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

1. Access the Search bar next to the start button at the bottom of the screen.

2. Type in the name of the desired group of printers and hit Enter to run the search:
   a. For Academic Network Printers, search \acad2print
   b. For Administrative Network Printers, search \admin2print
   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
3. Locate the desired printer and double-click the name of the printer.

Your network printer drivers will install, and you’ll be able to print to the desired printer.