How To: Installing Updox Central

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Updox Central is a multi-function component that can run as a service and provide for smoother interaction with the systems (e.g. fax server, scanner) and processes already used at the practice.

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

Updox Central provides a Centralized Printer Solution for use with Updox, the ability to load faxes saved by a fax server and or other files into Updox. In some cases, Updox Central is also used to replace the function previously executed by the Updox Connector.

The changes you make are live (there is no save button) After you make the changes click 'Close' at the bottom of the window and Updox Central should be running as a service.

In most cases, Updox Central should be installed only one time for your practice.

This article walks through installing and configuring the Updox Central component.

Before you begin & About Updox Central:

Updox Central is a multifunction component that can run as a service and provide for smoother interaction with the systems (e.g. fax server, scanner) and processes already used at the practice. Updox Central provides a Centralized Printer Solution for use with Updox, the ability to load faxes saved by a fax server and or other files into Updox. In some cases, Updox Central is also used to replace the function previously executed by the Updox Connector.

Click here for System and Network Requirements

Whitelisted in Firewall: https://updox-central.s3.amazonaws.com

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To Install Updox Central:

Follow the steps below for the general installation of Updox Central and then follow the guidelines lower on the page for the specific functionality you wish to gain from Updox Central.

1. Copy and paste this link into the top bar in your internet browser then click enter to begin the download: https://myupdox.com/central/setup.exe or click here. If your browser gives you the option to 'Run' the file do that (Google Chrome). If not (Firefox and Internet Explorer) then download the file and double-click the downloaded file to run it.

2. The file will run an Install Wizard will open. Completing the wizard will install Updox Central and place an icon for it on your desktop.

3. If the user interface does not open automatically for you click the Updox Central desktop icon to start the

program.

4. Once the Updox Central User Interface is open follow these steps:

    1. Enter your Integration Key. The Integration Key for your practice can be found in the Practice Information option located on the Admin menu from the MENU in Updox.

    2. Place a check in the box for Run Updox Central as a Service.

To Configure Updox Central:

For the Centralized Printer Solution:

Place a check in the box for Enable Printer.

1. Install the Updox Central Virtual Printer by following the steps in the "Install Updox Central Printer" article linked in the Updox Learning Center.

2. Click the close button to close the Updox Central User Interface.

To Automatically Load Files from Another Location (Non-Fax Server):

1. Place a check in the box for Enable File Auto-Upload Folder and select the location of the existing folder you want Updox Central to monitor by clicking the 'Choose' button.

2. Click the close button to close the Updox Central User Interface.

For Integration with a Fax Server:

1. Place a check in the box for Enable Fax Auto-Upload Folder and select the location of the existing folder you want Updox Central to monitor by clicking the 'Choose' button.

2. Click the close button to close the Updox Central User Interface.