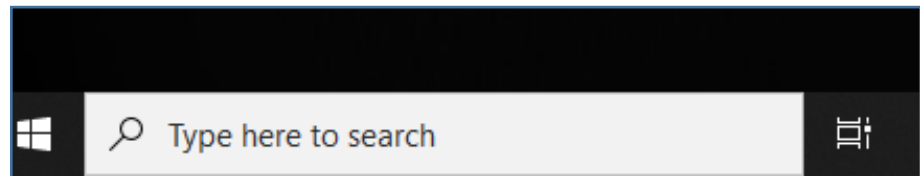# Connect to an ODU Printer or MFP from a Managed Machine (Windows)
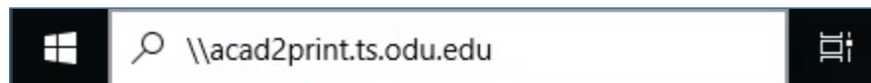
This guide is for ODU faculty and staff who need to connect to an ODU printer from an ODU-managed Windows computer.

1. Access the **Search** bar next to the start button at the bottom of the screen.

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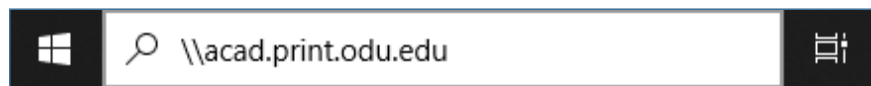
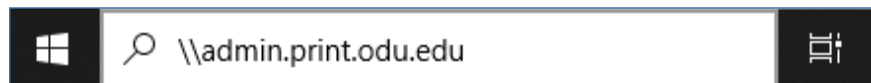   a. For Academic Network Printers, search **\\acad2print.ts.odu.edu**

    b. For Administrative Network Printers, search **\\admin2print.ts.odu.edu**
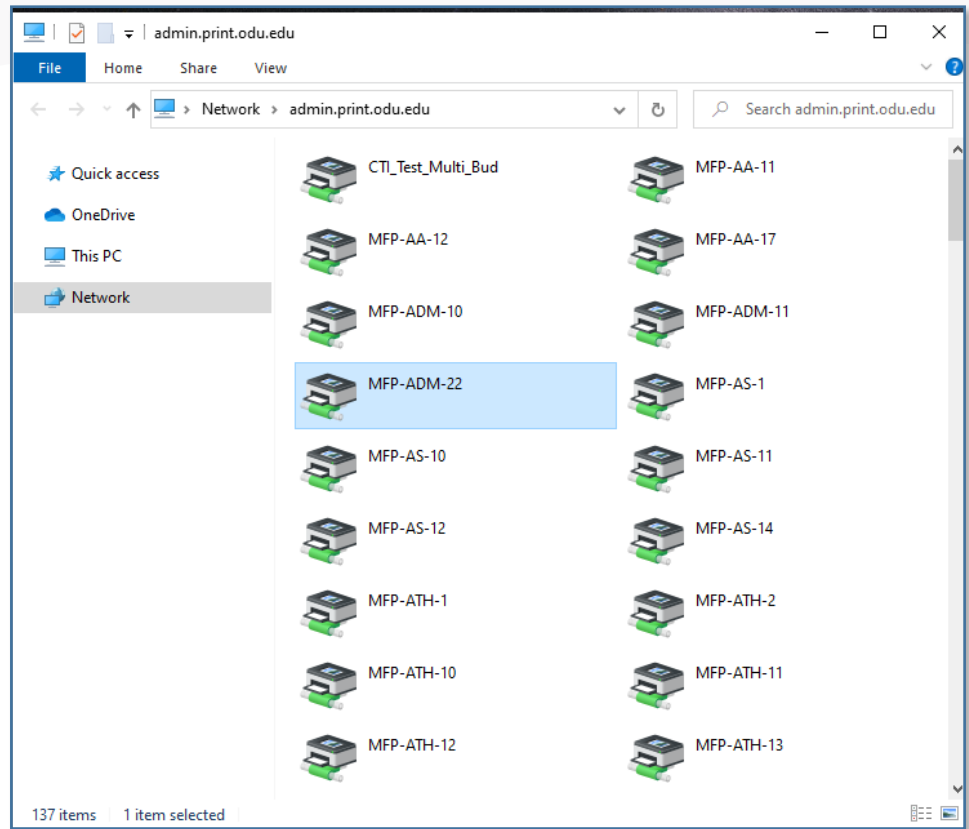

    c. For Konica Minolta MFPs in Academic areas, search **\\acad.print.odu.edu**

    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 will install, and you'll be able to print to the desired printer.