Lab - Share a Printer in Windows (Instructor Version)

**Instructor Note**: Red font color or gray highlights indicate text that appears in the instructor copy only.

# Introduction

In this lab, you will share a printer, configure the printer on a networked computer, and print a test page from the remote computer.

# Recommended Equipment

* Two computers directly connected or connected through a switch
* Windows installed on both computers
* A printer installed on one of the computers

# Instructions

## Configure the Printer to Share.

* + - 1. Log on to the computer that has the printer connected. Navigate to **Control Panel > File Explorer Options**. In the **View** tab, deselect **Use Sharing Wizard (Recommended)**. Click **OK** to continue.
      2. Navigate to **Control Panel > Network and Sharing Center > Change advanced sharing settings** on the left side of the window.
      3. In the **Change sharing options for different network profiles** screen, expand the **All Networks** profile. Turn off password protected sharing for the All Networks profile. Select **Turn off password protected sharing** and click **Save changes**.
      4. Navigate to **Control Panel > Devices and Printers**.
      5. Right-click the **printer > Printer properties**.
      6. In the **Sharing** tab, select **Share this printer**. Name the printer, and click **OK**.

## Add a Shared Printer.

* + - 1. Log on to the computer with no printer connected.
      2. Navigate to **Control Panel > Devices and Printers**.
      3. In the **Devices and Printers** window, click **Add a printer**.
      4. When all printers are discovered, select ***Printer* on *ComputerName***in the **Select a printer** screen, where *ComputerName* is the name of the computer with the connected printer and *Printer* is the name of the printer. Click **Next** to continue.

**Note**: If the desired printer is not listed, click **The printer that I want isn’t listed**. In the **Find a printer by other options** screen, click **Select a shared printer by name** and type **\\computername\printer**. Click **Next**.

* + - 1. If prompted to install drivers, allow the driver installation.
      2. When the **You’ve successfully added a printer** screen appears, click **Next** and then **Finish** to close the **Add Printer** window.

## Print a Test Page.

* + - 1. In the **Devices and Printers** window, right-click and select **printer > Printer properties**.
      2. In the **General** tab, click **Print Test Page** to verify that the printer is working properly.

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