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**.

2. Select **Printers and Scanners**.
3. Select **Add** (Plus Symbol).

a. For Academic Network Printers, search **ACAD2PRINT**
b. For Administrative Network Printers, search **ADMIN2PRINT**

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