OLD DOMINION UNIVERSITY

Print to Campus Printers with MonarchPrint (Windows or Mac)

The easiest way to print on campus is with MonarchPrint. Send a document to the MonarchPrint cloud and swipe into any Konica Minolta printer with your University ID card to release your print job.

Request MFP Card Access

Because costs are automatically charged to your department when you swipe your card, your budget unit director (BUD) first needs to approve your access.

1. Request MFP access.

Install MonarchPrint

The MonarchPrint driver and print queue are automatically installed on all ODU-managed desktop computers.

From an ODU-managed off-campus device:

1. Connect to the VPN.
2. Open the Company Portal (Windows) or Self Service (Mac).
3. Look for the **MonarchPrint** icon and click **Install**.

Print to MonarchPrint

1. Click **Print** from whatever application you're using.
2. Select **MonarchPrint** as your printer.

Release your print job

1. Walk up to any campus Konica Minolta printer.
2. Swipe or tap your University ID card on the card reader, or log in from the printer's touch screen with your MIDAS ID and password.
3. From the printer's home screen, select **Secure Print**.
4. You'll see the document(s) in your print queue. Press **Print All** to print all or your documents, or select a specific document and press **Print**.

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