Installing an ODU Printer on a Managed Machine (Windows)

Below are instructions for adding a printer to an ODU-managed Windows machine.

1. Select **Start** and access the search feature.

2. Type in the name of the desired group of printers and hit **Enter** to run the search:
   a. For Academic Network Printers, search **\acad1print**
   b. For Administrative Network Printers, search **\admin1print**
   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

![Admin Print ODU.edu Search]

E. For Xerox MFDs, search \QUEEN

![Queen Search]

3. Locate the desired printer and double-click the name of the printer.

![Network Queen Printer List]

Your network printer drivers should now install. You should now be able to print to the desired printer.