IT Essentials 5.0

9.4.2.5 Lab - Share a Printer in Windows XP

Introduction

Print and complete this lab.

In this lab, you will share a printer, configure the printer on a networked computer, and print a test page from the remote computer.

Recommended Equipment

- Two computers directly connected or connected through a hub or switch
- Windows XP installed on both computers
- A printer installed on one of the computers

Step 1

Log on to the computer with the printer connected, click **My Computer > Tools > Folder Options > View** tab.

Folder Options					
General View File Types Offline Files					
Folder views You can apply the view (such as Details or Tiles) that you are using for this folder to all folders. Apply to All Folders Reset All Folders					
Advanced settings:					
Launch folder windows in a separate process Managing pairs of Web pages and folders Show and manage the pair as a single file Show both parts and manage them individually Show both parts but manage as a single file Remember each folder's view settings Restore previous folder windows at logon Show Control Panel in My Computer Show encrypted or compressed NTFS files in color Show pop-up description for folder and desktop items Use simple file sharing (Recommended) ✓					
OK Cancel Apply					

Uncheck Use Simple File Sharing (Recommended).

Click OK.

Step 2

Click Start > Printers and Faxes.

Right-click the printer, and then select **Properties > Sharing** tab.

EPSON Stylus CX7800 Series Properties							
Color Manager	anagement Security Version Information						
General	Sharing		Ports	Í	Advanced	- į	
You can share this printer with other users on your network. To enable sharing for this printer, click Share this printer. If you share this printer, Windows Firewall will be configured to allow this printer to be shared with other computers on the network.							
O Do <u>n</u> ot sha	are this printer						
• Share this	printer						
Share name: Example							
Drivers If this printer is shared with users running different versions of Windows, you may want to install additional drivers, so that the users do not have to find the print driver when they connect to the shared printer.							
Additional Drivers							
		ОК		Cancel	Apply		

Select Share this printer.

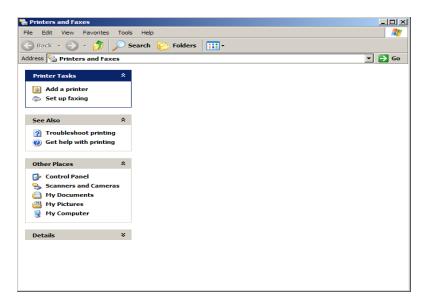
Name the new share **Example**, and then click **Apply**.

Click OK.

Step 3

Log on to the computer without the printer connected.

Click Start > Printers and Faxes.



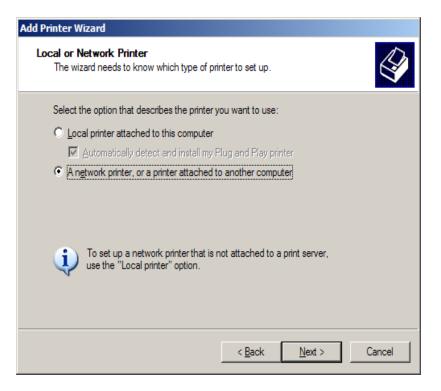
Click Add a printer.

The "Add Printer Wizard" window opens.



Click Next.

The "Local or Network Printer" screen appears.



Select the **A network printer, or a printer attached to another computer** radio button, and then click **Next**.

Type **\\computername\printer** in the **Connect to this printer (or to browse for a printer, select Browse for a printer** radio button), where computername is the name of the computer with the connected printer and printer is the name of the printer.

Add Printer Wizard					
Specify a Printer If you don't know the name or address of the printer, you can search for a printer that meets your needs.					
What printer do you want to connect to?					
O Browse for a printer					
<u>C</u> onnect to this printer (or to browse for a printer, select this option and click Next): Name: \\computername\Example					
Example: \\server\printer					
C Connect to a printer on the Internet or on a home or office network:					
URL:					
Example: http://server/printers/myprinter/.printer					
< <u>B</u> ack <u>N</u> ext > Cancel					

Click Next.

Step 4

Click Start > Printers and Faxes.

Right-click the printer, and then select Properties.

👹 EPSON Stylus CX7800 Series P	roperties				
Color Management S General Sharing	ecurity Version Information				
EPSON Stylus CX780) Series				
Location:					
Comment:					
Model: EPSON Stylus CX6600	Series				
Features					
Color: Yes	Paper available:				
Double-sided: Yes	Letter (8 1/2 x 11 in)				
Staple: No					
Speed: Unknown					
Maximum resolution: Unknown					
Printing Preferences Print Test Page					
	OK Cancel Apply				

Click Print Test Page.