What is the procedure for using shared printers in Windows NT 4.0 and access the printer through a network?

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, and 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.

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, and then open the Properties for your printer.
3. Click the Ports tab, and then click Add Port.
4. When the dialog box appears. Select Local Port, and then click New Port.
5. In the next dialog box. In the text box, type the following information: \\name of computer that is connected to the printer\name of the shared printer, then click OK.
6. In the Printer Ports dialog box, click Close to return to the Ports menu.
7. 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.