Answers: 11.3.2.5 Lab - Share a Printer in Windows 8
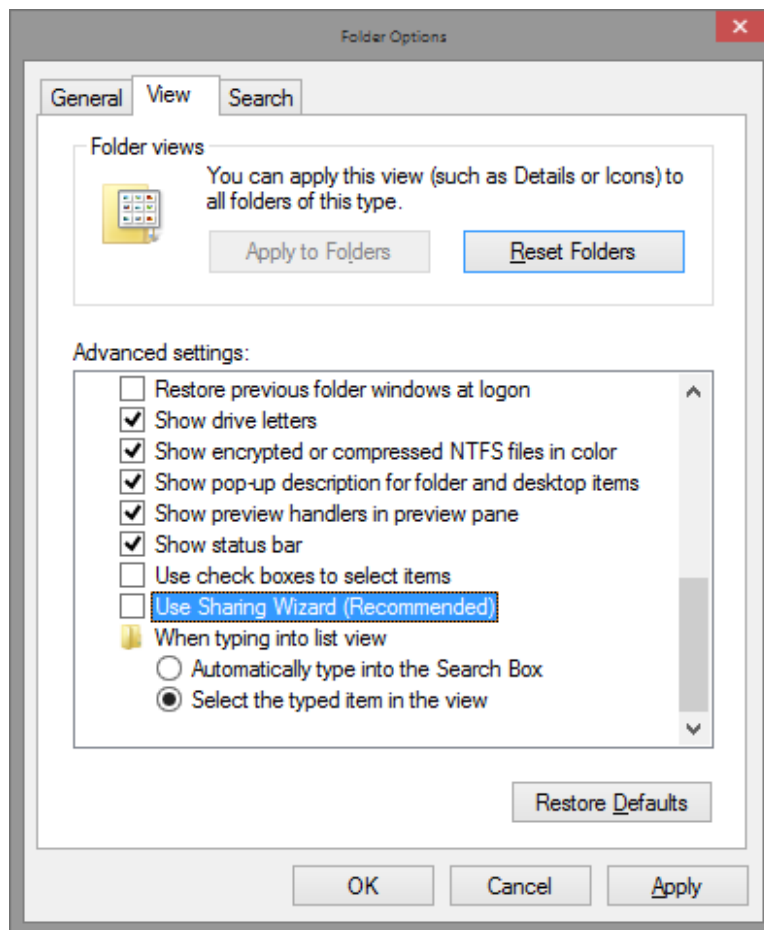
Introduction

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 8 installed on both computers
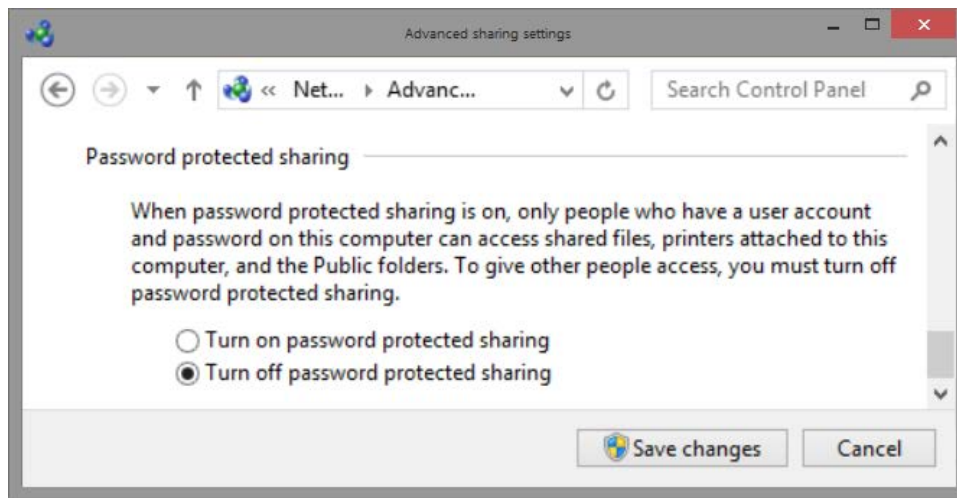- A printer installed on one of the computers

Step 1: Share the printer.

a. Log on to the computer that has the printer connected. Click **Control Panel > Folder Options**. In the **View** tab, deselect **Use Sharing Wizard (Recommended)**. Click **OK** to continue.
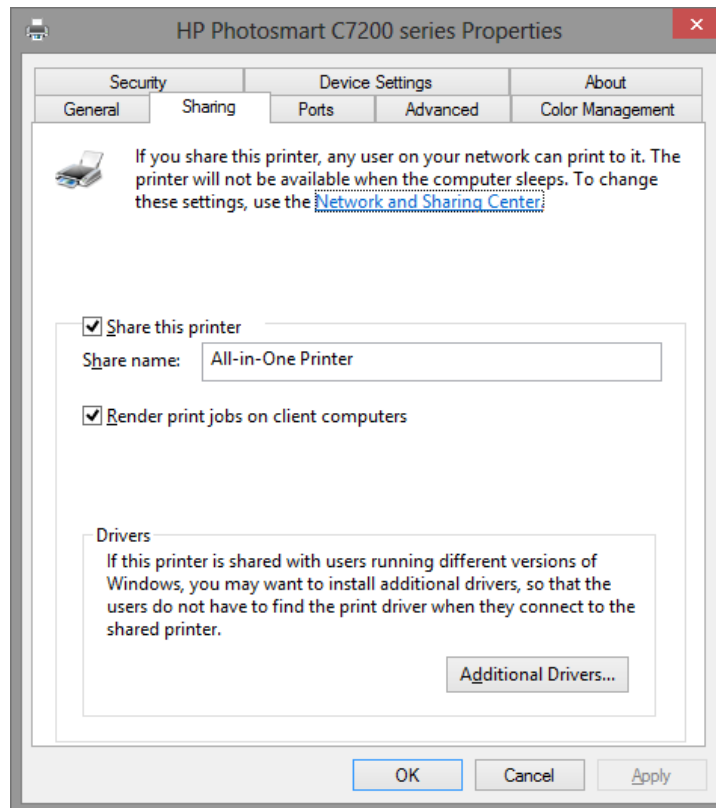

b. Click **Control Panel > Network and Sharing Center > Change advanced sharing settings** on the left side panel.

c. 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**.
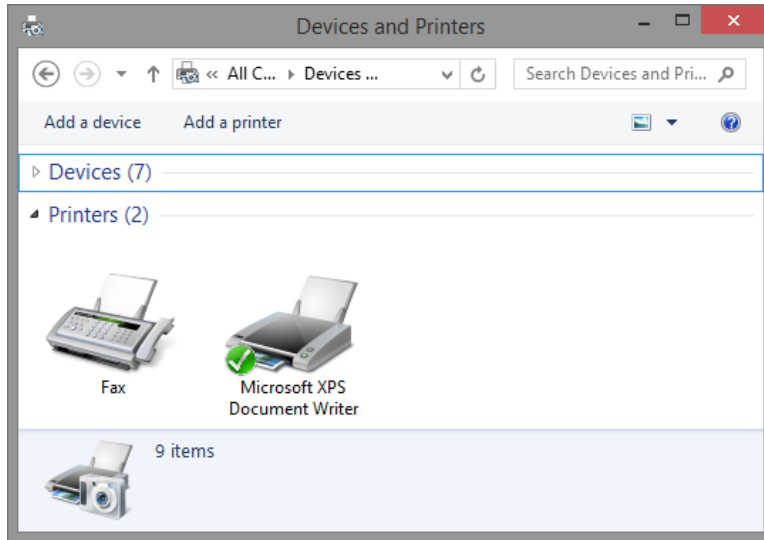

d. Click **Control Panel > Devices and Printers**.

e. Right-click the **printer > Printer properties**.

f. In the **Sharing** tab, select **Share this printer**. Name the new share **All-in-One Printer**, and click **OK**.
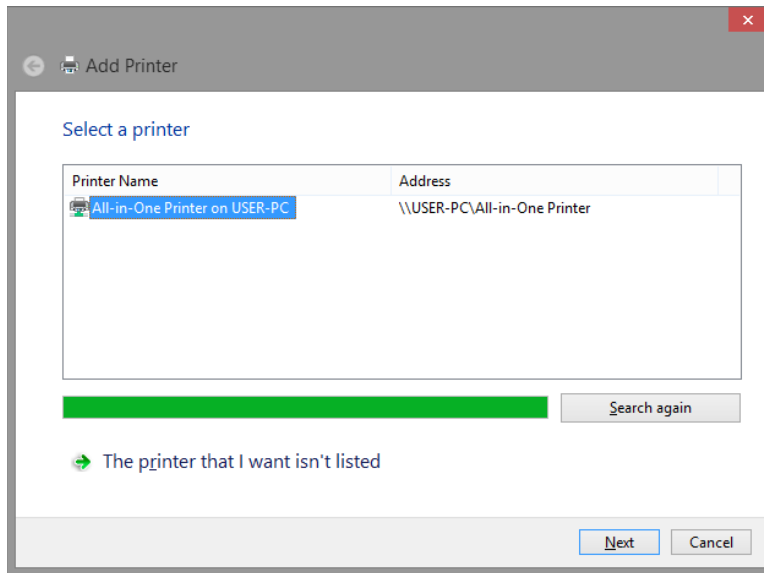
Step 2: Add a shared printer.

a. Log on to the computer with no printer connected.

b. Click **Control Panel > Devices and Printers**.

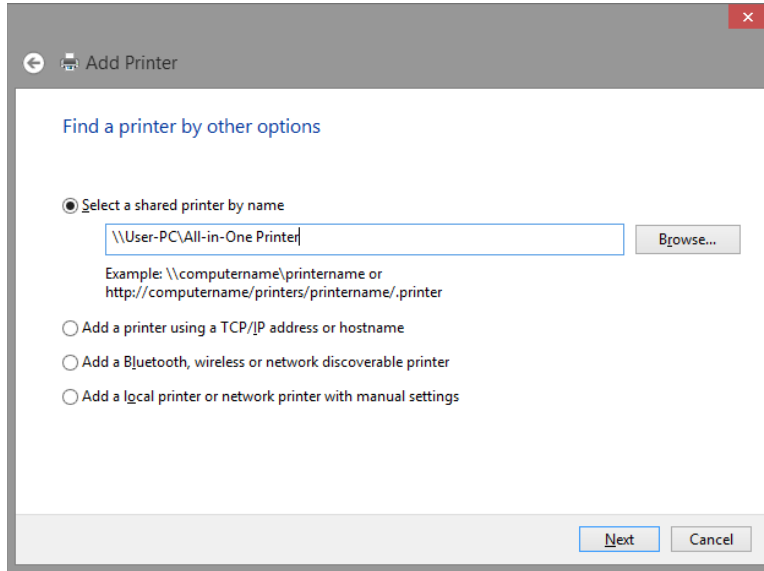c. In the **Devices and Printers** window, click **Add a printer**.

d. When all printers are discovered, select *Printer* on *ComputerName* in the **Select a printer** screen. Click **Next** to continue.
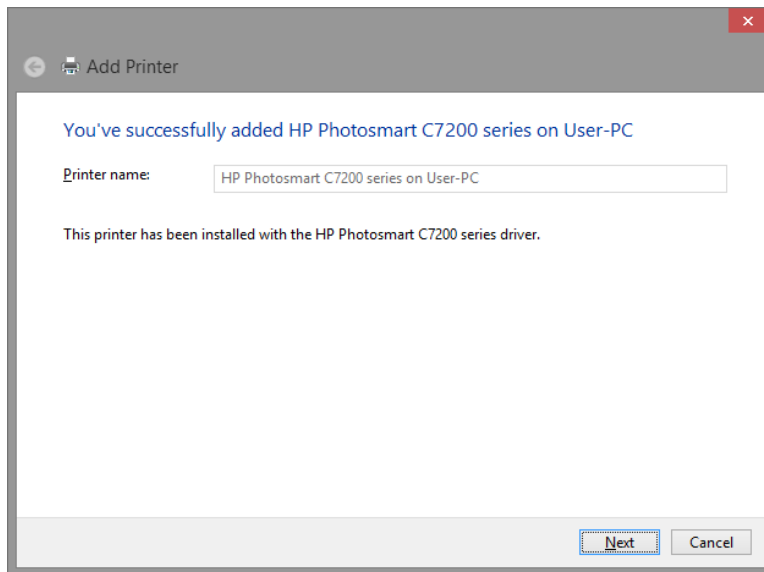

If the desired printer is not listed, click **The printer that I want isn't listed**. In the **Find a printer by other options** screen, click **Select a shared printer by name** and type **\\computername\printer**, where

computername is the name of the computer with the connected printer and *printer* is the name of the printer. Click **Next**.

e. If prompted to install drivers, allow the driver installation.

f. When the **You've successfully added a printer** screen appears, click **Next** and **Finish** to close the **Add Printer** window.

Step 3: Print a test page.

a. In the **Devices and Printers** window, right-click and select **printer > Printer properties**.

b. In the **General** tab, click **Print Test Page** to verify that the printer is working properly.