# How to Install the Printer on Windows Server 2012

**Step 1**

After the successful installation of a Print Server go to the "Tools Menu" provided at the upper right hand corner.
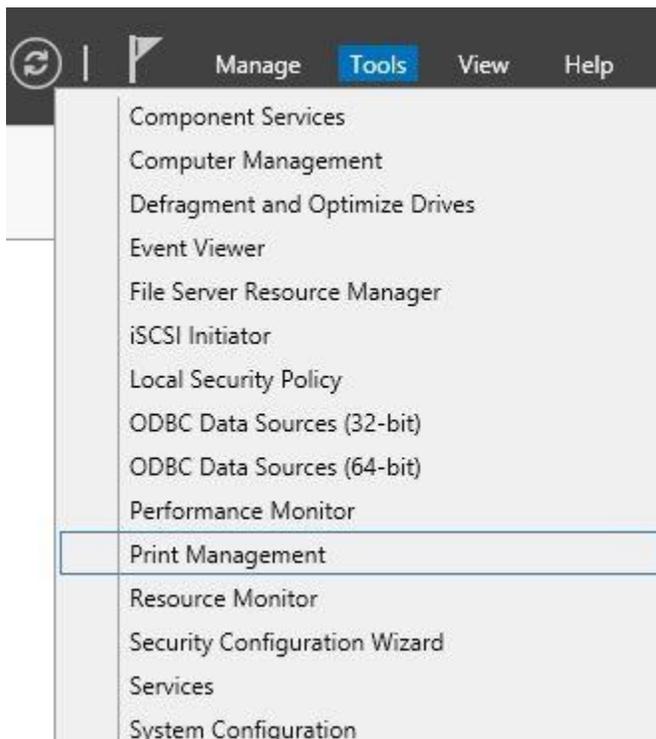


In the Tools Menu go to the "Print Management" option and click on it.

**Step 2**

In the Print Management Window go to the "Print Servers" option and expand it. It will expand to show your Print Server, again expand this and you will find a "Printers" option available at the bottom of this Print Server. Right-click on the Printers option to "Add Printer".
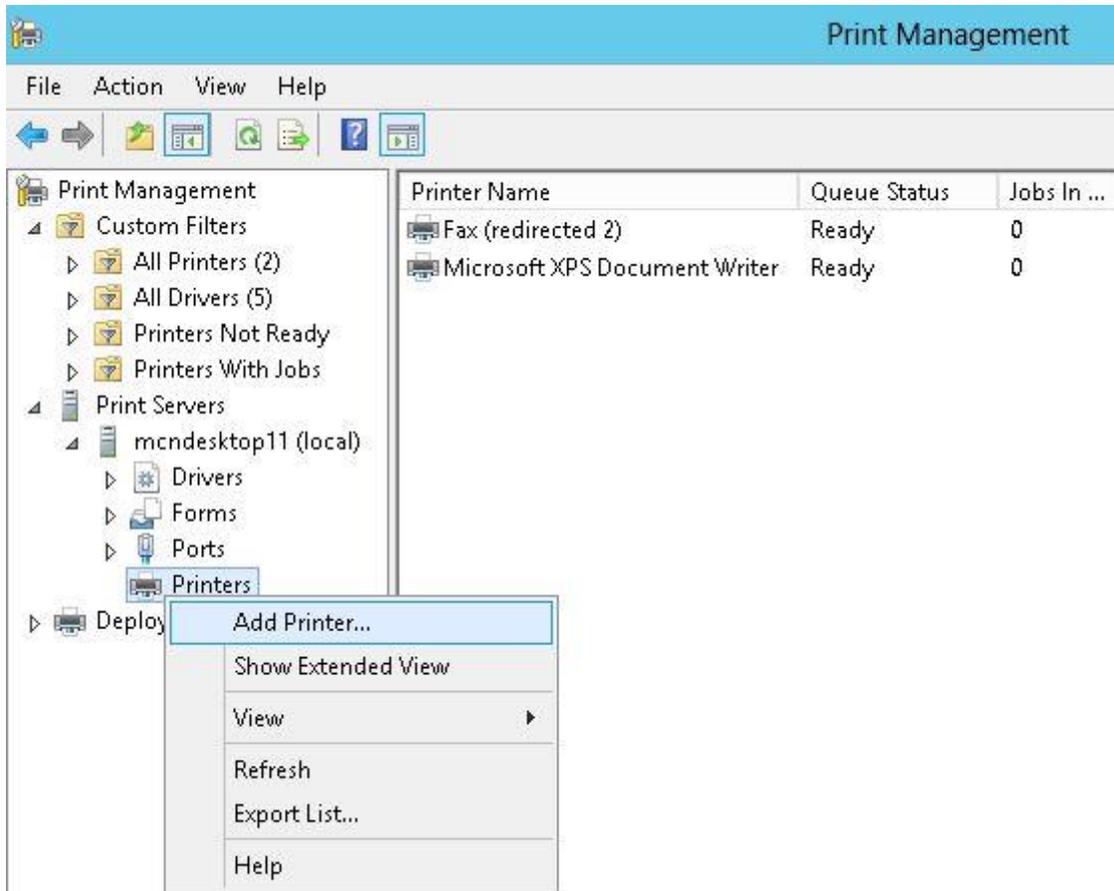
**Step 3**

Now the Printer Wizard will be opened. You must first select the Installation Method. Click on the first option, i.e. "Search the Network for Printer's".

**Network Printer Installation Wizard**

**Printer Installation**
Pick an installation method.

◉ Search the network for printers

○ Add a TCP/IP or Web Services Printer by IP address or hostname

○ Add a new printer using an existing port:          LPT1: (Printer Port)

○ Create a new port and add a new printer:          Local Port

< Back     Next >     Cancel
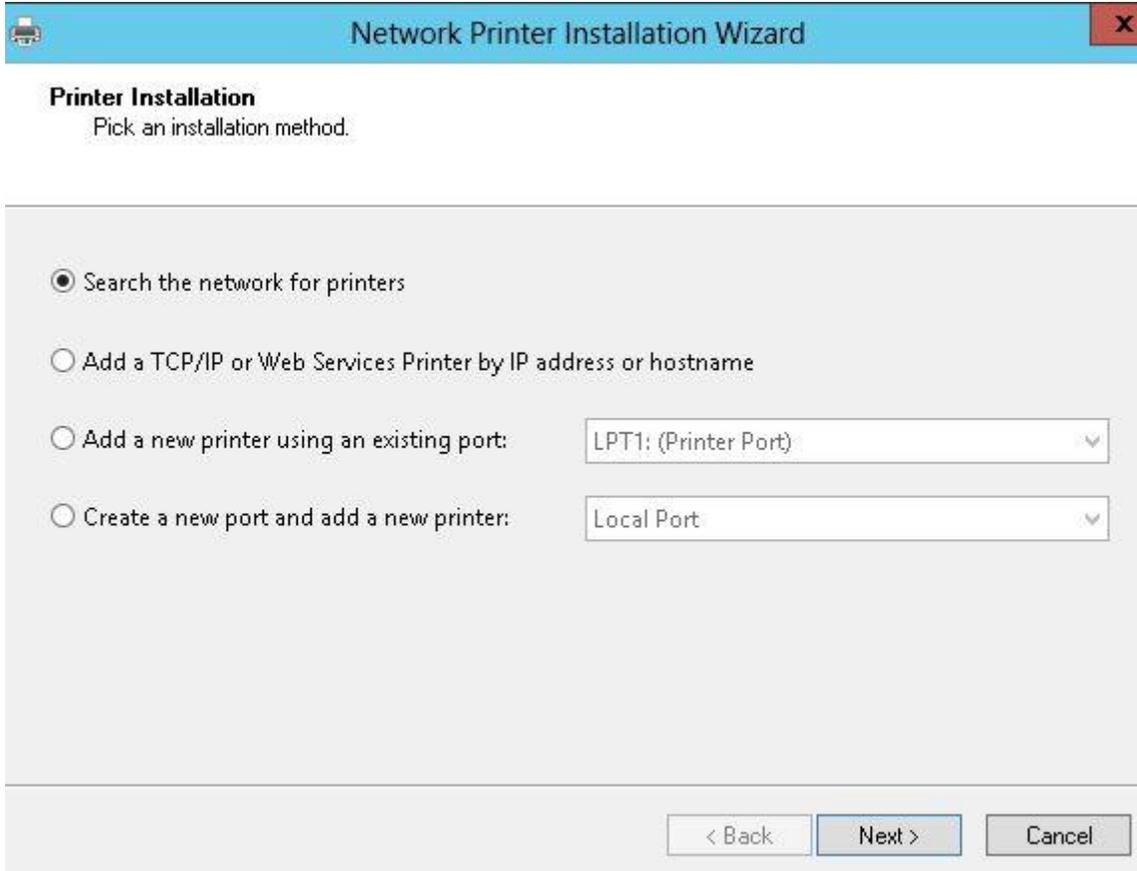
After selecting the first option click on the "Next" Button.

**Step 4**

As you click on Next button it will start searching for the Printer on already present on some other Server. After its Searching is completed click on the Next Button.

## Network Printer Installation Wizard

**Network Printer Search**
Pick a printer to install.

| Printer Name | Address |
|---|---|
| HP LaserJet 400 M401n (Hewlett-Packard) | 192.168.1.138 |

Search again

< Back    Next >    Cancel
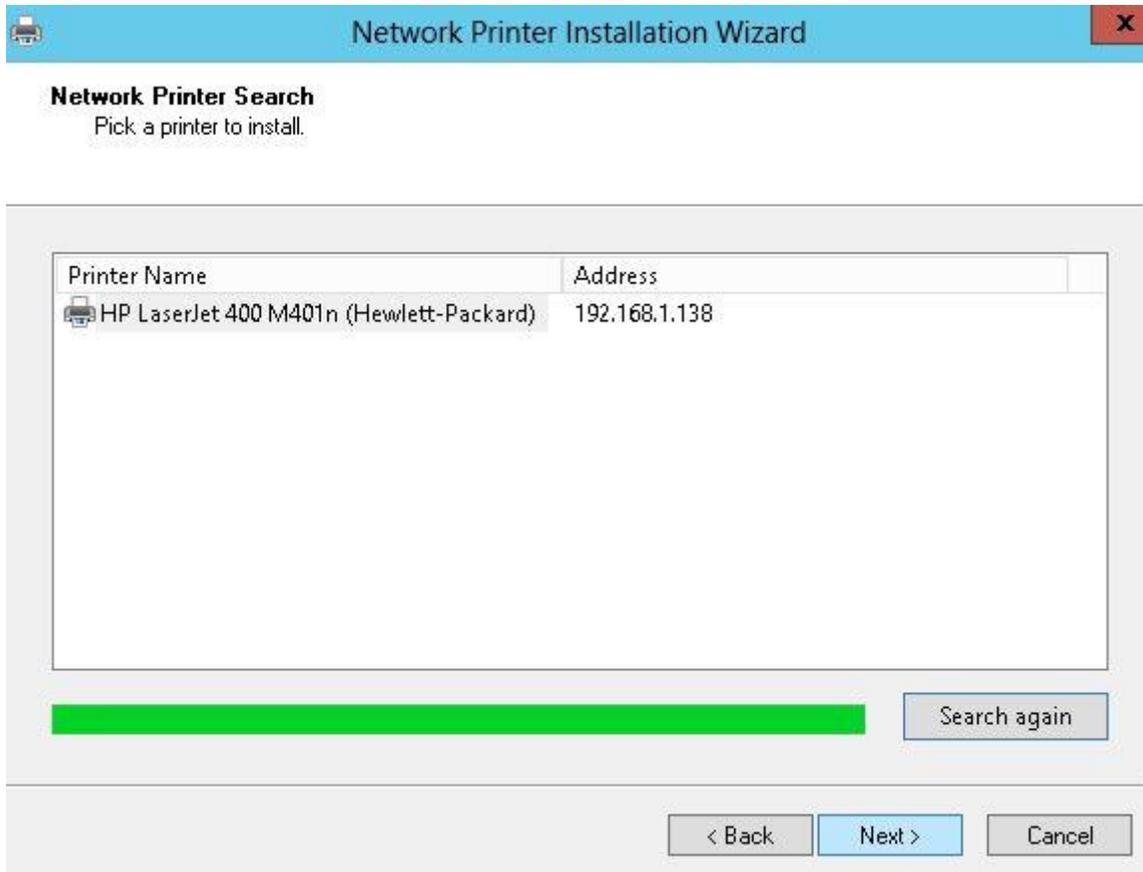
**Step 5**

Now the Printer's Driver option will be available in front of you, here you can select the second option if you want to use an "Existing Printer Driver" or you can choose to "Install New Driver". After selecting the appropriate option click "Next".

**Step 6**

Now the "Printer's Name and Sharing Option" will be opened. The printer's name will be automatically provided for you. Click on the "Sharing" option if you want to share this printer with many users. If you choose to share this printer then you must provide the location and Share Name for this printer and then click on the "Next" button.

**Network Printer Installation Wizard**

**Printer Name and Sharing Settings**
You can give the printer a friendly name and specify whether other people can use the printer.

Printer Name: HP LaserJet M4345 MFP PCL6 Class Driver

☑ Share this printer

Share Name: HP LaserJet 400 M401n (Hewlett-Packard)

Location: IInd Floor

Comment:

< Back    Next >    Cancel

**Step 7**

Now your printer will be ready to install and all its information will be shown to you. Click on the "Next" button after checking all the Information for the last time. Clicking the "Next" button will install the printer.

**Network Printer Installation Wizard**

**Printer Found**

The printer is ready to be installed. Please review the printer settings below, and then click Next to install the printer.

| | |
|---|---|
| Name: | HP LaserJet M4345 MFP PCL6 Class Driver |
| Share Name: | HP LaserJet 400 M401n (Hewlett-Packard) |
| Model: | HP LaserJet M4345 MFP PCL6 Class Driver |
| Port Type: | Standard TCP/IP Port |
| Port Name: | 192.168.1.138_3 |
| Location: | IInd Floor |
| Comment: | |

< Back    Next >    Cancel

**Step 8**

Now your printer will be successfully installed. Click on the "Finish" button to finish the installation.
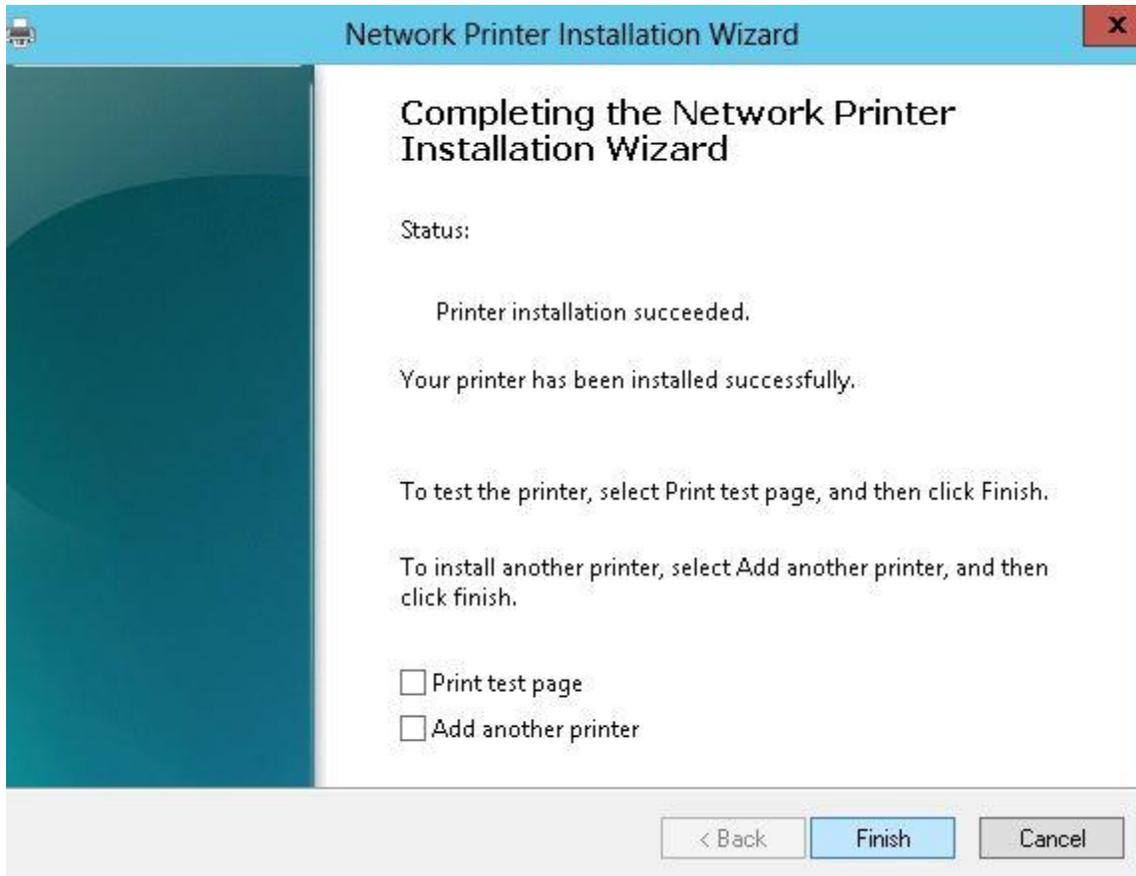
**Step 9**

Now when you go to the Print Management Window you will see that your printer is installed and shown in the management Window.
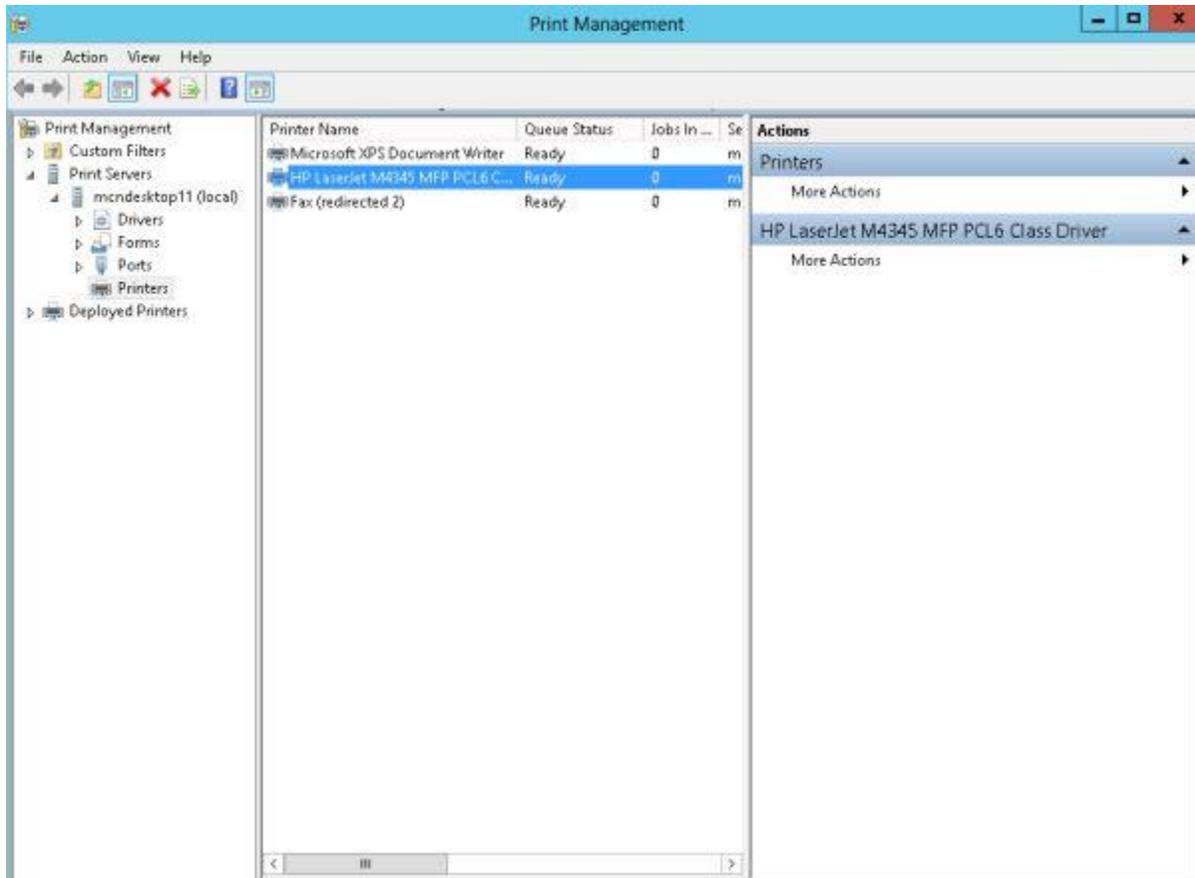
Now this printer will be shown to all the users connected to your server and they don't need to install the printer separately on their system.



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