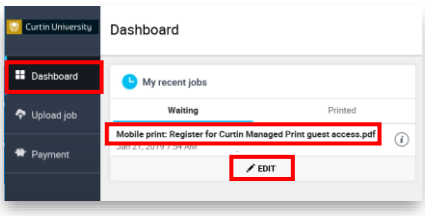


Curtin Managed Print How to Register for Guest Printing

<p>1</p>	<p>Log in as a Curtin Visitor at any Library computer and select Register for Guest Printing icon on the desktop</p>	
<p>2</p>	<p>Follow the onscreen prompts to enter your name and then your email address selecting OK to accept your entries</p>	
<p>3</p>	<p>You will be prompted to check your email account provided for the account details so that you can recharge your guest print account</p>	
<p>4</p>	<p>You will receive 2 emails, one confirming your registration and providing you with your password. <i>Note: Keep this email for future reference as it is the only record of your password. Library staff do not have access to this password</i></p>	
<p>5</p>	<p>Select the email: Curtin Mobile Visitor Print: Access granted and follow the instructions in the email to add funds to your print account</p>	
<p>6</p>	<p>The second email: Guest printing must be deleted and not printed. Select Dashboard, Edit and select the print job as shown and select Delete. <i>Note: this is a blank document to generate your guest account</i></p>	
<p>7</p>	<p>Your guest print account is now ready for printing. You can upload and print from the portal or by emailing from your email account to MobilePrint@curtin.edu.au and follow the prompts in your email when your document is ready to collect at any Konica Minolta Printer.</p>	