

Printer Sharing in Windows XP

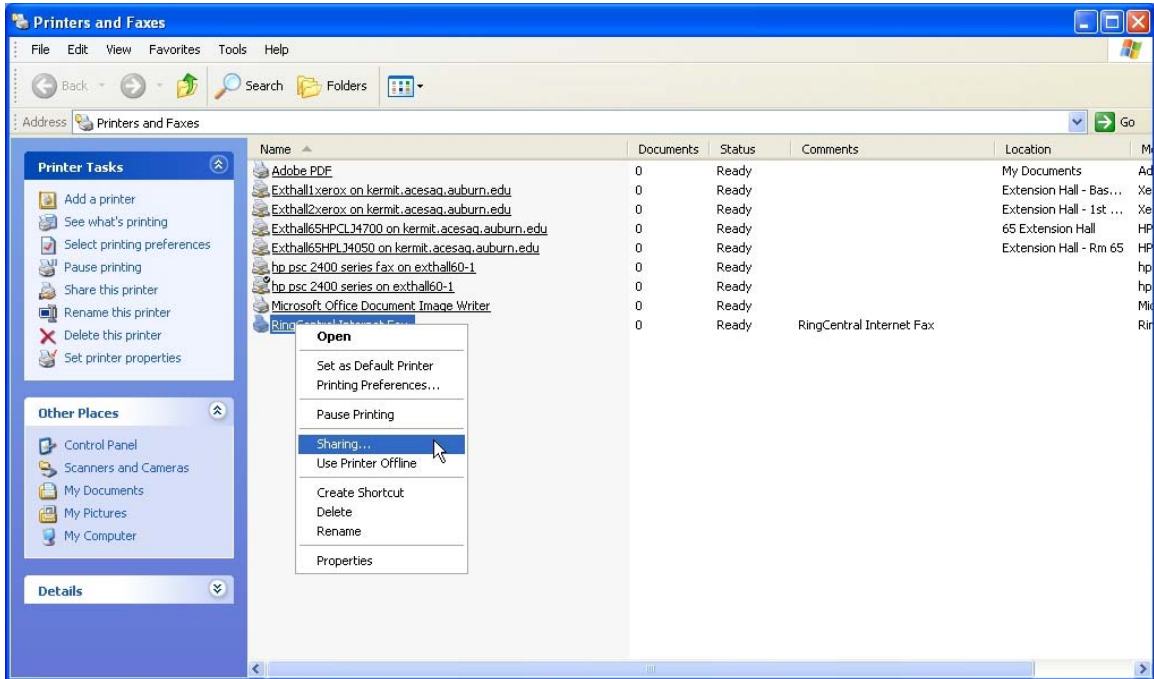
How To Setup A Printer For Sharing

On the computer that is physically connected to the printer to be shared:

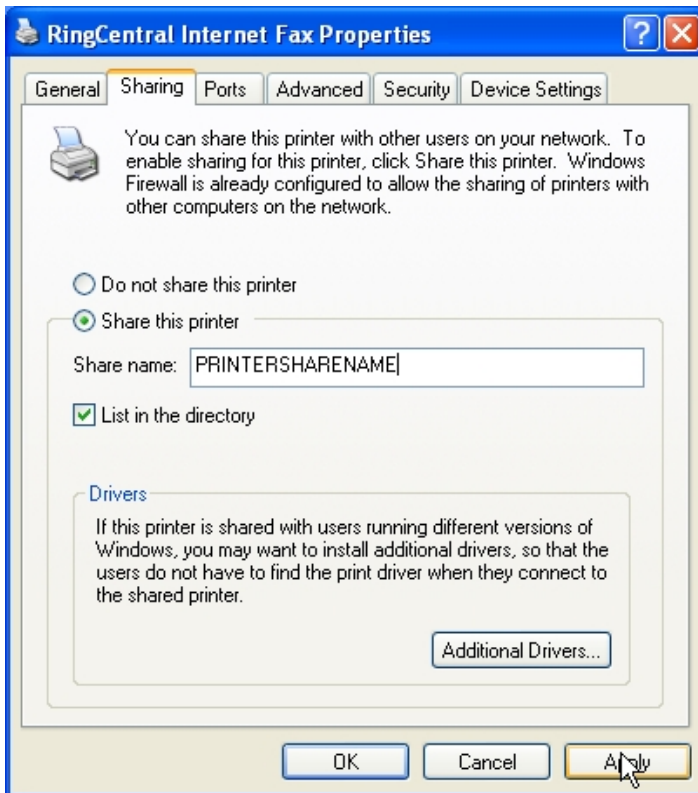
1. Click “Start,” and then “Printers and Faxes.”



2. Right-click the icon for the printer you want to share and choose “Sharing.”



3. Click “Share this printer” and enter a Share name for the printer. Click “OK” when finished.



How to Use a shared Network printer

On computers not physically connected to the shared printer:

1. Click “Start” and then “Run.”
2. Enter the name of the computer that is physically connected to the printer preceded by \\ (Example: [\\lee-2](#)) and click “OK.” If you need help locating the computer name, point your browsers to <http://www.aces.edu/ctu/techref/networking/ComputerName.pdf>
3. Double-click the icon for the printer you want to install.
4. Once the printer queue is displayed, the printer has been installed.
5. After you have set up a network printer, you can use it as if it were attached to your computer.