Printing

Welcome to the home page for printing at Syracuse University!

Campus Printing During COVID-19

Please note that during the campus response to COVID-19, buildings through campus have been secured and are not accessible unless you are a staff or faculty member with prior card swipe access. As a result, student do not currently have access to academic buildings where printers are located. Those living in a residence hall with a public lab can print their. Please direct questions to the ITS Help Desk at 315.443.2677, help@syr.edu, or by using the chat feature at the bottom of this page.

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Printing at Syracuse University

The sections below will provide details about your student account while on campus, how to manage your account including how to go about printing as well as additional support information. If you require further assistance, do not hesitate to contact the ITS Help Desk with any additional questions about printing at Syracuse University.

Student Print Accounts

Students are provided a $20 credit at the beginning of each academic year in August (this $20 credit covers the next 12 months) for printing services in the ITS public computer labs. Within the print management system, students are able to review the activity of their $20 quota or add funds through Cashnet. Note that students can increase their balance with either cash or a credit card. Full instructions on managing the print account, including adding funds, can be found on the Print Account Management Interface page.

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Alumni, Retiree and Guest Print Accounts

Alumni, Retiree and Guests of the university are able to print at public workstations. Instructions for creating a guest print account can be found on the alumni and guest printing home.

Recent Graduate?
Alumni who have graduated in the last 18 months can still log into ITS public lab locations. These alumni, however, will still need to create a guest account if they wish to print and will not be able to print using their previous NetID and password or from funds that existed on their account when they had active status on campus.

Managing Your Print Account

Students can manage their print account at printing.syr.edu. Logging in requires an active NetID and password. The print account interface enables students to do the following:

- View the available funds credited to their accounts
- Manage printing jobs pending release
- View their transaction and printing history
- Add money to their account using a credit card

For step by step instructions for managing your student account, follow the link below.

Print Account Management Interface

Access After Graduation

While students can log into campus resources, including lab locations, for 18 months following graduation, their print account is no longer accessible when they are no longer an active student. Alumni and recent graduates seeking to print should defer to printing options for guests on campus.

How to Print

There are many ways to print on campus. Use the directions below for your preferred method in the sections below.

Print from a Campus Computer

Students can log into any library or ITS-managed printer and print a document.

Printing Varies by Location

Some academic departments, such as Maxwell and Newhouse, manage their own labs. To access departmental computer labs, contact the respective academic department or visit the school and college support page. Those who have provided details instructions regarding printing at their locations can be found below.

Email to Print

If you are unsure where on campus you’d like to print, the option of emailing your document to be printed later is enabled.

Black and White Duplex Only
You are strongly encouraged to visit a lab and print normally. While email to print is enabled, it is limited black and white duplex printing only. Be aware that picking any alternative format will have inconsistent results.

To print, simply email your document to print@syr.edu. Students can then log in at any library or ITS-managed printer to print their document.

ITS Lab and Library Printers Only
Email to print is only available at the library and ITS-managed printers. Guest accounts can utilize email to print using the instructions found on the Library support page.
Once you have sent your email with the document you wish to be printed, log into printing.syr.edu. Your job will populate within 1 minute on the jobs pending release queue.

**Wireless Printing**

**Mobility Print**

Wireless printing is available in public locations and labs at Syracuse University via Mobility Print.

**ITS Lab and Library Printers Only**

Not all printers on campus are available for Mobility Print including printers in office locations and in school or college managed labs. In these cases, you'll be required to manually configure your device to print at your desired location. Manual configuration is available for Mac OS and Windows computers. For directions, see the section immediately below Mobility Print.

Printing instructions vary by operating system. Select the operating system you would like to print from in the Mobility Print configuration documentation or from the list below.

- **Windows 7 and Newer**
- **MacOS Yosemite and Newer**
- **iOS 9.2 and Newer**
- **Android 4.4 and Newer**

**Chrome OS**

Note that Chrome OS version 43 and newer is supported for Mobility Print, however, it is not a supported operating system on campus.

**Manual Wireless Printing**

Configuration instructions vary by operating system. Select your desired operating system below.

**VPN Connection Required**

A virtual private network (or VPN) connection is required to manually configure wireless printing on Windows and Mac devices. Secure access to Syracuse University's network on Windows devices is available through the use of SURA. Links to Mac instructions are included in the pages below.

- **Windows 7 and Newer**
- **MacOS (Direct Connect)**
- **MacOS (Using Cups)**

Departmental Support Pages

Below you will find pages dedicated to printing within particular departments. Note that prices, sizes, and print types will vary by department.

- **The College of Engineering and Computer Science**
- **The College of Law - Wireless Printing**
- **The School of Information Studies**
- **Syracuse University Libraries**

Administrative Support Pages

Administrative support documentation, including admin interface, server, and printer guidance can be found on the Print Management at Syracuse University home page.
Getting Help

For support of the information above, contact the ITS Help Desk by calling at 315.443.2677, by emailing help@syr.edu, or by stopping into 1-227 CST.

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