

IT Essentials 5.0

9.4.2.5 Lab - Share a Printer in Windows XP

Introduction

Print and complete this lab.

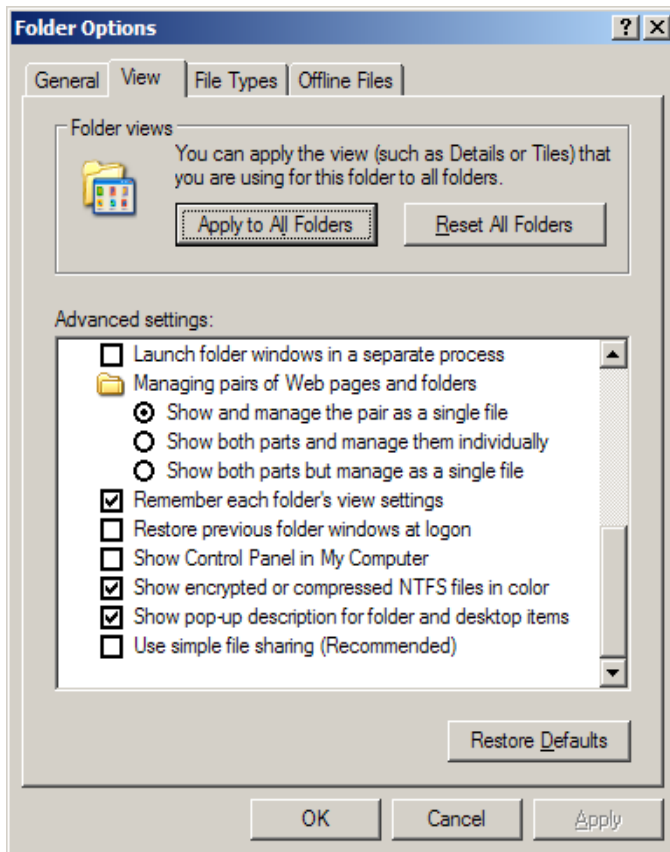
In this lab, you will share a printer, configure the printer on a networked computer, and print a test page from the remote computer.

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.



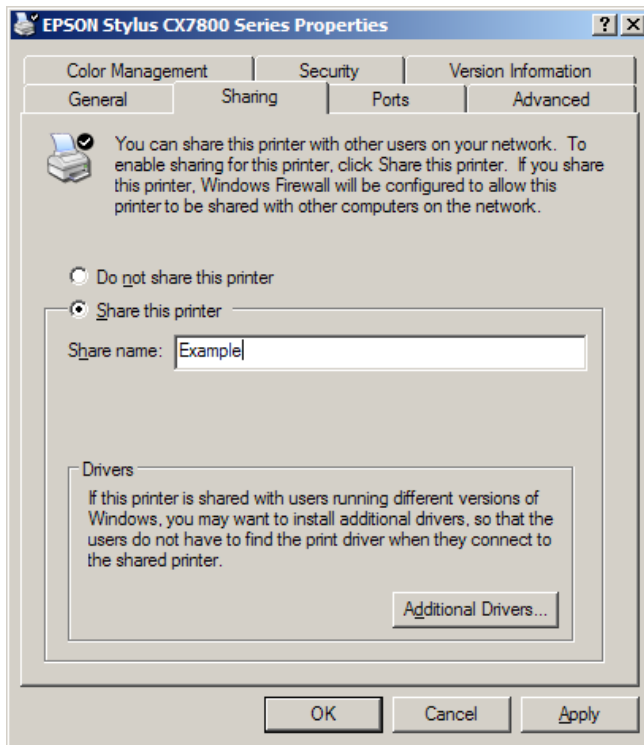
Uncheck **Use Simple File Sharing (Recommended)**.

Click **OK**.

Step 2

Click **Start > Printers and Faxes**.

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



Select **Share this printer**.

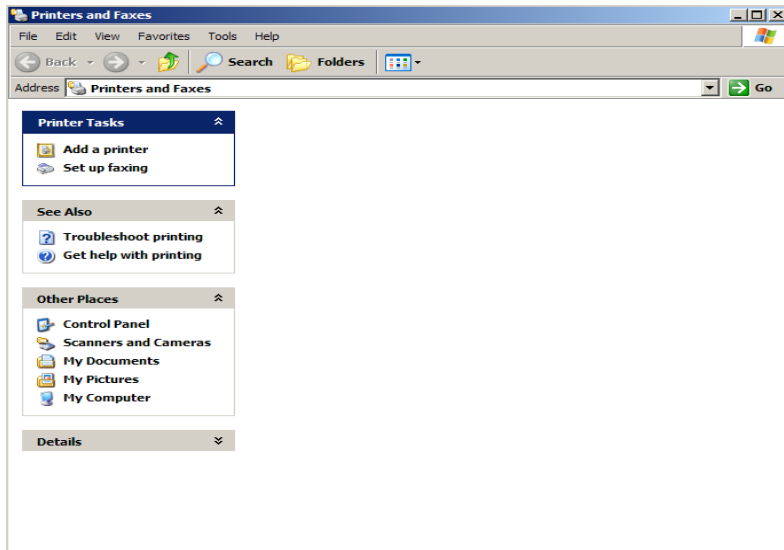
Name the new share **Example**, and then click **Apply**.

Click **OK**.

Step 3

Log on to the computer without the printer connected.

Click **Start > Printers and Faxes**.



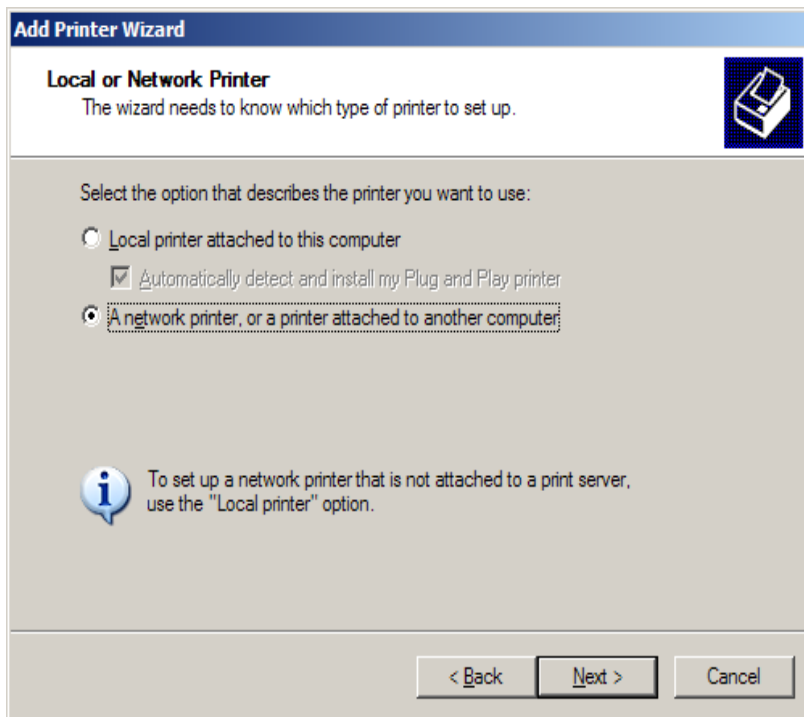
Click **Add a printer**.

The “Add Printer Wizard” window opens.



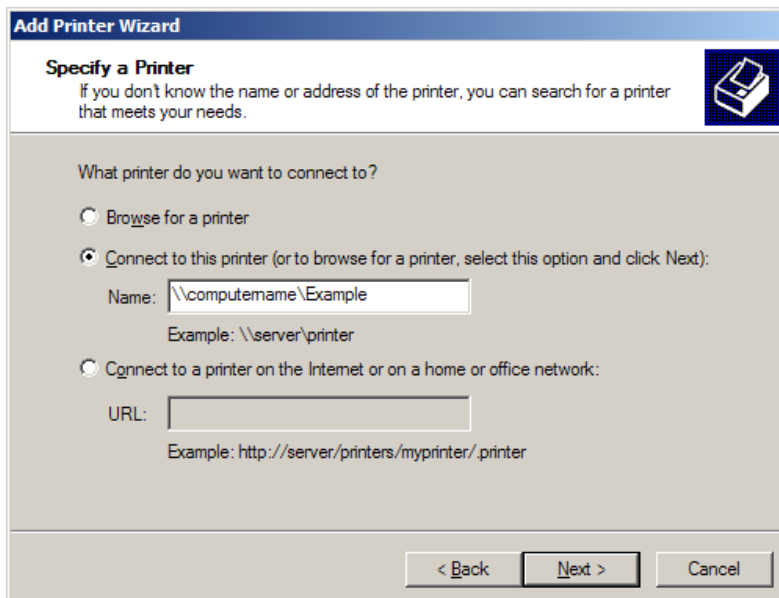
Click **Next**.

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

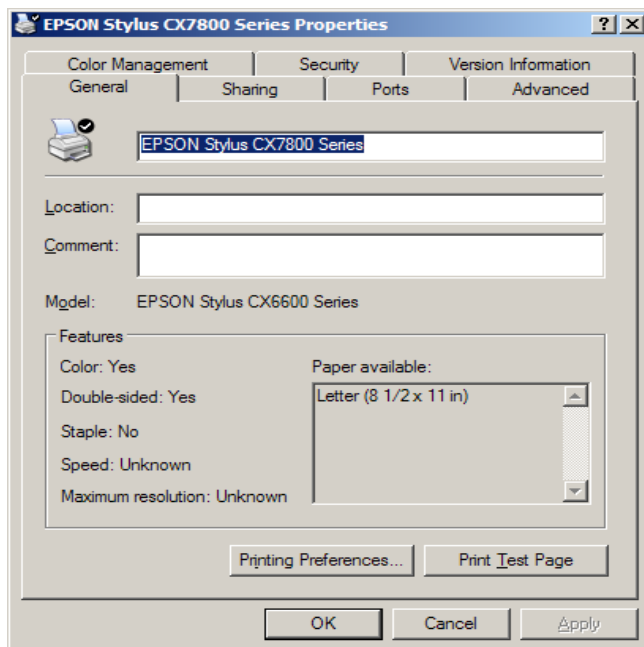


Click **Next**.

Step 4

Click **Start > Printers and Faxes**.

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



Click **Print Test Page**.