

Lab 9.4.4: Setting Up Print Sharing Capabilities

Estimated time: 20 Minutes

Objective

Upon completion of this lab, you will be able to verify communication between the server and the client, setup the print server, configure the client, and test the client's print capability.

Equipment

The following equipment is required for this exercise:

- A functional network with at least two computers running Windows.
- A printer installed on one Windows computer.

Scenario

You are the IT support engineer for a small company. The sales department has one single printer connected to one computer. Since the other sales reps need access to a printer, the manager has asked you to make the printer available to the entire sales department.

Procedures

The strength of a computer network is the ability to share resources. An example of a resource is a printer. Windows allows users to connect and install a printer on one computer (the print server) and share it with other computers (clients) on the network. This lab will guide you through the steps of setting up print sharing using Windows.

Step 1

On the computer with the printer attached (the server), click **Start** and **Run**. In the Run dialog box, type Command and press **Enter**. This will open a Command Line session window.

Step 2

Type "IPCONFIG" if you are running Windows 2000, type "WINIPCFG" if running Windows 98. This command will give you information about the IP address of the computer.

What is the IP address of the server?

Step 3

On the client computer, click **Start**, **Run**, type Command and press **Enter**. At the command line prompt ping the server's IP address (example: PING 192.168.10.1).

What is the purpose of using the Ping command?

Were the PING attempts successful? If not, ensure that both computers are properly configured and connected to the network.

Step 4

It is important to know the network identification information for the server. To see this info, from the Desktop, right-click on **My Computer**, choose **Properties**, and select the **Network Identification** tab.

What is the Full Computer Name of the server?

What is the Workgroup of the server?

Step 5

You need to make sure that the print sharing software is installed on the server. To do this return to the Desktop, right-click on **Network Neighborhood**, choose **Properties**, and then click the **File and Print Sharing** button. Make sure there is a check next to the "I want to be able to allow others to print from my printer(s)" option. Once that is checked, click the **OK** button. Then click **OK** on the network properties window. You will be prompted to restart the computer. Click **Yes**.

Step 6

Now that the print sharing software is installed, it is time to configure the particular printer for print sharing. From the Desktop, click **Start > Settings > Printers** to open the Printers folder.

Is the printer that you want to share available in the folder? _____

Step 7

Right-click on the icon of the printer you wish to share with the client computer. Choose **Properties**, and select the **Sharing** tab.

Step 8

The sharing options are used to make the printer available to clients and give the printer a unique name on the network. Choose **Shared as** and then type in a unique name for the printer.

Why must the name for the printer be unique to other printers on the network?

What name did you give the printer?

Step 9

When you are finished with the sharing options, click **OK**.

After clicking **OK** and returning to the Printers folder, what has changed regarding the look of the printer icon and what does this change signify?

Step 10

You are now ready to begin installing the printer on the client. On the client computer, click **Start > Settings > Printers** to open the Printers folder.

Step 11

Double-click the **Add Printer** icon to begin the Add Printer Wizard. This wizard will walk you through the process of selecting the shared printer.

Step 12

Click **Next** to get to the printer type screen. On this screen choose **Network Printer** and click **Next**. This will bring you to the wizard that allows you to browse the network for the printer or to enter the path to the printer.

Step 13

On this screen, type in the path to the printer and choose **Next**. The path is formatted like this: **\\server_name\printer_name** where the server_name is the server's Full Computer Name and printer_name is the name you gave the printer.

What is the path to the printer?

After clicking the **Next** button and returning to the Printers folder, do you see an icon for the printer?

Step 14

Congratulations. The printer has been installed on the client computer. Now, test the communication between the client and the printer.

What are two methods for printing a test page from the client computer?

Troubleshooting

If the computer that a printer is connected to is turned off or is removed from the network, the resources that are being shared from that computer will no longer be available. Many times it is necessary to have a dedicated print server so that anyone can print to a computer at anytime.

There are various ways of setting up a print server. Some network capable printers have print servers built into them. Other print servers available are very small and can be easily hidden between the printer and a desk or wall.

Reflection

Why would a company install a network printer instead of purchasing a printer for every end user?
