# 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.

der Options				
Folder view	Search You can apply the you are using for thi Apply to Folder	view (such a is folder to al	s Details or Icons; I folders of this typ Reset Folders	) that be.
Advanced se	ttings: nch folder windows in tore previous folder w w drive letters w encrypted or comp w pop-up description	n a separate vindows at lo ressed NTF: for folder an	process gon 5 files in color d desktop items	*
V Sho	w preview handlers in check boxes to sele Sharing Wizard (Rec en typing into list view Automatically type int Select the typed item	n preview pa ct items commended) v o the Search in the view	ne Da Box	H
			Restore Defa	ults



# 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.

	- • •
🚱 🗢 🗟 « Network and Sharing Center 🔸 Advanced sharing settings 💿 👻 🍫 Search Control Panel	9
File Edit View Tools Help	
Enable file sharing for devices that use 40- or 56-bit encryption	*
Password protected sharing	
When password protected sharing is on, only people who have a user account and password on this computer can access shared files, printers attached to this computer, and the Public folders. To give other people access, you must turn off password protected sharing.	
Turn on password protected sharing	
<ul> <li>Turn off password protected sharing</li> </ul>	E
HomeGroup connections	
Typically. Windows manages the connections to other homegroup computers. But if you have the	•

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**.

Printer Name	Address
All-in-One Printer on JOHN-PC	\JUHN-PC\All-in-One Printer

#### Click Next.

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

Printer Name	Address
ആ HP Lasenet P2UID Series (Hewlett-Packard)	195'109'1'99

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.

🔒 Add Printer	(
Find a printer by name or TCP/IP address <ul> <li>Browse for a printer</li> <li>Select a shared printer by name</li> <li>\UOHN-PC\All-in-One Printer</li> </ul> Example: \\computername\printername or	Browse
<ul> <li>Add a printer using a TCP/IP address or hostname</li> </ul>	
	Net N Conc

#### 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.

Add Printer		
480 C 188 C 1998		
You've succes	ssfully added All-in-One Printer on JOHN-PC	
Printer name:	All-in-One Printer on JOHN-PC	
This printer has be	een installed with the HP Photosmart C7200 series driver.	
rins printer has be	een installed with the Fire Photosmatt C/200 Series driver.	

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**.

Securi	ty	Devic	e Settings	About
General	Sharing	Ports	Advanced	Color Management
0 0				
2	All-in-One	Printer		
Location:	IP=192.168	.1.113,Host	HPF19C91	
-	-			
14-1-1		1 67200		
Model:	HP Photosr	mart C7200	series	
Model: Features	HP Photosr	mart C7200	series	
Model: Features Color: Yes	HP Photosr	mart C7200	eries Paper available:	
Model: Features Color: Yes Double-sin	HP Photosr ded: Yes	mart C7200	Paper available:	*
Model: Features Color: Yes Double-si Staple: No	HP Photosr ded: Yes	mart C7200	Paper available:	*
Model: Features Color: Yes Double-si Staple: No Speed: Un	HP Photosr ded: Yes known	mart C7200	Paper available: Letter	*
Model: Features Color: Yes Double-sii Staple: No Speed: Un Maximum	HP Photosr ded: Yes known resolution: 12	mart C7200	Paper available: Letter	*
Model: Features Color: Yes Double-sid Staple: No Speed: Un Maximum	HP Photosr ded: Yes known resolution: 12	mart C7200	Paper available: Letter	*
Model: Features Color: Yes Double-si Staple: No Speed: Un Maximum	HP Photosr ded: Yes known resolution: 12	mart C7200 200 dpi Prefe	Paper available: Letter	Print Test Page
Model: Features Color: Yes Double-si Staple: No Speed: Un Maximum	HP Photosr ded: Yes known resolution: 12	mart C7200 200 dpi Prefe	Paper available: Letter	Print Test Page
Model: Features Color: Yes Double-sii Staple: No Speed: Un Maximum	HP Photosr ded: Yes known resolution: 12	nart C7200 100 dpi Prefe	Paper available: Letter	Print Test Page

Click Print Test Page.