## Hyland Virtual Print Driver (VPD)

Hyland Virtual Print Driver works just like printing to PDF, except it prints to OnBase as an image document. Unity Client is required.

To install, click this link.



Click OK.

Opening HylandVirtualPrintDriver.zip					
You have chosen to open:					
HylandVirtualPrintDriver.zip					
which is: Compressed (zipped) Folder (4.0 MB)					
from: https://obwebprod.emporia.edu					
What should Firefox do with this file?					
Open with	Windows Explorer (default) $\sim$				
○ <u>S</u> ave File					
Do this <u>a</u> utomatically for files like this from now on.					
	OK Cancel				

Click OK.

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File Home Share View	Compressed Folder Tools				^ <b>?</b>
<ul> <li>Bocuments</li> <li>OneDrive</li> <li>HR ST Name UserID Change</li> <li>← → ∨ ↑ <sup>1</sup>/<sub>2</sub> « Local &gt; Temp</li> </ul>	<ul> <li>Pictures</li> <li>SYSADMIN</li> <li>User Manuals</li> <li>Extract To</li> <li>HylandVirtualPrintDriver.zi</li> </ul>	Projects Axiom p ✓ Č	Search HylandVirtus	alPrintDriver.zip	
<ul> <li>✓ Quick access</li> <li>Image: Desktop</li> <li>✓ Downloads</li> </ul>	<ul> <li>Name</li> <li></li></ul>	OnBase Virtual Print Driver V e	[ype Windows Installer Package Application	Compressed size 3,413 KB 685 KB	Password No No

## Double-click setup.exe.



Click Next.

🕼 Hyland OnBase Virtual Print Driver Setup		—		×		
Installation Options						
Specify the installation options						
Spool Directory						
C:\OnBase Printer Spool\						
Change						
Environment						
<ul> <li>Auto-Detect (recommended)</li> </ul>						
O Terminal Server						
◯ Standard						
	Back	Next	Canc	el		
Click Next.						
🛃 Hyland OnBase Virtual Print Driver Setup		_		×		
Ready to install Hyland OnBase Virtual Print Driver						
Click Install to begin the installation. Click Back to review or change any of your						
installation settings. Click Cancel to exit the	wizard.					

Back Install

Click Install.

Cancel

🛃 Hyland OnBase Virtual Print Driver Setup - 🗌			×	
	Completed the Hyland O Print Driver Setup Wizard Click the Finish button to exit the Se	In Base \	/irtual	
	Back Fini	sh	Cance	1

Click Finish.

To use the VPD, click print on any document.

Print				
Print	Copies: 1			
Printer	0			
Hyland Software Virtual Prin Ready				
	Printer Properties			

Select Hyland Software Virtual Printer as the printer. Unity Client must be open. Click Print.

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Browse Acquire	1 Import	X Cancel	Move Up	↓ Move Down	Rer
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An OnBase import dialog box will appear. Select the correct **Document Type Group** and **Document Type**. All keywords in **red** are required, others are optional. Click Import.

No matter whether your original document is in Word or Excel or PDF or an image, **VPD converts all documents to images** (.tif).