UniPrint Client Installation and Configuration

This document covers the installation and configuration of the UniPrint Client, provided by Ingenica, a division of Bell Business Systems. UniPrint is designed to allow users to access a remote system (in this case Relius Administration ASP) and send print jobs to the client's printers or to Adobe Acrobat PDF format for printing later.
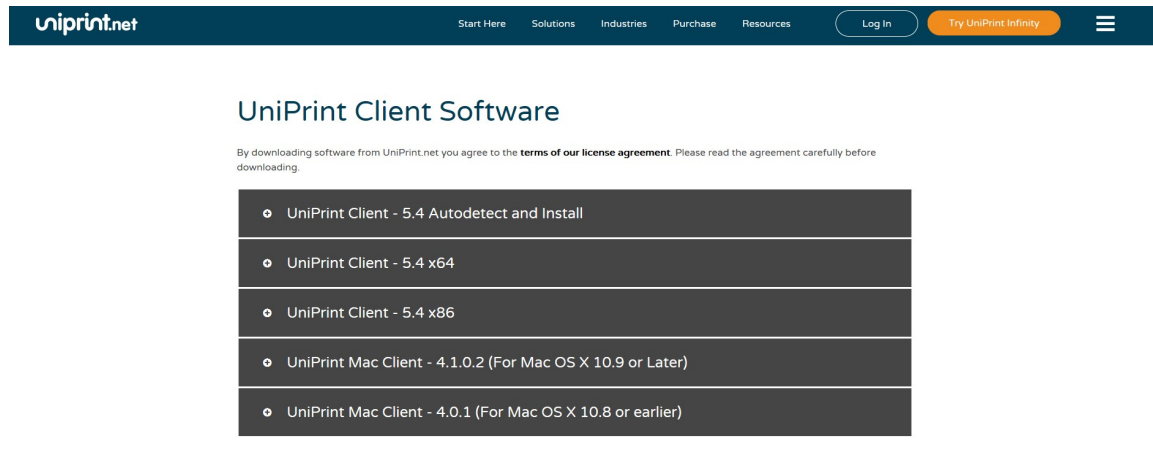
These instructions are intended for an audience that is savvy with current technology. Relius cannot take responsibility for any technical discrepancies in the UniPrint Client Software.

Several assumptions are implied herein:

- ➢ Windows Remote Desktop Connection has already been installed.

- ➢ Clients are already able to attach to the Relius Administration ASP environment.

- ➢ The latest release of Adobe Acrobat Reader has been installed on the workstation that will access the Relius Administration ASP environment.

- ➢ Local or networked printers are properly installed and configured.

Please read these instructions carefully. Further information is contained in the Readme.txt and UPClientUsersGuide_54.pdf files provided with the download. The software can be downloaded from https://www.uniprint.net/en/uniprint-client/

Choose to download the appropriate MSI file for your local operating system, x64 for 64-bit or x86 for 32-bit.

If prompted to Open/Run or Save/Download, you must choose to **save or download**. The file must be copied to a directory on a local hard drive on your computer, not a networked drive. Running the installation directly from the UniPrint Web server will fail.

The file name may be different as new versions are released.
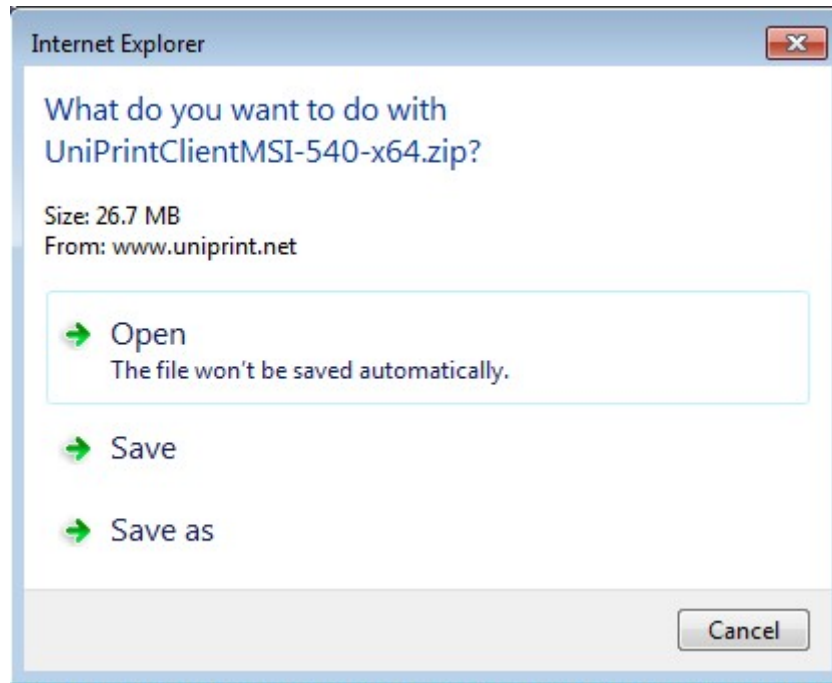
If you have a previous version of UniPrint installed on your workstation, it must be uninstalled before you run this installation.

Assuming you download the file to D:\Temp, extract it to D:\Temp\UniPrintClientMSI-540-x64.

Please note that the local Administrator or a user with local Administrator rights must run this installation.
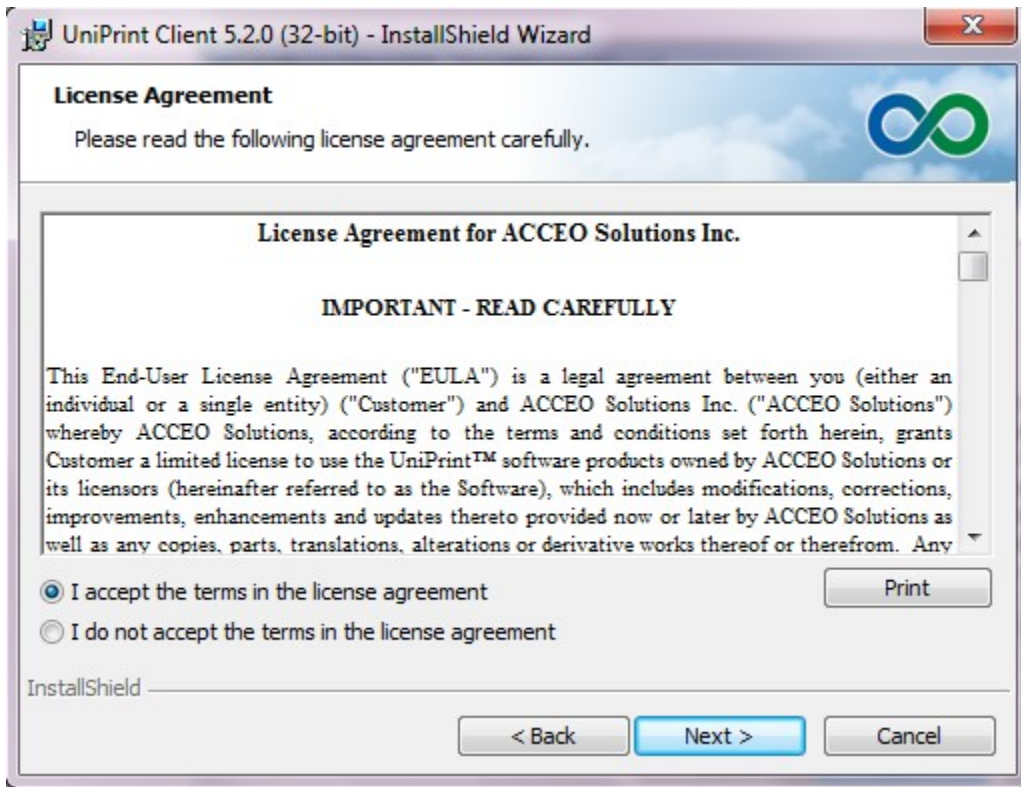
From the workstation that will access the Relius Administration ASP Servers, execute D:\Temp\UniPrintClientMSI-540-x64\UniPrint_x64.exe by right clicking on the file and selecting Run As Administrator.

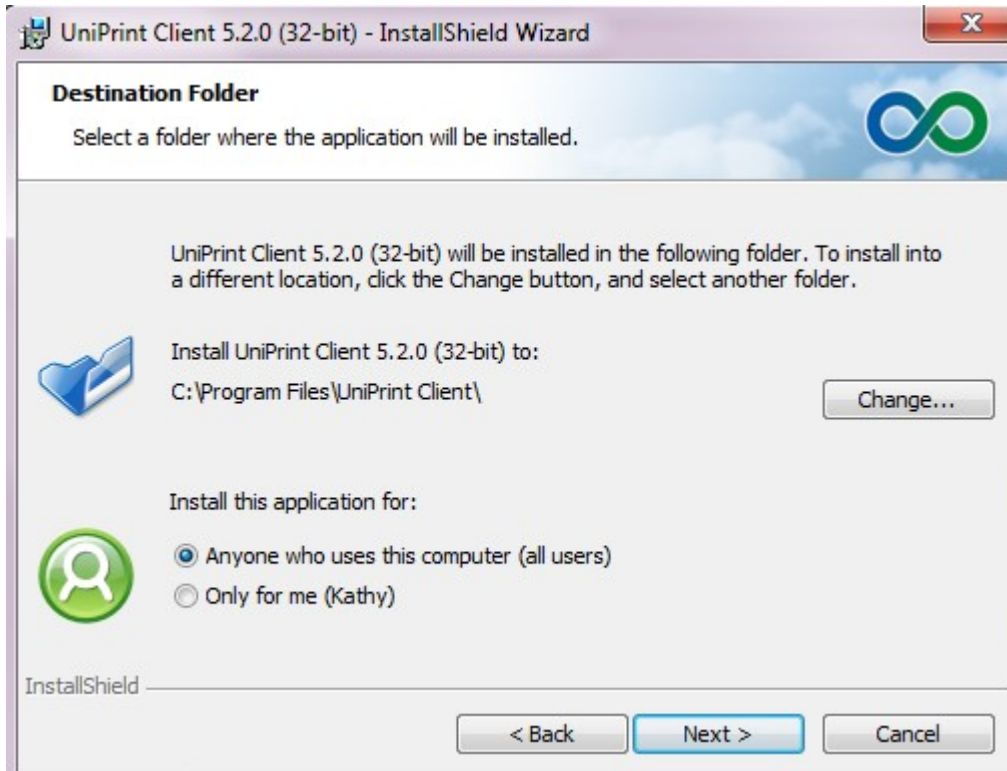**Please make sure that you Run As Administrator or you may have issues running UniPrint.**

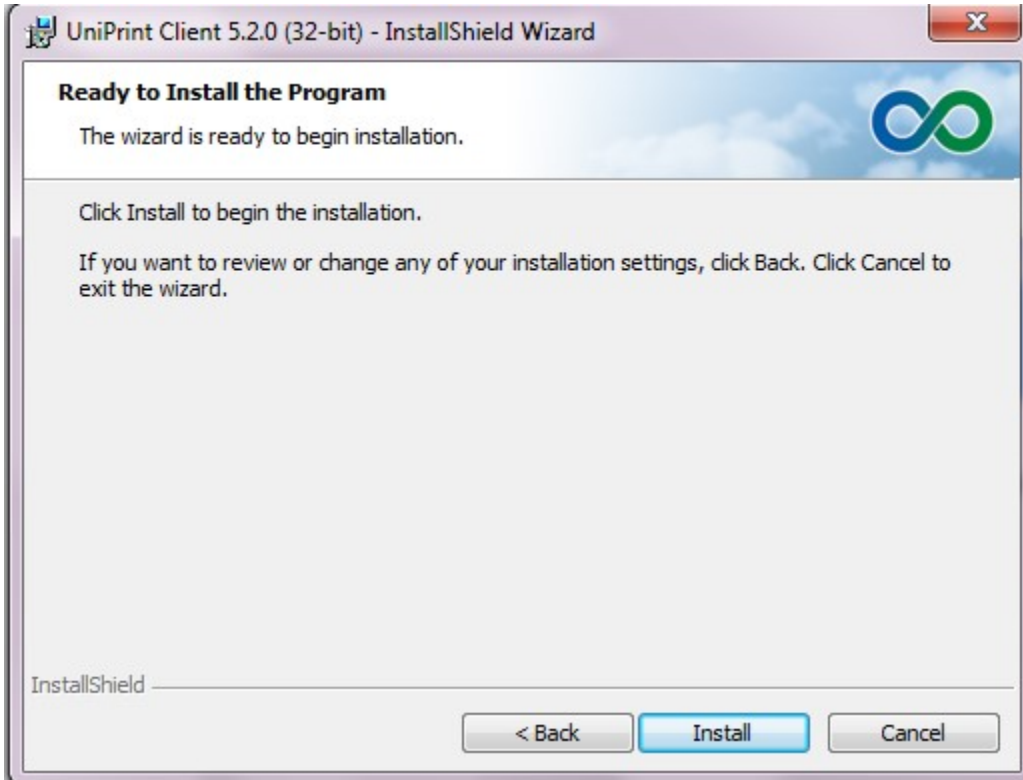At the Installation screen select Next.
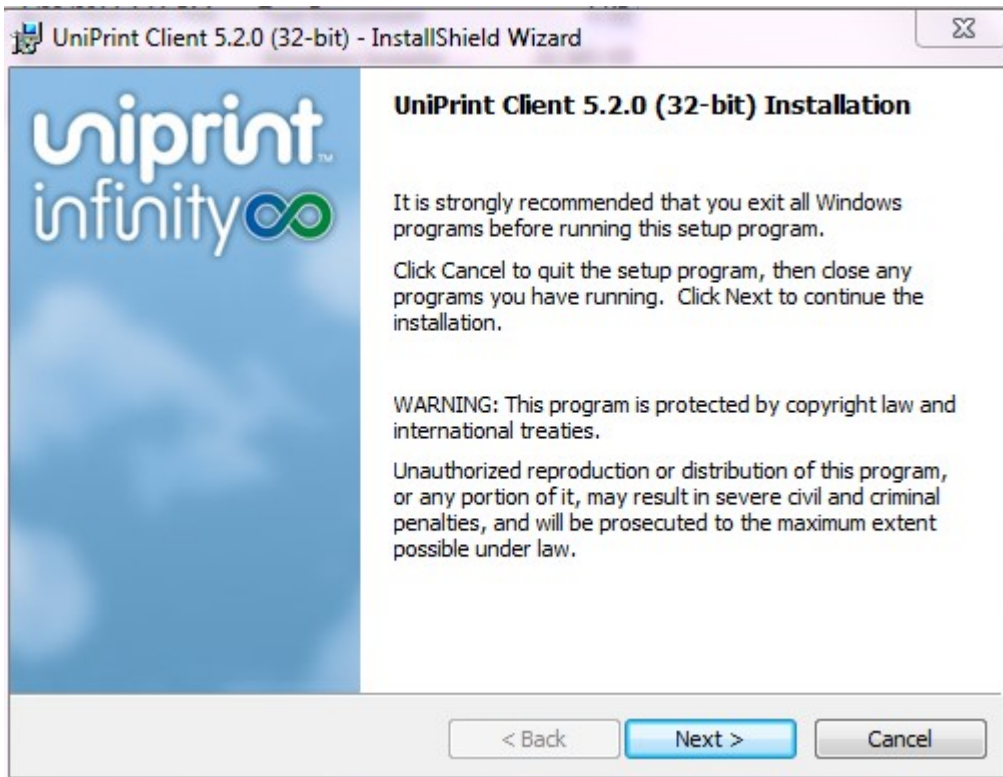
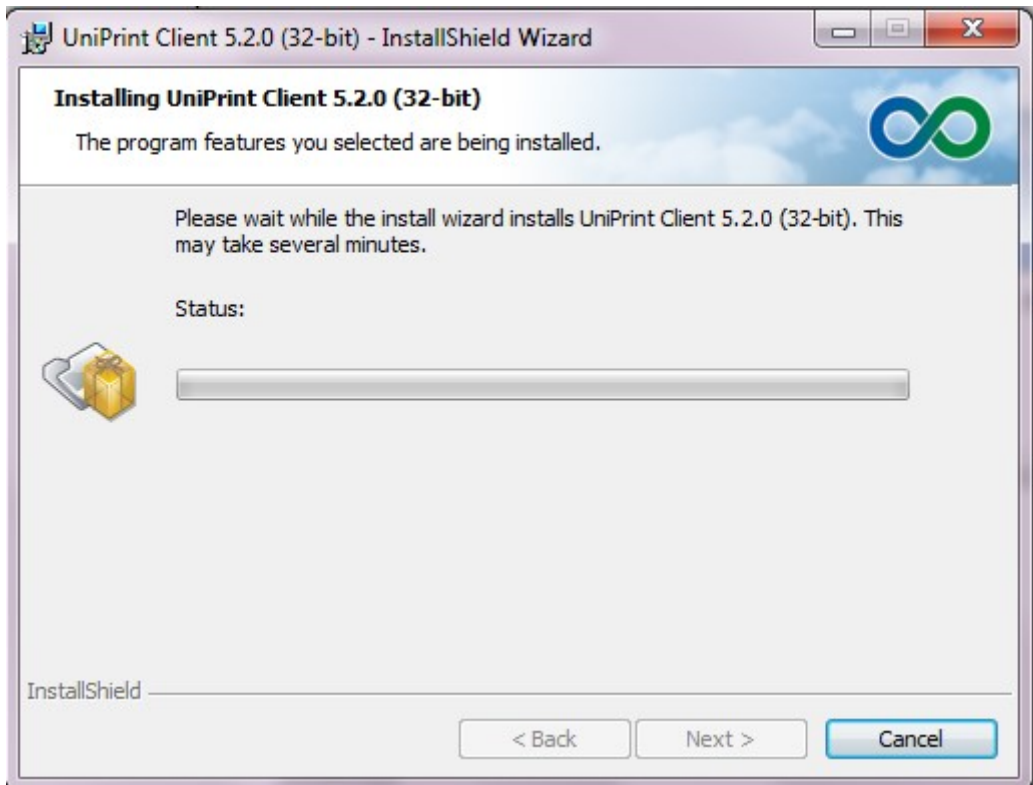Review the License Agreement, click "I Accept," and then click *Next*.

Select that UniPrint should be available for Anyone who uses this computer and then click *Next*.
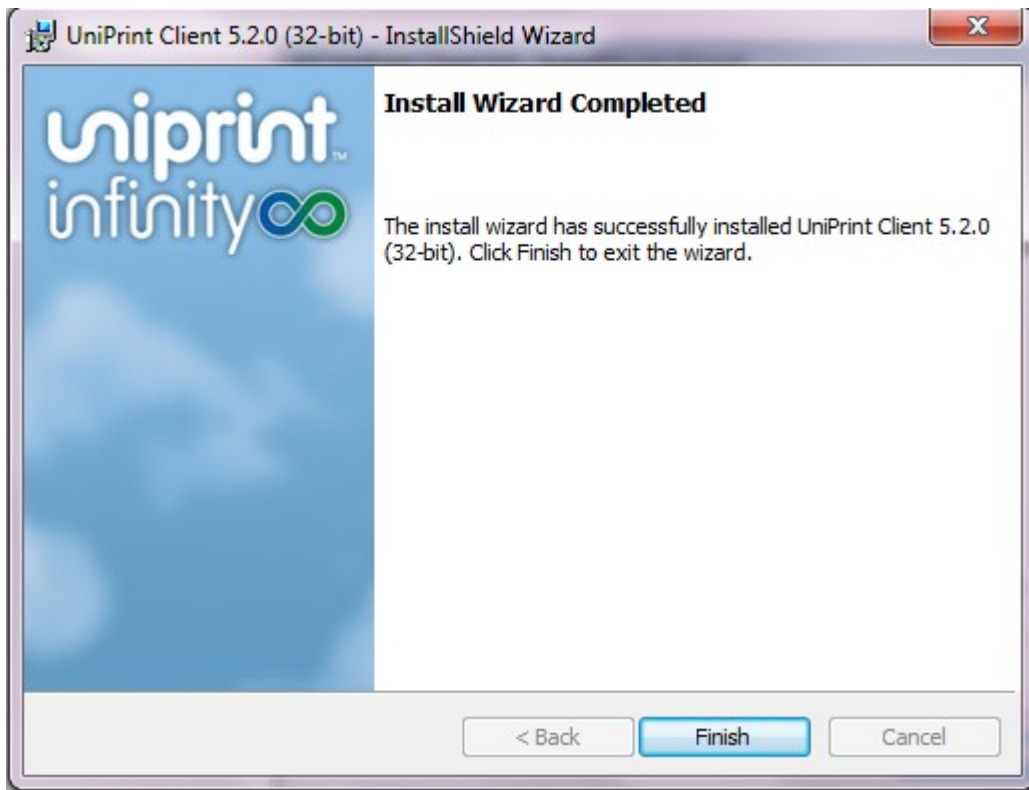
At the start installation screen, click Install when ready.

Files will copy and register. The process only takes a couple of minutes. Do not interrupt the process.

When finished you will see the screen below, click Finish.

Click *Start | All Programs | UniPrint Suite | UniPrint Client*. You will see an icon in your "system tray" by the clock.

To check or change your settings, right-click the UniPrint icon and select Options.

If you always want to print to your local default printer, select Print directly to my default printer and you will not have to select a printer from the list every time. However, if you want to print to various printers, select Let me choose a printer every time I print and you will be prompted to select a printer for every job.

If you want to preview your documents in UniPrint, select Enable Document Preview.
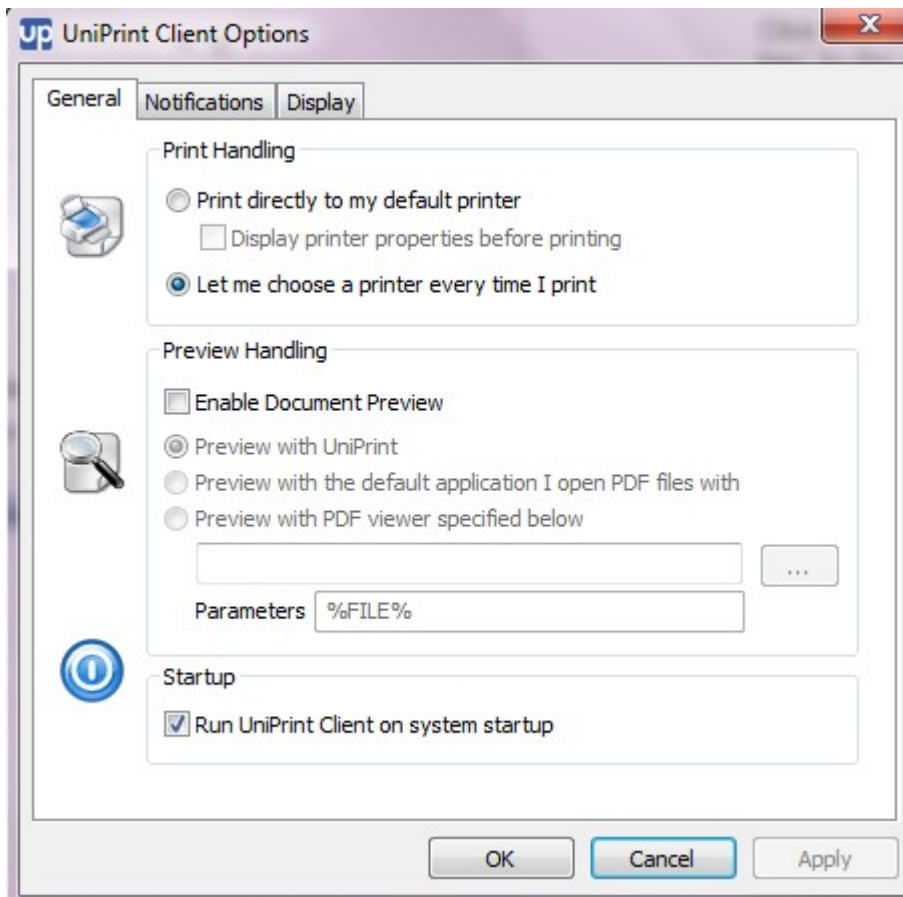
Disclaimers and Copyright Notices