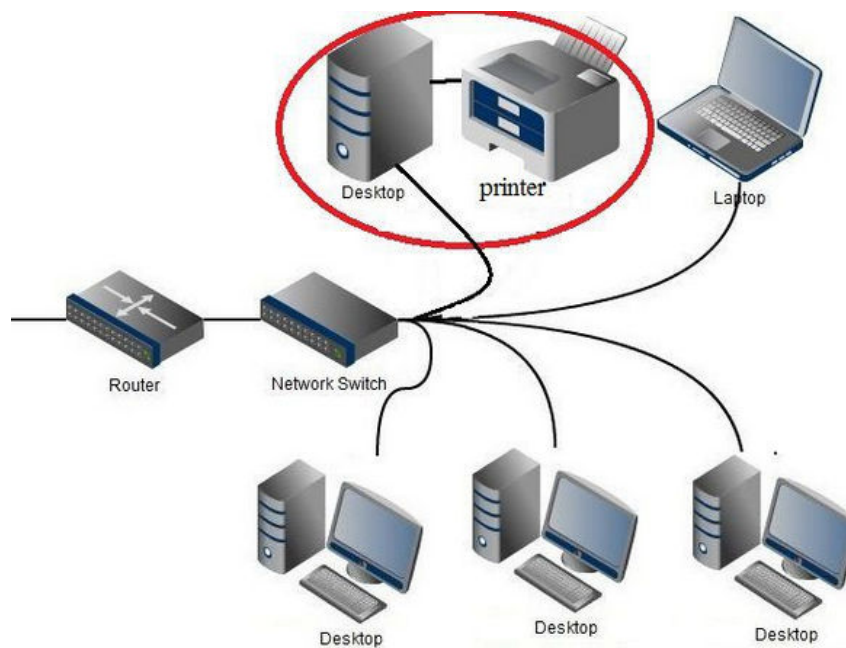


Instructions on how to share a printer

Hanoicomputer will guide you how to share printers simply and easily, so you can do it yourself and share printers with many other computers.

1. Why share printers?

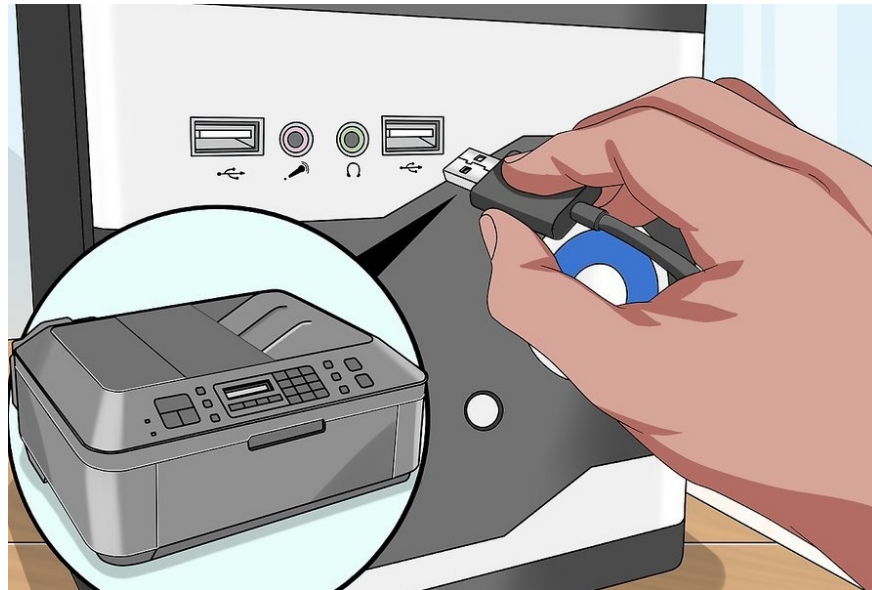
Printers are an indispensable device in every office or every family because of their convenience in printing documents and papers. However, to save costs, people often share printers to be able to publish many documents and papers in the most optimal way.



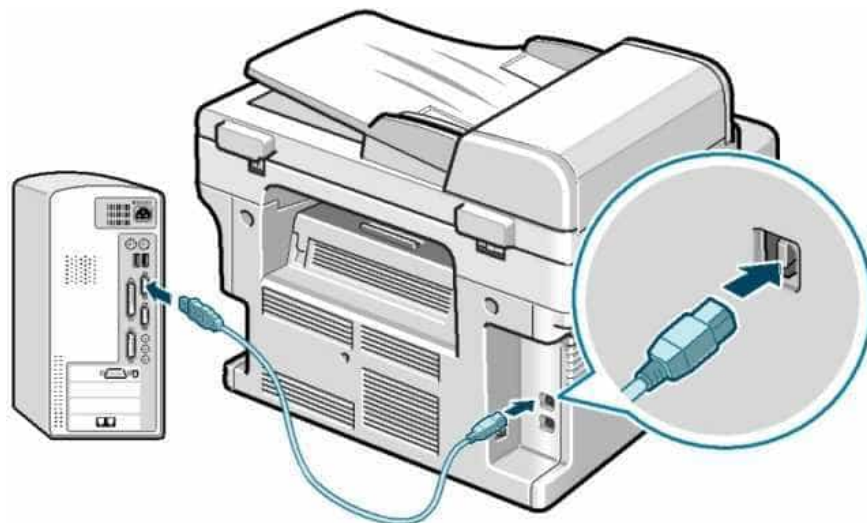
2. Instructions on how to easily connect a printer to a computer

Before you can use or share a printer, you need to install the printer and connect it to your computer.

First, you need to plug in the USB cable connecting the printer and the computer connected number 1 (temporarily called the server) first, then check if the power source is plugged in and turn on the power of these two devices. You check if the computer has installed the operating driver to run the printer or not?



If not, check the printer specifications or accessories (usually a Driver CD) included in the box. You can see details about Canon 2900 Printer Installation Instructions [Here](#).

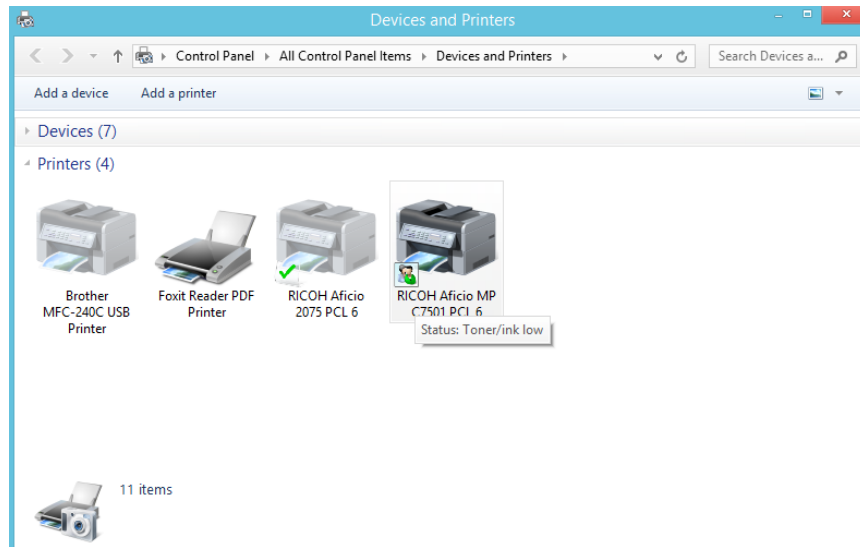


And after successfully installing the printer, you proceed to print a test to check. If the printer works, it means you have successfully installed and connected the printer.

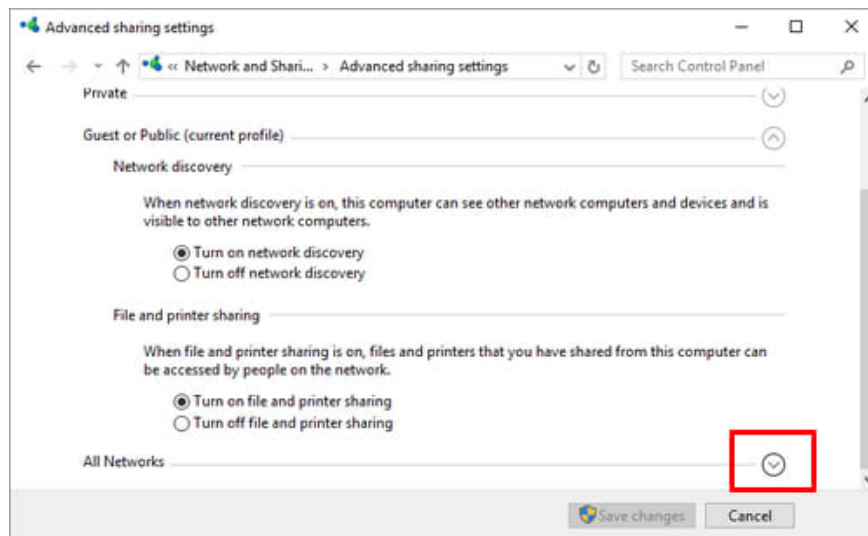
3. Instructions for sharing printers in LAN

To be able to share a printer in a LAN, you need to do the following:

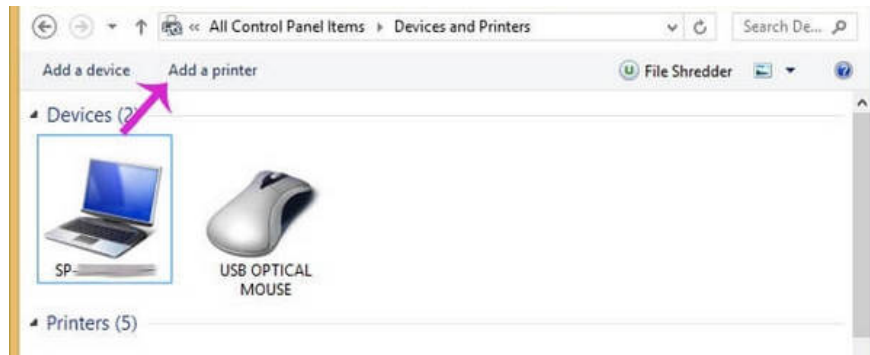
1. For computers using Windows, click **Control Panel** , select **Printer and Faxes**, then right-click on the printer after installing and connecting to change the printer name. Next, select Sharing Printer in LAN (internal)



1. Next, find **Control Panel** , Window **Firewall** , select **Exception**, click **File and Printer Sharing** in **Programs and Services** to allow access options for the printer.



1. Once completed, you can try another computer device and connect the printer by selecting **Control Panel** , clicking **Printer and Faxes**, right-clicking on the window that appears, clicking **Add printer** , then **Next** and selecting **A network Printer or a printer attached to another computer** , then **Next and** selecting the correct printer name changed above and finally selecting **Yes** to select that printer as the default for printing.



Note that you need to turn on the server to allow other computers to connect and **share the printer in the LAN network** .

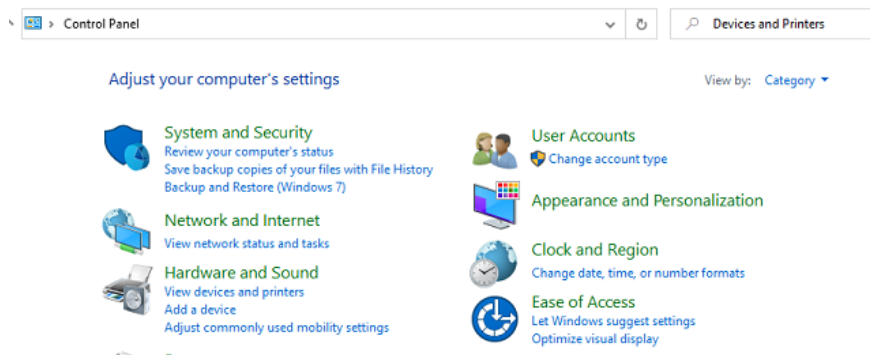
In addition, you can learn more about how to delete and cancel print commands on Windows and Mac computers immediately here.

4. Instructions for sharing printers in LAN on Windows 10

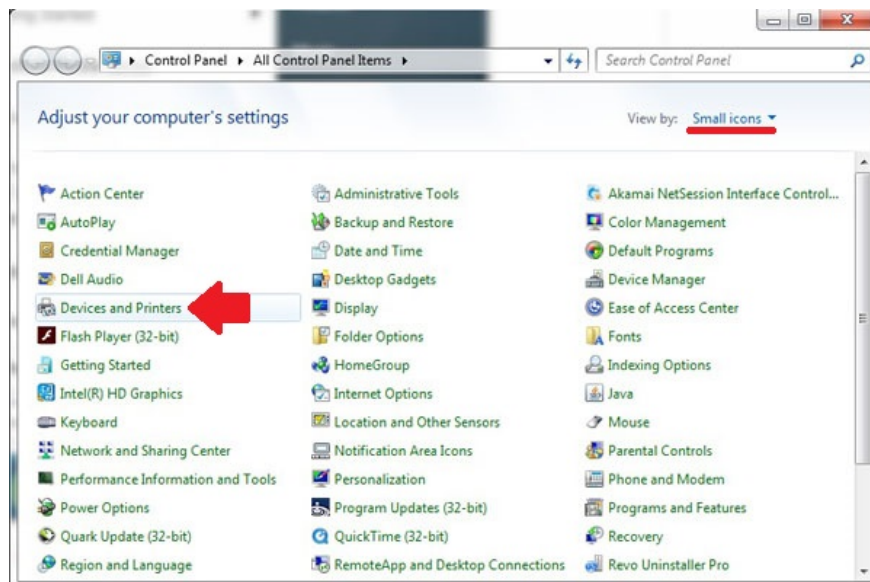
a) Instructions for installing printers in Windows 10

Similar to above, you also need the server, printer must be on, and the server and the connecting machine must be using Windows 10 operating system.

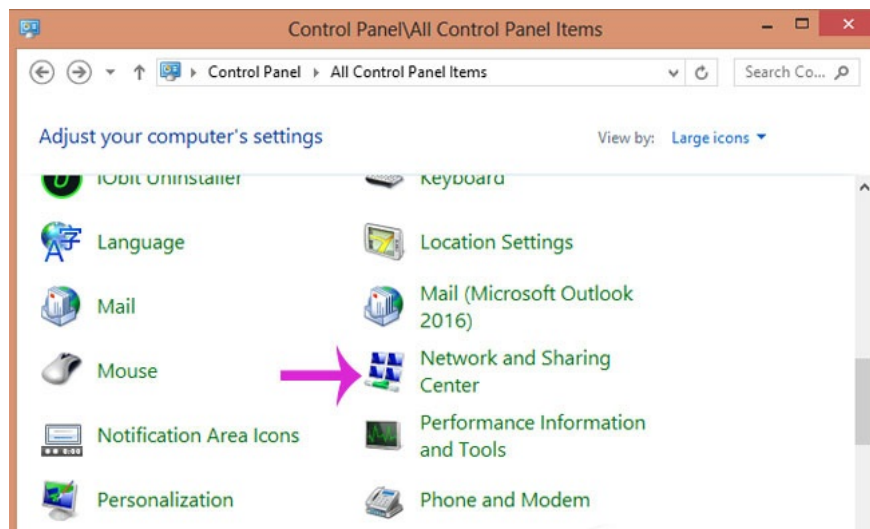
1. First, on the server, you need to boot and access Control Panel, by pressing Windows and R, type "control" and Enter.
2. Go to **Devices and Printers** to see the connected printer devices.



1. Continue to select **Set as default printer** to set the connected printer as default, continue to select **Printer properties** to open printer sharing.



1. Select **General** then click Sharing, select **Share this printer** to start sharing the printer.
2. Go to **Control Panel** then select **Network and Sharing Center**



1. Select **Change advanced sharing settings** and set Turn ON for Network discovery and File and printer sharing. For HomeGroups connections, select Allow Windows to manage...

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.

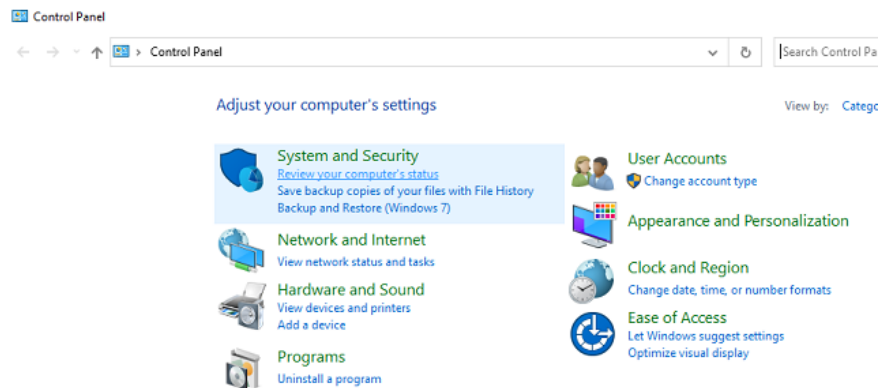
3 Allow Windows to manage homegroup connections (recommended)
 Use user accounts and passwords to connect to other computers

Guest or Public ⬇

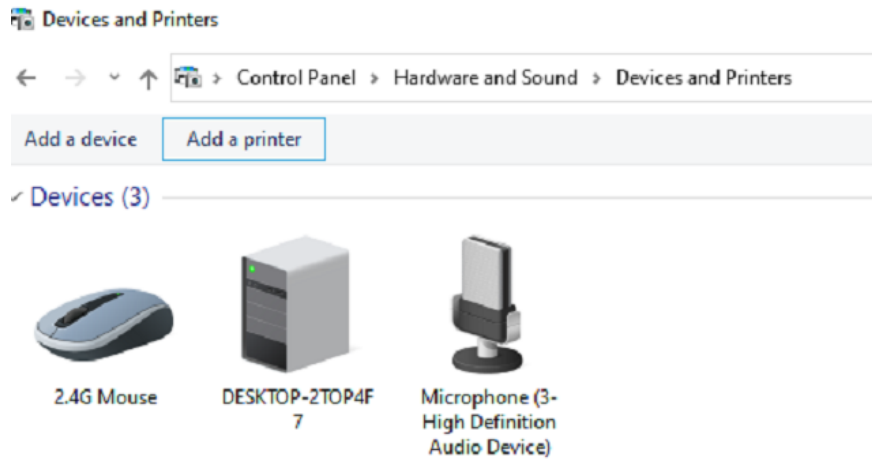
1. In the **Password protecting sharing** section , select **Turn off password protected sharing** and then click **Save** to save.

b) Instructions for sharing printers in LAN on Windows 10

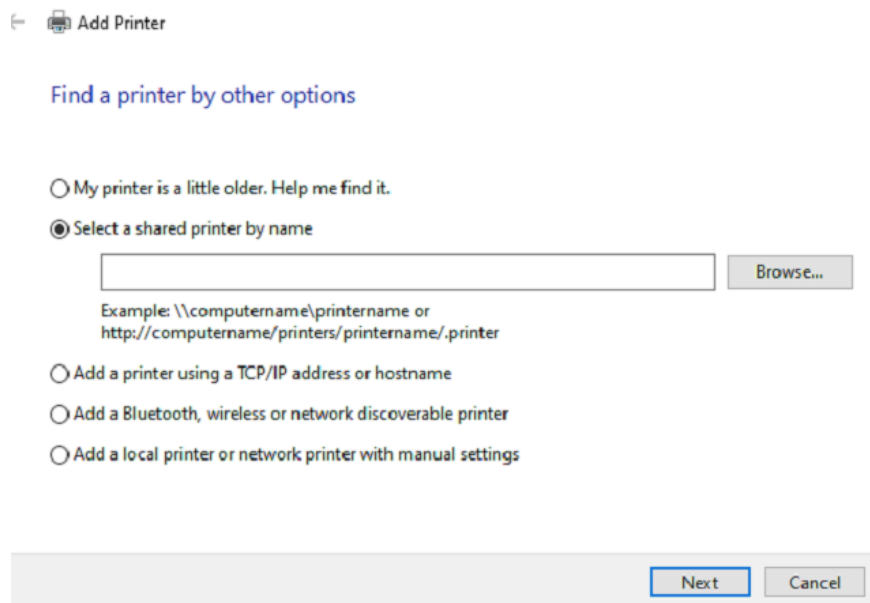
1. First, on another computer in the same LAN, select **Control Panel** and find **Devices and Printers** .



1. Select **Add a printer** to let the computer search for devices connected to the computer.



1. You select **The printer that I want isn't listed** to search for printers on the server.
1. Click on **Select a shared printer by name** and Browse to find a computer on the LAN.



1. Select the computer that shares the printer and select scan, install Driver (if not available) to install. Click Finish after completion. You can try to print test to check if the printer is working and connected.

Besides, you can also follow 2 STEPS TO CONNECT PRINTER VIA WIFI NETWORK here: <https://www.hacom.vn/ket-noi-may-in-qua-mang-wifi> very simple and easy to do.

Above, Hanoicomputer has guided you how to **share printers in a LAN network** in a simple, easy-to-understand way. If you want to choose a printer for yourself or your company, you can see more about Printers at Hanoicomputer here. Wish you success!

You finished reading the article "**Instructions on how to share a printer**" 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.
