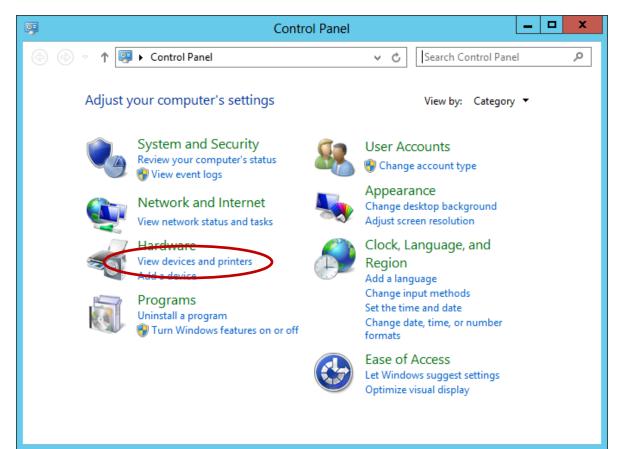
Setting Up a Network Printer for Windows 2012 Server

July 9, 2013

Copyright © 2013 by World Class CAD, LLC. All Rights Reserved.

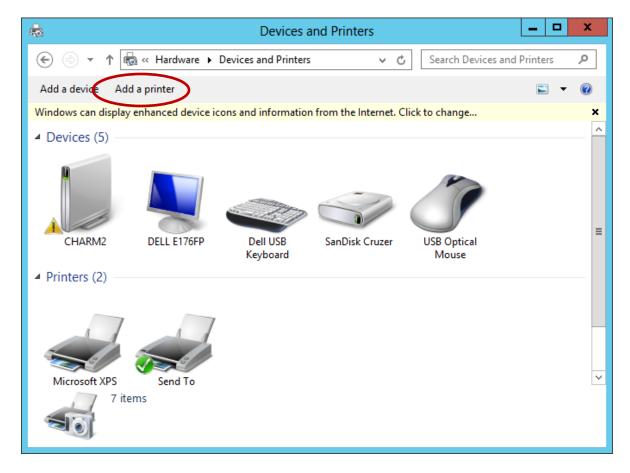
Open the Control Panel

When adding a network printer to the Windows Server 2012 computer, we open the Control Panel and select the View devices and printers hyperlink. To access the Control Panel, we first press the Windows key on the keyboard.



Devices and Printers Window

We then select the Add a printer hyperlink from the list.



Add Printer

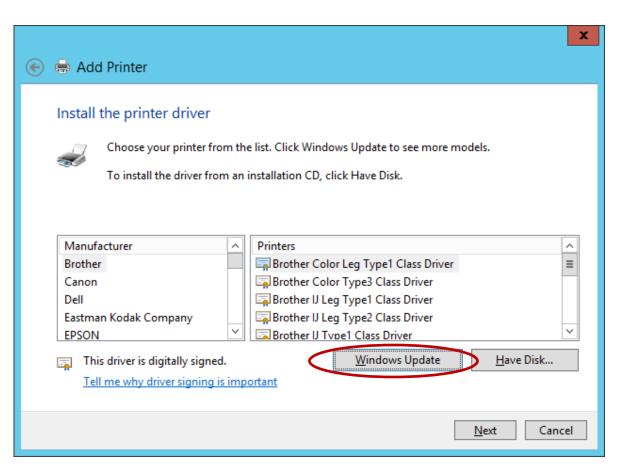
Our server will search and locate the network printer.

Press the Next button to continue.

() ()	🖶 Add Printer		×
	Searching for available printers		
	Printer Name	Address	
	HP ETHERNET MULTI-ENVIRONMENT,ROM	192.168.10.100	
			<u>S</u> top
	The printer that I want isn't listed		
			<u>N</u> ext Cancel

Install the Printer Driver

Our network printer is a HP Laserjet 2200 PCL5, choose the we SO manufacturer on the left pane and the model on the right pane. We should pick the Next button to advance. If the printer is not listed, we should push the Windows Update button to locate more drivers.



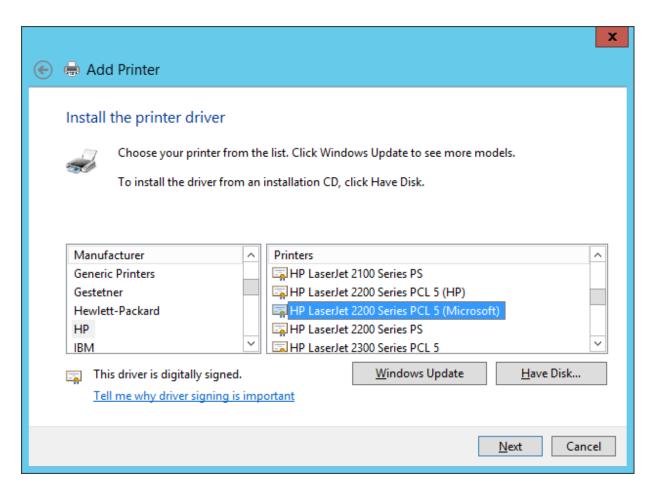
Windows Update

It will take several minutes to locate additional printer drivers.

			x				
💿 🖶 Add Printer							
lr इ	nstall t	t <mark>he printer driver</mark> Choose your printer from the list. Click Windows Update to see more models. To install the driver from an installation CD, click Have Disk.					
	Windows is updating the list of printers. This might take a few minutes.						
		<u>W</u> indows Update <u>H</u> ave Disk					
		<u>N</u> ext Cance	2				

Identify the Driver

With the complete list of drivers from the Windows Update search, we highlight the needed driver and then we click on the Next button.



Printer Name

Next

Cancel

We opt to keep the HP Laser Jet 2200 as the printer name, but we could call it something else like accounting printer to show what group uses the printer.

🖶 Add Printer

Installing printer...

er Jet e, but g else show c	 Add Printer Type a printer n Printer name: This printer will be in 	name HP LaserJet 2200 Series PCL 5 Installed with the HP LaserJet 2200 Series PCL 5 driver.
	X	
		<u>N</u> ext Cancel

Printer Sharing

We will make this printer a shared device on the network. We add the location and the comment.

		x	
🖶 Add Printer			
Printer Sharing If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.			
O Do not share this printer			
Share this printer so that others on your network can find and use it			
S <u>h</u> are name:	HP LaserJet 2200 Series PCL 5		
Location:	Room 506		
<u>C</u> omment:	Laser Printer		
	<u>N</u> ext Canc	el	

Print a Test Page

Whether we are making a cable or adding a printer, we will want to test the device to see if it functions on the network. Press the "Print a Test Page" button. If the page does not print, follow the troubleshoot printer problems guidelines.

HP LaserJet 2200 Series PCL 5

A test page has been sent to your printer

This test page briefly demonstrates the printer's ability to print graphics and text, and it provides technical information about the printer. Use the printer troubleshooter if the test page does not print correctly.

Close

Get help with printing

x 📥 Add Printer You've successfully added HP LaserJet 2200 Series PCL 5 Set as the default printer х o check if your printer is working properly, or to see troubleshooting information for the printer, print a est page. Print a test page Finish Cancel

The printer troubleshooting hyperlink is located on the small window, if we need help.

Network Printer is Added

The laser printer is added and has a checkmark showing it to be the default printer.

