

## Lab Program 10: Share the printer in network and take print from another PC

1. In the search box on the taskbar, type **control panel** and then select **Control Panel**.
2. Under Hardware and Sound, select **View devices and printers**.
3. Select and hold (or right-click) the printer you want to share, select **Printer properties**, and then choose the **Sharing** tab.
4. On the Sharing tab, select **Share this printer**.
5. If you want, edit the share name of the printer. You'll use this name to connect to the printer from a secondary PC.

### Share the shared printer using the Control Panel:

1. In the search box on the taskbar, type **control panel** and then select **Control Panel**.
2. Under Hardware and Sound, select **View devices and printers**, and then select **Add a printer**.
3. Select the printer you want, select **Next**. When prompted, install the printer driver.
4. If you don't see the printer you want, select **The printer that I want isn't listed**.
5. In the Add a device dialog box, select **Select a shared printer by name**, and then enter the computer or device name of the primary PC and the share name of the printer using one of these formats:
  - \\computername\printername
  - http://computername/printername/.printerb
6. When prompted to install the printer driver, select **Next** to complete the installation.