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 > Click “The printer that I want isn’t listed”

STEP 6 > Select “Find a printer in the directory”

STEP 7 > Click Next
STEP 8 > Enter the name of your printer in the Name field (example, labrador)

STEP 9 > Click Find Now
STEP 10 > Select your printer in the results view.

STEP 11 > Click OK. Windows will download the driver, if necessary, and then add the printer.