

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

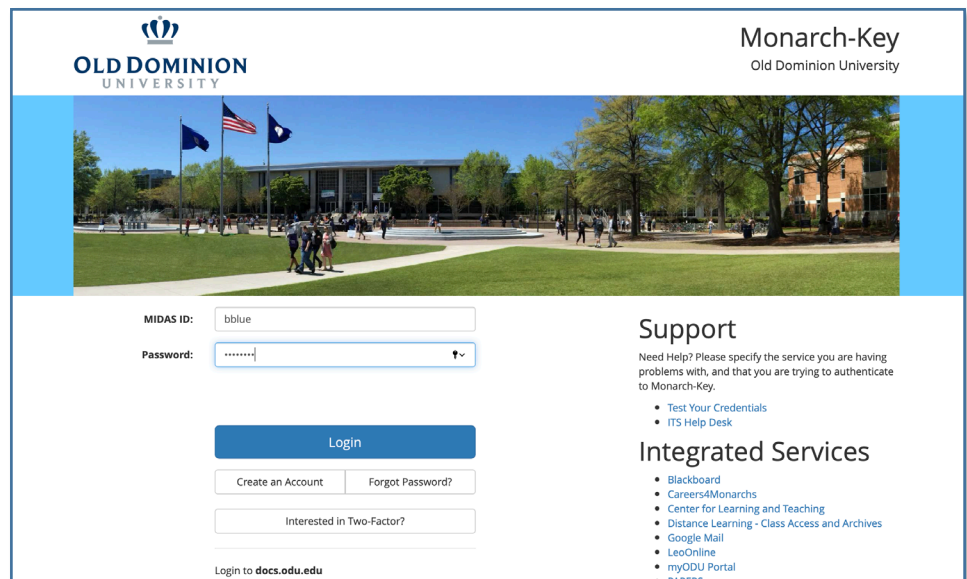
From an ODU-managed device:

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.



Information Technology Services

www.odu.edu/its

(757) 683-3192

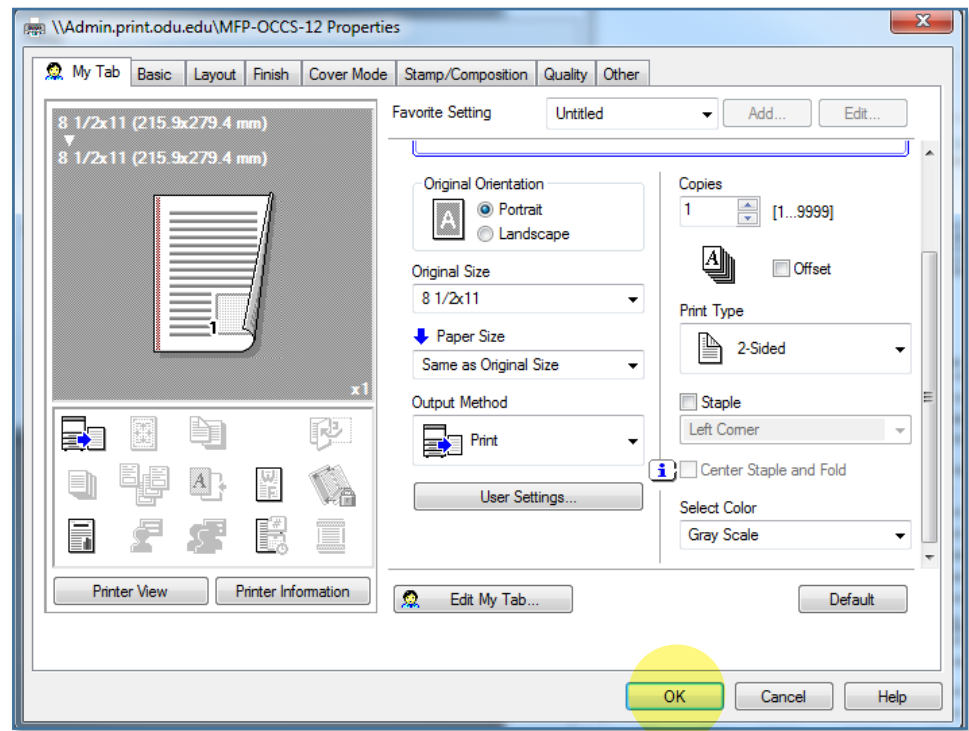
itshelp@odu.edu

1504 Webb Center

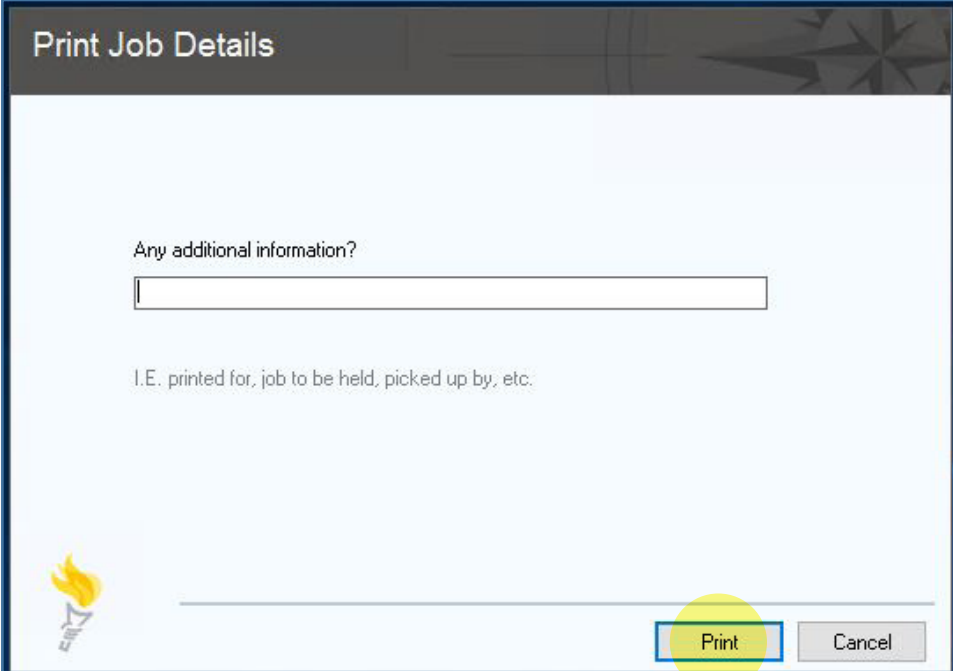
[oduits](#) [odu_its](#)

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**.



The image shows a 'Print Job Details' dialog box. It has a title bar with the text 'Print Job Details'. Inside the dialog, there is a text input field with the label 'Any additional information?'. Below the input field, there is a hint text: 'I.E. printed for, job to be held, picked up by, etc.'. At the bottom left of the dialog is a small logo of a torch. At the bottom right are two buttons: 'Print' and 'Cancel'. The 'Print' button is highlighted with a yellow circle.

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.