

# Adding a Network Printer to a Windows 2003 Server

August 2, 2010

# Download Drivers from HP Website

We start the process to add a printer by getting the driver files. We can visit the website that supports the HP 2200dn printer. We typed “HP 2200dn” in a web search and we found the links to this page on the number one return from the query.

We double click on the HP LaserJet 2200dn hyperlink.

The screenshot shows the HP website's driver download page. At the top, there is a navigation bar with links for « HP Home », « Products & Services », « Support & Drivers », « Solutions », and « How to Buy ». A search bar is located in the top right, with a « More options » link. Below the navigation bar, the HP logo is on the left, and the main heading is « Download drivers and software - specify product name ». The page is divided into several sections:

- Business Support Center:** A sidebar on the left containing an « HP Passport Sign-in » form with fields for « User ID: » and « Password: », and links for « Register » and « Learn more... ». Below this is a « Go » button.
- HP LaserJet 2200 Printer series:** The main content area, featuring an image of the printer and links for « Choose another product » and « Create a personal product profile (Why register?) ».
- Select your product:** A pink header section containing a list of product links: « HP LaserJet 2200 Printer », « HP LaserJet 2200d Printer », « HP LaserJet 2200dn Printer », « HP LaserJet 2200dse Printer », « HP LaserJet 2200dt Printer », and « HP LaserJet 2200dtn Printer ».
- Search products:** A pink header section with a text input field and a « Go » button. The text below the field reads: « Enter the product name or number directly: (e.g., vectra v1600, e.g., D5555A) ».
- Hot topics for this product:** A pink header section containing links for « Learn more about Windows 7 », « HP Proactive Support: Get alerts on current and future problems », and « HP Color LaserJet and LaserJet Printers - Drawer ».

# Selecting the Specific Operating System

We identify the particular operating system we are running. We double click on Microsoft Windows Server 2003.

**hp** Download drivers and software


» Business Support Center

HP Passport Sign-in  
User ID:  
  
Password:  
  
» Register  
» Learn more...  
**Go »**

Tasks for my selected product  
» Download drivers and software  
» Troubleshoot a problem  
» Setup, install, and configure  
» Discover and use a product  
» Perform regular maintenance  
» Upgrade and migrate  
» Recycle and dispose

» Resources for my selected product  
» Repair videos and animations

HP LaserJet 2200 Printer series

 » Choose another product  
» Create a personal product profile (Why register?)

By downloading, you agree to the terms and conditions of the [HP Software License Agreement](#).

Choose your software/driver language:  
English (American)  >>

**Select operating system**

- » Linux
- » Mac OS 8
- » Mac OS 9
- » Mac OS X
- » Mac OS X 10.6
- » Microsoft Windows 2000
- » Microsoft Windows 3.1
- » Microsoft Windows 3.11
- » Microsoft Windows 7 (32-bit)
- » Microsoft Windows 7 (64-bit)
- » Microsoft Windows NT 4.0
- » [Microsoft Windows Server 2003](#)
- » Microsoft Windows Server 2003 64-Bit Edition
- » Microsoft Windows Server 2008 W32

**Hot topics for this product**

- » Learn more about Windows 7
- » HP Proactive Support: Get alerts on current and future problems
- » HP Color LaserJet and LaserJet Printers - Drawer Statement: Microsoft Windows 98/ME Support

# Download the Driver

We select the HP LaserJet 2200 PCL5e driver Download button.

- » Discover and use a product
- » Perform regular maintenance
- » Upgrade and migrate
- » Recycle and dispose

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- » Resources for my selected product
- » Repair videos and animations
- » Support Forums
- » Manuals
- » Frequently asked questions
- » Parts information
- » Warranty information
- » See more...

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- » Help
- » Site map

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- » IT Resource Center

## Operating System: Microsoft Windows Server 2003

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Choose your software/driver language:

Quick jump to downloads by category...

- » Application
- » Driver
- » Driver - Universal Print Driver
- » Software

### Application

Description	Current version	Size (MB)	Estimated download time	Previous version	
<a href="#">HP Managed Printing Administrator</a>	2.5.8 10 May 2010	4	56K: 9m 512K: 1m		<input type="button" value="Download »"/>

» [Go to top](#)

### Driver

Description	Current version	Size (MB)	Estimated download time	Previous version	
<a href="#">HP LaserJet 2200 PCL5e Driver</a>	4.27.2200.410 22 Apr 2004	1.9	56K: 4m 512K: <1m		<input type="button" value="Download »"/>
<a href="#">hp LaserJet 2200 PCL6 driver</a>	4.27.2200.410 22 Apr 2004	1.9	56K: 4m 512K: <1m		<input type="button" value="Download »"/>

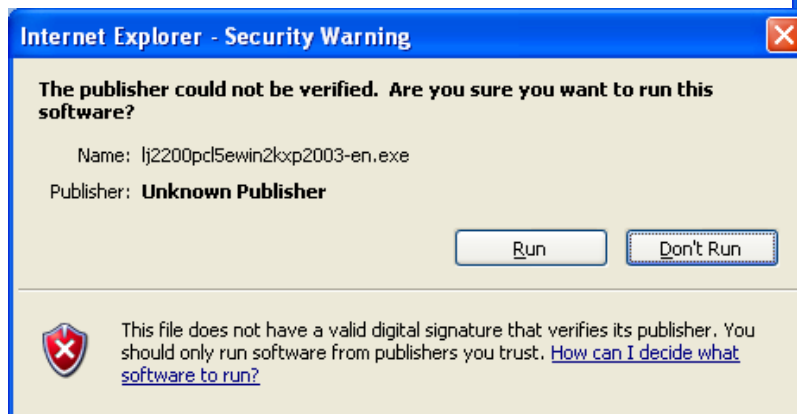
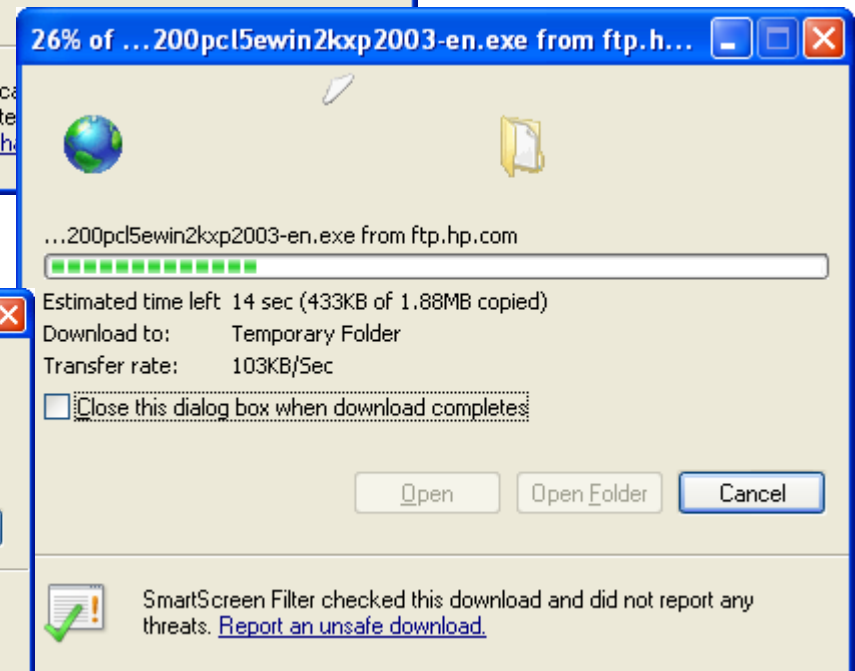
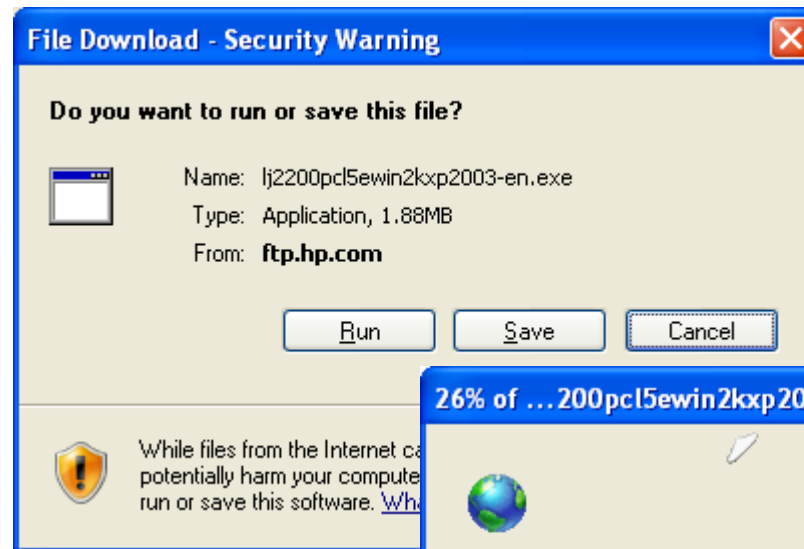
» [Go to top](#)



» Install the latest printer driver updates with the HP Printer Check Tool

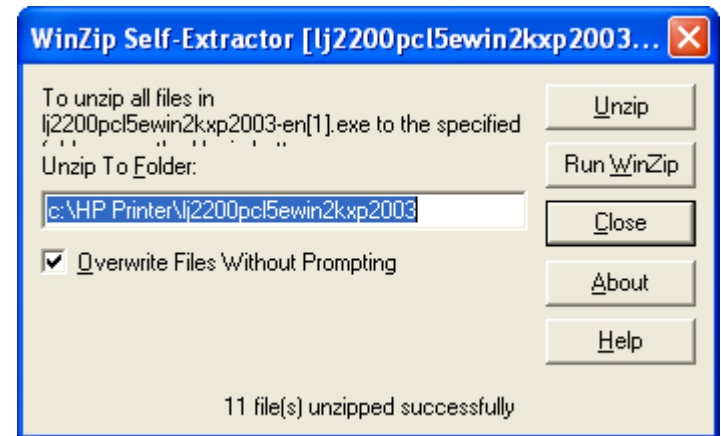
# Continue with the Download

We can select the Run button, the Open button and Run after the Security warning window appears.



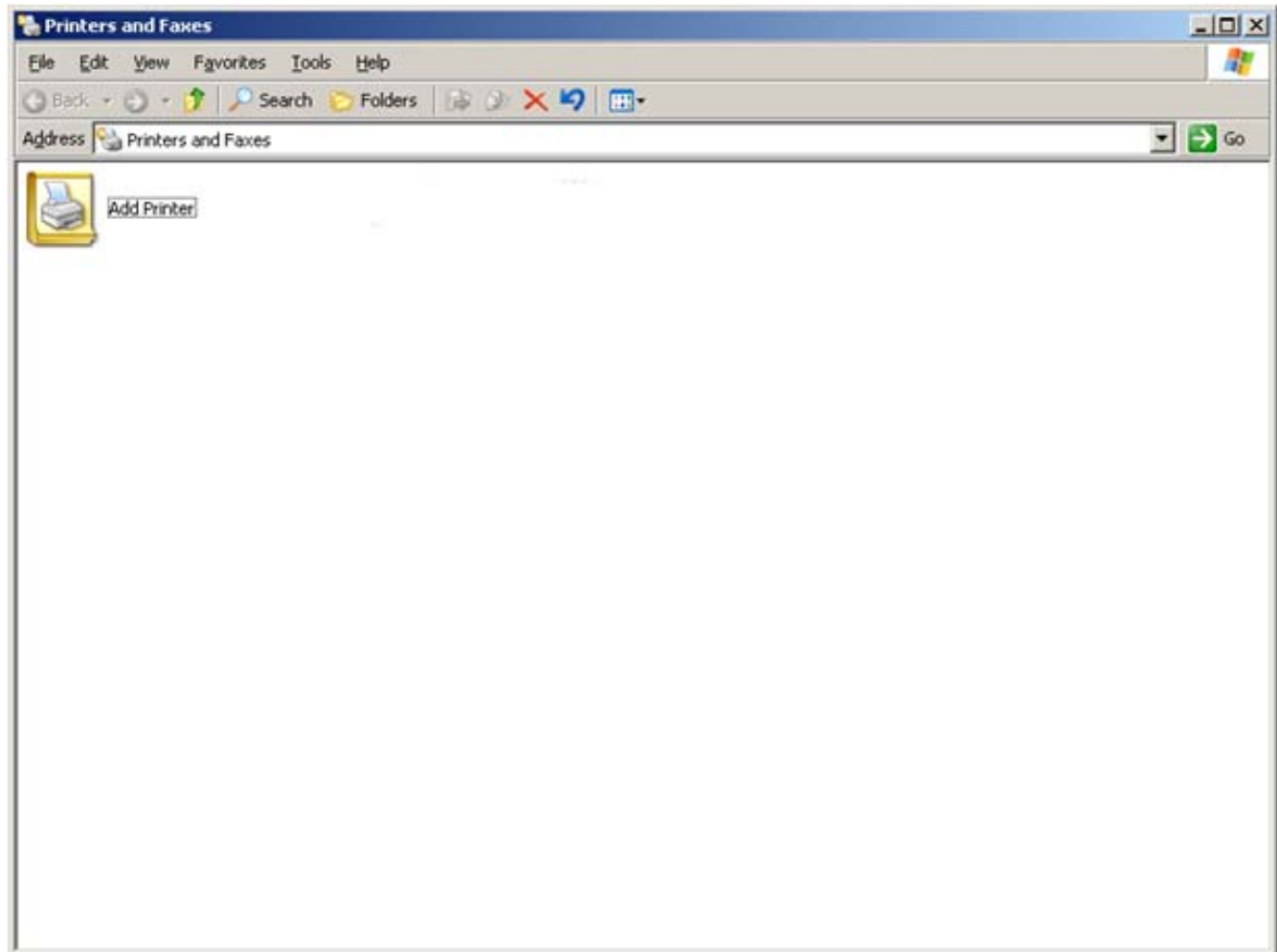
# Unzip the Driver Download

We will unzip the downloaded file into a folder we made called HP Printer



# Add a Printer

At the Start  
Menu, open  
Printer and Faxes.  
Double click the  
Add Printer  
button.



# Add a Printer Wizard

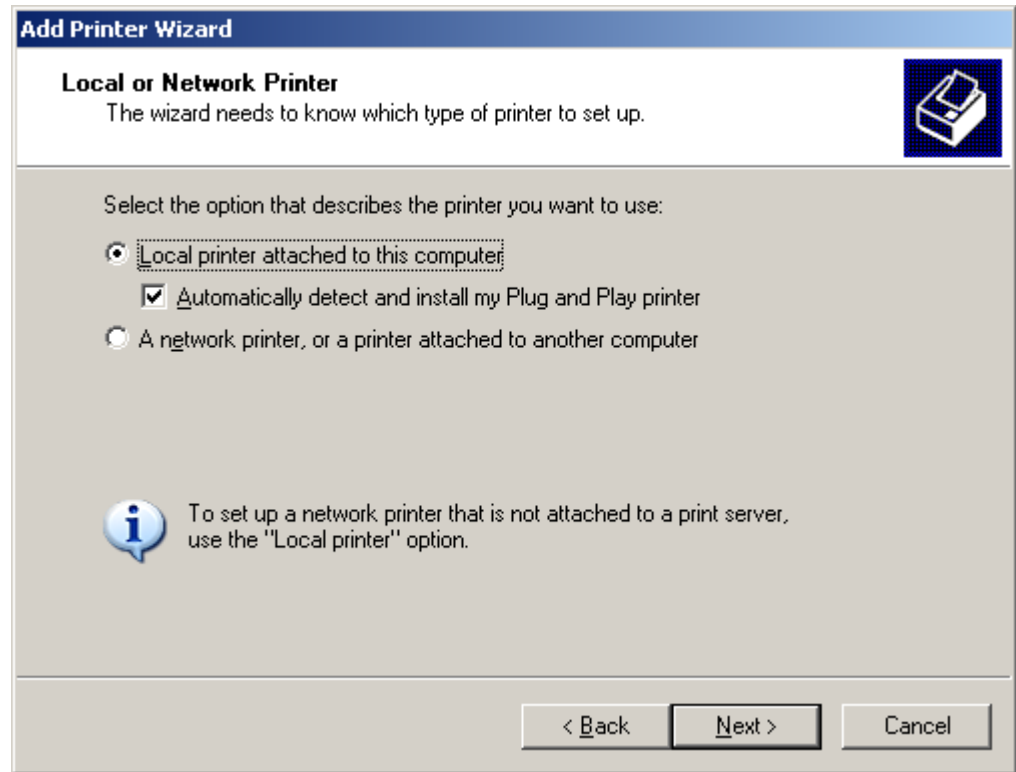
We now enter the Add Printer Wizard. We select the Next button to continue.





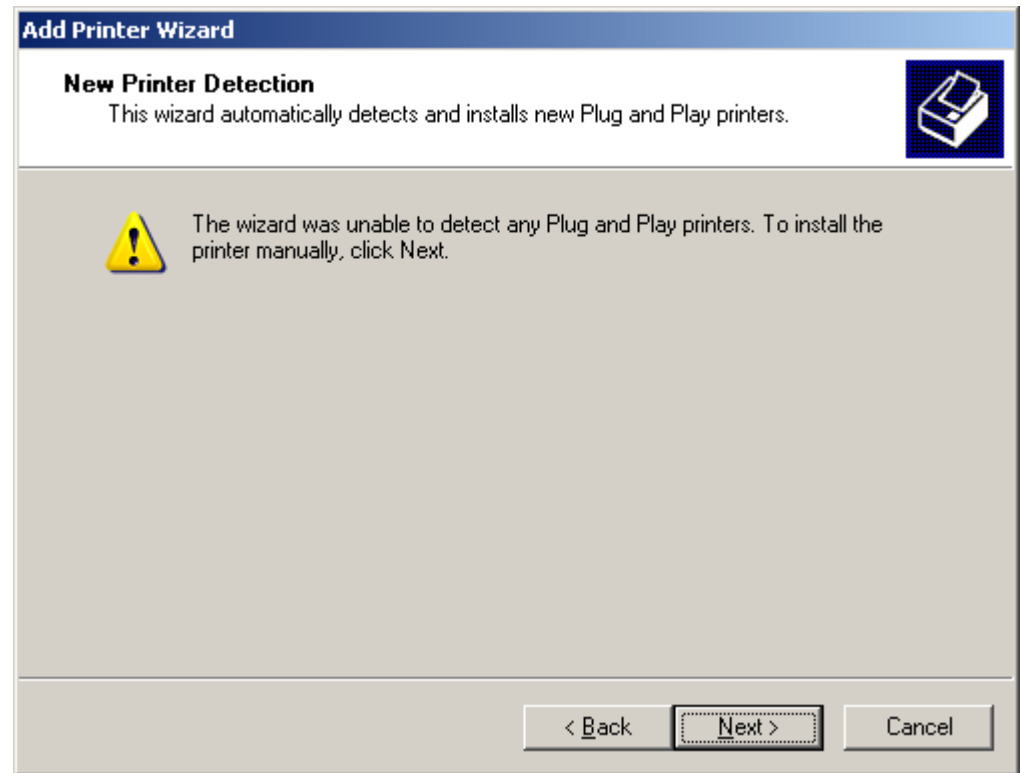
# Local or Network Printer

We opt for the Local Printer attached to the computer. We choose the Next button to carry on.



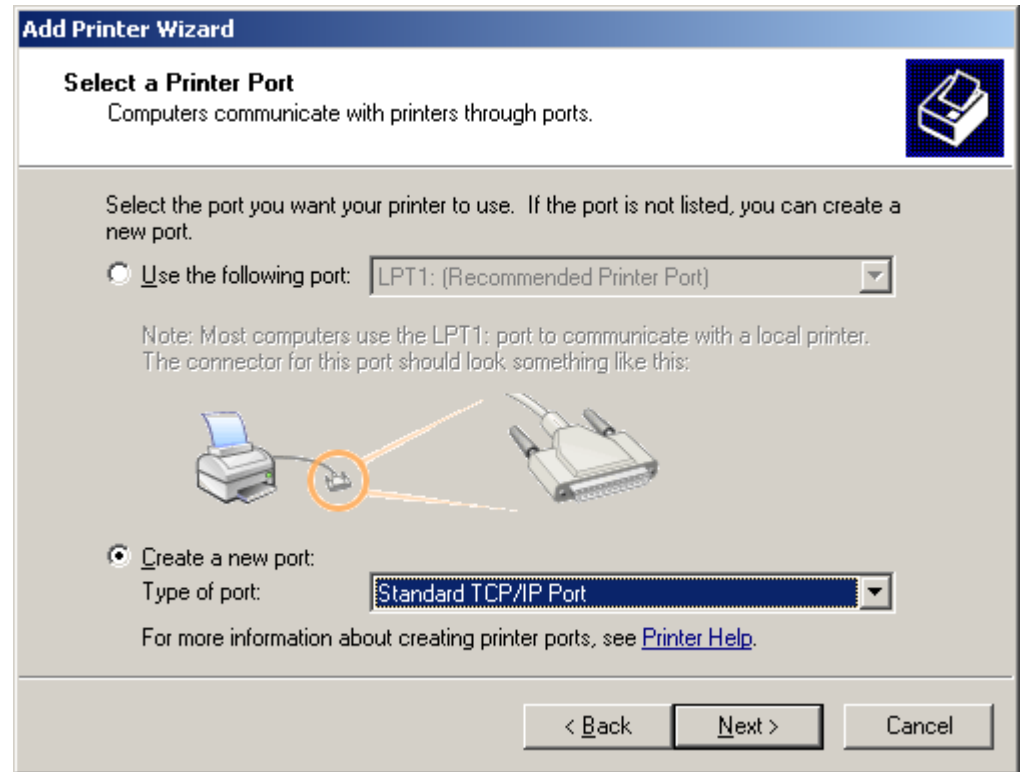
# New Printer Detection

The Add Printer Wizard will attempt to detect the network printer. If the software tool does not find the printer, we select the Next button to continue.



# Select a Printer Port

We will opt for the create a new port radial button and we select standard TCP/IP Port. We select the Next button to continue.



# TCP/IP Printer Port Wizard

We start the TCP/IP Printer Port Wizard by selecting Next.



# Add a Port

We then type the IP address of the network printer in the textbox. The port name will be typed by the computer. We pick the Next button to go on.

**Add Standard TCP/IP Printer Port Wizard**

**Add Port**  
For which device do you want to add a port?

Enter the Printer Name or IP address, and a port name for the desired device.

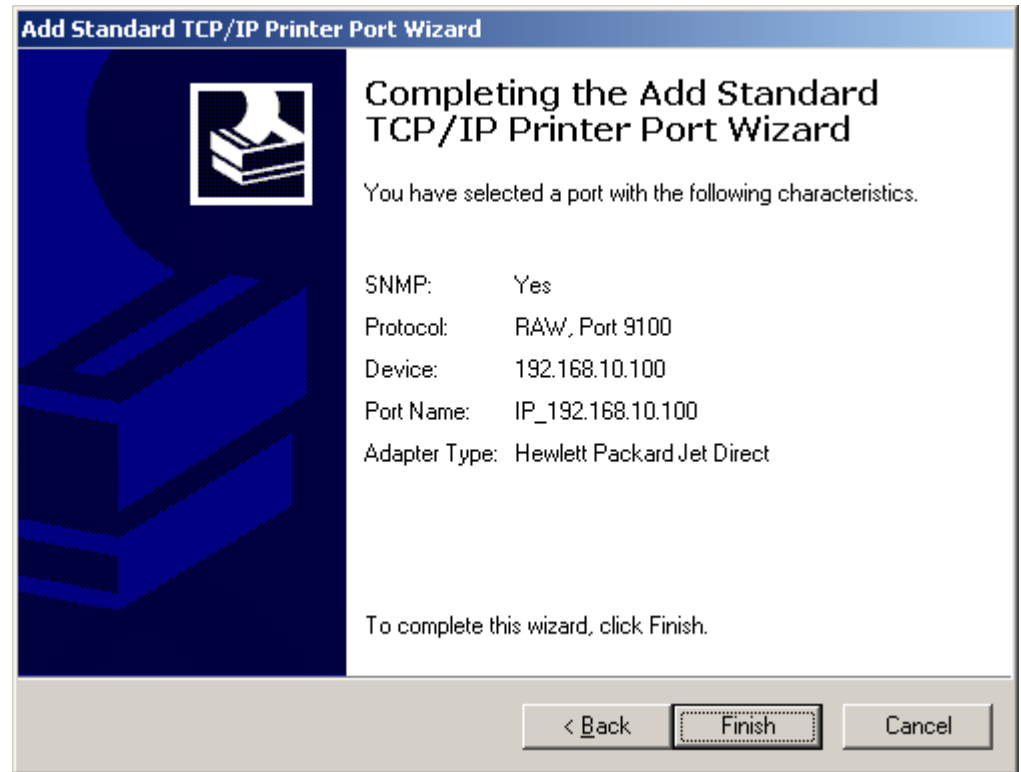
Printer Name or IP Address: 192.168.10.100

Port Name: IP\_192.168.10.100

< Back   Next >   Cancel

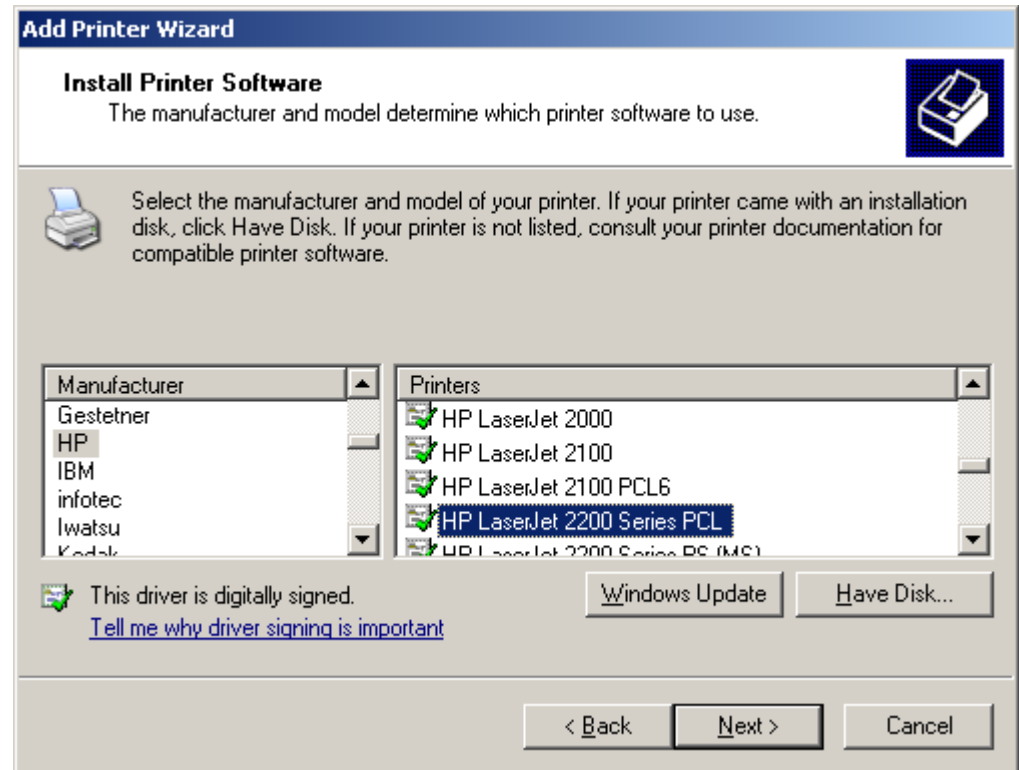
# Complete the Port Wizard

We press finish to conclude the TCP/IP Printer Port Wizard



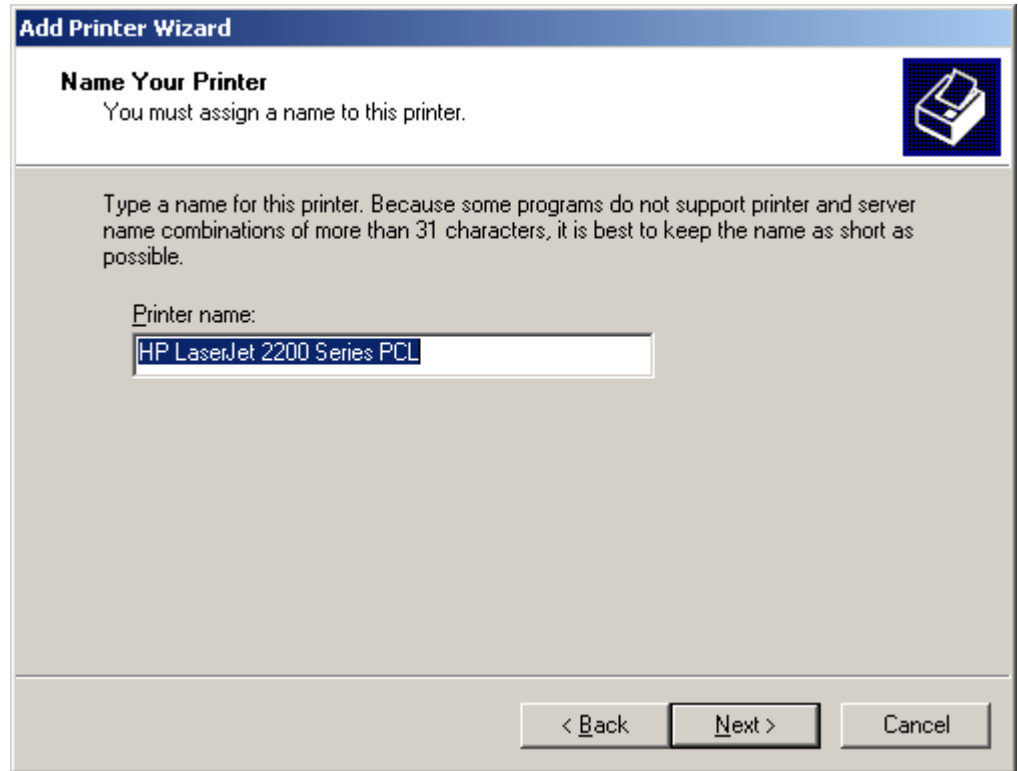
# Identify the Driver

We choose the manufacturer and printer model next. If we have a disk, we can point to the location of the file. We press the Next button to continue.



# Name the Printer

We then type the printer's name and choose Next.



The screenshot shows a Windows-style dialog box titled "Add Printer Wizard". The main heading is "Name Your Printer" with a sub-instruction: "You must assign a name to this printer." To the right of this text is a small icon of a printer. Below the instruction, there is a paragraph of text: "Type a name for this printer. Because some programs do not support printer and server name combinations of more than 31 characters, it is best to keep the name as short as possible." Underneath this text is a label "Printer name:" followed by a text input field containing the text "HP LaserJet 2200 Series PCL". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

**Add Printer Wizard**

**Name Your Printer**  
You must assign a name to this printer.

Type a name for this printer. Because some programs do not support printer and server name combinations of more than 31 characters, it is best to keep the name as short as possible.

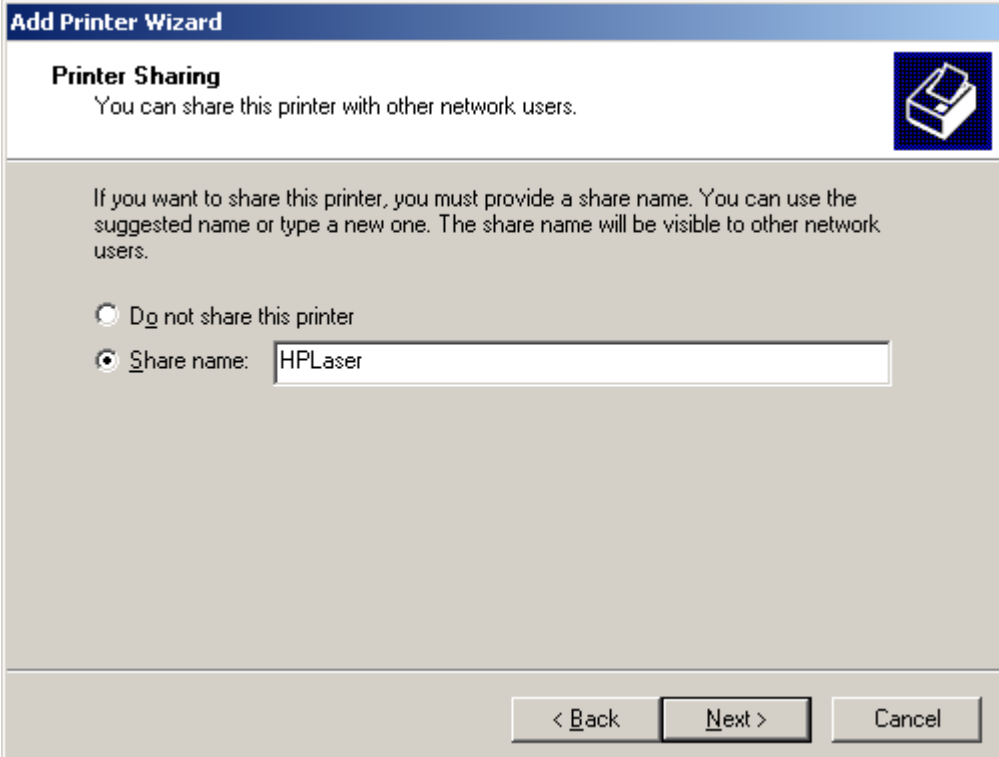
Printer name:  
HP LaserJet 2200 Series PCL

< Back   Next >   Cancel



# Share the Printer

If we want to share the printer with others, we opt for the share name and we select the Next button.



The screenshot shows a Windows dialog box titled "Add Printer Wizard". The current step is "Printer Sharing", which includes the text: "You can share this printer with other network users." and "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 button options: "Do not share this printer" (unselected) and "Share name:" (selected). The "Share name:" option has a text input field containing "HPLaser". At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

**Add Printer Wizard**

**Printer Sharing**  
You can share this printer with other network users.

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.

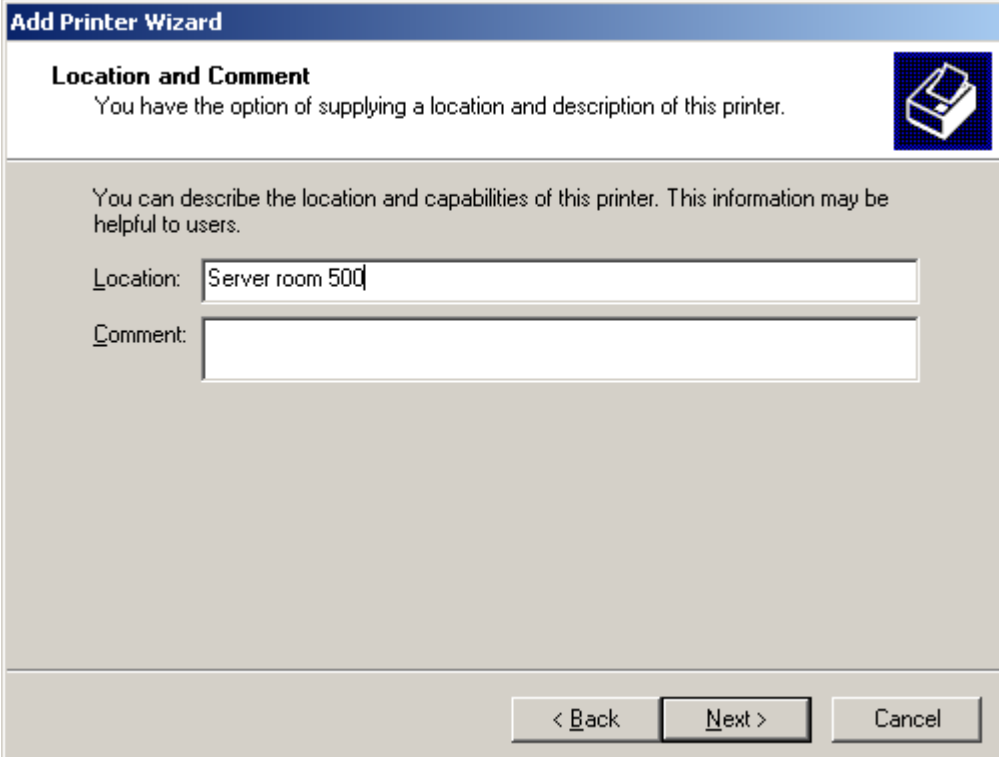
Do not share this printer

Share name:

< Back   Next >   Cancel

# Add Location and Comment

We type the location and comment for the printer and press the Next key.



The screenshot shows a Windows-style dialog box titled "Add Printer Wizard". The current step is "Location and Comment", which includes a printer icon in the top right corner. Below the title bar, there is a sub-header "Location and Comment" and a descriptive sentence: "You have the option of supplying a location and description of this printer." A larger block of text explains: "You can describe the location and capabilities of this printer. This information may be helpful to users." There are two input fields: "Location:" with the text "Server room 500" and "Comment:" which is currently empty. At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

**Add Printer Wizard**

**Location and Comment**  
You have the option of supplying a location and description of this printer.

You can describe the location and capabilities of this printer. This information may be helpful to users.

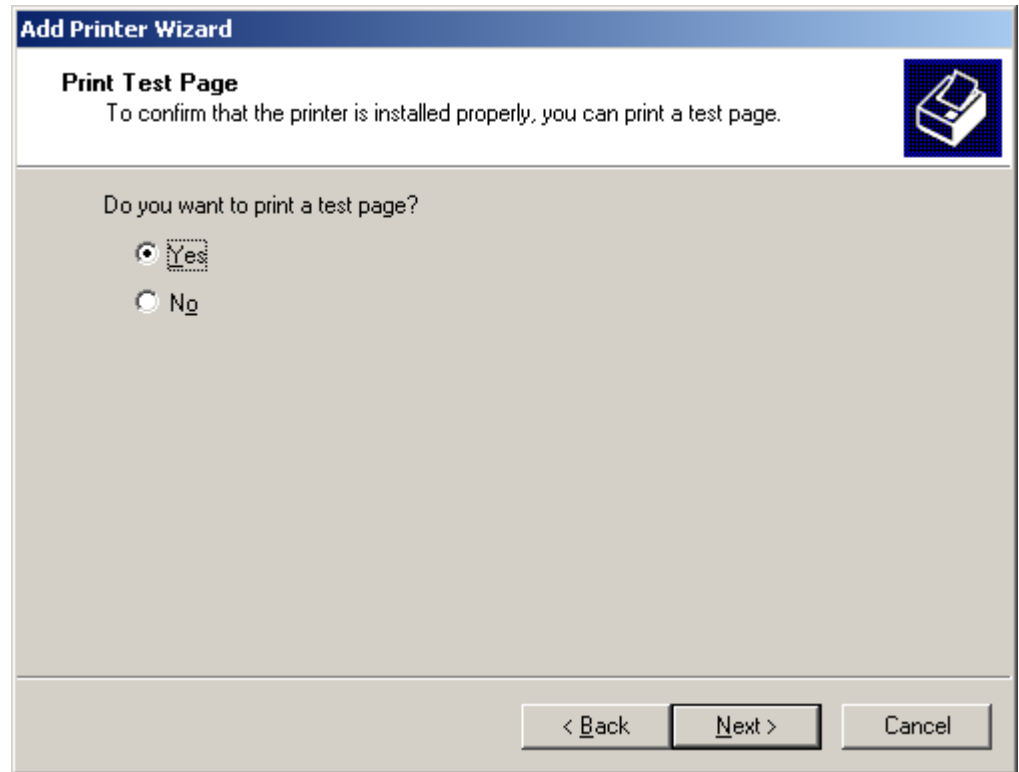
Location: Server room 500

Comment:

< Back   Next >   Cancel

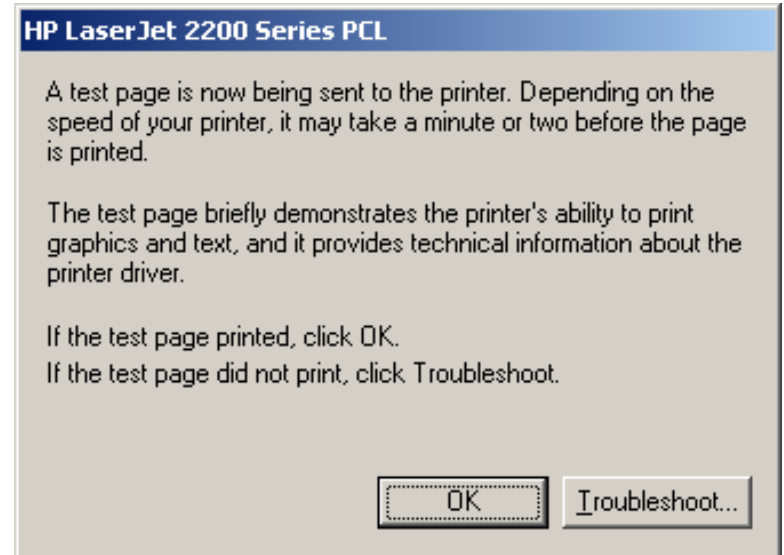
# Print a Test Page

We should always select “yes” to printing test pages when setting up a new printer for a server or a client computer. We press the Next button to advance.



# Verify the Printing of the Test Page

We should press the OK button if the test print was successful. If not, we click on the Troubleshoot button to go through an interactive checklist to fix the printer problem.



# Viewing the Loaded Printer

We can view the printer in the Printer and Faxes window. We can load additional printers if we desire.

