

How to Share Printer

Configuration printer server

Install the printer drivers. In order to share a printer, it must be installed on the computer it is connected to. Most modern printers connect via USB and will install automatically when they are connected.

Go to Network and Sharing Center and open advanced sharing settings. Expand the profile you need to change [Privet, Home or Work, Guest or Public (current profile), All networks] and Enable "File and printer sharing".

*it's safer to create home group and share our printer because if some student print a page it will print too. When we share our printer at home group one who at the home group only will be able to print a page through network and it is the best and easy way to share the printer with deferent OS types (win 7, win 8)as Microsoft are recommend

<http://windows.microsoft.com/en-us/windows/sharing-files-printers-help>

Now that file and printer sharing has been turned on, we will need to share the printer itself. To do this, go back to the Control Panel and open the Devices and Printers option. Right-click on the printer you want to share and click "Printer properties". Click the Sharing tab, and then check the "Share this printer" box.

Connecting to a Shared Printer

- **Add a network printer in Windows Vista, 7, and 8.**

Open the Control Panel and select "Devices and Printers". Click the "Add a printer" button at the top of the window. Wait for the scan to complete, and the printer should appear in the list of available printers. Select it and click next to add it to your computer.

- **Add a network Printer via a Standard TCP/IP Port**

Go to **Control Panel** -> **Hardware and Sound** page, and click **advanced printer setup**. A window will pop out to search the printers automatically, please ignore it and click **Next** button. Select **Add a Printer using a TCP/IP address or hostname**, click **next**. Select **Custom** and click **Settings**. Type the IP address of your Print Server in **Hostname or IP address**. The print server's IP should in same subnet with your router. As default, the Protocol is Raw. You can keep it still or select LPR. The two protocols support different printing languages. You can try one first, if can't print, delete it and try another one. Select the correct driver for your printer. If you can't find the model of your printer, please connect your printer to PC with USB cable and install the driver first. Click **Next** and **Finish**.