IT Essentials 5.0

9.4.2.4 Lab - Share a Printer in Windows Vista

Introduction

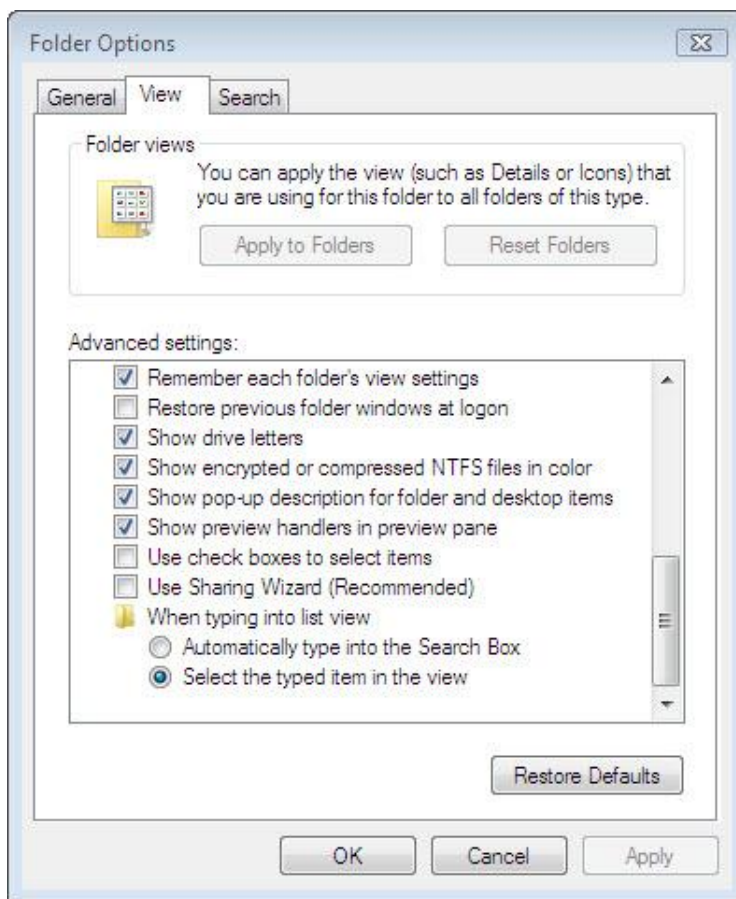Print and complete this lab.

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 Vista 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** tab.
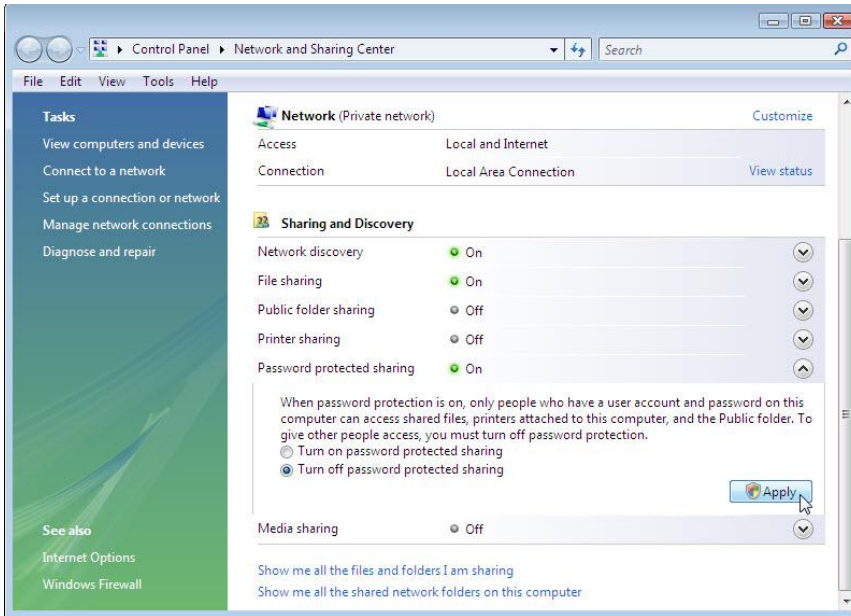

Uncheck **Use Sharing Wizard (Recommended)** if it is checked.

Click **OK**.

Step 2

Click **Start > Control Panel > Network and Sharing Center > Password protected sharing**.
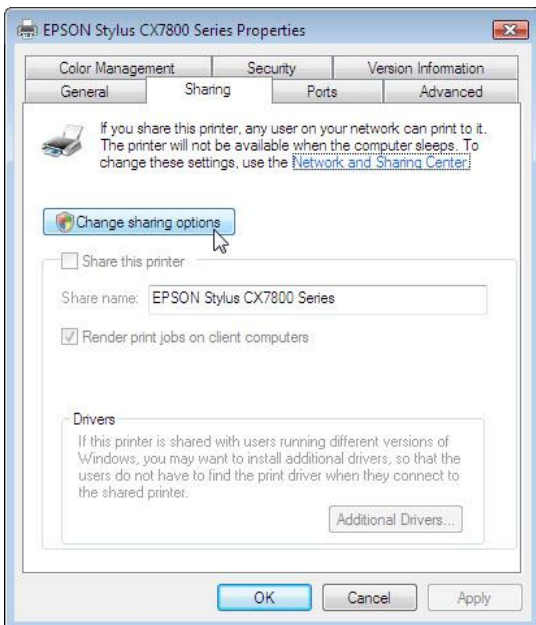

Check **Turn off password protected sharing**.

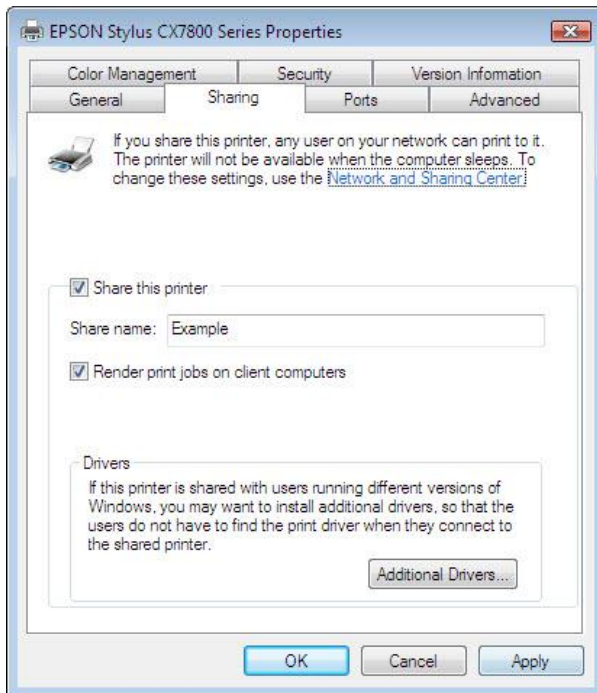Click **Apply**. If User Account Control appears, click **Continue**.

Step 3

Click **Start > Control Panel >** double click **Printers**.

Right-click the printer**,** and then select **Properties** > **Sharing** tab.

Click **Change sharing options**. If User Account Control appears, click **Continue**.
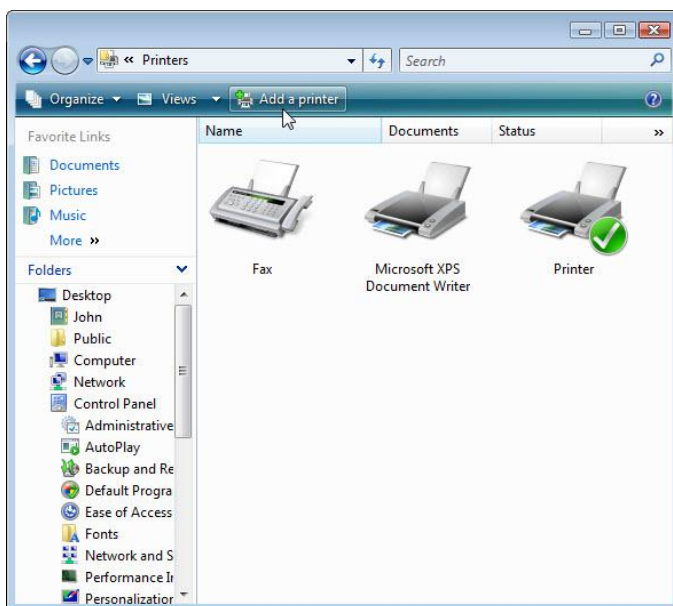
Select **Share this printer**.

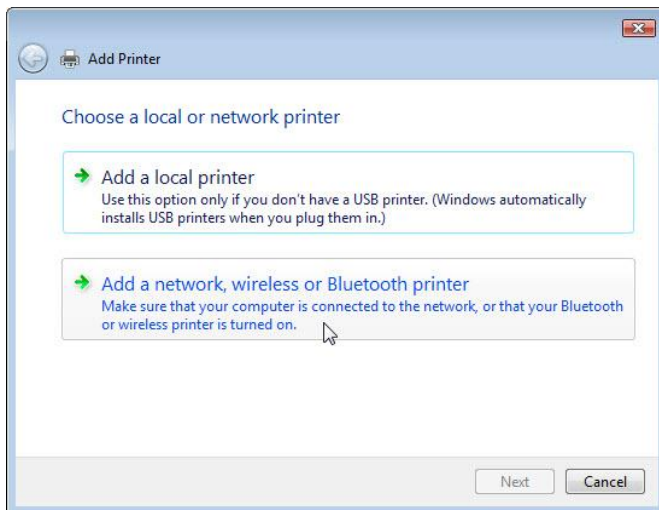Name the new share **Example**, and then click **OK**.

Step 4

Log on to the computer without the printer connected, and then click **Start > Control Panel > Printers**.

Click **Add a printer**.
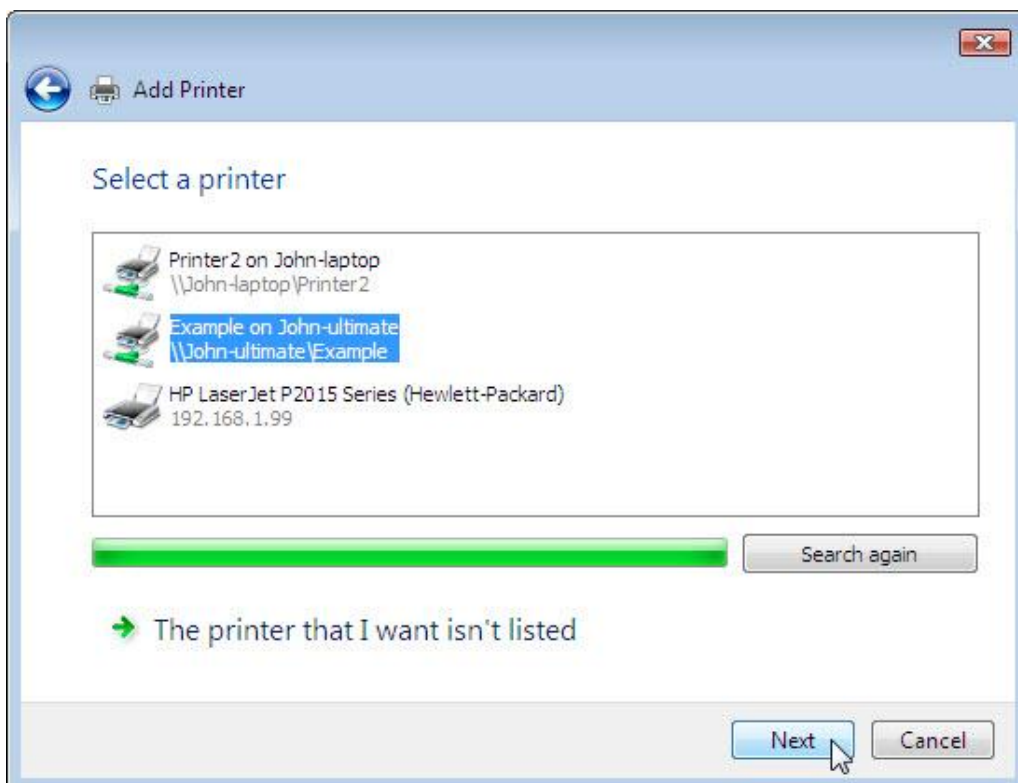
The "Add Printer" window opens.

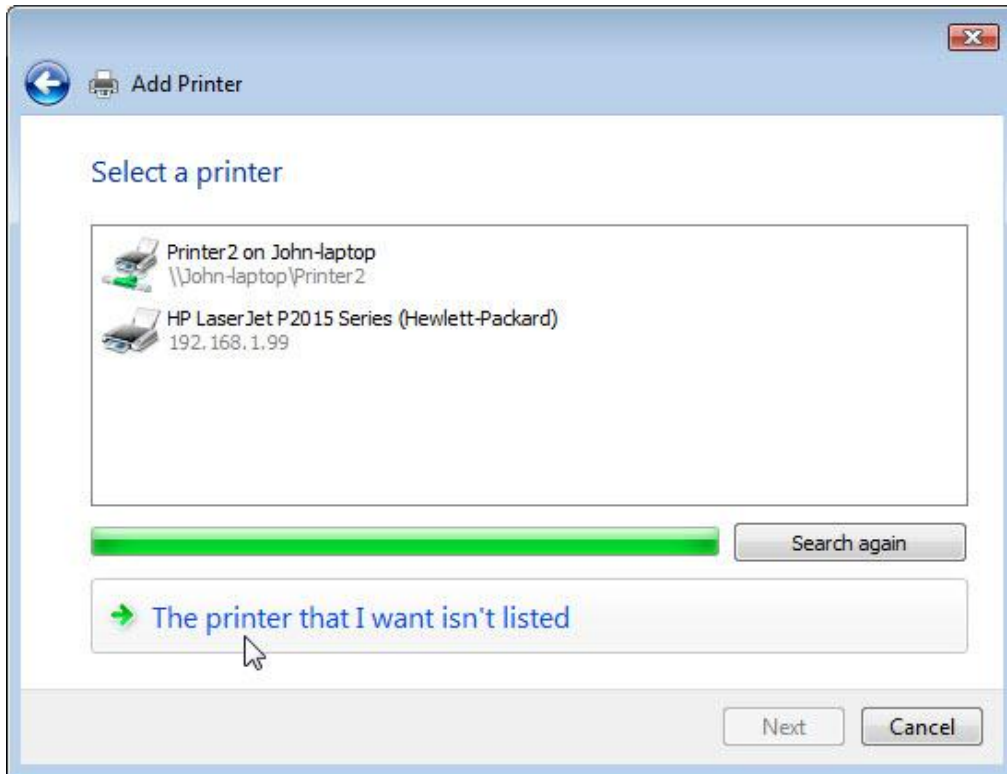Click **Add a network, wireless or Bluetooth printer**.

The "Searching for available Printers" screen appears.

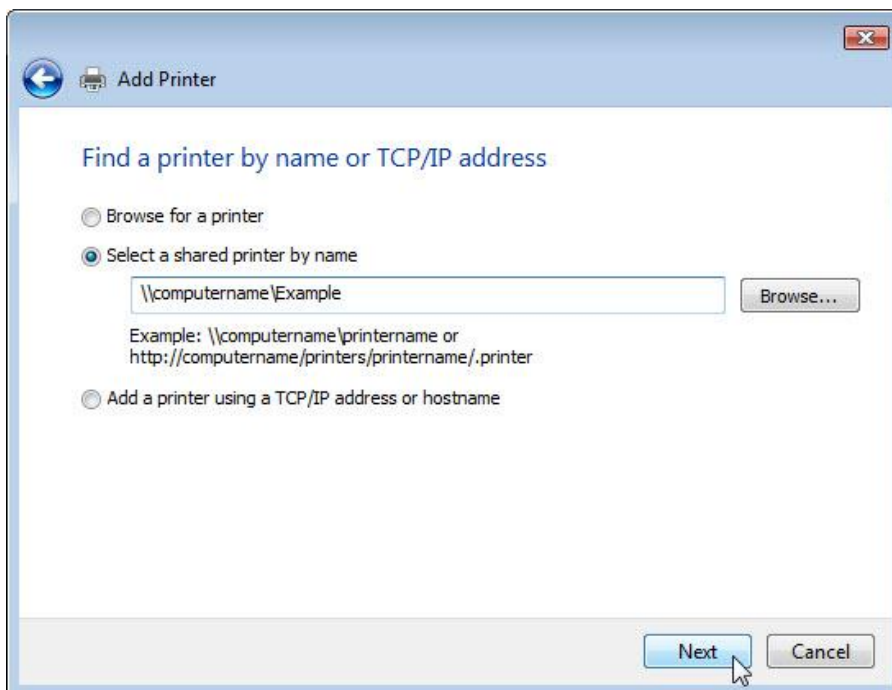When all printers are discovered, the "Select a printer" screen appears.

If displayed in the search list select *Printer* on *Computername* and then click **Next**.

Or to find a printer by name or TCP/IP address, select **The printer that I want isn't listed**.
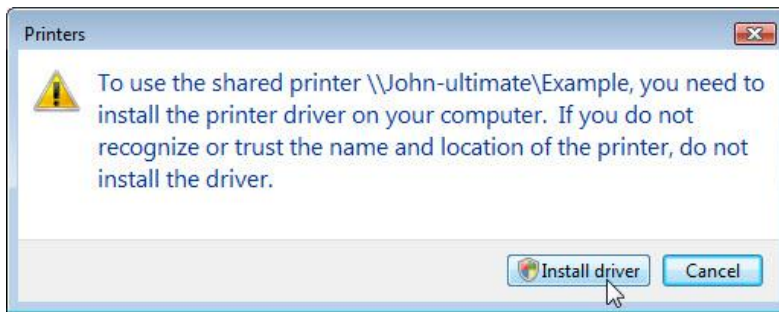
Select the radio button **Select a shared printer by name** and type **\\computername\printer**, where computername is the name of the computer with the connected printer and printer is the name of the printer.

Click **Next**.

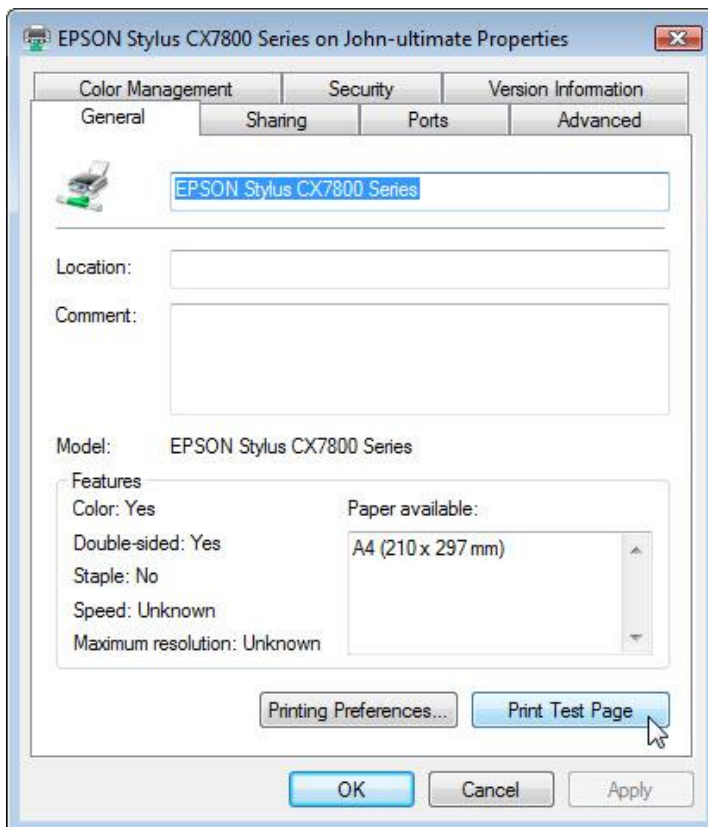If prompted to install drivers click **Install driver**. If User Account Control appears, click **Continue**.

Accept all default settings, click **Next** and then click **Finish**.

Step 5

Click **Start > Control Panel >** double click **Printers**.

Right-click the printer**,** and then select **Properties**.

Click **Print Test Page**.