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.

![Network Printer Directory](image)

Your network printer drivers will install, and you’ll be able to print to the desired printer.