

# IT Tech Talk

- Basic IT Terms
  - Workstation
  - Servers
  - LAN/WAN
  - Storage Locations
  - Email
  - Backups

# Basic IT Terms

- **Workstation** - personal computers, laptops, docking stations attached to a local area network ([LAN](#)) that in turn shares the resources of one or more large computers.
- **Servers** – are large computer responsible for the central storage and management of [data](#) files so that other computers on the same network can access the files. Servers allows users to share information over a [network](#) without having to physically transfer files.

# Basic IT Terms

- **Local Area Network (LAN)** - is a group of computers and associated devices that share a common communications line or wireless link.
- **Wide Area Network (WAN)** - is a geographically dispersed telecommunications network usually made up of several LANs. A WAN usually connotes the inclusion of public (Internet) networks.

# Basic IT Terms

- Storage Locations – Area where users save their files
  - C Drive – storage area on the local workstations
  - Home Directory (G:\Jdoe)- storage area on the network server that is only accessible by that user
  - Common Directory (G:\APPCOM) – storage area on the network server that is accessible by a group of users

# Basic IT Terms

- **Email** – messages that are sent or received electronically through a computer network which can include attachments
- **Backup** - is the activity of copying files or databases so that they will be preserved in case of equipment failure or other catastrophe. The retrieval of backed up files is called *restoring*.

# NLRB Email

- There are 8 distributed E-mail servers located in the following regions & Headquarters:
  - Atlanta                      Boston      Chicago
  - Los Angeles                San Francisco
  - Baltimore                    HQ3G-Mail
  - Mail-HQ-Board

# NLRB Email

- The Email servers communicate with each other via Simple Mail Transfer Protocol (SMTP) to transfer data between sites inside the network. All outbound traffic, destined for the Internet goes through the HQ3G-Mail server and is passed to the Internet via SMTP.
- All mail that comes into the NLRB passes through the SPAM Gate server where it gets scanned for SPAM email. If it passes the spam filters then it gets delivered to the SMTPGATE server where it gets scanned for any computer viruses and is then passed via SMTP to the corresponding user mailbox server.

# NLRB Backup Process

- Field Office File & Print Service
  - Incremental Backup Monday – Thursday
  - Full Back up every Friday
  - Monthly full Backup sent off-site to HQ
  - 1 year of monthly backups retain at HQ
  - Regional Office ASAs, Computer Specialist or Office Managers are responsible for field office backups



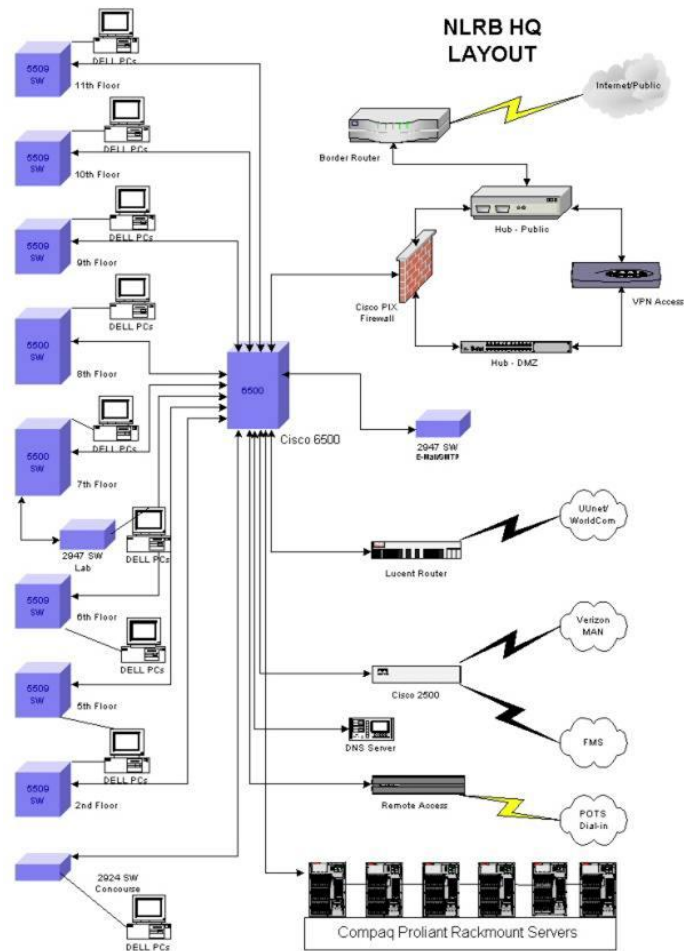
# NLRB Backup Process

- Headquarters File & Print Service
  - Incremental Backup Monday – Thursday
  - Full Backup every Friday
  - Full Backup sent off-site to First Federal every two weeks
  - 1 year of monthly backups retained at First Federal
  - OCIO is responsible for Headquarters backups

# NLRB Backup Process

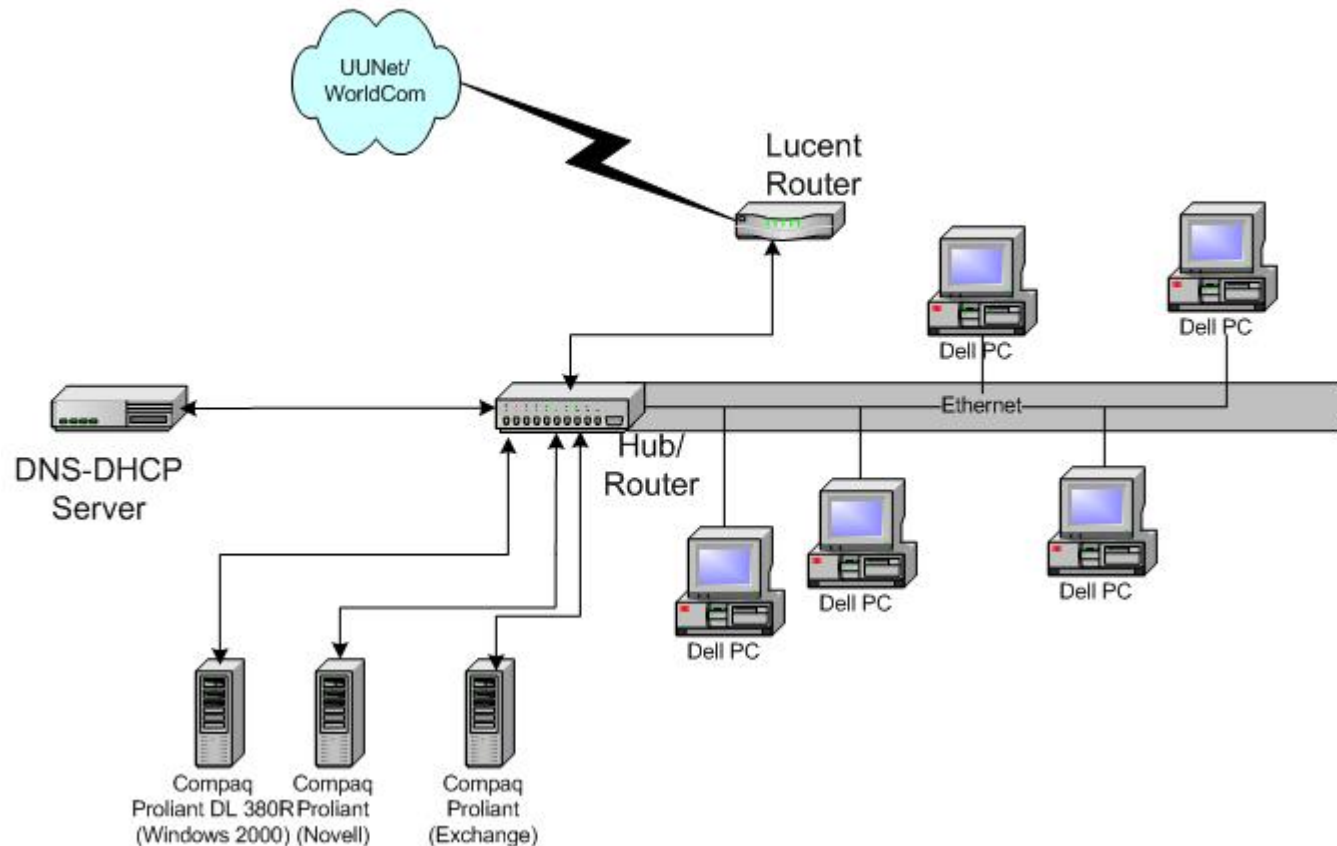
- Headquarters Email Service
  - Full Backup everyday
  - Full Backup sent off-site to First Federal every two weeks
  - 1 year of monthly backups retained at First Federal
  - OCIO is responsible for Headquarters backups

# Headquarters LAN

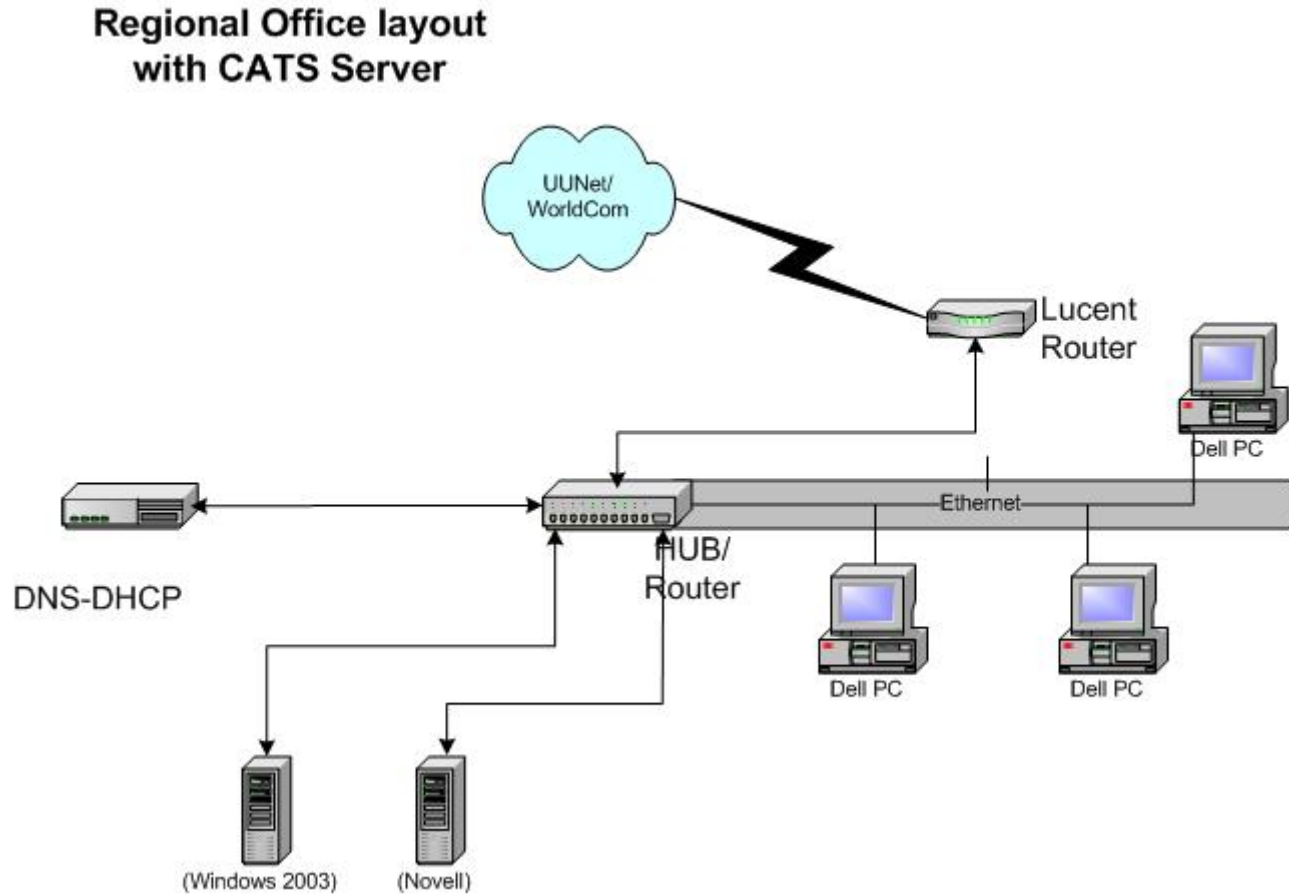


# Regional Office LAN (1)

Regional Office w/ CATS &  
Exchange Server layout

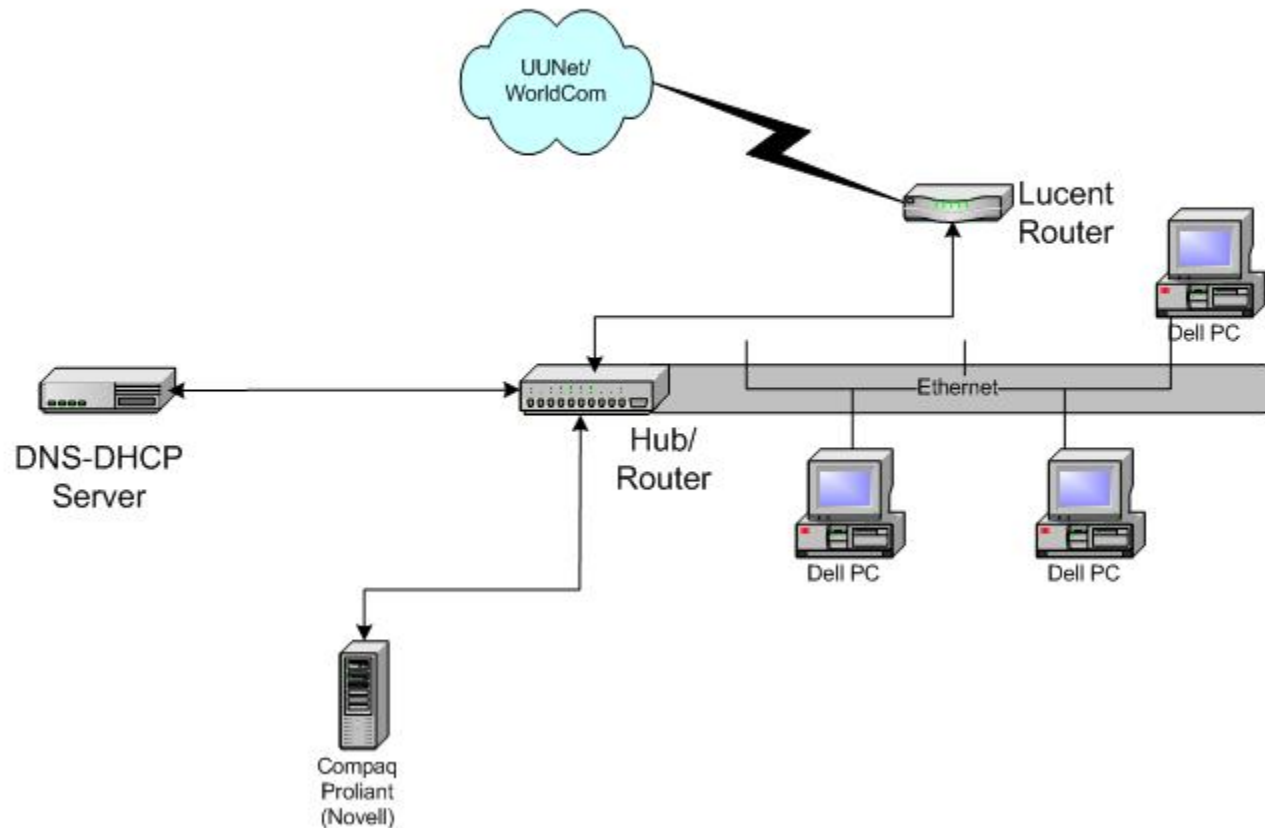


# Regional Office LAN (2)



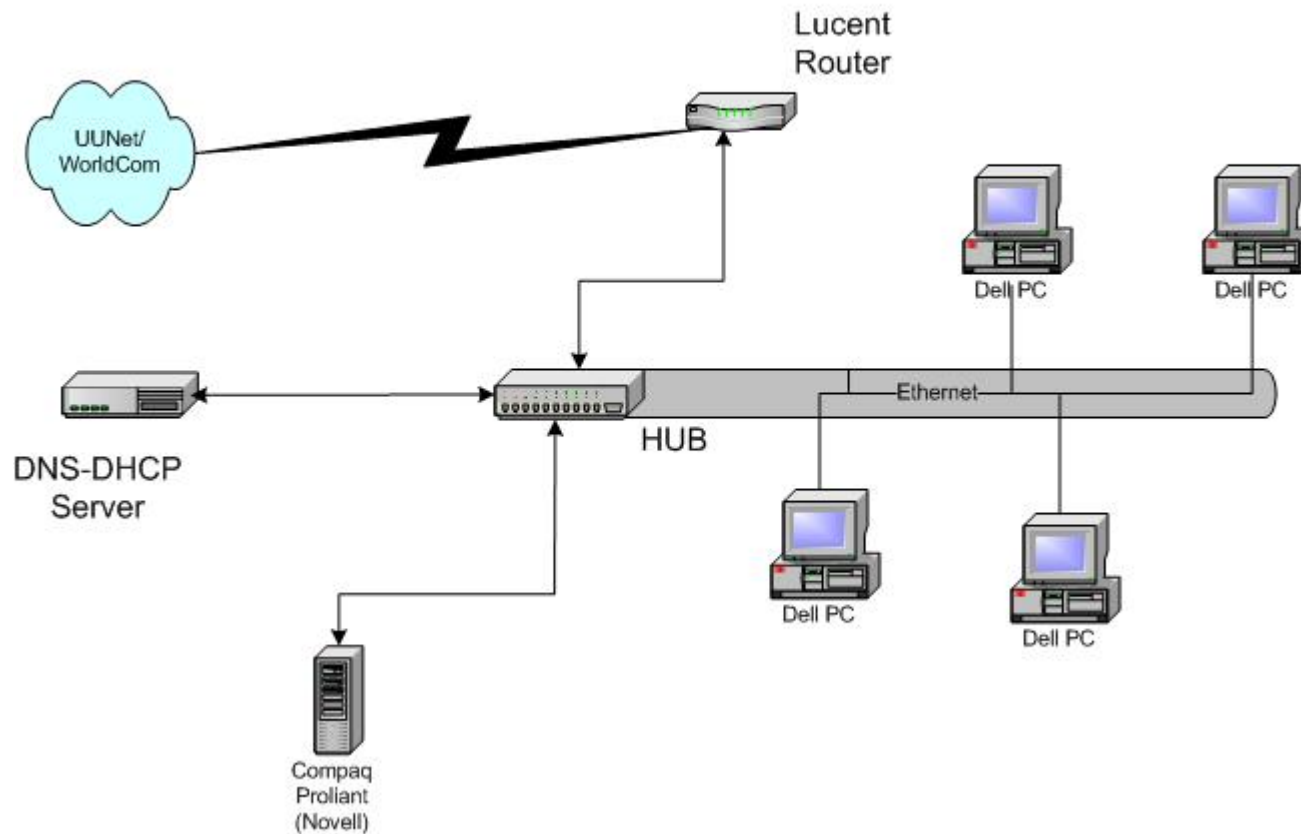
# Regional Office LAN (3)

**Regional Office layout  
without CATS/Exchange Server**



# Resident Office LAN

Resident Office layout



# NLRB Wide Area Network (WAN)

