

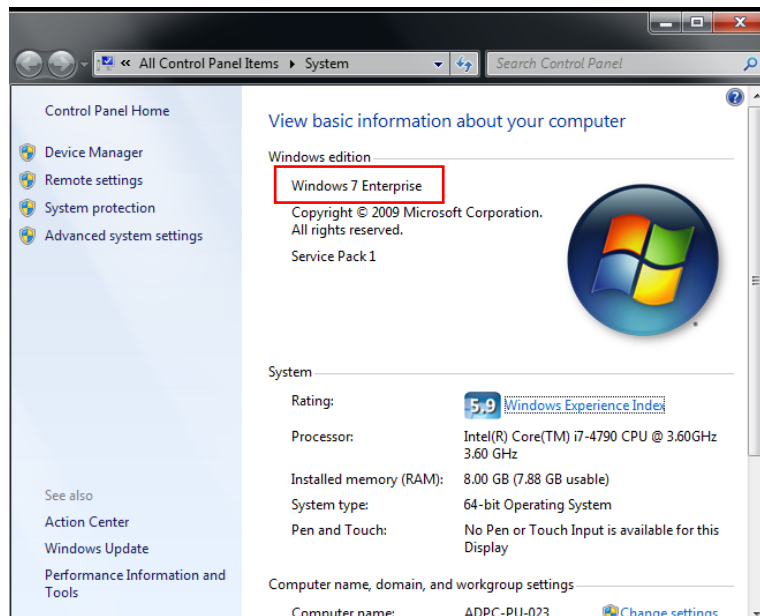
Installing a Sharp MX-C300P printer – on University Windows Desktops

To install an MX-C300P Printer on your University PC please follow these steps:

1. Identify if you are using Windows 7 or Windows 10:
 - a. At the same time press the Windows and Pause/Break keys on the keyboard.




- b. A Window will open confirming if you are using Windows 7 or 10.



If you are using Windows 7:

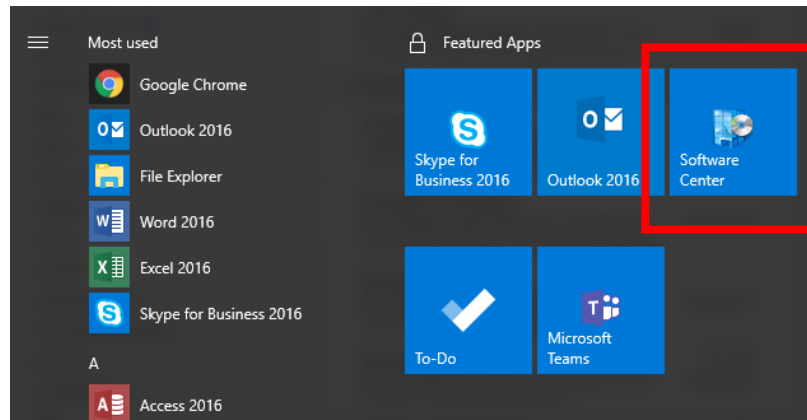


2. Select Start  in the bottom left hand corner of the screen.
3. Select All Programs
4. Select Microsoft System Center
5. Select Configuration Manager folder
6. Select Software Center then go to step 7.

If you are using Windows 10:

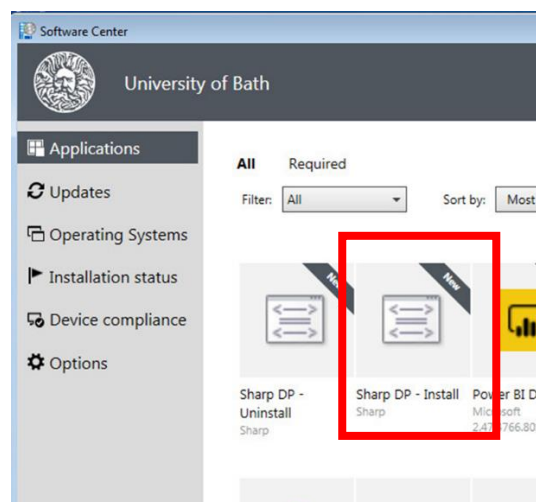
2. Select Start  in the bottom left hand corner of the screen.

3. Select Software Center under featured apps then go to step 7.



7. When Software Center opens

8. Select Sharp DP – Install



9. Select Install (the button will show 'Install' the first time it is run, after that the button will change to Reinstall)

[Applications](#) > Application Details



Sharp DP - Install

Published by Sharp

Install

Status: Available

Date published: 04/07/2017

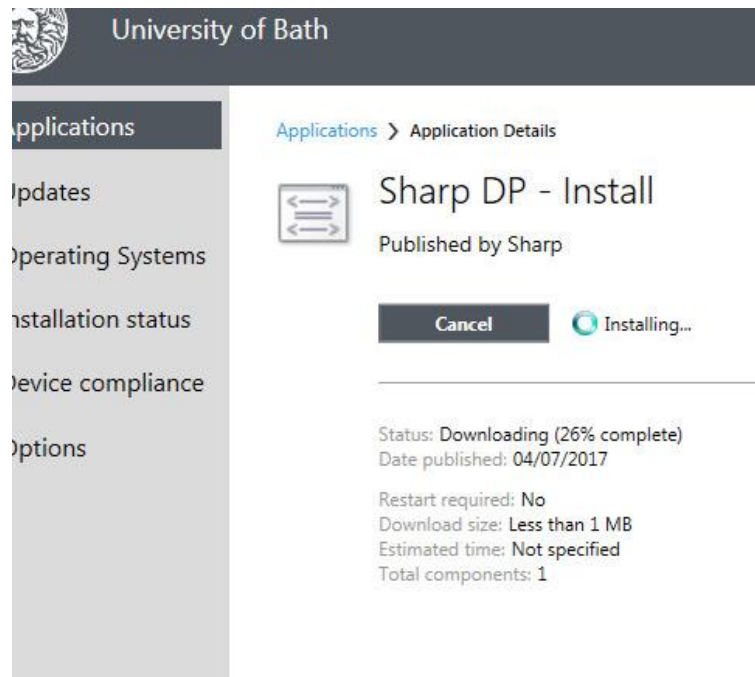
Restart required: No

Download size: Less than 1 MB

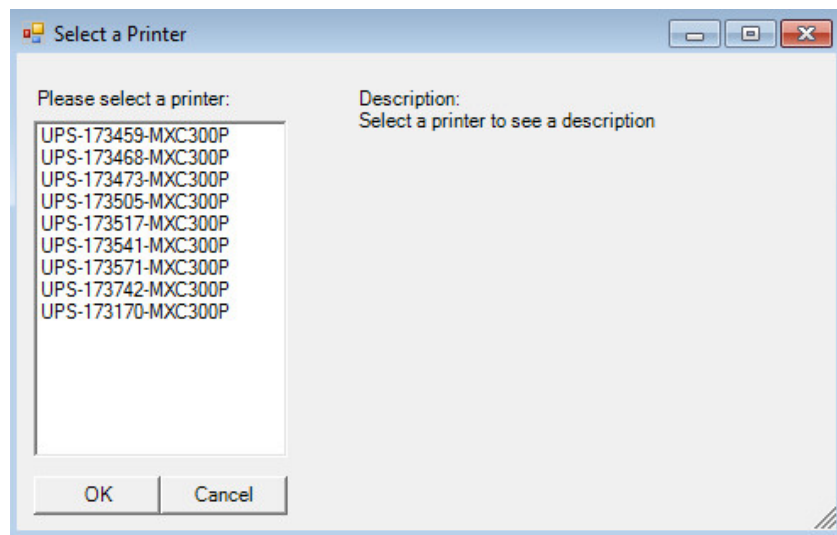
Estimated time: Not specified

Total components: 1

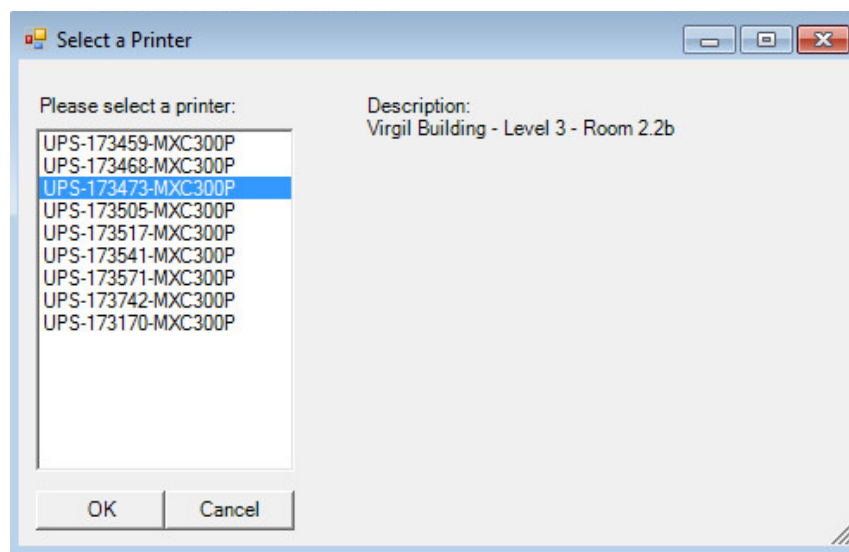
10. The installation process will start



11. Identify the printer you want to install. The printer will have a label with a 6 digit unique reference number starting 17XXXXXX, use this number to locate the correct printer. When you hover the cursor over the printer its location details will be displayed.

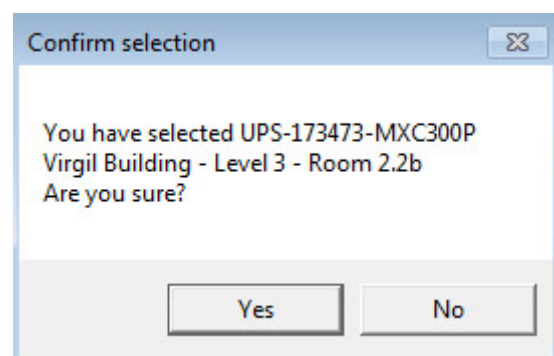


12. Select the printer required, checking the printer location on the right hand side.

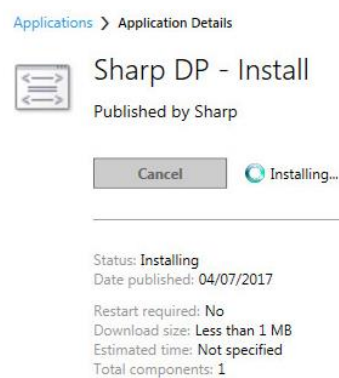


13. Select OK

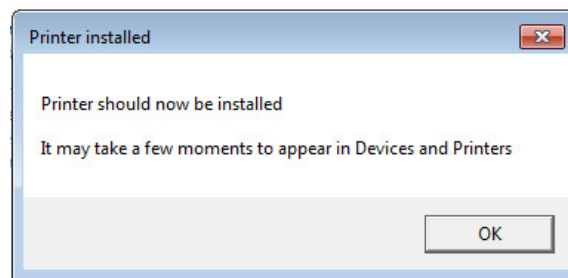
14. Confirm whether it is the correct printer:



15. The installer will run and may take a few minutes to complete.



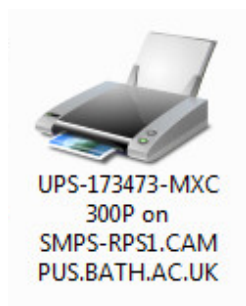
16. When the installation has finished the following message will appear.



17. Select OK.

18. You can check the printer has been installed by:

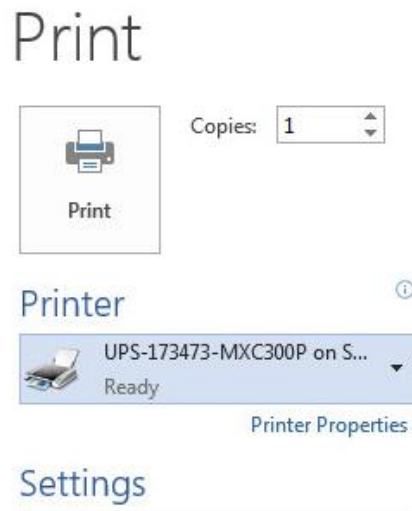
- a. Selecting Start  or  at the bottom left hand corner of the screen.
- b. Select Devices and Printers
- c. The printer will appear as an available printer.



NOTE: If you mistakenly install the wrong printer and need to uninstall it, go directly to: go.bath.ac.uk/ups-help or raise a ticket through the Computing Services [pink 'Help!' button](#). Select 'Report a Fault' from the main menu and choose the 'University Print Service - Sharp' button.

TO PRINT:

1. Select File
2. Select Print
3. Click on the drop down list under Printer
4. Select the direct printer e.g. UPS-173473-MXC300P



5. Click Print
6. In each logged in session, the first time you print you will be prompted to enter your Username, Password, and to confirm the account to be charged by selecting the correct department/project code.

Two screenshots of a 'Print Job Details' dialog box. The top screenshot shows the first step: 'Firstly, please enter your username only (i.e. ado\d\d\d)'. There is a text input field below this prompt. A note below the field says '(The system needs to verify you are authorised to print)'. At the bottom left is a logo of a torch. At the bottom right are links for 'Answer Settings', 'Next', and 'Cancel'. The bottom screenshot shows the second step: 'Now please enter your password'. There is a text input field below this prompt. A note below the field says 'This is your usual university password'. At the bottom left is the same torch logo. At the bottom right are links for 'Answer Settings', 'Previous', 'Next', and 'Cancel'.

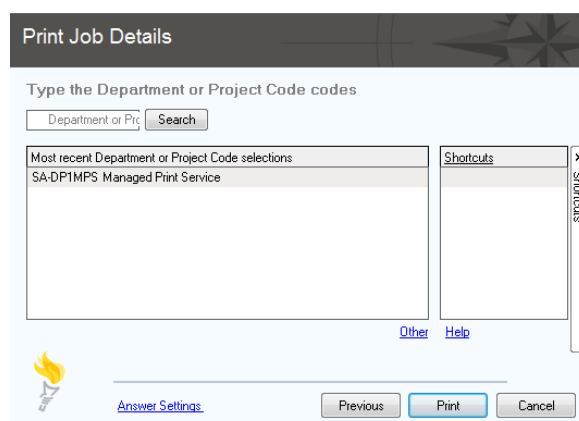
Please note that when you send print jobs to a MX-C300P printer, or from your own device, you need to authenticate before printing. For each session, you will be prompted once, (when you send the first print job) to enter your University username and password. The system will retain those details for that session.

If you log off your device and restart it at a later time/date you will be prompted to enter your verification 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 Print

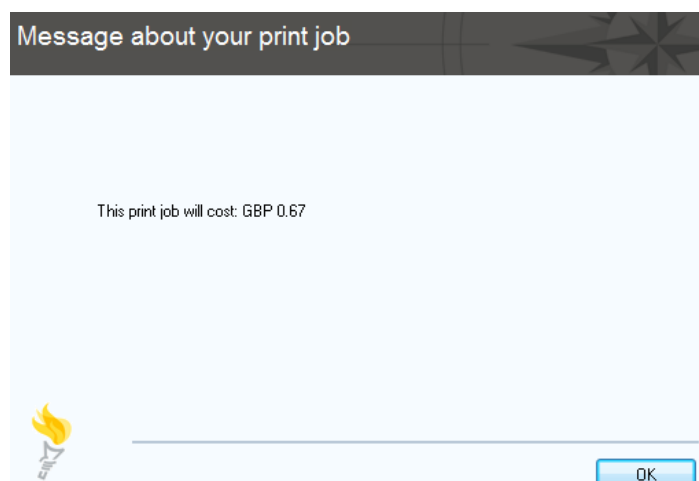
OR: To use your personal credit, don't choose a code and just select Print. The system will remind you that you will be charging the print job to your personal account.



The screenshot shows the 'Print Job Details' window. At the top, it says 'Type the Department or Project Code codes'. Below this is a search bar with a 'Search' button. A list titled 'Most recent Department or Project Code selections' contains one entry: 'SA-DP1MPS Managed Print Service'. To the right of this list is a 'Shortcuts' section with a vertical scroll bar. At the bottom, there are links for 'Other' and 'Help', a 'Print Job Details' icon, a link to 'Answer Settings', and three buttons: 'Previous', 'Print', and 'Cancel'.

Please note: although the system will retain your username and password throughout a logged in session, you will need to confirm the account to be charged each time you print because this could use more than one budget during a session.

8. If you use a small printer that cannot display the price at the printer you will be presented with the print job price before you commit to printing it. If you wish to proceed, select OK.

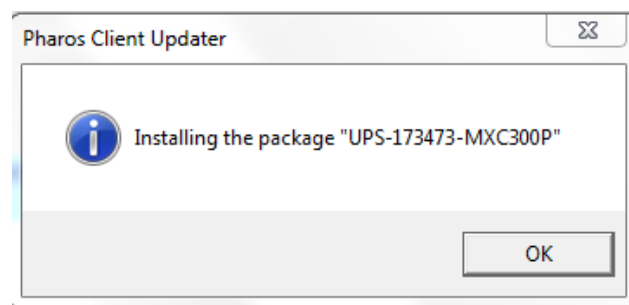
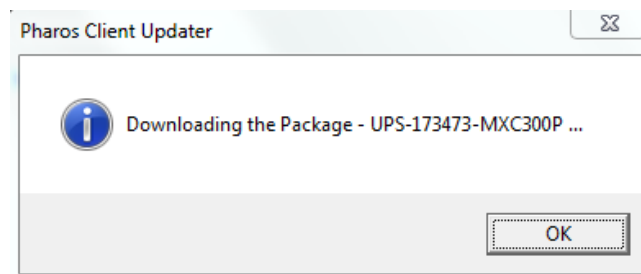
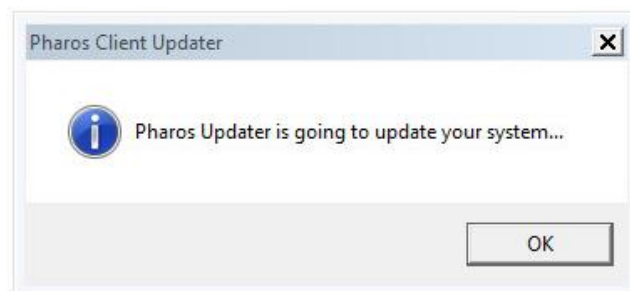
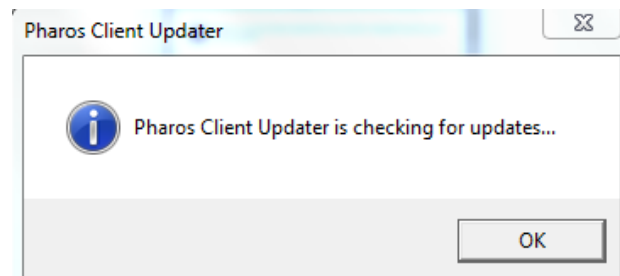


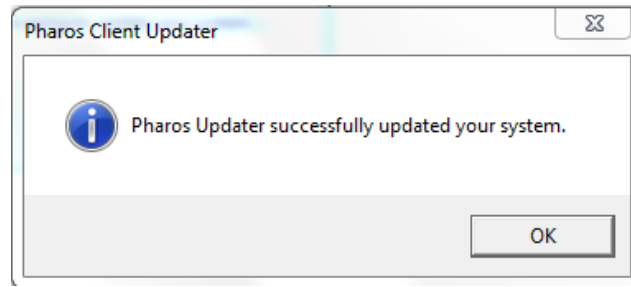
The screenshot shows a 'Message about your print job' window. It contains the text 'This print job will cost: GBP 0.67'. At the bottom left is a 'Print Job Details' icon, and at the bottom right is an 'OK' button.

PLEASE NOTE:

a) You will only need to install the MX-C300P printer once on your PC/[laptop](#). Thereafter you can select it from the printer list (or make it your default printer) whenever you wish to print directly to that printer.

b) The first time you print after installing the printer you will see the following messages. These messages will automatically disappear as the updating sequence progresses so although you can select 'OK', you don't need to.





This completes the installation and printing process.

Updated 205.07.2017