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

1. Select **Start** and access the search feature.

2. Type in the name of the desired group of printers and hit **Enter** to run the search:
   
   a. For Academic Network Printers, search `\acad2print`

   ![search_acad2print](image)

   b. For Administrative Network Printers, search `\admin2print`

   ![search_admin2print](image)

   c. For Konica Minolta MFPs in Academic areas, search `\acad.print.odu.edu`

   ![search_acad_print_odu](image)
d. For Konica Minolta MFPs in Administrative areas, search `\admin.print.odu.edu`

3. Locate the desired printer and double-click the name of the printer.

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