To share your printer

1. Open Printers and Faxes. Click **Start**, click **Control Panel**, click **Printers and Other Hardware**, and then click **Printers and Faxes**.
2. Right-click the printer you want to share, and then click **Sharing**.
3. On the **Sharing** tab, click **Share this printer** and then type a **share name** for the shared printer.



1. If you share the printer with others using different hardware or different operating systems, click **Additional Drivers**. Click the **Environment** and operating system for the other computers, and then click **OK** to install the additional drivers.



**Note**  Drivers for users running other versions of Windows (Windows 95, Windows 98, or Windows NT 4.0) are located on the Support CD. Printer drivers for Windows NT 3.1 and Windows NT 3.5 are not included.

1. Click **OK**, or, if you have installed additional drivers, click **Close**.

**Note**  When you publish a printer in Active Directory, other users logged on to the Windows domain will be able to search for the printer based on its location and features, such as how many pages it prints per minute and whether color printing is supported.

To stop sharing your printer

1. Open Printers and Faxes. Click **Start**, click **Control Panel**, click **Printers and Other Hardware**, and then click **Printers and Faxes**.
2. Right-click the printer you want to stop sharing, and then click **Sharing**.
3. On the **Sharing** tab, click **Do Not share this printer**.

To connect to a printer on a network

1. Open Printers and Faxes. Click **Start**, click **Control Panel**, click **Printers and Other Hardware**, and then click **Printers and Faxes**.
2. Under **Printer Tasks**, click **Add a printer** to open the **Add Printer Wizard**, and then click **Next**.
3. Click **A network printer, or a printer attached to another computer**, and then click **Next**.



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**Three Ways to Connect to a Printer on a Network**

To search for a printer in Active Directory

1. Click **Find a printer in the directory**, and then click **Next**.



1. Click the **Browse** button to the right of **Location**, click the printer location, and then click **OK**.



1. Click **Find Now**.
2. Click the printer you want to connect to, and then click **OK**.

To locate a printer by typing the printer name or browsing for it

1. Click **Connect to this printer**.



1. Do one of the following:
* Type the printer name using the following format:

\\printserver\_name\share\_name

* Browse for it on the network. Click **Next**, click the printer in **Shared printers**.



1. Click Next.

To connect to an Internet or intranet printer

1. Click **Connect to a printer on the Internet or on a home or office network**.



1. Type the URL to the printer using the following format:
http://printserver\_name/Printers/share\_name/.printer.
2. Follow the instructions on the screen to finish connecting to the network printer.

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**Setting or Removing Permissions for a Printer**

To change the permission settings for a printer, you must have the Manage Printers permission, which is one of several printer permissions.

To set up new permissions for a printer

1. Open Printers and Faxes.
2. Right-click the printer for which you want to set permissions, click **Properties**, and then click the **Security** tab.



1. Click **Add**.
2. Click **Look For**, select the types of users you want to add, and then click **OK**.
3. Click **Look In**, browse for the location you want to search, and then click **OK**.
4. In the **Name** box, type the name of the user or group you want to set permissions for, separating each name with a semicolon ( **;** ).
5. To ensure the names are recognized by the directory, click **Check Names**.
6. Once all the names you want are listed in the **Name** box, click **OK**.
7. In **Permissions**, click the **Allow** or **Deny** check box for each permission you want to allow or deny.
8. To view or change the underlying printer permissions that make up **Print**, **Manage Printers**, and **Manage Documents**, click **Advanced**.

To change or remove permissions for a printer

1. Open Printers and Faxes.
2. Right-click the printer for which you want to change or remove permissions, click **Properties**, and then click the **Security** tab.
3. Click the name of the user or group whose permissions you want to change or remove.
4. In **Permissions**, click the **Allow** or **Deny** check box for each permission you want to allow or deny, if necessary. Or, to remove the user or group from the permissions list, click **Remove**.
5. To view or change the underlying permissions that make up **Print**, **Manage Printers**, and **Manage Documents**, click **Advanced**.