NS LAN Project # 1

Creating a Local Printer

To create a local printer, click the Add printer icon in the printer control utility. This opens the Add Printer Wizard, which leads you step-by-step through the process of installing and configuring a printer.

The Wizard prompts you to enter the appropriate port and the type of printer to which you are connecting.

Next, the Wizard prompts you to name the printer, select the default printer, and set up sharing. The Finish button on the final window of the Add Printer Wizard configures the operating system to use this new printer (illustration on next page).
If you need to print to a print device that is not connected directly to your computer, you may want to create a network connection. You can connect to a network printer by selecting the network option in the Add Printer Wizard, or through the Network Neighborhood by right-clicking the selected printer and selecting Install...

The Printer Folder

The printer folder displays the Add printer icon, as well as icons for printers already configured. You can select the type of printer and how you want your print jobs to process by right-clicking on the printer icon and selecting Properties. To control a print job, double-click the printer icon. NT Server provides these configuration options in the Printer properties dialog box:

- General
- Scheduling
- Security
- Ports
- Sharing
- Device Settings