Connecting to a printer remotely
for non-domain machines on ODU campus only for Faculty/staff

This document is intended for the sole purpose for Old Dominion University Faculty and Staff to be able to connect to a printer remotely with the laptops that are not joined to the ODU domain. This is for Windows XP Professional and Windows Vista Business Enterprise only.

1) Connect to AccessODU
2) Connect to Campus VPN

For Windows XP Professional Operating Systems
1) Click on Start -> Printer and Faxes

![Printers and Faxes](image)
2) On the left pane click on add printer
3) click next to proceed.

4) Select “A network printer, or a printer attached to another computer”
5) click next to proceed.
6) In the "Name" field type the name of the server and printer that you are going to connect to.
   a. For the administrative side the convention will be `\adminprint.ts.odu.edu\printername`
   b. For the Academic side (Colleges) the convention will be `\acadprint.ts.odu.edu\printername`
   c. For mfd's the convention will be `\knight.ts.odu.edu\mfdname`
   d. Click Next to proceed

7) Enter your MIDAS user name in the following format - odunet\username
8) Enter your password
9) Check “Remember my password”
10) click OK to proceed
1) Click Yes. After clicking on 'Yes', the installation will take a few minutes to install the printer and drivers.
   a. 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. HP, Xerox, Brother, etc). Contact your TSP if in need of assistance.

2) Do not set the installed printer as your Default Printer, unless you choose to.
3) click on Next to proceed.
4) Click Finish.
Completing the Add Printer Wizard

You have successfully completed the Add Printer Wizard.
You specified the following printer settings:

Name:  occs-high-volume-print on knight
Default:  No
Location:  
Comment:  

To close this wizard, click Finish.