**STEP 1** > Press **Windows Key + S** to bring up Windows Search. Then start typing in “control panel” in the text field just above.

**STEP 2** > Select Control Panel above once it appears.
STEP 3 > Click “Devices and Printers” (or Hardware and Sound > Devices and Printers)

STEP 4 > Click “Add a printer”

STEP 5 > If your system attempts to search for printers, ignore it and Click “The printer that I want isn't listed” at the bottom left
STEP 6 > Select “Select a shared printer by name”

STEP 7 > In the text field, enter the print server and printer name as \ece-print-03.ece.ncsu.edu\printename. For example, \ece-print-03.ece.ncsu.edu\labrador

STEP 8 > Click Next, and you will likely be prompted for authentication
**STEP 9** > Enter your username as *wolftech\username* and use your NCSU password.

**STEP 10** > Click OK. Windows will download the driver, if necessary, and then add the printer.

**FINAL NOTE:** Whenever you change your NCSU password, you must manually update the saved credential that your personal machine has for the print server. Windows will not prompt you for updated credentials. You can update the saved credential from Control Panel > User Accounts > Credential Manager.