

Printer Setup

New User (required)

Assign Report to Printer

- AOP
- Social Security
- Verification of Birth Facts
- ImmTrac

Assign Printer

Printer Setup

The Printer Setup function allows for the selection of a specific printer to be used for each hospital printed form. The hardcopy output is then directed to the specific printer each time that particular form is generated. For example, a facility may want to direct AOPs to one printer and reports to another printer.

Before any given form or report can be run, it must be configured in the Printer Setup Utility. The list of available forms and reports will vary according to the type of location.

Configuring a form/report is specific to an individual workstation. If a user configures a form/report on one workstation, the user cannot assume that it will be configured in the same manner if accessed from another computer. If a user attempts to run a report that has not been configured in the Printer Setup, an error will occur.



The *Main Printer Tray Setup* window is divided into three frames:

- **Available Reports**

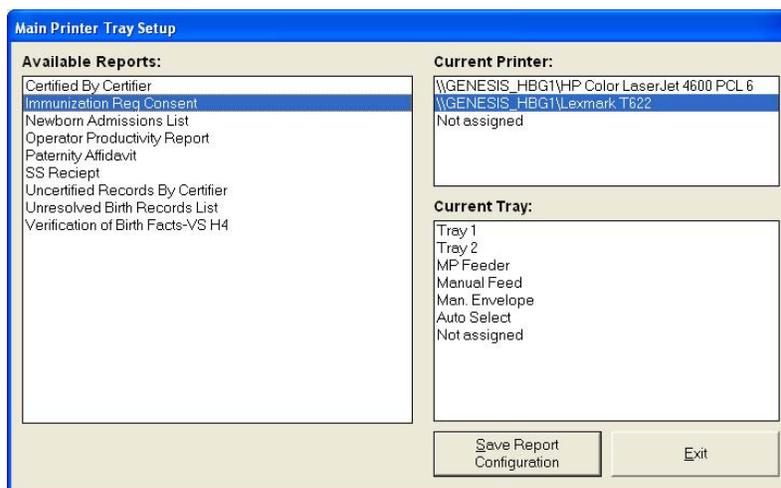
This frame displays all available reports and forms that the user may configure. The list of available forms and reports varies according to the location of the user.

- **Current Printer**

This frame displays all available printers that are currently mapped to the workstation and available for selection, as well as an option of 'Not Assigned'.

- **Current Tray**

This frame displays the tray options for the corresponding printer that is selected under Current Printer, as well as an option of 'Not Assigned'.



How to Configure a Report or Form for Printing

1. From the *Main Menu*, under *Utilities*, click *Printer Setup*.
2. Under *Available Reports*, select the report or form to be configured.
3. Under *Current Printer*, select the printer to which the report or form will be directed.
4. Under *Current Tray*, select the desired printer tray/settings.
5. To save, press *Save Report Configuration*.
6. The *Printer Setup Utility* can be closed by clicking the *Exit* button or by pressing Alt + E.

Note:

- ▶ This process must be repeated for each report.
- ▶ If a printer is changed on the system, any forms or reports that had been configured for the previous printer must be re-configured for the new printer.

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Utilities – Printer Setup

1. Before a report can be run, the report must be configured in the Printer Setup Utility under the Utility menu.

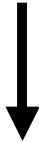
Printer Setup Feature

Divided into 3 sections:

- Available Reports
- Current Printer
- Current Tray

Utilities - Printer Setup (Continued)

2. If the report has not been assigned to a printer, the user will select the report from the list of Available Reports.



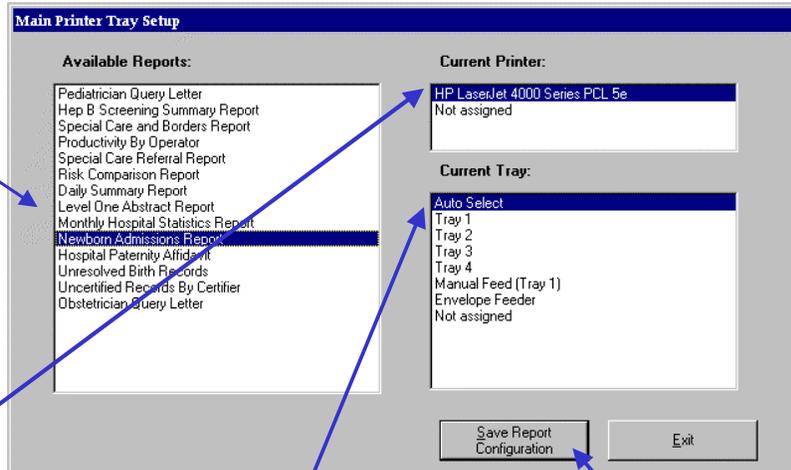
3. On the right side of the screen under Current Printer, select the printer where the report should be directed.



4. The user must then specify the desired printer settings under Current Tray.



5. Finally the user must click on Save Report Configuration to save the report configuration



Utilities – Printer Setup (Continued)

Trouble Shooting

- The Printer Setup process must be repeated for each report.
- Reports are set up by workstation.
 - If a report is configured at one workstation, the user cannot assume the same configuration if he/she logs into the system from a different workstation.

- If a report has not been configured in the Printer setup and the user attempts to run a report, an error will result stating that the report has not been configured for a specific printer.



- If a printer is changed on the system, any reports that had been configured for the previous printer must be reconfigured for the new printer.