

Configuring a Shared Printer

1. Click on Start/Printer and Faxes
2. Right Click on the printer that you want to share
3. Click sharing
4. Select “Share this printer”
5. Enter the shared printer’s name

Selecting a Shared Printer

1. Click on Start/Printer and Faxes
2. Click Add a Printer
3. Click Next
4. Choose “A network printer or a printer attached to another computer
5. Click Next
6. Choose “Browse for Printer”
7. Select the printer that you wish to connect to
8. Click Next
9. Choose yes or no for default printer option
10. Click Next
11. Click Finish