

Lab B: Installing and managing a printer

Exercise 1: Managing and using a printer

► Task 1: Add and share a local printer

1. Sign in to **LON-CL1** as **Adatum\Administrator** with the password **Pa55w.rd**.
2. In the taskbar, in the **Ask me anything** text box, type **control**, and then select **Control Panel**.
3. In Control Panel, click **View devices and printers**.
4. In Devices and Printers, click **Add a printer**.
5. In the **Add a device** dialog box, click **The printer that I want isn't listed**.
6. On the **Find a printer by other options** page, select the **Add a local printer or network printer with manual settings** option, and then click **Next**.
7. On the **Choose a printer port** page, verify that **Use an existing port** is selected, and then click **Next**.
8. On the **Install the printer driver** page, in the **Manufacturer** list, select **Microsoft**. In the **Printers** list, select **Microsoft PCL6 Class Driver**, and then click **Next**.
9. On the **Type a printer name** page, in the **Printer name** field, type **Managers Printer**, and then click **Next**.
10. On the **Printer Sharing** page, click **Next**, and then click **Finish**.

► Task 2: Configure printer security

1. On **LON-CL1**, in Devices and Printers, right-click **Managers Printer**, select **Printer properties**, and then select the **Security** tab.
2. In the **Managers Printer Properties** dialog box, verify that **Everyone** is selected, and then click **Remove**. Click **Add**, in the **Enter the object names to select (examples)** box, type **Managers**, and then click **OK**. In the **Permissions for Managers** section, verify that **Print** check box is selected in the **Allow** column, and then click **OK**.

► Task 3: Use Print Management to manage a remote printer

1. On **LON-CL1**, in the **Ask me anything** text box, type **print**, and then select **Print Management**.
2. In Print Management, in the navigation pane, expand **Print Servers**, and then verify that **LON-CL1** is the only print server listed. Right-click **Print Servers**, and then select **Add/Remove Servers**.
3. In the **Add/Remove Servers** dialog box, in the **Add Servers** field, type **LON-DC1**, and then click **Add to List**. Type **LON-CL2** in the **Add Servers** field, click **Add to List**, and then click **OK**. Verify that the navigation pane lists three print servers.
4. Right-click **LON-CL2**, and then select **Add Printer**.
5. On the **Printer Installation** page, select **Add a new printer using an existing port**, and then click **Next**.
6. On the **Printer Driver** page, verify that the **Install a new driver** option is selected, and then click **Next**.

7. On the **Printer Installation** page, in the **Manufacturer** list, select **Microsoft**. In the **Printers** list, select **Microsoft PS Class Driver**, and then click **Next**.
8. On the **Printer Name and Sharing Settings** page, in the **Printer Name** box, type **PostScript Printer**, then in the **Share Name** box, type **PostScript Printer**, click **Next** twice, and then click **Finish**.

► Task 4: Connect to a remote printer

1. Sign in to **LON-CL2** as **Adatum\Beth** with the password **Pa55w.rd**. Beth is member of the IT group, but she is not a member of the Managers group.
2. In the taskbar, in the **Ask me anything** text box, type **control**, and then select **Control Panel**.
3. In Control Panel, click **View devices and printers**.
4. In Devices and Printers, verify that you can see **PostScript Printer**, which you added remotely in the previous task. Click **Add a printer**.
5. In the **Add a device** dialog box, click **The printer that I want isn't listed**.
6. On the **Find a printer by other options** page, select **Select a shared printer by name**, type **\LON-CL1\Managers Printer** in the box, and then click **Next**.
7. In the **Connect to \on-cl1** dialog box, click **Cancel**. In the box, type **\LON-DC1\Printer1**, click **Next** twice, and then click **Finish**.

 **Note:** Because Beth is not a member of the Managers group, and she does not have permissions to **\LON-CL1\Managers Printer**, you were asked to type credentials that have the appropriate permissions.

8. In Devices and Printers, verify that **Printer1 on LON-DC1** was added.
9. Right-click **Printer1 on LON-DC1**, and then click **Set as default printer**. In the **Printers** dialog box, click **OK**. Verify that the printer has a green check mark next to it, which indicates that it is the default printer.

► Task 5: Print a document, and manage a print job

1. On **LON-CL2**, on the taskbar, in the **Ask me anything** text box, type **notepad**, and then press Enter.
2. In Notepad, type your name, click **File** menu, and then select **Print**.
3. In the **Print** dialog box, click **Printer1 on LON-DC1**, and then click **Print**.
4. On **LON-CL1**, in Print Management, in the navigation pane, click **Printers With Jobs**. In the details pane, view that **Printer1** is listed and that it has one job in the queue.
5. On **LON-CL2**, in the notification area, click **Show hidden icons**, right-click the printer icon, and then select **Printer1 on LON-DC1**.
6. In the **Printer1 on LON-DC1 - Paused** window, verify that you can see a single document called **Untitled – Notepad**. Right-click **Untitled – Notepad**, review its properties, and then click **OK**.

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7. Right-click **Untitled-Notepad**, select **Cancel**, and then click **Yes**. You now have canceled Bill's print job.
8. On **LON-CL1**, in Print Management, verify that there are no longer any printers listed under the **Printers With Jobs** node.

Results: After completing this exercise, you will have added a local and remote printer. You also will have configured printer security, and used the Print Management feature to manage printers.

► **Task: Prepare for the next module**

When you have finished the lab, revert all virtual machines to their initial state:

1. On the host computer, start **Hyper-V Manager**.
2. In the **Virtual Machines** list, right-click **20697-1D-LON-DC1**, and then click **Revert**.
3. In the **Revert Virtual Machine** dialog box, click **Revert**.
4. Repeat steps 2 and 3 for **20697-1D-LON-CL1**, and **20697-1D-LON-CL2**.