

14.3.2 Optional Lab: Share the All-in-one Printer/Scanner in Windows 7

Introduction

Print and complete this lab.

In this lab, you will share the All-in-one printer/scanner, configure the printer on a networked computer, and print a test page from the remote computer.

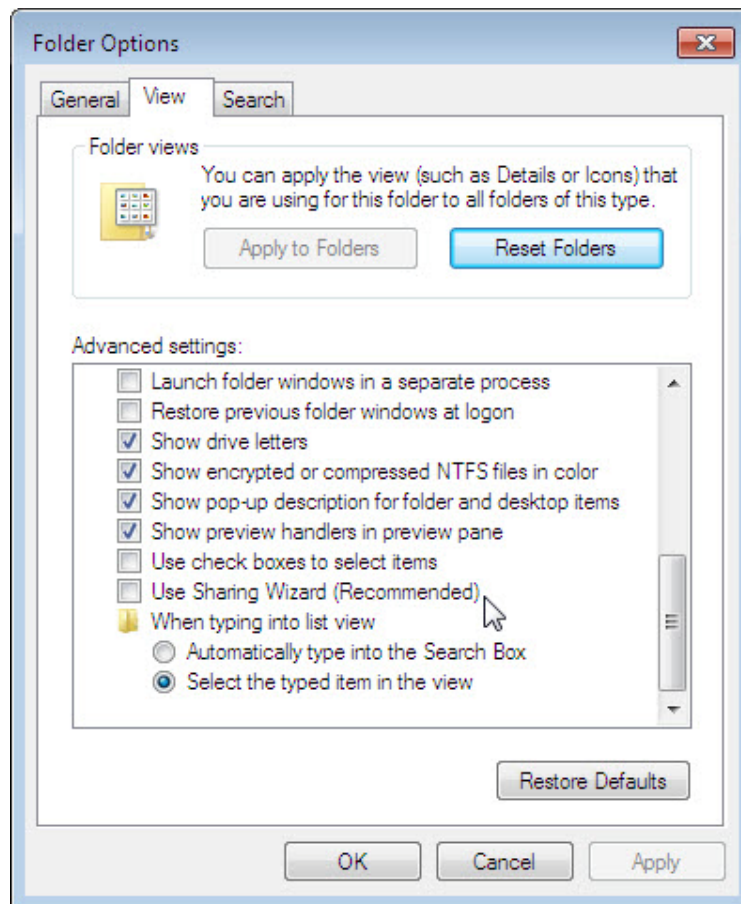
Recommended Equipment

- Two computers directly connected or connected through a hub or switch
- Windows 7 installed on both computers
- An All-in-one Printer/Scanner installed on one of the computers

Step 1

Click **Start > Computer > Tools > Folder Options > View**, and then uncheck **Use Sharing Wizard (Recommended)** if it is checked.

Click **OK**.



Step 2

Click **Start > Network > Network and Sharing Center > Chose homegroup and sharing options > Change advanced sharing options >** for the current profile, scroll down to **Password protected sharing**, and then check **Turn off password protected sharing**.



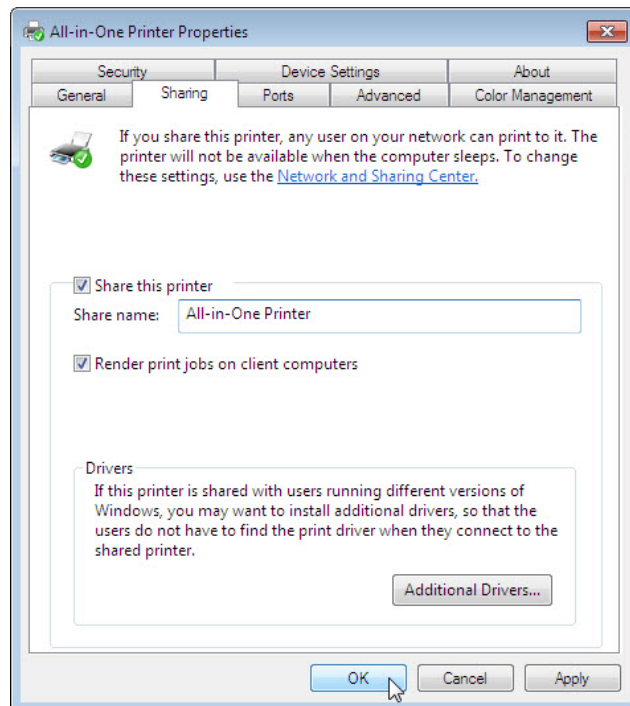
Click **Save changes**. Close any open windows.

Step 3

Choose **Start > Control Panel > View devices and printers**.

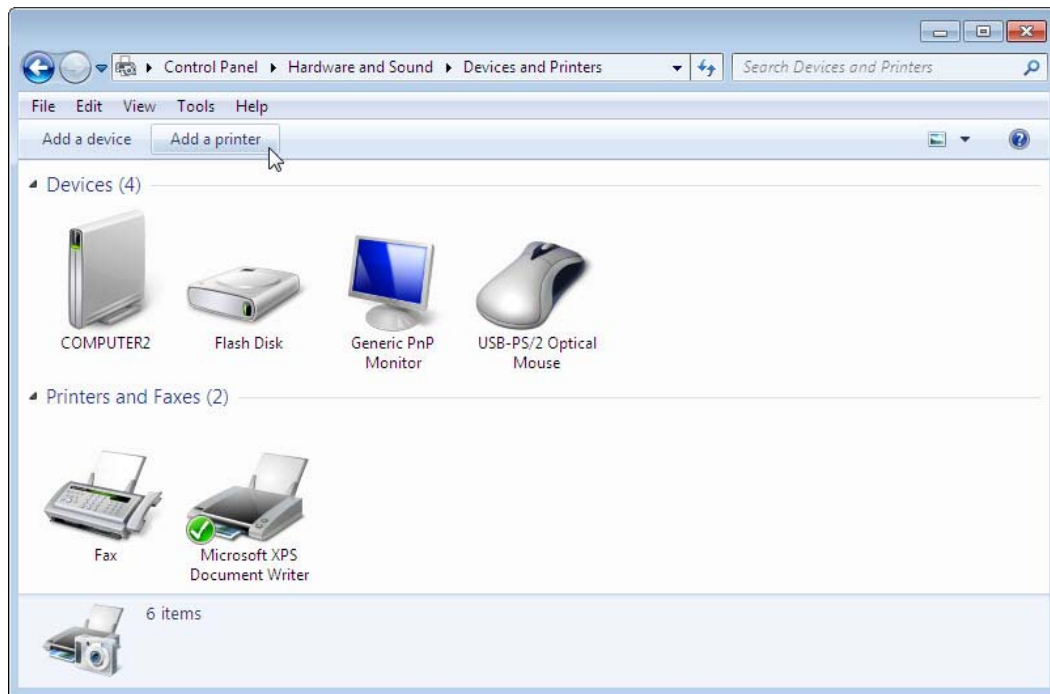
Right-click the **All-in-one Printer/Scanner**, and then choose **Printer properties**. Click the **Sharing** tab.

Choose **Share this printer**. Name the new share **All-in-One Printer**, and then click **OK**.



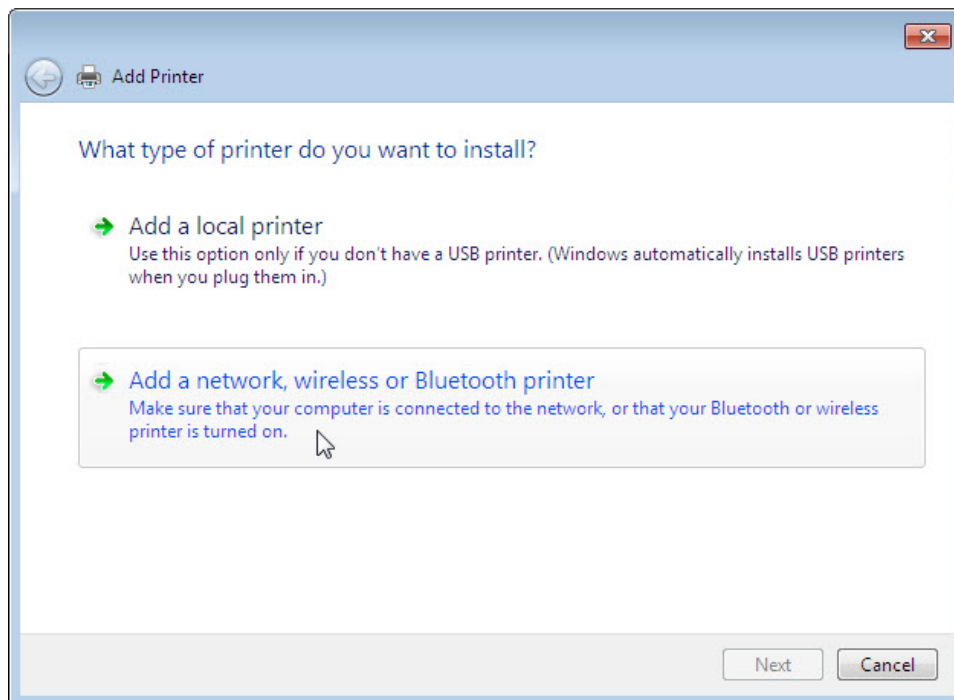
Step 4

Log on to the computer without the printer/scanner connected, and then choose **Start > Control Panel > View devices and printers > Add a printer**.



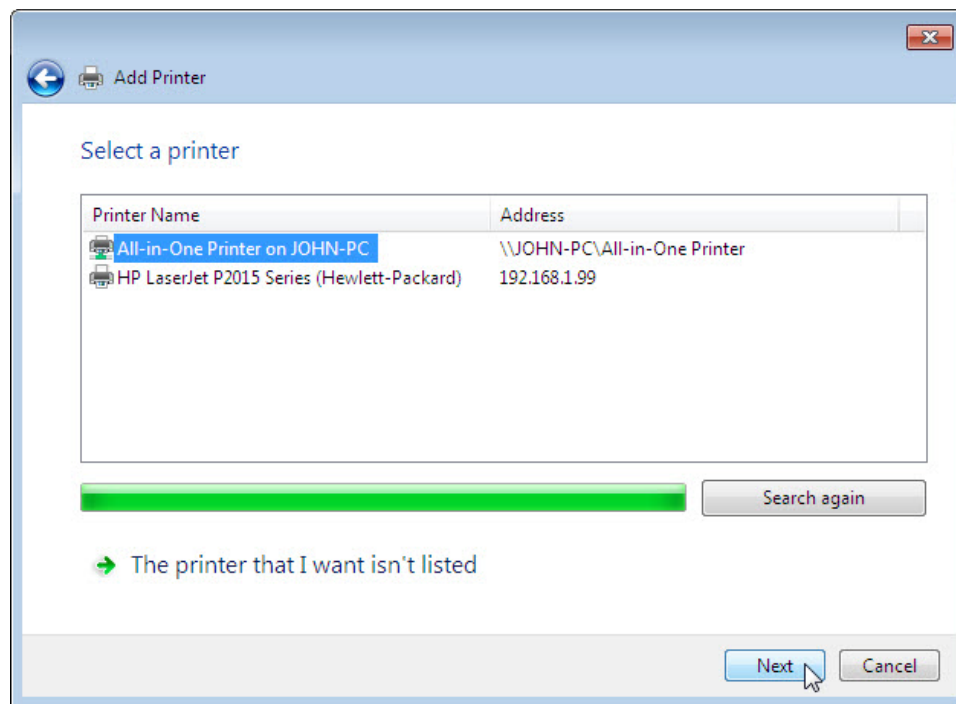
The “Add Printer” window appears.

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

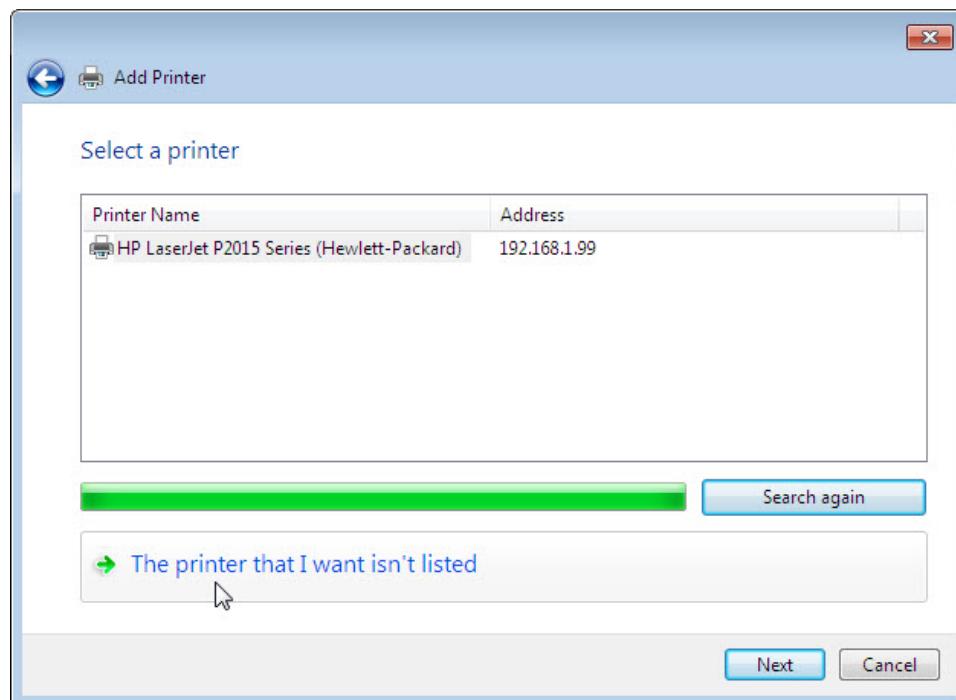


The “Searching for available Printers...” page appears.

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

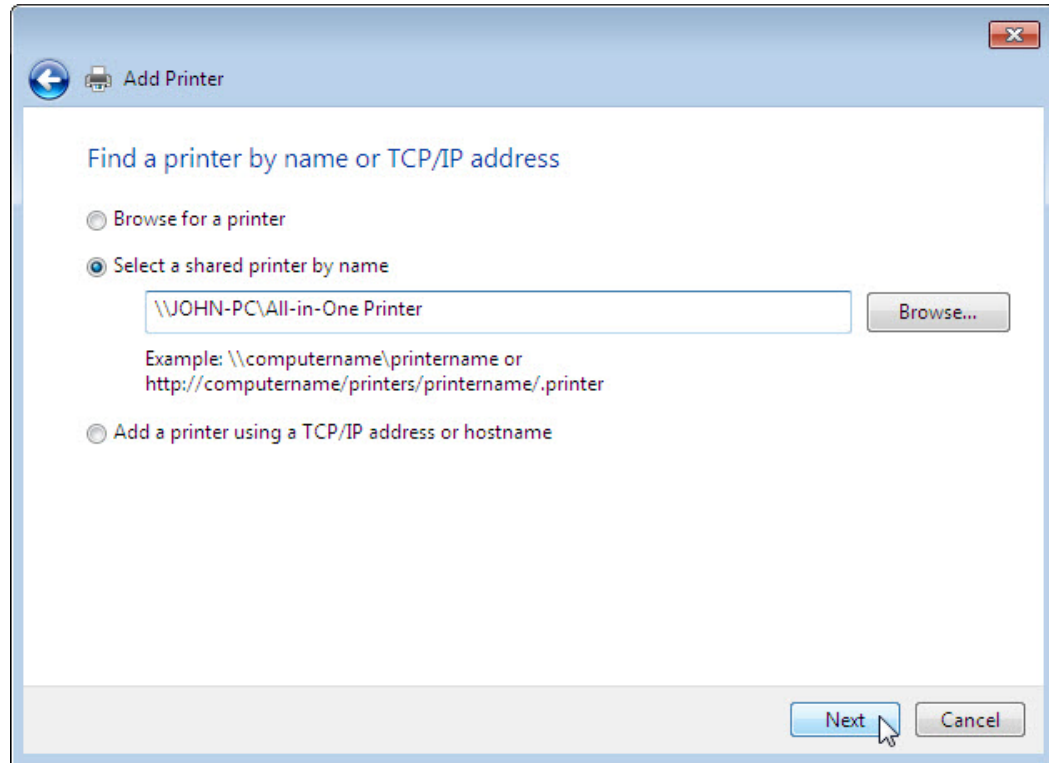


Or to find a printer by name or TCP/IP address, select **The printer that I want isn't listed**.

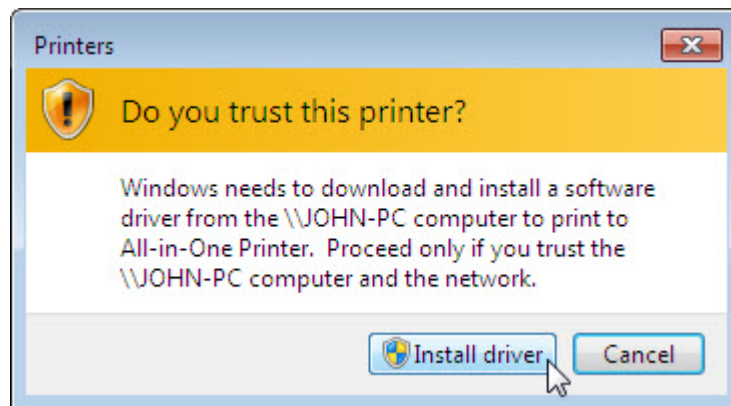


Select the radio button **Select a shared printer by name** and type **\\computername\printer**, where computername is the name of the computer with the connected printer/scanner and printer is the name of the printer/scanner.

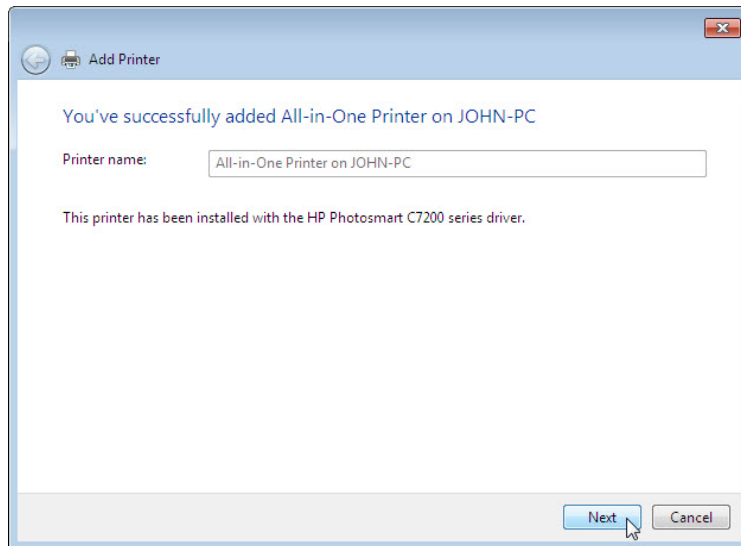
Click **Next**.



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



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 **All-in-one Printer/Scanner**, and then choose **Printer properties**.

Click the **Print Test Page** button.

