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

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

1) Connect to AccessODU

2) Connect to Campus VPN

For Windows Vista Operating Systems

1) Click on the Start -> Control Panel -> Printers
2) On the menu bar click on add printer
3) click next to proceed

4) Select “Add a network printer, wireless or Bluetooth printer”
5) click next to proceed.
6) Select "The printer that I want isn’t listed"

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6)
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![Image of Add Printer window](image1)

7) In the "Select a shared printer by name" field type name of the server and printer name 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 mfds the convention will be \knight.ts.odu.edu\mfdname

![Image of Add Printer window with field to type printer name](image2)
8) Enter your MIDAS user name in the following format - odunet\username

9) Enter your password

10) Check “Remember my password”

11) click OK to proceed

12) Click on install driver. This will take a few minutes to complete.

   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.
13) Do not set the installed printer as your Default Printer, unless you choose to.
14) click Next to proceed.

15) Click on Finish.