The Uniform Solution for Windows
Technical Support

Sharing Printer on a Windows Network

A nice feature of Windows XP is that the operating systems will automatically install-shared printers on the network. You must configure the printer(s) as shared printers before others can print to them. You must reboot all computers after you have shared the printer(s) for Windows XP to acknowledge that the printer(s) are shared on the network.

1. Click on **Start > Settings > Printer and Faxes**.

2. Right-click on the printer you want to share and left-click on **Sharing**.

3. When the screen opens, click on **Shared As**.

4. The printer name will appear in the name field. You can either accept the default name or change. If you have two (2) printers of the same make and model, you need to give one of them a different name click apply then OK to save the settings.

NOTE: On occasion, Windows XP may not automatically acknowledge the shared printer on the network. If this happens, follow the steps outlined below to connect to the shared printer on the network.

1. Double-click on **My Network Places** to open.

2. On the left-hand side of the screen under **Network Tasks** click on **View Workgroup Computers**.

3. A list of computers on your network will appear in the window. Double-click on the computer that the printer is physically connected to.

4. When the window opens, right-click on the printer you want to connect to then left-click on connect. A screen will appear alerting you that you are connecting to a printer click yes to complete the processing. Close all windows back to the desktop.