# iConnect PDF Printer Installation Guide v1.2

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# 1 - Installing the iConnect PDF Printer.

- 1.1 Overview The new release of iConnect will be reconfigured to accept PDF orders that are sent via HTTPS to the iConnect server designated for a healthcare system into directories set up for each individual physician office practice. The following instructions will walk the user through downloading, installing, setting up, and testing of the virtual printer.
- 1.2 Download the PDF Printer Driver from the following location: <u>iConnect (ipro-inc.com)</u>



1.3 Installation – Click on PDF Printer Setup and follow prompts as normal to successfully install program that will emulate the virtual printer.

⊘ Setup Type: Application		Open	er l
Ø	setup Type: Configuration	Run as administrator Troubleshoot compatibility	
Ø	setup.inx Type: INX File	<ul> <li>Share</li> <li>View online</li> </ul>	

Installation Figure 1.3.1. Run application setup as administration.

🛛 iConnect Printer - 🗆 🗙			
Welcome to the iConnect Printer Setup Wizard			
The installer will guide you through the steps required to install iConnect Printer on your computer.			
WARNING: This computer program is protected by copyright law and international treaties. Unauthorized duplication or distribution of this program, or any portion of it, may result in severe civil or criminal penalties, and will be prosecuted to the maximum extent possible under the law.			
< Back Next > Cancel			

Installation Figure 1.3.2. Welcome to iConnect Printer Setup Wizard. Select Next.

💽 iConnect Printer	_		$\times$
Select Installation Folder			
The installer will install iConnect Printer to the following folder.			
To install in this folder, click "Next". To install to a different folder, enter it be	low or (	click ''Bro	wse".
Eolder: C:\Program Files\Black Ice Software LLC\iConnect Printer\		Browse.	
		Disk Cosl	
	_		
< Back Next >		Can	icel

Installation Figure 1.3.3. Accept default Installation Folder path by selecting Next.

🧟 iConnect Printer					$\times$
Confirm Installation					
The installer is ready to install iConnect Printer on your co	mputer.				
Click "Next" to start the installation.					
			_		
< Back		Next >		Ca	ncel

Installation Figure 1.3.4. Confirm Installation by selecting Next.

💽 iConnect Printer			$\times$
Installation Complete			
iConnect Printer has been successfully installed.			
Click "Close" to exit.			
Please use Windows Update to check for any critical updates to the .NET	Framewo	ık.	
< Back Close		Car	ncel

Installation Figure 1.3.5. Installation Complete. Select Close to exit wizard.

**1.4.** Setup - Follow prompts to successfully setup the virtual printer.

iConnect Lab	Microsoft Print Micro	osoft XPS	Nitro PDF	Onel
Printer	to PDF Docum	nent Writer	Creator	(Desk
	See what's printing	>		
	Set as default printer	>		
	Printing preferences		iConnect Radiology	Printer
	Printer properties	>	iConnect Lab Printe	r 63
	Delete print queue	>		

Setup Figure 1.4.1. Navigate to Control Panel, Devices and Printers. Right-click on iConnect Lab/Radiology Printer, hover over Printing preferences, and select iConnect Radiology Printer.

🖶 iConnect Radiology Printer Printing Preferences 🛛 🗙 🗙				
Watemark/Stamp Bates Numbering Profile Manager Device Settings File Formats Filena Enable Save As Option Filename Generation Methods ?	Annotation-Header-Footer Redirect Printing Text Output me Generation Start Application			
Use the document name (recommende	ed default) 🗸 🗸			
Remove text from document name:	?			
Merge Documents Combine/Merge multiple documents Using the 'Exact Filename' option in co 'Combine/Merge' checkbox will allow to be merged together. When this optio will append the new pages to the existii the file.	into a single file ? njunction with the multiple print jobs (documents) n is turned on, the printer driver ng file, instead of overwriting			
Output Directory:         < <userprofile>&gt;\Documents         Set output directory on the client computer for shared printers</userprofile>				
Overwrite the existing file	Enable Group File			
Upload and Email Options				
Upload document to FTP	Edit Upload to FTP settings			
Upload document to SharePoint®	Edit SharePoint® settings			
Upload document to Web	Edit Upload to Web settings			
Upload document to Database	Edit Database settings			
Send printed document in email	Edit Email settings			
Upload the document to M-Files	Edit M-Files settings			
Restore defaults ?	Troubleshooting 🕜			
ОК	Cancel Apply			

Setup Figure 1.4.2. Under Filename Generation tab, check 'Upload document to Web' option to enable setting. Select 'Edit Upload to Web settings' option to configure upload settings.

🄷 iConnect Radiology	/ Printer - HTTP Upload	Utility	-	- [		×
HTTP Upload Settings Upload to the following HTTP Protocol:	URL: Api	/orderupload/	or teachers	/rac	?	
Authentication and Para	ameters					
Usemame:	installer	Parameter name:	usemame		?	
Password:		Parameter name:	password		?	
Custom Parameter 1:		Parameter name:	physGroupKey		?	
Custom Parameter 2:		Parameter name:	department		?	
Silent mode ? Delete printed docum	Display error message	e in silent mode 🧵				
Show successful uplo	ad message 🍞					
Show error message	?					
	P Response.					
Log file:				Br	owse	
Test HTTP Upload			ОК	C	ancel	

Setup Figure 1.4.3. Configure appropriate upload settings with supplied URL and information highlighted in yellow. Ensure Silent mode and 'Delete printed document after uploading' are checked, and HTTPS is enabled. Test HTTP Upload to verify successful connection.

NOTE: Professional Services will supply the information needed for connection (URL, integration key per group, and password).

Upload directories should be in the following format with unique facility server, physician group integration key, and department: i.e., Rad or Lab: ICONNECTSERVER/API/ORDERUPLOAD/INTEGRATIONKEY/DEPARTMENT

\*\*\*If the Rad Printer is the only printer being utilized, the printer may be renamed to "iConnect Printer". To rename the Rad Printer, go to Printer Properties and update the name accordingly. Subsequently, if the Lab Printer is not being utilized, rename the printer to "Do Not Use". To rename the Lab Printer, go to Printer Properties and update the name accordingly.\*\*\*



Setup Figure 1.4.4. Select OK.

🌍 iConnect Radiology Pri	nter - HTTP Upload	Utility	_		×
Welcome to Black Ice HTT	P Upload Utility. Please	e fill out the fields below.			
HTTP Upload Settings					
Upload to the following URL	; ional.com/api/ord	erupload/	7-800 B-00	/rad ?	)
HTTP Protocol:		O HTTPS ?			
Authentication and Paramet	ers				
Usemame: ins	aller	Parameter name:	usemame	?	)
Password:		Parameter name:	password	?	)
Custom Parameter 1:		Parameter name:	physGroupKey	?	)
Custom Parameter 2:		Parameter name:	department	?	)
Silent mode ?	Display error message	e in silent mode ?			
Delete printed document a	fter uploading ?				
Show successful upload n	nessage ?				
Show error message	2				
Open URL from HTTP Re	Open URL from HTTP Response. ?				
Enable logging ?					
Log file:				Browse	
Test HTTP Upload			ОК	Cance	

Setup Figure 1.4.5. Select OK.

🖶 iConnect Radiology Printer Printing Preferences 🛛 🛛 🗙				
Watemark/Stamp Bates Numbering Profile Manager Device Settings File Formats Filena Enable Save As Option ? Filename Generation Methods ?	Annotation-Header-Footer Redirect Printing Text Output me Generation Start Application			
Use the document name (recommende	ed default) 🗸 🗸			
Remove text from document name:	?			
Merge Documents Combine/Merge multiple documents Using the 'Exact Filename' option in co 'Combine/Merge' checkbox will allow to be merged together. When this optio will append the new pages to the existing the file.	s into a single file ? njunction with the multiple print jobs (documents) n is turned on, the printer driver ng file, instead of overwriting			
Output Directory:				
< <userprofile>&gt;\Documents</userprofile>	?			
Set output directory on the client co	omputer for shared printers			
Overwrite the existing file	🗌 Enable Group File 🛛 ?			
Upload and Email Options				
Upload document to FTP	Edit Upload to FTP settings			
Upload document to SharePoint®	Edit SharePoint® settings			
Upload document to Web	Edit Upload to Web settings			
Upload document to Database	Edit Database settings			
Send printed document in email	Edit Email settings			
Upload the document to M-Files	Edit M-Files settings			
Restore defaults ?	Troubleshooting 🕜			
ОК	Cancel Apply			

Setup Figure 1.4.6. Select Apply.



Setup Figure 1.4.7. Select OK.

IConnect Radiology Printer Printing Preferences					
Watermark/Stamp Annotation-Header-Footer					
Bates Numbering Profile Manager	Redirect Printing Text Output				
Device Settings File Formats Filena	me Generation Start Application				
Enable Save As Option					
Use the document name (recommended	ed default)				
Remove text from document name:	?				
Merge Documents					
Combine/Merge multiple documents	s into a single file 🛛 ?				
Using the 'Exact Filename' option in co	njunction with the				
to be merged together. When this option	multiple print jobs (accuments) on is turned on, the printer driver				
will append the new pages to the existi the file.	ng file, instead of overwriting				
Output Directory:					
< <userprofile>&gt;\Documents</userprofile>	?				
Set output directory on the client co	omputer for shared printers				
Overwrite the existing file	Enable Group File				
Upload and Email Options					
Upload document to FTP	Edit Upload to FTP settings				
Upload document to SharePoint®	Edit SharePoint® settings				
🕑 Upload document to Web	Edit Upload to Web settings				
Upload document to Database	Edit Database settings				
Send printed document in email	Edit Email settings				
Upload the document to M-Files	Edit M-Files settings				
Bestore defaults 2	Troubleshooting 🥥				
	Troubleshooting				
OK	Cancel Apply				
	- Carloor Apply				

Setup Figure 1.4.8. Select OK to exit printing preferences for iConnect Radiology Printer.

iConnect Lab	Microsoft Print	Microsoft XPS	Nitro PDF	On
Printer	See what's printing	> ter	Creator	(De
	Set as default printer	>		
	Printing preferences	>	iConnect Radiology Prin	
	Printer properties	>	iConnect Lab Printer	
	Delete print queue	>	3	

Setup Figure 1.4.9. Select iConnect Lab Printer under Printing preferences to configure iConnect Lab Printer if required. Repeat the above steps for iConnect Lab Printer (Setup Figure 1.4.1 to Setup Figure 1.4.8). Note: The iConnect Radiology Printer URL ends in /rad while the iConnect Lab Printer URL ends in /lab.

NOTE: Professional Services will supply the information needed for connection (URL, integration key per group, and password).

Upload directories should be in the following format with unique facility server, physician group integration key, and department: i.e., Rad or Lab: ICONNECTSERVER/API/ORDERUPLOAD/INTEGRATIONKEY/DEPARTMENT

\*\*\*To rename the Lab Printer, go to Printer Properties and update the name accordingly.\*\*\*

## 2 - Testing

Print ? Total: 9 sheets of paper	iPro Healthcare, a division of iPro, Inc.
Printer	
IConnect Lab Printer Mn Save as PDF IConnect Lab Printer Ready IConnect Radiology Printer	
Ready OneNote (Desktop) Ready	
Nitro PDF Creator	
O All	iConnect Installation
Odd pages only	Procedures
Even pages only	Troccarcs
e.g. 1-5, 8, 11-13	
Color	
Color ~	Contents
More settings $\checkmark$	
Print using system dialog (Ctrl+Shift+P)	
Troubleshoot printer issues	Notice
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Print Cancel	Order and IConnect are trademarks licerate to IPPO Healthcare in the United States and a trademark of IPPO, Inc. in other countries.
	All other brand names are trademarks or registered trademarks of their respective

Testing Figure 2.1. Open a test PDF, select iConnect Printer, and click Print. Print document to the appropriate printer and check downstream iOrder application to ensure PDF file landed in Requested Procedures.

#### 3 – Uninstalling iConnect PDF printer.

Programs and Features					- 0	
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\blacksquare$ $\land$ All	> Progr ~ C Search Programs and	l Features				
Control Panel Home	Uninstall or change a program					
View installed updates To uninstall a program, select it from the list and then click Uninstall, Change, or Repair.						
Turn Windows features on or off	Organize 🔻 Uninstall				≡	
	Name	Publisher	Installed On	Size	Version	
	Participation (patients) (tables 1) Interpretation, Incide Interpretation (actus)	NATE: Inter-	NUMBER OF	0.00	8.00 8.0000 3.0700	
	California de la compañía de las de l	Dalling .	ACCESS.	2,004	10.00	
	Barlong-Maineyria	Karlahani. I	10000	1.014	ACT IN	
	Completioners	Complex SC.	No. of Street, or other	1000	TELEBOORNE A	
	鍔iConnect Printer Uninsta	all 3	7/22/2022	123 MB	1.0.0	

Uninstall Figure 3.1. Navigate to the Control Panel. Select Programs and Uninstall a program. Right-click on iConnect Printer and choose Uninstall.



Uninstall Figure 3.2. Confirm uninstall by clicking Yes.

### 4 - Contacting support

iPro's Technical Support Team is available to help 24/7 with any issues you may encounter. If you or your staff have any concerns, please contact iOrder Support at <a href="mailto:support@iordermedical.com">support@iordermedical.com</a> or by phone at **1-877-902-7877**.

[END]