





# Sharing a Printer

---

## Setup Printer



Sharing a printer requires a few steps. Ensure that the network that will be shared by all the computers is available and that one computer is attached the network. Attach the printer that you wish to share, to a computer on the shared network. It may be attached by cable, Bluetooth or Wi-Fi.

### Turn on file and printer sharing.

1. Open Advanced sharing settings by opening the charms window (Win+C), select **settings**  and then clicking **Control Panel**. Click on **Network and Sharing Center** , and then, in the left pane, click **Change advanced sharing settings**.
2. Click the chevron  to expand the current network profile.
3. If printer sharing is off, under File and printer sharing, select **Turn on file and printer sharing**, and then click **Save changes**.  If you're prompted for an administrator password or confirmation, type the password or provide confirmation.



Now you need to share the printer itself.

### To share your printer

1. Open Devices and Printers by opening the charms window (Win+C), select **settings**  and then clicking **Control Panel**. Click on **Devices and Printers** .
2. Right-click the printer you want to share, and then click **Printer properties**.
3. Click the **Sharing** tab, and select the **Share this printer** check box. Click **OK**.

Other people on your network can now connect to this printer. All they need to do is add a network printer (your printer) to their computers.

### To add a network printer

1. Open Devices and Printers by opening the charms window (Win+C), select **settings**  and then clicking **Control Panel**. Click on **Devices and Printers** .
2. Click **Add a printer**.
3. Click **Add a network, wireless, or Bluetooth printer**, click the shared printer, click **Next**, and follow the instructions on the screen.