




**OLD DOMINION**  
UNIVERSITY  
IDEA FUSION

IT



## Information Technology Services

[od.edu/i](http://od.edu/i)

 (757) 683-3192

 [it\\_help@od.edu](mailto:it_help@od.edu)

 1100 Monarch Hall

 [od\\_i](#)  [od\\_i](#)



To add a printer:

1. Click the **Add a printer** button.
2. If your printer shows up in the list you can click it to add the printer.
3. If your printer does not show up click **The printer is not listed**.
4. Select the option most relevant to the type of printer you are setting up and follow the on screen instructions.