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.

Folder Options	×		
General View Search			
Folder views You can apply this view (such as Details or Icons) to all folders of this type. Apply to Folders Reset Folders			
Advanced settings: Restore previous folder windows at logon Show drive letters Show encrypted or compressed NTFS files in color Show pop-up description for folder and desktop items Show preview handlers in preview pane Show status bar Use check boxes to select items Use check boxes to select items Use check boxes to select items Use check boxes to select items Use check boxes to select items Automatically type into the Search Box			
Select the typed item in the view			
Restore <u>D</u> efaults			
OK Cancel <u>A</u> pply			

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.

HP Photosmart C7200 series Properties				×
Security	Device	Settings	About	
General Sh	aring Ports	Advanced	Color Management	
If you sh printer w these se	are this printer, any u vill not be available wh ttings, use the <u>Networ</u>	ser on your netwo hen the computer ik and Sharing Cer	ork can print to it. The sleeps. To change <u>nter</u>	e
✓ Share this p	rinter			
S <u>h</u> are name:	All-in-One Printer			
<u> R</u> ender prin <u> R</u> ender prin <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u>	t jobs on client compt	uters		
If this printer is shared with users running different versions of Windows, you may want to install additional drivers, so that the users do not have to find the print driver when they connect to the shared printer.				
		A <u>d</u> diti	onal Drivers	
OK Cancel Apply				

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.

			×
🖶 Add Printer			
Select a printer			
Printer Name	Address		
All-in-One Printer on USER-PC	\\USER-PC\All-in-One Printer		
		<u>S</u> earch again	
The printer that I want isn't listed			
		<u>N</u> ext Cance	:

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**.

	×
🕒 🖶 Add Printer	
Find a printer by other options	
Select a shared printer by name	
\\User-PC\All-in-One Printer	B <u>r</u> owse
Example: \\computername\printername or http://computername/printers/printername/.printer	
Add a printer using a TCP/ <u>I</u> P address or hostname	
○ Add a Bluetooth, wireless or network discoverable printer	
Add a local printer or network printer with manual settings	
Ne	dt Cancel

- 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.

🔄 HP I	HP Photosmart C7200 series on User-PC Properties				×
Security		Device Settings		About	
General	Sharing	Ports	Advanced	Color Management	
	HP Photosmart C7200 series				
Location:					
Comment:					1
M <u>o</u> del: Features	HP Photosi	mart C7200 se	ries		
Color: Yes			Paper available:		
Double-sid	Double-sided: Yes		Letter	~	
Staple: No					
Speed: Un	known				
Maximum	resolution: 12	200 dpi		\sim	
	Pr <u>e</u> ferences Print <u>T</u> est Page				
			ОК	Cancel <u>Apply</u>	