Sharing HP OfficeJet on a Network

2

This chapter explains how to set up the HP OfficeJet and your computers for network printing using Windows 95/98 or NT 4.0 or a combination of the two on a point-and-print or peer-to-peer network.

NOTE   Your computers must already be networked to use this procedure. HP does not provide support for networks. See your Windows Help system for assistance.

HP OfficeJet does not support scanning over a network. The Jet Direct 170X Print Server may or may not provide network printing and limited scanning capabilities. For more information, see the HP Web site at: http://www.hp.com/go/all-in-one.

Understanding Point-and-Print and Peer-to-Peer Networks

For purposes of discussion in this guide, *point-and-print network* refers to an environment where two or more computers (Windows 95/98 or NT 4.0) equally share a single resource, such as the HP OfficeJet, and the server computer automatically downloads the required software to the client computer. If your network uses a Windows 95/98 computer as the server with Windows NT 4.0 clients, you must use a *peer-to-peer* network configuration instead. A peer-to-peer network is the same except that the software must be manually installed on each Windows NT 4.0 client.

Local Area Network (LAN) Access

Before you can set up printer sharing, a network must already exist.

Minimum System Requirements

Each computer must meet the minimum system requirements for connection to a LAN. A computer that meets these requirements is one that:

◆ Contains a properly configured network card.
◆ Is a client or server for Microsoft networks.
◆ Has basic network services and protocols.
◆ Has the proper network adapter.
◆ Has LAN access.

Setting Up the Server

This section provides instructions for setting up the server.

IMPORTANT   If you are using Windows NT 4.0, you must have administrative rights for your computer to set up an NT 4.0 server for network printing. For more information, see Windows NT 4.0 Help or your system administrator.

1   Install the HP OfficeJet R Series software on the server, as described in Chapter 1 under "Installing the HP OfficeJet R Series Software."

2   If you are using Windows 95/98 as your server, perform the following steps before continuing.

    a   On the Windows desktop, right-click **Network Neighborhood**, and choose **Properties**.

    b   On the **Configuration** tab, click **File and Print Sharing**.

    c   Select the check box for the sharing options you want.

    d   Click **OK** to store your changes, and then click **OK** again to exit the File and Print Sharing dialog box.

3   Restart the computer.

4   If an **Electronic Registration** window appears, follow the on-screen instructions to register your HP OfficeJet.

5   On the Windows taskbar, click **Start**, point to **Settings**, and choose **Printers**.

6   Right-click the **HP OfficeJet R Series** icon, and choose **Sharing**.

The HP OfficeJet R Series Properties dialog box appears, with the Sharing tab visible.

7   Click the **Shared** (Windows NT 4.0) or **Shared As** (Windows 95/98) option.

8   In the **Share Name** field, type a name for the HP OfficeJet if you do not want to use the default name, **HPOffice**.

TIP   *Note the share name of the HP OfficeJet. You will need it to set up client computers.*

9   If you are setting up a Windows NT 4.0 server that supports Windows 95/98 clients, complete the following steps before continuing.

    a   Click **Alternate drivers**, and then click **Windows 95**.

    b   After the message instructing you to insert the floppy disk appears, click **OK** and insert the HP OfficeJet R Series CD-ROM.

    c   In the **Printer Drivers for Windows 95** dialog box, click **Browse**, open the **AddPrinter** folder, open the **w9x** folder, and double-click the **hpm95wa.inf** file.

This allows the Windows NT 4.0 server to download the correct driver to a Windows 95/98 client.

10   Click **OK** to close the dialog box and store your changes.

Setting Up a Point-and-Print Client

Follow these steps to install the printing software on each client for either of the following configurations:

◆ Windows 95/98 server with only Windows 95/98 clients.

◆ Windows NT 4.0 server with Windows 95/98 and/or NT 4.0 clients.

NOTE   A Windows 95/98 server cannot automatically download the software to a Windows NT 4.0 client. For this configuration, follow the steps in "Setting Up a Peer-to-Peer Client (95/98 server to NT 4.0 client)."

1 On the Windows desktop, double-click **Network Neighborhood**.

2 Find the name of the server that the HP OfficeJet is directly connected to, and double-click its icon.

The server window appears showing shared devices, including the share name of the HP OfficeJet.

3 Double-click the HP OfficeJet's share name.

4 After the setup message "Before you can use the printer..." appears, click **Yes** and then wait several moments while the client computer establishes a connection to the HP OfficeJet.

After connecting to the shared HP OfficeJet, the HP OfficeJet R Series window appears.

Setting Up a Peer-to-Peer Client (95/98 server to NT 4.0 client)

If you are using a configuration that includes a 95/98 server with an NT 4.0 client, follow these steps to install the printing software on each NT 4.0 client.

1 Set up the server by following the steps outlined earlier under "Setting Up the Server."

2 In the first **Add Printer Wizard** dialog box, select **My Computer**, and click **Next**.

3 In the next dialog box, click **New Port**.

4 In the **Printer Ports** dialog box, choose **Local Port**, and click **New Port**.
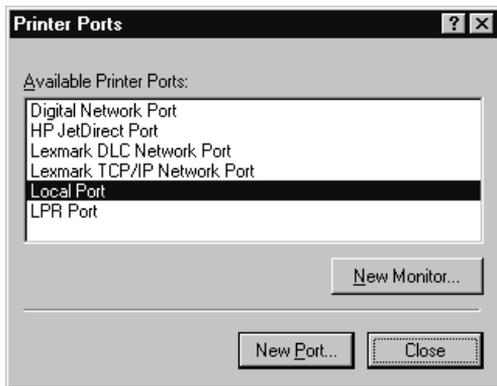
5 In the **Port Name** dialog box, type in the name of the server to which the HP OfficeJet is connected and the share name assigned to the printer.
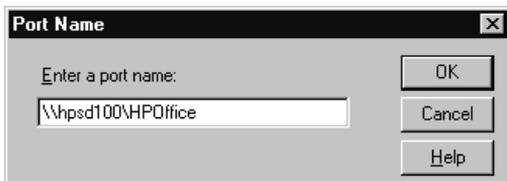
6 Click **OK** to close the **Port Name** dialog box and store your changes, and then click **Close** on the **Printer Ports** dialog box.

7 In the **Available ports** list, verify that the newly created port exists, and then click **Next**.

8 Click **Have Disk**, and insert the HP OfficeJet R Series software CD.

9 If the **HP OfficeJet R Series software installation menu** appears, click **Quit**.

10 Change the name of the drive letter to point to your CD-ROM drive, and click **Browse**.

11 In the **Locate File** dialog box, open the **AddPrinter** folder, open the **wNT** folder, and double-click the **hpmntwa.inf** file.
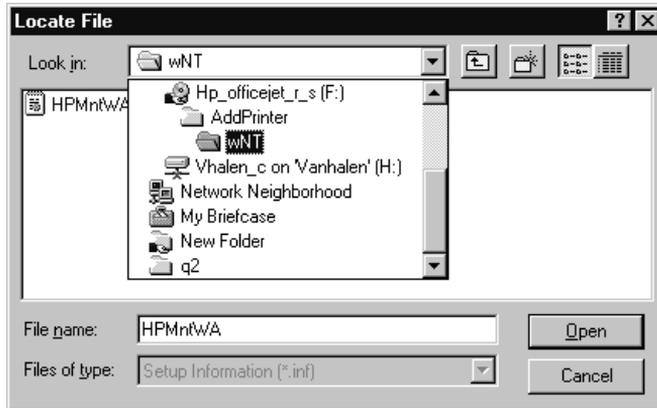
12 In the **Install From Disk** dialog box, click **OK**.

13 If another message appears, point to the same location on the CD, and click **OK**.

14 Select **HP OfficeJet R Series**, click **Next**, and click **Next** again.

15 To set the HP OfficeJet as your default printer, click **Yes** and then click **Next**.

16 Select **Not shared**, and click **Next**.

17 Select **Yes** to print a test page, and click **Finish**.

18 If your test page printed correctly, click **Yes**.