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

1. Select **System Preferences**.

   ![System Preferences](image1.png)

2. Select **Printers and Scanners**.

   ![Printers and Scanners](image2.png)
3. Select **Add** (Plus Symbol).

a. For Academic Network Printers, search **ACAD1PRINT**
b. For Administrative Network Printers, search **ADMIN1PRINT**

![Add Printer Interface for Administrative Network Printers]

```
Name                  Kind
ADMIN1PRINT-aa-amazon Open Directory
ADMIN1PRINT-aa-arthur Open Directory
ADMIN1PRINT-aa-chris  Open Directory
ADMIN1PRINT-aa-clinton Open Directory
ADMIN1PRINT-aa-coolidge Open Directory
ADMIN1PRINT-aa-elizabeth Open Directory
ADMIN1PRINT-aa-harrison Open Directory
ADMIN1PRINT-aa-hoover Open Directory
ADMIN1PRINT-aa-johnson Open Directory
ADMIN1PRINT-aa-kennedy Open Directory
ADMIN1PRINT-aa-lincoln Open Directory
```

![Add Printer Interface for Administrative Network Printers]

Add

Name: 
Location: 
Use: 

Add

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c. For Xerox MFDs, search **QUEEN**

![Add Printer Interface for Xerox MFDs]

```
Name                  Kind
QUEEN-mfd-op-10      Open Directory
QUEEN-mfd-aa-11      Open Directory
QUEEN-mfd-op-12      Open Directory
QUEEN-mfd-aa-16      Open Directory
QUEEN-mfd-aa-17      Open Directory
QUEEN-mfd-adm-10     Open Directory
QUEEN-mfd-adm-11     Open Directory
QUEEN-mfd-adm-22     Open Directory
QUEEN-mfd-aa-10      Open Directory
QUEEN-mfd-aa-11      Open Directory
```

![Add Printer Interface for Xerox MFDs]

Add

Name: QUEEN-mfd-aa-10
Location: BAL 3031
Use: Choose a Driver... *Software for this printer isn't available from Apple. Contact the printer's manufacturer for the latest software.*

Add
4. Locate and select the desired printer or MFD. Use: **Generic PostScript Printer**. Click **Add**.

Your network printer drivers should now install. You should now be able to print to the desired printer.