**STEP 1** > Click the Magnifying Glass icon 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.