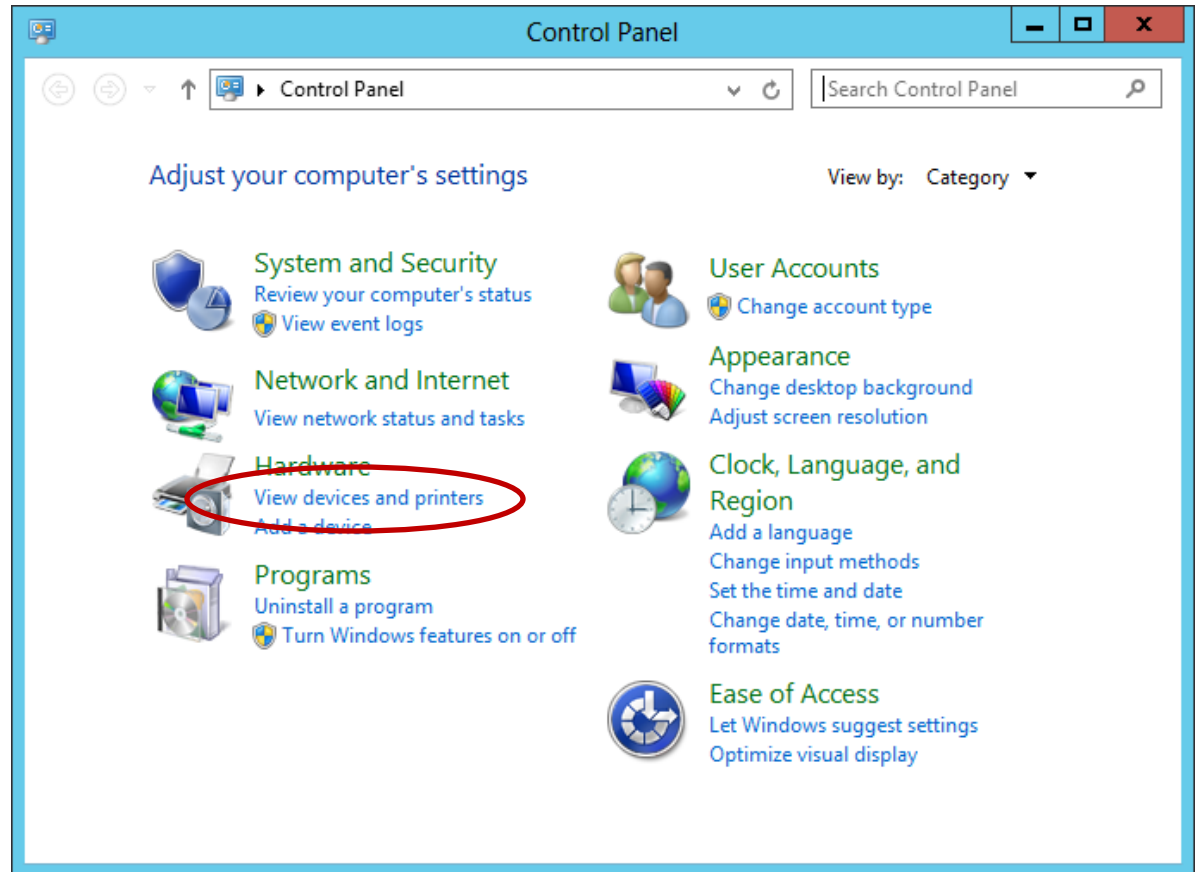


Setting Up a Network Printer for Windows 2012 Server

July 9, 2013

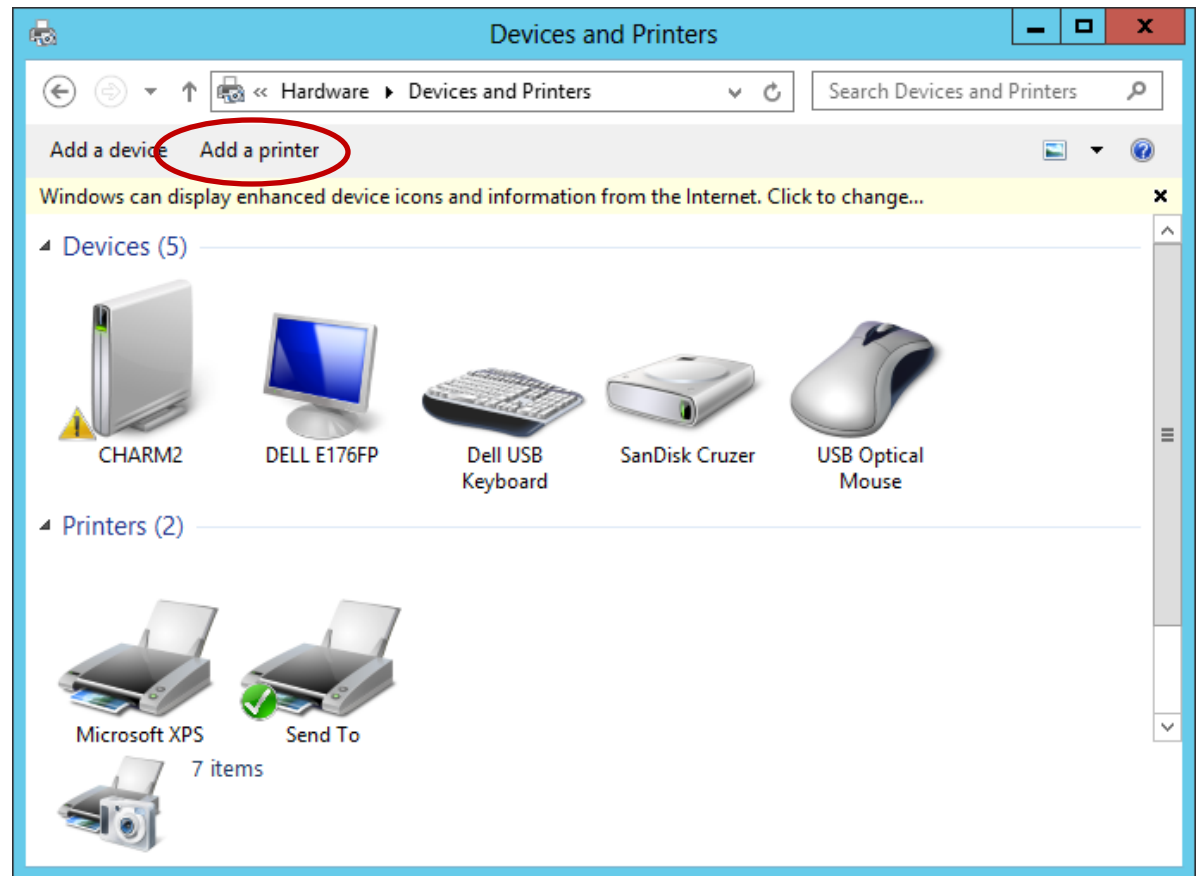
Open the Control Panel

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

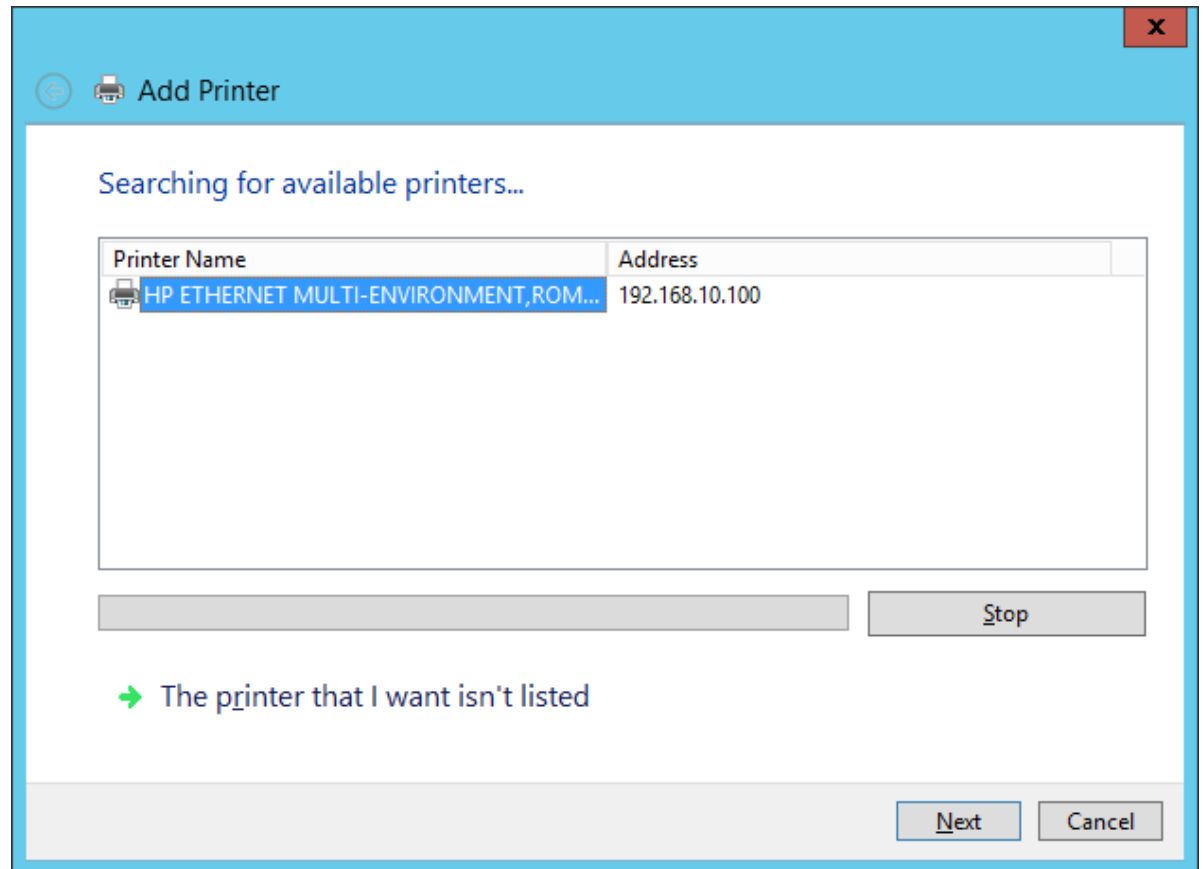
We then select the Add a printer hyperlink from the list.



Add Printer

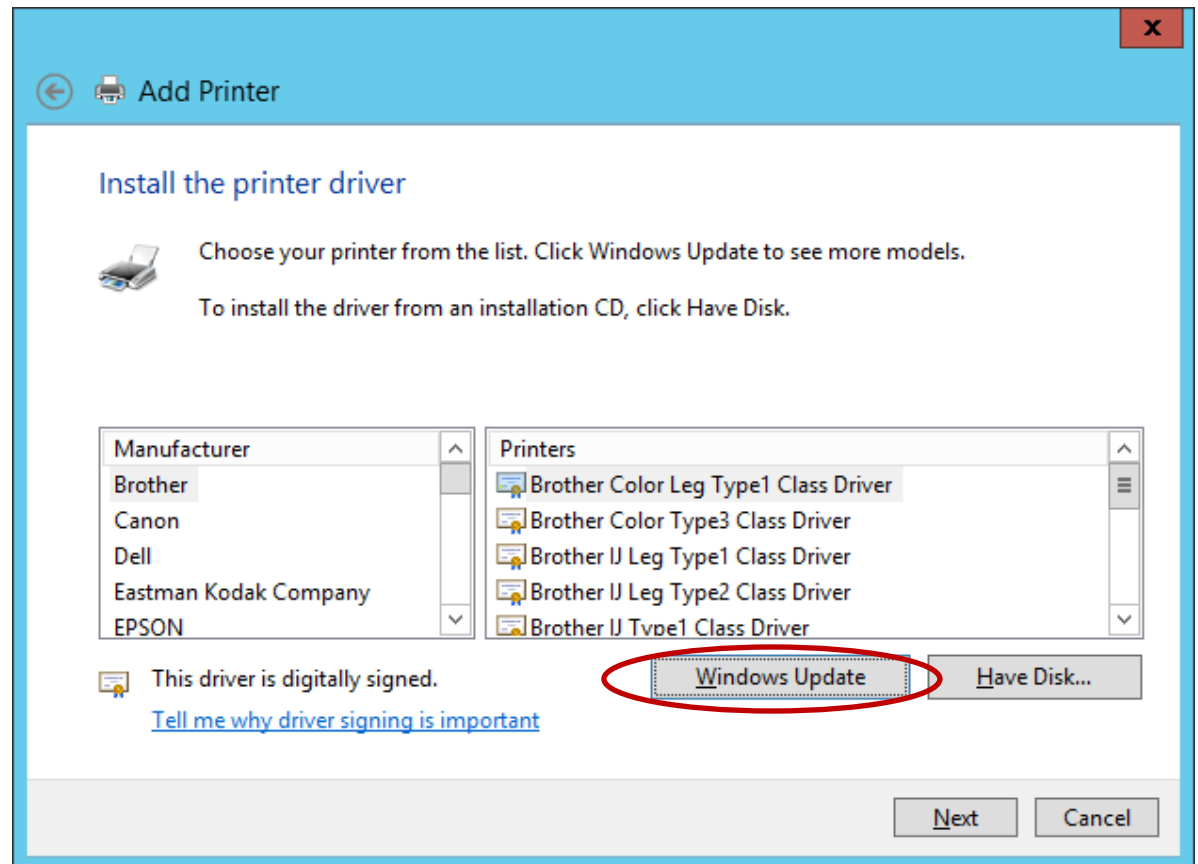
Our server will search and locate the network printer.

Press the Next button to continue.



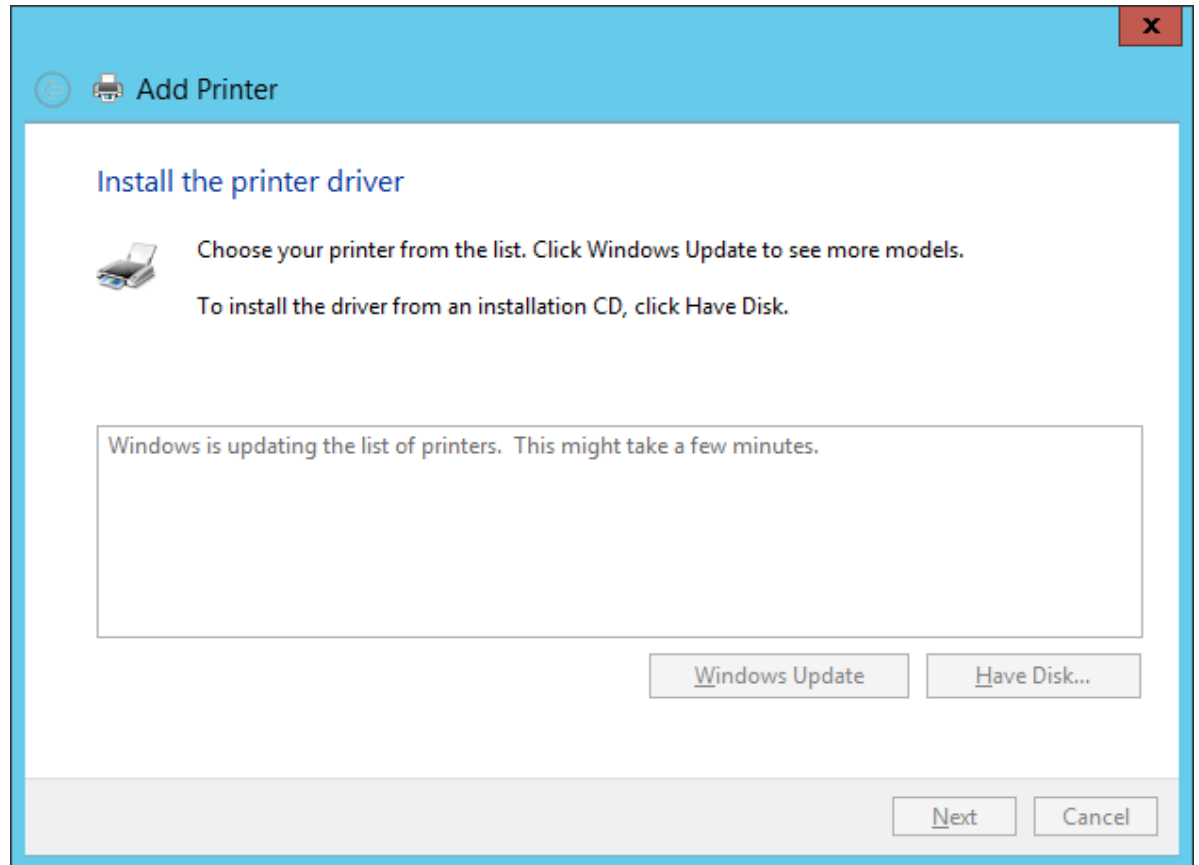
Install the Printer Driver

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. If the printer is not listed, we should push the Windows Update button to locate more drivers.



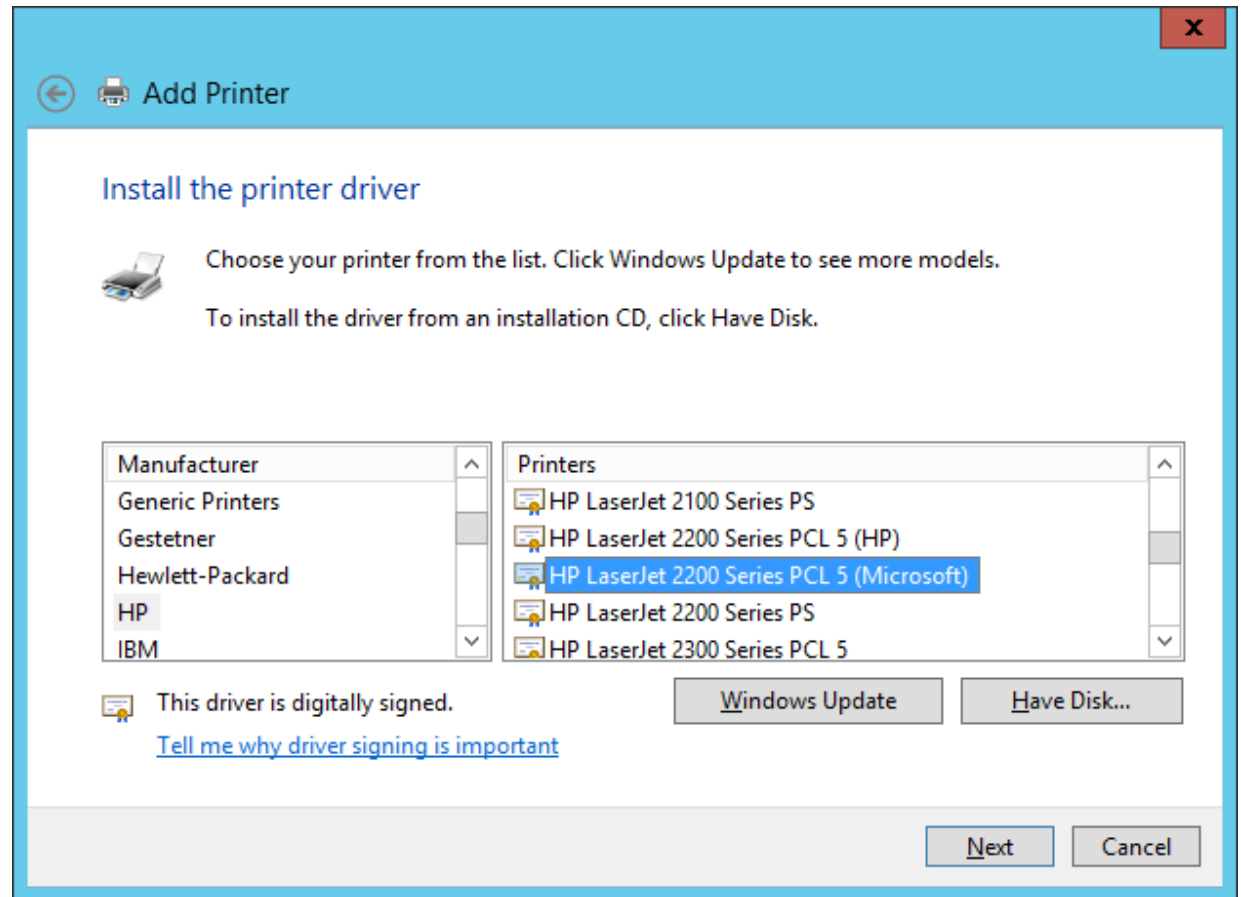
Windows Update

It will take several minutes to locate additional printer drivers.



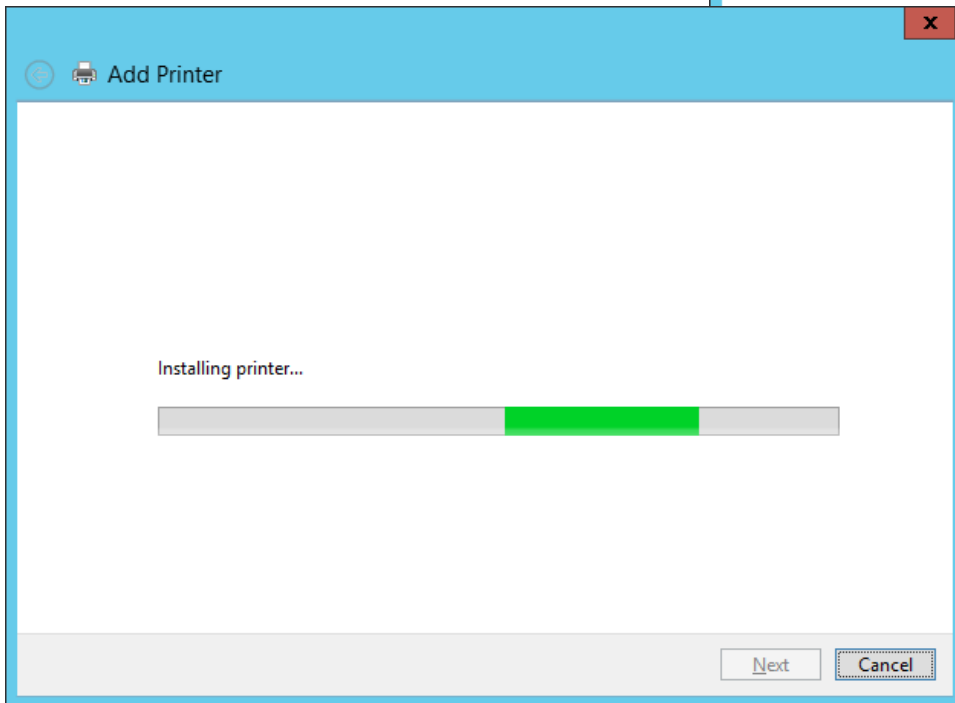
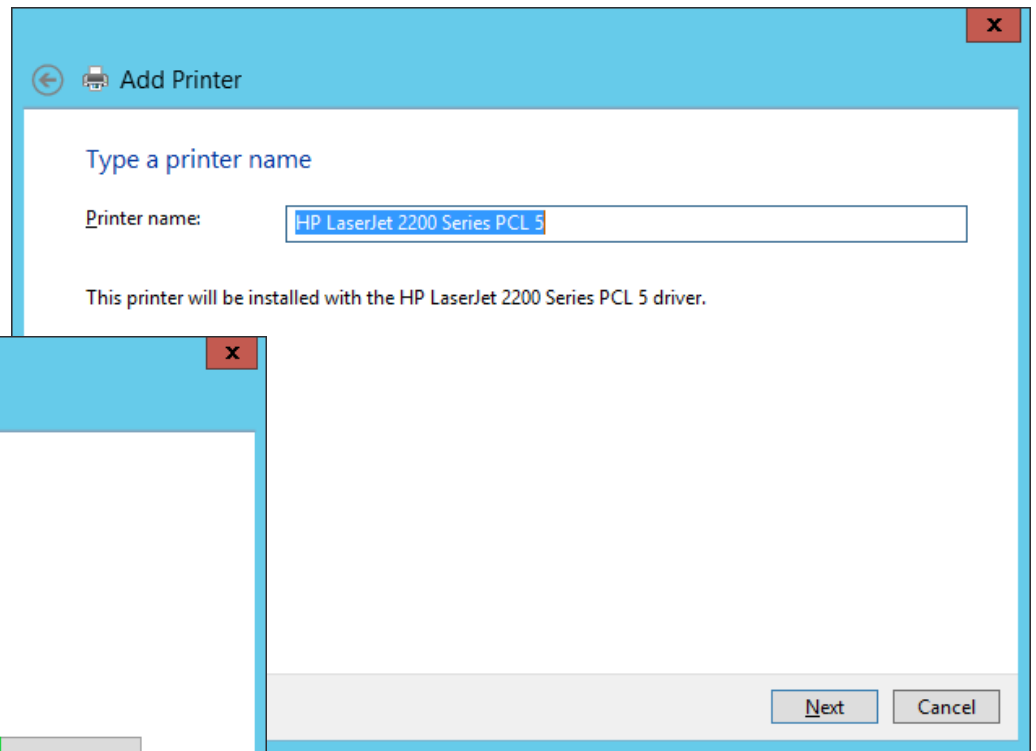
Identify the Driver

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



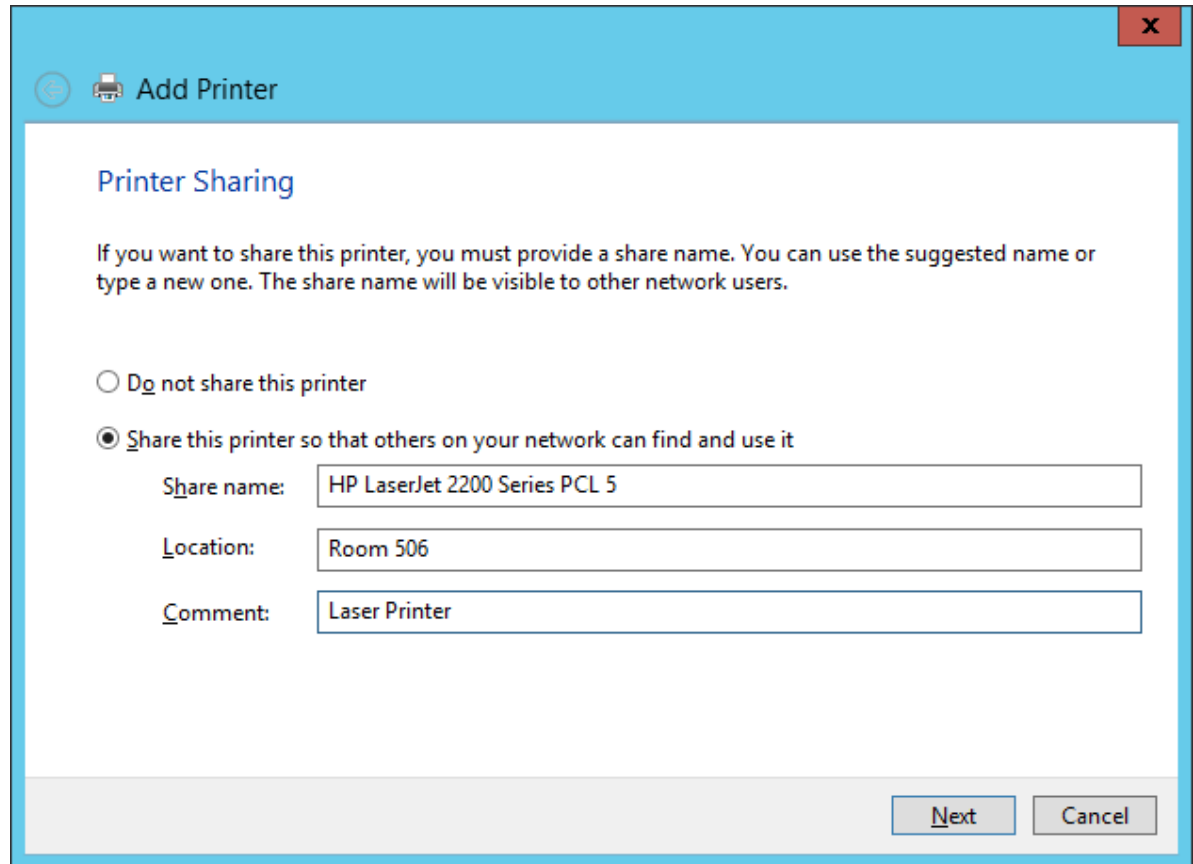
Printer Name

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. The title bar is blue and contains a back arrow, a printer icon, and the text 'Add Printer'. The main content area is white and has a blue header 'Printer Sharing'. Below the header 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' (unselected) and 'Share this printer so that others on your network can find and use it' (selected). Below the radio buttons are three text input fields: 'Share name:' with the value 'HP LaserJet 2200 Series PCL 5', 'Location:' with the value 'Room 506', and 'Comment:' with the value 'Laser Printer'. At the bottom right, there are two buttons: 'Next' and 'Cancel'.

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.

Do not share this printer

Share this printer so that others on your network can find and use it

Share name: HP LaserJet 2200 Series PCL 5

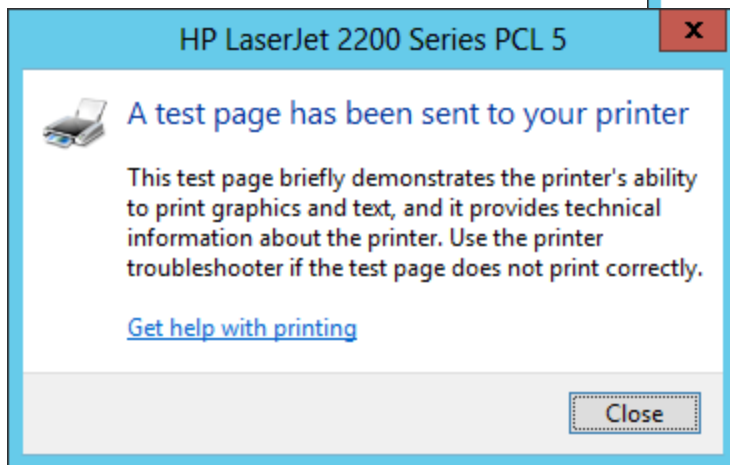
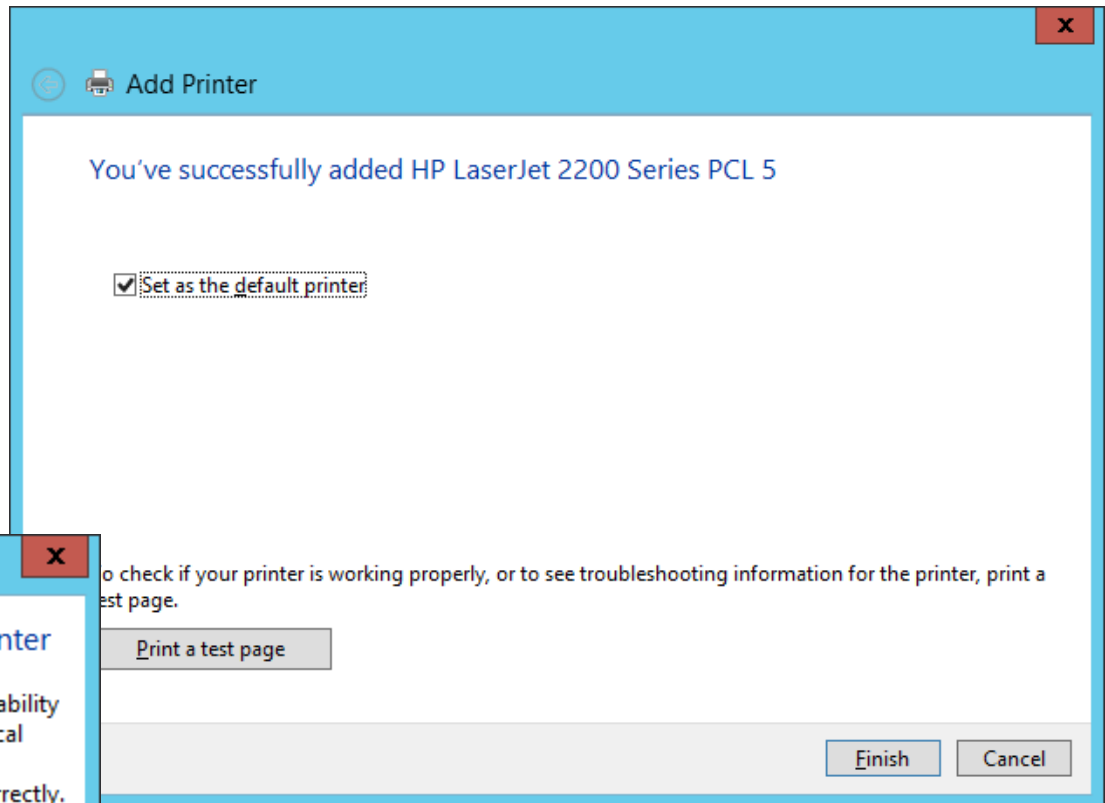
Location: Room 506

Comment: Laser Printer

Next 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, if we need help.

Network Printer is Added

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

