# COLUMBIA UNIVERSITY Information Technology ENTERPRISE CONTENT MANAGEMENT

# Hyland Virtual Print Driver

INSTALLATION INSTRUCTIONS

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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<sup>®</sup> printer. This allows you to store almost any kind of document, whether it is a Microsoft<sup>®</sup> Excel workbook or a web page, as an image document in OnBase. Appearing as a standard printer to your existing Windows<sup>®</sup> 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:

OnBase Unity Client Installation Instructions



- 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

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m	Sobh		6	Encrypt		
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5. Right click on the setup.exe and select Run as administrator



6. Click Yes



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7. Click Next

Hyland OnBase Virtual Print	Onver Setup Welcome to the Hyland ( Print Driver Setup Wizan The Setup Wizard Hill Install Hyland Driver on your computer. Click Next exit the Setup Wizard	OnBase Virtual d ConBase Virtual Print to continue or Cancel to	
	Bick Me	et Cancel	

8. Keep defaults

Hyland OnBase Virtual Print Driver Se	tup	0 0 0
Installation Options Specify the installation options		
Spool Directory CritOnBase Printer Spool, Change		
Environment  Auto-Detect (recommended)  Terminal Server  Standard		
	Back Next	Cancel

9. Click Install



OnBase Unity Client Installation Instructions



#### 10. Click Finish

