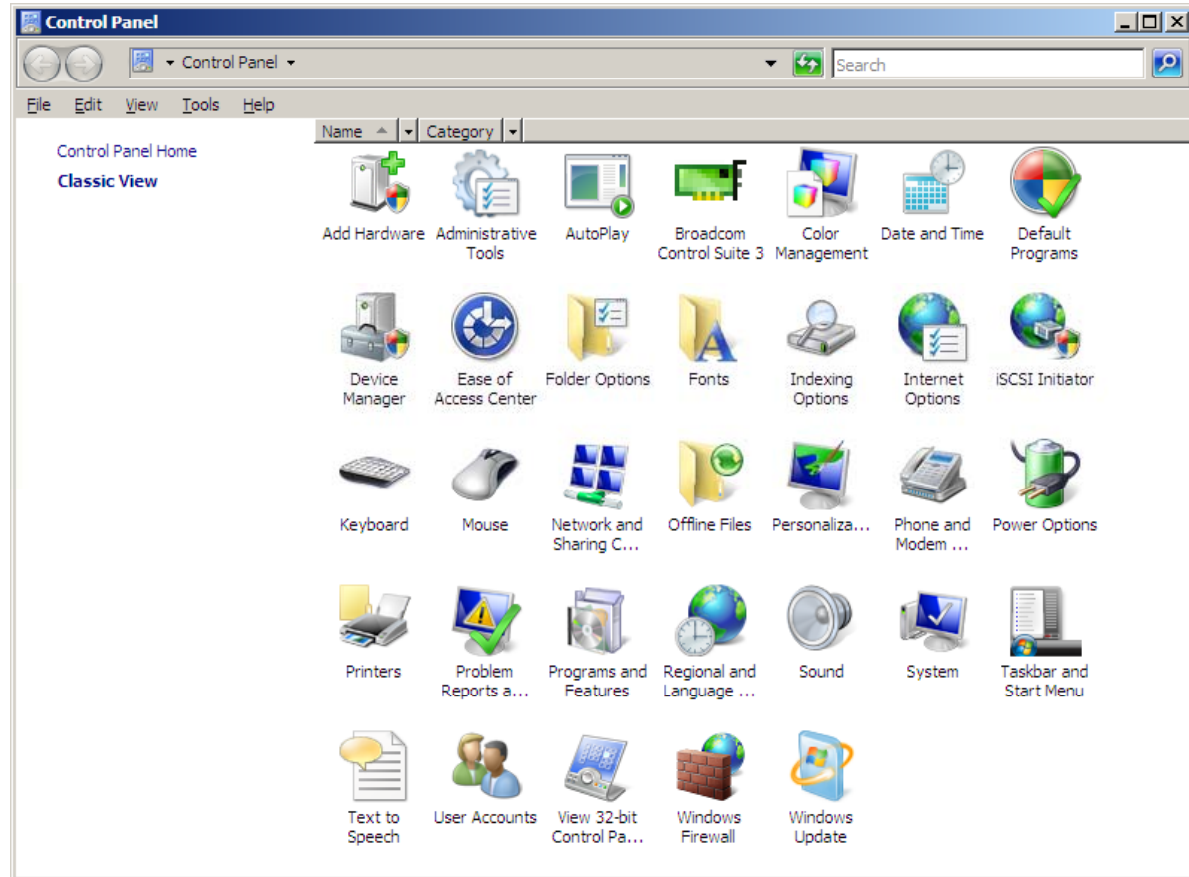


Setting Up a Network Printer for Windows 2008 Server

May 4, 2012

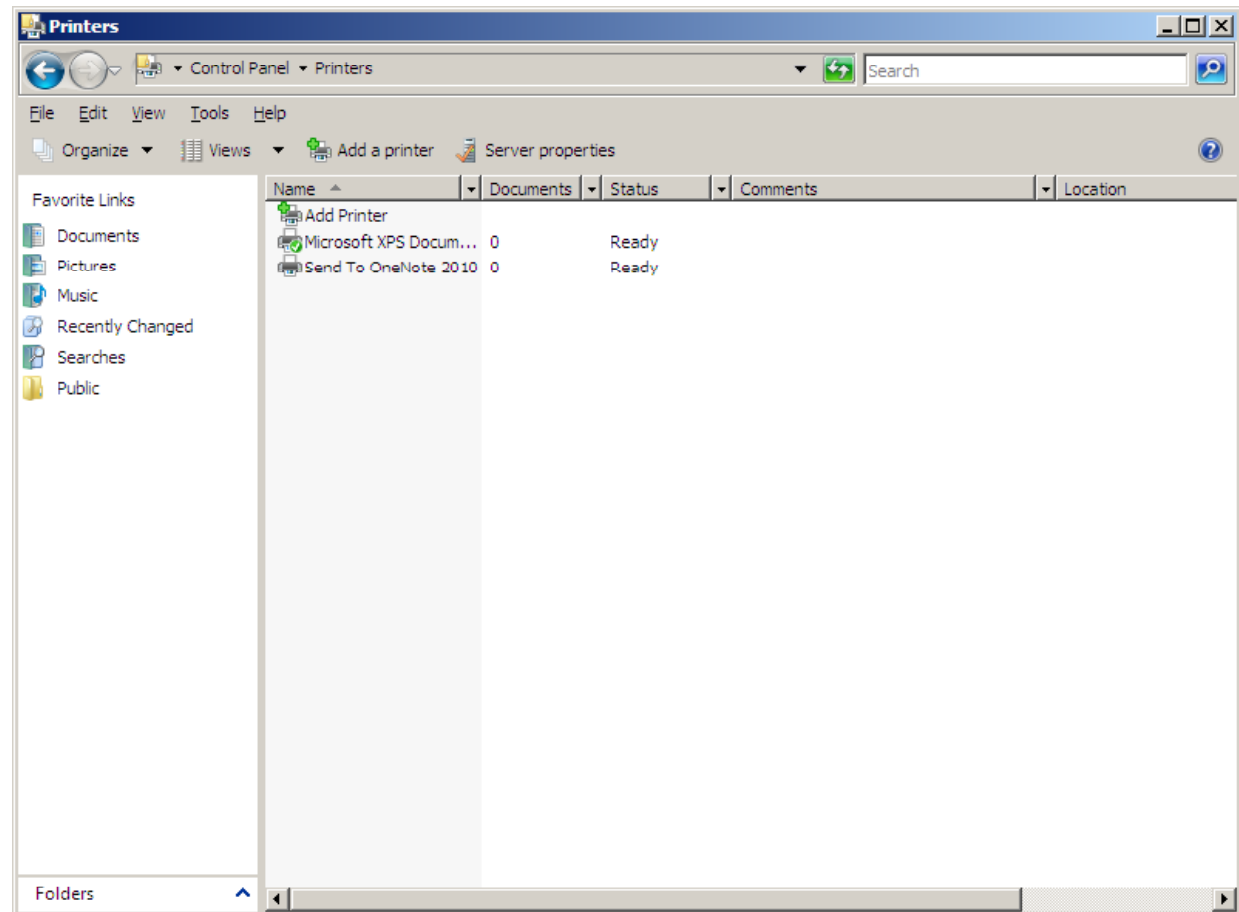
Open the Control Panel

When adding a network printer to the Windows Server 2008 computer, we open the Control Panel and select the Printers icon.



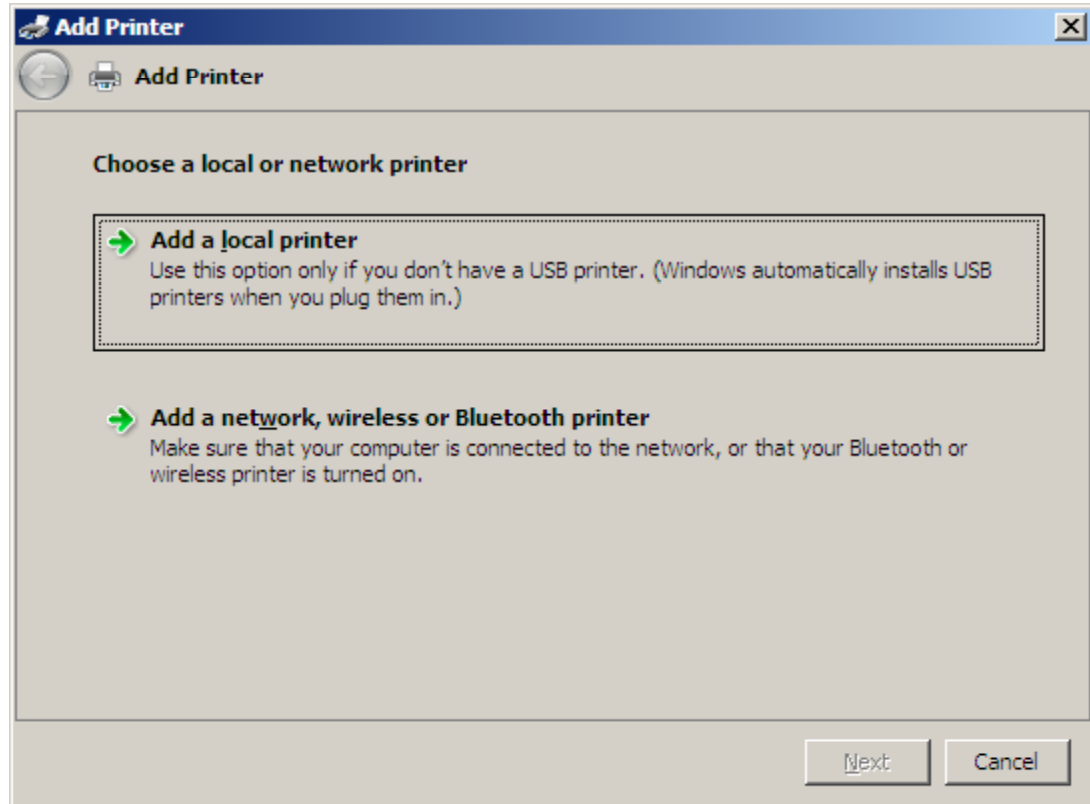
Printers Window

We select the Add Printer hyperlink from the list.



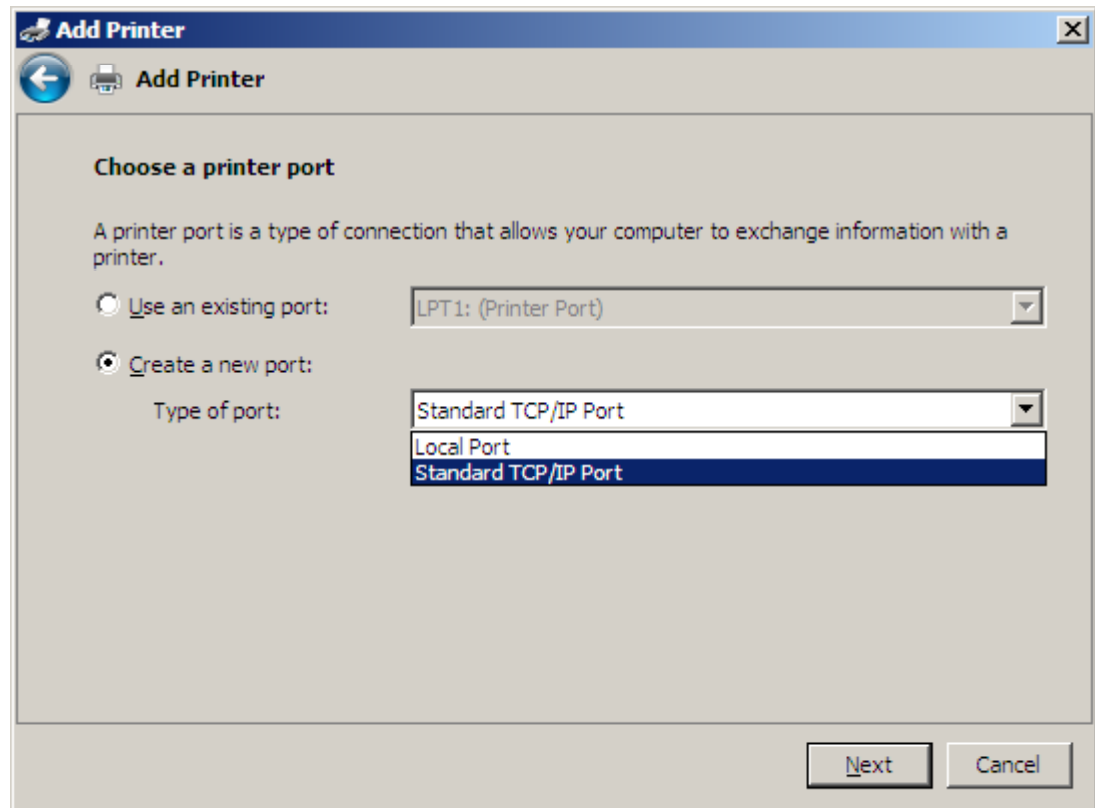
Add Printer

We then select “Add a local printer”.



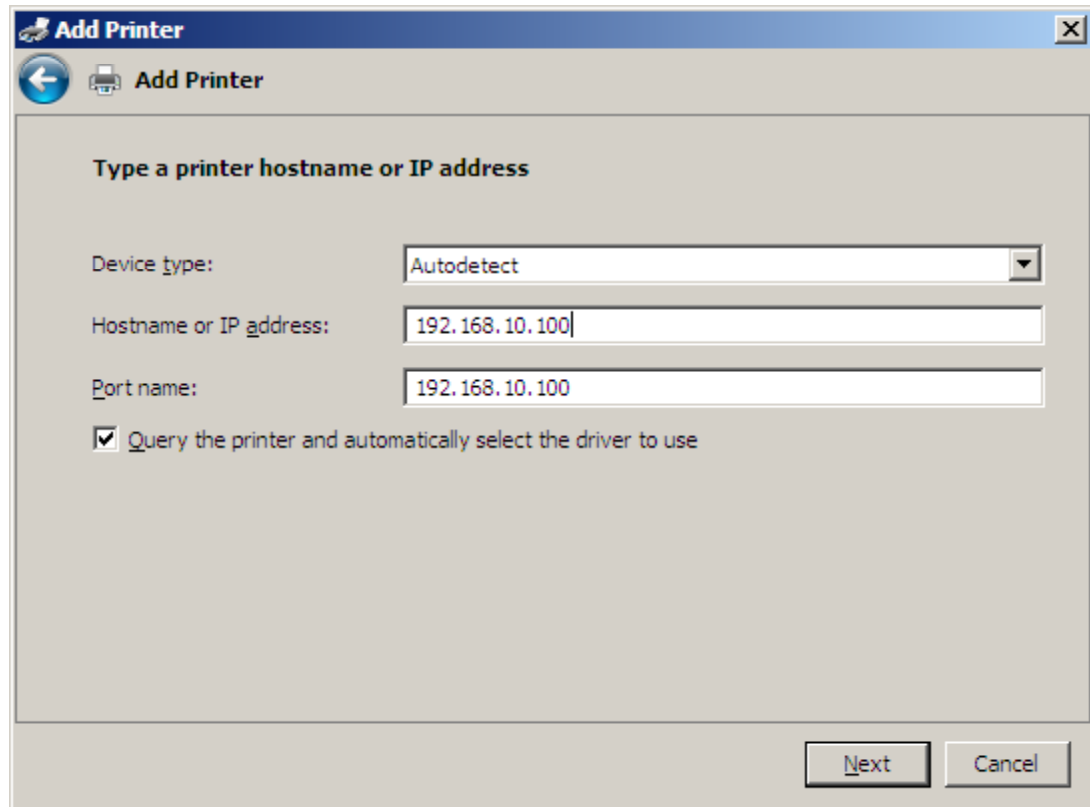
Choose a Printer Port

Network printers, like servers and routers need static IP addresses so that client computers can always locate the resource. We opt for “Create a new port” and we select Standard TCP/IP from the listbox.



Hostname or IP Address

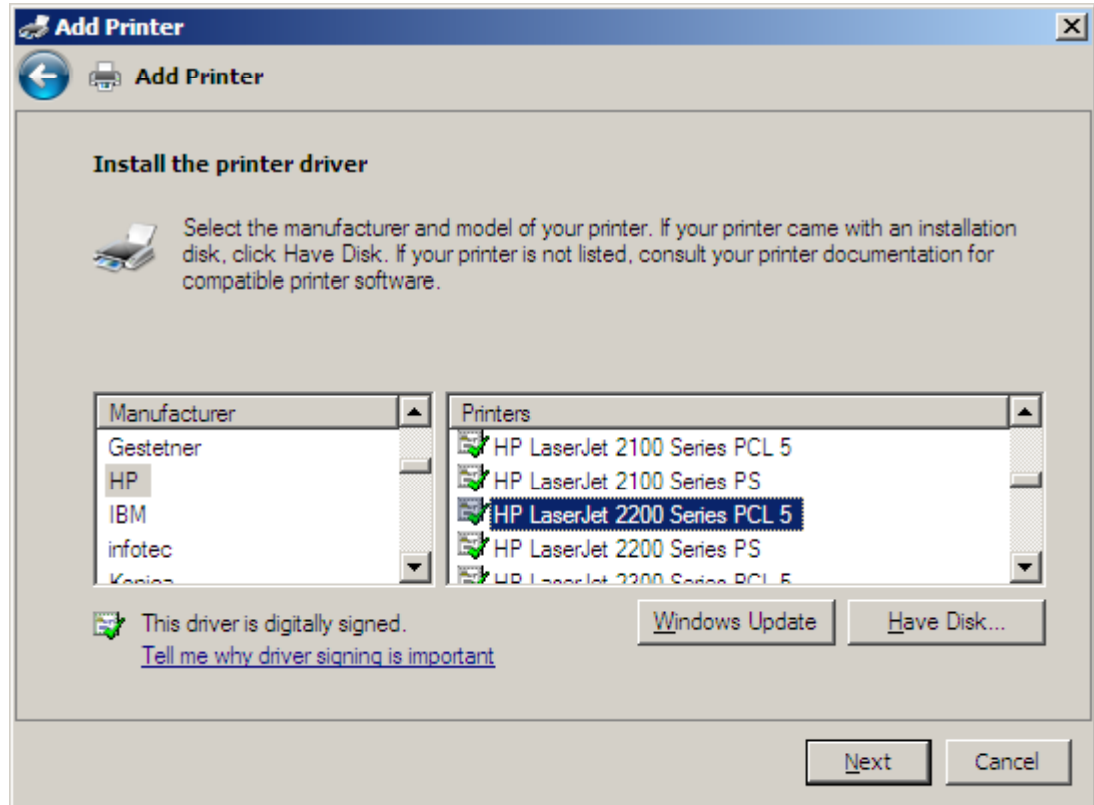
Our network printer's IP address is 192.168.10.100, so we type the IP address in the textbox. The port name will automatically reflect the IP address we are typing. We should choose the Next button to continue.



The screenshot shows the 'Add Printer' wizard window. The title bar reads 'Add Printer'. Below the title bar, there is a back arrow icon and a printer icon followed by the text 'Add Printer'. The main area of the window is titled 'Type a printer hostname or IP address'. It contains three input fields: 'Device type:' with a dropdown menu set to 'Autodetect', 'Hostname or IP address:' with the text '192.168.10.100', and 'Port name:' with the text '192.168.10.100'. Below these fields is a checked checkbox labeled 'Query the printer and automatically select the driver to use'. At the bottom right of the window are two buttons: 'Next' and 'Cancel'.

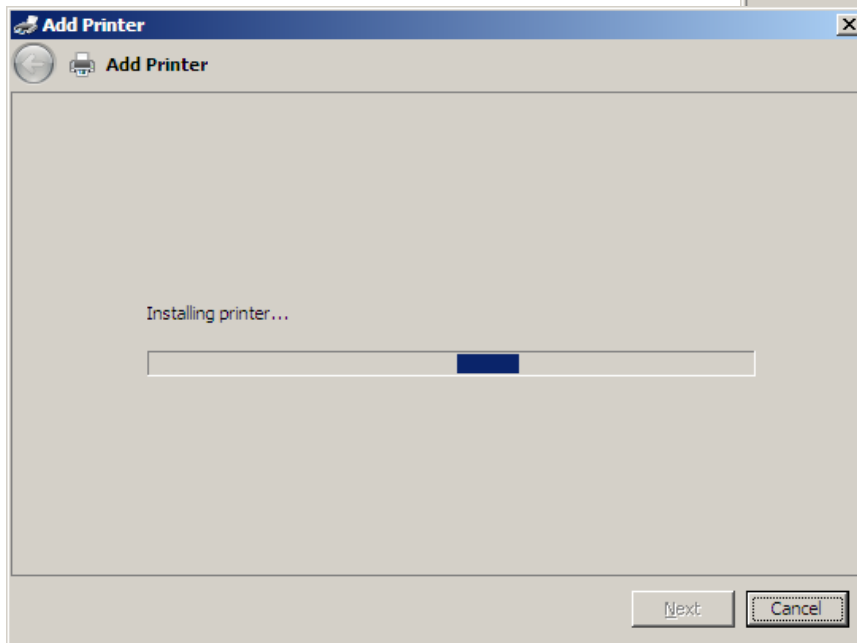
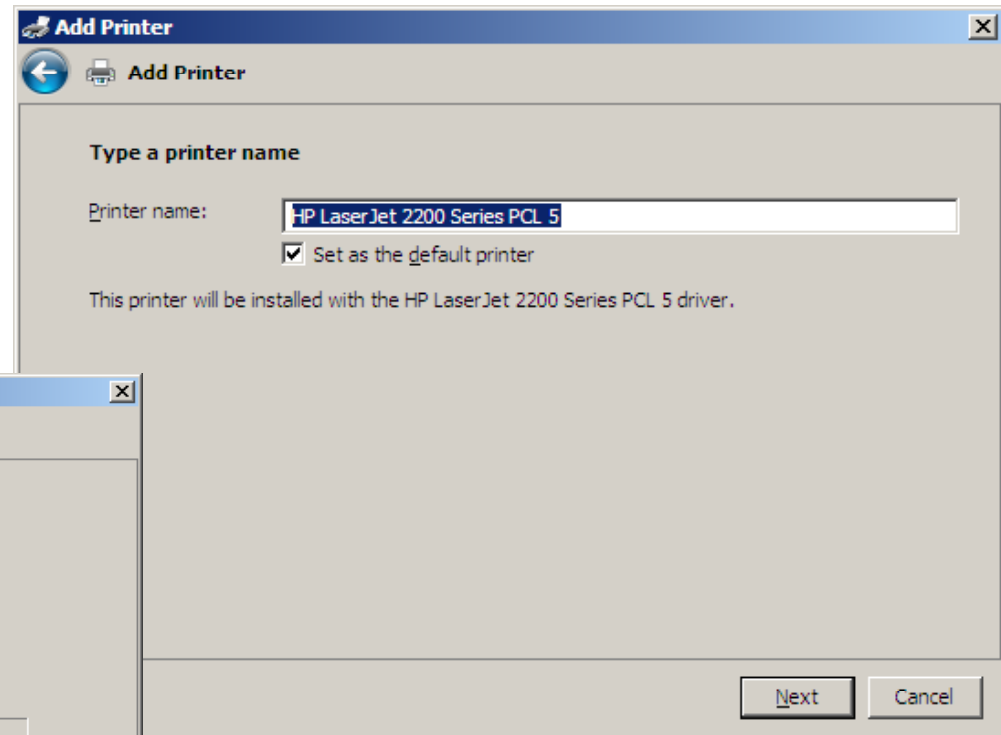
Install the Printer Driver

Our network printer is a HP Laserjet 2200 PCL5, so we choose the manufacturer on the left pane and the model on the right pane. We should pick the Next button to advance.



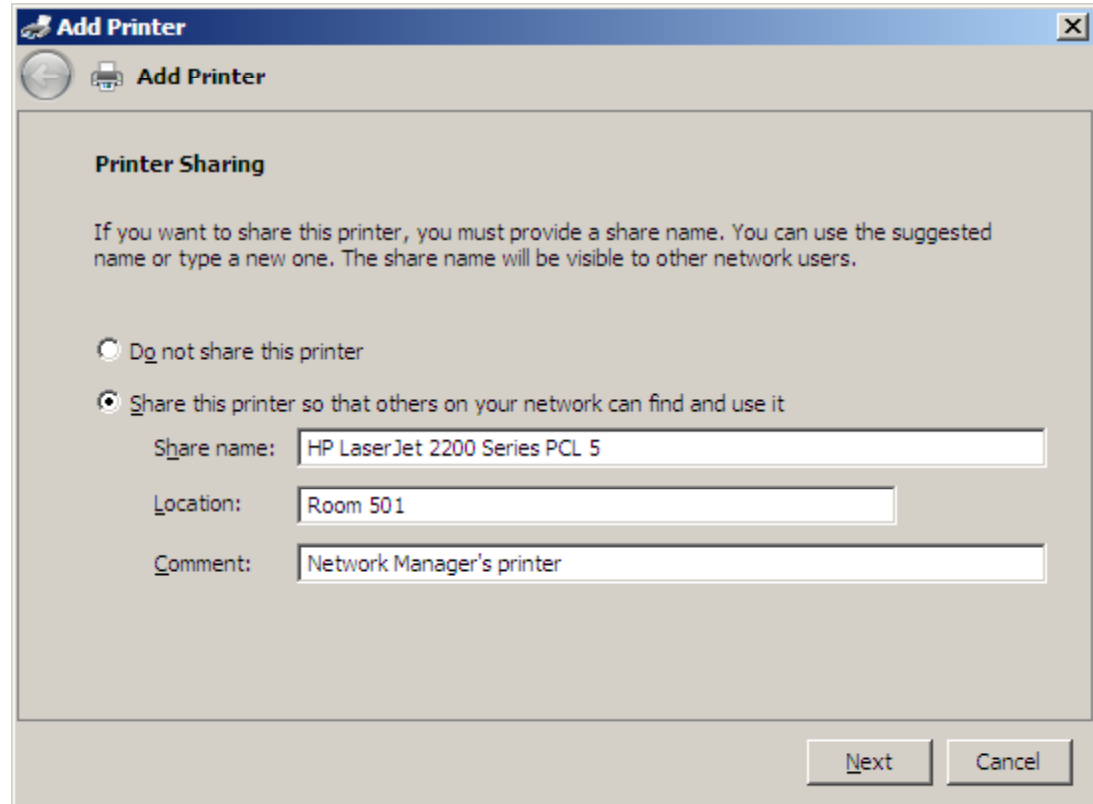
Printer Name

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.



Printer Sharing

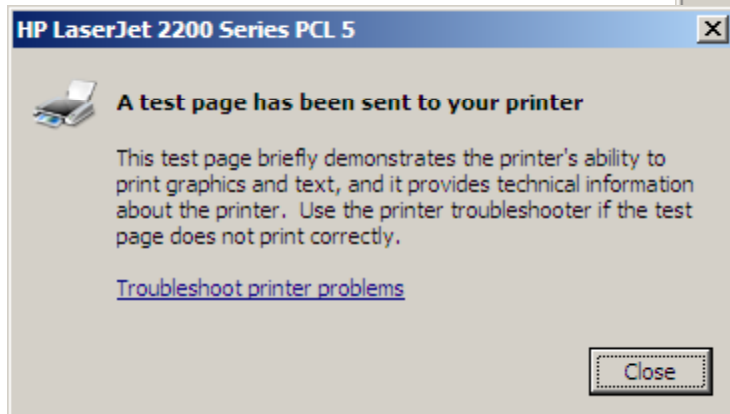
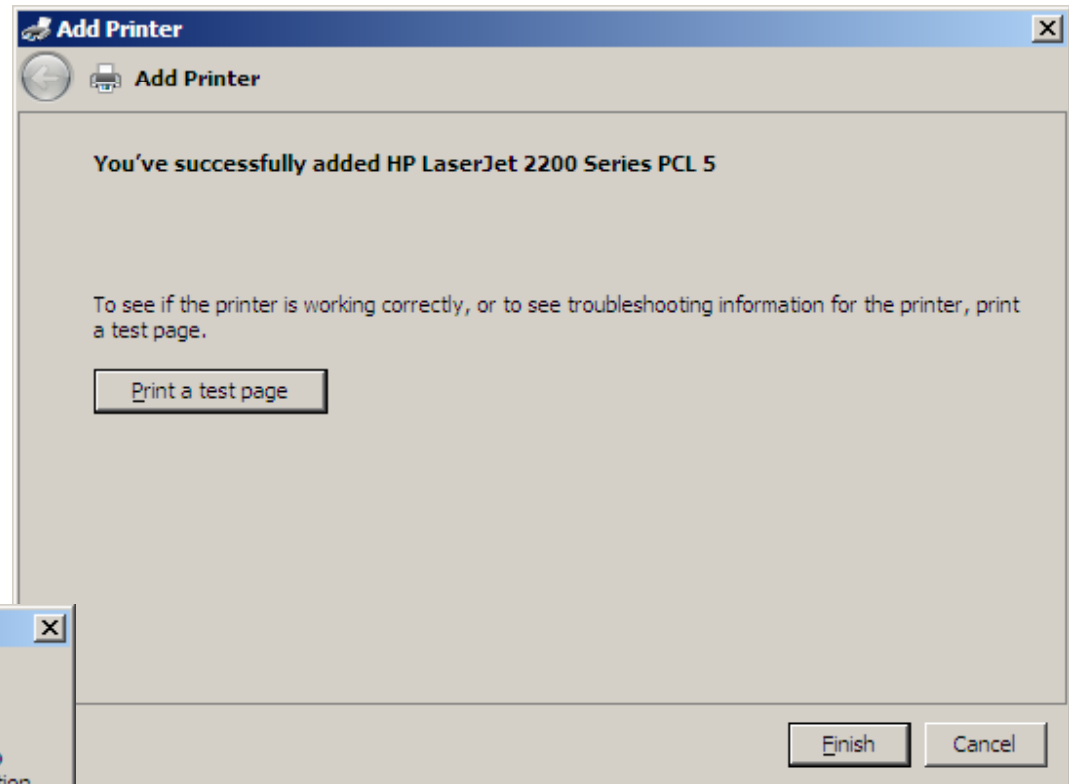
We will make this printer a shared device on the network. We add the location and the comment.



The screenshot shows the 'Add Printer' dialog box in Windows, specifically the 'Printer Sharing' step. The window title is 'Add Printer'. The main heading is 'Printer Sharing'. Below the heading, there is a paragraph of text: '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.' There are two radio buttons: 'Do not share this printer' (which is unselected) and 'Share this printer so that others on your network can find and use it' (which is selected). Below the radio buttons, there are three text input fields: 'Share name:' with the value 'HP LaserJet 2200 Series PCL 5', 'Location:' with the value 'Room 501', and 'Comment:' with the value 'Network Manager's printer'. At the bottom right, there are two buttons: 'Next' and 'Cancel'.

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.



The printer troubleshooting hyperlink is located on the small window.

Network Printer is Added

The network printer is now available to the server and will also work for client computers joining the server's network.

