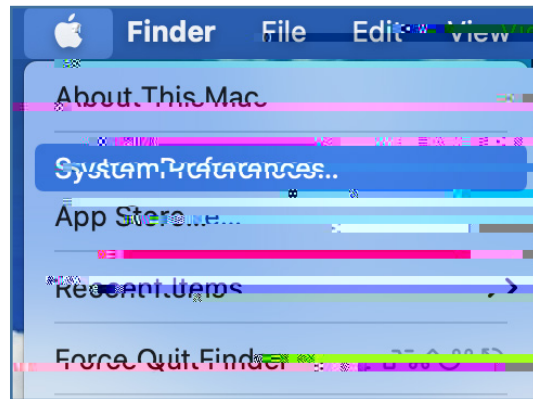


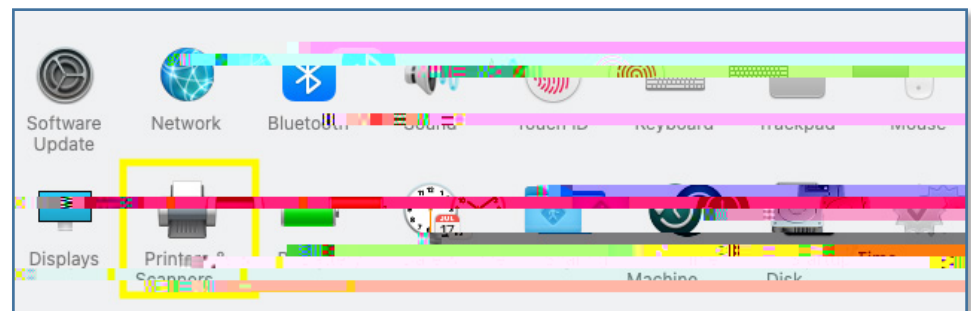
# Connect to an ODU Printer or MFP from a Managed Machine (Mac)

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

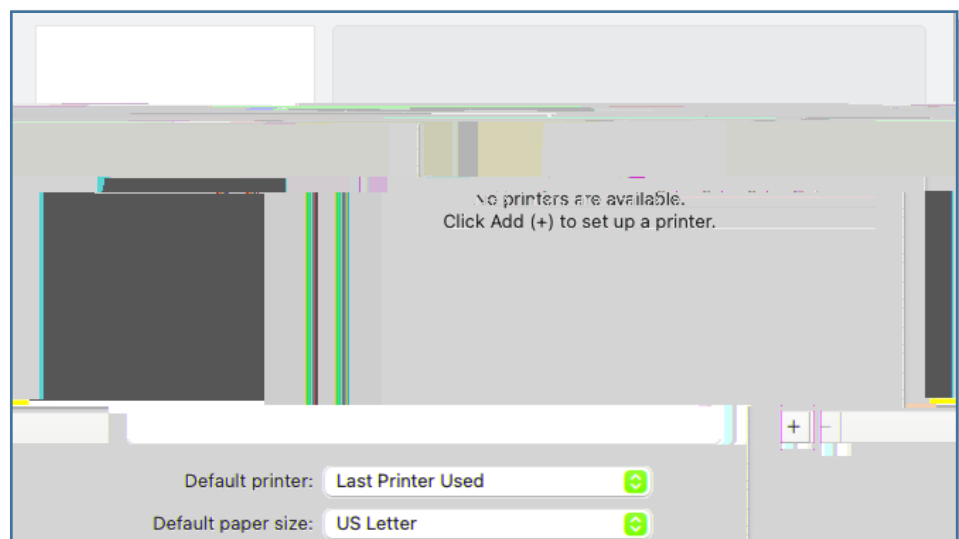
1. Open **System Preferences**.



2. Select **Printers & Scanners**.

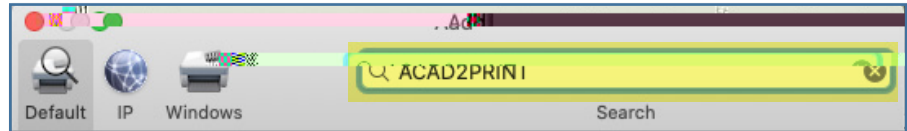


3. Select **Add** (plus symbol).

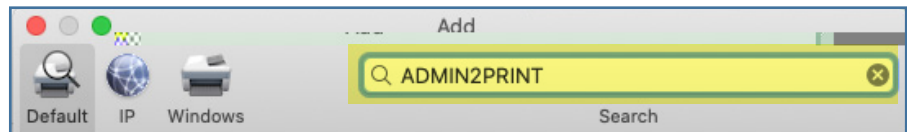


## Connect directly to a network printer in your department

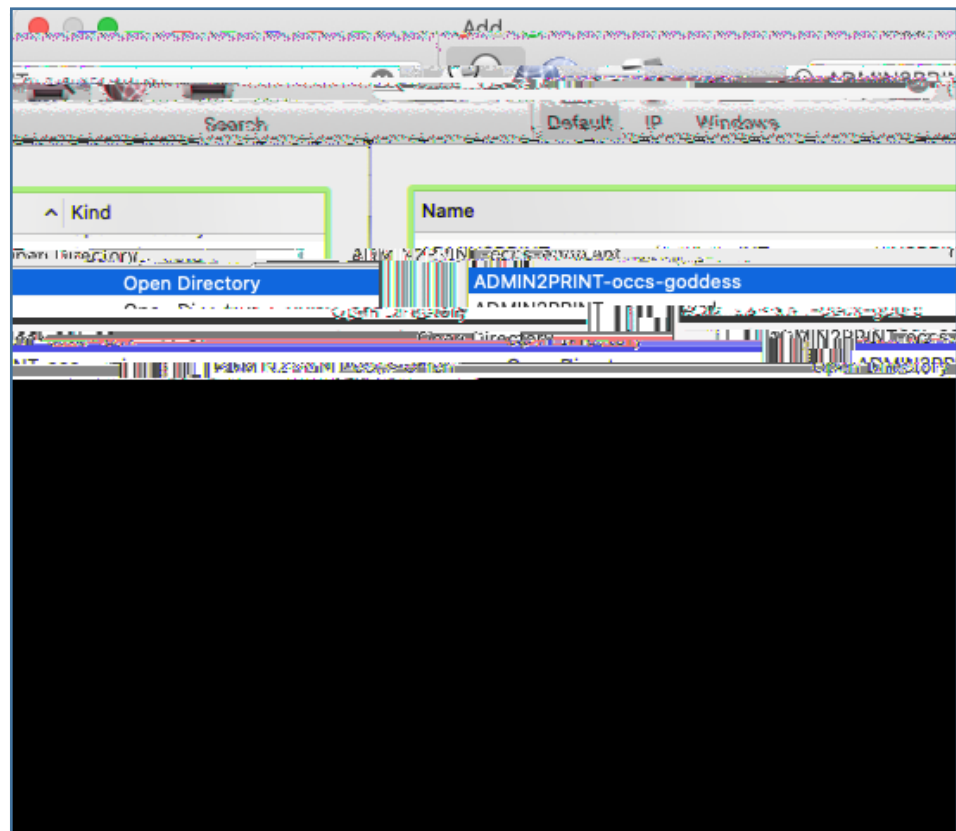
1. Search for your printer.
  - a. For academic network printers, search **ACAD2PRINT**.



- b. For administrative network printers, search **ADMIN2PRINT**.



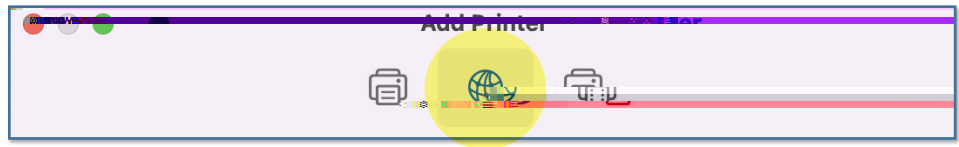
2. Locate and select your department's printer.  
Use: **Generic PostScript Printer**.  
Click **Add**.



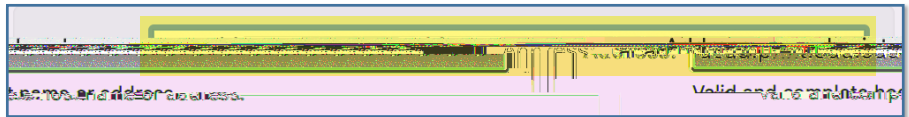
Connect to an  
ODU Printer or  
MFP from a  
Managed  
Machine (Mac)

## Connect directly to an ODU MFP

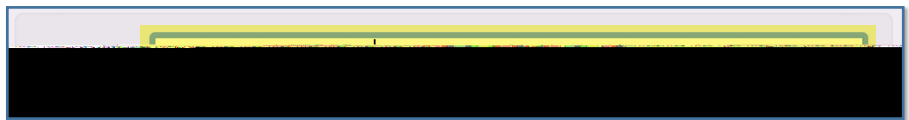
1. At the top of the **Add Printer** window, click the globe (IP) icon.



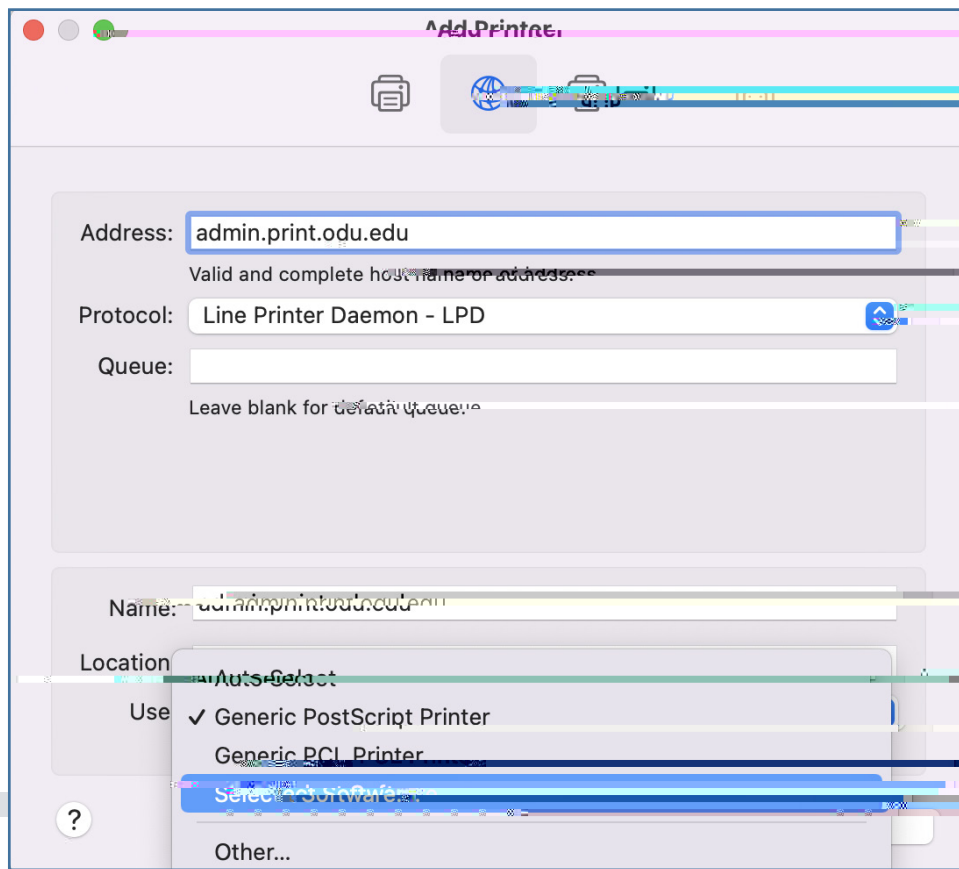
- a. For MFPs in academic areas, type **acad.print.odu.edu** in the Address field.



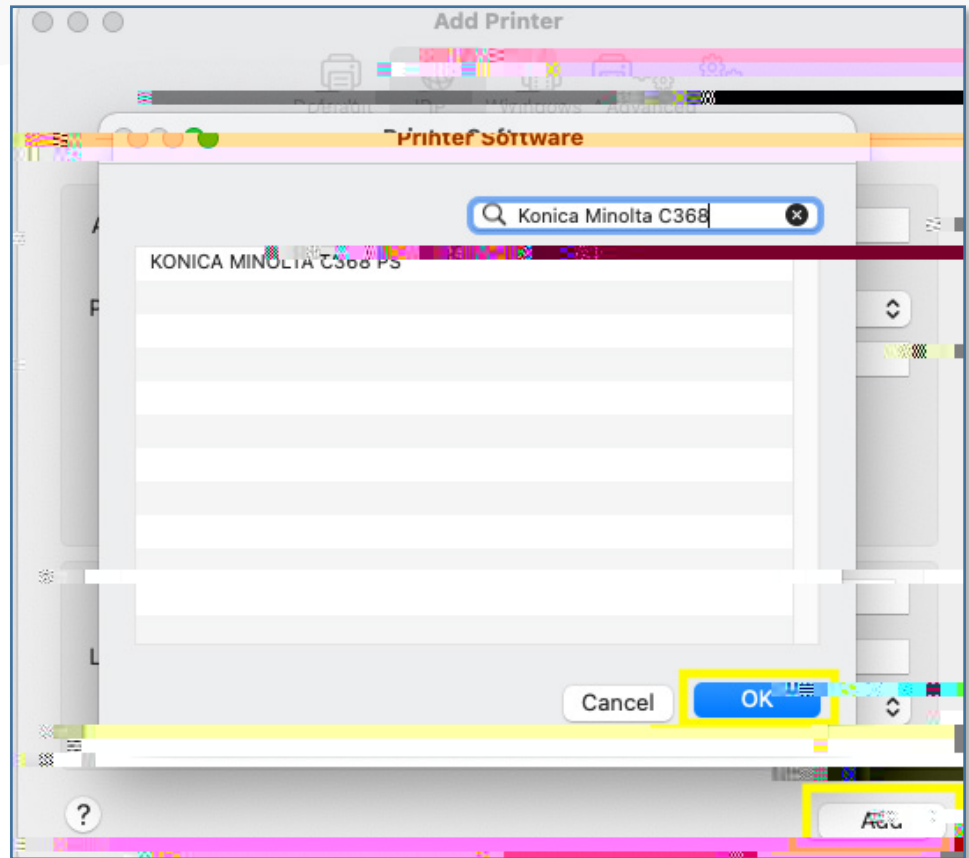
- b. For MFPs in administrative areas, type **admin.print.odu.edu** in the Address field.



4. Protocol: Line Printer Daemon - LPD  
Queue: Enter the name of the MFP you want to connect to  
Name: Enter the name of the MFP you want to connect to  
Location: Enter the location of the MFP  
Use: Select Software



5. Search for your MFP model. Select it, click **OK**, then click **Add**.



6. Allow default settings and click **OK**.
7. Print a test page to verify you're connected.