

# Lab - Share a Printer in Windows 7 and Vista

## 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.

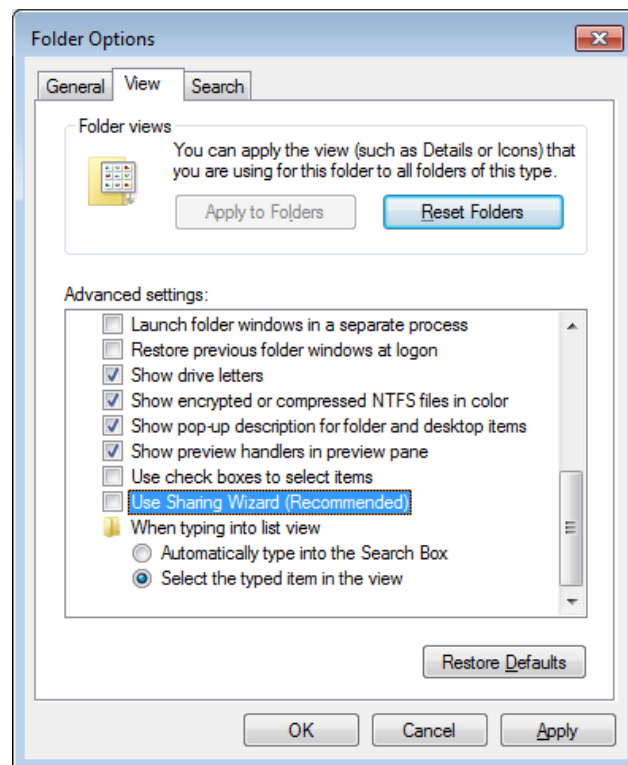
## Recommended Equipment

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

## Part 1: Windows 7

### Step 1: Share the printer.

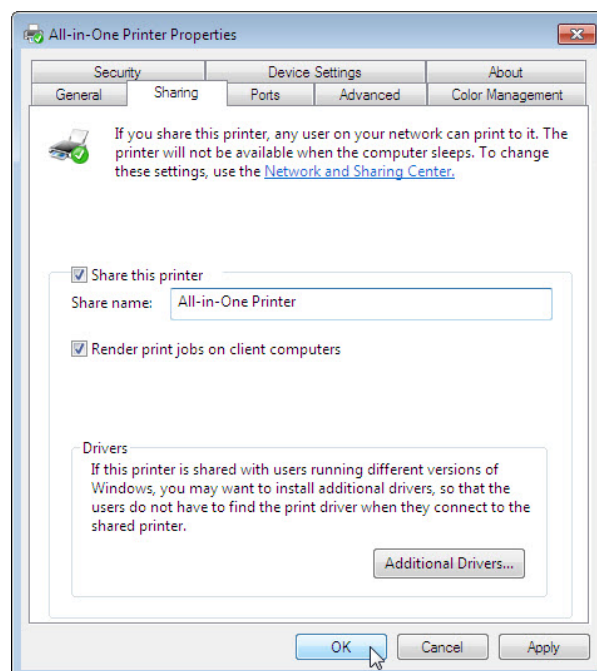
- Log on to the computer that has the printer connected. To access the folder options, click **Control Panel > Folder Options**. In the **View** tab, deselect **Use Sharing Wizard (Recommended)**. Click **OK** to continue.



- 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, scroll down to **Password protected sharing** for the current profile. Select **Turn off password protected sharing** and click **Save changes**.



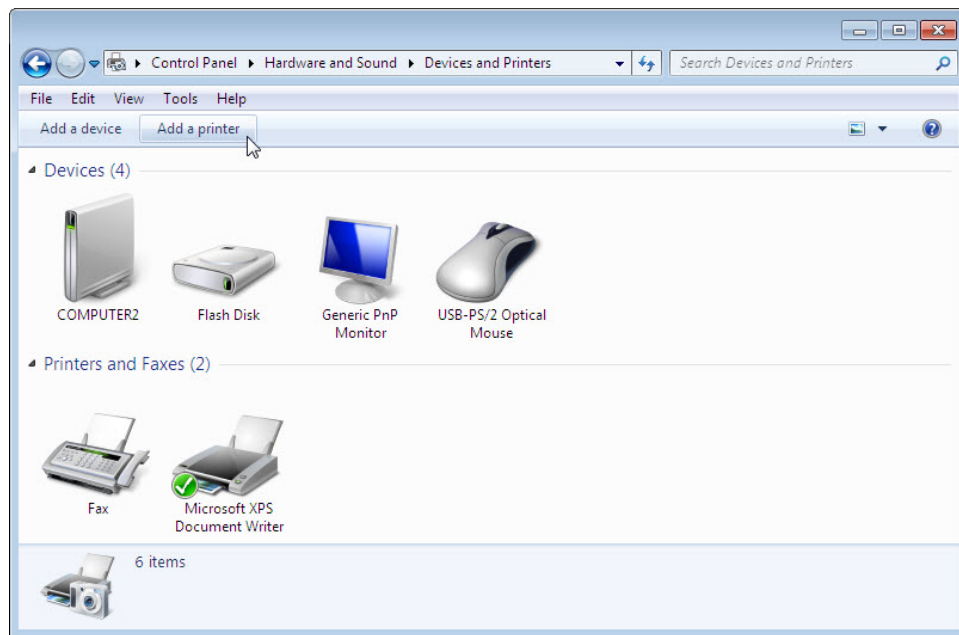
- d. Click **Control Panel > Devices and Printers**.
- e. Right-click the **printer > Printer properties**.
- f. In the **Sharing** tab, select **Share this printer**. Name the new share **All-in-One Printer** and click **OK**.



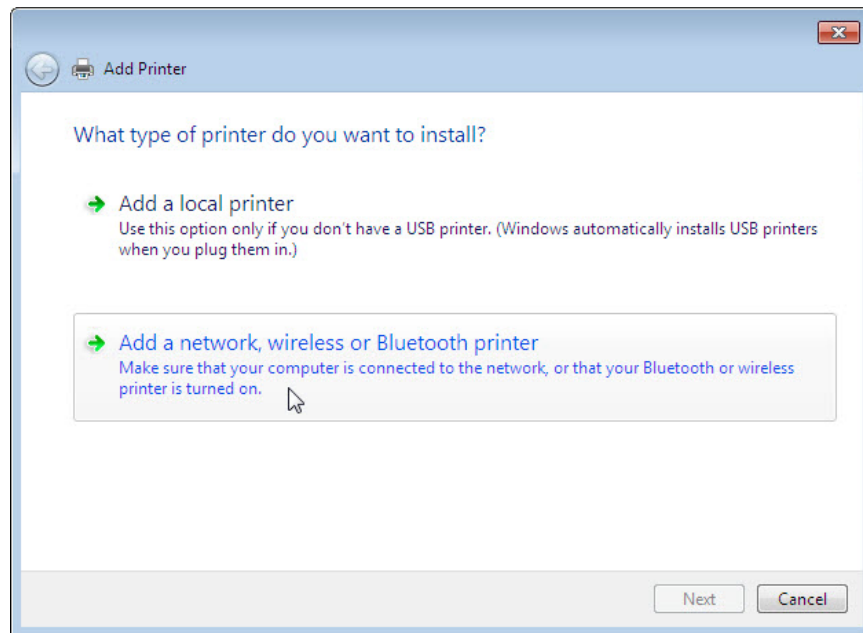
### Step 2: Add a shared printer.

- a. Log on to the computer that does not have the printer connected.
- b. Click **Control Panel > Devices and Printers**.

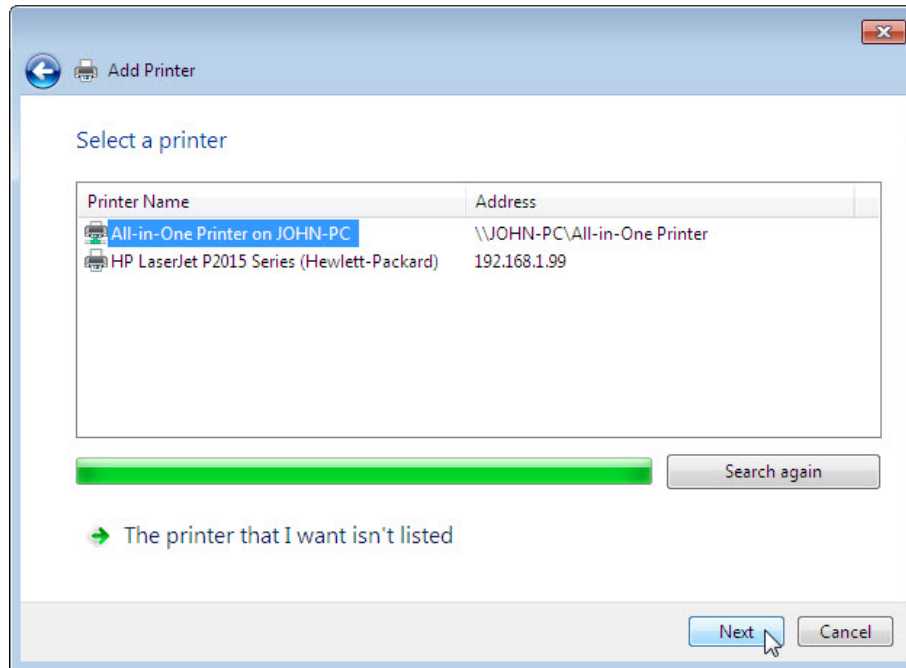
- c. In the **Devices and Printers** window, click **Add a printer**.



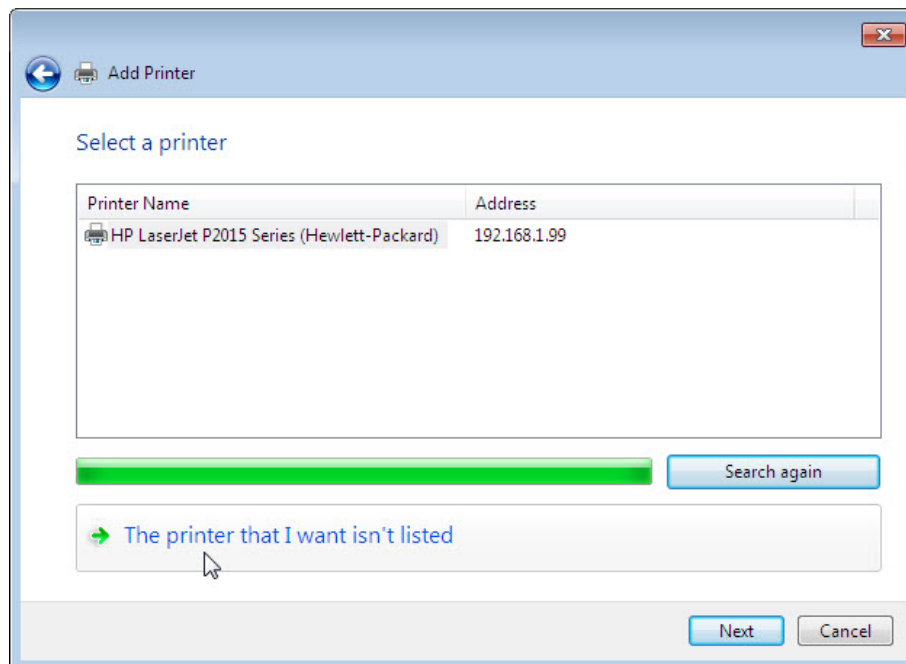
- d. Click **Add a network, wireless or Bluetooth printer**.



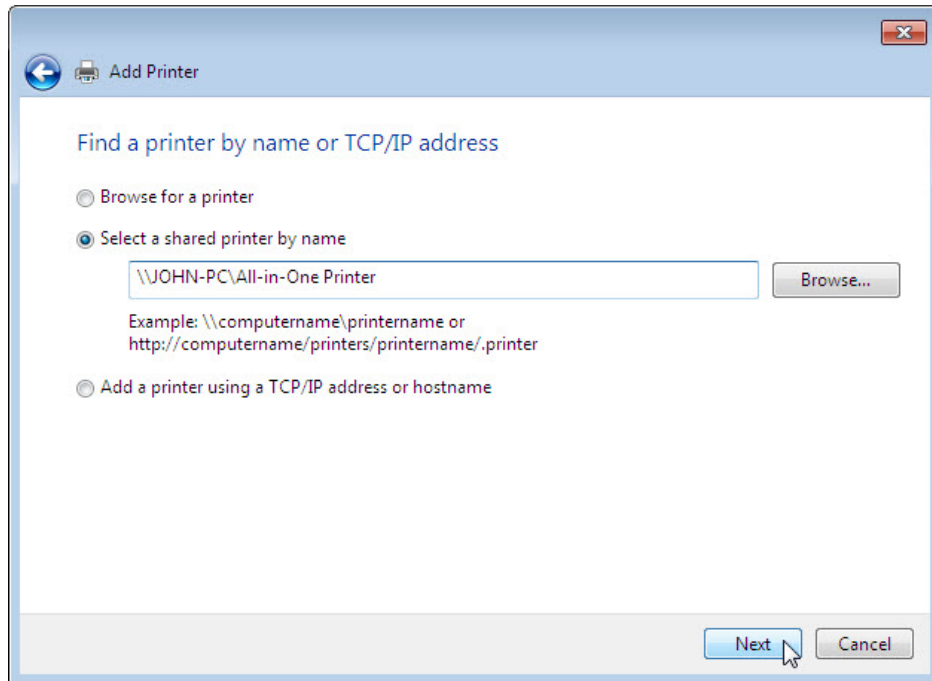
- e. The **Searching for available Printers** screen appears. When all printers are discovered, select **Printer name on ComputerName** in the **Select a printer** screen and click **Next**.



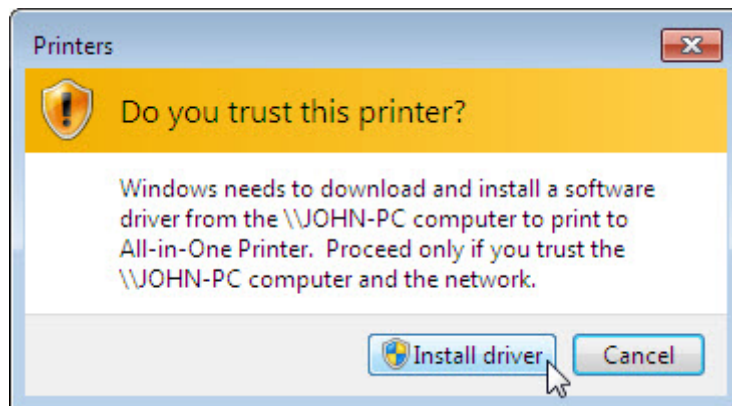
- f. To find a printer by name or TCP/IP address, select **The printer that I want isn't listed**.



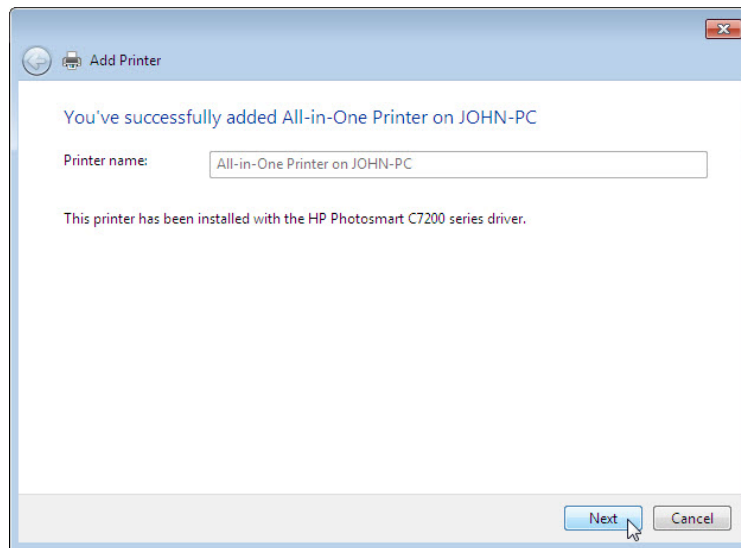
- g. Click **Select a shared printer by name** and type `\\computername\printer`, where *computername* is the name of the computer with the connected printer and *printer* is the name of the printer. Click **Next**.



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

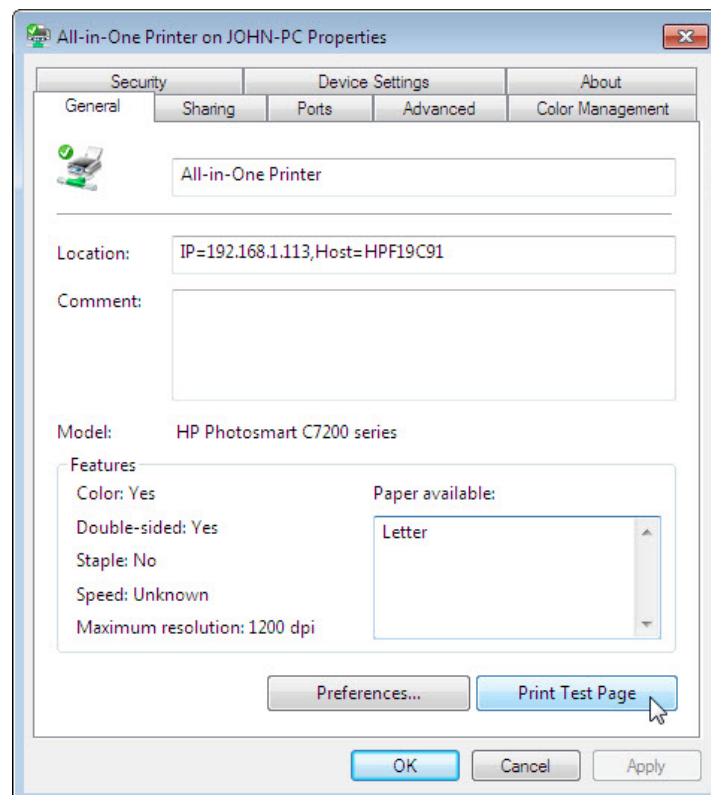


- i. When the **You've successfully added a printer** screen appears, click **Next** and **Finish** to close the **Add Printer** window.



### Step 3: Print a test page.

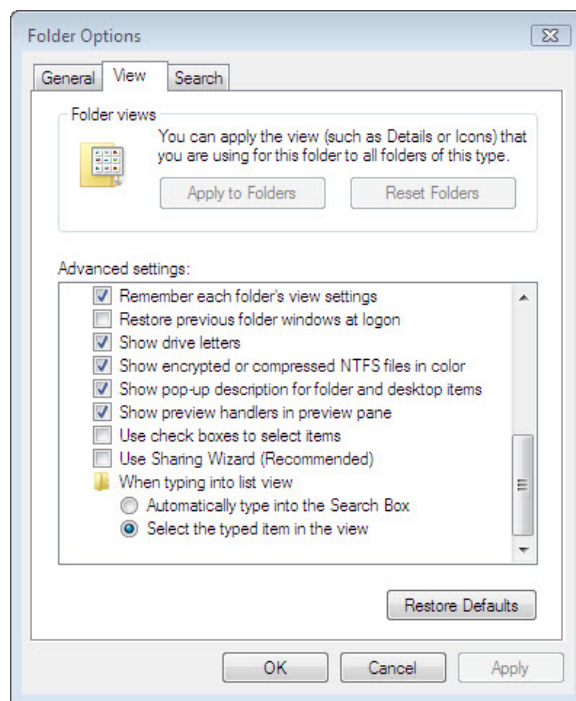
- a. In the **Devices and Printers** window, right-click the **printer > Printer properties**.
- b. In the **General** tab, click **Print Test Page** to verify that the printer is working properly.



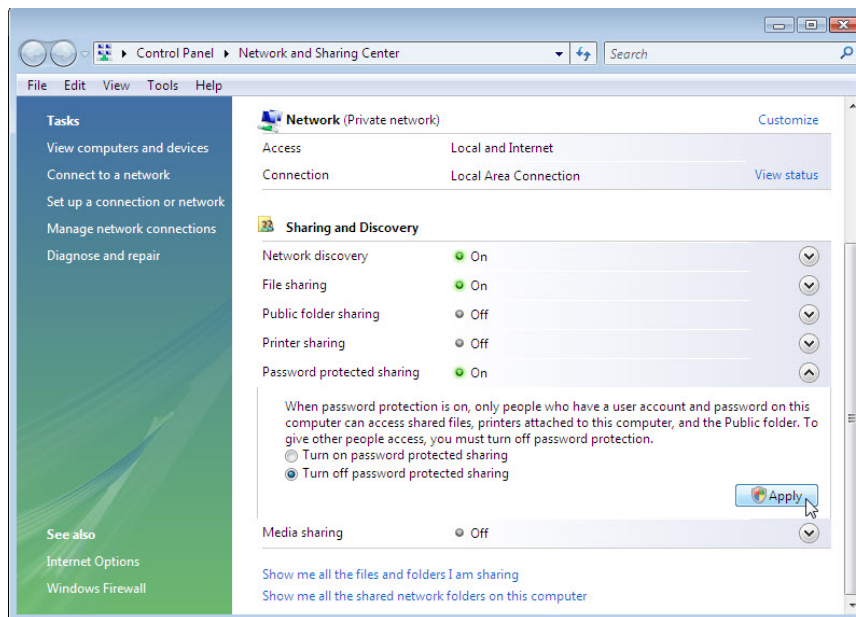
## Part 2: Windows Vista

### Step 1: Share the printer.

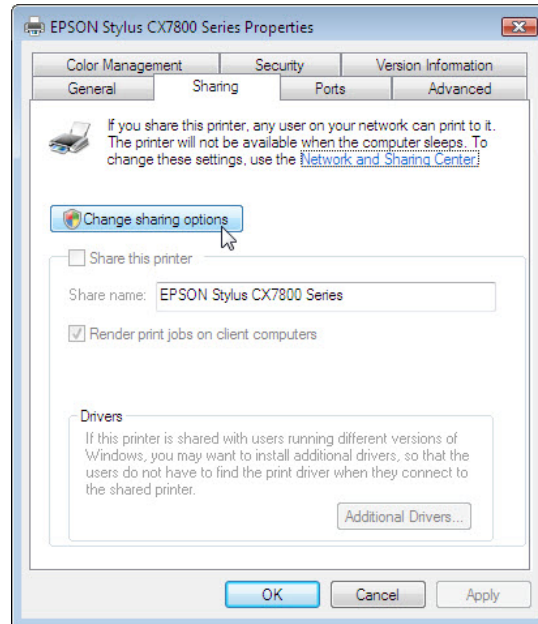
- a. Log on to the computer that has the printer connected. To access the folder options, click **Control Panel > Folder Options**. In the **View** tab, deselect **Use Sharing Wizard (Recommended)** and click **OK** to continue.



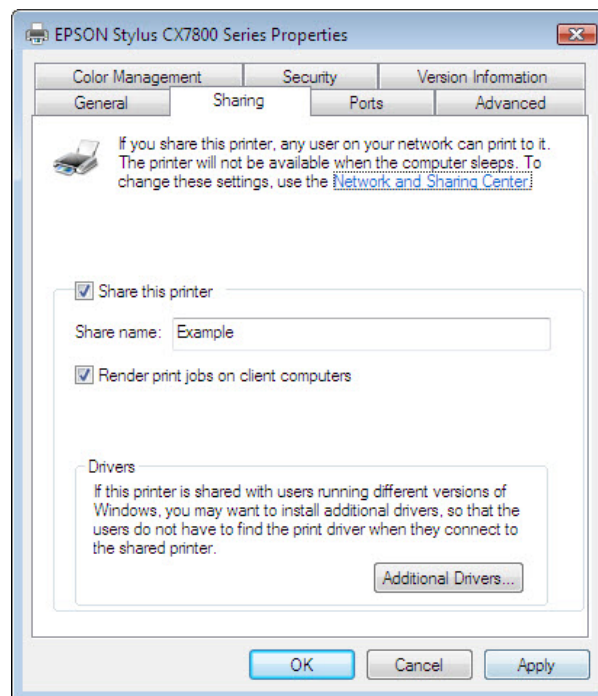
- b. Click **Control Panel > Network and Sharing Center > Password protected sharing**. Select **Turn off password protected sharing** and click **Apply**.



- c. Click **Control Panel > Printers**. Right-click the printer > **Properties**.
- d. In the **Sharing** tab, click **Change sharing options**.



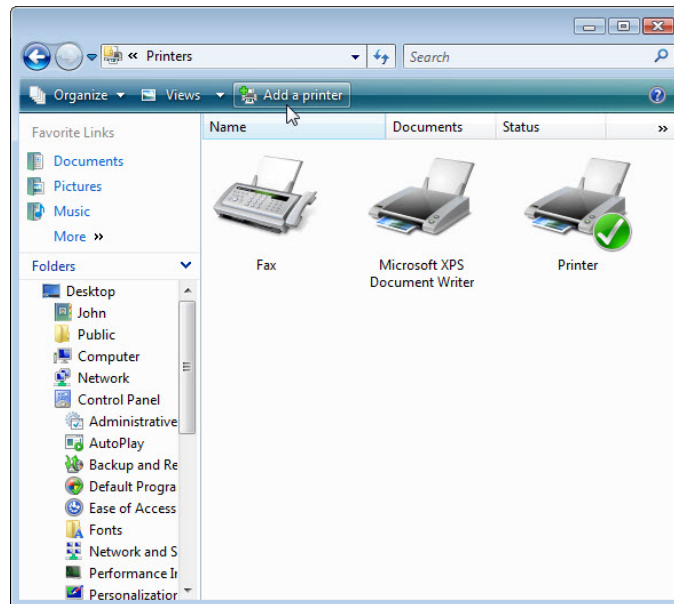
- e. Select **Share this printer**. Name the new share **Example** and click **OK**.



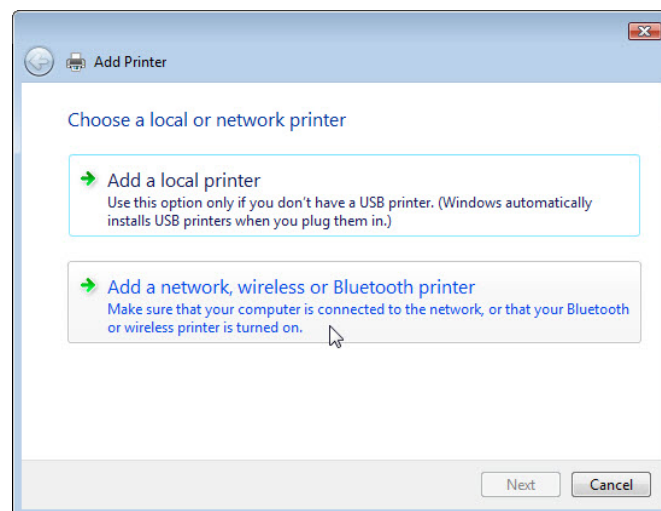


### Step 2: Add a shared printer.

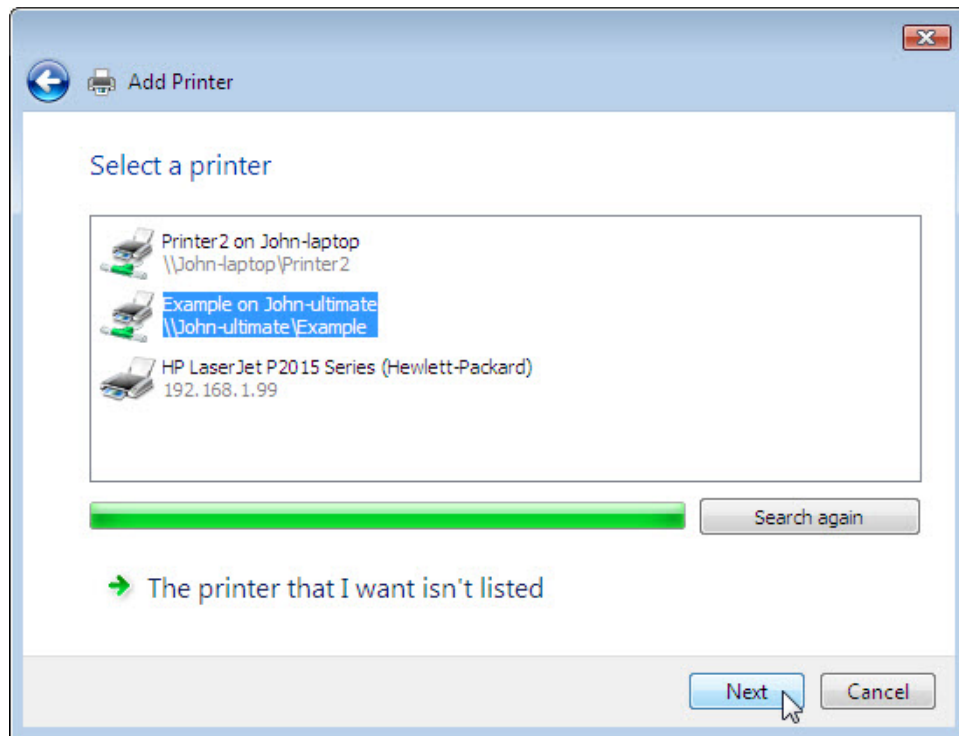
- a. Log on to the computer that has no printer connected, and click **Control Panel > Printers**. Click **Add a printer**.



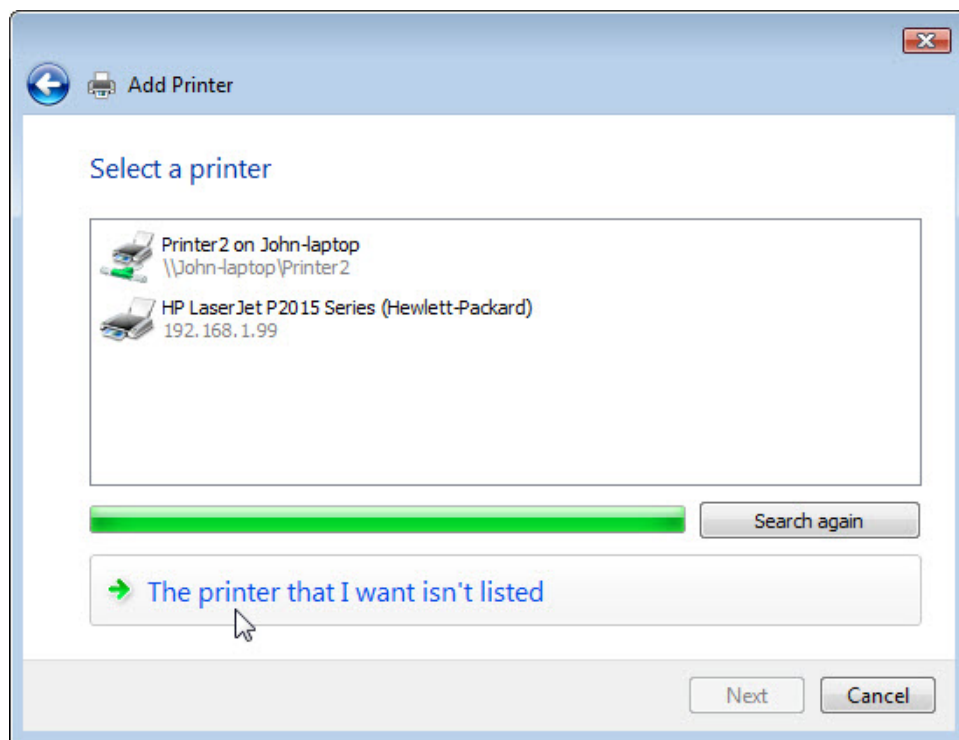
- b. In the **Add Printer** screen, click **Add a network, wireless or Bluetooth printer**.



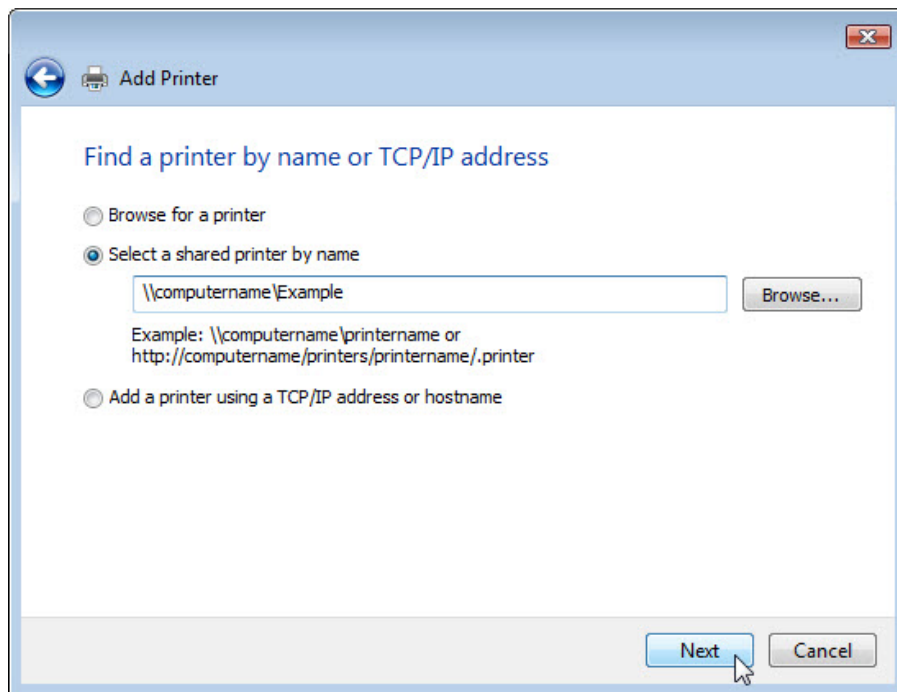
- c. When all printers are discovered, the **Select a printer** screen opens. If the desired printer is displayed in the search list, select **Printer on Computername** and click **Next**.



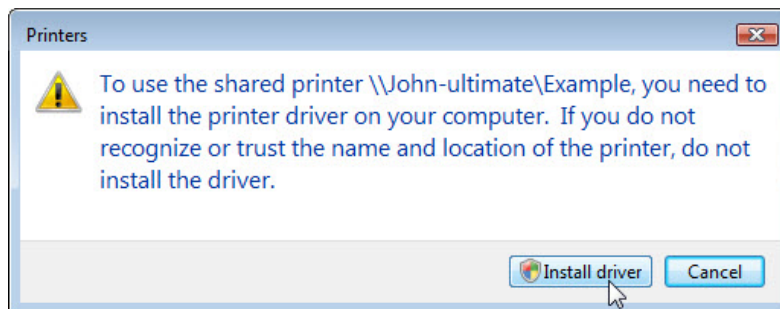
Or to find a printer by name or TCP/IP address, select **The printer that I want isn't listed**.



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**.



- d. If prompted to install drivers click **Install driver**.



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

### Step 3: Print a test page.

- a. Click **Control Panel** > double-click **Printers**.

- b. Right-click the **printer** > **Properties** and click **Print Test Page**.

