

Note for using shared printers in Windows NT 4.0

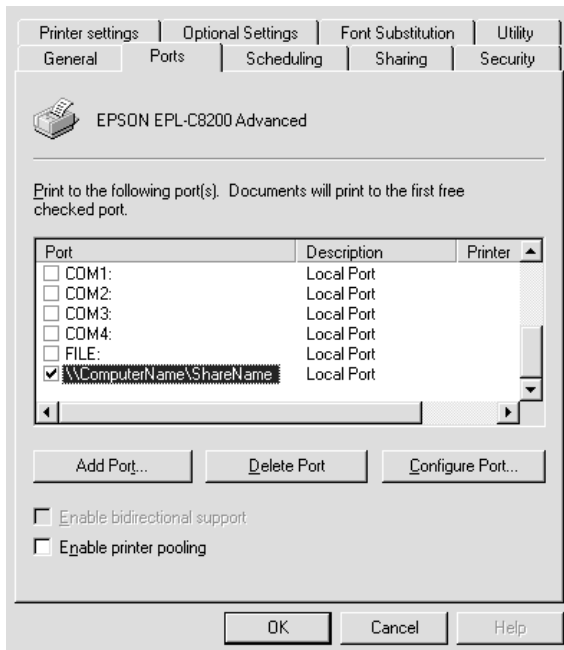
If you are using a shared printer in Windows NT 4.0, it is important that you follow the instructions below carefully, especially "Accessing the printer through a network," which describes how to install the printer driver on NT 4.0 clients. If you do not follow these instructions, you may not be able to properly install or use the printer driver.

First, you need to set up the printer as a shared printer on the computer to which the printer is connected. Then, you must specify the network path to the printer from each computer that will use it, and install the printer software on those computers.

Setting up your printer as a shared printer

Follow these steps to share a printer that is connected directly to your computer with others on a network.

1. Click Start, point to Settings, and click Printers.
2. Select your printer, then click Sharing on the File menu.
3. Click Shared and enter the Share Name.



4. Click OK.

Note:

Do not choose any drivers from the Alternate Drivers list.

Accessing the printer through a network

To access your printer from another computer on the network, follow these steps.

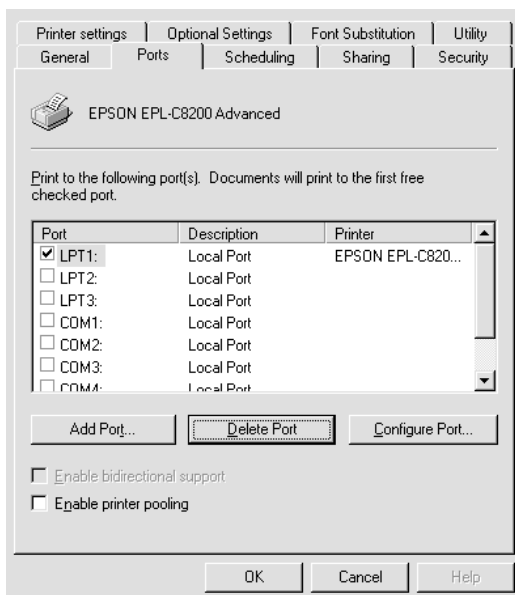
Note:

Your printer must be set up as a shared resource on the computer to which it is directly connected before you can access it from another computer.

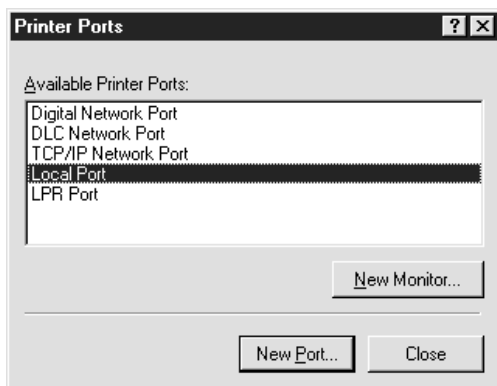
1. Install the printer driver to the client computer from the software CD-ROM.
2. Open the Printer folder from the Control Panel, then open the Properties for your printer.



3. Click the Ports tab, then click Add Port.



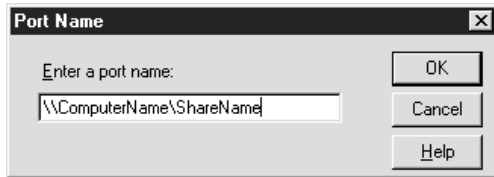
4. The following dialog appears. Select Local Port, then click New Port.



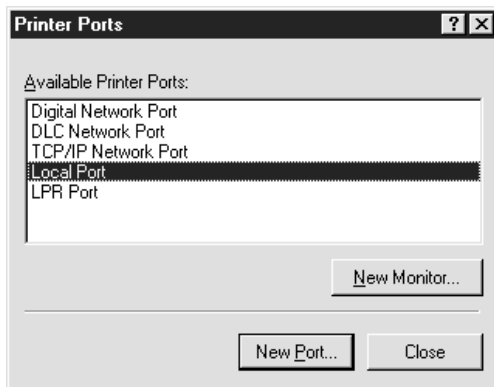
5. The following dialog appears. In the text box, type the following information:

\\name of computer that is connected to the printer\nname of the shared printer

Then click OK.



6. In the Printer Ports dialog box, click Close to return to the Ports menu.



- On the Ports menu, make sure that the new port is added and the check box is selected. Click OK to close the printer driver.

