

SHARING PRINTERS WITH WINDOWS XP

STEP 1: Machine with the Printer:

1. Install the printer on the XP workstation machine.
2. Right click on My Computer, select Properties and click on Computer Name tab. Copy the name of this computer. You will need it when you connect the other workstations to the printer.
3. Go to Start, Printers and Faxes (or Start, Settings, Printers and Faxes).
4. Right click on the printer, then click Sharing.

The options you see on the Sharing tab differ depending on whether sharing is enabled on your computer. For instructions on what to do next, click the option that describes what you see on the Sharing tab.

I see text stating that printer sharing must be turned on

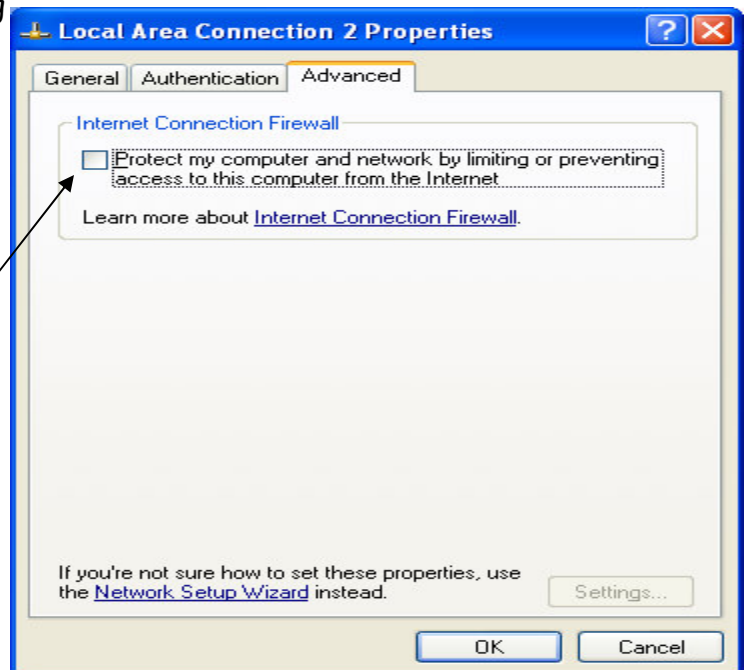
- a. You need to enable printer sharing by running the Network Setup Wizard. Start it by clicking the link on the **Sharing** tab, and then follow the instructions. Once sharing is enabled, begin this procedure again.

I see options for sharing or not sharing the printer

- a. On the Sharing tab, click Share this printer and then type a share name for the shared printer. Accept the default name. Click OK. Proceed to next step.

***Check this on machine before continuing

1. Right click Network places
2. Click on properties
3. Right click local connections
4. Click on properties
5. Click on advanced tab
6. Make sure Box is unchecked



STEP 2: Installing printer on other XP Machines trying to print

[For other operating systems(Windows 95, 98) skip to step 3]

1. Go to Start, Printers and Faxes (or Start, Settings, Printers and Faxes).
2. Choose Add a Printer from Task Pane. Wizard will automatically open to help with install.
3. Click the Next button on first screen, then choose the first box, "Network printer or printer attached to another computer.
4. Click Next
5. Browse for a printer
6. Select printer
7. Accept any drivers
8. Make as default
9. Click Next
10. Click Finish

Step 3 Installing on Windows 95, 98 machines.

1. Double click network neighborhood
2. Double click on machine name
3. Right click on printer icon
4. Choose Install
5. Click next until finished
6. A test page will print if installed correctly.