

Lab Report

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**Your Performance**

Your Score: 3 of 3 (100%)

Elapsed Time: 3 minutes 26 seconds



Pass Status: Pass

Required Score: 100%

**Task Summary**

Actions you were required to perform:

- ✓ Share the printer as HPPhotosmart
- ✓ Allow clients to render print jobs on their own computer
- ✓ Add the shared HP printer to the list of available printers for Office2Hide Details

-  Add the HP Photosmart Plus Printer
  -  Do not set the shared printer as the default printer

**Explanation**

In this lab, your task is to complete the following in the Support Office:

- Share the HP Photosmart Plus printer using the share name **HPPhotosmart** (no spaces in the name).
- Allow clients to render print jobs on their own computer.
- On Office 2, add the shared HP printer to the list of available printers.
- On Office 2, accept the default name for the printer.

Complete this lab as follows:

1. Share the printer as follows:
  - a. Select **Start**.
  - b. Select **Settings**.
  - c. Select **Devices**.
  - d. Maximize the window for easier viewing.
  - e. From the left menu, select **Printers & scanners**.
  - f. Under Related settings, select **Devices and printers**.
  - g. Right-click **HP Photosmart Plus** and select **Printer properties** to share the printer.
  - h. Select the **Sharing** tab.
  - i. Select **Share this printer**.
  - j. In the Share name field, enter **HPPhotosmart**.
  - k. Make sure **Render print jobs on client computers** is selected.
  - l. Click **OK**.
2. Make the shared printer available as follows:
  - a. From the top navigation tabs, select **Floor 1 Overview**.
  - b. Under Office 2, select **Office2**.
  - c. Select **Start**.
  - d. Select **Settings**.
  - e. Select **Devices**.
  - f. Maximize the window for easier viewing.
  - g. From the left menu, select **Printers & scanners**.
  - h. Select **Add a printer or scanner**.
  - i. Select **HPPhotosmart on Support Printer**.
  - j. Select **Add device** and allow the printer to install.