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.
4) 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

1) Open the web browser on your device and go to myprint.flinders.edu.au/app

2) Log in using your guest username and password

3) Select Purchase Credit from the sidebar menu
4) Add the Amount you would like to purchase and Add to Cart

5) Check the details are correct, then select Process Payment.
6) If you would like a receipt emailed to you, add your email address.

7) Enter your Mastercard or VISA payment card details, then select Pay Now.
8) Purchased printing credits will be available in your account. Your balance can be viewed in the Summary dashboard.

![Summary dashboard](image)

**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.