

# How to share your printer and add it to another computer

**In control panel, go to Device and Printers, and printer properties**

**image.1624366476422.png**

**Go to 'Sharing' tab and tick 'Share this printer'**

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**Then go to the 'Security' tab allow all permissions for 'Everyone'.**

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**If 'Everyone' isn't there, click 'Add' and then type "Everyone" and click 'OK'.**

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**Go back to 'Control Panel' and click 'Network and Sharing Centre'**

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**Click 'Change advanced sharing settings'**

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**In 'Private' settings:**

**-Select 'Turn on network discovery' and tick 'Turn on automatic setup of network connected devices.**

**-Select 'Turn on file and printer sharing'**

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**In 'Guest or Public' settings:**

**-Select 'Turn on network discovery'.**

**-Select 'Turn on file and printer sharing'**

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**In 'All Networks' settings:**

**-Select 'Enable file sharing for devices that use 40- or 56- bit encryption'.**

**-Select 'Turn off password protected sharing'**

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**Open 'File Explorer' and right click your C: Drive and click 'Properties'.**

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**Go to the 'Sharing' tab and click on 'Advanced Sharing'**

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**Tick 'Share this folder' and click on 'Permissions'.**

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**Add 'Everyone' and allow all permissions. 'Apply' and click 'OK'**

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**Navigate to the 'Security' tab and allow "Everyone" full control by ticking allow for all options.**

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**Navigate to: (C:/Windows/ System32/ spool) and Right click "PRINTERS" and go to 'Properties'**

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**Once again, go to the 'Sharing' tab, click 'Advanced Sharing', tick 'Share this folder', click 'Permissions' and add "Everyone".**

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**Then once again, navigate to the 'Security' tab and allow "Everyone" full permissions by ticking allow for all options.**

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**To add a shared printer, go to 'Device and Printers' in the Control Panel and click "Add a printer"**

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**Click 'The printer that I want isn't listed:'**

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**Add a local printer**

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**Keep clicking "Next" until it asks for the "printer name". Put:**

**"\\server\reciept"**

**image-1624368593850.png**

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Revision #4

Created Mon, Jun 7, 2021 2:06 PM

Updated Tue, Jun 22, 2021 1:32 PM