Appendix A

Accessing Printers across a Network

⚠ **Important Note**: The information in this section is about using Windows to connect your local printer port (LPT1 or LPT2, etc.) to a printer across the network. You can ignore this information if you already have printer connected and working with your computer

If you have a local area network installed in your office, then it is very possible that you access your printers across this network instead of having them connected directly to your PC. Professional Accounting for Windows supports this method of accessing printers. Before the program can print to a network printer, the printer must be set up correctly within Windows.
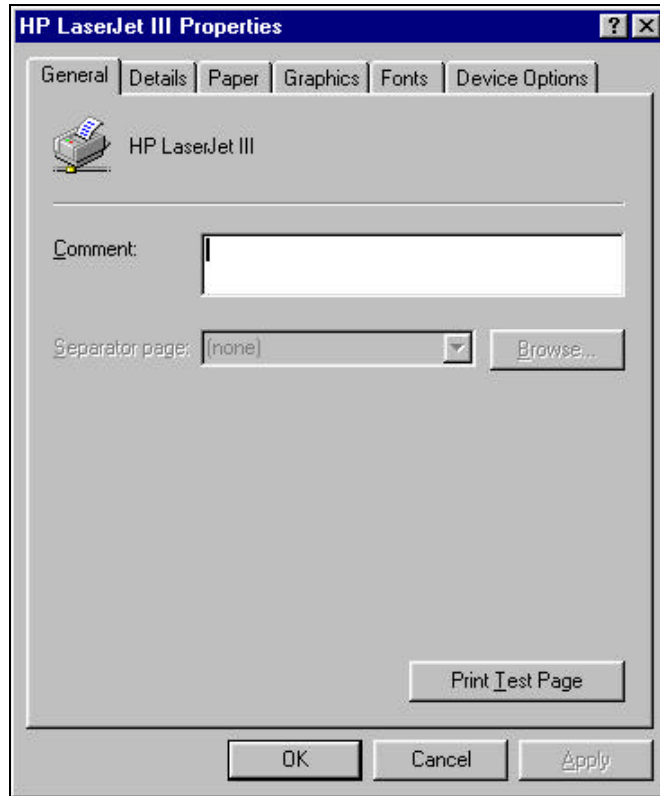
The process for setting up the printers is different for each version of Windows. Please follow the instructions below for the version of Windows installed on your computer.
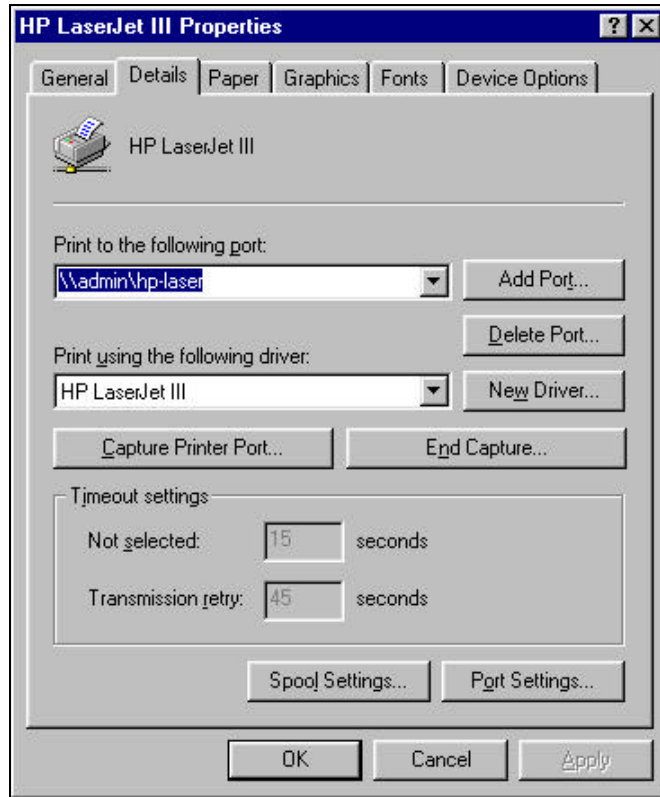
Windows 95 or Higher

From the Windows 95 or higher desktop, select the **Start** menu and choose **Settings**, then select **Printers**. You will see a window that shows the printers currently configured within Windows, similar to this:

Using the right mouse button, click on the **printer** you want to configure and select "**Properties**" from the drop-down menu. You will see a screen like the following:

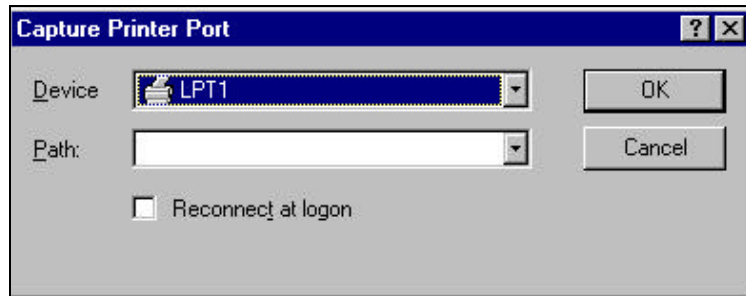Click on the **Details** tab to display this screen:

Windows must be configured to map a standard printer port (LPT1, LPT2, etc.) to the network printer. This is done is by "capturing" a printer port and assigning it to your network printer.

Check to see if this has already been done by looking at the field "**Print to the following port**." If you see a standard printer port listed (like "LPT1" or LPT2), then your printer is already configured properly. You can click on the **Cancel** button and skip the rest of this section.

In the example above, this field shows a network path name. This means that a printer port has **not** been captured. If your screen shows something similar to this, then you will need to continue with these instructions to assign the network printer to a printer port.

To do this, click on the **Capture Printer Port** button. You will see a screen like this:

This screen has to be completed as follows:

Device: Click on the **down arrow** to select a standard LPT port to map to your network printer. If you have a printer connected directly to your computer and you also access printers across the network, you will need to make sure you do not re-map the port which is being used by your local printer. Typically, a local printer will be connected to LPT1, so you can use LPT2, LPT3, or LPT4 for your network printer.

Path: Enter the complete pathname required to access your printer. This may be something like \\ADMIN\HP-LASER. Check with your network administrator to determine the correct pathname for the printer you wish to you.

Click on the **OK** button to return to the previous screen. Click on the **OK** button again to save this configuration. Your printer is now properly configured.

Windows NT 4.0 or Higher

To configure your printers under Windows NT Workstation or Server versions 4.0 or higher, you simply need to map your network printer to use a standard parallel port (LPT1, LPT2, etc.) This is done by accessing the Windows NT command prompt.

From Windows NT 4.0 or higher, choose the **Start** button and select **Run**. Enter **COMMAND** and click on **Enter**.

You will see a command window, which looks just like a DOS prompt.

You will need to know the full network pathname for your printer. This may be something like \\ADMIN\HP-LASER. Check with your network administrator to determine the printer's pathname.

At the command prompt, type the following command:

NET USE LPTx: *pathname*

Where *x* is the LPT port number that you want to remap and *pathname* is the full network pathname to your printer.

⚠️ **Important Note:** If you have a printer connected directly to this PC, make sure that you do not remap the printer port that is used by this local printer.

For example, if you have a printer with the pathname \\ADMIN\HP-LASER and you want to map this printer to use LPT2, you would type the following command:

NET USE LPT2: \\ADMIN\HP-LASER

Within **Professional Accounting for Windows**, simply set the program to print to the LPT number, which you have mapped to your network printer.