

Log in to the TelNet Digital Fax Web Portal

Follow the steps below to install and setup the Print to Fax driver (one-time setup)

- Visit https://www.telnetfax.com/
- Log in with your assigned TelNet Digital Fax username (your email address) and password.

In lower left navigation, click **API Keys** 1 and then click **Create** (near upper right)



1

Enter a name for the API Key in the Name 2 field. Select Print Driver from the Access Level 3 pulldown and then click CREATE 4.

	New API key X
2>	Name Print
3>	Access Level Print Driver
	Expires At
	Send API key to email
4	CREATE

1	new token is created. Copy 5 the token (this will be used in the software installation)				
	Name	User	Token	V	Access Level
	Print	sameye@telnetww.com	eyJhbGciOiJIUzI1NilsInR5cCl6lkpXVCJ9.eyJ1c2VySW	ору	PRINT_DRIVER



Download and install software

• Print to Fax Software - Windows (zip)

Using the software

During the installation process and when prompted, enter the token obtained from previous step into the **AUTHORIZATION KEY**⁶ field and then press **Authenticate 7**.



Press OK 8 and then press Finish 9 to complete the driver installation







Follow the steps below to send a fax directly from an application on your PC. The example below shows print to fax from a Microsoft Word document

Open the desired document on PC. Use the standard steps to print the document from the application

- 1. Press **Print** in left navigation
- 2. Select Print to Fax Fax from the Printer list
- 3. Press Print



Select desired options (**Cover Page 11**, select **Contacts 12** from list if contacts have been created) Enter fax number in the **FAX NUMBER** field and press **Send 13**. A prompt will appear confirming the fax was sent

