QUICK REFERENCE GUIDE
HOW TO CONFIGURE ADVANCED PRINT CLIENT

Set your print settings to help you work faster

Download and configure Advanced Print client on MyTeamGE in a few easy steps. Enhance print functionality and enable print automation and remote printing, making the print process simpler.

DOWNLOAD & CONFIGURE ADVANCED PRINT CLIENT

MyTeamGE requires the installation of the Advanced Print Client application to use Standard Print - Label Roll (100 x 150 mm Thermal) printing type and Advanced print settings.

This is a standalone application that interacts with the printers connected to a computer, allowing you to select a different printer for each of your document types.

DOWNLOAD MYTEAMGE ADVANCED PRINT CLIENT

1. SELECT PRINT CLIENT CONFIG
From the menu and navigate to CONFIGURE PRINT CLIENT page.

2. DOWNLOAD ADVANCED PRINT CLIENT APPLICATION TO YOUR LOCAL DEVICE.

System Requirements:
Windows – version 10 and higher with 200mb free hard disc space.

Mac – OS 10.14.5: Mojave and higher with 300mb free hard disc space. (Advanced Print Client for Mac is the beta version with limited support.)

Note: If you are unable to download, check with your IT Support for download permissions or if anti-virus in your machine has stopped this file from downloading.

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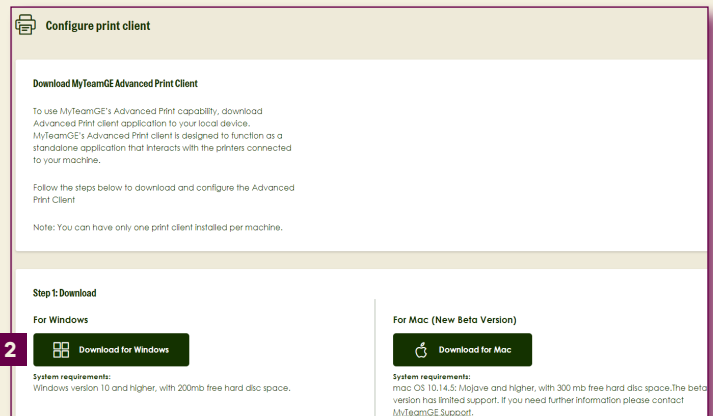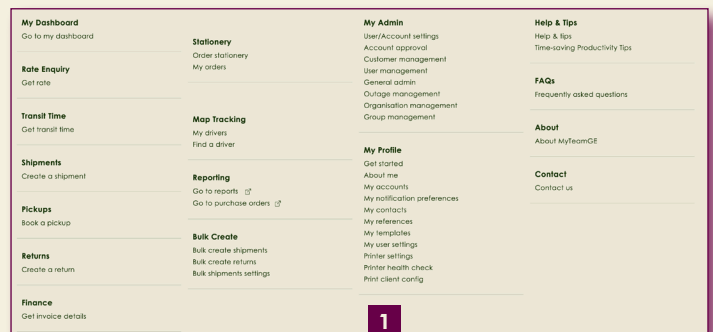
CONFIGURE MYTEAMGE ADVANCED PRINT CLIENT

3. ONCE THE DOWNLOAD IS COMPLETE

Navigate to your browser's download location.

A. Windows - double click on the MyTeamGE ADVANCED PRINT CLIENT.EXE.

B. Mac - To install apps from unidentified developers:
Override Security Settings using the below steps:
- In the Finder of of your MAC, locate the App you want to open/install
- Control-Click the app icon, then choose Open from the shortcut menu
- Click Open

The app will be saved as an exception to your security settings, and you can open it in the future by double clicking it just as any other registered app.

Double click MyTeam+GE+Printing+Client+Installer.app.zip to unzip.

Right click on MyTeam+GE+Printing+Client+Installer.app. zip and click OPEN. Enter your mac ADMIN USERNAME and PASSWORD, click OK. Follow the installation wizard and run the Advanced Print Client application.

If you are unable to install, check with your IT Support for install permissions or if anti-virus in your machine has stopped this file from installing.

Note: If you do not right click, the application can't be installed. It will take between 30 seconds - 3 minutes for the application to open and run. Do not click or open the application again as it is processing. If you are unable to install, check with your IT Support for install permissions or if anti-virus in your machine has stopped this file from installing.

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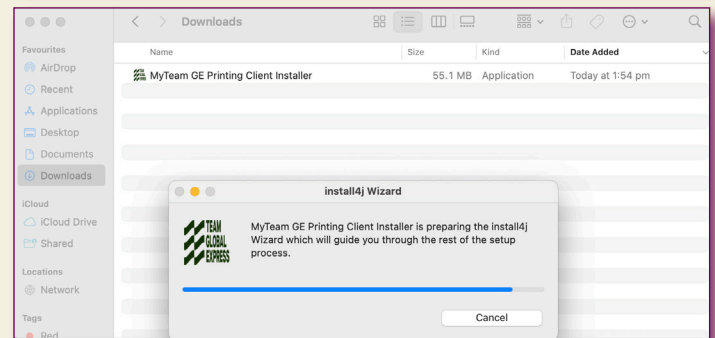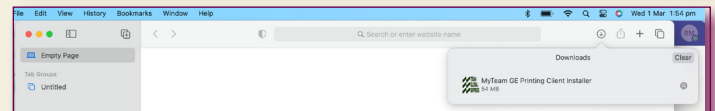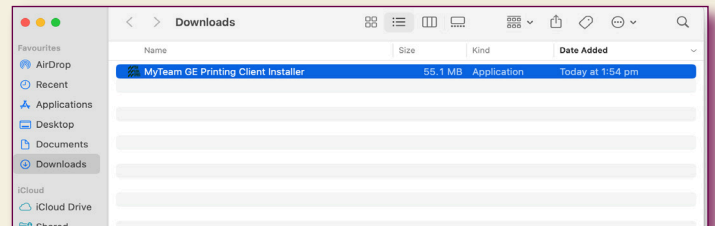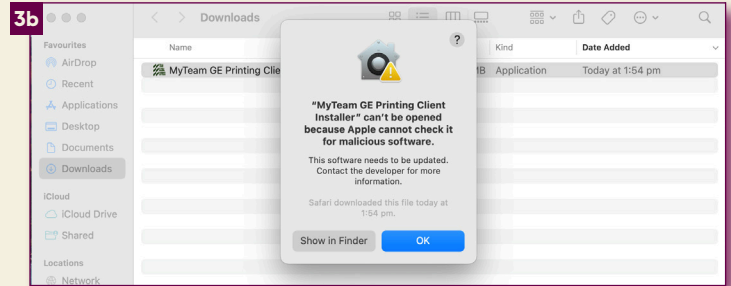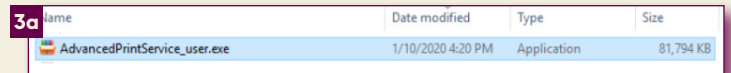
4. DURING INSTALLATION

A. Windows – Setup Window UI screen appears. You get the options for 'Only for me' or 'Anyone who uses the computer' (if the user has Admin privileges in the machine). The attached screenshots are common for both types of installation.

For any prompts displayed, click or enter YES/ALLOW to continue the installation. Once the installation is complete, installation successful message will display.

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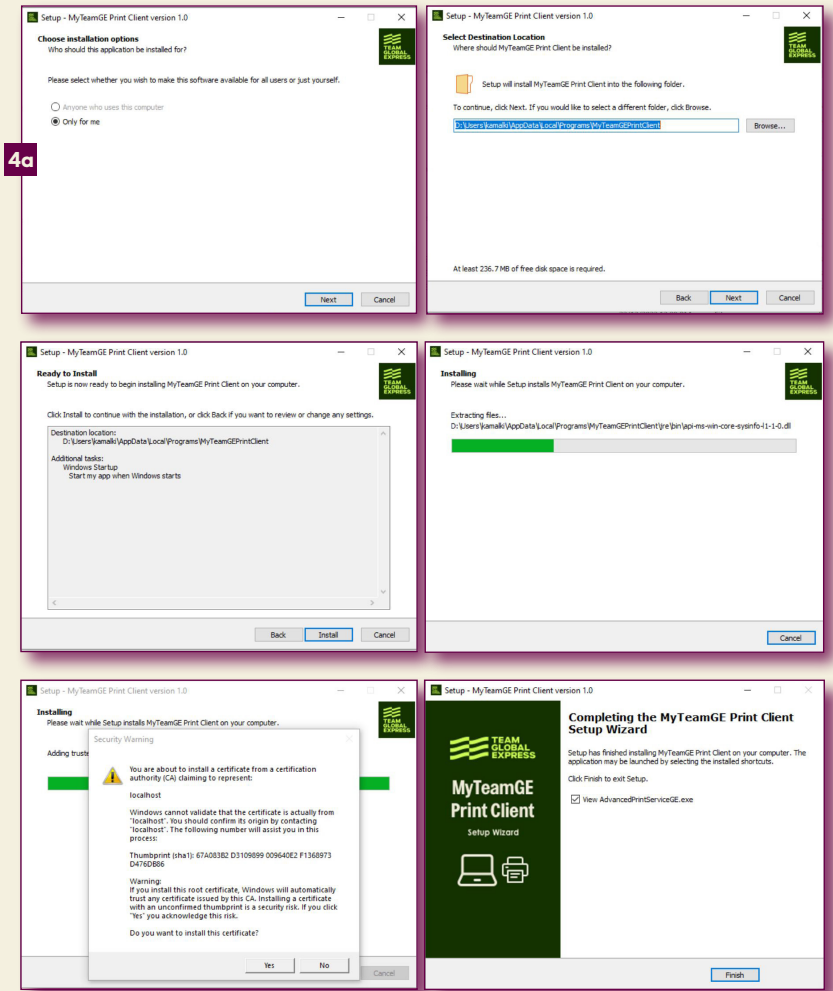
4. DURING INSTALLATION

B. Mac – Setup UI screen appears. You get the options for 'Yes' or 'No'. You can choose 'No, install into a different directory'. This will be the path where the MyTeamGE Printing Client will be installed. Click 'ok' to provide system control and finish the setup.
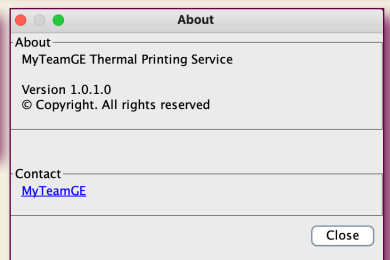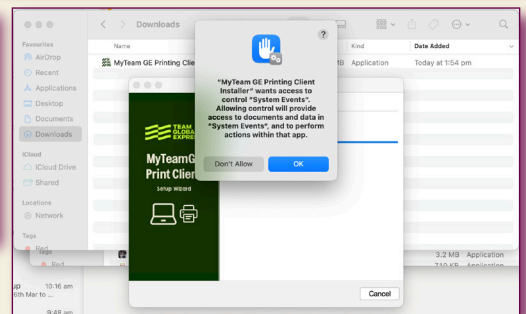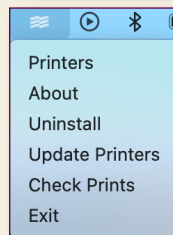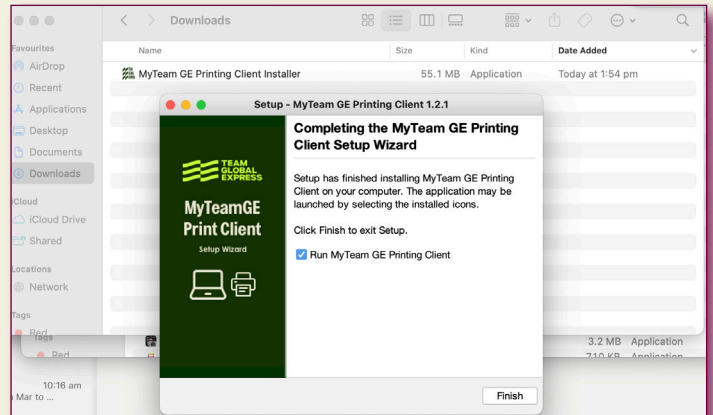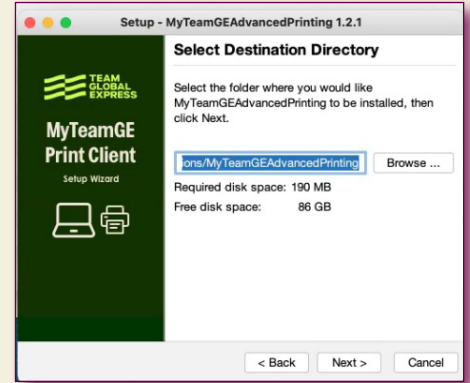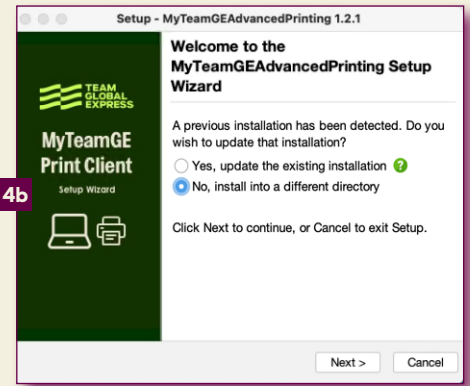
5. AFTER SUCCESSFUL INSTALLATION

You will see MyTeamGE ICON in your machine's system tray.

By right clicking on the MyTeamGE ICON, you can;
- view the printers connected to your machine
- update printers
- uninstall the Advanced Print Client

6. COMPLETE THE CONFIGURATION

By naming the PRINT CLIENT and Saving it.

Tip: we recommend the name relates to the PC the client is installed.

Note: Once the Print client is installed on a computer, each MyTeamGE login using the same machine will need to name the Print client in the Configure Print client page to access and use it.

If you are using printers connected to multiple machines, the MyTeamGE Advanced Print Client must be downloaded & configured for each machine.

5 2:31 PM   Mon 09:41

Printers
About
Uninstall
UpdatePrinters
CheckPrints
Exit

List Of Installed Printers ✕

- TGEPrinter
- TGELevel1
- Send To OneNote 16
- p-glsmul001
- Microsft XPS Document Writer
- Microsft Print to PDF
- Fax
- \\eqtfpaup001-GISMUL
- \\ts4319ZDesigner GK400d

OK

Printers
About
Uninstall
Update Printers
Check Prints
Exit

List Of Installed Printers

Printers installed on your machine:
[Total Printers found: 5]
- Send To OneNote 2016
- Microsoft XPS Document Writer
- Microsoft Print to PDF
- Fax
- \\10.22.141.4\mpc4503

OK

Step 3: Complete configuration

To complete the configuration of Advanced print client, provide a name for the print client and click Save . You need to be on the same machine where the Print Client is installed.

Print Client Name

6 Enter Print Client Name   Save

Click here to create a print profile and configure your Advanced print setting to use MyTeamGE's Advanced print capability.

Note: The machine on which the Advanced Print client for your active print profile is installed should always be connected to the Internet to successfully perform a print action on MyTeamGE.

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