

IT Essentials 5.0

9.4.2.3 Lab - Share a Printer in Windows 7

Introduction

Print and complete this lab.

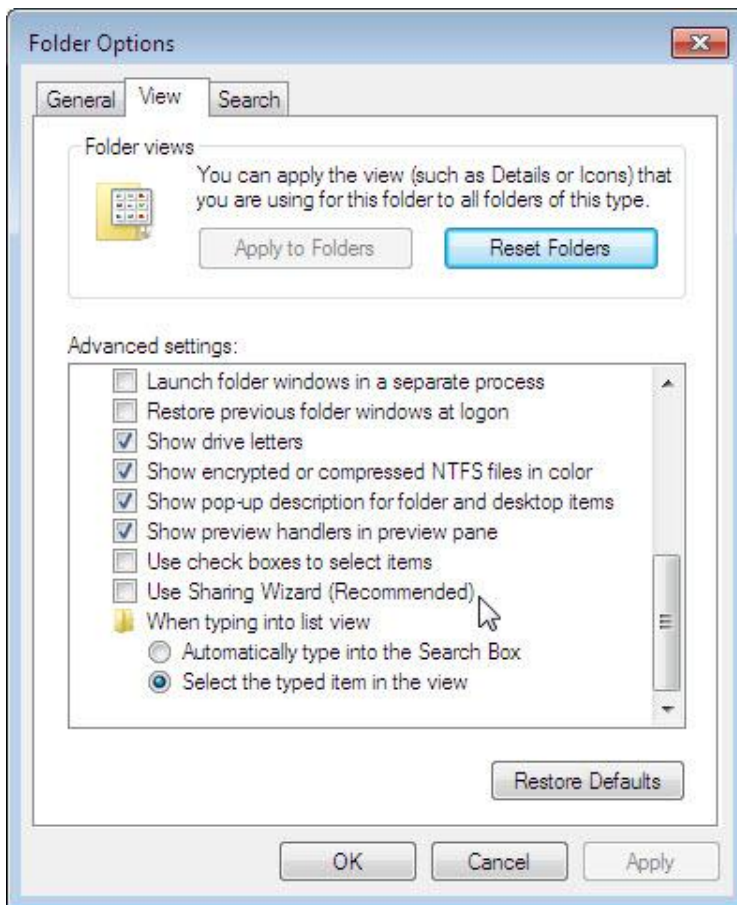
In this lab, you will share a printer, configure the printer on a networked computer, and print a test page from the remote computer.

Recommended Equipment

- Two computers directly connected or connected through a hub or switch
- Windows 7 installed on both computers
- A printer installed on one of the computers

Step 1

Log on to the computer with the printer connected, click **Start > Computer > Tools > Folder options > View**, and then uncheck **Use Sharing Wizard (Recommended)** if it is checked.



Click **OK**.

Step 2

Click **Start > Control Panel > Network and Sharing Center > Chose homegroup and sharing options > Change advanced sharing settings**.

The “Change sharing options for different network profiles” screen appears.



For the current profile, scroll down to **Password protected sharing** and then check **Turn off password protected sharing**.

Click **Save changes**.

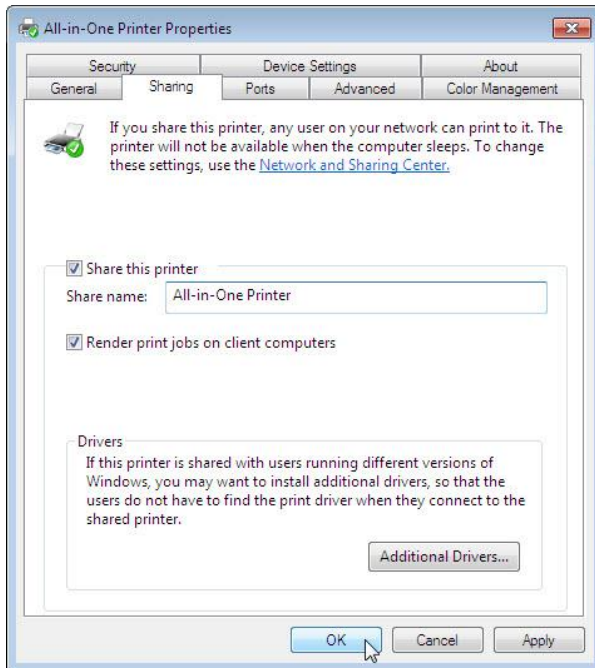
Close any open windows.

Step 3

Click **Start > Control Panel > View devices and printers**.

Right-click the printer, and then select **Printer properties**.

The “Printer Properties” window opens.



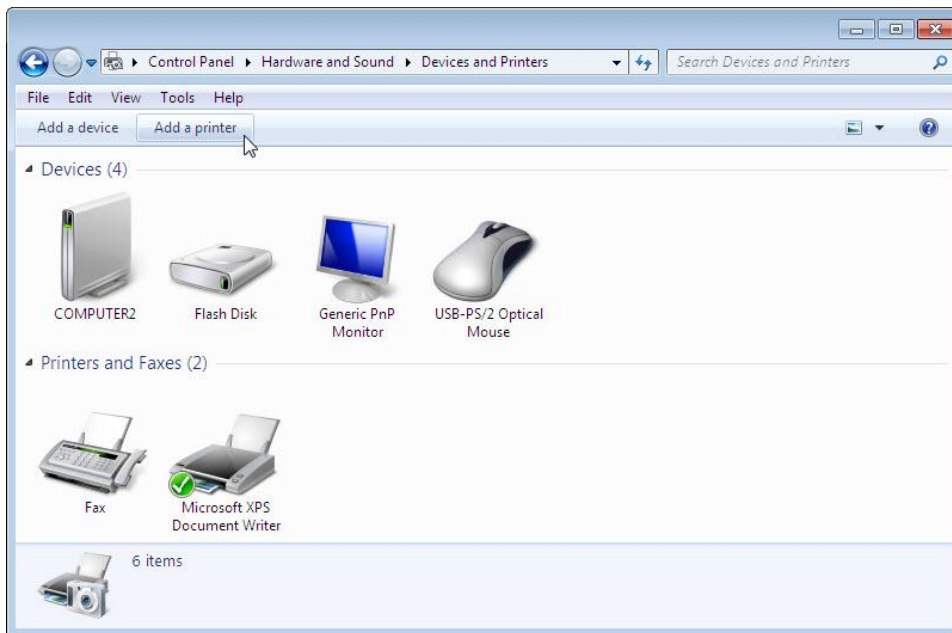
Click the **Sharing** tab.

Select **Share this printer**. Name the new share **All-in-One Printer**, and then click **OK**.

Step 4

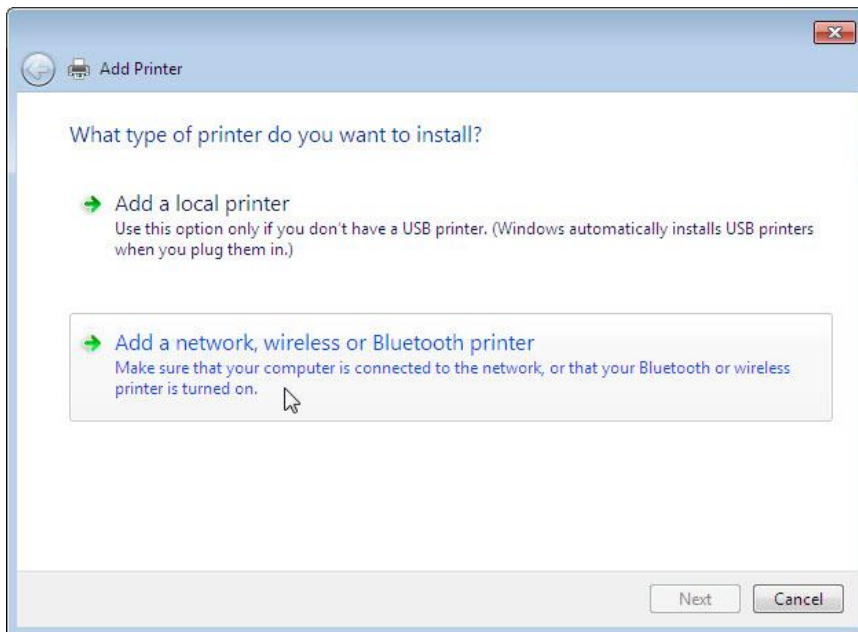
Log on to the computer without the printer connected.

Click **Start > Control Panel > View devices and printers**.



Add a printer.

The “Add Printer” window appears.

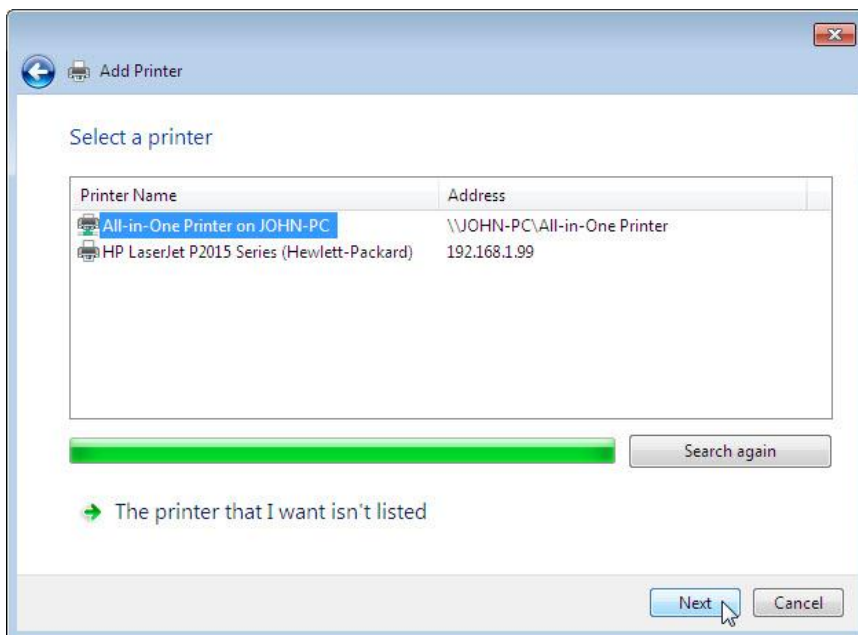


Click **Add a network, wireless or Bluetooth printer**.

The “Searching for available Printers” screen appears.

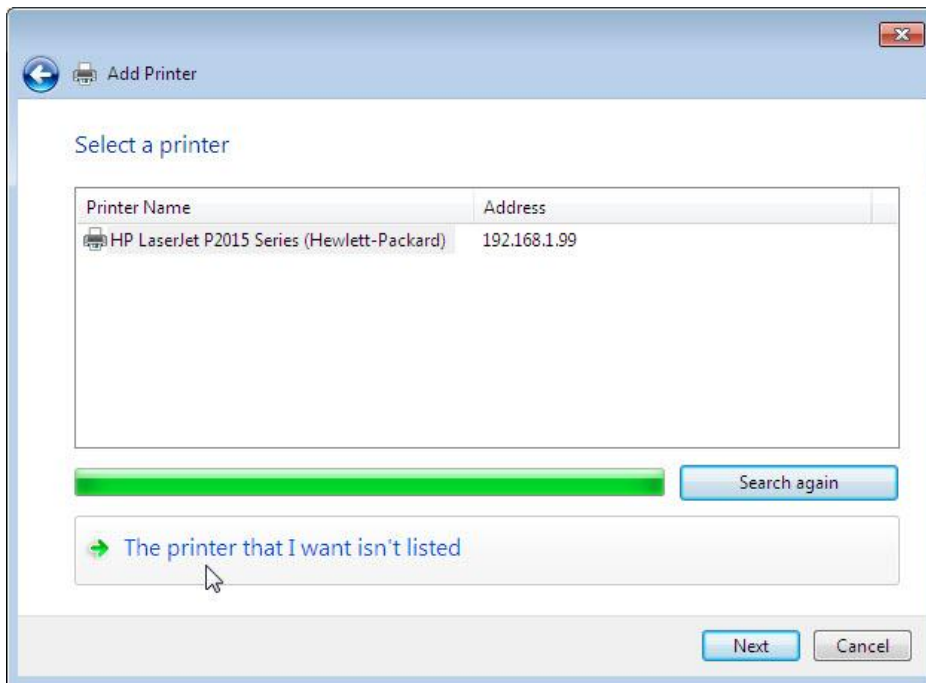
When all printers are discovered, the “Select a printer” screen appears.

If displayed in the search list, select **Printer on Computername**.

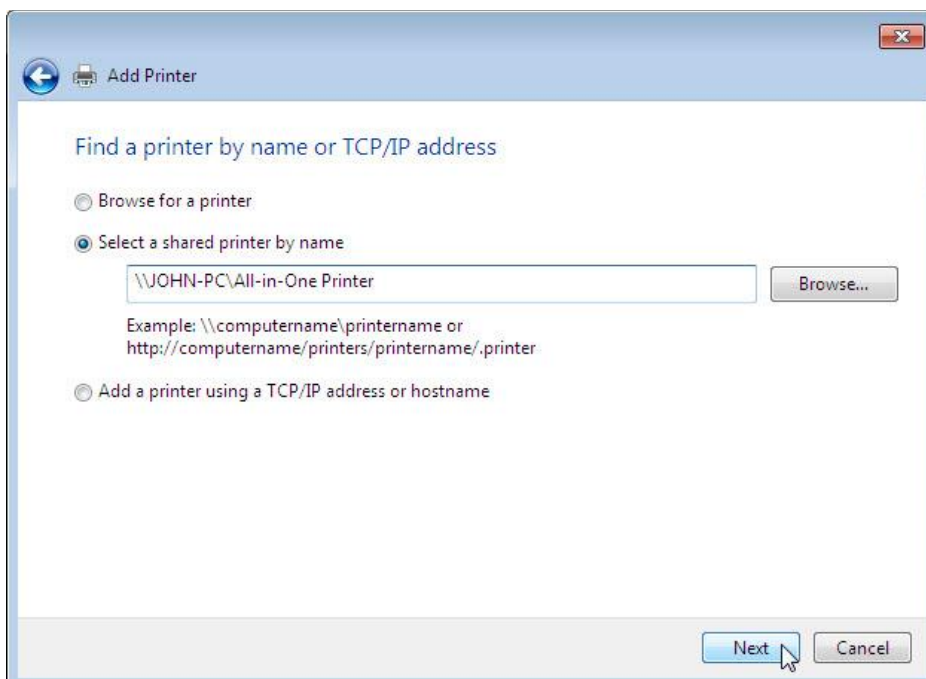


Click **Next**.

Or to find a printer by name or TCP/IP address, select **The printer that I want isn't listed**.

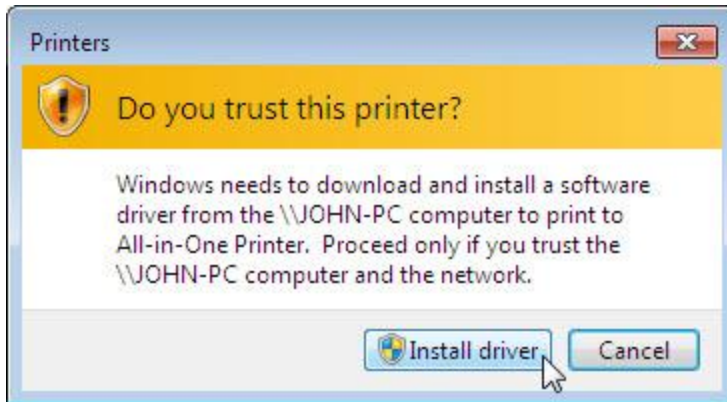


Select the radio button **Select a shared printer by name** and type `\\computername\printer`, where `computername` is the name of the computer with the connected printer and `printer` is the name of the printer.

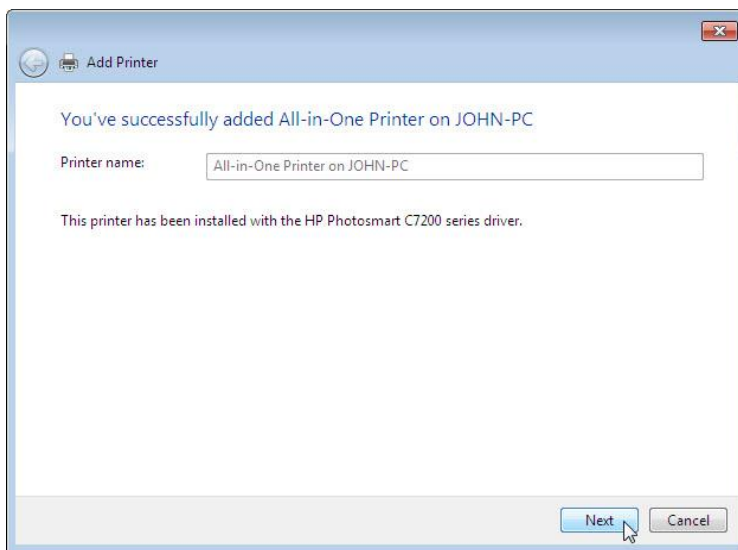


Click **Next**.

If prompted to install drivers, click **Install driver**.



If User Account Control appears, click **Continue**.
The “You’ve successfully added a printer” screen appears.

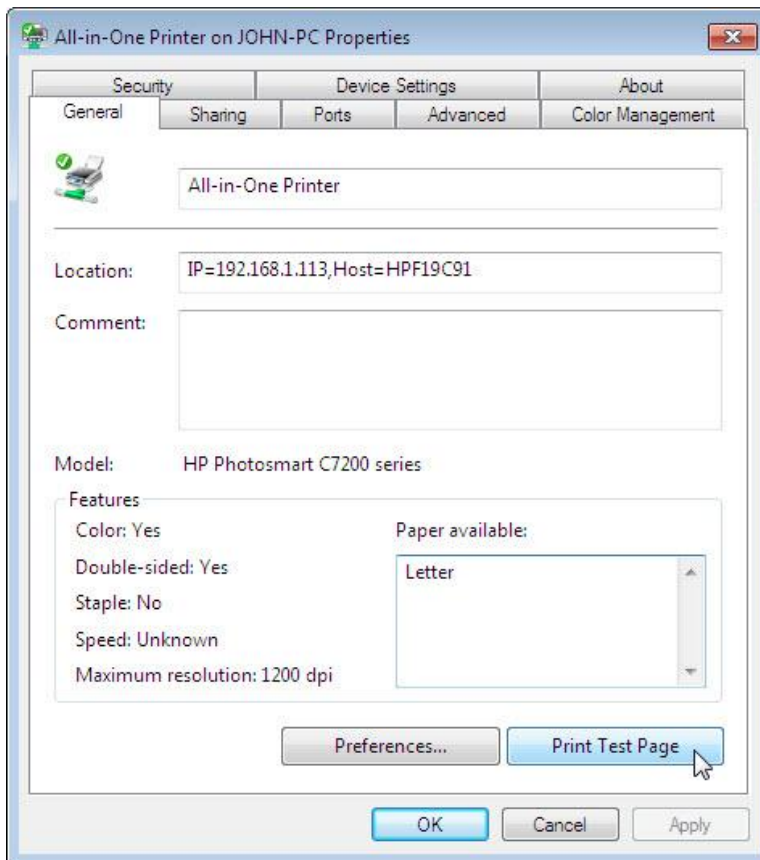


After the printer successfully installs, click **Next**.

Click **Finish** to close the “Add Printer” window.

Step 5

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



Click **Print Test Page**.