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# LAB 10.1 INSTALLING AND SHARING PRINTERS

## Student Answer Sheet

Name: \_\_\_\_\_ Computer ID: \_\_\_\_\_

### Step 3: Create and share a locally attached printer.

List the available printer ports:

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |

Default shared printer name: \_\_\_\_\_

What is the maximum length of the default shared printer name? \_\_\_\_\_

Record the Add Printer Wizard warning message:

### Step 4: Enable printer pooling.

Describe the difference when selecting the second printer port:

Briefly describe how printer pooling makes printing easier for users:

### Step 5: Install a network printer on the client.

Briefly describe the difference between the local and network printer icons:

### Step 6: Test the network printer.

Record the following network printer information:

Status: \_\_\_\_\_

Location: \_\_\_\_\_

Comments: \_\_\_\_\_

Record any printer error messages:

Record the following network printer information:

Status: \_\_\_\_\_

Location: \_\_\_\_\_

Comments: \_\_\_\_\_

Results:

Record the following document information:

Owner: \_\_\_\_\_

Pages: \_\_\_\_\_ Submitted: \_\_\_\_\_

Priority: \_\_\_\_\_

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# LAB 10.2 CONFIGURING AND SECURING SHARED PRINTERS

## Student Answer Sheet

Name: \_\_\_\_\_ Computer ID: \_\_\_\_\_

### Step 3: Create users and groups.

User name: \_\_\_\_\_ Password: \_\_\_\_\_

User name: \_\_\_\_\_ Password: \_\_\_\_\_

Group name: \_\_\_\_\_

### Step 4: Create and share a logical printer.

Record the separator page files:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Record the rights given to creator owner:

To what documents do these rights apply?

Are there any differences between the rights of the Administrators and Power Users groups?

### Step 11: Check print server status.

Lexmark print jobs:

NightPrinter job properties:

Job name: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Time: \_\_\_\_\_

Time for printing to start: \_\_\_\_\_

Record NightPrinter results below:

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## LAB 10.3 MANAGING PRINT JOBS AND PRINTERS

### Student Answer Sheet

Name: \_\_\_\_\_ Computer ID: \_\_\_\_\_

#### Step 9: Redirect printer output to another similar printer.

Partner's computer name: \_\_\_\_\_

Partner's username and password: \_\_\_\_\_

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# LAB 10.4 SETTING UP AND ACCESSING INTERNET PRINTERS

## Student Answer Sheet

Name: \_\_\_\_\_ Computer ID: \_\_\_\_\_

### Step 2: Create a user account.

Username: \_\_\_\_\_ Password: \_\_\_\_\_

### Step 5: Connect to an Internet printer.

URL: \_\_\_\_\_

Document the steps you use to complete the Internet printer installation:

### Step 7: Manage printers from Internet Explorer.

Printer actions available:

Document actions available:

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# LAB 10.5 TROUBLESHOOTING NETWORK PRINTING

## Student Answer Sheet

Name: \_\_\_\_\_ Computer ID: \_\_\_\_\_

### Step 2: Recovering from a stalled document

Record your observations of the document list:

### Step 3: Restart a stalled document.

Results of restarting the document:

### Step 4: Printer offline

Printer status: \_\_\_\_\_

Record the results of removing the check mark from Use Printer Offline:

### Step 6: Restart the Print Spooler service.

Record the message you received on the client when printing with the Print Spooler stopped:

Record the results of printing after restarting the spooler:

### Step 7: Reinstall the shared printer.

Record the printer name and driver information:

Name: \_\_\_\_\_ Driver: \_\_\_\_\_

Record the results of trying to print to the deleted printer from the client:

Record the results of trying to print to the new shared printer from the client:

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# LAB 10.6 CONFIGURING FAX SERVICES

## Student Answer Sheet

Name: \_\_\_\_\_ Computer ID: \_\_\_\_\_

### Step 5: Advanced options

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Step 10: Received fax options

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_