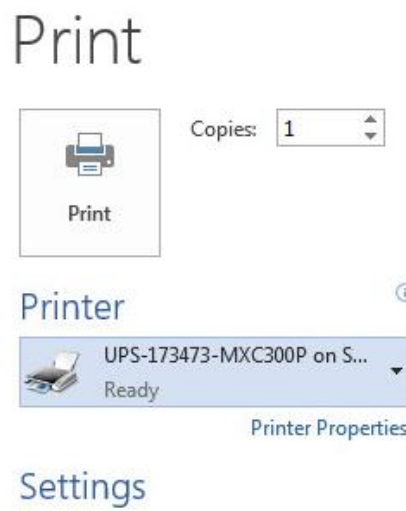


## How to Print – to a MX-C300P Printer

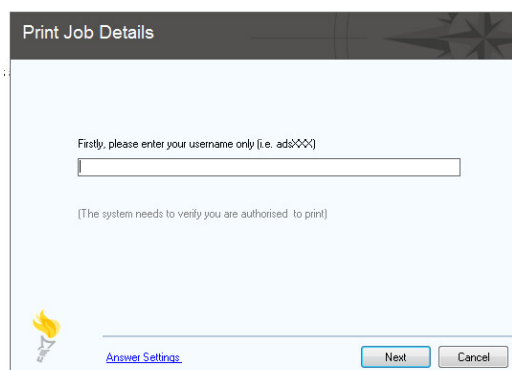
To print to a MX-C300P printer the relevant print driver must be installed. See separate instructions accessible via [go.bath.ac.uk/ups](http://go.bath.ac.uk/ups).

Having installed the printer, follow these instructions to print:

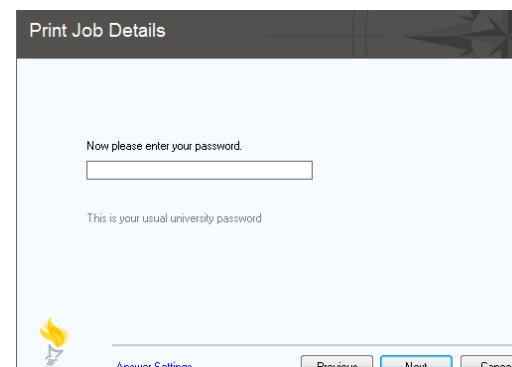
1. Select File
2. Select Print
3. Click on the drop down list under Printer
4. Select the relevant printer e.g. UPS-173473-MXC300P



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 screenshot shows the 'Print Job Details' dialog box. The title bar reads 'Print Job Details'. The main area contains the text 'Firstly, please enter your username only (i.e. ad8888)' above a text input field. Below the input field, it says '(The system needs to verify you are authorised to print)'. At the bottom left, there is a logo of a yellow flame and the text 'Answer Settings'. At the bottom right, there are 'Next' and 'Cancel' buttons.



The screenshot shows the 'Print Job Details' dialog box. The title bar reads 'Print Job Details'. The main area contains the text 'Now please enter your password.' above a text input field. Below the input field, it says 'This is your usual university password'. At the bottom left, there is a logo of a yellow flame and the text 'Answer Settings'. At the bottom right, there are 'Previous', 'Next', and 'Cancel' buttons.

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.

Print Job Details

Type the Department or Project Code codes

Department or Proj  Search

Most recent Department or Project Code selections	Shortcuts
SA-DP1MPS Managed Print Service	

[Answer Settings](#) [Other](#) [Help](#)

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 could 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