This guide is for ODU faculty and staff who need to connect to an ODU printer from an ODU-managed Windows computer.

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`

![Image of Windows file explorer with Konica Minolta MFPs]

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

![Image of Windows file explorer with Konica Minolta MFPs selected]

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