Connecting to a Printer Remotely (Windows 7)

This guide is for ODU faculty and staff who would like to connect to an ODU printer from laptops and other IT devices that are not joined to the ODU domain.

Connect device to campus VPN

1. Connect to campus WiFi (odu.edu/ts/access/wireless)
2. Connect to campus VPN (odu.edu/facultystaff/computing/remote)

Connect to printer

1. Click on the Windows icon and select Control Panel.
2. Select **Hardware and Sound**.

![Control Panel Hardware and Sound](image)

3. Select **Devices & Printers**, then click on **Add a printer**.

![Devices and Printers](image)

4. Click on **Add a network, wireless or Bluetooth printer**.

![Add Printer](image)
5. Click on **The printer that I want isn’t listed**.

6. Click on **Select a shared printer by name**, and type in the name of the server and printer that you want to connect to:
   a.) For administrative printers, type in `\adminprint.ts.odu.edu\<printername>`
   b.) For academic printers, type in `\acadprint.ts.odu.edu\<printername>`
   c.) For administrative KM MFPs, type in `\admin.print.odu.edu\<mfpname>`
   d.) For academic KM MFPs, type in `\acad.print.odu.edu\<mfpname>`
   e.) For Xerox MFDs, type in `\queen.ts.edu\<mfdname>`
7. Enter your MIDAS user name in the following format: `odunet\username`. Enter your password. Check **Remember my password**. Click **OK** to proceed.

8. Click on **Install this driver** (this will take a few minutes to complete.)
   Note: You may also be prompted for the location of the printer drivers. In this case, the most up to date printer driver for the specific model printer will have to be downloaded from the vendor's website (i.e.: Konica Minolta, HP, Xerox, Brother, etc.). Contact your TSP if you need assistance.

9. Do not set the installed printer as your default printer, unless you choose to.
10. Click **Next** to proceed.

11. Click **Finish**.