

## HOW TO PRINT IN THE ACC CLINIC

There are 2 printers in the ACC clinic.

All the computers should be configured to print to one of these specific printers.

**Printer #1-** the main printer, **ac02x279h1**, will be used for **everything except scripts**. This is the printer to use when you print up radiology reports, labs, UpToDate material, etc. This printer will only have plain white paper in it.

**Printer #2-** the secondary printer, **ac02x279h2**, will be **used for scripts only**. This printer will be stocked with special water marked ink paper. This paper is very expensive so PLEASE only print scripts on this printer.

What these printer names mean?

*ac* (acc clinic), *02* (2nd floor) *x279* (room 279), *h1* (housestaff printer 1).

if your computer is not configured correctly here are the steps to fix it.

- Go to the easyscript workspace in PC Office
- At the bottom of a script on easyscript page is a hyperlink that is involved in routing the script to a printer. Click on the hyperlink to change the default printer.
- A popup labeled "Output Destination" appears. The 2 options are "Favorites" and "Other Output Devices". If you have not selected any printers as a favorite yet, go click on the "Other Output Devices" tab.
- A location tree appears for the printers, scroll to the bottom where you see the button for "unknown"
- Select unknown on the dropdown menu
- Scroll down and elect either printer (ac02x279h1 or ac02x279h2)
- Right click on your selections and add to favorites- after this step you can choose the correct printer easily under the favorites tab under the "Output Destination" popup.