

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

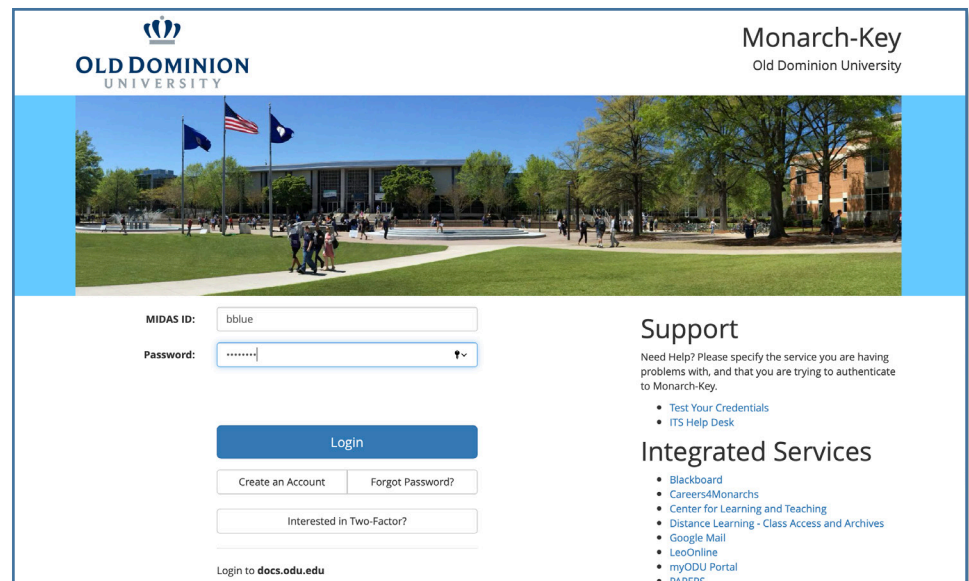
From an ODU-managed device:

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.

A screenshot of the Monarch-Key login page for Old Dominion University. The page has a white header with the Old Dominion University logo on the left and "Monarch-Key Old Dominion University" on the right. Below the header is a large blue-bordered image of a campus scene with a building, trees, and people. Underneath the image is a login form with two input fields: "MIDAS ID:" containing "bblue" and "Password:" containing ".....". Below these fields are three buttons: a blue "Login" button, a white "Create an Account" button, and a white "Forgot Password?" button. At the bottom of the form is a white "Interested in Two-Factor?" button. To the right of the login form is a "Support" section with the text "Need Help? Please specify the service you are having problems with, and that you are trying to authenticate to Monarch-Key." and a list of links: "Test Your Credentials" and "ITS Help Desk". Below the support section is an "Integrated Services" section with a list of links: "Blackboard", "Careers4Monarchs", "Center for Learning and Teaching", "Distance Learning - Class Access and Archives", "Google Mail", "LeoOnline", "myODU Portal", and "PAPERS". At the very bottom of the page, there is a small link that says "Login to docs.odu.edu".

Information Technology Services

www.odu.edu/its

(757) 683-3192

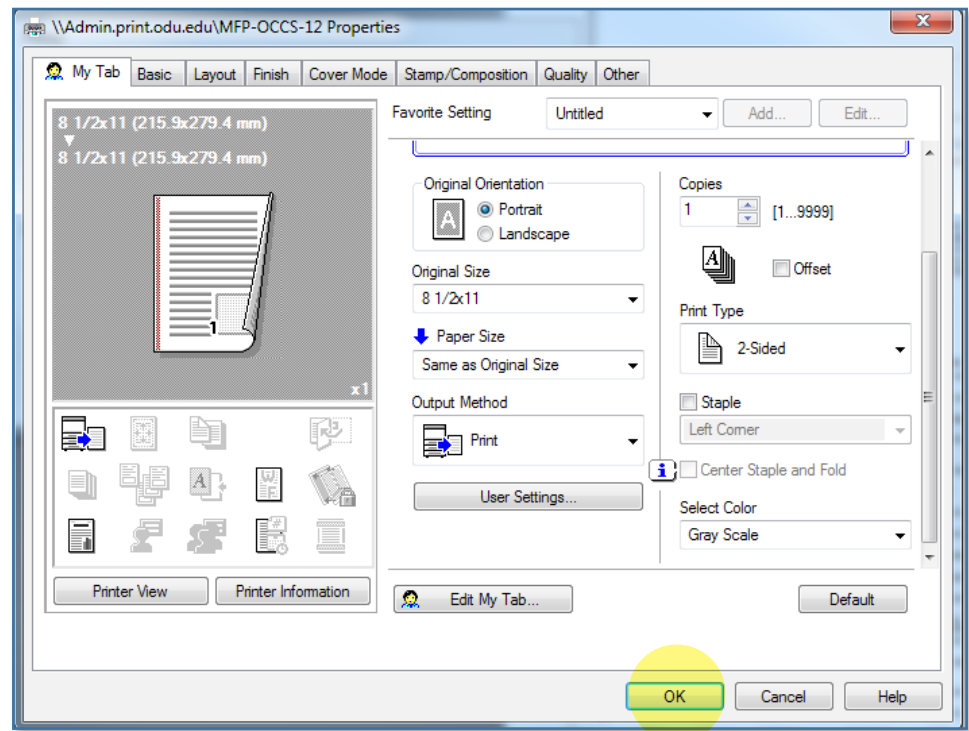
itshelp@odu.edu

1504 Webb Center

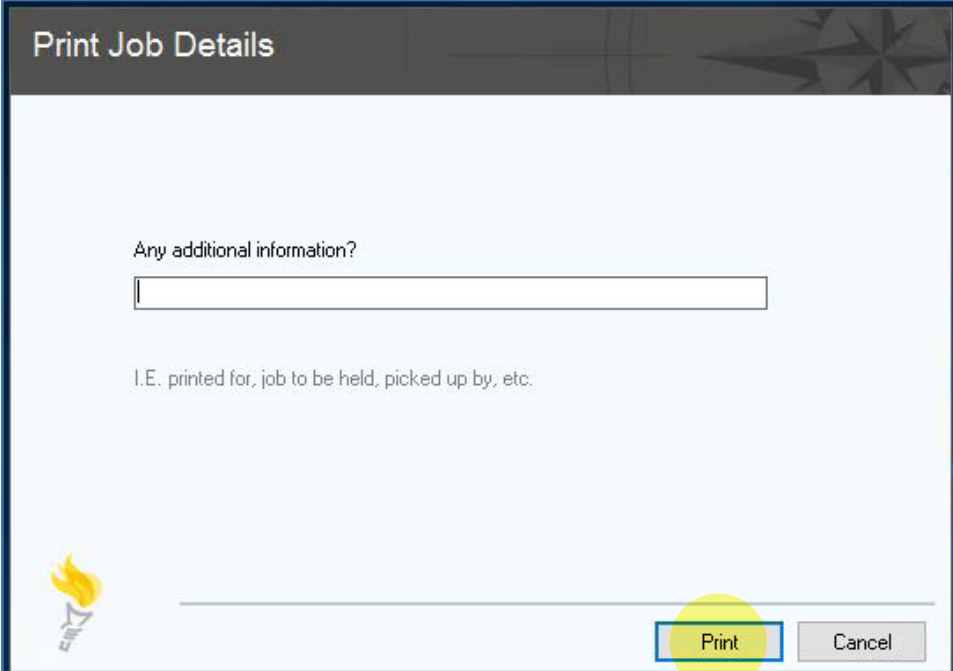
[oduits](#) [odu_its](#)

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**.



Print Job Details

Any additional information?

I.E. printed for, job to be held, picked up by, etc.

Print Cancel

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.