

Installing a Sharp MX-C300P printer on macOS

To install an MX-C300P printer on macOS follow these steps:

1. 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
2. From the Secure Downloads menu on the left hand side, select Available Downloads

Secure Downloads

Secure Downloads

Available Downloads

Available Keys & Credentials

3. Scroll down the alphabetical list and select UPS MX-C300P – macOS

UPS MX-C300P - macOS
1 available · last updated 01 Aug 2017

A list of printers will appear

4. 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 and be guided by the location details for each printer:

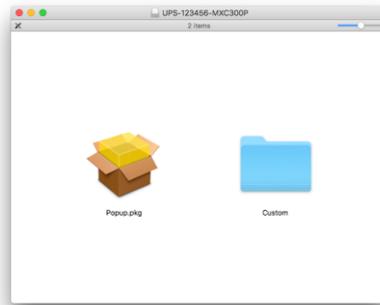
UPS-123456-MXC300P.dmg

4 East South – Level 4 – Room 4.15 · 2.6MB · 01 Aug 2017

5. Select the file name e.g. UPS-123456-MXC300P.dmg' to download the file to your Downloads folder
6. Go to the Downloads folder on your Mac and locate the downloaded UPS disk image



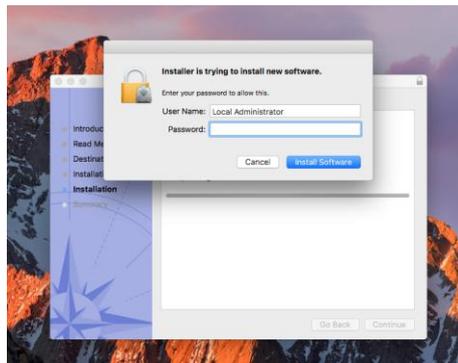
7. Open the disk image and double-click on the Popup package



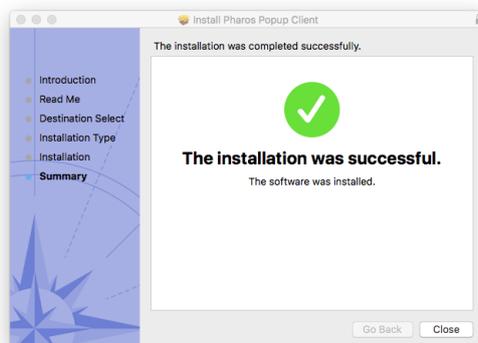
8. When prompted, select the Continue buttons and then the Install button



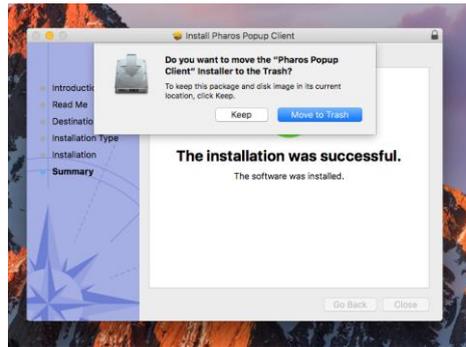
9. When prompted, enter the local administrator password for your Mac. If you have a University-owned device and are unsure of this password, contact Computing Services



10. When the printer installation has completed, select Close



11. If asked if you would like to move the Pharos Popup Client installer to the Trash, select Move to Trash



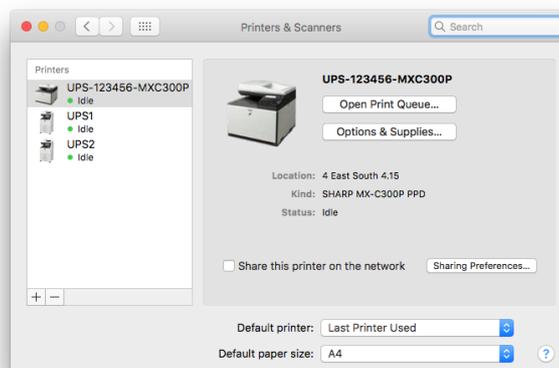
12. To verify that the UPS-C300P printer has installed successfully, open System Preferences



13. Select the Printers & Scanners preference pane

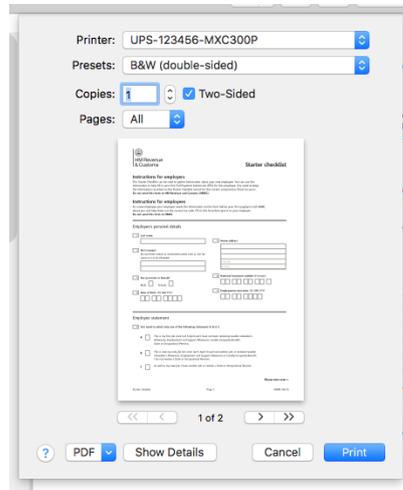


14. You should see UPS-XXXXXX-MXC300P available in your list of installed printers. The location of this printer can be seen to the right of Location. From this same screen, you can select your preferred default printer by selecting from the 'Default printer' dropdown.

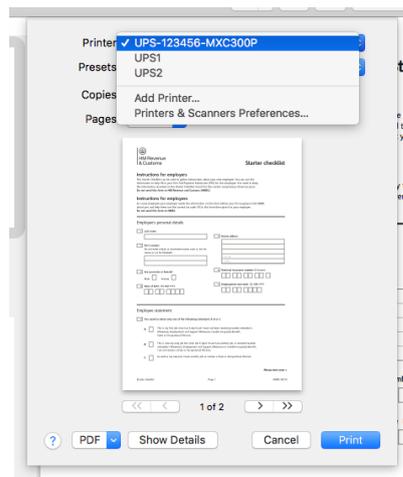


TO PRINT:

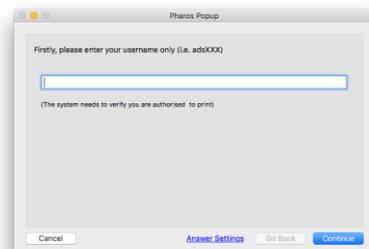
1. Select File
2. Select Print
3. Select on the drop down list beside Printer



4. Select the direct printer e.g. UPS-123456-MXC300P



5. Select 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.

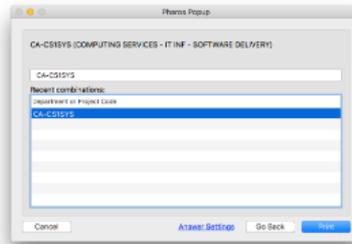


Please note that when you send print jobs to a MX-C300P printer, or from your own device, you will need to authenticate before printing. For each session, you will be prompted once, (when you send the first print job) to enter your University username and password. The system will retain those details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

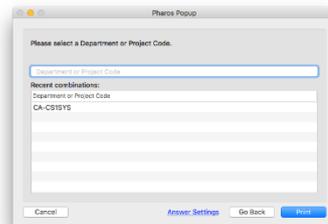
If you log off your Mac and restart it at a later time/date you will be prompted to enter your username and password again – once per session.

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

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

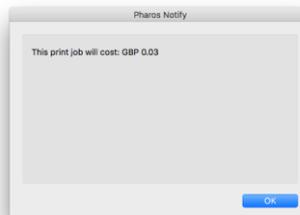


OR: To use your personal credit, don't choose a code and just select Print. The system will remind you that you will be charging the print job to your personal account.



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 you may wish to use different codes or your personal credit during a session.

8. The MXC300P printer cannot display the price at the printer, instead you will be presented with the print job price before you commit to printing it. If you wish to proceed, select OK.



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 Computing Services, select Report a Fault from the main menu and choose the University Print Service - Sharp button.