"BIG STEP 100": TURN ON "SHARE THIS PRINTER" ON THE COMPUTER THAT A PRINTER IS USB-ATTACHED TO

by Francis Chao
fchao2@yahoo.com
Web location for this presentation:

http://aztcs.org

Then click on "Meeting Notes"
SUMMARY
Here are the steps for our "Big Step 100" to turn on "Share this printer" for enabling remote local networking printer sharing" so that other Windows 7 or 8 or 10 printer can send print jobs to a printer that is connect via a USB cable to a Windows 7 or 8 or 10 printer".
BACKGROUND INFORMATION

When you use a USB cable to attach a printer to a Windows 7 or Windows 8 or Windows 10 computer, the "Share this printer" is by default NOT checked so that you cannot use another computer on the same local network to send print jobs to the printer.
SHORT DESCRIPTION OF "BIG STEP 100"
FOR TECHS AND COMPUTER POWER USERS

Use a USB cable to attach the printer to the host Windows 7 or 8 or 10 computer. "Install" the printer per the manufacturer's instructions.

Get into the "Control Panel" of the computer.

Go to "Devices and Printers".

Use the RIGHT mouse button to click on the printer's icon.
SHORT DESCRIPTION OF "BIG STEP 100"
FOR TECHS AND COMPUTER POWER USERS
(continued)

Click on "Properties" in the pop-up context menu.
Click on the "Sharing" tab.
If there is no checkmark inside the "Share this printer" check box, put one inside the "Share this printer" check box.
If there is no checkmark inside the "Render print jobs on client computers" check box, put one inside the "Render print jobs on client computers" check box. Click on the "Apply" button. Click on the "OK" button.
DETAILED PICTORIAL DESCRIPTION OF "BIG STEP 100"

- "Big Step 100" consists of Steps 101 through 10x as follows:
DETAILED PICTORIAL DESCRIPTION OF "BIG STEP 100"

• Step 101: Use a USB cable to attach the printer to the host Windows 7 or 8 or 10 computer.
DETAILED PICTORIAL DESCRIPTION OF "BIG STEP 100"

• Step 102: Install the printer per the manufacturer's instructions.
DETAILED PICTORIAL DESCRIPTION OF "BIG STEP 100"

• Step 103: Get into the "Control Panel" of the computer. (In "Windows 10", one way to get into the "Control Panel" is: Start menu, scroll, go down to "Windows System", click on "Control Panel" in the "submenu" of "Windows System".)
Adjust your computer's settings

**Computer and Device**
- Save backup copies of your files with File History
- Backup and Restore (Windows 7)

**Network and Internet**
- View network status and tasks

**Hardware and Sound**
- View devices and printers
- Add a device
- Adjust commonly used mobility settings

**Programs**
- Uninstall a program

**View by:** Category

- **Appearance and Personalization**
- **Clock and Region**
  - Change date, time, or number formats
- **Ease of Access**
  - Let Windows suggest settings
  - Optimize visual display
DETAILED PICTORIAL DESCRIPTION OF "BIG STEP 100"

• Step 104:
  Go to "Devices and Printers" or "View devices and printers".
Hardware and Sound
View devices and printers
Add a device
Adjust commonly used mobility settings
Hardware and Sound

View devices and printers
Add a device
Adjust commonly used mobility settings
DETAILED PICTORIAL DESCRIPTION OF "BIG STEP 100"

• Step 105: Use the RIGHT mouse button to click on the printer's icon
See what's printing
Set as default printer
Printing preferences
Printer properties
Create shortcut
Remove device
Troubleshoot
Properties
DETAILED PICTORIAL DESCRIPTION OF "BIG STEP 100"

• Step 106: Click on "Printer properties":

See what's printing

Set as default printer

Printing preferences

Printer properties

Create shortcut

Remove device

Troubleshoot

Properties
DETAILED PICTORIAL DESCRIPTION OF "BIG STEP 100"

• Step 107:
  Click on the "Sharing" tab.
Sharing

Location:

Comment:

Model: HP Color LaserJet 2600n

Features

- Color: Yes
- Double-sided: Yes
- Staple: No
- Speed: Unknown
- Maximum resolution: 600 dpi

Paper available:

- Letter
DETAILED PICTORIAL DESCRIPTION OF "BIG STEP 100"

• Step 108:
If there is no checkmark inside the "Share this printer" check box, put one inside the "Share this printer" check box.
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
- Render print jobs on client computers
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.

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- Share this printer
  - Share name: HP Color LaserJet 2600n
- Render print jobs on client computers
DETAILED PICTORIAL DESCRIPTION OF "BIG STEP 100"

• Step 109: If there is no checkmark inside the "Render print jobs on client computers" check box, put one inside the "Render print jobs on client computer" check box.
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- Share this printer
- Share name: HP Color LaserJet 2600n
- Render print jobs on client computers
If you share this printer, only users on your network with a
username and password for this computer can print to it. The
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- Share this printer
- Share name: HP Color LaserJet 2600n
- Render print jobs on client computers
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](https://www.example.com/).
DETAILED PICTORIAL DESCRIPTION OF "BIG STEP 100"

• Step 110: Click on the "Apply" button.
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: HP Color LaserJet 2600n

- **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.

Additional Drivers...
DETAILED PICTORIAL DESCRIPTION OF "BIG STEP 100"

• Step 111:
  Click on the "OK" button.
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
- Render print jobs on client computers

Drivers

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DETAILED PICTORIAL DESCRIPTION OF "BIG STEP 100"

• Step 112: Click on the various "x" buttons in the upper-right corners of the various Windows that were created in the previous 11 steps.