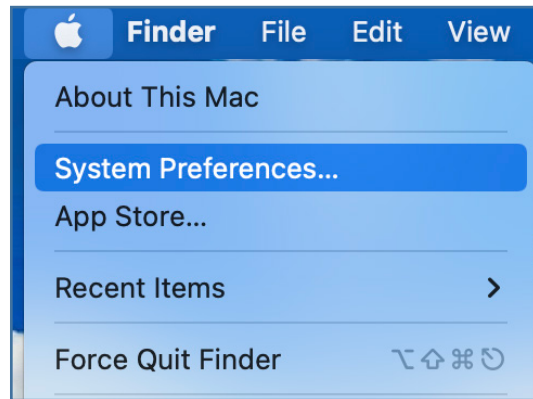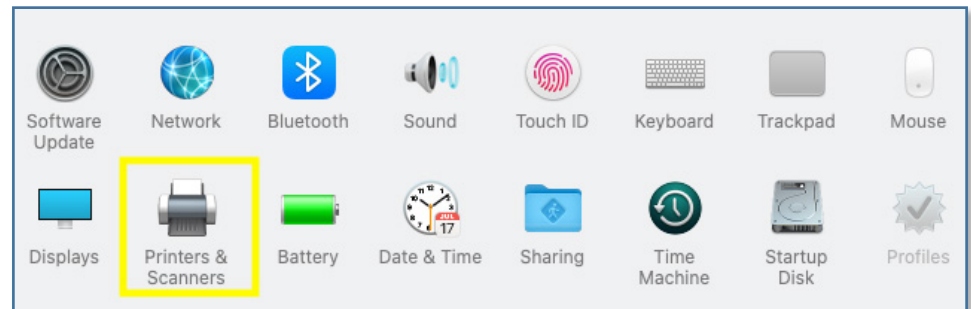# Connect to an ODU Printer or MFP from a Managed Machine (Mac)

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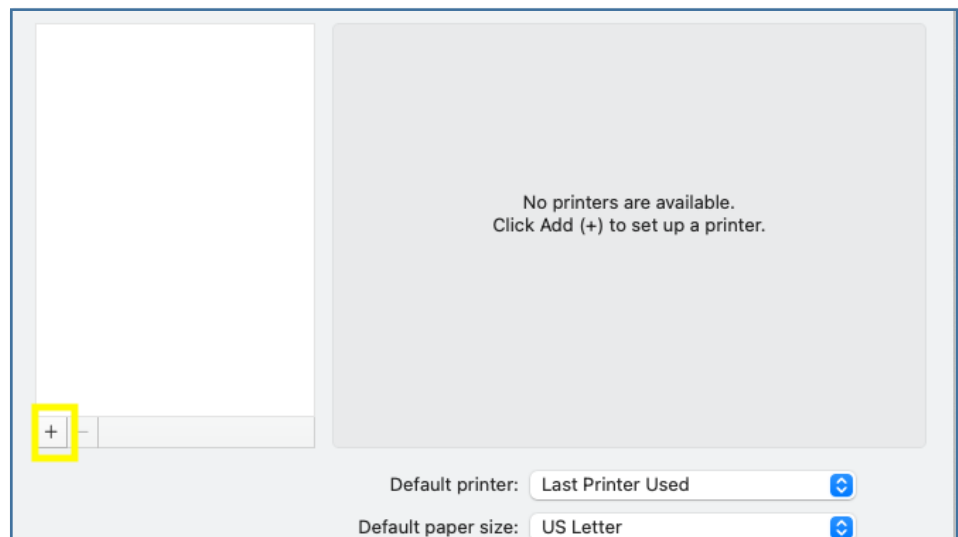
1. Open **System Preferences**.

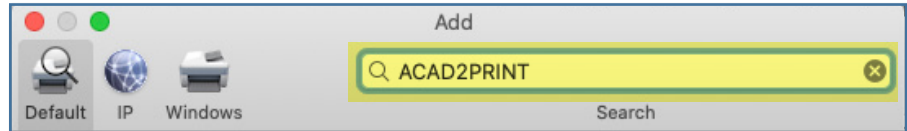

2. Select **Printers & Scanners**.
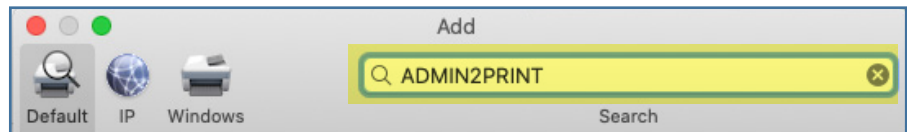

3. Select **Add** (plus symbol).

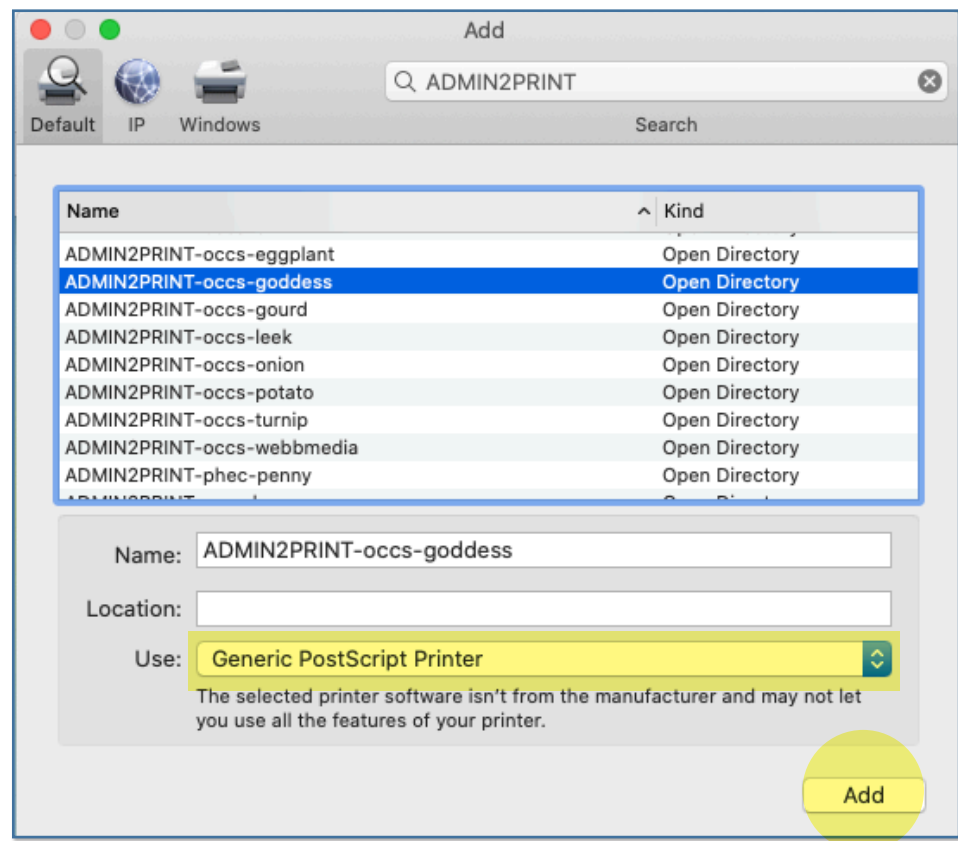## Connect directly to a network printer in your department

1. Search for your printer.

   a. For academic network printers, search **ACAD2PRINT**.

   b. For administrative network printers, search **ADMIN2PRINT**.
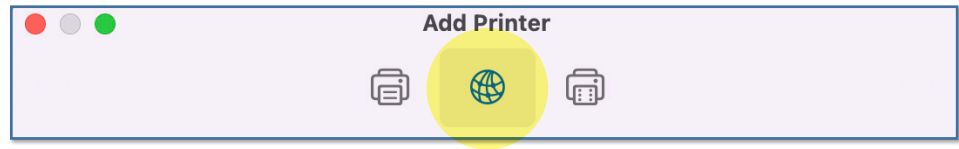

2. Locate and select your department's printer.
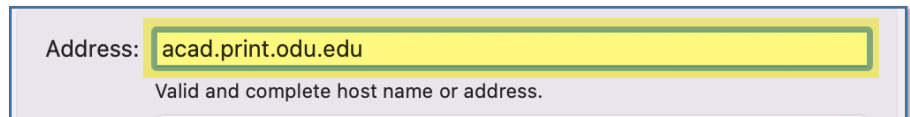   Use: **Generic PostScript Printer**.
   Click **Add**.

Connect to an ODU Printer or MFP from a Managed Machine (Mac)
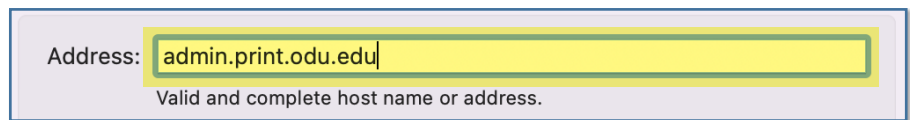
Connect directly to an ODU MFP

1. At the top of the **Add Printer** window, click the globe (IP) icon.
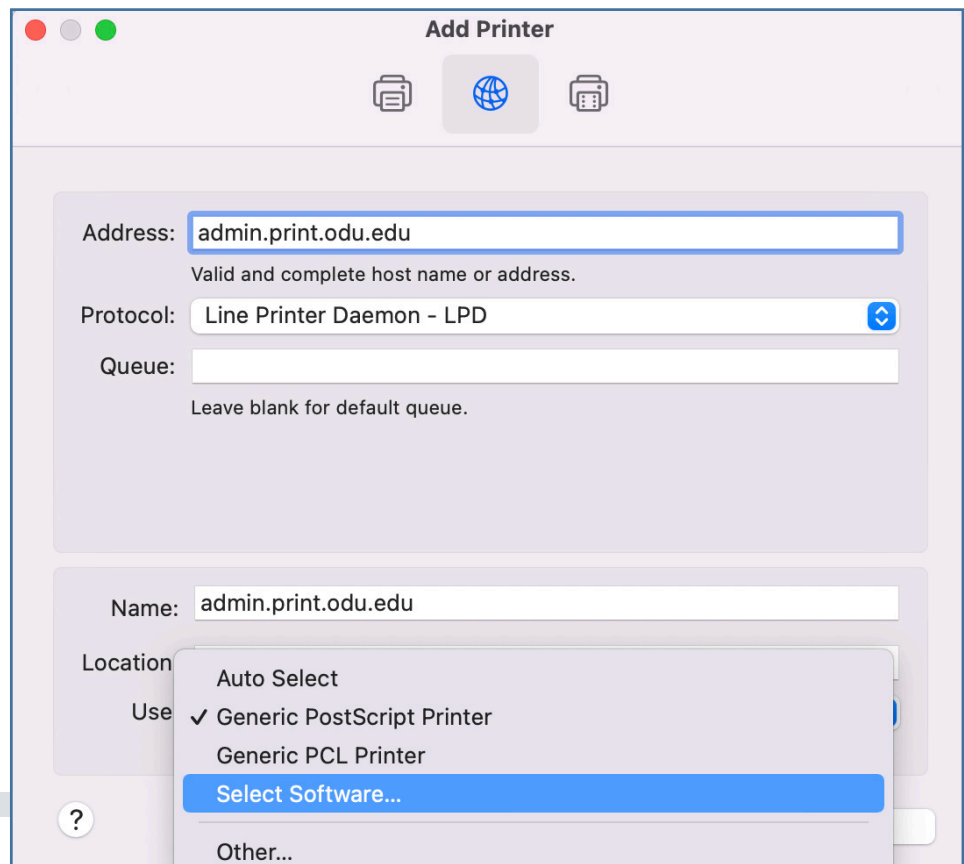

a. For MFPs in academic areas, type **acad.print.odu.edu** in the Address field.
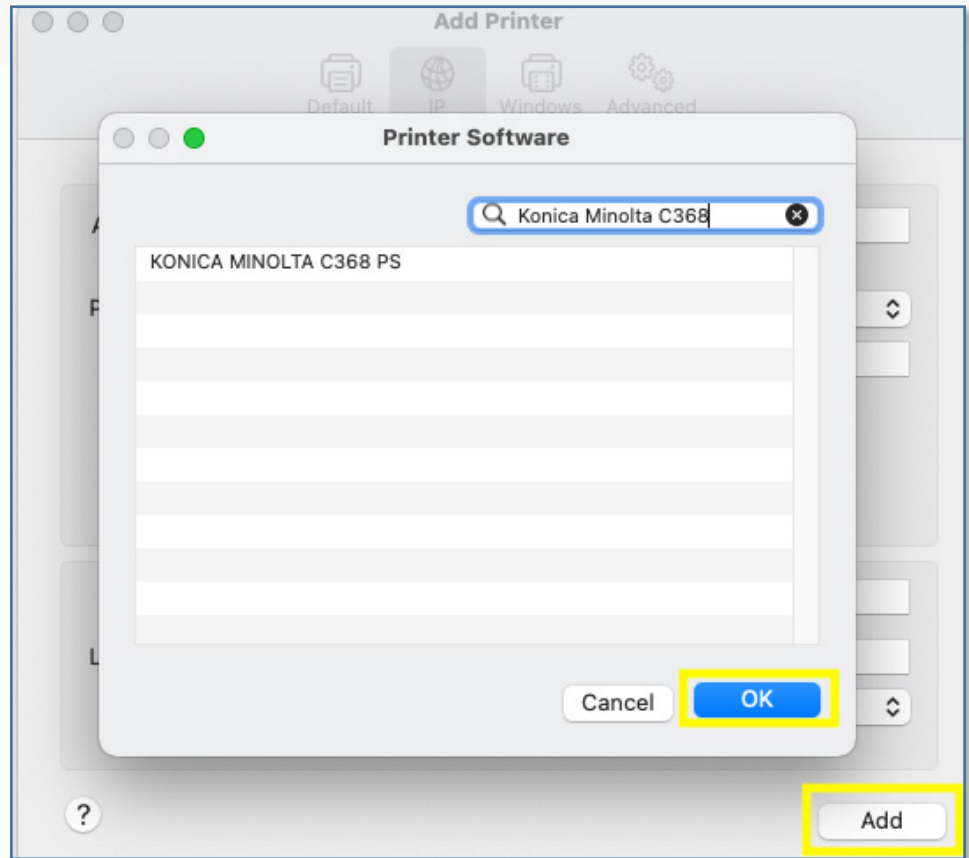

b. For MFPs in administrative areas, type **admin.print.odu.edu** in the Address field.

4. 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

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5. Search for your MFP model. Select it, click **OK**, then click **Add**.

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

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

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MFP from a
Managed
Machine (Mac)

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