

STUDENT ACTIVITY 2.4: UNDERSTANDING FILE AND PRINT SERVICES

MTA Course: 98-365 Windows Server® Administration Fundamentals

Topic: Understand file and print services

File name: WinServerFund_SA_2.4

Lesson Objective

2.4: Understand file and print services. *This objective may include but is not limited to:* local printers; network printers; printer pools; Web printing; Web management; driver deployment; file, folder, and share permissions vs. rights; auditing; print job management.

Resources, software, and additional files needed for this lesson

- Students should have Internet access
- Students should have access to Windows® Server 2008® R2
- Access to a network printer. The instructor should provide the necessary IP information.
 - In the event that a network printer is not available in the classroom, the student can perform the exercise using a locally attached printer.

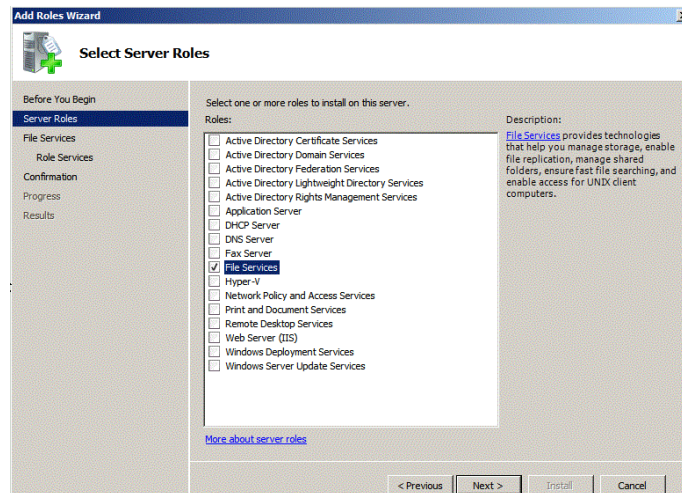
Directions to the student


Perform the following steps for creating and securing a network share and deploying a network printer. During this exercise, you will be instructed to work with a partner. You should be logging into your systems with the Administrator account and a password of P@ssword.

Content

Configuring a Server for File Sharing

1. Log on to your server as Administrator.
2. Add the File Services role:
 - a. Launch Server manager by selecting Start→Administrative Tools→Server Manager.
 - b. Select **Roles** and click the **Add Roles** link.
 - c. Review the first page and click **Next**.
 - d. Select the **File Services** role and click **Next** as shown below:



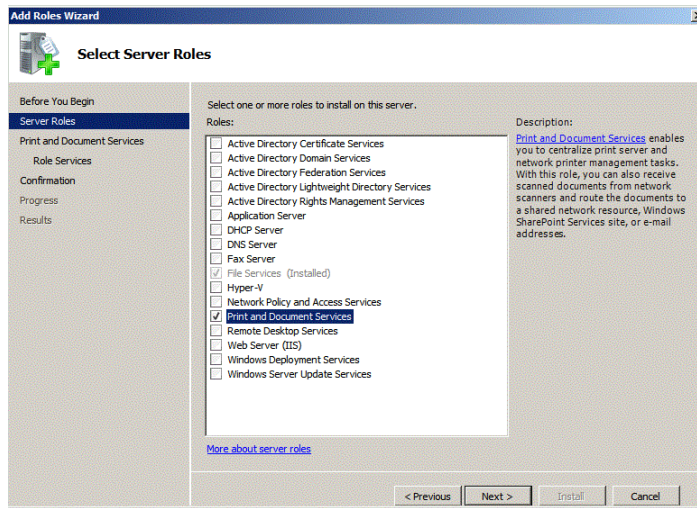
- e. Review the Introduction to File Services screen and click **Next**.
 - f. Review the Select Role Services screen. The only role service that should be selected is File Server. Click **Next**.
 - g. Click **Install** at the Confirm Installation Selections screen.
 - h. When the installation completes successfully, click **Close**.
3. Open Windows Explorer[®] by clicking Start→All Programs→Accessories→Windows Explorer.
 4. Click on the computer icon  **Computer** on the left side. Double click on your secondary partition (if available, otherwise double click on your system drive).
 5. Click the **New Folder** button on the menu bar and name the folder **Public**.
 6. With the Public folder selected, click the **Share with** button in the menu bar and select **Specific people ...**
 7. Type in the user name that you logged on with (Administrator) and click **Add**.
 - a. Note that Administrator is already in the list of users below.


8. In the box below, set the permission level by selecting the Administrator, clicking the black down arrow, and selecting **Read/Write**. Then click **Share**.
 9. Click **Done** on the next screen that confirms a successfully shared folder.
 10. Open an administrative command prompt by clicking Start→All Programs→Accessories→and right clicking on Command Prompt and selecting Run As Administrator.
 11. At the command prompt, type **net share** and press **Enter**.
 12. This command will display all shares on this system. You should see the share you just created.
 13. Close the Command Prompt window.
- At this point, you will be working with a partner.**
14. Obtain your partner's server name.
 15. Open an administrative command prompt as you did in step 10.
 16. At the command prompt type:
net use z: \\partnerservername\public and press **Enter**.
 17. If done properly, you should now have a logical Z drive mapped in your Network Location area of Windows Explorer. This is a virtual link to the share created on your partner's drive.
 18. Open Notepad by clicking Start→All Programs→Accessories→Notepad
 19. Type **Hello** in Notepad and save the file to your newly created Z: drive with your name as the filename in the form of *Z:\name.txt*
 20. Close Notepad.
 21. Have your partner verify that the file *name.txt* is found on his or her system, in the shared folder.
 22. Have your instructor verify upon completion by checking your partner's shared folder to see if your file is located there.

Configuring a Server as a Print Server

1. Log on to your server as Administrator
2. Add the Print and Document Services role:
 - a. Launch Server manager by selecting Start→Administrative Tools→Server Manager.
 - b. Select **Roles** and click the **Add Roles** link.
 - c. Review the first page and click **Next**.

- d. Select the **Print and Document Services Role** and click **Next** as shown below:



- e. Review the Introduction to Print and Document Services screen and click **Next**.
- f. Review the Select Role Services screen. The only role service that should be selected is Print Server. Click **Next**.
- g. Click **Install** at the Confirm Installation Selections screen.
- h. When the installation completes successfully, click **Close**.
3. In Server Manager, expand the **Print and Document Services** option found under **Roles**.
4. Expand **Print Management**, and then expand **Print Servers**. Find your server and expand your print server.
5. Right click on the Printers  **Printers** icon and select **Add Printer**.
6. Select from one of the following options:
- If you have a network printer in the classroom, select Add a TCP/IP or Web Services Printer by IP address or hostname and click **Next**.
 - The Type of Device should be changed to **TCP/IP Device**.
 - Input the IP address provided by your instructor and click **Next**.
 - Select the appropriate driver for the printer and click **Next**.
 - Type in the name of the printer.
 - Leave the checkbox next to **Share this printer** checked.
 - The Share Name should be your last name, click **Next**.
 - Click **Next** on the next screen and then check the **Print test page** box and click **Finish**.

