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What Is Print Security?

Printers on a computer running Windows NT Server or Windows NT Workstation can be protected with special security attributes. When you install Windows NT Server Tools on your Windows 95 computer, you can view these security attributes over the network and change them.

 To use any of the Windows NT Server Tools, you must have administrative privileges at the computer you choose to administer.

You can also use Server Manager to administer printers on a computer running Windows NT Server or Windows NT Workstation. Use Server Manager to see who is using shared printers, disconnect users from shared printers, set "share permissions" on all shared printers (as opposed to permissions on the printers themselves) by setting the properties of the "print\$" resource, and perform other tasks.


To return to Contents for Print Security Help, click Contents.

See Also

[Accessing Print Security Properties](#)

Accessing Print Security Properties

The printer you want to administer must be on a computer running Windows NT Server or Windows NT Workstation.

 To change the properties of a shared printer, you must be logged on as a member of the Administrators, Server Operators, or Power Users group for the computer/domain you want to administer. Members of the Administrators group can change share properties on administrative shares, for example, C\$.

To edit security properties of a printer

1. Focus on the printer and look at its Properties dialog box. There are many ways to do this. For example:
 - Click Start, point at Programs, and then click Windows Explorer. In the left pane, double-click Network Neighborhood. In the right pane, double-click the name of the computer you want to administer. In the right pane again, click the object you want to administer. Click the Properties button on the toolbar.
 - or -
 - Click Start, point at Find, and then click Computer. Type the name of the computer and then click Find Now. Double-click on the name of the computer. Click the object you want to administer. Click the Properties button on the toolbar.
 - or -
 - Use either method to specify the computer you want to administer. Click a set of objects you want to administer (for example, press the CTRL key on the keyboard while clicking more than one object). Click the Properties button on the toolbar to view or change properties for all of the objects at once.
2. In the Properties dialog box, click the Security tab. Now you can change the settings for permissions, auditing, and ownership of the object or set of objects.
3. For more information about changing security settings, see Windows NT Server documentation or the online Help.

NOTE: The following methods for selecting an object to administer do NOT work:

- Administering print queues through the Printers list in My Computer. These print queue objects represent print queues local to your Windows 95 computer, even if the queue is redirected to a Windows NT Server or Windows NT Workstation print queue.
- Using the Windows 3.x Print Manager. It no longer exists in Windows 95; the Printers icon in the Main group of Program Manager is just a shortcut to the Printers list in My Computer.
- Using File Manager (WINFILE.EXE) in Program Manager. Installing Windows NT Server Tools does not add a Security menu to File Manager as it did for Windows 3.x.

See Also


[What Is Print Security?](#)

Setting Printer Permissions

Setting permissions on a printer specifies the access that a group or user has to the printer. Permissions are cumulative except that the No Access permission overrides all other permissions. For example, if a user is a member of a group with Print permission and a member of a group with Manage Documents permission, the user will have Manage Documents permission.

By default, Print permission allows a user to control the printing of his or her own documents.

In a Windows NT Server or Windows NT Workstation print queue, the creator of the document at the printer can control the document through permissions granted to the Creator Owner. In general, you should not change the permissions granted to the Creator Owner or remove the Creator Owner from the permissions list.

 To change permissions on a printer, you must be the owner of the printer, or have been granted Full Control permission.

To view or change printer permissions

1. Select the printer in the Windows Explorer. You can select multiple printers.
2. Click the Properties button on the Windows Explorer Toolbar, then select the Security tab of the Properties dialog box.
3. Click Permissions.
4. Select the name of a group or user and choose a permission from the Type of Access box.
5. Click OK.

To remove printer permissions

▶ To remove printer permissions, select the name of the group or user in the Printer Permissions dialog box. Click Remove.

For help with any dialog box, click Help, or press F1 while using the dialog box.

See Also

[Accessing Print Security Properties](#)

[Printer Access Permissions](#)

[Adding Users and Groups to Permissions and Auditing Lists](#)

Printer Access Permissions


You can set the following permissions on printers:

- No Access (None)
- Print
- Manage Documents
- Full Control

Auditing a Printer

Auditing a printer allows you to track its usage. Depending on your printer, you can specify which groups or users and which actions to audit. You can audit both successful and failed actions. Windows NT stores the information generated from auditing in a file. You can view the information using Event Viewer.

To audit a printer, you must set the audit policy to audit file and object access. Set the audit policy using User Manager.

 To audit printers, you must be logged on as a member of the Administrators group.

To audit a printer

1. Select the printer in the Windows Explorer. You can select multiple printers.
2. Click the Properties button on the Windows Explorer Toolbar, then select the Security tab of the Properties dialog box.
3. Click Auditing.
4. Set auditing for each group or user in the list:
Select the name of a group or user, and then select the events to audit for that group or user.
5. Click OK.

To remove printer auditing for a group or user

▶ In the Printer Auditing dialog box, select the name of the group or user and then click Remove.

See Also

[Audited Printer Events](#)

[Adding Users and Groups to Permissions and Auditing Lists](#)

Audited Printer Events

You can select the following events to audit activities for a printer:

Print

Audits printing of documents.

Full Control

Audits changing job settings for documents; pausing, restarting, moving, and deleting documents; sharing a printer; and changing printer properties.

Delete

Audits removing a printer.

Change Permissions

Audits changing printer permissions.

Take Ownership

Note: This event is not available when administering an OS/2 and LAN Manager-based print queue.

Audits changing printer ownership.

Adding Users and Groups to Permissions and Auditing Lists

The Add Users And Groups dialog box is available from the dialog boxes that allow you to change and remove permissions and auditing for users and groups. Use the dialog box to add users and groups to the permissions or auditing list, search for the members of a group, and find the domain to which a group or user belongs.


The Add Users And Groups dialog box displays the groups on the computer or in the domain shown by the List Names From box. Local groups are shown for the computer or domain whose name is followed by an asterisk (*). You can select another domain by using the List Names From box.


Domains appear only if your computer is a member of a domain on a Windows NT Server network. The domains shown have a trust relationship.

To add a user or group to a permissions or auditing list

1. In either the Printer Permissions or the Printer Auditing dialog box, click Add.
2. You can use options in the Add Users And Groups dialog box to display users, find the users in a group, or find the domain to which a group or user belongs.

 To display the names of users on the selected computer or domain, click Show Users.

 To see a group's content, select the group and click Members. Users are listed in a new dialog box. On a Windows NT Server network, global groups that are members of a local group appear in the list. To see a global group's users, select the group and click Members. To include the group in the Add Users And Groups dialog box, click Add. To include some of the group's users, select them and click Add.

 To add a group or user, you must know the domain which contains the group's or user's account. On a Windows NT Server network, click Search to find the domain of a group or user. In the Find Account dialog box, type the name of the group or user in the Find User Or Group box and specify the domains you want to search, and then click Search. To include the groups or users in the Add Users And Groups dialog box, select them in the Search Results box and then click Add.

3. To add groups or users to the list, select them in the Names box and click Add, or double-click the name of the group or user. Or you can type the names of groups and users in the Add Names box. Separate names with a semicolon.

If the account of the group or user is not located on the computer or domain shown by the List Names From box, you must specify the location. Type the computer or domain name followed by the group or user name and separate the names using a backslash—for example, SHIPPING\ERNESTA. You can type the name without waiting for Windows NT to list groups in the Names box.


4. If you are adding users or groups to a permissions list, select the permission for the groups or users shown in the Add Names box by using the Type of Access box.
5. Click OK.

For help with any dialog box, click Help, or press F1 while using the dialog box.

Taking Ownership of a Printer

When you create a printer queue (by sharing a printer), you become the owner of it. By granting permissions, the owner controls who can use or administer the printer. The owner can grant permission to another user to take ownership of the printer. Otherwise, you must be logged on as a member of the Administrators group to take ownership.

Although an administrator can take ownership, an administrator cannot transfer ownership to others. This preserves security. For example, only an administrator who takes ownership and changes permissions can gain access to a printer on which you have set No Access permission. By checking the ownership of the printer, you would see the ownership change and know who had violated the permission you set on the printer. To make sure that your printers are secure, you should check their ownership regularly.

 The owner of a printer can always change the permissions set on the printer. If you have Full Control permission for a printer, you can take ownership of it. Otherwise, you must be logged on as a member of the Administrators group to take ownership.

To take ownership of a printer







1. Select the printer in the Windows Explorer. You can select multiple printers.
2. Click Properties on the Windows Explorer Toolbar, then select the Security tab of the Properties dialog box.
3. Click Ownership.
4. Click Take Ownership.

For help with the Owner dialog box, click the Help button, or press F1 while using the dialog box.

Printer Permissions

Use the Printer Permissions dialog box to set or change permission for groups and users.

Click one of the following buttons for information about the dialog box:

-  [Printer](#)
-  [Owner](#)
-  [Name](#)
-  [Type of Access](#)
-  [Add Button](#)
-  [Remove Button](#)

See Also

[Setting Printer Permissions](#)









[Printer Access Permissions](#)

[Adding Users and Groups to Permissions and Auditing Lists](#)

Add Users and Groups

Use the Add Users and Groups dialog box to add a group or user to the permission list for a printer.

Click one of the following buttons for information about the dialog box:

-  [List Names From](#)
-  [Names](#)
-  [Add Button](#)
-  [Show Users Button](#)
-  [Members Button](#)
-  [Search Button](#)
-  [Add Names](#)
-  [Type of Access](#)

See Also

[Adding Users and Groups to Permissions and Auditing Lists](#)
[Printer Access Permissions](#)

Local Group Membership

Displays the members of the local group selected in the Add Users And Groups dialog box.

▶ To include the group in the Add Names box in the Add Users And Groups dialog box, click Add.

To include some of the listed members in the Add Names box in the Add Users And Groups dialog box, select them and then click Add.

On a Windows NT Server network, global groups that are members of a local group appear in the list.


To see a global group's members, select the group and then click Members.


See Also

[Adding Users and Groups to Permissions and Auditing Lists](#)

Global Group Membership

Displays the members of the global group selected in the Add Users And Groups dialog box or in the Local Group Membership dialog box.

 To include the group in the Add Names box in the Add Users And Groups dialog box, click Add.

 To include some of the listed members in the Add Names box in the Add Users And Groups dialog box, select them and then click Add.






See Also

[Adding Users and Groups to Permissions and Auditing Lists](#)

Find Account

When you add a user or group to the permissions or audit list, you must know the name of the domain that contains the user's or group's account. Use the Find Account dialog box to locate the domain of an account on a Windows NT Server network.

Click one of the following buttons for information about the dialog box:


-  [Find User Or Group](#)
-  [Search All](#)
-  [Search Only In](#)
-  [Search Button](#)
-  [Add Button](#)

See Also

[Adding Users and Groups to Permissions and Auditing Lists](#)

Owner

Displays the owner of the selected printer.

 To take ownership of the printer, click Take Ownership.

See Also

[Taking Ownership of a Printer](#)

Printer Auditing

Audits the use of a printer by groups and users. Click one of the following buttons for information about the dialog box:

- [Printer](#)
- [Name](#)
- [Events to Audit](#)
- [Add Button](#)
- [Remove Button](#)

See Also

[Auditing a Printer](#)

[Audited Printer Events](#)

[Adding Users and Groups to Permissions and Auditing Lists](#)

Add Users and Groups

Use the Add Users And Groups dialog box to add a group or user to the auditing list for a printer.

Click one of the following buttons for information about the dialog box:


- [List Names From](#)
- [Names](#)
- [Add Button](#)
- [Show Users Button](#)
- [Members Button](#)
- [Search Button](#)
- [Add Names](#)

See Also


[Adding Users and Groups to Permissions and Auditing Lists](#)

Select Computer

Selects a remote computer where you can create, delete, or administer a printer. Once you select a computer, Print Manager displays a server window that shows the printers on the server.

 To connect to a computer, you must be logged on as a member of the Administrators, Server Operators, Print Operators, or Power Users group. To administer a printer, you must belong to one of these groups and have Full Control permission for the printer.

Click one of the following buttons for information about the dialog box.

 Computer

 Select Computer

Printer Name

Displays the name of the selected printer.

Driver

Displays the name of the printer driver.



To change the driver, select another from the list in the Driver box.



To install a new or unlisted driver, select Other, the last option in the Driver box.

Description


Displays the description of the printer.



To change the description, edit the text in the Description box.

Print to

Displays the destination for printing output.

 To change the print destination, choose another destination. To add a port or other destination, choose Other.

Share this Printer on the Network

Shares the selected printer.




To share the printer, click the Share This Printer On The Network check box.

By default, Print Manager creates a share name compatible with MS-DOS-based computers. You can edit the share name.


Use the Location box to include a description of the printer's location. Users see the location information when connecting to the printer.

Setup Button


 To configure printer features such as form to tray assignment, memory, and fonts, click Setup.

For more information on setup options available for your printer, click Help in the Printer Setup dialog box.

Details Button

 To specify printer options such as printer availability and priority, and document settings such as orientation and paper size, click Details.

Settings Button

 To specify settings for the port selected in the Print To box, click Settings.

Printer Name

The printer name titles the printer window. Network users running Windows NT see the name when connecting to the printer if it is shared.



Type a name up to 32 characters long in the Printer Name box.

Driver

Specifies a driver for the printer.

To install a printer driver, choose it from the list in the Driver box.

Description

Use the optional description to inform network users about the printer.



To add a description, type it in the Description box.

Print to

Specifies the destination for printer output.

To specify the print destination, choose it from the list. To specify a destination that is not listed, for example an additional port, choose Other.

Share this Printer on the Network

Shares the selected printer.



To share the printer, click the Share This Printer On The Network check box.

By default, Print Manager creates a share name compatible with MS-DOS-based computers. You can edit the share name.

Use the Location box to include a description of the printer's location. Users see the location information when connecting to the printer.


Setup Button

The Setup button is not available until a driver for the printer has been installed.


 When you have completed the Create Printer dialog box and chosen the OK button, Print Manager automatically displays the Printer Setup dialog box where you can configure printer features such as form to tray assignment, memory, and fonts.

For more information on setup options available for your printer, click Help in the Printer Setup dialog box.


Details Button

 To specify printer options such as printer availability and priority, click Details.

Settings Button


 To specify settings for the port selected in the Print To box, click Settings.

Available From/To

 To set the hours during which the printer prints documents, set a starting time in the Available From box and an ending time in the To box.


Separator File

Allows you to specify a file that is sent to the printer before printing each document. The Windows NT default file, `SYSPRINT.SEP`, prints a page before each document.

 To specify a separator file, type the filename including its path in the Separator File box, or select a file by using the Separator File browse button.


Print to Additional Ports

Allows you to group several printers into a pool. The first available printer prints a document sent to the pool. Use the Delete button to remove a port from the list.

 To create a printer pool, select the ports that correspond to the ports where you have connected printers.


Priority

Allows you to set the priority of the printer. All documents on a higher priority printer print before documents on a lower priority printer, regardless of the individual document priorities.

 To change a printer's priority, set a priority from 1 to 99 in the Priority box. 99 is the highest priority.

Print Processor

In general, you should not need to change the print processor. However, some specialized applications may require a different print processor.

 To change the print processor, select a different print processor in the Print Processor box.

Default Datatype

In general, you should not need to change the data type. However, some specialized applications may require a different data type.

If you want a printer queue exclusively for text files, then select the Text data type. This type is for any application that prints straight type (for example, most older DOS applications) and will eject the last page of text print jobs.


 To change the data type, select a different datatype in the Default Datatype box.

Print Directly to Ports

To print directly to the printer and bypass document spooling, select the Print Directly To Ports check box.

This option is not available when a printer is shared.

Job Defaults Button

 To specify default settings for documents such as print orientation and number of copies, click Job Defaults to display the Document Properties dialog box.


For more information about options available for your printer, click Help in the Document Properties and Advanced Document Properties dialog boxes.

Printer

Displays the name of the selected printer.

Name

Displays the names of groups and users and their current permissions.


 To change a permission, select the group or user and select a permission from the Type of Access box.

Owner

Displays the name of the owner of the printer.

Type of Access

Displays a list of available permissions.


 To change a permission, select the group or user from the Name box and select a permission.

Add Button




To add groups or users to the permission list, click Add.

Remove Button

 To remove a group or user from the permission list, select the group or user, and then click Remove.


List Names From

Displays the name of the domain or computer whose groups are shown in the Name box.


 To display groups and users in another domain or on another computer, select another domain or computer.

Names


Displays the groups or users belonging to the domain or computer shown by the List Names From box.

 To add groups and users to the permissions list, select them in the Names box and click Add.


Add Button

 To add groups or users to the permissions list, select them in the Names box and click Add.

Show Users Button

 To display the names of users belonging to the current domain or computer in the Name box, click Show Users.

Members Button

 To view a group's content, select the group in the Names box and then click Members.

Search Button


To add a group or user, you must know the domain that contains the account for the group or user.




To find the domain to which a group or user belongs, click Search.

Add Names


Displays the names of groups and users who you are adding to the permissions list.

 To add groups or users to the Add Names box, select them in the Names box and then click Add.

 Or type the names of groups and users in the Add Names box. Separate names with a semicolon. If the account of the group or user is not located on the computer or domain shown by the List Names From box, specify the location. Type the computer or domain name followed by the group or user name and separate the names with a backslash.

Type of Access

Displays a list of available permissions.

 To set a permission for the groups and users listed in the Add Names box, select a permission and then click OK.

Printer

Displays the name of the selected printer.

Name

Displays the names of currently audited groups and users.

Events to Audit

For the selected printer, you can audit events that succeed and those that fail.


Select a group or user, and then select the events you want to audit for the printer by selecting the appropriate check boxes.

Add Button




To add groups or users to the auditing list, click Add.

Remove Button

 To remove a group or user from the auditing list, select the group or user, and then click Remove.


List Names From

Displays the name of the domain or computer whose groups are shown in the Name box.


 To display groups and users in another domain or on another computer, select another domain or computer.

Names


Displays the groups or users belonging to the domain or computer shown by the List Names From box.

 To add groups and users to the auditing list, select them in the Names box and then click Add.


Add Button

 To add groups or users to the audit list, select them in the Names box and then click Add.

Show Users Button

 To display the names of users belonging to the current domain or computer in the Names box, click Show Users.

Members Button

 To see a group's content, select the group in the Names box and then click Members.

Search Button


To add a group or user, you must know the domain that contains the account for the group or user.




To find the domain to which a group or user belongs, click Search.


Add Names

Displays the names of groups and users who you are adding to the audit list.

 To add groups or users to the Add Names box, select them in the Names box and then click Add.

 Or type the names of groups and users in the Add Names box. Separate names with a semicolon. If the account of the group or user is not located on the computer or domain shown by the List Names From box, specify the location. Type the computer or domain name followed by the group or user name and separate the names with a backslash.

Find User or Group


 In the Find User Or Group box, type the name of the group or user whose account you want to find.

Search All




To search for the account in all the listed domains, select the Search All button.


Search Only In

 To search for the account in one or more domains, select them in the Search Only In box.

Search Button


 After specifying a group or user and the domains to search, click Search to start the search.

Add Button

 To add the user or group to the Add Names box in the Add Users And Groups dialog box, select the user or group in the Search Results box and then click Add.


Network Path


Displays the name of the computer and shared printer to which you want to connect on the network.

 Either select a printer by using the Network Path box, or type the name of a computer and shared printer in the Network Path box. If you type a name, precede the computer name with two backslashes (\\) and the printer name with a single backslash (\), for example \\setter\shipping.

Shared Printers

Displays the names of networks, domains or workgroups, and shared printers in a tree structure.

 To expand the list, double-click an item: Double-click a network name to display the domains or workgroups, a domain or workgroup name to display shared printers.

 Select a printer from the expanded list to display its name in the Printer box and to display information about the printer in the Printer Information box.

Expand By Default

By default, printers in your computer's domain or workgroup are displayed automatically in the Shared Printers box.


To switch off automatic expansion of the Shared Printers list, clear the Expand By Default check box.

Printer Information

Displays information about the selected printer, including its description, status, and the number of documents waiting to be printed.


Path


Displays the name of the LAN Manager 2.x print share for which you want to create a printer.

 You can either type the path of the print share in the Path box or select it using the Shared Printers box.

Shared Printers

Displays the names of networks, domains or workgroups, print servers, and shared printers in a tree structure.

 To expand the list, double-click an item. For example, double-click a network name to display domains or workgroups.

 Select a print share from the expanded list to display it in the Path box.

Expand by Default

By default, printers and LAN Manager 2.x print servers in your computer's domain or workgroup are displayed automatically in the Shared Printers box.

To switch off automatic expansion of the Shared Printers list, clear the Expand By Default check box.

Printer


By default, the Printer box displays the name of the printer to which you are connecting. The name titles the printer's window and icon in Print Manager. You can give the printer a different name.



To give the printer a different name, edit the name in the Printer box.

Driver

Specifies a driver for the printer to which you are connecting.

 To install a printer driver, choose it from the list in the Driver box.

Print To

Displays the name of the printer to which you are connecting.

Notify

By default, the owner of a document is notified when the document is printed.

To change who is notified, type the username of the person you want to be notified in the Notify box.

Priority


By default, all documents sent to a printer have the same priority. High priority documents print before documents of lower priority. 99 is the highest priority.



To change a document's priority, set a priority from 1 to 99 in the Priority box.


Start and Until Time

You can set a period of time during which a document will print. The hours you set must be within the hours set for printer availability.

 To set a printing period, set a starting time in the Start Time box and an ending time in the Until Time box.

Computer

Displays the name of the computer whose printers you want to administer.

 To select a computer, either use the Select Computer box or type the name of the computer in the Computer box. Preface the computer name with two backslashes (\\). Then click OK.

Select Computer

Displays the names of domains and workgroups, and their computers. Double-click the name of a domain or workgroup to display a list of the computers in it.




To select a computer, select it in the Select Computer box, and then click OK.

Forms on this Computer

Displays the forms available on the computer. The default set of forms are supported by most printers and cannot be deleted.

Form Description

Displays the name, paper size, and size of the print area for the selected form.

 To add a form, type a name for the form in the Name box, and type the appropriate measurements for the form in the Paper size and Print Area Margins boxes. Then click Add.

Units




Select Metric to display size and margin information in centimeters.




Select English to display size and margin information in inches.

Add Button

 To add a form, type a name for the form in the Name box and type the appropriate measurements for the form in the Paper size and Print Area Margins boxes. Then click Add.

Delete Button

You can delete forms you created; however, you cannot delete the default forms.

 To delete a form, select the form in the Forms On This Computer box, and then click Delete.

Full Control

Allows:

- Printing documents.
- Changing print settings for documents.
- Pausing, resuming, restarting, and deleting documents.
- Changing the order in which documents print.
- Pausing, resuming, purging the printer.
- Changing printer properties.
- Deleting the printer.
- Changing printer permissions.

Manage Documents

Note: This access type is not available when administering an OS/2 and LAN Manager-based print queue.

Allows:

- Changing print settings for documents.
- Pausing, resuming, restarting, and deleting documents.

Print

Allows printing documents.

No Access

Prevents any access to the printer.

Add LPR Compatible Printer

Use the Add LPR Compatible Printer dialog box to add a TCP/IP printer that is connected through a UNIX computer or that is connected directly to the network via a built-in network adapter card or through a serial/parallel ethernet print server.

Note: If you have a JetDirect card, it must support LPD.


Click one of the following buttons for information about the dialog box.

Name Or Address Of Host Providing LPD

Name Of Printer On That Machine

Name Or Address Of Host Providing LPD

Specifies the unique IP identifier of the host where the printer is connected.

 Type a DNS name or IP address in the Name Or Address Of Host Providing LPD box.

A direct-connect printer has its own IP identifier. For a printer connected to a UNIX computer, use the computer's IP identifier.

Name Of Printer On That Machine

Specifies the printer name as it is identified on the host, which is either the direct-connect printer itself or the UNIX computer.

 Type a printer name in the Name Of Printer On That Machine box.

For example, you might have a UNIX computer running the print server component (**lpd**) with which the TCP/IP printer you are creating will interact. If **lpd** recognizes the printer attached to the UNIX computer by the name Crisp, the name you should type in this box is Crisp.

Printer Permissions

Use the Printer Permissions dialog box to set or change permission for groups and users on an OS/2 and LAN Manager-based print queue.

Click one of the following buttons for information about the dialog box:

- [Printer](#)
- [Name](#)
- [Type of Access](#)
- [Add Button](#)
- [Remove Button](#)

See Also

[Setting Printer Permissions](#)

[Printer Access Permissions](#)


[Adding Users and Groups to Permissions and Auditing Lists](#)

Printer

Displays the name of the selected printer.


Name

Displays the names of groups and users and their current permissions.

 To change a permission, select the group or user and select a permission from the Type of Access box.

Type of Access

Displays a list of available permissions.


 To change a permission, select the group or user from the Name box and select a permission.

Add Button



To add groups or users to the permission list, click Add.








Remove Button

 To remove a group or user from the permission list, select the group or user, and then click Remove.

Add

Use the Add dialog box to add a group or user to the permission list for a printer.

Click one of the following buttons for information about the dialog box:

-  [Names](#)
-  [Add Button](#)
-  [Show Users Button](#)
-  [Members Button](#)
-  [Search Button](#)
-  [Add Names](#)
-  [Type of Access](#)


See Also

[Adding Users and Groups to Permissions and Auditing Lists](#)

[Printer Access Permissions](#)


List Names From

Displays the name of the domain or computer whose groups are shown in the Name box.


 To display groups and users in another domain or on another computer, select another domain or computer.

Names


Displays the groups or users belonging to the domain or computer shown by the Printer box.

 To add groups and users to the permissions list, select them in the Names box and then click Add.


Add Button

 To add groups or users to the permissions list, select them in the Names box and then click Add.

Show Users Button

 To display the names of users belonging to the current domain or computer in the Name box, click Show Users.

Members Button

 To view a group's content, select the group in the Names box and then click Members.

Search Button


To add a group or user, you must know the domain that contains the account for the group or user.




To find the domain to which a group or user belongs, click Search.

Add Names


Displays the names of groups and users who you are adding to the permissions list.

 To add groups or users to the Add Names box, select them in the Names box and then click Add.

 Or type the names of groups and users in the Add Names box. Separate names with a semicolon. If the account of the group or user is not located on the computer or domain shown by the List Names From box, specify the location. Type the computer or domain name followed by the group or user name and separate the names with a backslash.

Type of Access


Displays a list of available permissions.

 To set a permission for the groups and users listed in the Add Names box, select a permission and then click OK.

Printer Auditing

Audits the use of a printer by groups and users on a OS2/LANMAN-based print queue. Click one of the following buttons for information about the dialog box:

 [Printer](#)

 [Events to Audit](#)

See Also

[Auditing a Printer](#)

[Audited Printer Events](#)

Printer

Displays the name of the selected printer.

Events to Audit

For the selected printer, you can audit events that succeed and those that fail.

Select a group or user, and then select the events you want to audit for the printer by selecting the appropriate check boxes.

