

How to share printer in Windows network system?

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In the article below, Network Administrator will show you how to share a printer in the network on Windows 7, Windows 8.1 and Windows 10 computers.

Note:

The steps to share a printer in the network on Windows 7, Windows 8.1 and Windows 10 computers are similar.

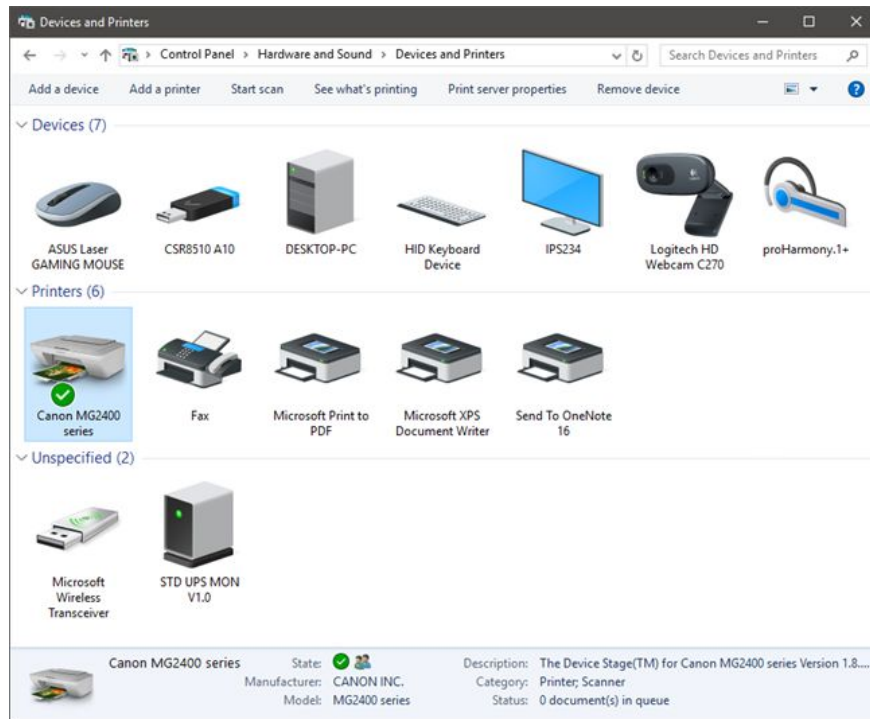
Share printers in Windows network systems

To share a printer in a Windows network, follow the steps below:

First open the Devices and Printers table by:

- On Windows 7, 8.1 and Windows 10, open **Control Panel** , then find and click **Hardware and Sound => Devices and Printers** .

Also on Windows 10 you can import " **devices** " into the Search box on the Taskbar or Search pane of Cortana. Then on the search results list, click **Devices and Printers** .

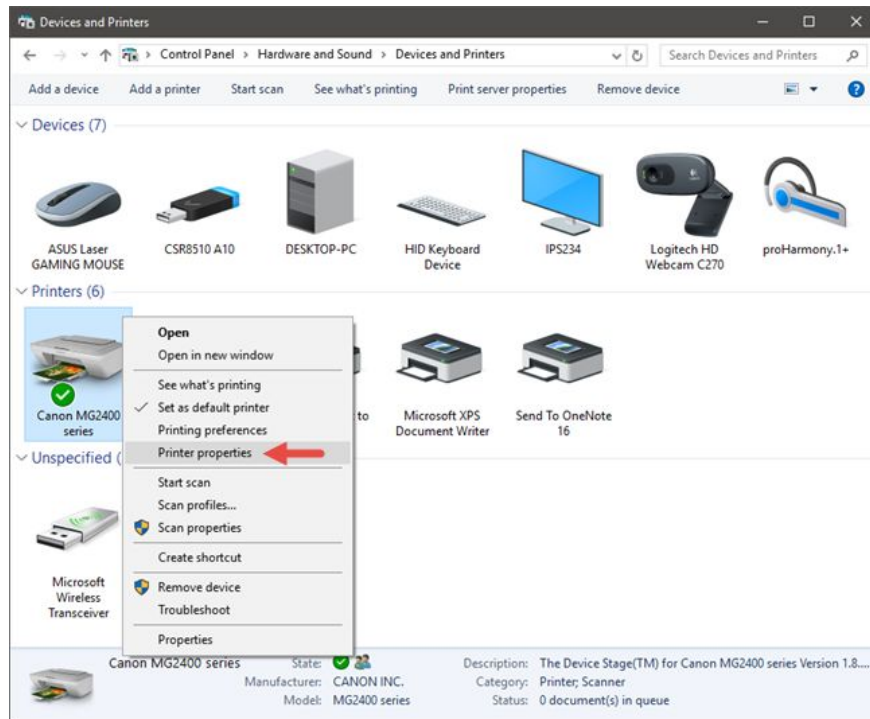


In the Devices and Printers window you will see a list of external devices installed on your computer. Visit the **Printers** section and select a printer you want to share.

Right-click on the printer and select **Properties** to open the Printer Properties window.

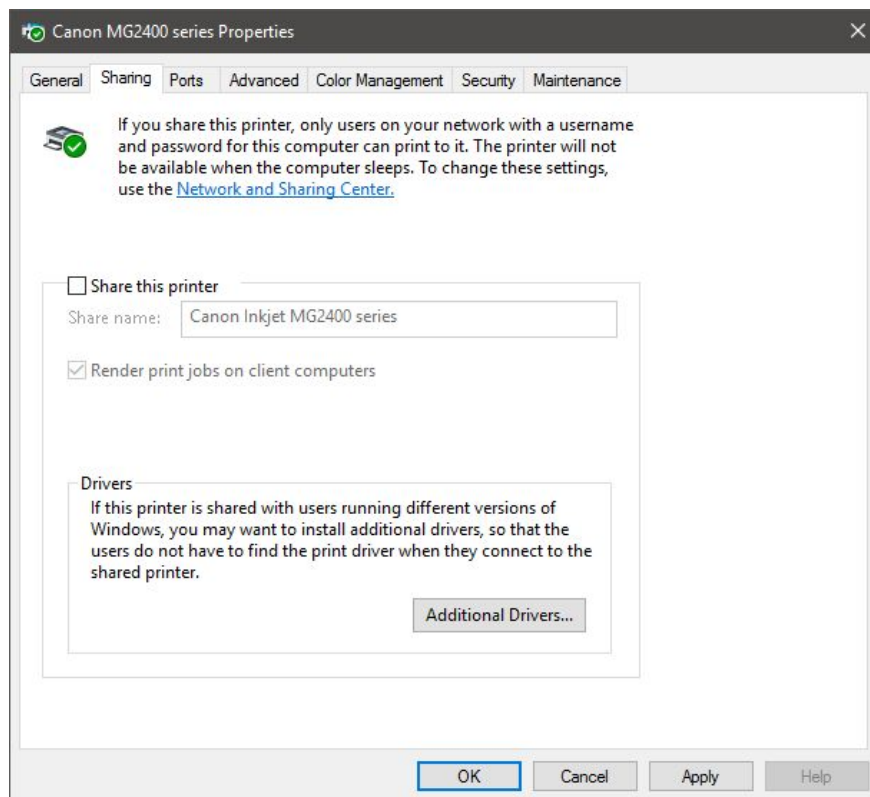
If there is an installed multifunction printer that works as a fax or scanner or both, then you must select the Properties properties window you want to select. Select printer properties.

In the following case, Network Administrator uses a Canon Pixma MG2400 printer, and this printer only works as a printer, so only one option: Printer Properties (printer properties).



At this time the Properties window of the printer appears. Depending on the printer model and its driver, different tabs and options will appear on the window.

Access the **Sharing** tab .



Here you can share the printer with the entire network. Check the box "**Share this printer**". You can then edit the printer name, in case if you don't want to use the default name provided by Windows.



If you share this printer, only users on your network with a username and password for this computer can print to it. The printer will not be available when the computer sleeps. To change these settings, use the [Network and Sharing Center](#).

Share this printer

Share name:

Render print jobs on client computers

Drivers

If this printer is shared with users running different versions of Windows, you may want to install additional drivers, so that the users do not have to find the print driver when they connect to the shared printer.

Check the **Render print jobs on client computers option** if you want to enable this feature.

Once done, click **OK** . The printer will be shared with other computers on the network, no matter what operating system the other computers use.

Refer to some of the following articles:

1. How to cancel a print job in Windows 8
1. Share files and printers Windows 7 and Windows XP
1. How to share printers between Windows 7 computers without Homegroup?

Good luck!

You finished reading the article "**How to share printer in Windows network system?**" 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.