



HYLAND VIRTUAL PRINT DRIVER

INSTALLATION INSTRUCTIONS

December 20, 2017

Version: 1.1

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Overview

The following information in this document outlines the installation process of the Hyland Software Virtual Print Driver. The Virtual Print Driver (VPD) allows you to print TIFF images directly to OnBase from any application capable of printing to a standard Windows® printer. This allows you to store almost any kind of document, whether it is a Microsoft® Excel workbook or a web page, as an image document in OnBase. Appearing as a standard printer to your existing Windows® applications, the Virtual Printer spools/sends all print jobs as multi-page TIFF directly in to OnBase.

Requirements

The installation requires access to the Columbia University networks and the workstation requires an internet connection and Internet Explorer.

- Windows 7 SP1 or later Service Pack
- Windows 8.1
- Microsoft Visual C++ 2013 Redistributable Package (x86)
- Microsoft .NET Framework 4.5.2 (or 4.6 in Windows 10)

Note: The Microsoft Visual C++ 2013 Redistributable Package (x86) is installed with the Unity Client.

Installation

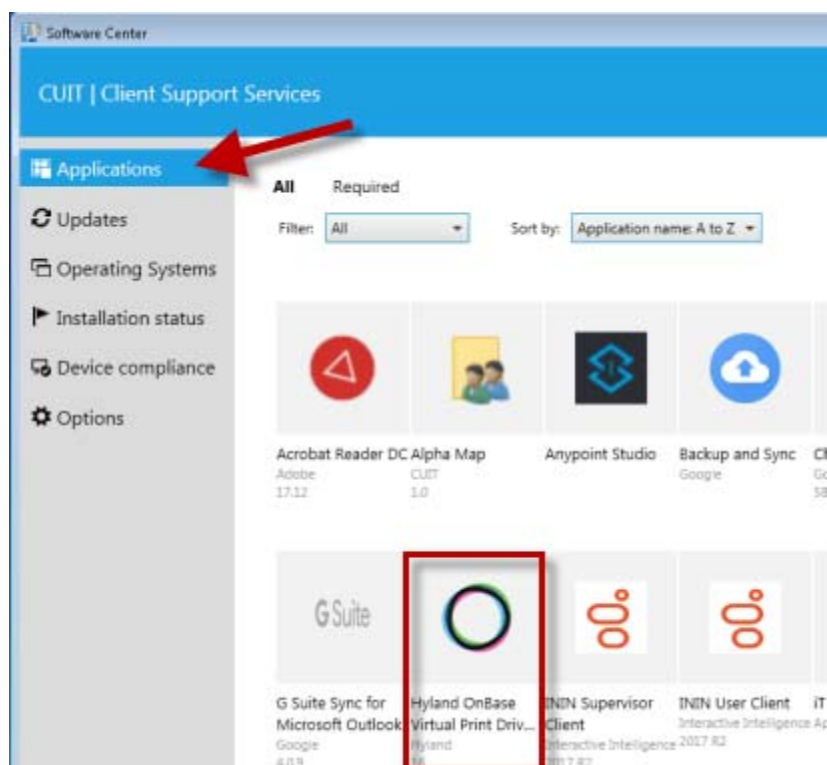
CUIT Managed Desktop

For CUIT Managed Desktops, please follow the instructions below.

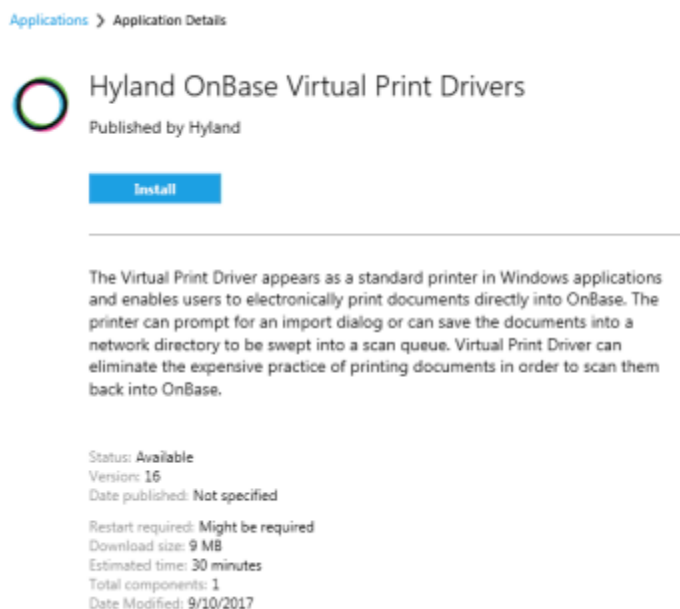
1. Open the CUIT Software Center from the desktop.



2. Navigate to the Applications Section and select Hyland OnBase Virtual Print Driver.



3. Click on Install

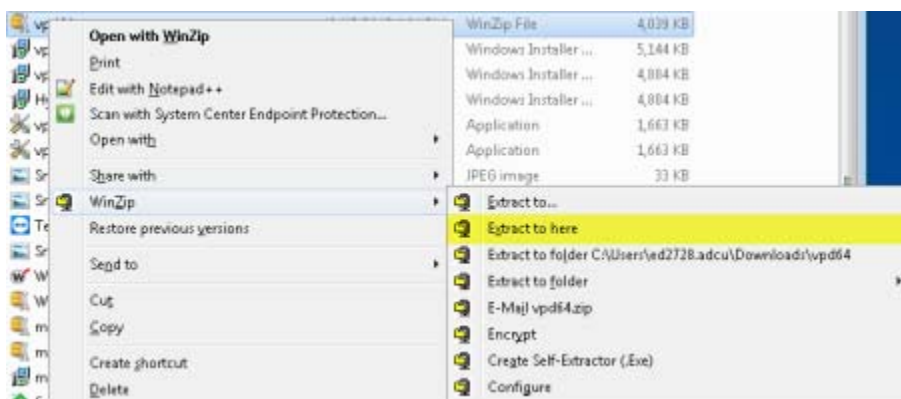


Non CUIT-Managed Desktop

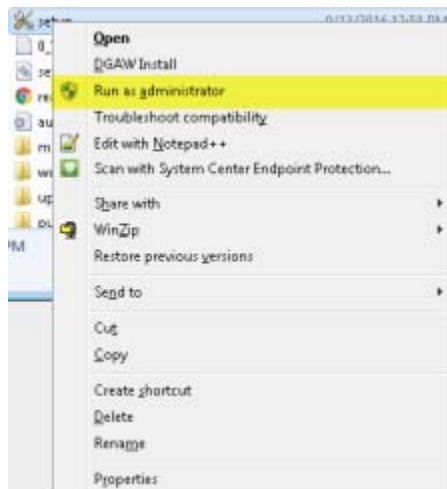
For non CUIT Managed Desktops, please follow the instructions below.

1. Download the VPD install:

- a. For 32 bit OS: <https://onbasetest.enterprise.columbia.edu/vpd/vpd32.zip>
 - b. For 64 bit OS: <https://onbasetest.enterprise.columbia.edu/vpd/vpd64.zip>
2. Select Save to local desktop (downloads)
 3. Open file location
 4. Right click on the zip file > Select Extract to here



5. Right click on the setup.exe and select Run as administrator



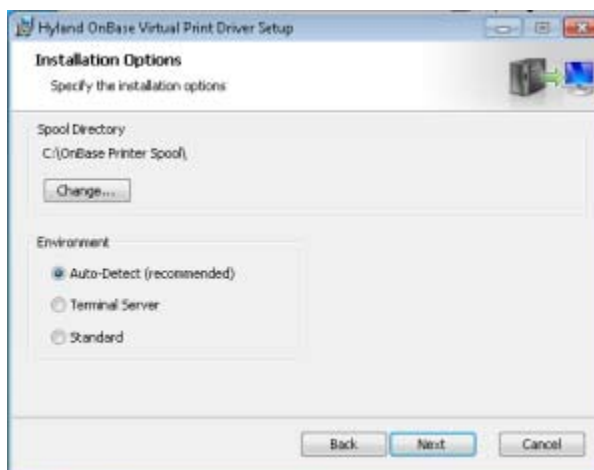
6. Click Yes



7. Click Next



8. Keep defaults



9. Click Install



10. Click Finish

