at the site.

Office Server V5.0 is licensed by two types of Client Access License which cannot be mixed on one node. Customers that choose the full installation are licensed by the Office Server CAL with Unique Product Identifier (UPI) of 5TD. Customers that install the File Cabinet Only Option are licensed by the FCCAL with UPI of 5Z4.

Note: In OpenVMS clusters, traditional licensing and Client Access Licensing cannot coexist. For example, one Office Server system licensed by CALs must not be added to an Office Server cluster licensed by Capacity or User licenses.

Full Office Server installations and File Cabinet Only installations on separate nodes within a cluster are not allowed.

Office Server System License

In addition to CALs, each Office Server installation must be licensed by one Office Server (system) License (UPI is 5TB) and the File Cabinet Only installation licensed by one Office Server File Cabinet system license (UPI is 5Z2). For Office Server deployments on OpenVMS clusters, one system license (QM-5TB9A-*A or QM-5Z29A-*A) is required per OpenVMS system in the cluster.

Each Office Server kit (QB-5TBMA-SA) includes the license, media, and documentation for Office Server, and the media, documentation, and license to install one Office Server Administrator client (UPI is 5TC). Additional Administrator Clients may be installed upon the acquisition of additional licenses (QM-5TC9A-AA).

Each Office Server File Cabinet Only kit (QB-5Z2MA-SA) includes the license, media and documentation for Office Server File Cabinet Only and the media, documentation and license to install one Office Server Administrator Client (UPI=5TC). Additional Administrator Clients may be installed upon the acquisition of additional licenses (QM-5TC9A-AA).

Customers with Compaq Service agreements

All MailWorks, ALL–IN–1 and Office Server customers paying for Compaq Media, Documentation Distribution Service (MDDS) will receive the Office Server V5.0 media, documentation, and licenses as part of their agreements.

Office Server V5.0 can be ordered separately and delivered from Compaq manufacturing centres. Office Server V5.0 will also be distributed on the OpenVMS Alpha and VAX Software Product Libraries, formerly CONDIST.

Migrating to Office Server from MailWorks and ALL–IN–1

MailWorks customers must replace their existing licenses with Office Server or Office Server File Cabinet system licenses and acquire one CAL or FCCAL for every user/subscriber on each system.

Non-Service Paying Customers

Customers without a Compaq support agreement should consult their Compaq or Compaq Partner account manager regarding upgrading to Office Server V5.0.

ORDERING INFORMATION

Table 1
Compaq Office Server for OpenVMS V5.0

Order No.	Description
	Licenses, Media, and Documentation
QM-5TB9A-AA	One Server License
QB-5TBMA-SA	One Server License, Media, Documentation
QB-5TBMA-SB	One Server License, Media, Doc + 25 CALs
QB-5TBMA-SC	One Server License, Media, Doc + 100 CALs
QB-5TBMA-SD	One Server License, Media, Doc + 500 CALs
QB-5TBMA-MA	One Server Upgrade License, Media, Doc
QM-5TB9A-CA	One Server Upgrade License
QA-5TBAA-GZ	Documentation Kit
	Compaq Office Server
QM-5TD9A-AA	One Client Access License
QM-5TD9A-AB	25 Client Access Licenses
QM-5TD9A-AC	50 Client Access Licenses
QM-5TD9A-AD	100 Client Access Licenses
QM-5TD9A-AE	500 Client Access Licenses
QM-5TD9A-CA	One Client Access Upgrade License
QM-5TD9A-CB	25 Client Access Upgrade Licenses
QM-5TD9A-CC	50 Client Access Upgrade Licenses
QM-5TD9A-CD	100 Client Access Upgrade Licenses
QM-5TD9A-CE	500 Client Access Upgrade Licenses
QM-5TC9A-AA	One Administrator Client License
QM-5TC9A-CA	One Administrator Client Upgrade License
QB-5TCAA-SA	Administrator Client License, Media, Documentation
QB-5TCAA-MA	Administrator Client Upgrade License, Media, Documentation

Table 2
Compaq Office Server File Cabinet for OpenVMS V5.0

Order No.	Description
	Licenses, Media, and Documentation
QM-5Z29A-AA	One Server File Cabinet License
QB-5Z2MA-SA	One Server File Cab License, Media, Documentation
QB-5Z2MA-SB	One Server File Cab License, Media, Doc + 25 CALs
QB-5TBMA-SC	One Server File Cab License, Media, Doc + 50 CALs
QB-5Z2MA-SD	One Server File Cab License, Media, Doc + 100 CALs
QB-5Z2MA-SE	One Server File Cab License, Media, Doc + 500 CALs
QB-5Z2MA-MA	One Server File Cab Upgrade License, Media, Doc
QM-5Z29A-CA	One Server File Cab Upgrade License
QA-5TBAA-GZ	Documentation Kit
	Compaq Office Server File Cabinet
QM-5Z49A-AA	One File Cabinet Client Access License
QM-5Z49A-AB	25 File Cabinet Client Access Licenses
QM-5Z49A-AC	50 File Cabinet Client Access Licenses
QM-5Z49A-AD	100 File Cabinet Client Access Licenses
QM-5Z49A-AE	500 File Cabinet Client Access Licenses

Table 2 (Cont.)
Compaq Office Server File Cabinet for OpenVMS V5.0

Order No.	Description
QM-5Z49A-CA	One File Cab Client Access Upgrade License
QM-5Z49A-CB	25 File Cab Client Access Upgrade Licenses
QM-5Z49A-CC	50 File Cab Client Access Upgrade Licenses
QM-5Z49A-CD	100 File Cab Client Access Upgrade Licenses
QM-5Z49A-CE	500 File Cab Client Access Upgrade Licenses
QM-5TC9A-AA	One Administrator Client License
QM-5TC9A-CA	One Administrator Client Upgrade License
QB-5TCMA-SA	Administrator Client License, Media, Documentation
QB-5TCAA-MA	Administrator Client Upgrade License, Media, Documentation
	Software Product Services
QT-5TB9A-TA	Office Server New Version License
QT-5TBAA-X*	Office Server and CAL packages
QT-5TBAA-KZ	Documentation
QT-5TC9A-TA	Administrator Client New Version License
QT-5TC9A-XA	Administrator Client Service
QT-5TD9A-T*	CAL
	File Cabinet Only option
QT-5Z29A-TA	Office Server File Cabinet New Version License
QT-5Z2AA-X*	Office Server File Cabinet and File Cabinet CAL packages
QT-5Z29A-T*	File Cabinet CAL

* Denotes variant fields. For additional information on available licenses, services, and media, refer to the appropriate price book.

SOFTWARE LICENSING

This software is furnished under the licensing provisions of Compaq Computer Corporation's Standard Terms and Conditions. For more information about the licensing terms and policies of Compaq, contact your local Compaq office.

Operational Restriction

A TeamLinks or MAPI Driver or Web Browser connection to Office Server cannot be established if the Office Server account is based on an account where multiple Office Server users share a single OpenVMS account. Each TeamLinks, MAPI Driver user Web browser user must have an individual Office Server account.

Note also:

- Every user of Office Server must be a registered OpenVMS and Office Server user with their name registered in the Office Server profile.
- Users of non-Compaq clients accessing Office Server via the published APIs, MAPI Driver, or whatever, must also be registered OpenVMS and Office Server users.

License Management Facility Support

This layered product supports the OpenVMS V1.2 License Management Facility.

For more information on the License Management Facility, refer to the OpenVMS License Management Facility Software Product Description (SPD 36.35).

SOFTWARE PRODUCT SERVICES

A variety of services and options are available from Compaq. For more information, contact your local Compaq office or Compaq partner.

SOFTWARE WARRANTY

This software is provided by Compaq with a 90 day conformance warranty in accordance with the Compaq warranty terms applicable to the license purchase.

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