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**.

![System Preferences](image)

2. Select **Printers & Scanners**.

![Printers & Scanners](image)
3. Select **Add** (plus symbol).

4. Click **IP** and enter the following information:
   - **Address:** admin.print.odu.edu (for MFPs in administrative areas) or acad.print.odu.edu (for MFPs in academic areas)
   - **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
5. Search for your MFP model. Select it, click **OK**, then click **Add**.

![Add Printer](image)

6. Allow default settings and click **OK**.

7. Print a test page to verify you’re connected.