

Creating a shared workgroup printer on a Windows 2000/XP PC

The goal of this documentation is to create a shared local printer that can be accessed by other computers in the same workgroup.

All instructions are based on Windows 2000.

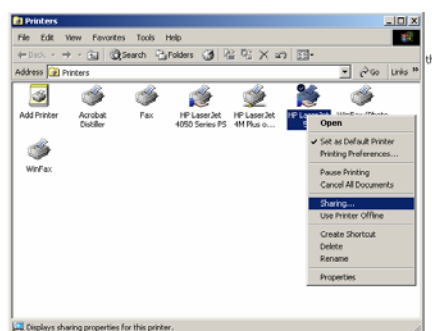
To do this, you need the following conditions:

- 1) A "host" computer with the printer connected, via a USB or parallel cable.
- 2) One, or more, "remote" computers, which will connect to the shared printer.
- 3) All computers in the same workgroup and uniquely named.

1) Sharing an existing printer:

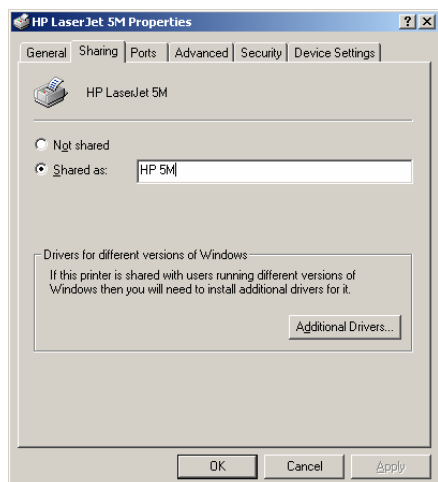
- If the printer you wish to share is already installed on the host PC, right click the printer and select "Sharing". (Fig 1.)

Fig. 1



- Select the "Shared As" radio button and type a suitable name (Fig 2).
- Select "OK"

Fig. 2



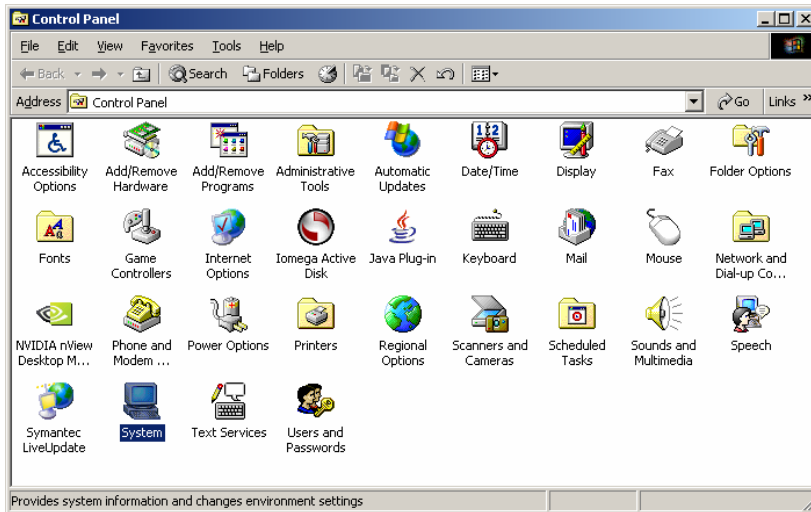
2) Adding and sharing a printer:

If the printer is not installed on the host PC, install it using the Printer Control Panel and when prompted to share the printer, follow the directions in Section 1.

3) Checking the name and workgroup of the host PC:

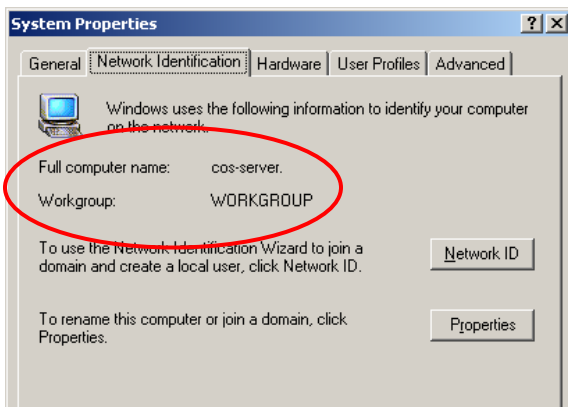
- To ensure that all the computers are in the same workgroup, open the "System" applet in the Control Panel (Fig 3)

Fig. 3



- Select the "Network Identification" tab, (fig 4) record the Computer Name and Workgroup. These will be used to access the shared printer from the other PCs.
- Select "Cancel" to close the window.

Fig. 4

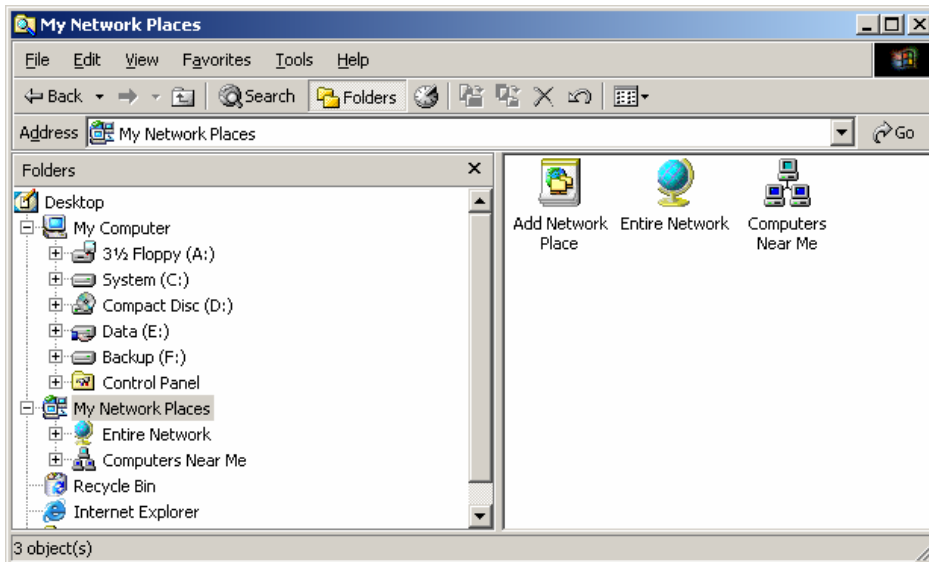


4) Finding the shared printer from another PC:

- Go to the remote PC which you want to add the printer to.

- Using the steps from Section 3, ensure that the remote has a different name from the host PC but is in the same workgroup.
- Open Windows Explorer and browse to "My Network Places" (Fig 5)

Fig 5.



Select "*Computers Near Me*" and then select the name of the host PC.

The shared printer will now appear and you can double click it to add it to your PC.