Old Dominion University

Print to the ODU High-Volume Printer (Windows)

Information Technology Services provides high-speed, high-volume printing for all faculty and staff. If you have a print job totaling more than 50 pages, you can print directly from your computer to our Operations Center in the Engineering & Computational Sciences Building.
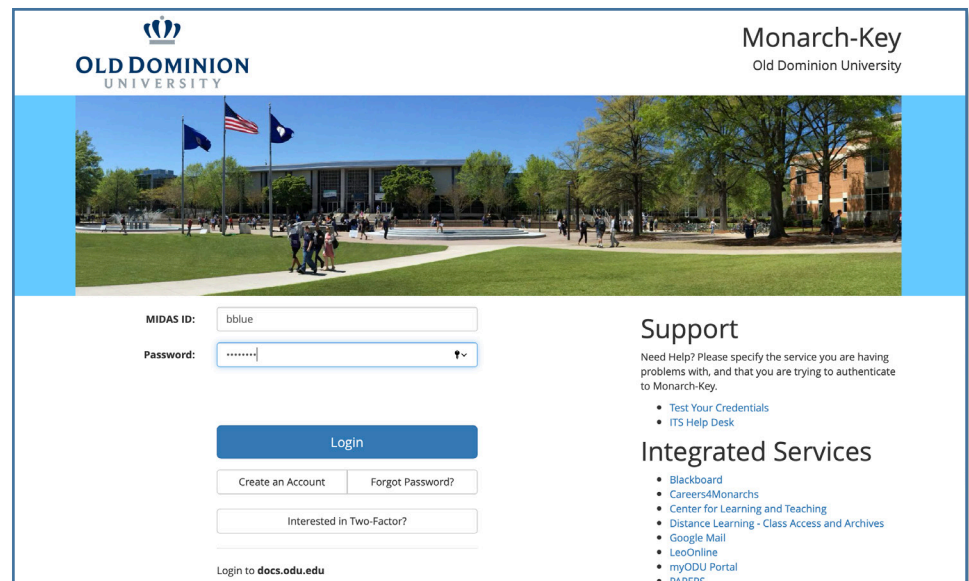
Download and install print driver

From an ODU-managed device:

1. Open the Ivanti Portal Manager or Company Portal.

2. Look for the **High Volume Printer** icon and click **Install**.

From a personal device:

1. Go to https://docs.odu.edu/restricted/software/studfacstaff/ HighVolumePrinterWindows.exe.

2. The driver will download after you log in with your MIDAS ID and password.
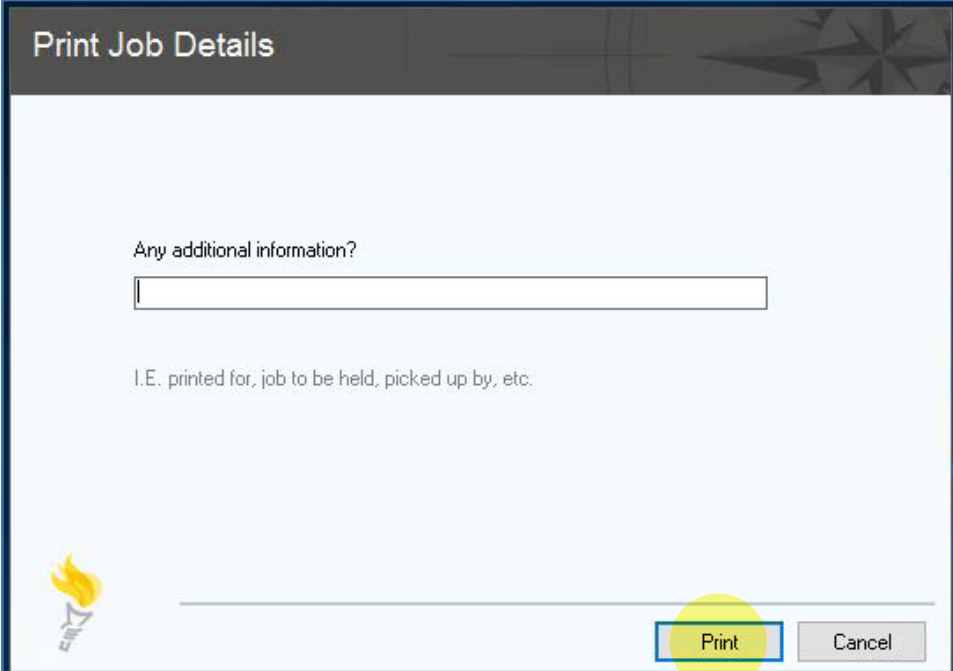
Print to high-volume printer

1. When you're ready to print your document, click **Print** as you would if you were printing to any other printer.

2. Select **ODU_High_Volume_Printing** as your printer.

3. Enter the quantity and any other special finishing settings, and click **OK**.
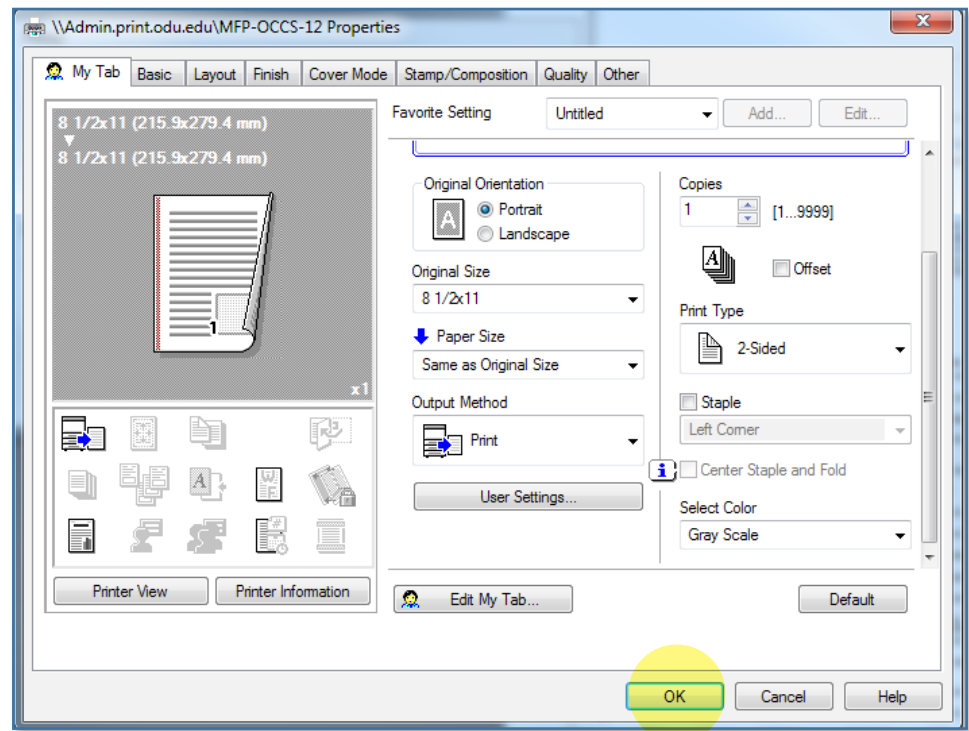
4. In the **Print Job Details** window that pops up, you have the option to enter any special instructions, like who the job is for, where you'd like it delivered, etc. (You could also leave this field blank.) Click **Print**.

If you don't see **ODU_High_Volume_Printing** as an option in your print dialogue box, contact the ITS Help Desk at itshelp@odu.edu or 683-3192 for assistance.