

Guests and Visitors

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SU Guests/Visitors Wireless Access

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EDUROAM

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SU Guests/Visitors Printing

Creating a Guest Printing Account



All guest printing accounts and balances will expire after the end of Syracuse University's Summer Session II and before the beginning of the Fall semester every year (usually the last 3 weeks in August). **Absolutely no refunds will be provided by the university for any remaining balance left on your printing account when it expires.**

1. Open a **web browser** and go to <https://printing.syr.edu> and click on the bottom **Register as a New User** link.
2. Fill out the form and click **Register**.
3. Open your email account and **look for an email asking to verify your email address**. You'll need to **click on the link in that email to verify and activate your printing account**.
4. Login with your newly created account. Select the **Add funds (CASHNET)** tab and proceed to **instantly add funds to your account with a credit card** before printing for the first time.



Funds cannot be added with cash, the university currently only allows guest account transactions via credit card.

Funds are only required for printing, scanning is free on all public copiers/scanners using this guest account.

Printing From a Laptop, Mobile Device or Libraries Workstation

Email to Print



Only the following patrons will be able to print from a libraries workstation: **SU Emeriti Faculty, SU Distance Learning Students, SU and ESF Alumni, Sponsored/Visiting Researchers, Spouses/Dependents of SU Faculty/Staff**. In order to print, these patrons need to borrow a **guest USB login key** from the Circulation desk at Bird library or Carnegie library.



This feature is **currently limited to B&W double-sided printing only**.

1. Compose a new email (**with the email address used to create the guest printing account**).
2. Include the file/s you wish to print **as an attachment** (you can attach **more than one document in the same email**).



Acceptable files include **Microsoft Office** (docx, xlsx, pptx etc...), **PDF** and **image files** (jpg, png, tiff, gif etc...). Adobe Creative Cloud/Suite files are **not supported**.

3. Send your email to print@syr.edu
4. Login to the **SU print management system** at <https://printing.syr.edu>
5. From the **Jobs Pending Release** tab, release your job by clicking **print** next to your job's name and selecting a printer from the listed options.

Libraries printers are:

- **lib-bird-0** (Bird Lower level)
- **lib-bird-1-email** (Bird 1st floor, east side)

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