



How to: Use the new Print to Fax and Print to Inbox printers

What are the new Updox print drivers?

Outbound document management just got easier with the new Print to Fax and Print to Inbox printers. New capabilities include two self-installable Windows print drivers that enable outbound electronic faxing and printing to the Updox Inbox directly from any software application that uses a Windows printer. This means you now have the convenience of using Updox for all your outbound faxing directly from your EHR or Practice Management system. Access to the contact information in your Updox address book is also available so everything you need to fax documents is available in one simple step.

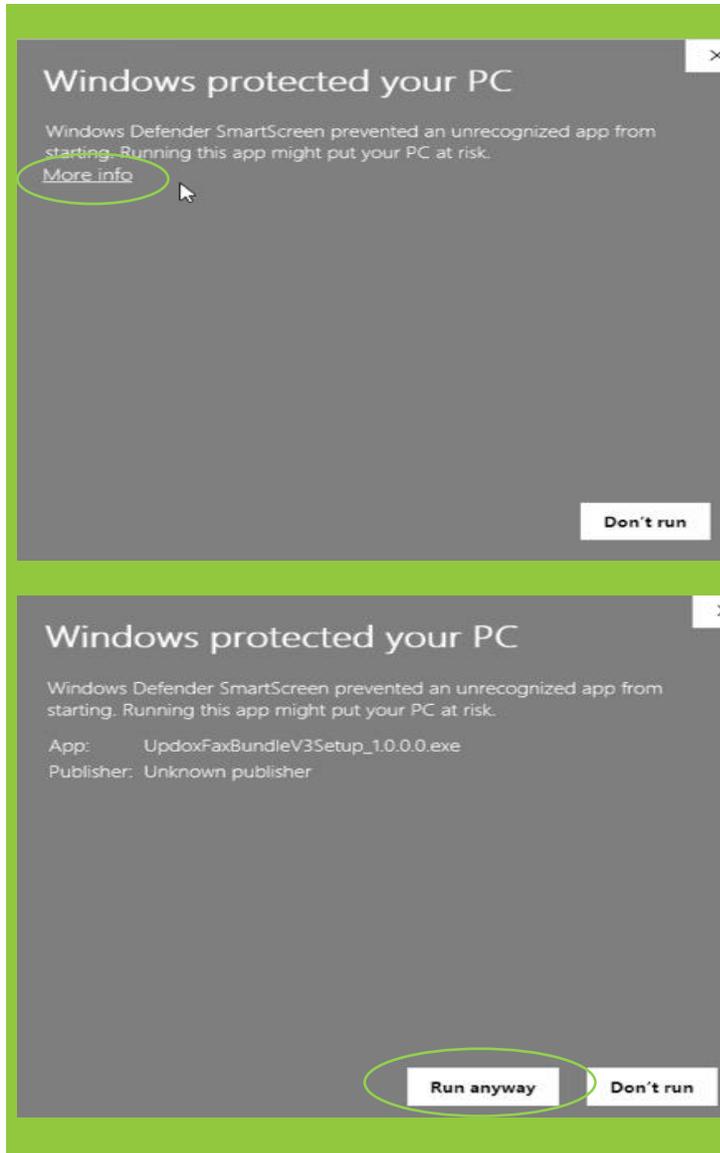
How do I install the new print drivers?

There are two separate Windows print drivers.

- The first driver, Print to Fax, allows you to fax directly from any application that uses a Windows printer.
- A second driver, Print to Inbox, allows you to print documents to the Updox Inbox so you can edit prior to sending.
- These drivers are not supported by Mac.

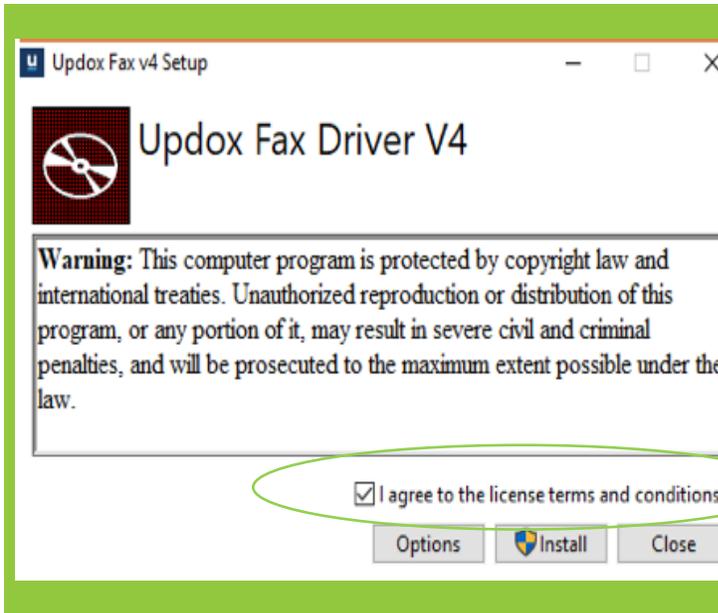
Follow these step-by-step instructions to install the Print to Fax driver.

	1. We will step through installing the Print to Fax printer first.
Download the Print to Fax driver	2. Go to the Updox support page and download the Print to Fax driver. Once complete, proceed to Step 2. https://www.updox.com/support
Open the UpdoxFaxV4Setup_1.0.0.0 file	3. Go to your Downloads folder and open the file UpdoxFaxV4Setup_1.0.0.0

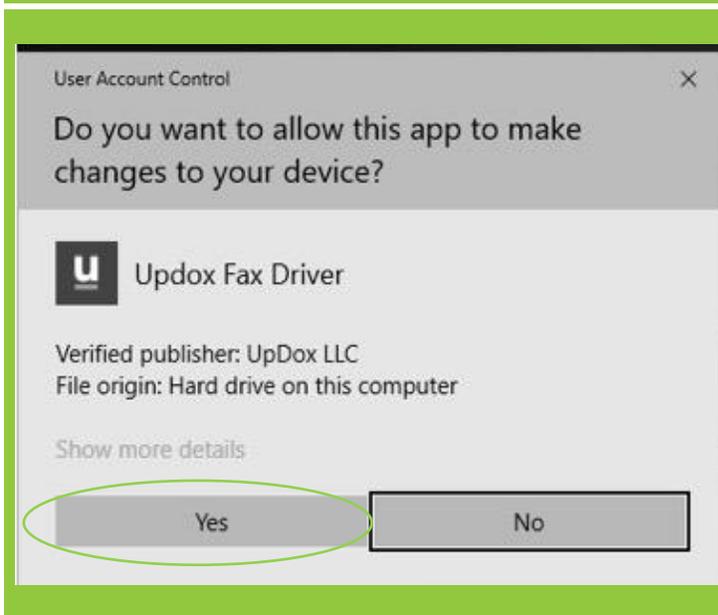


4. Select More Info, then select Run Anyway.

NOTE: This screen may not always appear.



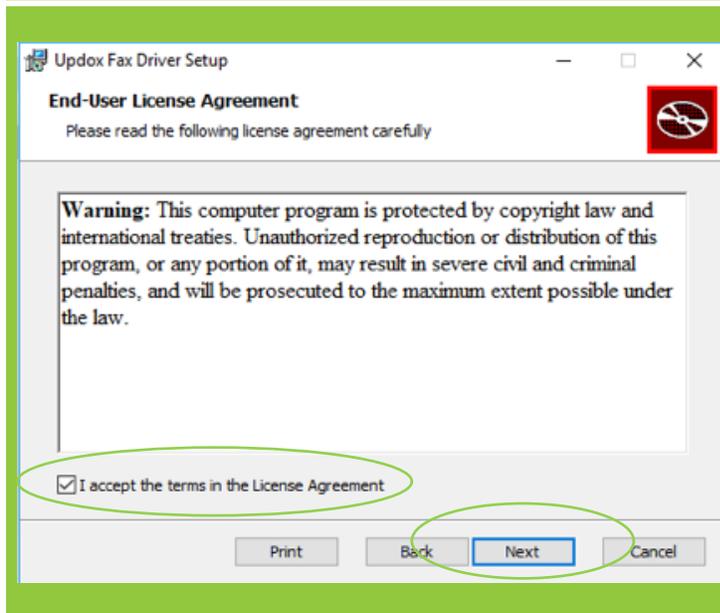
5. Select the checkbox *I agree to the license terms and conditions*. Select Install.



6. Select Yes to allow these changes.



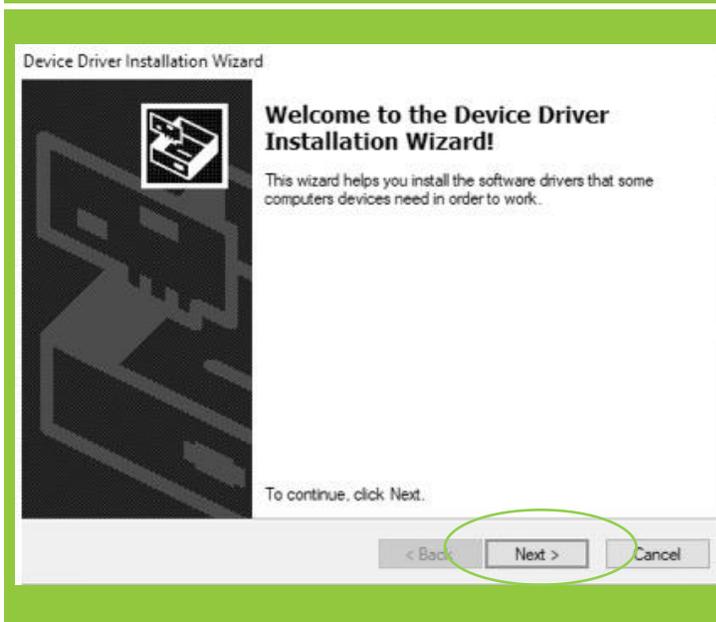
7. During this step, the driver installation will begin. Select Next to continue.



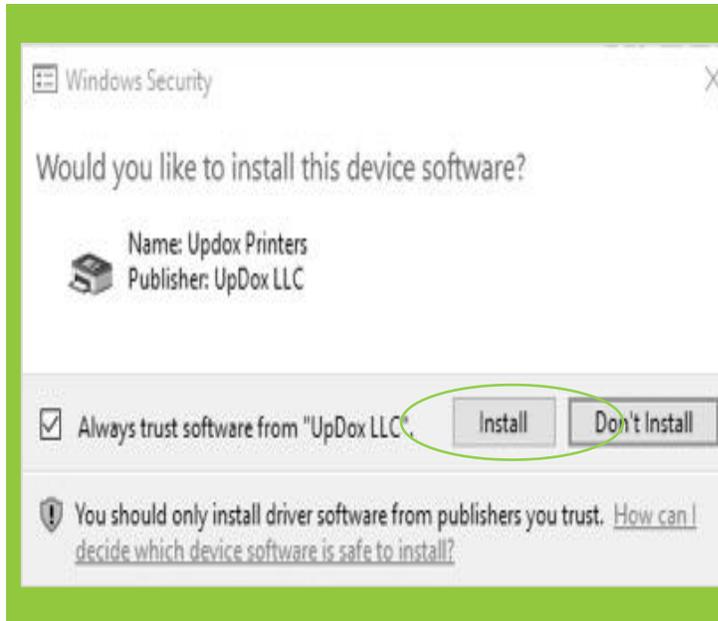
8. Select the checkbox *I accept the terms in the License Agreement*. Select Next to continue.



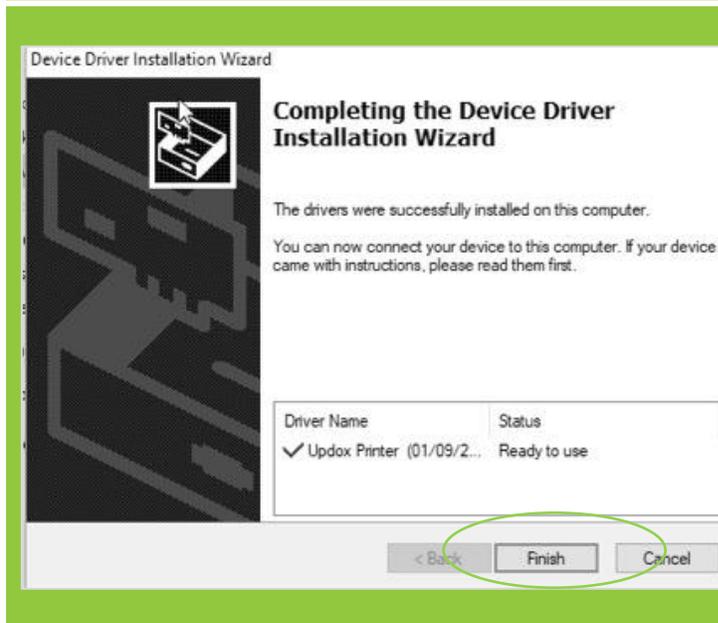
9. During this step, you will be prompted to enter your Updox Integration Key. To find your integration key in Updox, go to Menu > Admin > Practice Information. Select Install to continue.



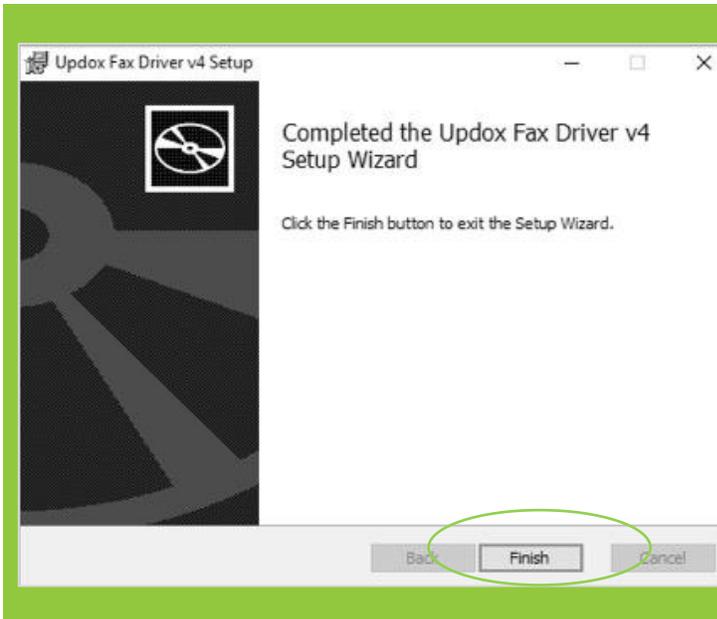
10. This step starts the installation wizard. Select Next to continue.



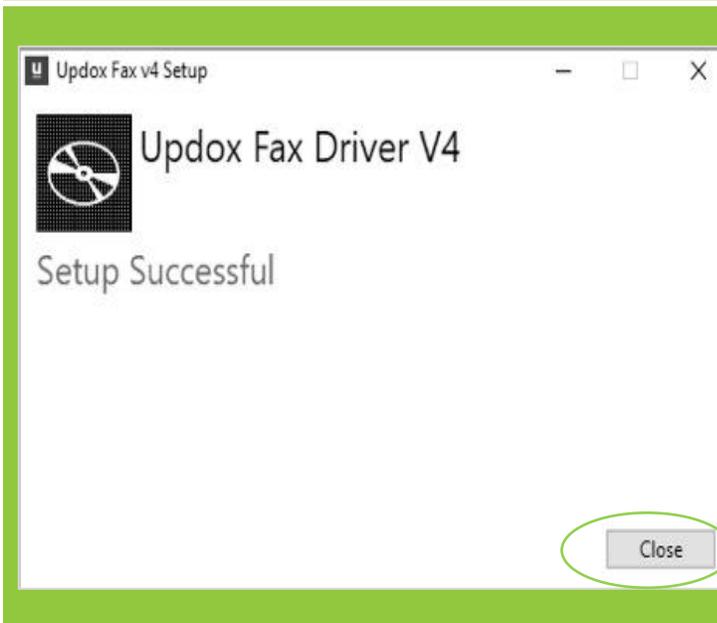
11. Always trust software from Updox LLC will be selected by default. Do not uncheck it. Select Install to continue.



12. Select Finish to complete the device driver install.

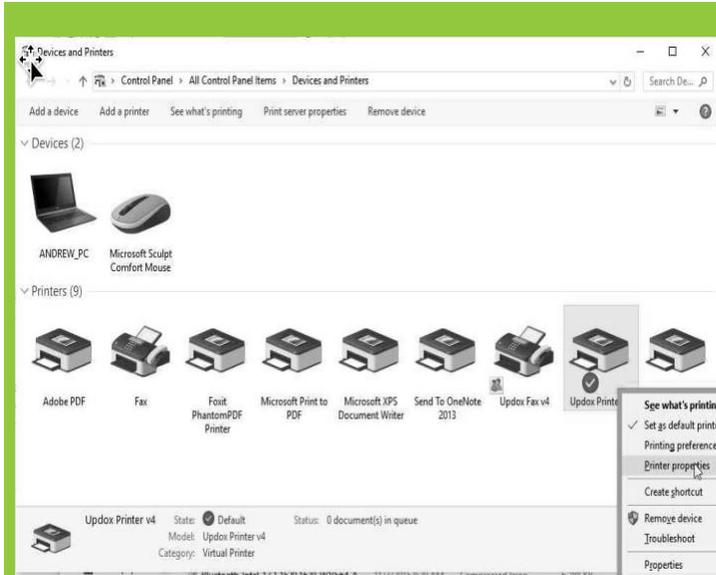


13. Select Finish to complete the setup wizard.

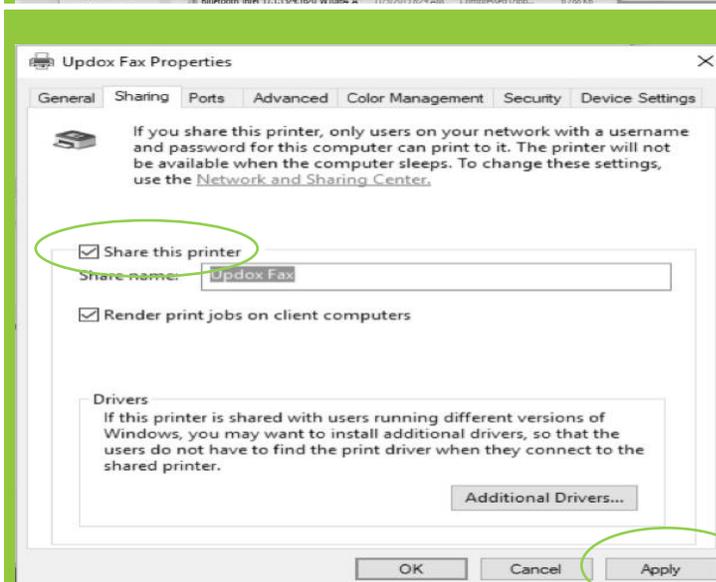


14. Select Close.

15. The Print to Fax driver is now installed.



16. Your new Updox Fax printer will now be visible in your Control Panel under Devices and Printers.



17. If you would like to share this printer with others, go to the Control Panel, select Devices and Printers and open your new Updox Fax printer.

18. View the Updox Fax printer properties and select the checkbox Share this printer. Select OK to save your change.

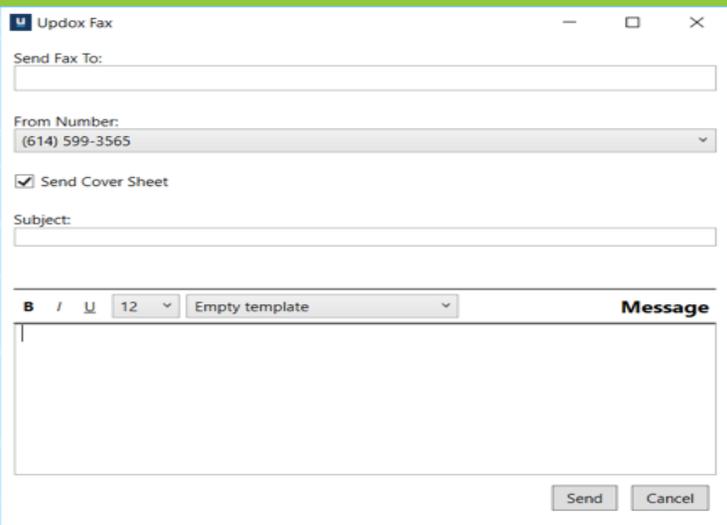
Download the Print to Inbox driver

19. If you would also like to install the Print to Inbox printer, go to the Updox support page and download the Print to Inbox driver. Then, go back to Step 2 and repeat this process.

<https://www.updox.com/support>

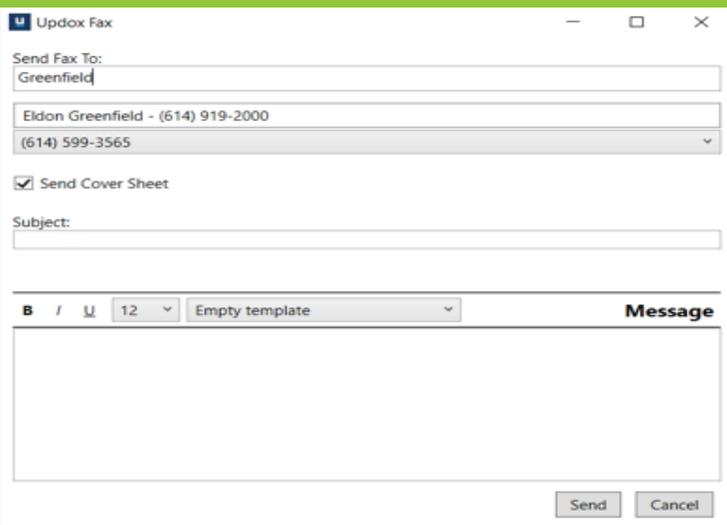
How do I use the new Print to Fax and Print to Inbox printers?

Follow these step-by-step instructions:



The screenshot shows the 'Updox Fax' window. The 'Send Fax To:' field is empty. The 'From Number:' dropdown is set to '(614) 599-3565'. The 'Send Cover Sheet' checkbox is checked. The 'Subject:' field is empty. Below the subject field is a rich text editor with a toolbar containing 'B', 'I', 'U', a font size dropdown set to '12', and a template dropdown set to 'Empty template'. The word 'Message' is displayed on the right side of the editor. At the bottom right are 'Send' and 'Cancel' buttons.

1. To use the new Print to Fax printer, select a document you want to fax. From your standard Windows Print, select the new Print to Fax printer from your list. You will be presented with this new screen.



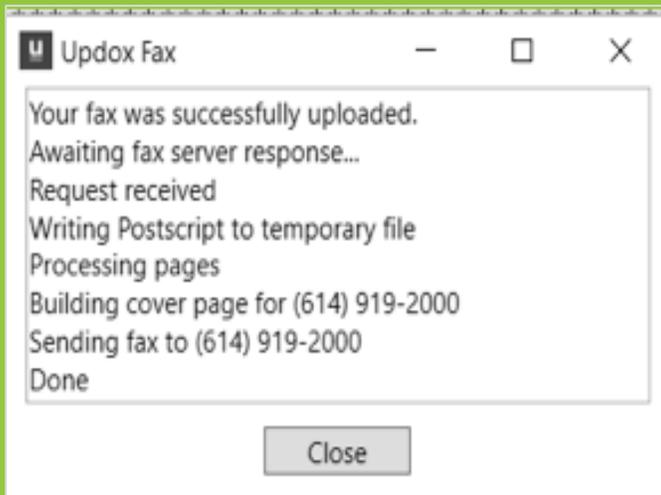
The screenshot shows the 'Updox Fax' window with the 'Send Fax To:' field populated with 'Greenfield'. Below it, a dropdown menu is open showing 'Eldon Greenfield - (614) 919-2000' and '(614) 599-3565'. The 'Send Cover Sheet' checkbox is checked. The 'Subject:' field is empty. The rich text editor and 'Send'/'Cancel' buttons are also visible.

2. In the Send Fax To: field, you can either search for a contact that is in your Updox Address Book or you can enter a fax number directly.

NOTE: This feature will use your default fax cover sheet. Custom cover sheets are not available.

NOTE: You can only send one fax at a time. However, you can send one fax to multiple recipients.

NOTE: Faxes will always be sent from the practice. Faxes cannot be sent from individual users.



Print to the Updox Inbox

3. Once your fax has successfully been sent, you will be presented with this confirmation screen. Select Close.

NOTE: Faxes sent using the new Print to Fax driver are saved to your Updox Sent folder.

4. To use the new Print to Inbox printer, select a document you want to send to the Updox Inbox and from your standard Windows Print, select the new Print to Inbox printer.

NOTE: Documents will update your Updox Inbox providing you all the editing and document management features you need prior to sending a document.

For more information, contact Updox at:

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614-798-8170 x1

Support@updox.com
614-798-8170 x2