

Wazza's QuickStart: Sharing a Printer - Mac OS X

While the ideal “shared” network printer is a laser printer connected directly to a network, via its own ethernet connection, networked computers can also share a common USB printer, which is connected to one of the computers on the network.

This document describes how to setup the sharing of a USB printer, and how to access the shared printer from networked computers.

Sharing your USB printer.

1. Connect your printer to the USB port of your computer.
2. Install any software, if necessary

While *Mac OS X* supports many common printers with built-in drivers, it is always worth checking the printer manufacturer's site for any recent updates.

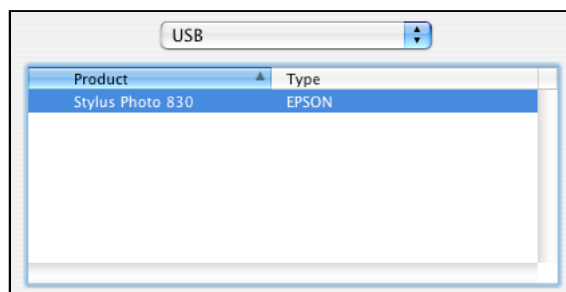
3. Open the **Printer Setup Utility**, located in the **Utilities** folder, which is in the **Applications** folder.



4. Click on the **Add** printer icon at the top of the **Printer Setup Utility** window.

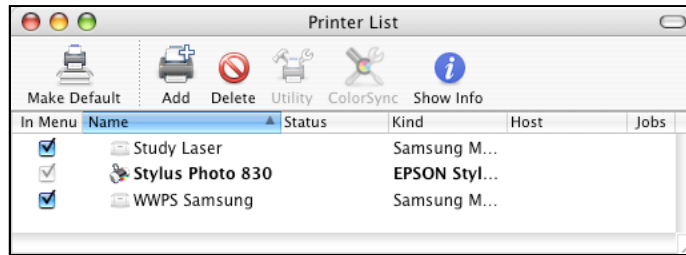


5. Select your printer, then click on the **Add** button.



6. If the **Type** of printer is listed as **Driver not installed**, then you may need to visit the printer manufacturer's website and download and install the latest driver software, before adding the printer.

7. Once added, the printer will appear in your list of available printers.



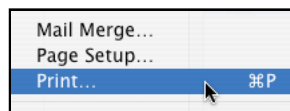
The printer does not need to be the **Default** printer to be shared.

Close the **Print Setup Utility**.

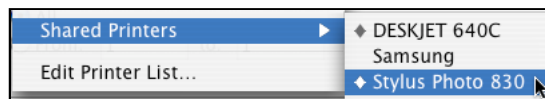
8. Print a page from an application, to check that the printer works!

Accessing your shared printer from the network.

1. Make sure that your shared printer is powered on, the computer to which your shared printer is connected is powered on, and that the computer is connected to the network.
2. Choose to print a document from a application, such as *MS Word*, or *AppleWorks*.



3. In your printer dialogue box, choose the shared printer from the shared printers sub-menu.



4. Click on the **Print** button.



5. Any changes to the print queues should be made through the **Print Setup Utility** on the host computer.