

Guest Printing

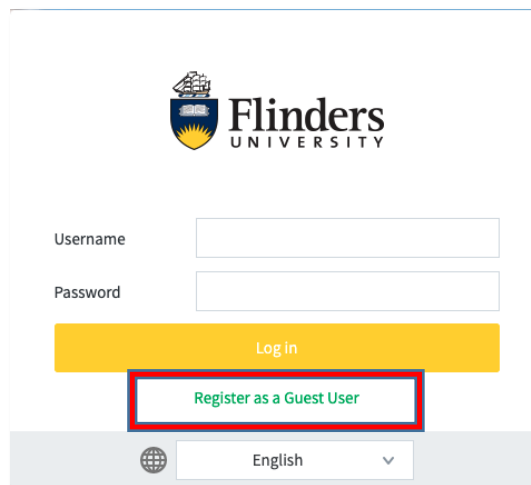
These instructions are for visitors at Flinders University who don't have a Flinders Authentication Name (FAN) and need to print. Creating a guest printing account will give you access to printing services at cost on your personal device. You must be on a Flinders network to access the guest printing facility.

Creating a Guest Account

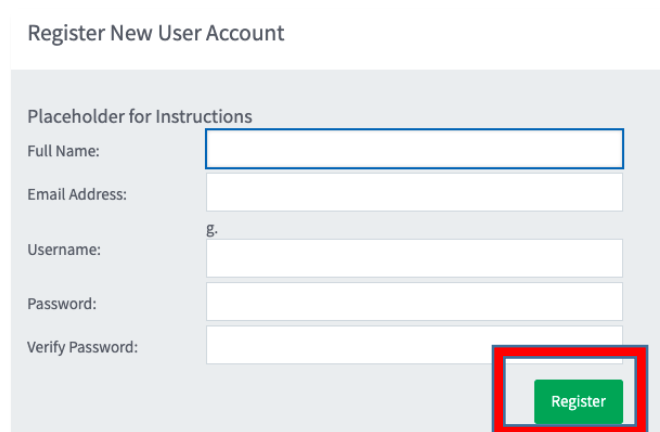
Set up Guest Account

- 1) Open the web browser on your device and go to:
<https://myprint.flinders.edu.au/app>
(you must be on a Flinders network e.g. eduroam)

- 2) Click Register as a Guest User.



- 3) Add your details to Register New User Account. Click Register.
Please note! Your username and password are required to collect your printing from a printer.

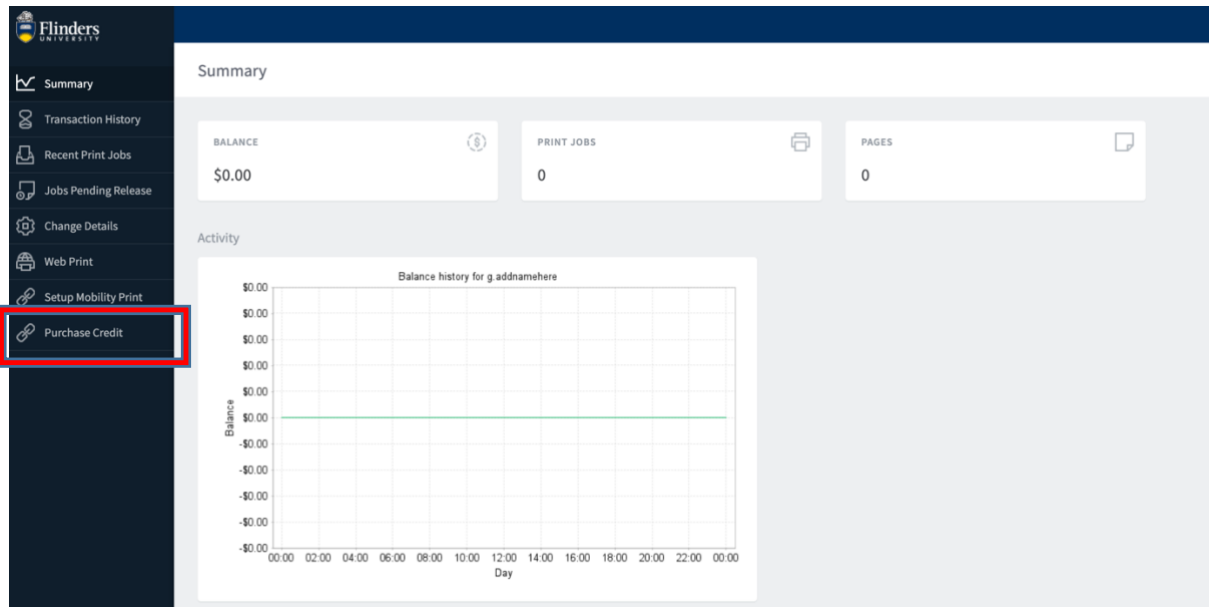


- Record your username as you will use this to release your printing from the MFD. The username has the prefix “g.”
For example, John Smith enters his username as jsmith - John’s username will be g.jsmith

Purchase Printing Credit

Purchase Printing Credit

- Open the web browser on your device and go to myprint.flinders.edu.au/app<https://myprint.flinders.edu.au/app>
- Log in using your guest username and password
- Select Purchase Credit from the sidebar menu



The screenshot displays the user interface of the myprint.flinders.edu.au/app. On the left, a dark sidebar menu contains several options: Summary, Transaction History, Recent Print Jobs, Jobs Pending Release, Change Details, Web Print, Setup Mobility Print, and Purchase Credit. The Purchase Credit option is highlighted with a red rectangular box. The main content area shows a 'Summary' section with three cards: BALANCE (\$0.00), PRINT JOBS (0), and PAGES (0). Below this is an 'Activity' section featuring a line graph titled 'Balance history for g.addnamehere'. The graph shows a constant balance of \$0.00 over a 24-hour period.

4) Add the Amount you would like to purchase and Add to Cart

[Payment Home](#)
[My Account](#)
[Information/Need Help?](#)
[Privacy](#)

Print and Photocopy Balance TopUp

Please complete the following details

Please use this form to top up your Print and Photocopy balance.
Please allow up to 3 minutes for your balance to be updated.

PaperCut User *


Balance


Amount * ✓ \$5.00

- \$15.00
- \$20.00
- \$50.00
- \$100.00

Add to Cart

5) Check the details are correct, then select Process Payment.






[Payment Home](#)
[My Account](#)
[Information/Need Help?](#)
[Privacy](#)

 Items: 1 Total: \$5.00

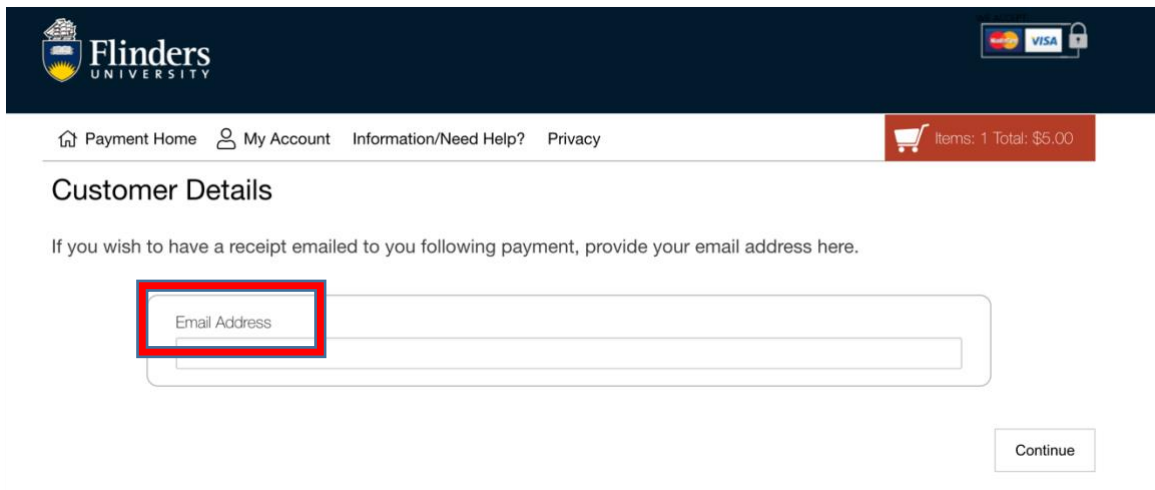
Flinders Online Payments Selections


This is a list of your payment selections. To proceed, please select Process Payment.


	Print and Photocopy Balance TopUp PaperCut User: g.addnamehere	Remove	
	Quantity	1	
	Item: Amount	\$5.00	
	Total	\$5.00	
Grand Total		\$5.00	

Process Payment

6) If you would like a receipt emailed to you, add your email address.



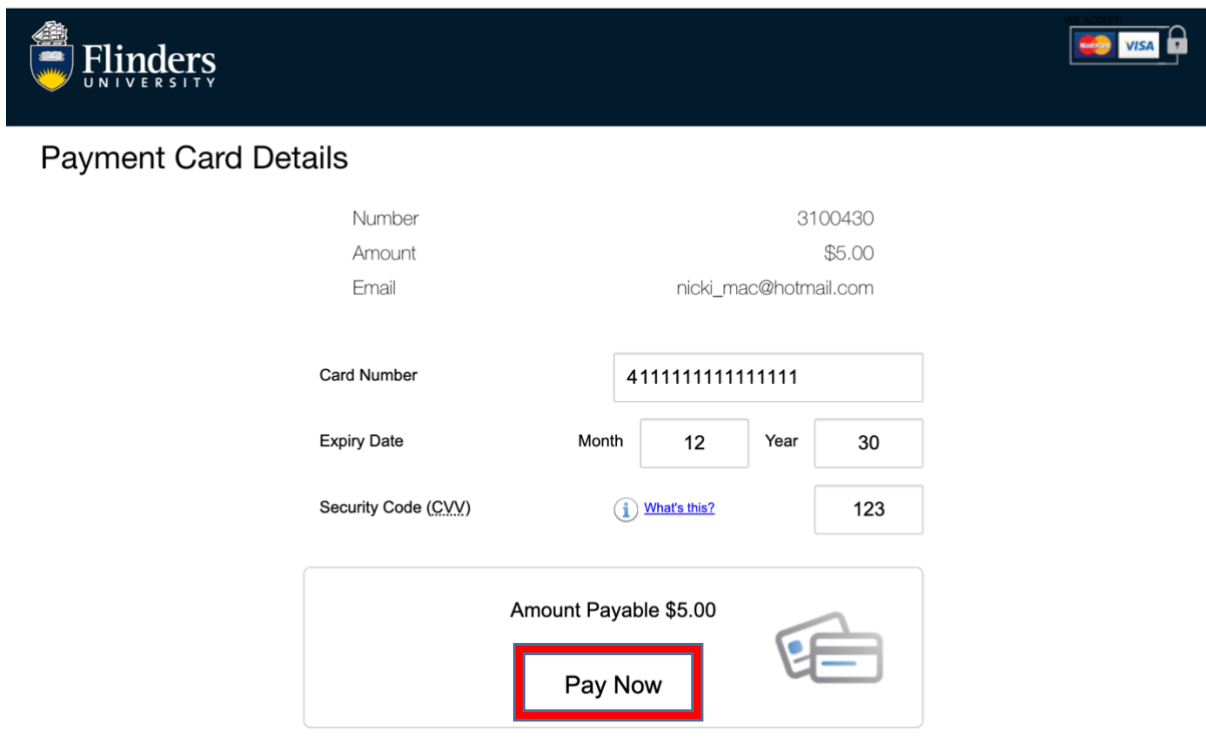
Flinders UNIVERSITY 


[Payment Home](#) [My Account](#) [Information/Need Help?](#) [Privacy](#)  Items: 1 Total: \$5.00

Customer Details

If you wish to have a receipt emailed to you following payment, provide your email address here.

7) Enter your Mastercard or VISA payment card details, then select Pay Now.



Flinders UNIVERSITY 


Payment Card Details

Number	3100430
Amount	\$5.00
Email	nicki_mac@hotmail.com

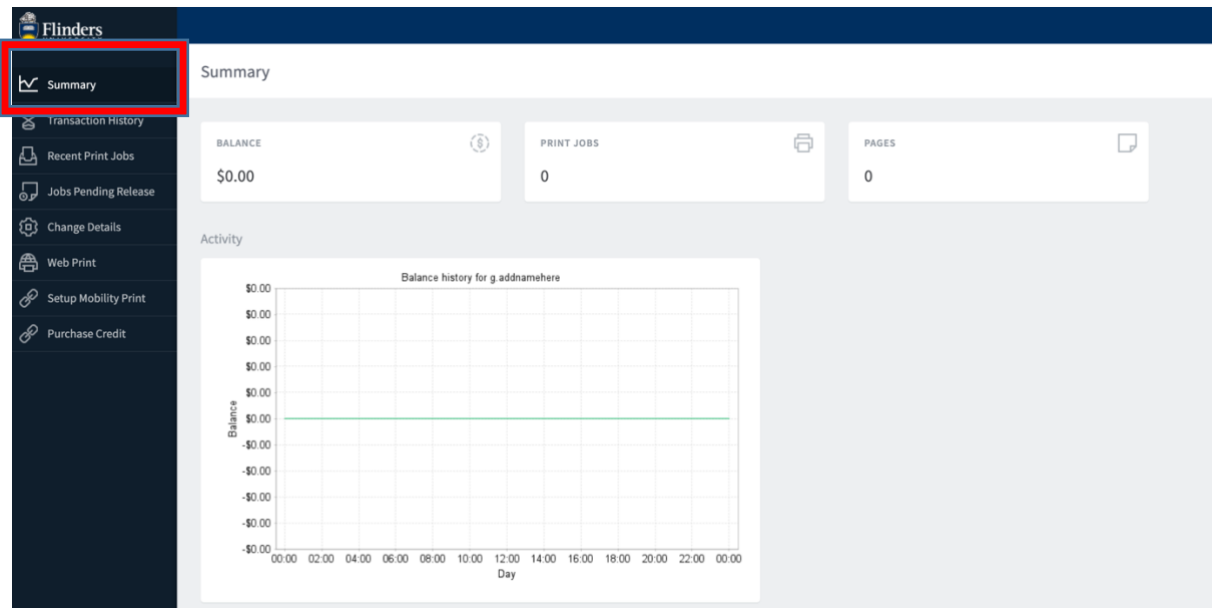
Card Number

Expiry Date Month Year

Security Code (CVV) [What's this?](#)

Amount Payable \$5.00 

- 8) Purchased printing credits will be available in your account. Your balance can be viewed in the Summary dashboard.

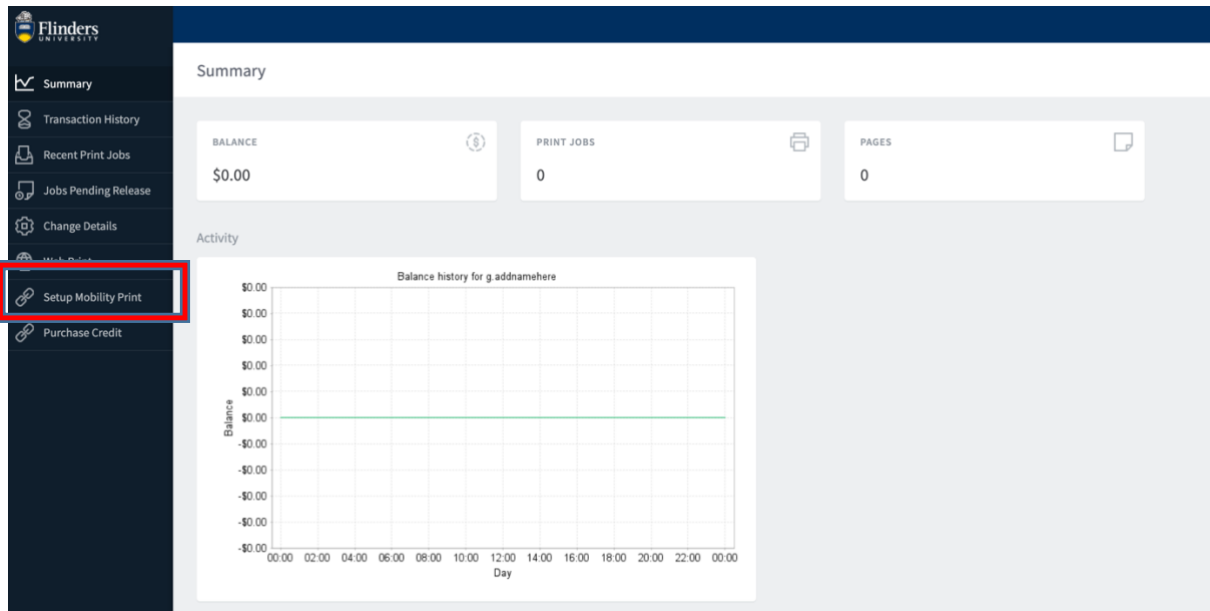


How to print

Printing as a guest

- 1) Open the web browser on your device and go to myprint.flinders.edu.au/app (you must be on a Flinders network)
- 2) Log in using your guest username and password

3) Select 'Setup mobility print'



4) Follow the prompts to download and install Mobility Print driver on your personal device. You have now downloaded FlindersPrint on your personal device.

5) Print the file or document and select 'FlindersPrint' as the printer

6) Locate a MFD device. Tap the touch screen and enter your username and password.

7) Select 'Print release' or 'Print all' to release your print job.

