# **OLD DOMINION**

# Connect to an ODU Printer or MFP from a Managed Machine (Mac)

This guide is for ODU faculty and staff who need to connect to an ODU printer from an ODU-managed Mac computer.

1. Open System Preferences.



2. Select Printers & Scanners.



3. Select Add (plus symbol).

+ -	n Clict	lo printers are available. : Add (+) to set up a printer.	
	Default printer:	Last Printer Used	
	Default paper size:	US Letter 📀	

#### Information Technology Services



## Connect directly to a network printer in your department

- 1. Search for your printer.
  - a. For academic network printers, search ACAD2PRINT.



b. For administrative network printers, search **ADMIN2PRINT**.



 Locate and select your department's printer. Use: Generic PostScript Printer. Click Add.

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efault IP V	Vindows	Search	
Name		^ Kind	
ADMIN2PRINT	T-occs-eggplant	Open Directory	
ADMIN2PRINT	T-occs-goddess	Open Directory	
ADMIN2PRINT	T-occs-gourd	Open Directory	
ADMIN2PRINT	T-occs-leek	Open Directory	
ADMIN2PRINT	T-occs-onion	Open Directory	
ADMIN2PRINT	T-occs-potato	Open Directory	
ADMIN2PRINT	T-occs-turnip	Open Directory	
ADMIN2PRINT	T-occs-webbmedia	Open Directory	
ADMIN2PRINT-phec-penny		Open Directory	
		o o' '	_
Name:	ADMIN2PRINT-o	ccs-goddess	
Location:			
Use:	Generic PostSci	ript Printer	\$
	The selected printer you use all the featu	r software isn't from the manufacturer and may not let ires of your printer.	
		A	dd

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### Connect directly to an ODU MFP

1. At the top of the Add Printer window, click the globe (IP) icon.

Add Printer			
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a. For MFPs in academic areas, type **acad.print.odu.edu** in the Address field.



b. For MFPs in administrative areas, type **admin.print.odu.edu** in the Address field.



4. Protocol: Line Printer Daemon - LPD
Queue: Enter the name of the MFP you want to connect to
Name: Enter the name of the MFP you want to connect to
Location: Enter the location of the MFP
Use: Select Software

•	Add Printer
Address: Protocol: Queue:	admin.print.odu.edu Valid and complete host name or address. Line Printer Daemon - LPD
Name: Location Use	admin.print.odu.edu Auto Select Generic PostScript Printer Generic PCL Printer Select Software Other

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5. Search for your MFP model. Select it, click **OK**, then click **Add**.

000	Add Printer
	Default IP Windows Advanced
0	Printer Software
,	C Konica Minolta C368
	KONICA MINOLTA C368 PS
F	•
L	Cancel
?	Add
	Add

- 6. Allow default settings and click **OK**.
- 7. Print a test page to verify you're connected.

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