

Authentisign Print Driver

This guide will show you how to install and use the Authentisign print driver. This will allow you to send re-print a PDF and upload it into a new signing or an existing signing. You also have the option to create a new signing based off a transaction and upload the document you are printing all at the same time.

System Requirements:

Windows XP, Windows Vista, Windows 7, windows 8, Windows 10

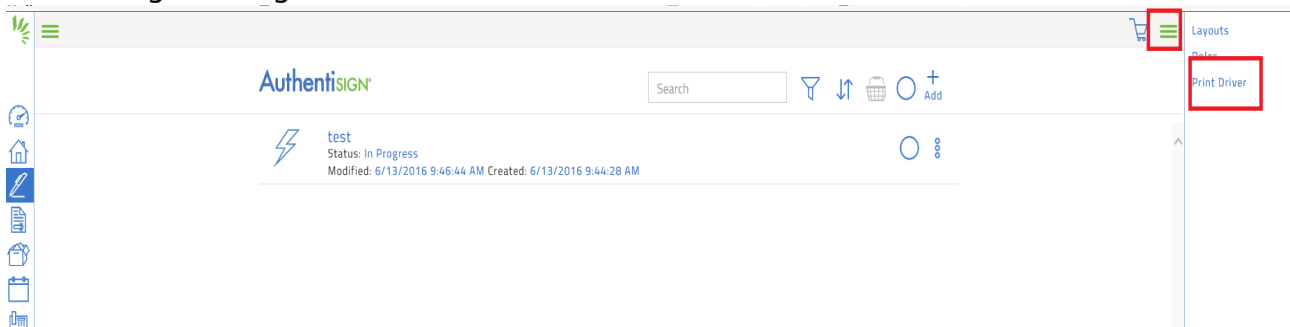
Pentium Processor or faster & 32 MB RAM or more.

150MB of free hard drive space.

Internet Explorer 10.0 or Higher with 128-bit High Encryption

High Speed Internet Connection with Acrobat Reader 8.0 or higher.

Step #1: Click on the Pen Icon on the left hand side for Authentisign (If you need to expand the left hand menu just hit the hamburger button in the top left hand side) once you are in Authentisign hit the hamburger button on the right to expand the authentisign settings menu. Now click Print Driver

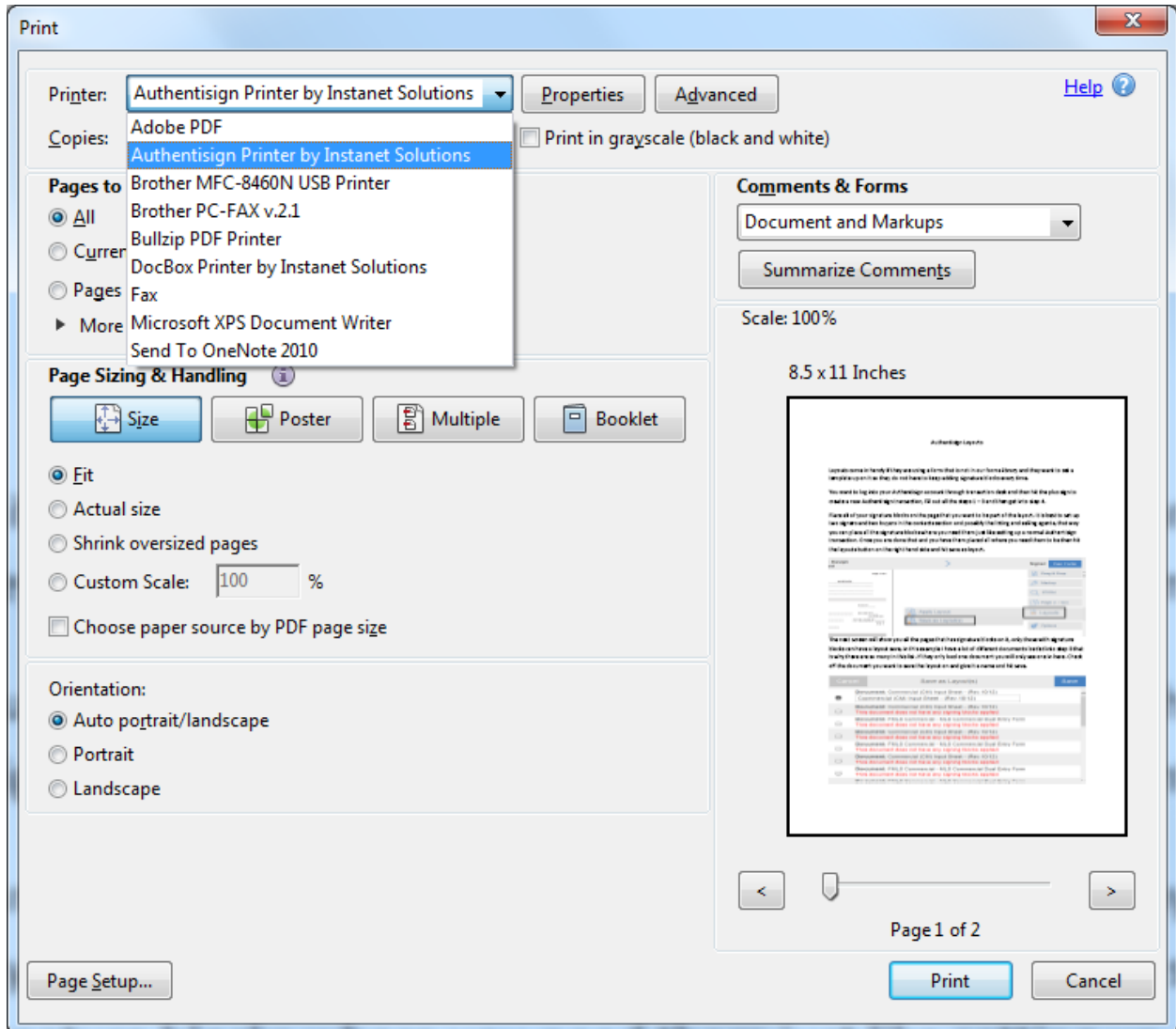


Step #2: We can download the print driver software here. First link leads to a user guide to show you how to use the print driver. Second link is the one that has the install file, click that link and then install the file once downloaded.

Now below the download link we see the print driver User Key and password options, for security reasons we have blacked out part of the User Key for this particular user.

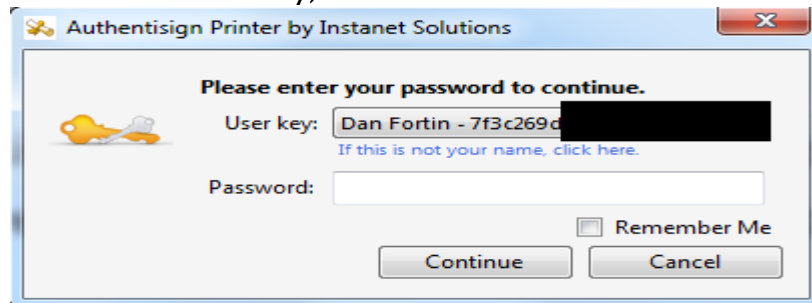
The screenshot shows a 'Print Driver' installation window. At the top left is a 'Cancel' button. The title is 'Print Driver'. Below the title, there is a green text block: 'The Authentisign Printer allows you to fax, email and/or upload files into Authentisign by virtually 'printing' them from any application on your PC by simply clicking on File, Print and selecting the Authentisign Printer.' Below this is a blue link: 'Download and view the user guide'. A red callout box points to this link with the text 'Leads to user guide'. Below the link is the heading 'Getting Started with the Authentisign Printer'. There are three numbered steps: 1. 'Download and Install the Authentisign Print Driver.' with a blue link 'Click here to download the Authentisign Print Driver.' and a red callout box 'This is the download link click this to download and install'. 2. 'You will need your User Key. You can copy it from here.' with a red callout box 'User Key is here' pointing to the text 'User Key: DCC83A10' which is partially blacked out. 3. 'You will also need your Authentisign Password.' with a blue link 'Click here to set your Authentisign password' and a red callout box 'This is to reset your AS password, although it is the same as your transaction desk password'. At the bottom, there is a yellow information bar with an 'i' icon and the text 'You will have to enter your User Key ONLY on the first use.'

Now that we have downloaded the print driver let us take a look at using it. To use the Authentisign Print Driver open a document that is a pdf or word document or excel, etc. For this example we are going to use a pdf. Open the pdf and choose the PRINT option. You will see the list of printer(s) you have and you will see a new option: Authentisign Printer by Instanet Solutions



Once we select the Authentisign Printer and press OK, a new window will appear asking us for our password. This password is the same password you have for TransactionDesk. Check off “Remember Me” so you do not have to keep putting in the login information.

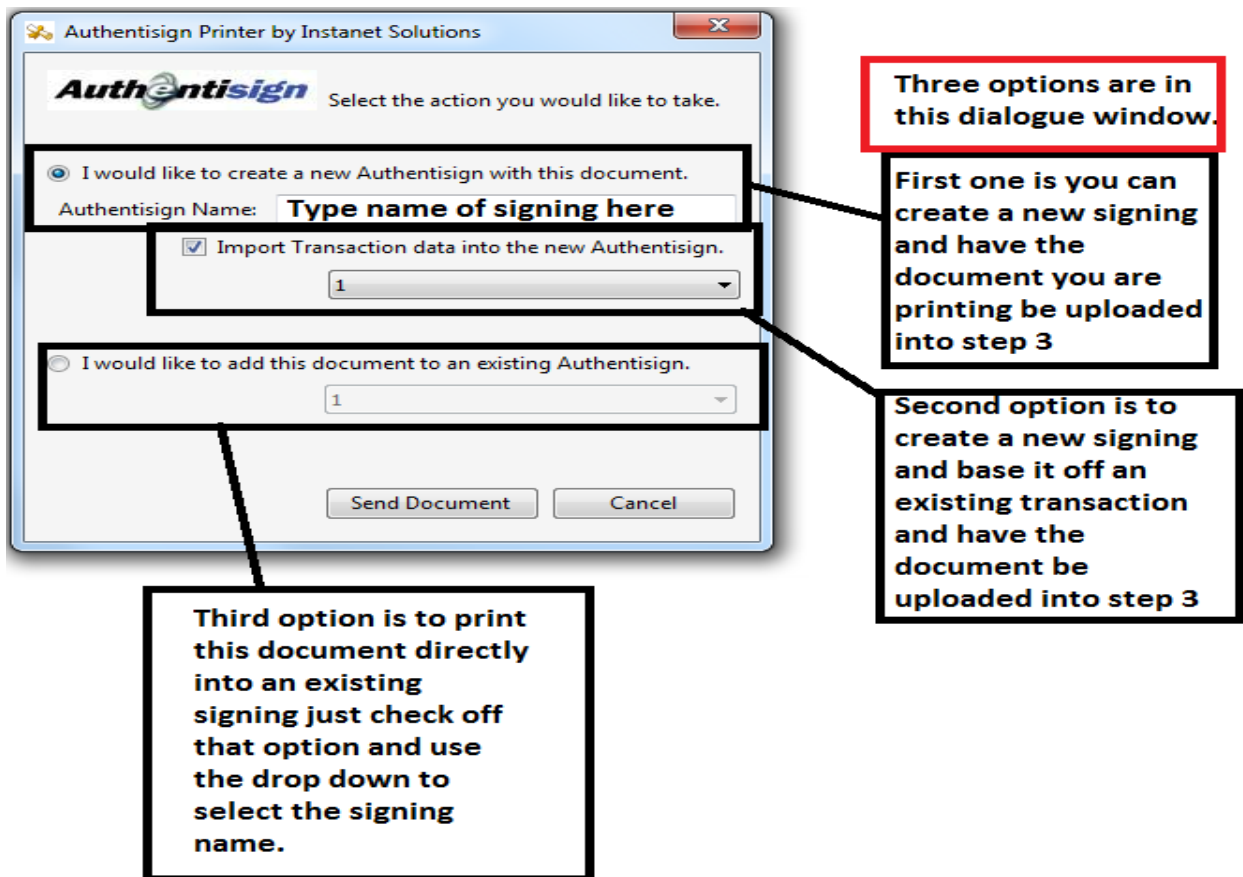
The User Key will automatically generate for you. If it does not, go back to the beginning of **Step 3** to see where to find the user key. (For security purpose we blanked out this users User Key).



Once you put in your Password, press Continue and a new window will appear with options that you can use with this document.

In this dialogue window you can do the following:

- 1) Create a new signing and send the document we are printing directly into step 3 of the signing.
- 2) Create a new signing based off of a transaction file and print the document you have open directly into step 3 of the signing.
- 3) You can print the document directly into an existing signing just check the last option and use the drop down to select the signing, this will add the document into step 3 of that signing.



Once the option you have chosen is done you will get a pop-up stating your request has been processed. Depending on how large the file is will determine how long it will take to arrive into your account and will be based off your upload speed with your ISP.