

# How to share a printer via LAN

TipsMake.com will guide you how to share the printer via internal LAN so many computers can print the document. The article has 2 steps, 1 is to share the printer with another device and 2 is to connect to the shared printer.

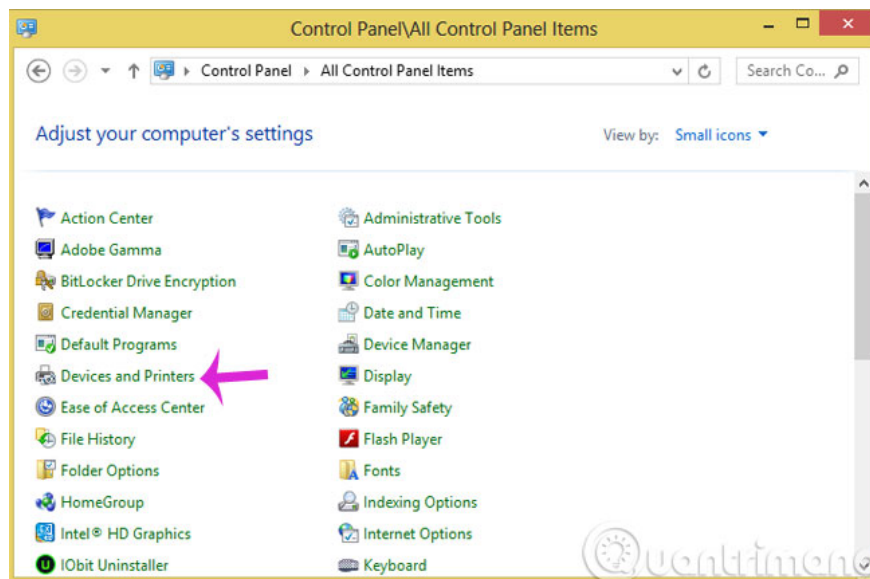
In the day-to-day work of office workers, many different documents are often printed for meetings or customer contacts, but each office usually has only 1 printer. Therefore, each printing will take a lot of time, especially if you have to print in large quantities. Therefore, today, TipsMake.com will guide you how to share the printer via internal LAN so that many computers can print documents together. The article has 2 steps, 1 is to share the printer with another device and 2 is to connect to the shared printer, please refer.

Note : First, you need to connect 2 computers to each other via LAN and the printer will be plugged into one of 2 computers. TipsMake.com recommend plugging the printer into the computer used for printing the most, the other is only printed when the main machine is activated. Also, install the printer driver for the computers on the network.

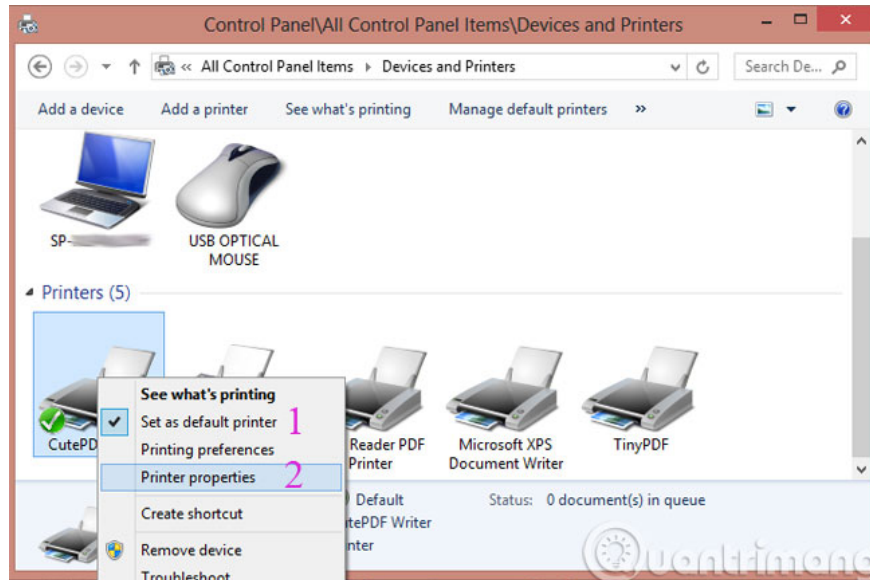
## Step 1: Share the printer via LAN with another computer

This operation will be performed on the computer that is connected to the printer.

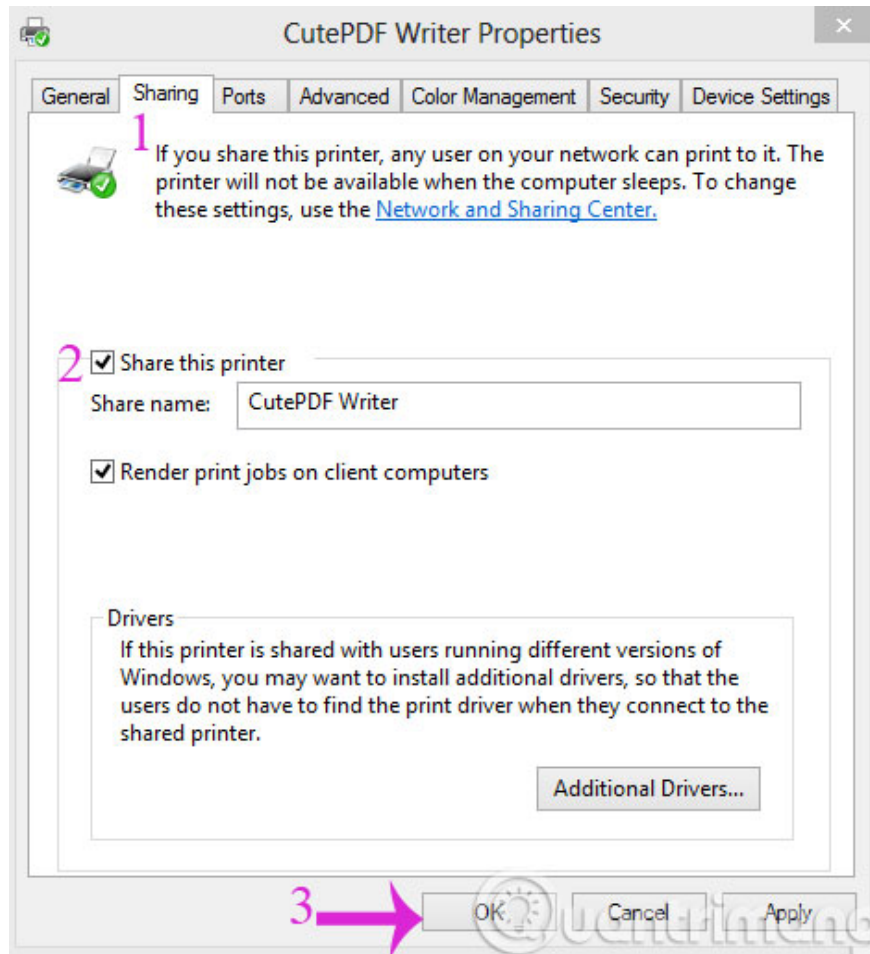
1. Go to **Control Panel** and select **Devices and Printers**



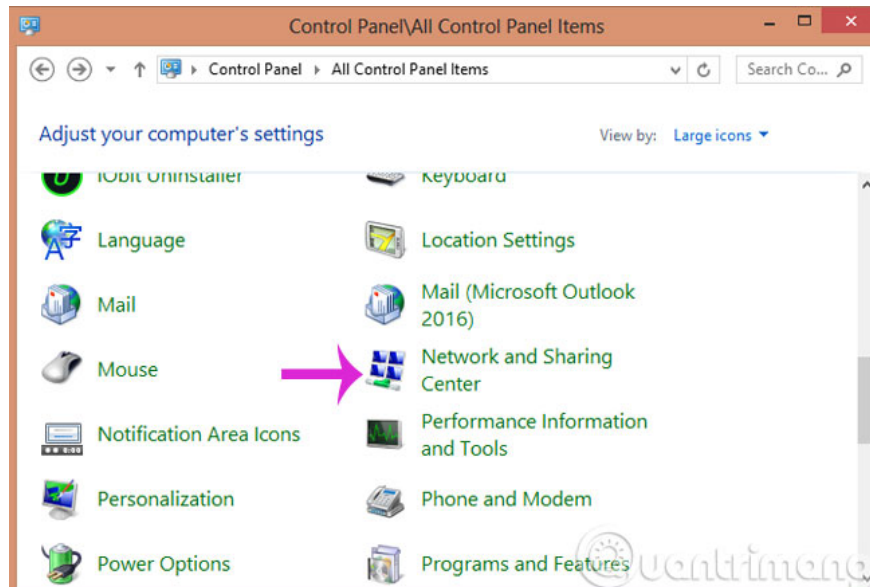
2. Next, check the **Set as default printer** line and click **Printer properties**



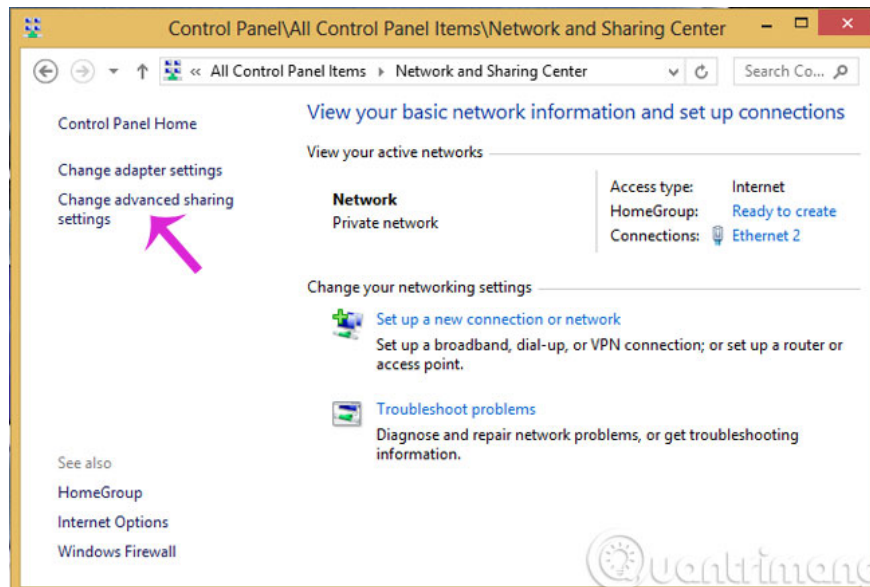
3. In the new dialog box that opens, select the **Sharing** tab and check the **Share this printer** line. Then click **OK**



4. Back to **Control Panel** , click **Network and Sharing Center**



5. Click **Change advanced sharing settings**



6. Check the numbered options below

## Change sharing options for different network profiles

Windows creates a separate network profile for each network you use. You can choose specific options for each profile.

Private (current profile) ▲

Network discovery

When network discovery is on, this computer can see other network computers and devices and is visible to other network computers.

1  Turn on network discovery  
 Turn on automatic setup of network connected devices.  
 Turn off network discovery

File and printer sharing

When file and printer sharing is on, files and printers that you have shared from this computer can be accessed by people on the network.

2  Turn on file and printer sharing  
 Turn off file and printer sharing

HomeGroup connections

Typically, Windows manages the connections to other homegroup computers. But if you have the same user accounts and passwords on all of your computers, you can have HomeGroup use your account instead.

3  Allow Windows to manage homegroup connections (recommended)  
 Use user accounts and passwords to connect to other computers

Guest or Public ▼

All Networks ▼

7. Scroll down to **Password protection sharing section** and check the **Turn off password** option to **protect sharing** . Then, click **Save changes**

File sharing connections

Windows uses 128-bit encryption to help protect file sharing connections. Some devices don't support 128-bit encryption and must use 40- or 56-bit encryption.

Use 128-bit encryption to help protect file sharing connections (recommended)  
 Enable file sharing for devices that use 40- or 56-bit encryption

Password protected sharing

When password protected sharing is on, only people who have a user account and password on this computer can access shared files, printers attached to this computer, and the Public folders. To give other people access, you must turn off password protected sharing.

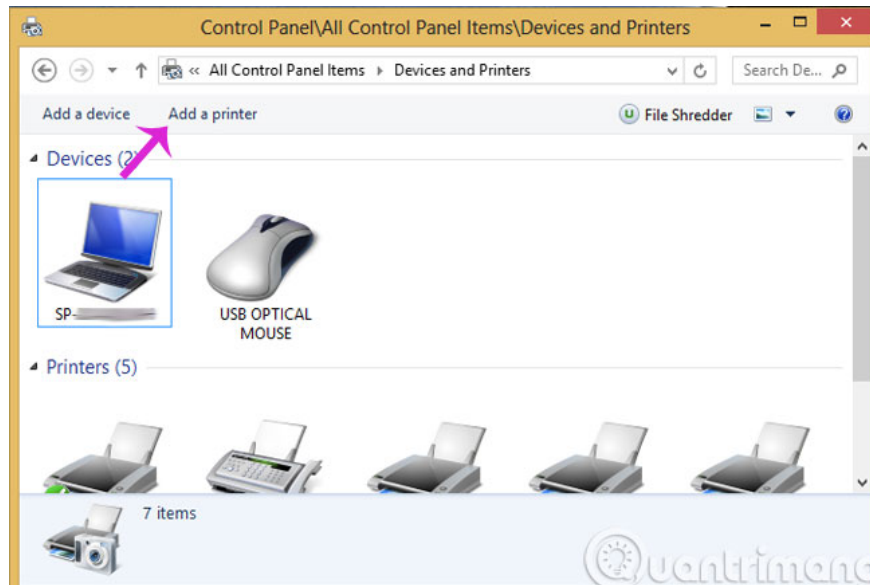
Turn on password protected sharing  
1  Turn off password protected sharing

2 → Save changes Cancel

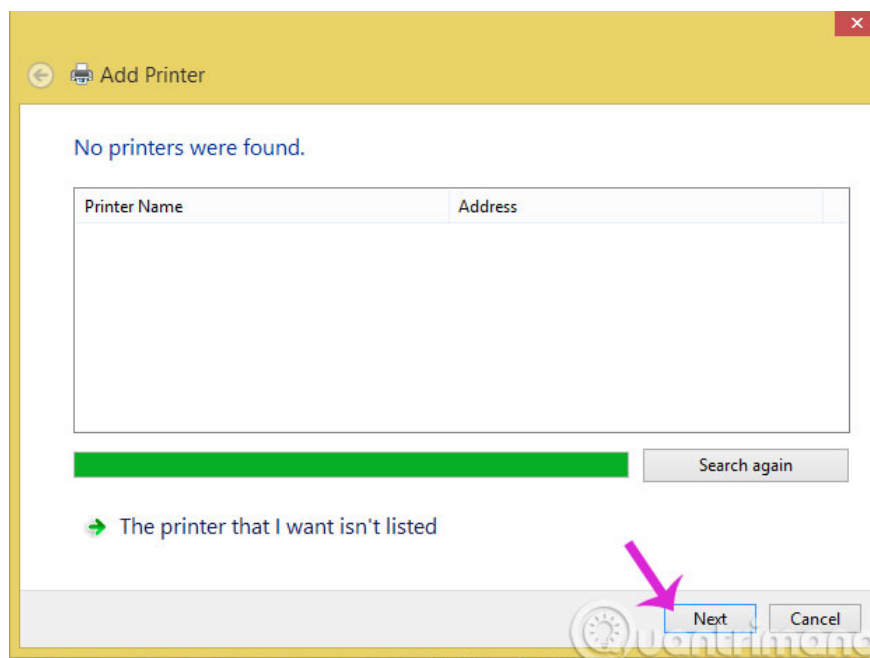
## Step 2: Access the shared printer in the LAN

This operation will be performed on the computer that needs to print the document.

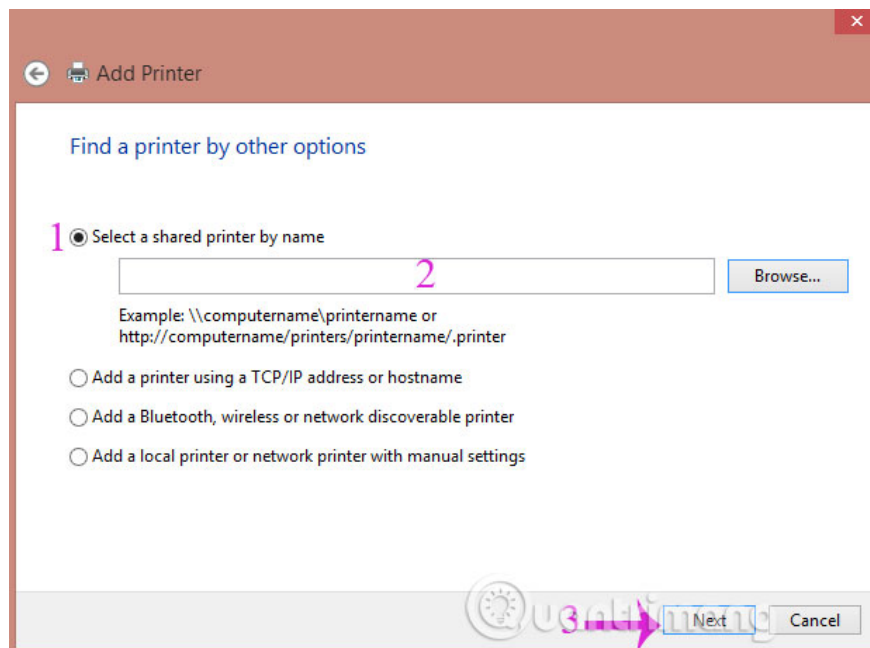
Go to **Control Panel > Devices and Printers** and then click **Add a Printer**



In the window that appears, select **Add a network, Wireless or Bluetooth printer** , when the following window appears, select **The printer that I want isn't listed** .



Please tick the option **Select a shared printer by name** and select the correct computer name that has shared the printer and click **Next** to finish.



In addition to adding the printer above, if you know the IP address of the printer sharing computer, you can do the following, press the Windows + R key to open the RUN window, enter the IP address of the computer connecting to the printer. Go to> **OK** .

A window appears with the list of devices shared by the other computer, you choose the right printer you need, double-left-click (or right-click and choose Connect) to connect to the printer.

The above is how to share a printer on the LAN and how to connect to a shared printer, hopefully the article will help you in connecting the printer to the computer.

1. Tips for sharing printers in the network
2. Instructions for installing the printer in Windows 8
3. What to do if Windows cannot connect to the printer?
4. How to share printers between Windows 7 computers without Homegroup?

Good luck!

You finished reading the article "**How to share a printer via LAN**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.