Installing Updox Print to Inbox

Last Modified on 02/26/2025 2:26 pm EST

Note: Updox printers are currently incompatible with ARM-based processors on Windows devices. Our printers will not install on these devices.

How to: Installing the Updox Printer

1. Click the link below to download the zip file.

Windows Print to Inbox file: Click here

2. After downloading the installation file, right-click the file and select **Open.**

Recent download history	×	Q
updoxfax-64bit-allusers-i	nstaller.zip	
112 MB • 1 minute ago	Open	
ull download history	Always open files of	this type
	Show in folder	
	Cancel	

3. Unzip the file to access each installer. This is done by checking the box next to the zipped files and selecting **Extract all.** Then select your Downloads folder for the destination and click **Extract** to save both files.

1 🖸 🗏 🖛 🛛	Ed	tract updoxprint-64bit-alluser	s-installer.zip	
File Home Share	view Compressed	d Folder Tools		
	Extract To		v Botract 2	
← → ← ↑ 🔒 > This PC	> Downloads > 1	updoxprint-64bit-allusers-installer.zip		
101100	^	Name ^	Туре	Compressed size
Cultk access		🕑 👘 Updox Printer. Desktop.64.bit.n	si Windows Installer Package	14,034 K
Descrip	2	updoxprint.Setup.1.2.2.exe	Application	104,737 K
Downloads				

- 4. After selecting Extract All from Step 3, one final window will appear.
- a. Make sure the **Show extracted files when complete** box is checked.

b. Click Extract.

Select a Des	tination and Extract Files	
Files will be ext	racted to this folder	
into the oct	Downloads\updoxprint-64bit-allusers-installer	Browse
Show extract	ted files when complete	
Show extract	ted files when complete	
Show extract	ted files when complete	
Show extract	ted files when complete	
Show extract	files when complete	

5. You will now have two folders open:

a. Close the one that says **Extract** at the top. This was the first folder we used, and we no longer need it.

b. The folder *without* **Extract** present will be the folder you need to finalize installing the Updox Printer.

🔲 🖂 📜 = 📕	Extra	ct updoxp	rint-64bit-allusers-	i —	
File Home Share	View Compres	older Tools			∕
$\leftarrow \rightarrow \cdot \uparrow \uparrow$ \bullet Do >	vupdox 🗸	ບ 🔎 Searc	h updoxprint-64bit	t-allusers-instal	ller (1)
Name	^	Туре		Compresse	ed size
🕽 👘 👘 Updox.Printer	r.Desktop.64.bit	Windows In	staller Package		14,034 KB
updoxprint.S	etup.1.2.2	Application			97,507 KB
📕 📕	extract" is preser	t at the top of the	folder, click ")	X" to close i	t.
2 items v v vpdoxprint-64bit-allusers-in: File Home Share View	staller				
2 items v updoxprint-64bit-allusers-inc free Home Share View Share Copy path into Quick Copy Paste Paste shortcut Paste shortcut	staller to- to- to- to- to- to- to- to-	New item *	Properties • History	Select all	
2 items	staller Move Copy to * to organize	New item *	Properties Open Open	Select all Select none Invert selection Select	
2 items	staller More Copy Delete Renan to to Corganize ads > updoxprint-64bit-allu	New Rem *	Properties Open	Select all Select none Invert selection Select	
2 items 2	staller	New Rem *	Properties Edit Open Open Date modified	Select all Select none Invert selection Select	Size
2 items	staller	New Rem *	Properties History Date modified 11/14/2023 7:41 PM	Select all Select none Net select Select Type Windows Inst	Size aller 14,304 K

6. Next, we need to Install the Printer Driver. Right-click on the **Updox.Printer.Desktop**...file and select **Open**.

Depending on how your Administrative settings have been set on your device, you may be prompted to enter a password.

- a. If no password is required, click **Yes** to finish installing the printer driver.
- b. If you need a password:
 - i. Enter the correct password to finish installing the driver.
 - ii. If the password is unknown, you will need to reach out to your IT department for further assistance.*

Updox cannot assist further unless your IT person or device administrator is present.





7. Once the installation window closes, the Updox Printer Driver will be successfully installed.



8. Return to the folder and double-click on the bottom item to install the application.

a. If prompted with an admin screen, you will need to repeat the process from Step 6.



9. The window below will open when the printer application has been successfully installed.

These error messages will always appear upon installation. It is perfectly ok.

- Oh snap! No Credentials Specified. Click here to specify credentials now.
 - This message lets you know that the application hasn't been connected to your Updox account yet.
 - We'll explain how to connect your printer with your Updox account in the next step.
- Oh snap! No pdf specified. Click here to select pdf now.
 - This message will appear when the application is opened on its own.

Click **Settings** to continue.



10. Under the Settings menu, there are a few more tasks for you to complete setup.

You will need <u>ONE</u> of the following:

• Your practice's integration key (Found in your Updox Inbox under Admin > Practice Info)

--OR--

• Your Updox username and password

If you enter both the integration key and your username and password, it will not work.

- Click Test Connection.
 - A message will appear at the top of the window.
- Connection test results will appear.
 - If you see ERROR 401, you have not entered something correctly (e.g username, password, something was mistyped from step 1)
 - If successful, you will see a Well Done! message at the top of the window.
- After the Well Done! banner appears, click **Save**, and close the window.

Integration Key:	
Enter integration key	
	OR
Updox Username:	Updox Password:
Do not suggest Release of Inf	ormation as a print option
Do not suggest Release of Inf Application Theme: system default	ormation as a print option
 Do not suggest Release of Inf Application Theme: system default Install updates on app exit 	ormation as a print option • Ø Auto-close app after successful print

11. When you print, select **Updox Printer** to print to your Inbox.

Print	2 sheets	s of paper
Destination	Updox Printer	•
Pages 🚺	All	•
Copi <mark>es</mark>	1	
Layout	Portrait	•
Color	Color	*
More settings		~
	Print	Cancel

Video Tutorial