

Sharing Resources on a Windows 95/98 Peer to Peer Network

The purpose of this document is to provide instructions on how to establish a peer to peer network, and share printers, folders, hard drives and CD ROMS on a Windows 95/98

You will need:

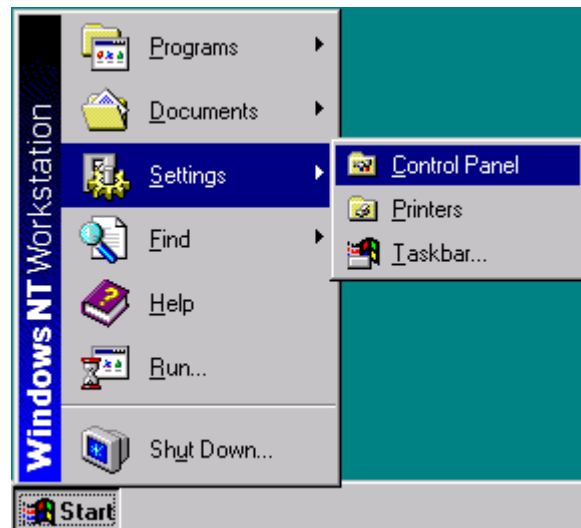
- familiarity with all the components required by schools to access the Internet and DET Intranet. The document **Network Components** provides this information
- a workstation with a Network Interface Card (NIC) already installed, and you may need the Windows 95/98 CDROM which was supplied with the workstation.
- the workstations to be connected by cabling into the network interface card.
- the printer driver disks for the printer you want to share.

Begin at the workstation which will have the printer attached. Is the printer already installed? If yes, go to step 1. If no, Go to Start Menu, select settings option and printers. Double click on "Add Printer", and follow the steps and install your printer.

We now need to turn on file and print sharing on the workstation. Follow Steps 1 – 5.

Step 1:

Open the **Start Menu**, select the **Settings** option, select the **Control Panel** option.



Step2:

Open the Network icon.



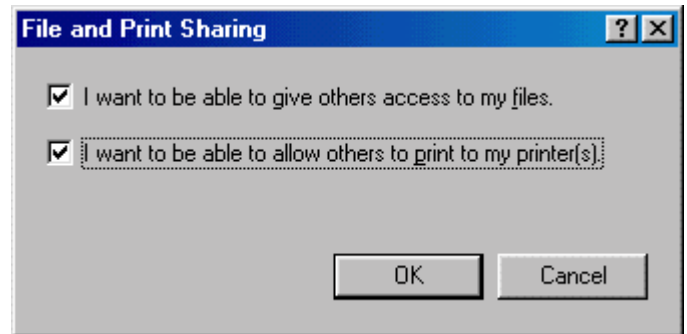
Step 3:

Click on the File and Print Sharing button



Step 4:

Tick both the boxes, then click ok.

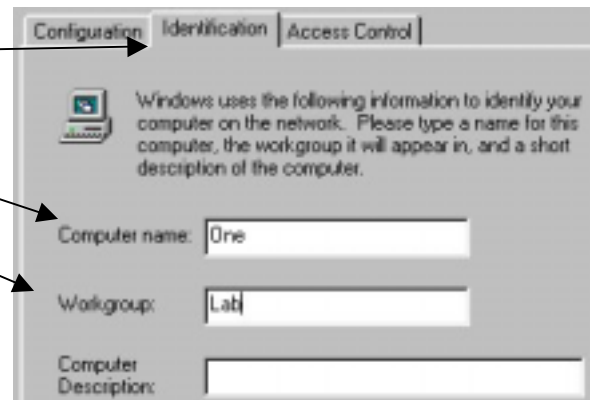


Step 5:

Click the **Identification Tab** at the top of the window

Type a unique name for each computer

Type the same workgroup name on each workstation on the network. (You may need to decide on a convention for this). Click the **OK** button.



Windows will install some files and you may be prompted to insert your Windows 95/98 CD.

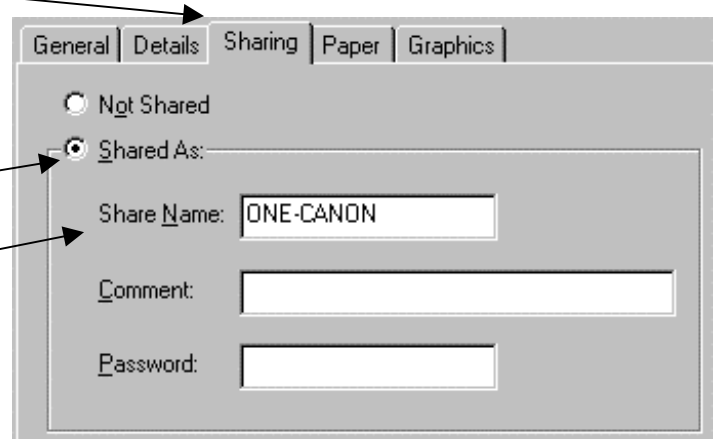
You will then be prompted to **Restart** your computer. Click **Yes** to restart.

The next two steps enable the printer to be shared.

Step 6: Sharing a Printer (Skip down to step 16 for sharing other devices)

From a workstation that already has a printer attached to it, return to Start menu, Setting and Printers, and open the printers folder. Select the printer which is attached to this computer and will be shared. Select the file menu and click properties.

Click the sharing tab



Step 7:

Click **Shared As** and type a name by which users will identify this printer. (eg colour printer in library)

Step 8:

Repeat steps 1-5 on each workstation on your network. Repeat step 6 on each workstation attached to a printer which you want to share.

To install a shared printer on a workstation without a printer, follow steps 9 –15. To share another device go to step 16

Step 9:

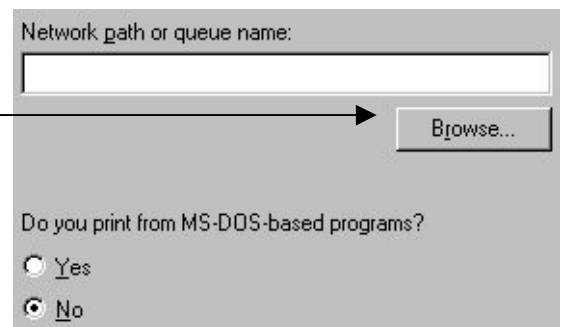
On workstations which don't have a printer attached, click the Start menu, Setting and Printers, and open the printers folder.

Open **Add Printer**. Click the **Next** button
Select **Network Printer**, then click the Next button.



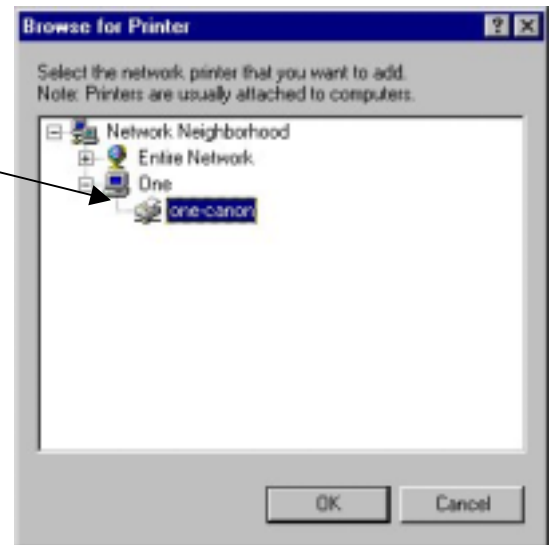
Step 10:

You need to click the browse button and locate the shared printer on the network.



Step 11:

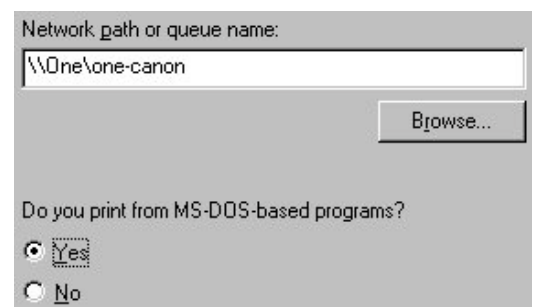
Select the workstation's name that has the printer attached to it and click the plus sign to expand the option. Click on the shared printer. You may have several computers on your network, but only the ones with shared printers will be shown in this dialog box. Click the **OK** button.



Step 12:

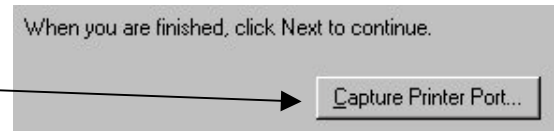
You should now select the option of **Yes** for printing from MS-DOS based programs. Some Windows 95/98 programs still print using the DOS system.

Click the **Next** button.



Step 13:

Click the **Capture Printer Port** button



Step 14:

Select a printer port from the drop down menu. It is best to leave LPT1 free. Select from **LPT2** onwards. Click the **OK** button.



Step 15:

From here on, install the printer accepting the defaults. Select the printer manufacturer and printer product model. You may need the driver disk that came with the printer.

Step 16: Sharing other devices on the network

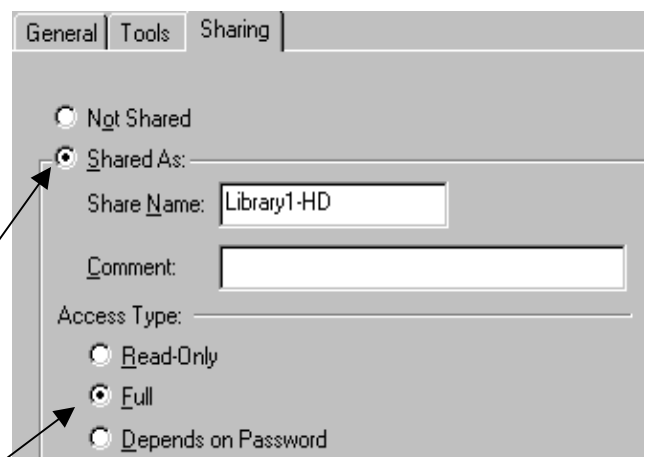
Go to the workstation which has the device or folder installed that you wish to share.

Step 17:

Click once on the item you want to share. Select the file menu and click **Sharing**.

Step 18:

Click **Shared As** and type a name. Make it something obvious (eg name of computer & device eg. One-HD)



Step 19:

Make note of access rights, they can have **Full Access** (to be able to save to a hard drive or folder) or Only **Read Access** (means they can't save or delete the files).

Step 20:

You can follow this same procedure to share folders, printers, CD ROM drives and hard drives. Remember if you share a whole hard drive, everyone can access the entire drive.

Step 21:

To access a shared folder, hard drive or CD ROM drive, open **Network Neighbourhood** on your desktop, and double click on the computer that owns the shared resource.

You will see folder icons to represent Hard Drives, Folders, and CD ROMs.

Double click on the folder you want to access.

