

Installing a Sharp MX-C300P printer on your own Windows Desktop or Laptop and University laptops

To install an MX-C300P Printer on your own Windows Desktop or Laptop and University laptops follow these steps:

1. Find out if you are running a 32-bit or 64-bit operating system (OS)
 - (a) Open 'Control Panel' and select 'System'. A quick way of getting there is to press the windows key + pause key
 - (b) Identify Operating System details in the 'System type' line:

[View basic information about your computer](#)

Windows edition

Windows 10 Enterprise

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System

Processor:	Intel(R) Core(TM) i5-4590 CPU @ 3.30GHz 3.30 GHz
Installed memory (RAM):	8.00 GB
System type:	64-bit Operating System, x64-based processor

2. Log in to the Secure Downloads page:
<https://isecure.bath.ac.uk/securedownloads/Default.aspx>

If a 'Single sign-on' window appears, enter your username and password

3. From the 'Secure Downloads' menu on the left hand side, select 'Available Downloads'

Secure Downloads

Secure Downloads

Available Downloads

Available Keys & Credentials

4. Scroll down the alphabetical list to the 'UPS MX-C300P printers' and select the one that matches your operating system - i.e. 'UPS MX-C300P - Windows (32-bit)' or 'UPS MX-C300P - Windows (64-bit)'

UPS MX-C300P - Windows (32-bit)
9 available · last updated 19 Jul 2017

UPS MX-C300P - Windows (64-bit)
9 available · last updated 19 Jul 2017

A list of printers will appear.

5. Guided by the location details for each printer, select the printer you would like to install:



UPS MX-C300P - Windows (64-bit)

Windows drivers (64-bit)

last updated 11 Jul 2017

UPS-173170-MXC300P_for_x64.exe

3 South – 0.09 · 46.7MB · 19 Jul 2017

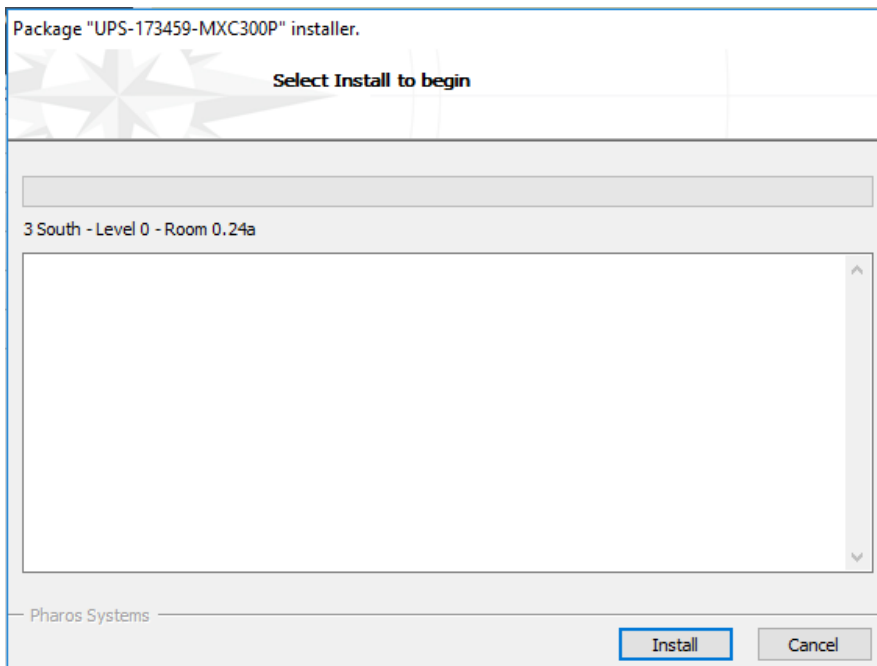
UPS-173459-MXC300P_for_x64.exe

3 South – Level 0 – Room 0.24a · 46.7MB · 19 Jul 2017

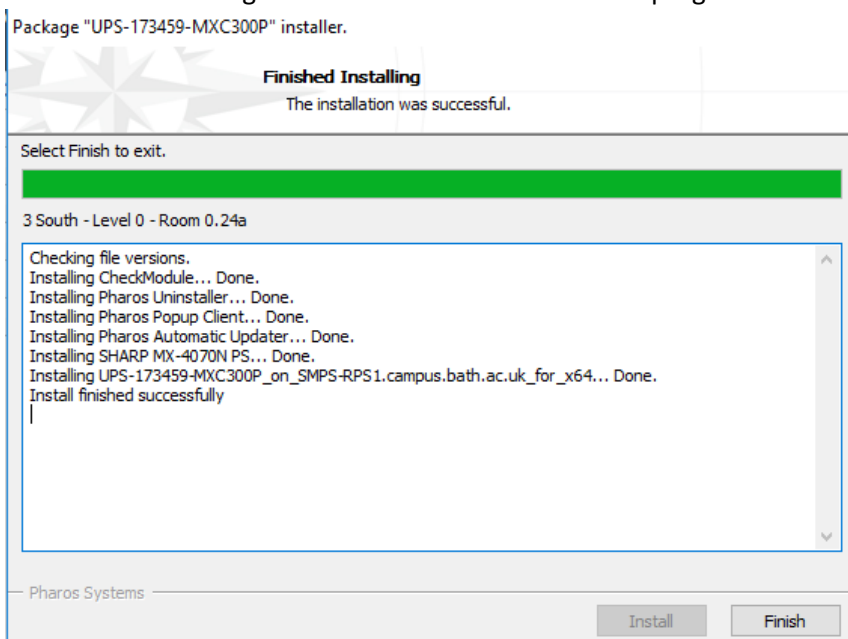
UPS-173468-MXC300P_for_x64.exe

4 South – Level 1 – Room 1.28a · 46.7MB · 19 Jul 2017

6. Select the file name ('UPS-xxxxxx.exe') to download and run the file
7. When prompted, select the Install button to begin the Installation process.



Each installation stage will be listed as the installation progresses:



8. When 'Install finished successfully' is added to the list, select the 'Finish' button.

This completes the installation process and the new printer is now available to choose from the printer list. On some devices it will automatically be made your default printer.

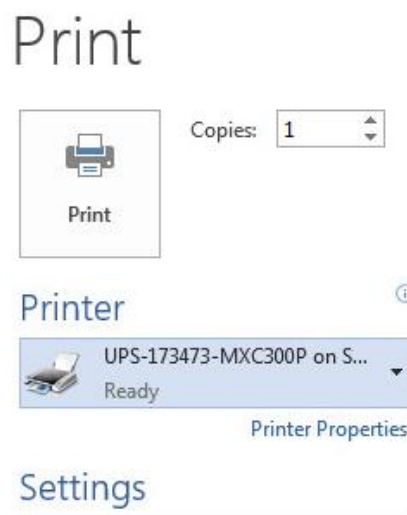
See below for instructions on How to Print.

How to Print – to a MX-C300P Printer

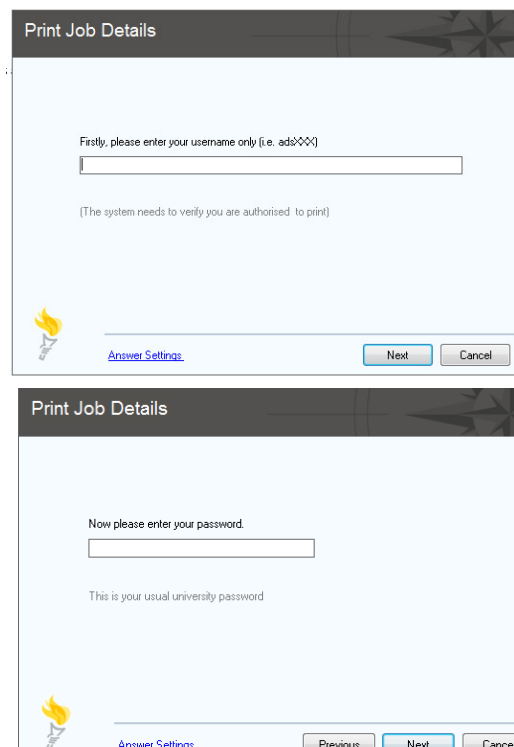
To print to a MX-C300P printer the relevant print driver must be installed (see above).

Having installed the printer, follow these instructions to print:

1. Select 'File'
2. Select 'Print'
3. Select the drop down list under 'Printer'
4. Select the relevant printer (e.g. UPS-173473-MXC300P)



5. Select 'Print'
6. In each logged-in session, the first time you print you will be prompted to enter your Username and Password



The system will retain those details for that session.

If you log off your device or restart it at a later time/date you will be prompted to enter your authentication details again - once per session

7. Once you have entered your password and selected 'Next' you will be asked to confirm which code should be charged

EITHER: Select your department/project code and then select 'Print'

OR: To use your personal credit, don't choose a code, instead just select 'Print'. The system will remind you that you will be charging the print job to your personal account.

Print Job Details

Type the Department or Project Code codes

Department or Project Code Search

Most recent Department or Project Code selections

- SA-DP1MPS Managed Print Service

Shortcuts

Other Help

Answer Settings Previous Print Cancel

Please note: although the system will retain your username and password per session, you will need to confirm the account to be charged each time you print because more than one budget may be used during a session.

8. If your printer cannot display the price you will be presented with the print job price before you commit to printing it. If you wish to proceed, select 'OK'

Message about your print job

This print job will cost: GBP 0.67

OK