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**.
   ![Search ACAD2PRINT](image)
   b. For administrative network printers, search **ADMIN2PRINT**.
   ![Search ADMIN2PRINT](image)

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

   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
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.