

Virtual Printer Install Instructions

The Updox virtual printer allows you to send documents from Amazing Charts to Updox – you'll add this to each computer using Updox.

1. Open the Windows **Control Panel** (can be found under the Start menu) (For Windows 8 users who need assistance finding the Control Panel: <http://windows.microsoft.com/en-us/windows-8/where-is-control-panel>)
2. Open the printers screen.
 - In Windows XP this section is called Printers and Faxes.
 - In Windows Vista this section is called Printers
 - In Windows 7 and Windows 8 this section is called Devices and Printers
3. Click the **Add a Printer** button (In Windows 8 click **The printer that I want isn't listed** and skip step 6)
4. If prompted for printer type select: **Add a network, wireless or Bluetooth printer** (not a local printer)
5. Click **The printer that I want isn't listed**
6. Choose the **Select a shared printer by name** option
7. In the available field type **https://myupdox.com/api/printer**
8. A new window will pop up and prompt for the Network Password. In the User Name field type your Updox User Name and in the Password field type your Updox password and click **OK**
9. In the Manufacturer box on the left, choose **HP**
10. In the Printers box on the right, look for one of the following drivers (If you do not find the one listed for your OS try with another of the drivers listed here):
 - Windows XP : HP ColorLaserJet 5/5M PS
 - Windows Vista: HP ColorLaserJet 5/5M PS or HP ColorLaserJet 2800 Series PS
 - Windows 7 : HP ColorLaserJet 5/5M PS or HP ColorLaserJet 2800 Series PS
 - Windows 8 : HP ColorLaserJet 2800 Series PS or HP ColorLaserJet 3800 PS Class Driver
11. Click **Next**
12. The printer name will default to **Updox on https://myupdox.com** and cannot be changed.
13. Depending on your version of Windows, the following questions may be asked. Order may vary.
 - Make this the default printer? This is up to you, you can change this setting at any time.
 - Print a test page? We usually print a test page just to make sure that the new printer is correctly configured.
14. Click **Finish** to complete the printer setup.