

FAXAGE Print Driver

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FAXAGE Print Driver

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Introduction

The FAXAGE print driver is a Windows-based driver and application that allows faxes to be sent through your FAXAGE account from any application that can print. It is designed to work on both 32-bit and 64-bit versions of Windows from Windows XP through Windows 10.

Please ensure you download either the 32-bit or 64-bit version as appropriate for your system.

Reasons to use the FAXAGE Print Driver:

- Can be more convenient than email or the website, since files do not have to be saved and attached to an email or uploaded to the FAXAGE website for faxing.
- Allows for file formats other than those natively supported by FAXAGE to be faxed, since anything that can be printed from your PC can be faxed.
- Can be more secure than email, as it utilizes an encrypted SSL/TLS connection via the FAXAGE API to ensure that data in transit is protected from eavesdropping. This helps with general security and may be a requirement if transmitting data subject to HIPAA, PCI or other security and privacy related regulations.

FAXAGE is pleased to offer this functionality to our clients and we hope that you will find it useful! The remainder of this document details how to install the FAXAGE Print Driver as well as how to use it.

If you have any questions or issues with this procedure, we're here to help! Please contact us at <u>support@faxage.com</u> or call 800.853.3293 x 200.



Installation Procedure

Step 1 – Download the FAXAGE Print Driver

The FAXAGE Print Driver can be downloaded from the following page:

https://www.faxage.com/print-to-fax.php

The file is named:

FAXAGEPrinter64bitSetup.msi – 64-bit version FAXAGEPrinter32bitSetup.msi – 32-bit version

When downloading, **be sure to choose the 'Save File' and NOT the 'Open'** option from your browser. The file must be saved and locally in order for the installation to function properly.



Step 2 – Install the FAXAGE TIFF printer driver

Go into the location where you downloaded the setup MSI file and double-click it to install the printer driver. Take defaults at all prompts. If prompted for Administrator permission or to 'Allow this program to make changes on your computer', click 'Yes' to allow the necessary permissions to install the driver.

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| Welcome to the FAXAGE Printer Set | up Wizard | | |
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| Cancel | < Back | New | э — |

| EC Data Systems - FAXAGE Printer | - | | × |
|---|-----------------|------------|------|
| Select Installation Folder | | | |
| | | FAX | AGE |
| The installer will install FA/GAGE Printer to the following folder. | | | |
| To install in this folder, click "Next". To install to a different folder, en | ter it below or | lick "Brov | ue". |
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| Cancel 4 | Back | Next | > |



👹 EC Data Systems - FAXAGE Printer × _ Confirm Installation FAXAGE The installer is ready to install FAV4GE Printer on your computer. Dick "Next" to start the installation. Cancel <<u>B</u>ack <u>N</u>ext> 👹 EC Data Systems - FAXAGE Printer × _ Installation Complete FAXAGE R4/44GE Plinter has been successfully installed. Dick "Close" to exit. Please use Windows Update to check for any citical updates to the INET Framework. Cancel <Back Close

FAXAGE Print Driver



Using the FAXAGE Printer

In order to utilize the FAXAGE Printer, simply print to the 'FAXAGE TIFF' printer on your computer from any application. Here is an example screenshot from Microsoft Word. Note that the 'FAXAGE TIFF' printer has been selected.

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First Use – Generate API Key

The first time you use the print driver, you will be prompted to generate an 'API Key'.

Why do you need an API Key?

The API Key is a randomly-generated key that allows the print driver to be used for print jobs without storing your FAXAGE username, company and password on your computer and without having to type them in each time you print. Instead, the key is stored and, should the key be compromised or stolen from your computer, it can only be used to perform print-to-fax operations and does not allow the attacker to log in to your FAXAGE account or access any information. Your computer should still be safeguarded appropriately, but the use of the key is designed so that anyone in possession of it can only send faxes via the print driver.

So, after printing above, the following screen will appear to generate the API Key if this is your first time using the FAXAGE Printer. Fill in your FAXAGE Username, Company Number, Password and Confirm Password, then click the 'Generate Key' button.

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If an error occurs (like having one of Username, Company Number or Password incorrect), here's what will happen. Please note that you must use your Company Number, even if you have a company 'Name' set up for logging in to the FAXAGE website:



Here's what happens when correct/working credentials are passed:





After API Key is Generated – Normal Use

After generating the API Key above and clicking 'Quit' on that screen, and whenever you use the FAXAGE Printer in the future (since it will already have a working API Key), you will be presented with the following screen:

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The minimum requirement is to put in a 10-digit fax number to send the fax to under 'Destination Fax Number'. All other fields are optional. The printer will 'remember' your last choices for:

- From Fax Number Sets the tagline and caller ID that this fax will appear to come from. These are loaded from your FAXAGE account with your default selected by default.
- Notify me when done via email If checked, an email notification is sent when your fax is completed.
- Use a Cover Sheet If checked, the 'From Name', 'Regarding' and 'Comments' fields will activate to fill in details to put on a cover sheet to be included in your fax. If it is turned on, the cover sheet will contain whatever you put in those fields, plus the 'From Number' and 'Destination Name'. If the box is not checked, no cover sheet will be used.

Once the form is filled out, click 'Send Fax' to send your fax. The following screen will then appear. Simply click 'Close' - your fax is on its way!

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|--|-----------------|
| FAXAGE | |
| Perts FAXAGE | |
| Process Status: Done | |
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Uninstalling the FAXAGE Print Driver

To uninstall the FAXAGE Printer:

- 1. Go to your control panel Add/Remove programs or Uninstall Program.
- 2. Locate the 'FAXAGE Printer'
- 3. Choose 'Uninstall'