

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'

image.1624366613555.png

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

image.1624366718131.png

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

image.1624366909435.png

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

image.1624367138547.png

Click 'Change advanced sharing settings'

image.1624367086889.png

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'

image.1624367306501.png

In 'Guest or Public' settings:

-Select 'Turn on network discovery'.

-Select 'Turn on file and printer sharing'

image-1624367395116.png

Image not found or type unknown

In 'All Networks' settings:

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

-Select 'Turn off password protected sharing'

image-1624367479132.png

Image not found or type unknown

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

image-1624367561249.png

Image not found or type unknown

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

image-1624367636403.png

Image not found or type unknown

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

image-1624367777202.png

Image not found or type unknown

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

image-1624367817648.png

Image not found or type unknown

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

image-1624367907857.png

Image not found or type unknown

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

image-1624368036344.png

Image not found or type unknown

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

image-1624368148094.png

Image not found or type unknown

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

image-1624368215083.png

Image not found or type unknown

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

image-1624368377911.png

Image not found or type unknown

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

image-1624368438783.png

Image not found or type unknown

Add a local printer

image-1624368465052.png

Image not found or type unknown

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

"\\server\reciept"

image-1624368593850.png

Image not found or type unknown

Revision #4

Created Mon, Jun 7, 2021 2:06 PM by [Brett](#)

Updated Tue, Jun 22, 2021 1:32 PM by [Brett](#)