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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
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.
<table>
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<th>Step 1. Right click on the folder you wish to share.</th>
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- Right click on the folder you wish to share.

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<th>Step 2. Select Share this folder and click on Permissions</th>
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- Select Share this folder and click on Permissions.

![Share Properties](image)

- In the Share Properties window:
  - Click on Share this folder.
  - Set Share name: Share
  - Set Comment: (leave empty)
  - Set User limit: Maximum allowed
  - Click Permissions
  - Click OK

- Windows Firewall is configured to allow this folder to be shared with other computers on the network.

- For more information: View your Windows Firewall settings
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.
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.
Step 7. Select the user from Groups or usernames list and Select appropriate permissions from the Permissions selection box. Click Apply and then OK.
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 3. Select radio button **Share this folder** and click **Apply** then click **OK**.

[Image of the DVD-RAM Drive (G) Properties window with the Share this folder option selected and the Apply button highlighted.]
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.
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.
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> 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.

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![Diagram of the steps](image-url)
### 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.
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.