

INTRODUCTION

Printer sharing is a simple way to make a locally attached printer, or a networked printer available to users in a secure manner allowing basic control via windows permissions, and advanced control and tracking when using third party print management products such as Print Manager Plus.

While printer sharing is simplified in a domain, it can be a little tedious to be aware of how to properly share a printer within a Windows Workgroup. The following guide provides examples of setting this up.

Examples Shown:

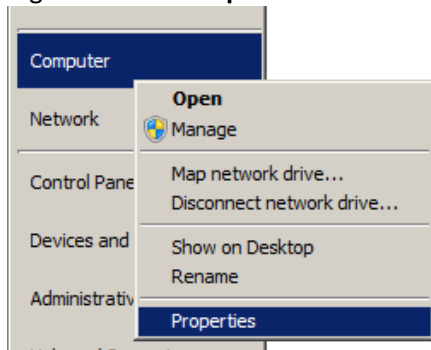
The examples shown in this article are using Windows Server 2008 R2 as the server, and Windows 7 64 bit as a Workstation. However the steps presented should be similar in most Windows Operating Systems.

COMMON WORKGROUP NAME:

The first step in setting up a successful workgroup is ensuring the Workgroup name specified in all systems is the same. This name will help Windows realize the computers all belong to a common grouping and assist in those computers finding each other on the network.

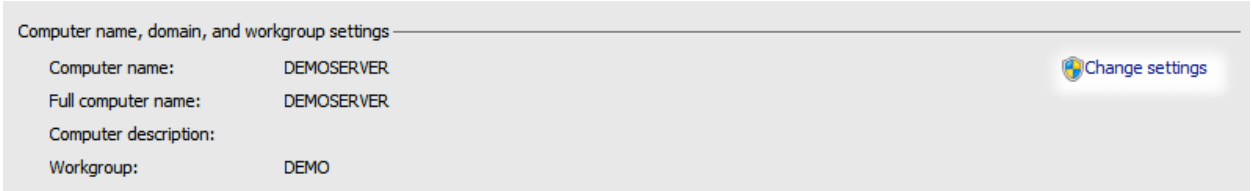
Configuring the Workgroup Name – Windows 7 / 2008 R2:

1. Right click on **Computer** and choose **Properties**



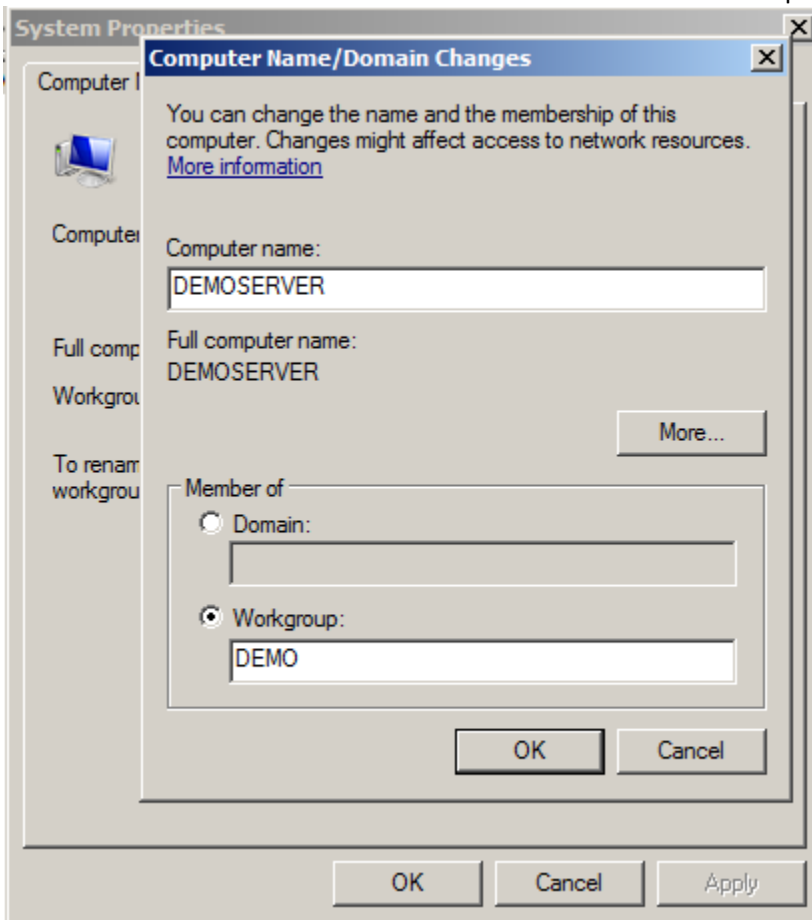
2. Within **Computer name, domain, and workgroup settings** click [**Change Settings**] on the right hand side.





3. Within **System Properties** click the **[Change]** button. You will then have a dialog allowing you to set the Workgroup name. It will also allow you to change the computer name.

Example: In our example, we are changing the Workgroup name to **Demo** and the computer name of this server to **DemoServer** to make it easier to reference this computer.



- Now that a workgroup name has been set on the main system, you will want to repeat these steps and give every computer in the workgroup the same workgroup name. Ensure they all have a different computer name.

COMMON ADMINISTRATION USER:

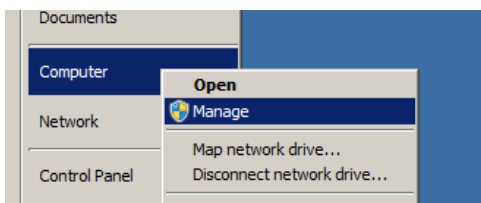
Next, it is very important that workgroup systems have a common administrator account when any level of system management is desired. This account will have the same username and password, on all workgroup systems.

Common Advantages of Having a Common Administration User:

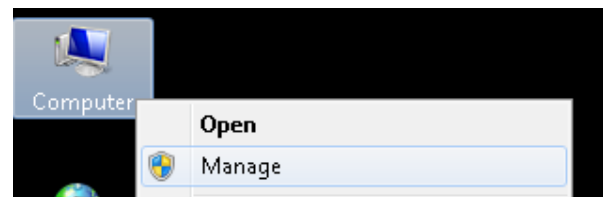
- Machines have a common account that can be used for maintenance tasks and sharing of data.
- A common administrator account allows an alternative way in to assist in password recovery should an end user forget or lose their password.
- Many network software products need a secure way of communicating between each other when used on multiple machines. Having a common administration account usually lets these things work.

Creating a Common Administrator User – Server 2008 R2 / Windows 7:

- Right click on **Computer** and choose **Manage**



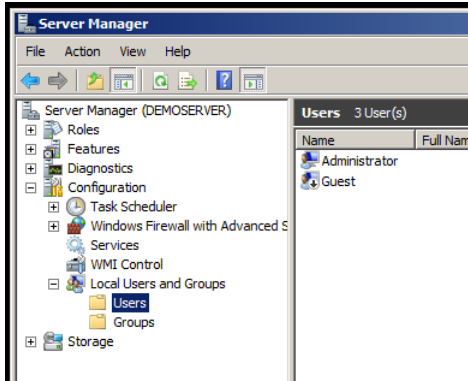
(Windows 2008 R2 Example)



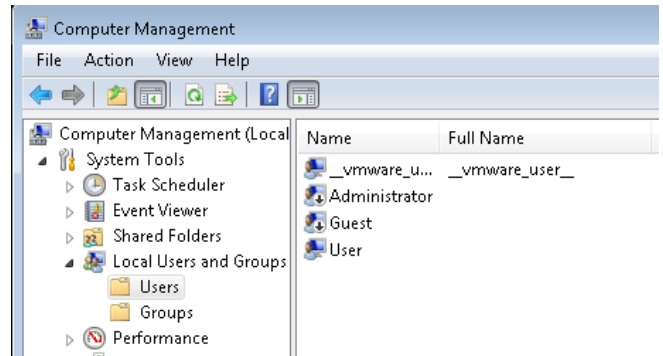
(Windows 7 Example)

- Expand your Server Manager, or **Computer Management** until you find **Local Users and Groups** and then select the **Users** folder.



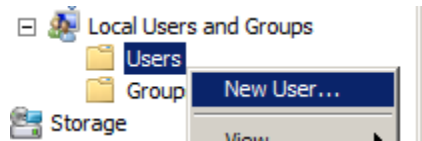


(Windows 2008 R2 Example)



(Windows 7 Example)

3. Next we will want to make a new account. In this case we will name our admin user **DemoAdmin**. To do this right click on Users and choose **New User**.



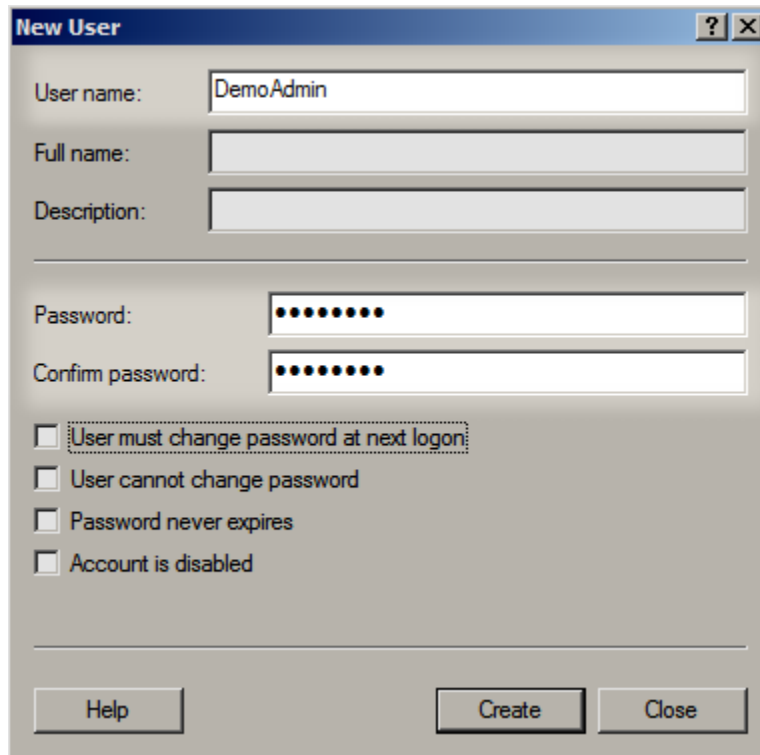
The Built-In 'Administrator' User:
In this example we will not be using the built-in Administrator user. In newer trends it is considered better, and more secure to leave this password separate, and used just as a local administrator of each machine.

Configure the user below. There are several advanced options, but the important items are highlighted. Additional settings are beyond what this guide covers.

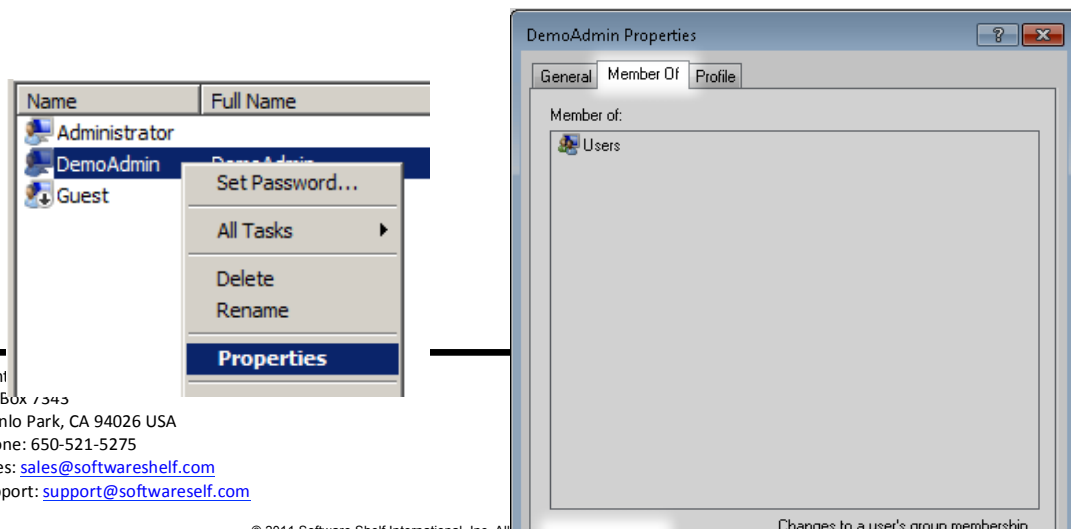
User Name: Ensure this is the same on every workgroup computer

Password: Ensure this is the same on every workgroup computer



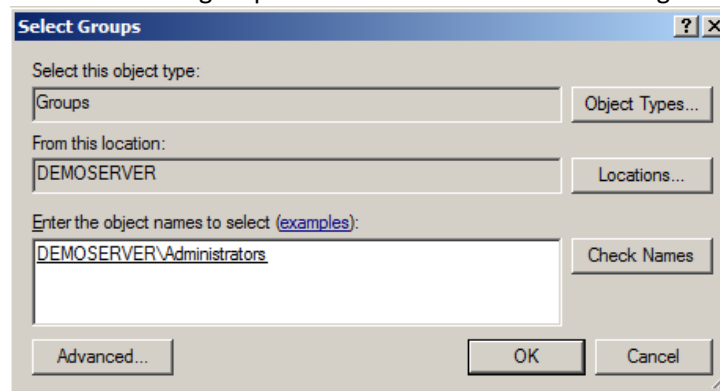


4. Finally we will need to ensure that user is made an Administrator of each machine. Follow the steps below to complete this.
 - a. Right click on the newly created user and choose **Properties**. Within Properties, go to the **Member of** tab. Within that click the **[Add]** button and choose to add this user to the **Administrators** group.



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- b. Within the **Select Groups** dialog, type the **Administrators** group or use advanced to find the **Administrators** group. Once done click **OK** on all dialogs.



5. **Repeat:** Ensure you repeat creating this exact user, with the same password as a new user, and administrator on all workgroup computers.

INSTALLING & SHARING PRINTERS ON THE SERVER SYSTEM:

This section covers installing, and sharing the printer. Printer installation may vary, so our example will stick to a simple printer installation. For detailed printer installation, refer to your printer's documentation.

Steps For Installing & Sharing the Printer:

1. Open **Print Management** within **Start > Administrative Tools**.

OS Variations:

***Windows Vista / 7:** Start > Control Panel > Administrative Tools.

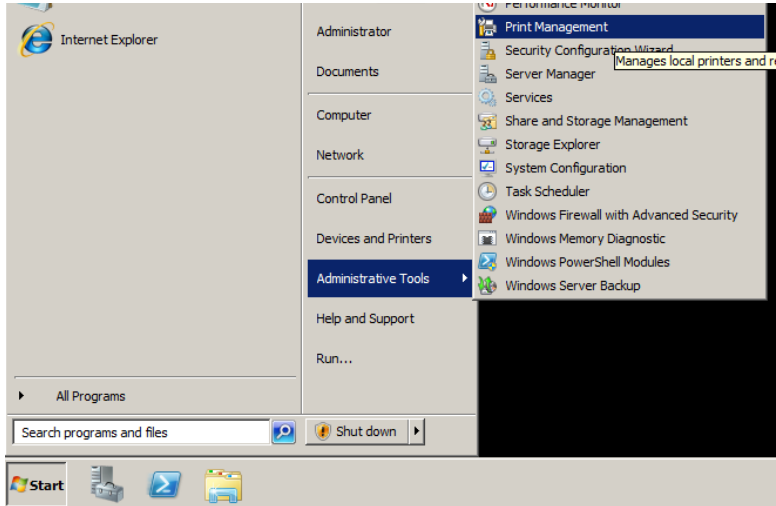
***Windows XP/2003:** Start > Control Panel > Printers & Faxes

Note for 2008 Server:

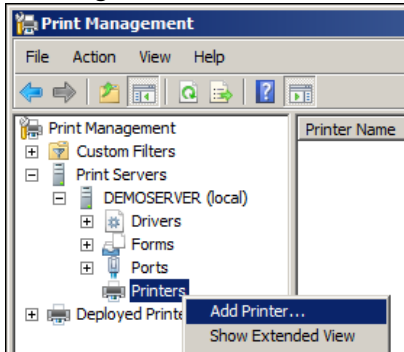
Prior to doing this, you will need to add the **Print and Document Services** role to the server within **Server Manager**.



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2. Open the Add printer wizard within print management by expanding your server, and locating **Printers**. Once found right click and choose **Add Printer**

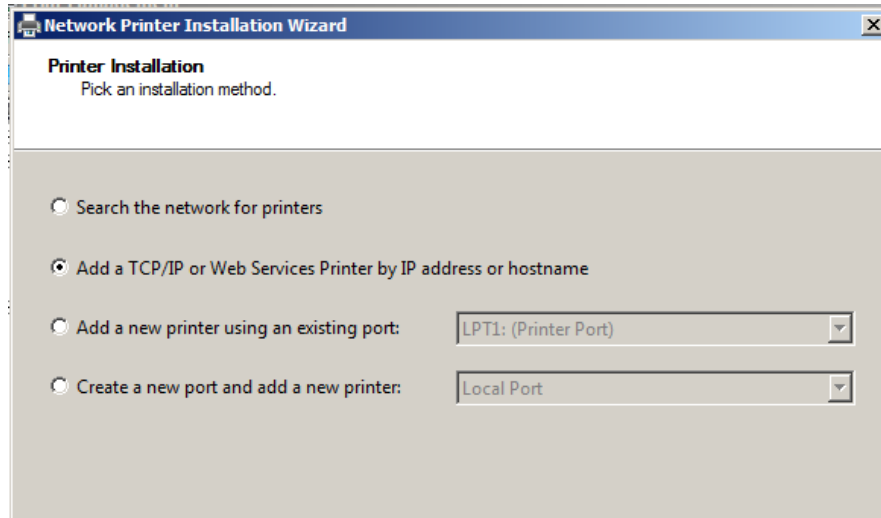


3. After the Add Printer Wizard has opened, you will need to choose how the printer is connected. Below are some basic guidelines. If you are not sure how to add your printer you may need to use our Printer's installation disk or documentation.

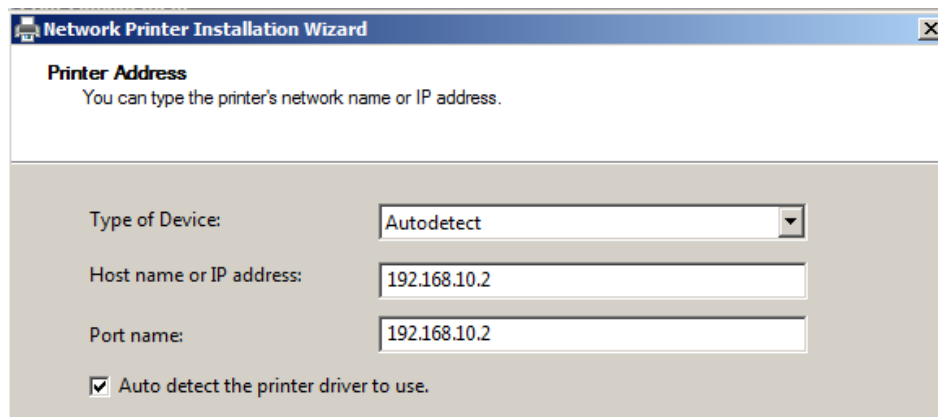
Example: Choosing to Add a TCP/IP Printer



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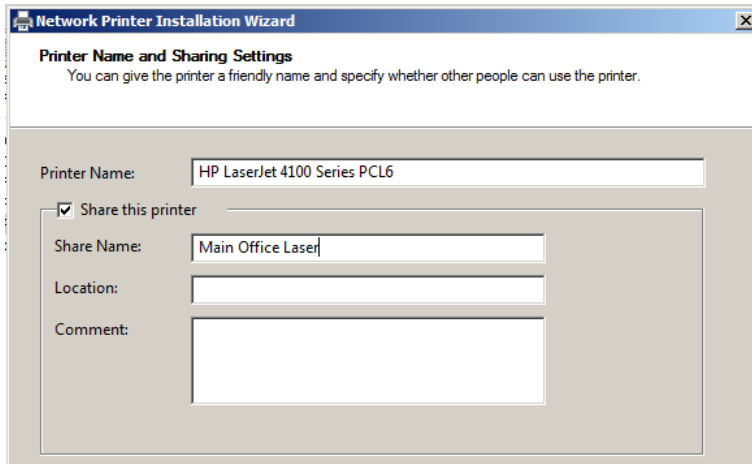
- Next you will need to configure the TCP/IP Port. In this case we are typing the IP Address of the printer, and are letting Windows Auto Detect what driver (printer software) to use to control the printer.



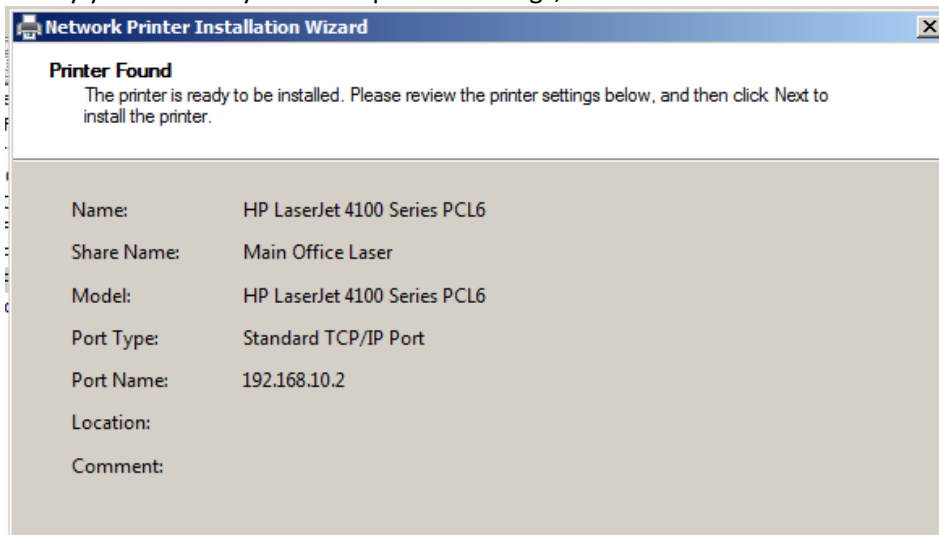
- After printer detection, you will be presented the option of sharing the printer. This step is key in making the newly installed printer available to all of the systems in the workgroup.



In this example, we have left the printer name as default, but the share name as a more friendly name of **Main Office Laser**.



6. Finally you can verify all of the printer settings, and click **Next** to finalize the installation



7. The printer is now shared and installed. Accessing the printer can be done by browsing this server and selecting that printer share named **Main Office Laser**.

***UNC Path:**

The *UNC Path to the printer, in this case would be <\\DemoServer\\Main Office Laser>

*Uniform Naming Convention: this is a standard way of naming network items used in windows networks.



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ADDING THE PRINTER ON A WORKGROUP COMPUTER

Now that the printer is shared, we are going to cover installing the printer on the workstation to make sure things are working. At first we will simply do this with the Common Administrator account that we made earlier in this guide.

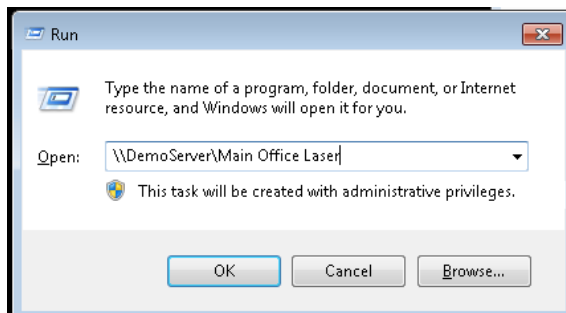
Also there are many ways to install a printer, we will be showing the way that is the most common, for the most number of Windows Operating Systems.

Adding this Printer to another Workgroup Computer:

1. Log onto another workgroup computer using the Common Administrator logon created earlier. In this example **DemoAdmin** and enter the common password.
2. Once logged in you can access the printer by one of a few methods listed below.

Method A: The Run Dialog

Opening the run dialog on the system by clicking the **[Windows Key + R]** at the same time. Then type in the UNC path to the printer and click OK. This will install the printer.

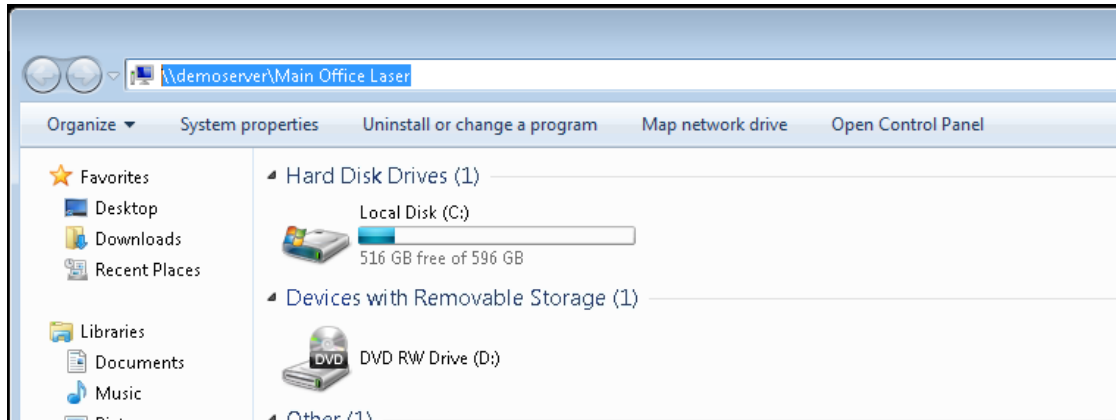


Method B: Windows Folder Dialog

Within any windows explorer folder dialog, type the UNC path into the title bar. This will connect to and install the printer.



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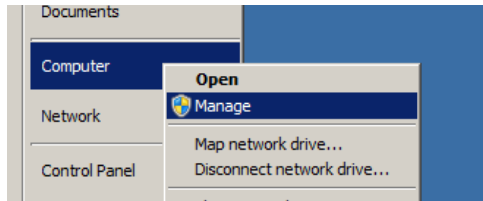


ALLOWING OTHER USERS TO INSTALL THE PRINTER:

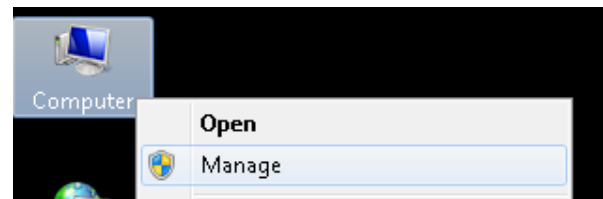
Now that we have installed, and tested our printer. It is time to allow other users to be able to install it. In order to do this, you will first need to create accounts for all of your workgroups users on the server.

Creating Basic User Accounts – On the Server:

1. Log onto the Server, in our case **DemoServer** as an Administrator, like the **DemoAdmin** we created earlier.
2. Right click on **Computer** and choose **Manage**



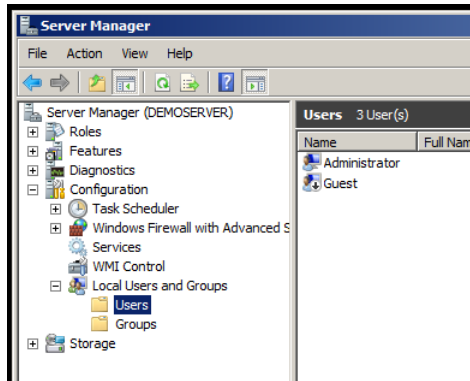
(Windows 2008 R2 Example)



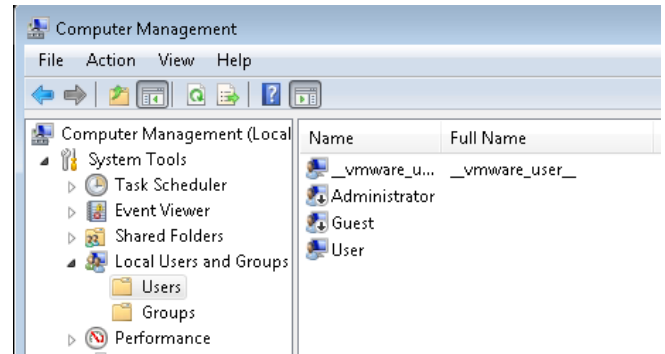
(Windows 7 Example)

3. Expand your Server Manager, or **Computer Management** until you find **Local Users and Groups** and then select the **Users** folder.



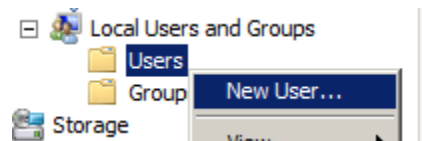


(Windows 2008 R2 Example)



(Windows 7 Example)

- Next we will want to make a new account. In this case we will name our admin user **DemoAdmin**. To do this right click on Users and choose **New User**.



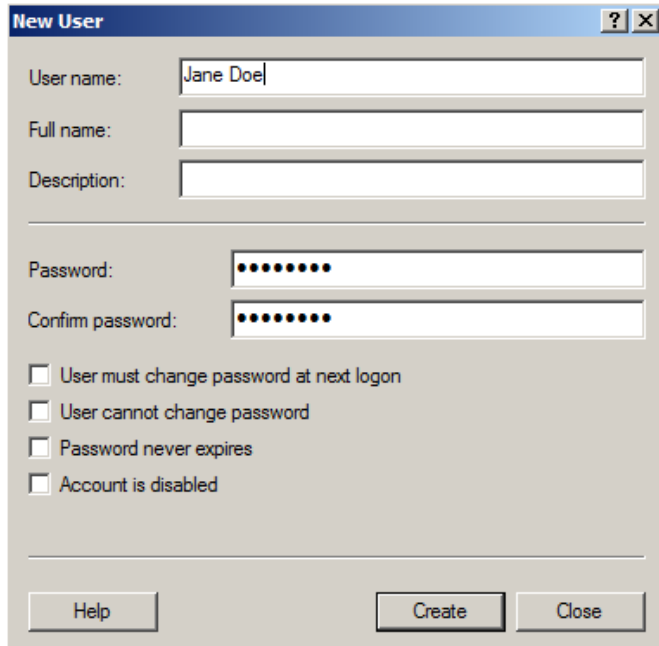
- Within the new user dialog, you will need to add the exact user name and password that each user logs in with on their workstation.

Example:

Creating a user named Jane Doe. Ensure the username and password is exactly the same username and password that is used on that workstation.



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No Logons & Blank Passwords:

Many workgroups that have not been setup, contain many computers that independently login with no Username and Password at all, or a blank password.

In order to share resources, you will need to setup those systems to log users in with a valid password.

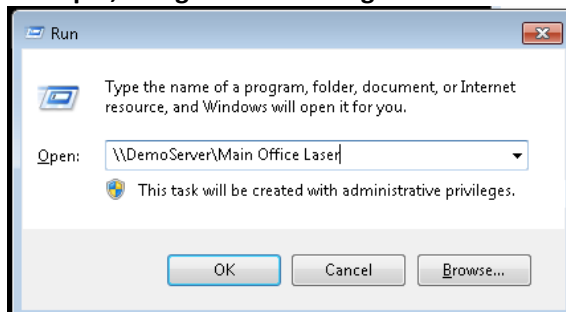
Anonymous Sharing:

In some cases sharing of a printer can be setup anonymously, with no username and password. In this situation though no tracking, control or management could be done.

No Printing Security of any time can be used in this configuration, and will not be covered in this guide.

6. Once the end users account has been added on the server, they can add the printer in the same way as with the Admin User.

Example, using the Run Dialog:



THIRD PARTY ALTERNATIVES TO CREATING WORKGROUP USERS:

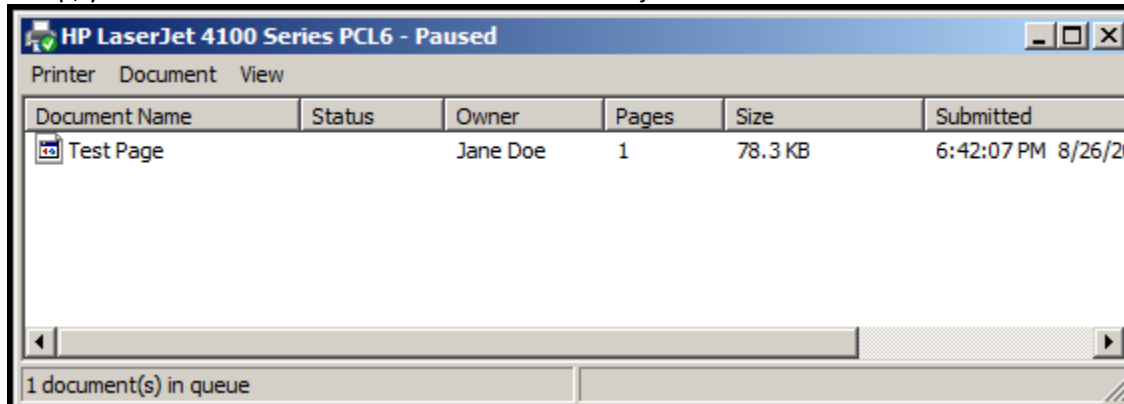
Often when print tracking is needed, it is very important that the workgroup is properly setup. Consider these situations:



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- I want to control who can print to the new Color Laser Printer
- I want to install a third party print management utility to track the costs of each user
- I want to be able to quota and limit each person, using a quota system

All of the above are possible in our properly setup workgroup. If you were to look inside of a print queue in a setup, you will notice that it shows the **Owner** of the job as a valid windows user.



Alternative Solutions - Print Manager Plus:

Updating and maintaining many user accounts is not always an easy option. Especially for users who do not wish to setup a log on their system and user it. A good alternative is a print tracking tool that allows you to prompt for authentication on each print job.

For Example, **Print Manager Plus** with its *Client Billing & Authentication Add On* can provide its own Username and password system, along with authentication for each workstation every time the user hits the print button. This can provide the same level of tracking and control as seen in a workgroup setup, without the hassle of needing to create and manage usernames and passwords on each machine.

Main Advantages of using Print Manager Plus with Client billing & Authentication:

- Centralization of Printing Usernames and Passwords
- Advanced Tracking of all Print jobs
- Ability to add quotas on the amount of printing done
- Restrictions and printing rules can be added for even greater control.



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