

**University of Management and Technology**  
**Step-by-Step Guide For Using Network Resources**

In this document

How To

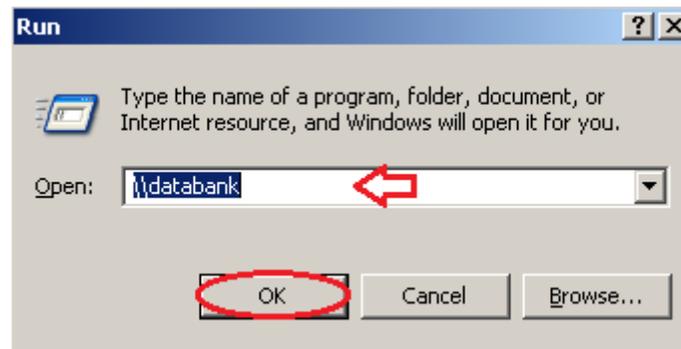
- **Access a Share Folder**
- **Share your own Folder**
- **Share your CD-ROM**
- **Access a Printer which is Attached to a Computer**
- **Share your Local Printer**
- **Access Network Printer**

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## Access a Share Folder

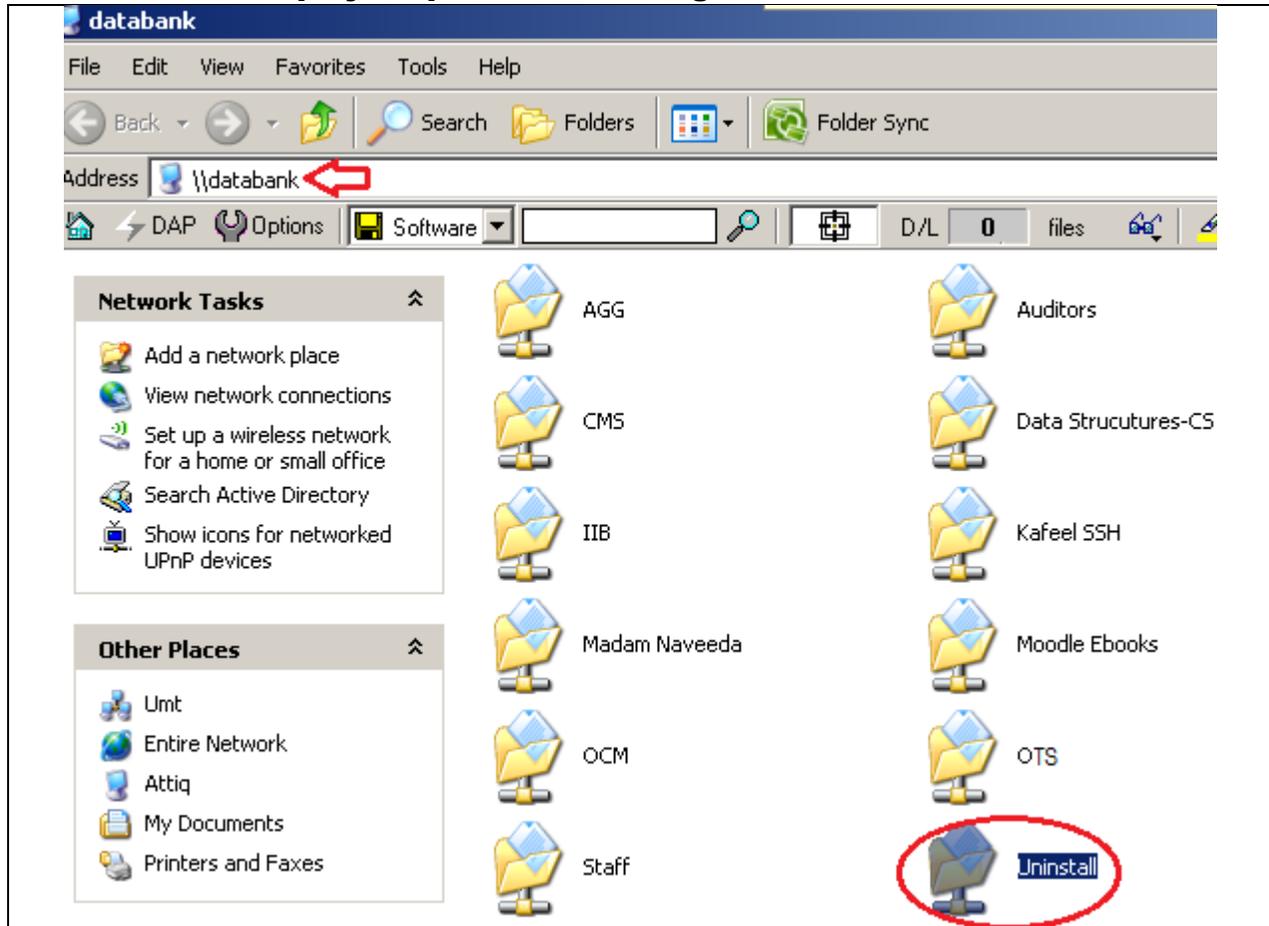
1. Click on Start button and select RUN or simultaneously press **Windows-Button** + **R**.
2. Type address of the computer on which the folder is shared followed by “ \\ ” for eggs “ \\databank ” or if you know a complete address you can use it for e.g. “ \\databank\uninstall”
3. Locate and browse your required folder

**Step 1.** Click on Start button and select RUN. Type address of target computer for e.g. “ \\databank ” or “ \\databank\uninstall”



**Step 2.** Locate and browse your required folder

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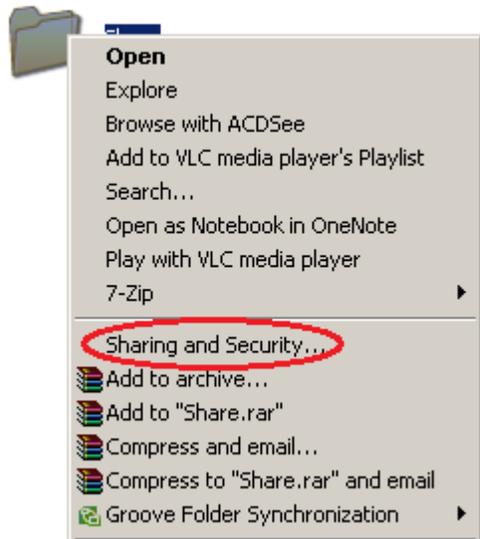


### Share Your Own Folder

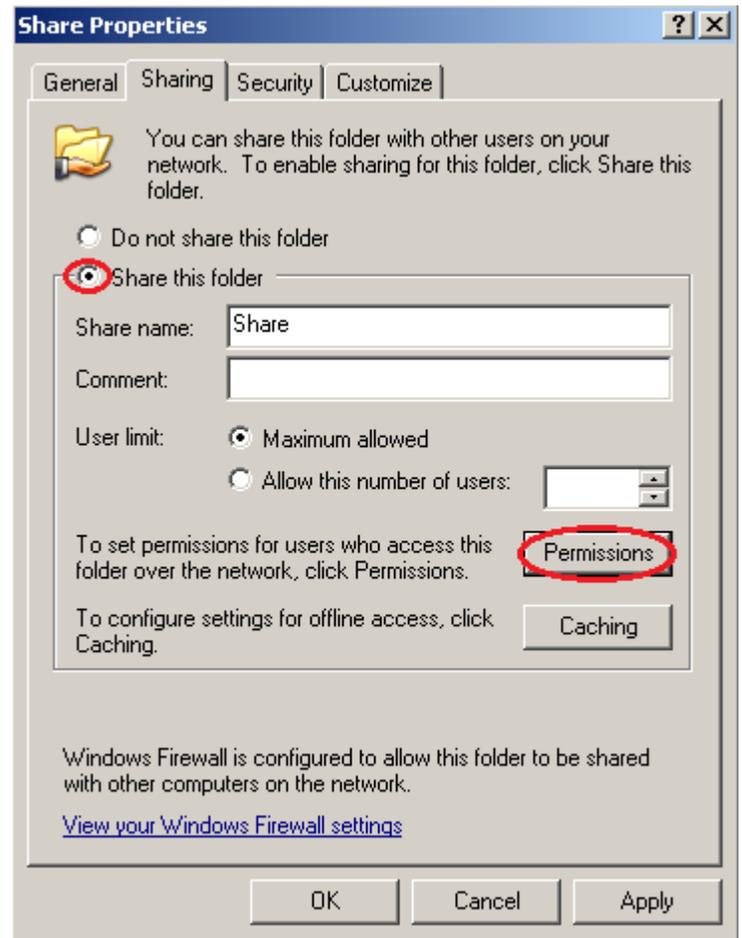
1. Right click on the folder you wish to be shared.
2. Select Share this folder radio button and click on Permissions.
3. Select Add button to add member to grant permission.
4. Add user by writing the login name which would be Employee code of the user. Check the name to confirm by clicking check button and click on OK.
5. Click on Security tab and select the Add button.
6. Add user by writing the login name which would be **Employee code** of the user. Check the name to confirm by clicking check button and click on OK.
7. Select the user from **Groups or usernames** list and |Select appropriate permissions from the Permissions selection box. Click **Apply** and then OK.

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**Step 1.** Right click on the folder you wish to share.

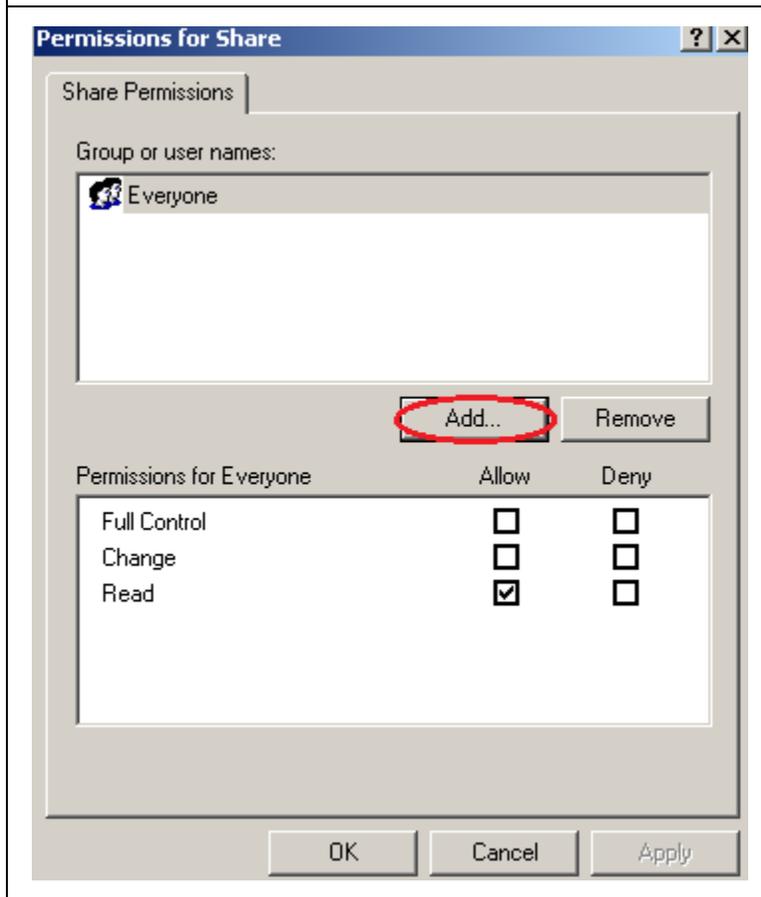


**Step 2.** Select Share this folder and click on Permissions

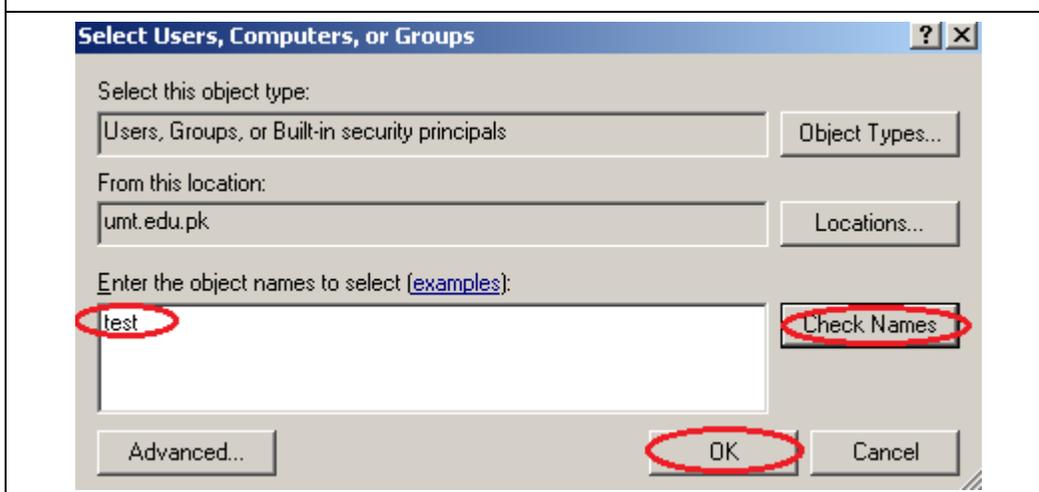


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**Step 3.** Select Add button to add member to grant permission.

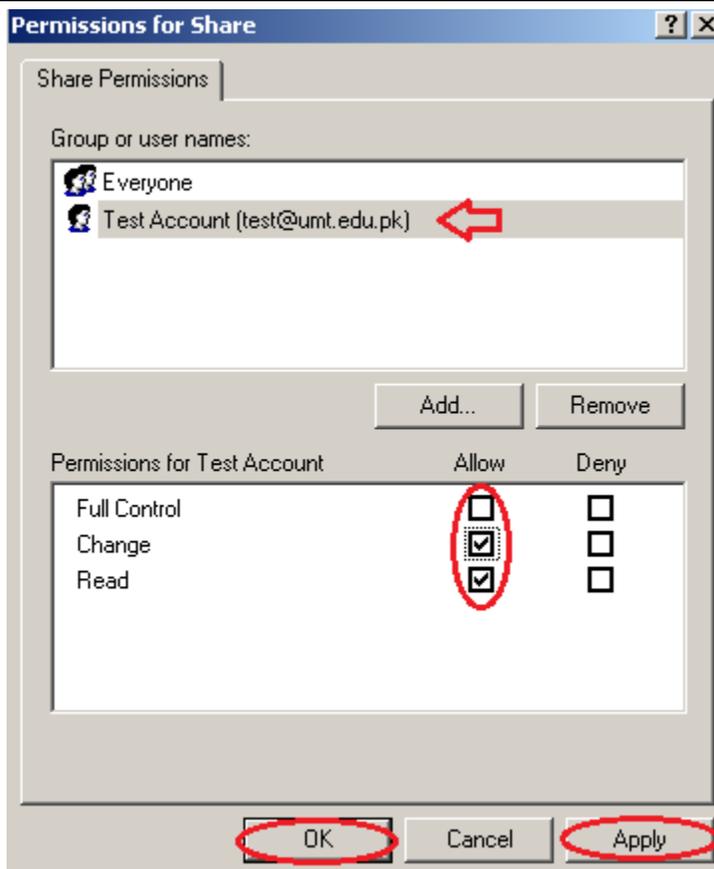


**Step 4.** Add user by writing the login name which would be Employee code of the user. Check the name to confirm by clicking check button and click on OK.

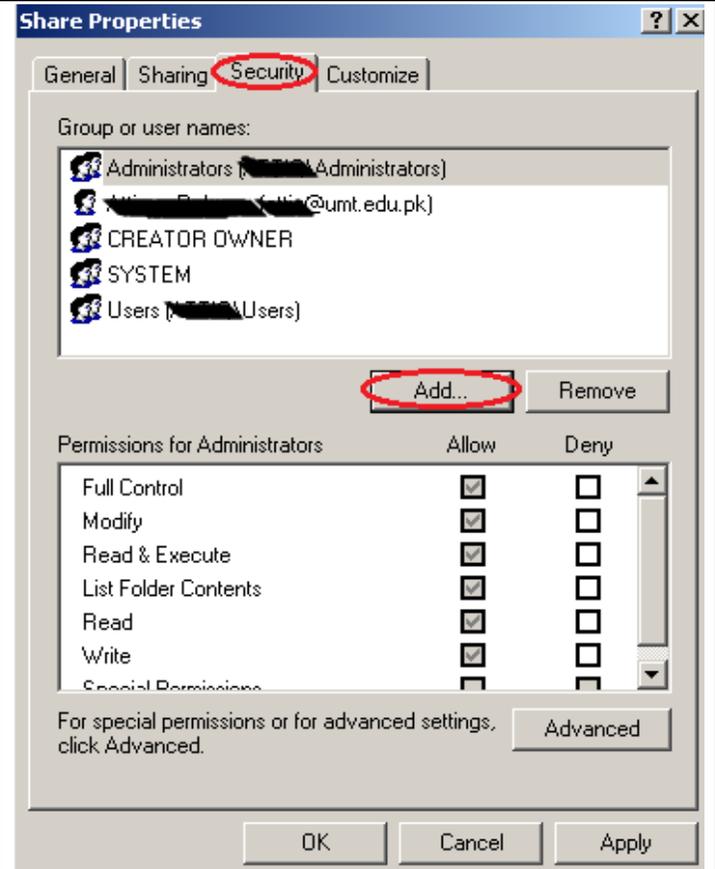


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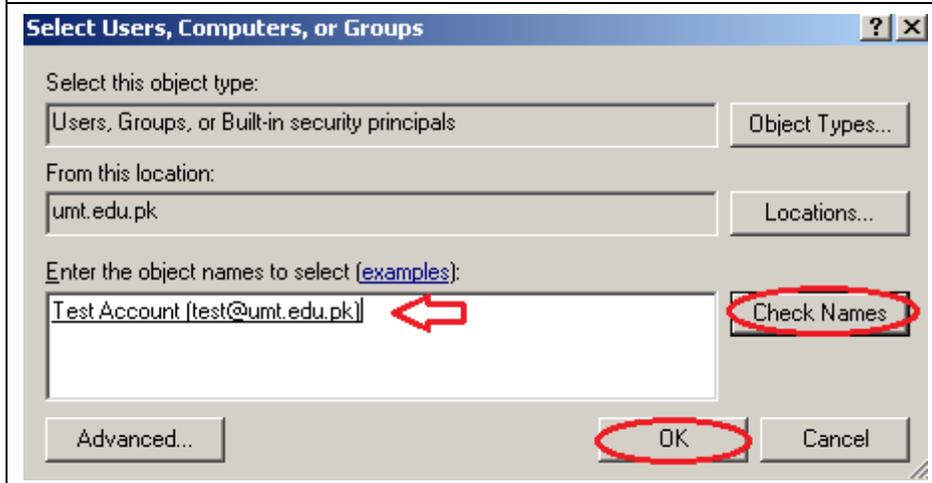
**Step 4.** Select name from the list of Groups and Users and Select appropriate permissions for the user, Click on Apply and then **OK**.



**Step 5.** Click on Security tab and select the Add button.

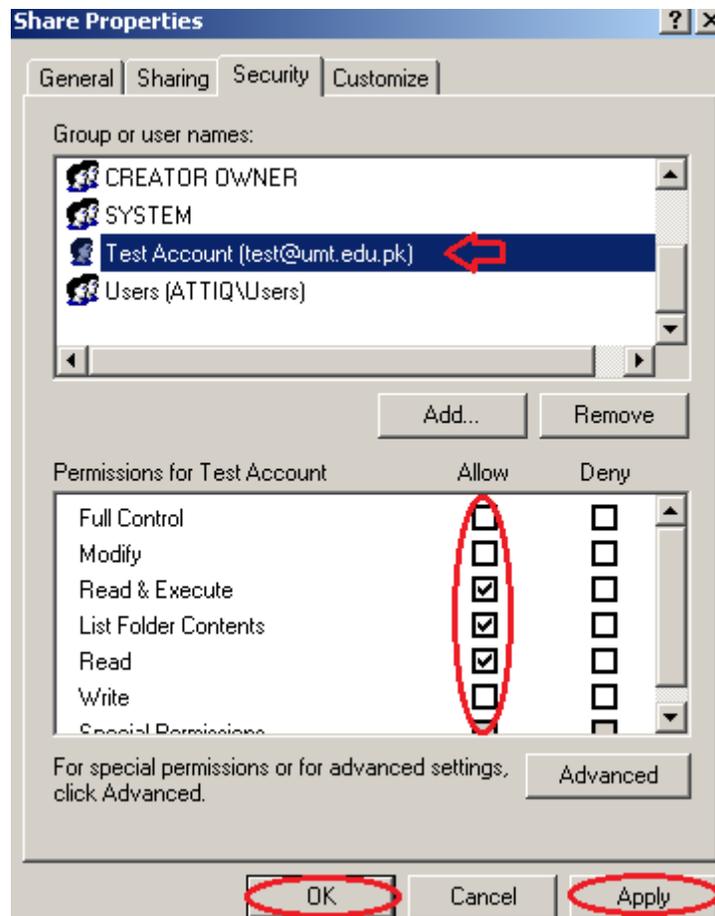


**Step 6.** Add user by writing the login name which would be **Employee code** of the user. Check the name to confirm by clicking check button and click on **OK**.



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**Step 7.** Select the user from **Groups or usernames** list and Select appropriate permissions from the **Permissions** selection box. Click **Apply** and then **OK**.



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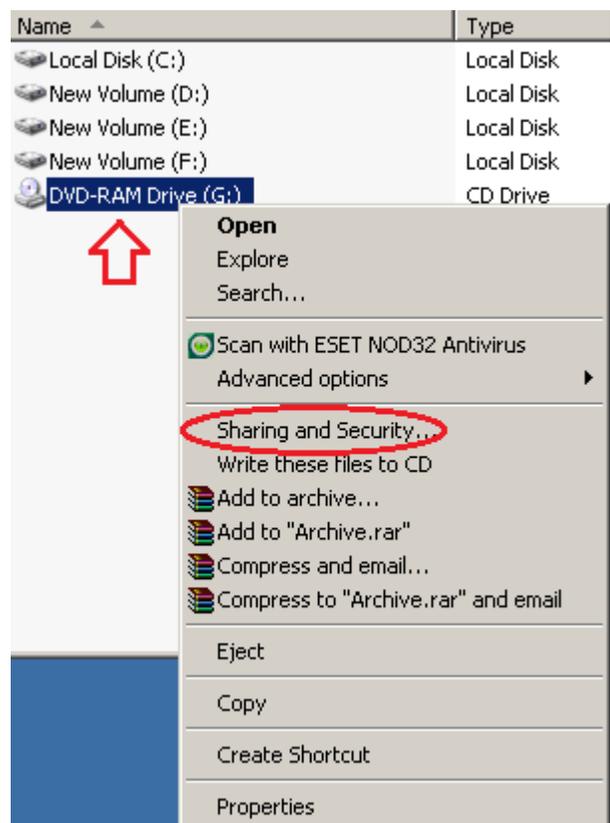
### Share your CD-ROM

1. Click on start and right click on **My Computer**.
2. Select your CD or DVD ROM and right click on it. Select **Sharing and Security**.
3. Select radio button **Share this folder** and click **Apply** then click **OK**.

**Step 1.** Click on start and right click on **My Computer**.

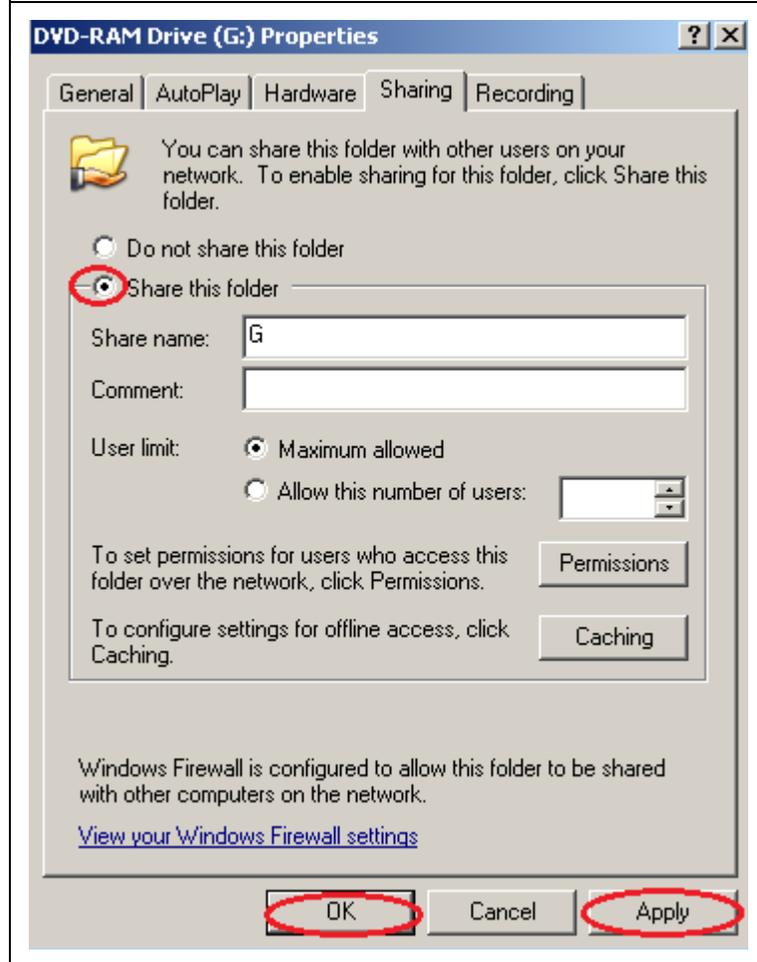


**Step 2.** Select your CD or DVD ROM and right click on it. Select **Sharing and Security**.



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**Step 3.** Select radio button **Share this folder** and click **Apply** then click **OK**.

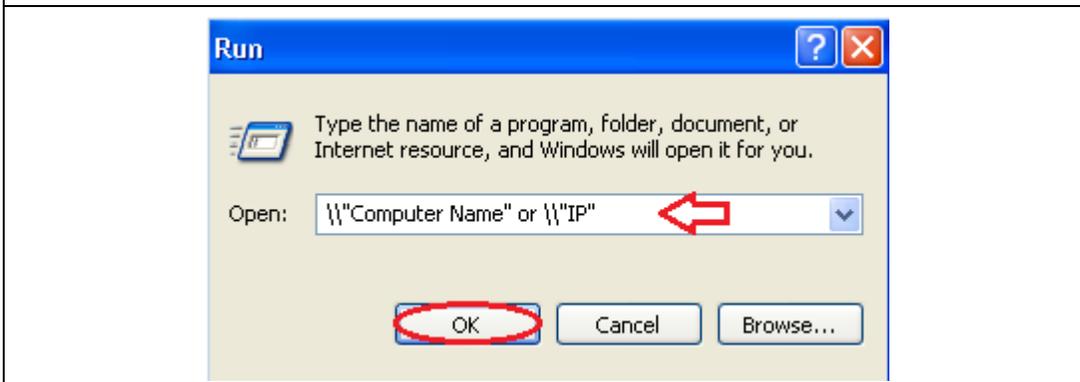


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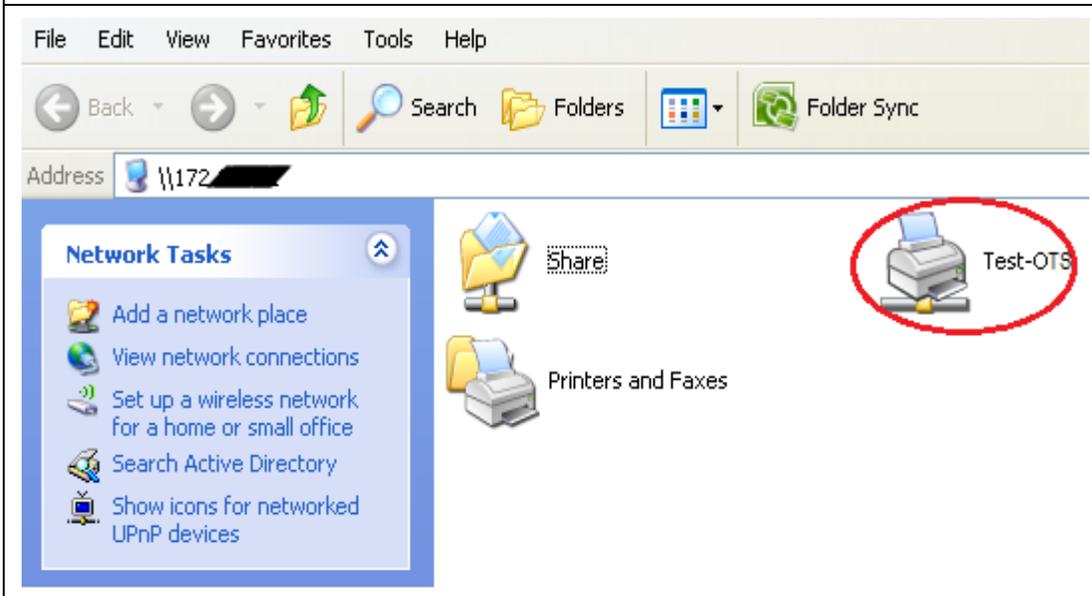
## Access a Printer which is attached to a Computer

1. Click on Start button and select RUN or simultaneously press **Windows-Button**  + **R**.
2. Type "Computer Name" or "IP Address" followed by "\\\" for e.g. "\\databank" or "\\172.2.0.9".
3. In the Share location you will see the share printer icon . Double click on it to install.

Step 1. Click on Start button and select RUN. Type "Computer Name" or "IP Address" followed by "\\\" for e.g. "\\databank" or "\\172.2.0.9".

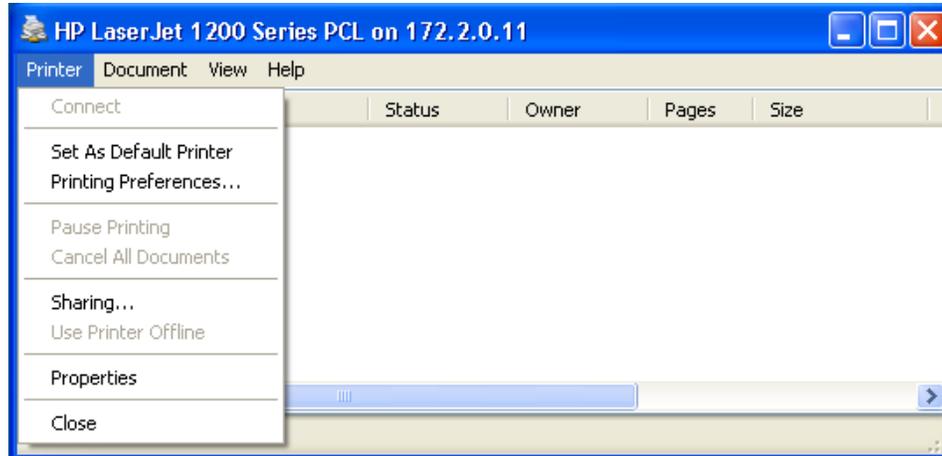


**Step 2.** In the Share location you will see the share printer icon . Double click on it to install.



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Step 3. A print management window will popup. You can make this printer as default by Clicking Printer in the menu and selecting **Set As Default Printer**.

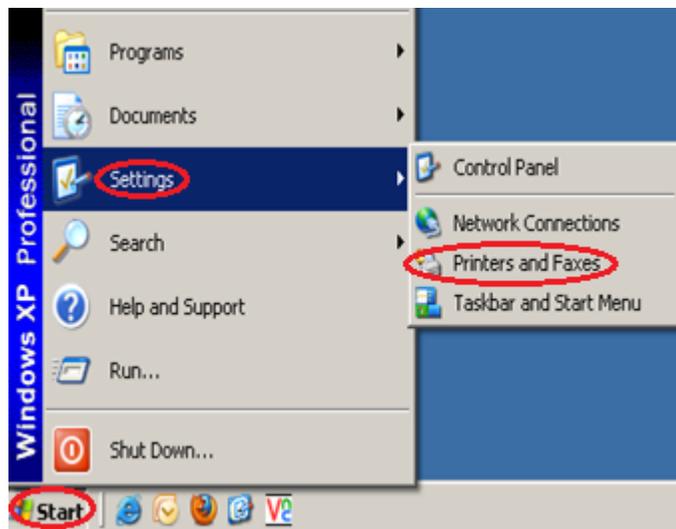


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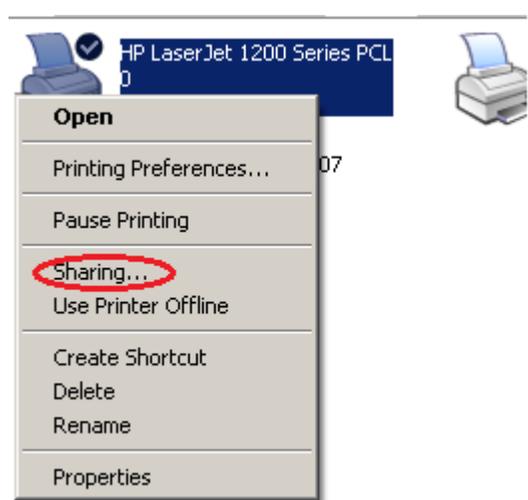
## Share your Printer.

1. Click Start and then Settings. Click on Printers and Faxes.
2. Right click on your required printer and select Sharing.
3. In the Sharing tab select the **Share this printer** radio button and give appropriate **Share name**<Your name-Department>for e.g. **test-OTS** .
4. Select Security tab and here you can assign specific rights to specific users to which you want to share your printer and then click Ok.

**Step 1.** Click Start and then Settings. Click on Printers and Faxes.



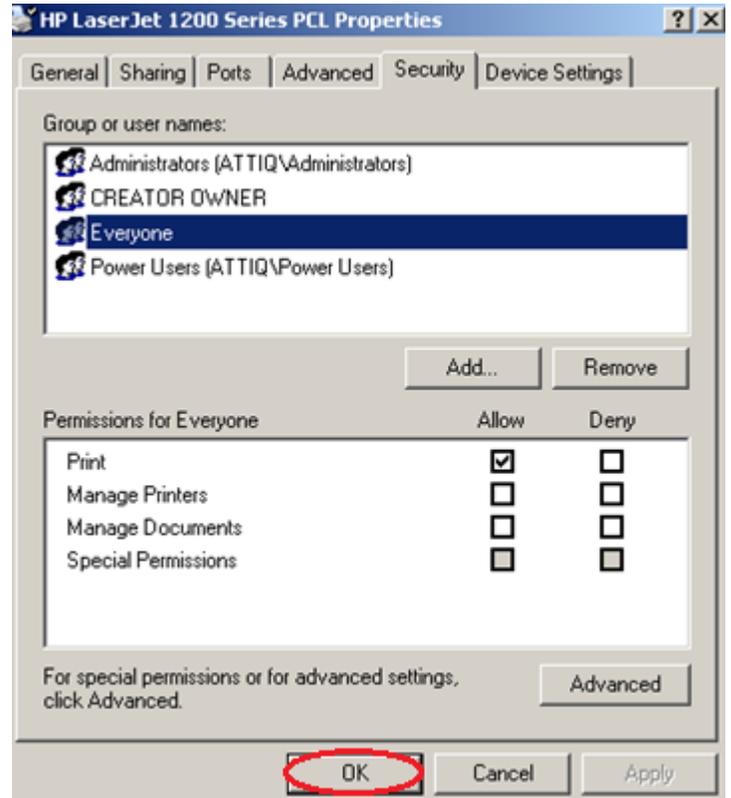
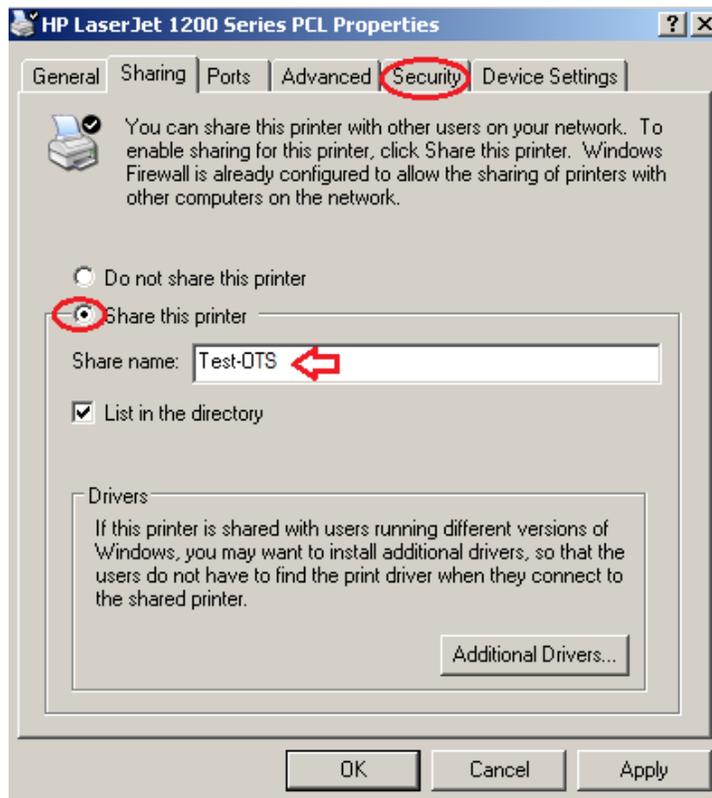
**Step 2.** Right click on your required printer and select Sharing.



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**Step 3.** In the Sharing tab select the **Share this printer** radio button and give appropriate **Share name**<Your name-Department>for e.g. **test-OTS** .

**Step 4.** Select Security tab and here you can assign specific rights to specific users to which you want to share your printer and then click Ok.

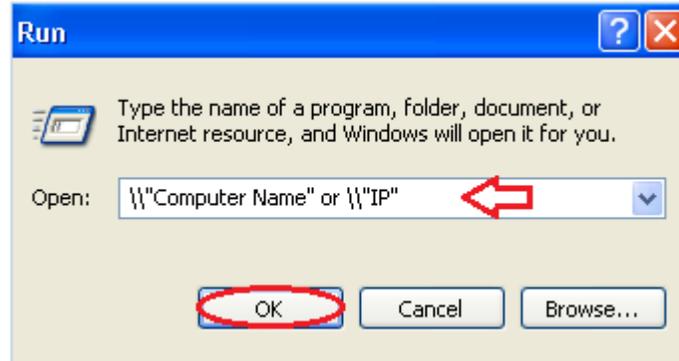


### Access Network Printer

1. Click on Start button and select RUN or simultaneously press **Windows-Button** + **R**.
2. Type "[\\printsrv](#)" or "[\\172.2.0.8](#)".
3. In the Share location you will see the share printer icon. Double click on the printer near your location to install.

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Step 1. Click on Start button and select RUN. Type "Computer Name" or "IP Address" followed by "\\\" for e.g. "\\databank" or "\\172.2.0.9" and click **OK**.



Step 2. In the Share location you will see the share printer icon . Double click on the printer near your location to install