

PRINTER DICTIONARY MAINTENANCE – to

maintain the Printer Dictionary in Meditech 6.0, you must first gain access to the Universe Ring. The printer dictionary should include all network printers and network label printers. PLEASE NOTE: You do NOT need to include USB connected printers that are locally attached to your PCs.

In order to better understand the Printer Dictionary, you need to first understand that there are three types of printing.

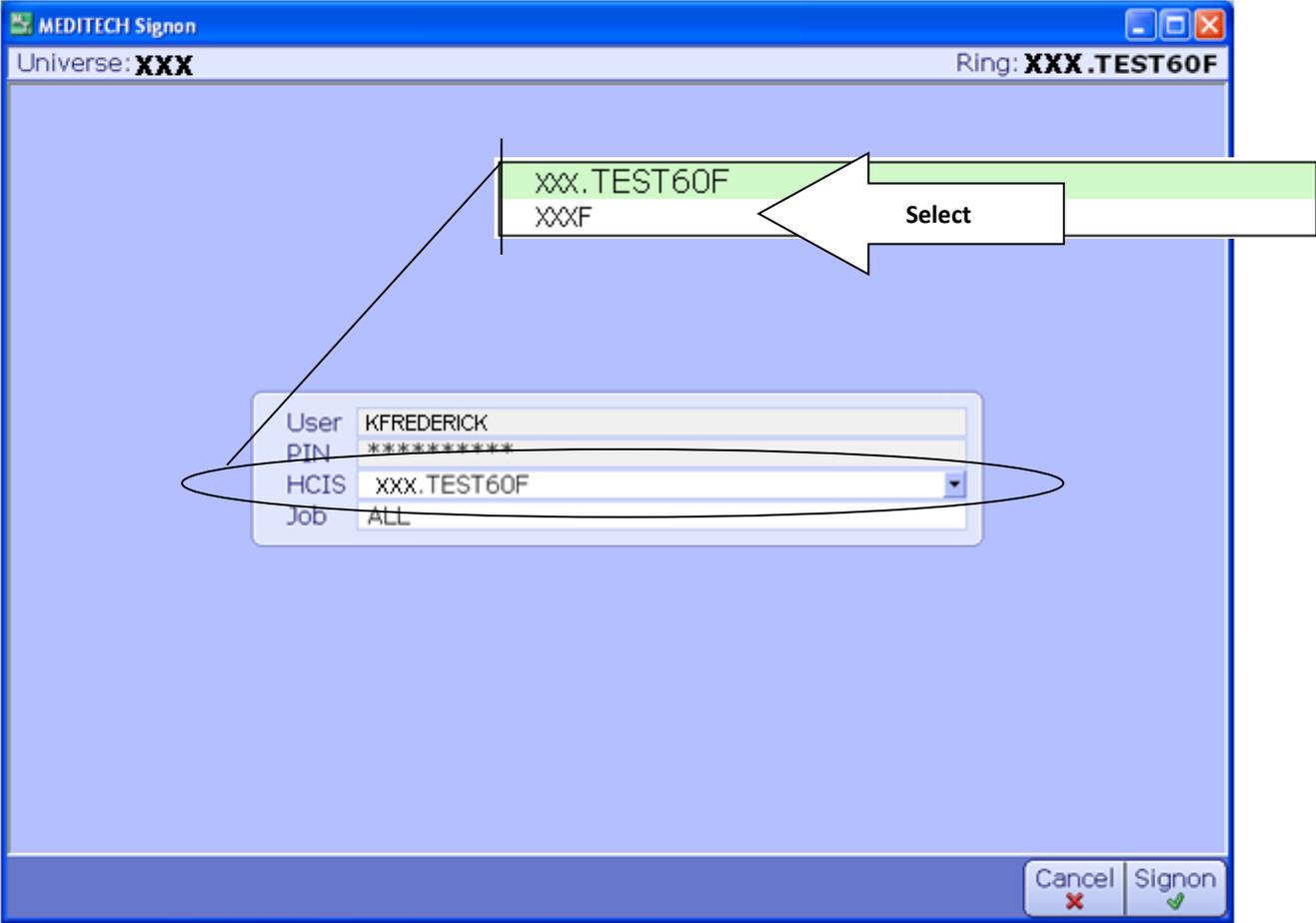
- 1) **Local Printing** – the Meditech Client uses resources on the PC to create the report and also to print the report. The client sends the report directly to printer from the locally installed printer.
- 2) **Foreground Printing** – the Meditech Client uses PC to process the report; however, sends the report to print from the printers installed on the print server. If you are presented with the ALL PRINTERS list and you select a printer from this list, this would be an example of Foreground Printing.
- 3) **Background Printing** – the Meditech Client submits a report to the background servers to process the report. The background job then sends the report to print from the printers installed on the print server. If you have to schedule a report, Month-end Reports, or file job transactions (ex: file an order, then the requisition prints or files a lab test, and then a label prints, etc.) are some examples of background printing.

The Printer Dictionary is used to define those network printers required for the Foreground and Background Printing.

PLEASE NOTE: The printer needs to be defined locally on each of your print servers. There are two options for printing which is to run the VMagicPPII.exe server on each print server. The other way is to share out the printer and define the path in Meditech. You will want to consult with your Meditech Technical Specialist to determine the best route for your organization.

Meditech Printer Maintenance

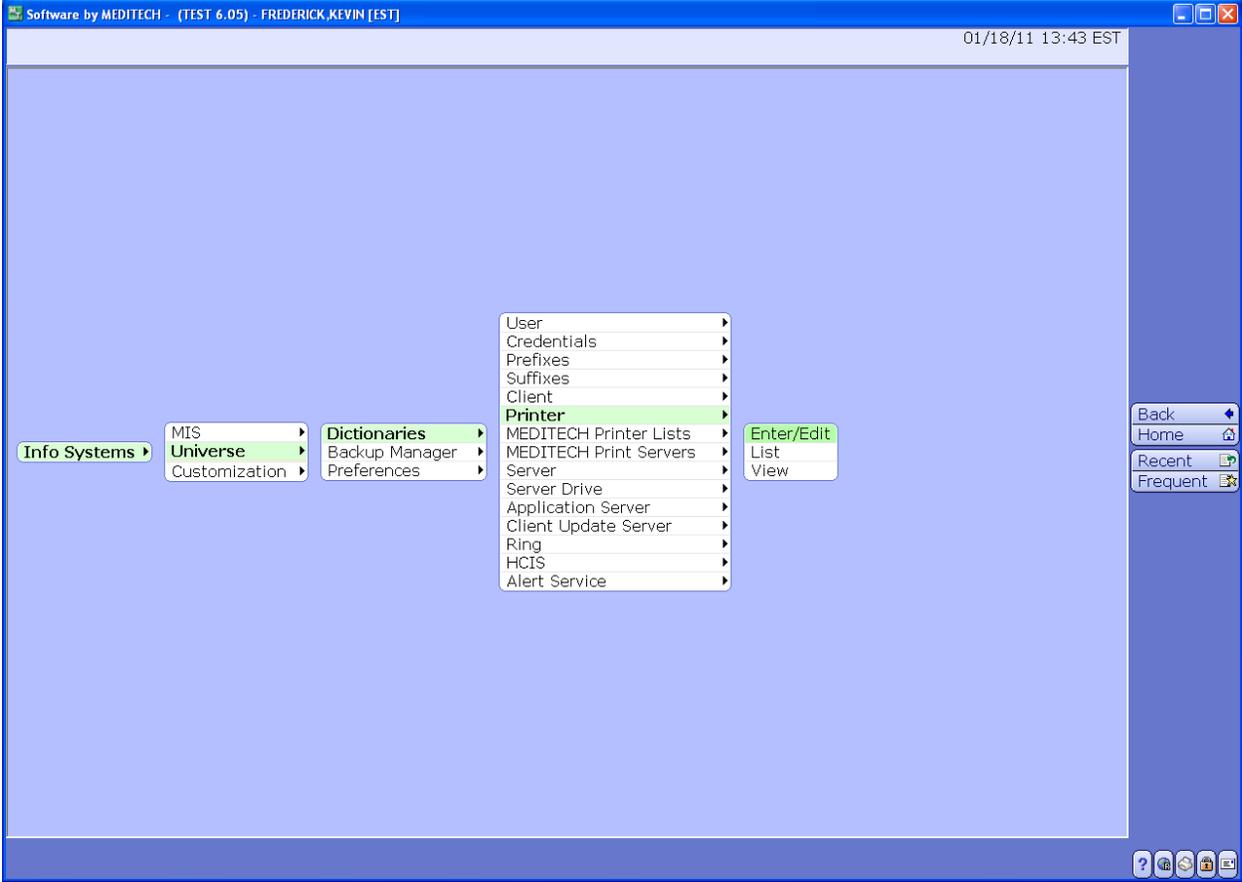
To gain access, please contact your systems administrator. Once access has been granted, click on the Meditech icon on your desktop.



To select the Universe Ring, select the drop down box titled HCIS, and select TOCF.

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Once the main menu presents itself, you will want to navigate to **Info Systems** → **Universe** → **Dictionaries** → **Printer** → **Enter/Edit**.

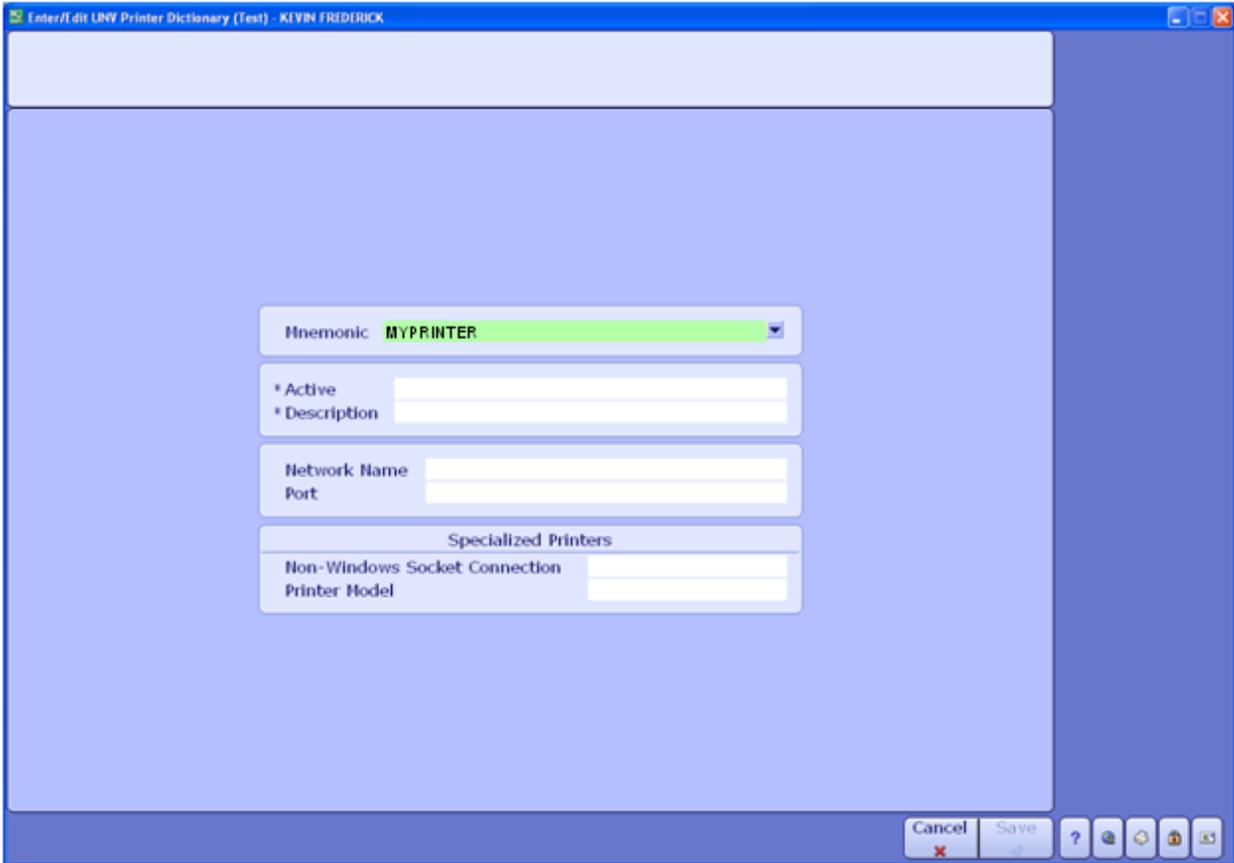


If you wish to view or print a list, you will want to select the List or View options.

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NETWORK REPORT PRINTERS – this section will help you define the network report printers in Meditech. Enter the name of the device you wish to enter in the Mnemonic field.

Please refer to the Device Naming Convention section to ensure you are using the correct naming convention.



If the printer has NOT been defined yet, it will ask you to confirm that this is a new printer. If so, please click on Yes. If you are expecting the printer to already have an entry, please click on No and verify the name of the printer is correct.



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Active – if the device is to be active this needs to be set to “Y” which is the default. However, if the device is no longer active, you will want to set this to “N” to inactive the device. Once you Click on “Save”, it will no longer be available to use.

Name – Enter the Printer Description. You will want to make this meaningful to the end user, so they can identify the correct printer. This can be one of the leading causes of miss-directed reports.

The screenshot shows a window titled "Enter/Edit LNW Printer Dictionary (Test) - KEVIN FREDERICK". The window content includes:

- Header: **MYPRINTER - MYPRINTER: My Printer HP M3035mp** (Last Edit: 01/03/11 21:36)
- Mnemonic: MYPRINTER
- * Active: Y (dropdown menu)
- * Description: My Printer HP M3035mp
- Network Name: \\PRTSERVER\MYPRINTER
- Port: (empty field)
- Specialized Printers section:
 - Non-Windows Socket Connection: N
 - Printer Model: (empty field)
- Buttons: Cancel, Save, and several utility icons.

Network Name – you will want to include the exact path of the location of the printer which includes the name of the server where the printer is located, followed by the name of the printer. If you not sure what this is, you will want to consult with your server administrator. The printer **MUST** be locally installed on the print server with a native PCL5 or PCL6 driver.

Port – You can specify a port if you are using a DIMMS chip with a preformatted form encoded.

Network Report Printers – for network report printers this section should be **Non-Windows Socket Connection** set to “N” and the **Printer Model** left blank.

Once you have verified your entries are correct, you will have to click on save to file the record.

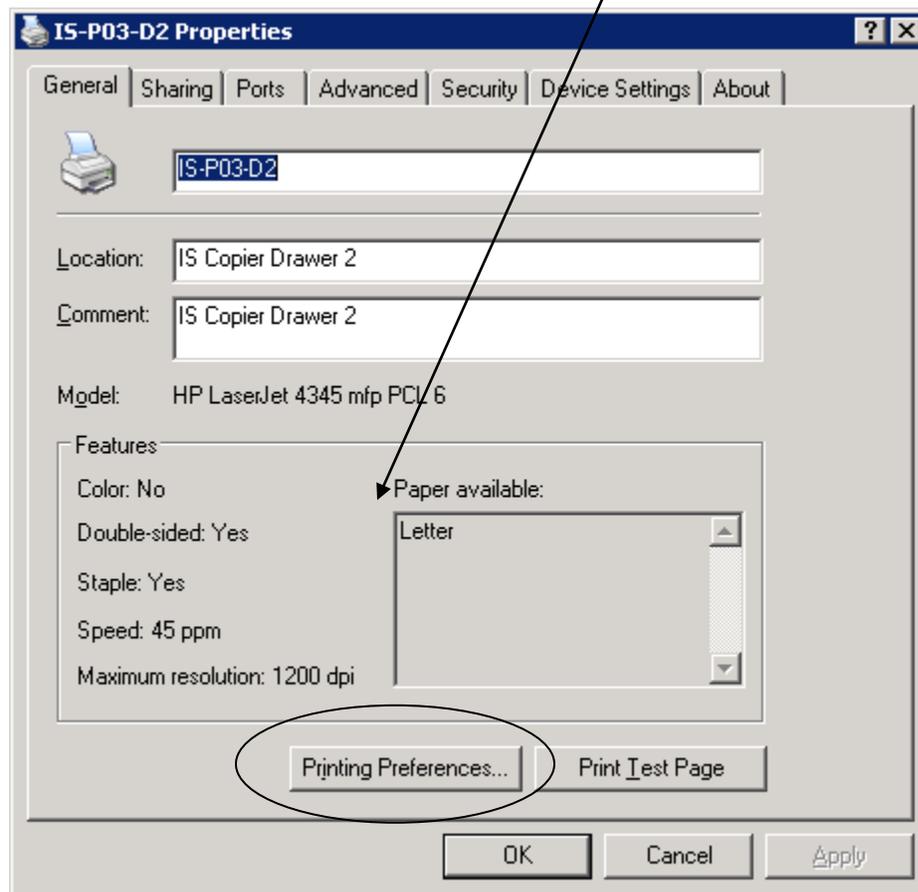
Meditech Printer Maintenance

NETWORK REPORT PRINTERS BY SPECIFIC DRAWERS – this option will walk you through the setup of printing from specific printer drawers. This option is often used when you have preprinted forms or specific color paper.

In this process, we are going to start by addressing the setup on the print server. This document assumes that you already have the knowledge to add a printer to a windows server.

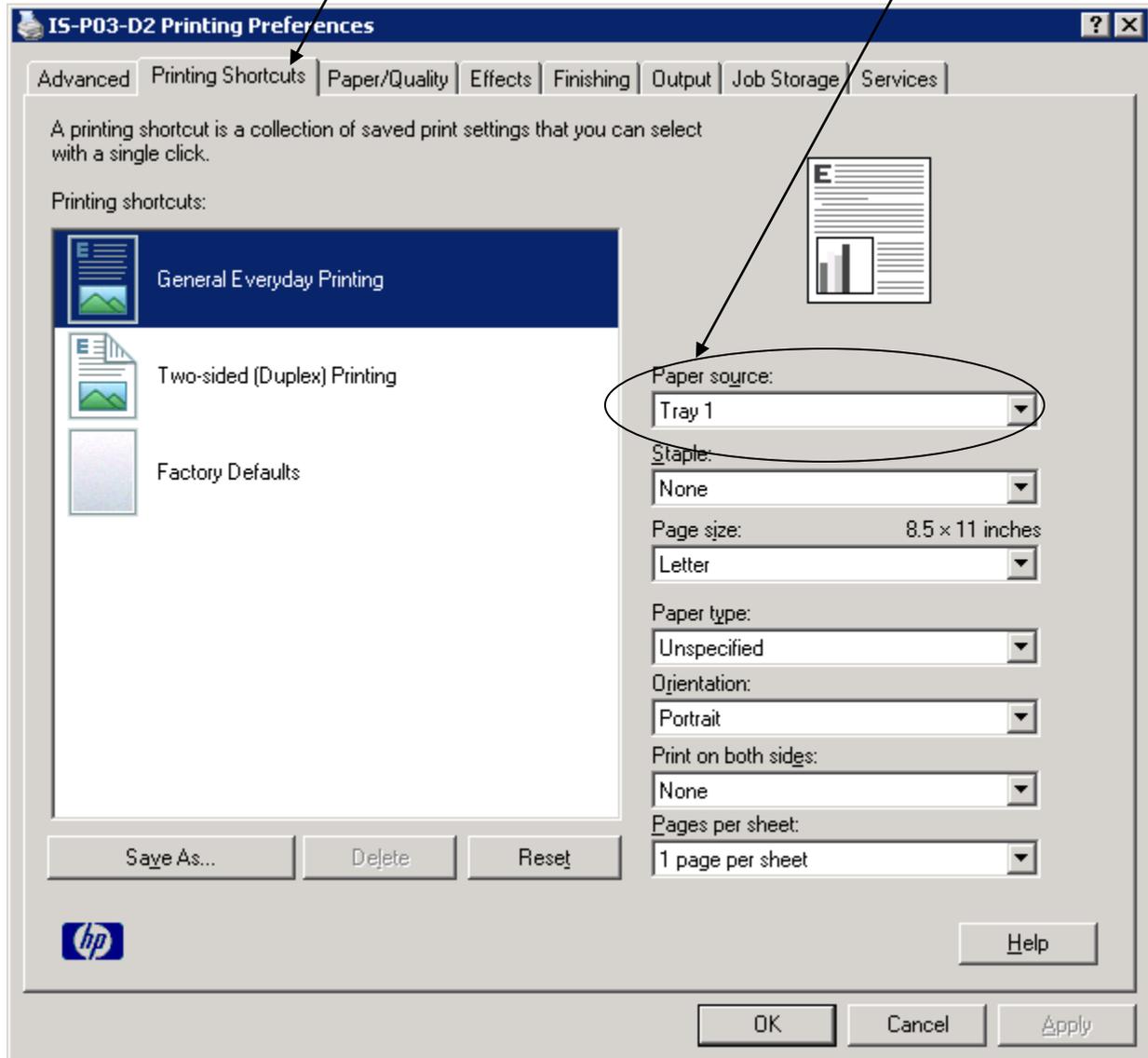
If you are going to define multiple drawers, remember the printer server will let you have multiple “printers” to one IP Address.

When creating the printer on the server, make sure that you name it according to the drawer (i.e. Printer1-D1, Printer1-D2, etc.) When working with the printer on the windows server, you will want to restrict the printer to the specified drawer. There are five different places you need to restrict to the specified drawer in Windows 2008. Start by Clicking on the Printing Preferences on the General Tab.



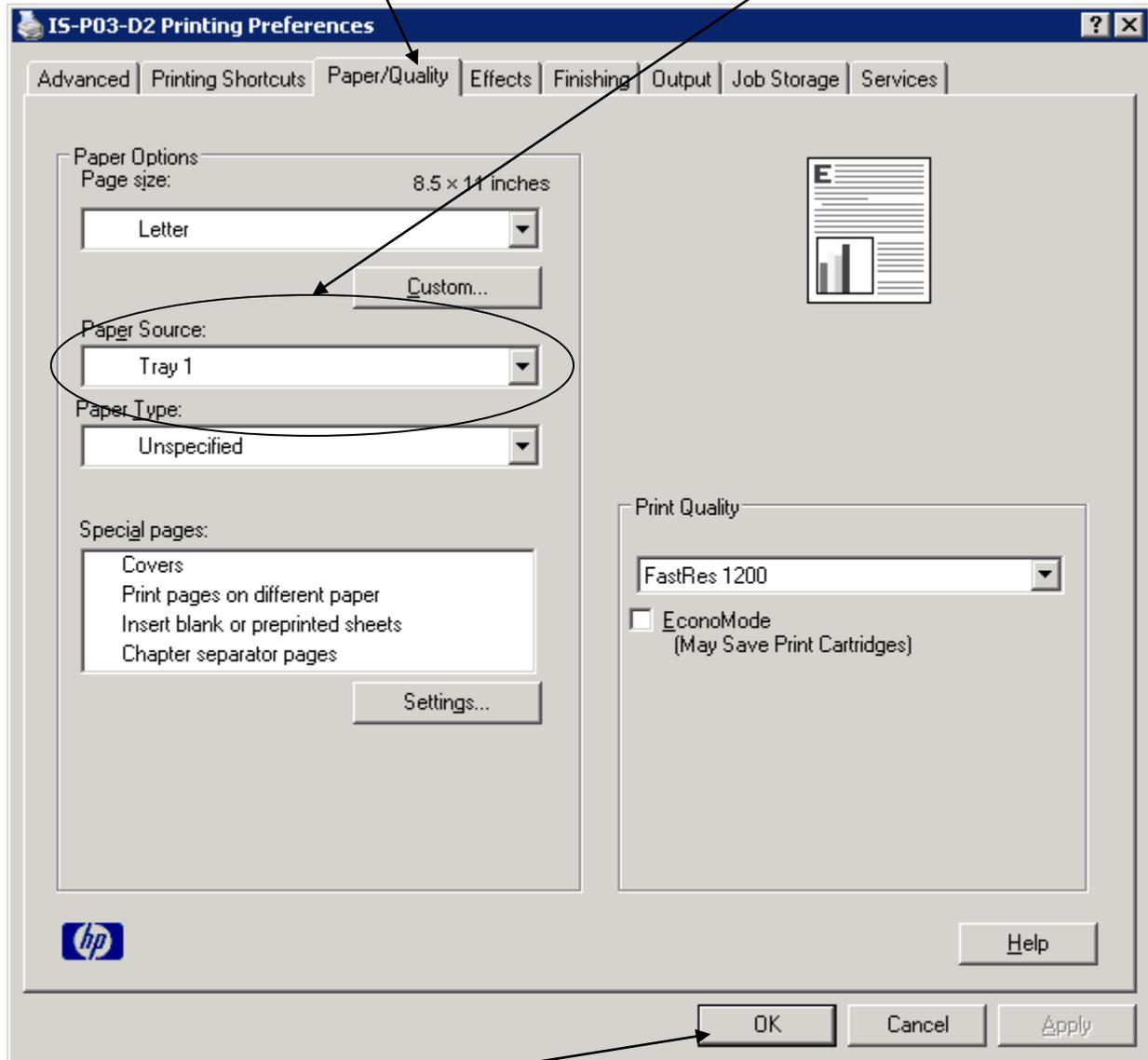
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Under the Printing Shortcuts, select the desired drawer under Paper Source:



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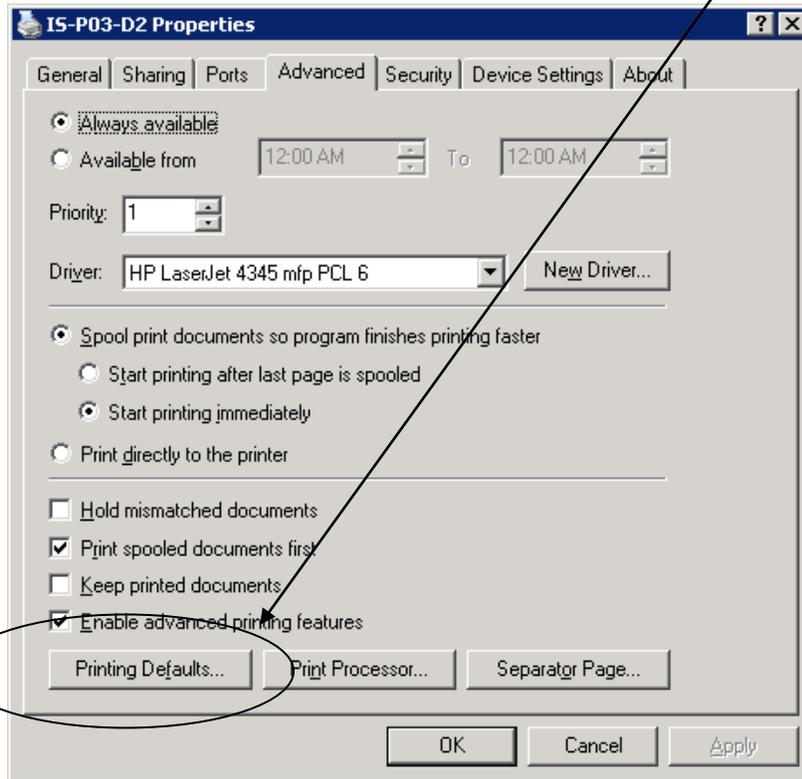
Next click on the Paper/Quality tab, select the desired drawer for Paper Source:



Now Click on **OK**

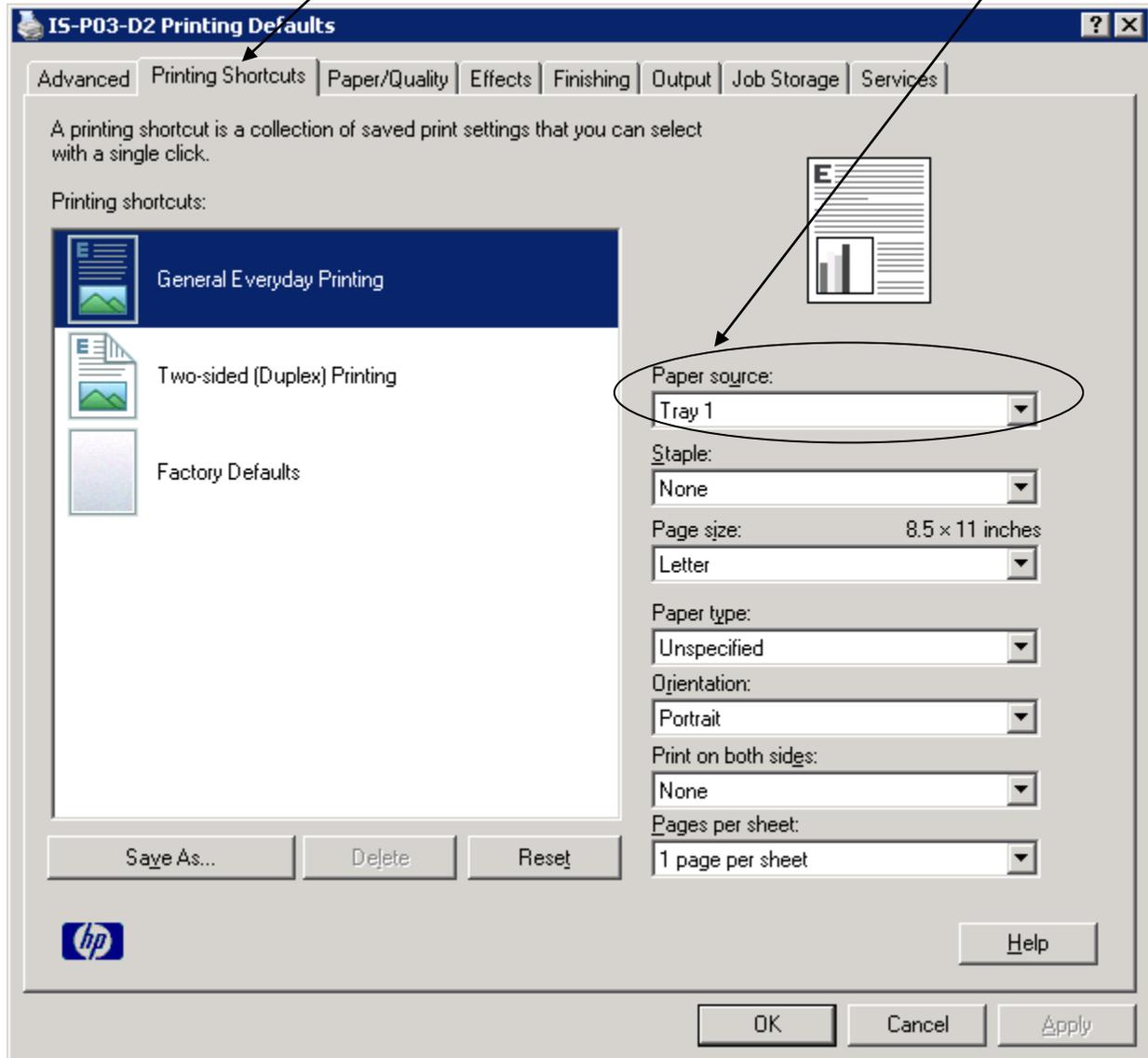
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Click on the Advance Tab and select the Printing Defaults button.



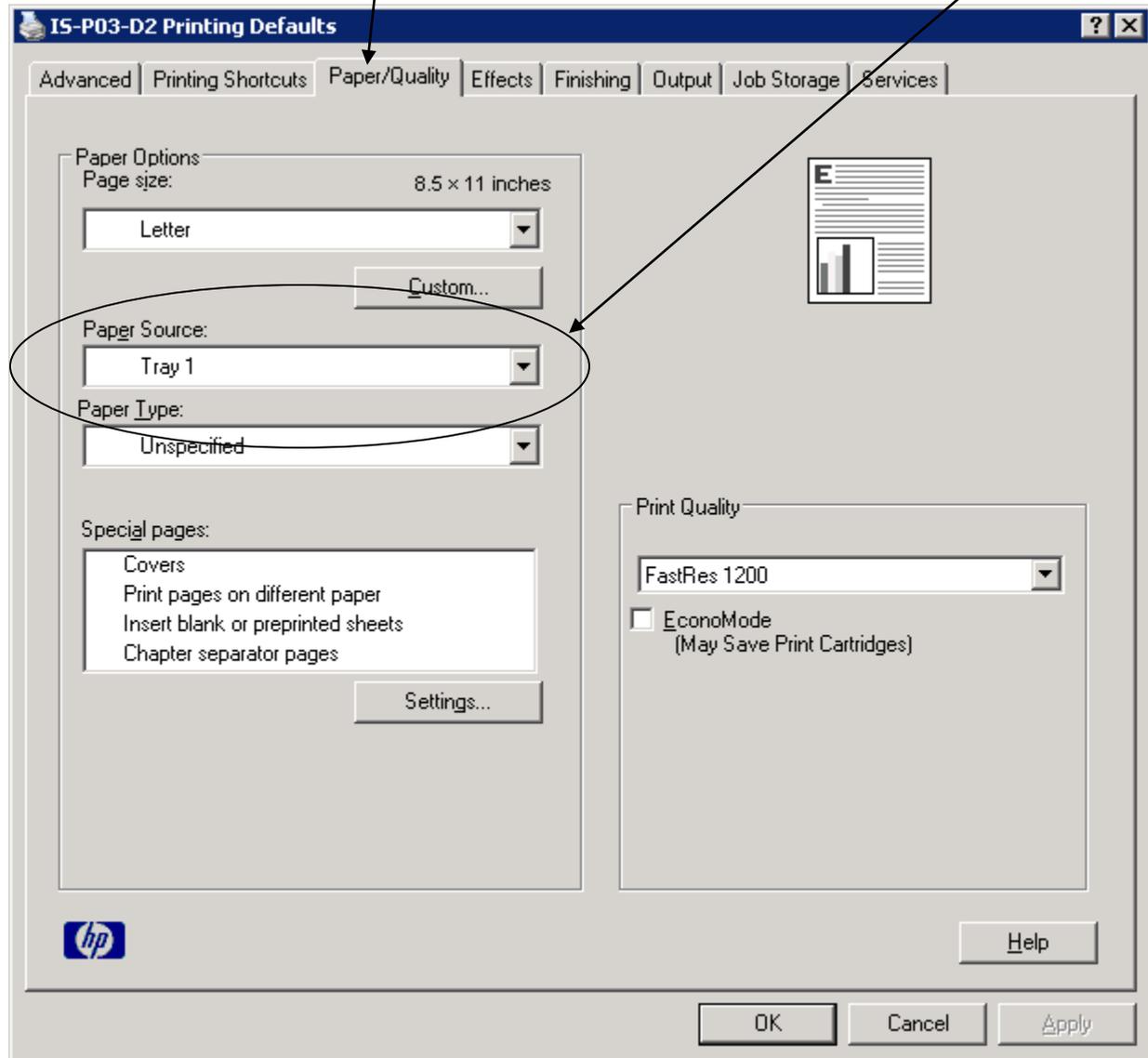
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Select the Printing Shortcuts Tab, and select the desired drawer under Paper Source.



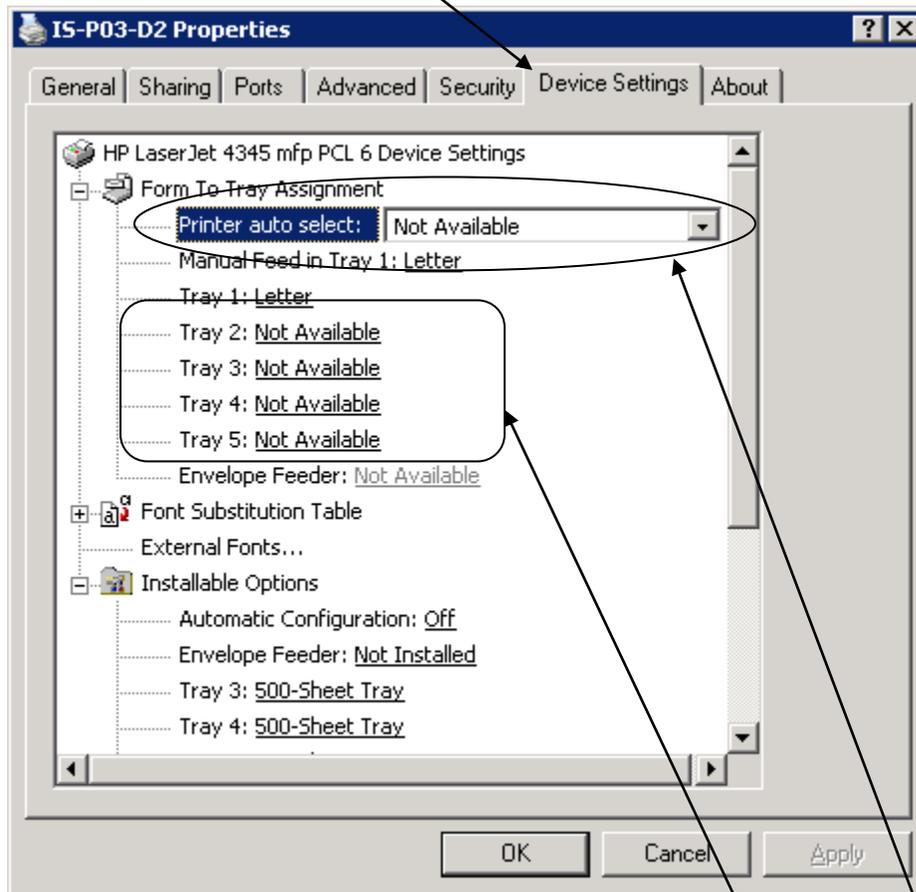
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Next Click on the Paper/Quality Tab and select the desired drawer under Paper Source. Click on OK



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Next click on the Device Setting Tab.



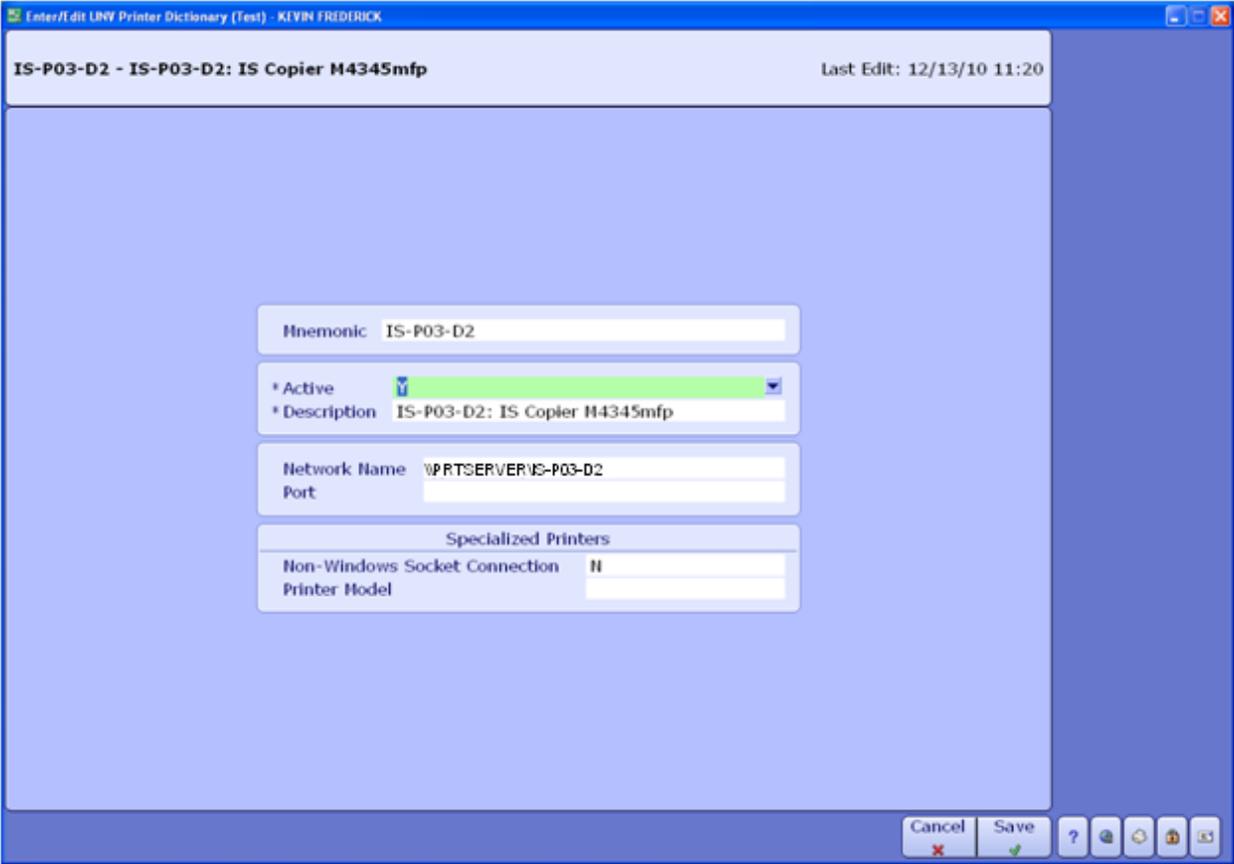
For all the drawers that not needed, you must set them to “Not Available” by selecting from the drop down box.

Next you must change Printer Auto Select to “Not Available” from the drop down box.

Click on OK.

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Next, you will want to go to the Printer Dictionary in the Universe. This is very similar to the regular printers, but make sure you define the printer name with the drawer number include. It would look like this:

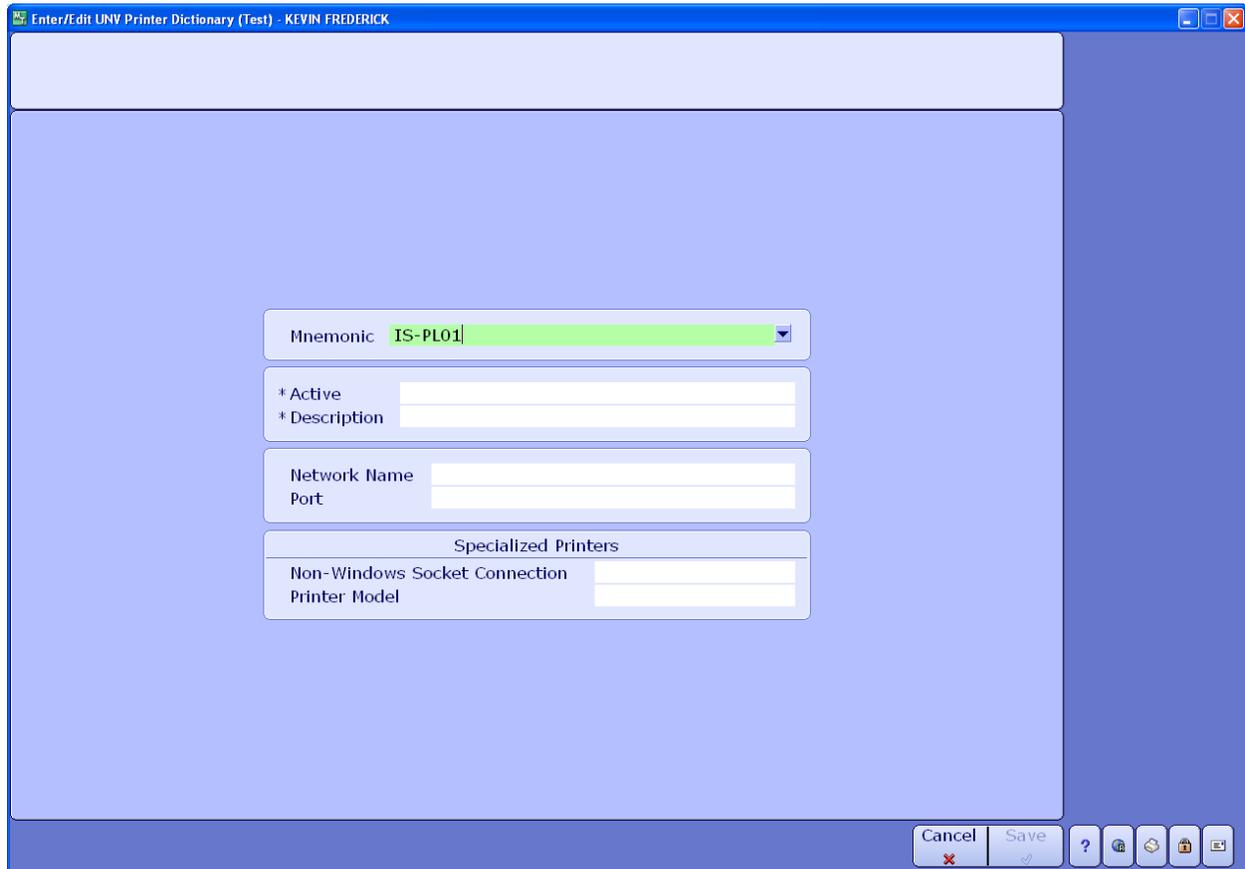


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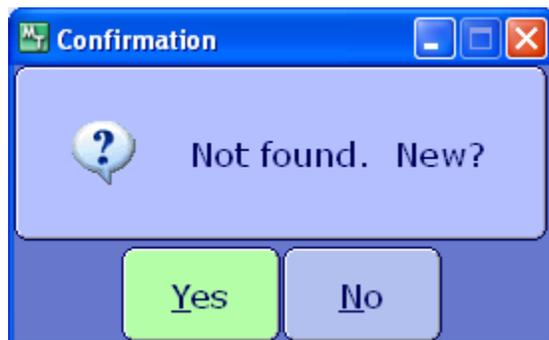
LABEL PRINTERS – this section will walk you through the Printer Dictionary for Label Printers.

Enter the name of the device you wish to add in the Mnemonic field.

If you do not have a Device Naming Convention, you will want to strongly consider creating one. This will help minimize the number of times a user will select a wrong printer.



If the printer has NOT been defined yet, it will ask you to confirm that this is a new printer. If so, please click on Yes. If you are expecting the printer to already have an entry, please click on No and verify the name of the printer is correct.



Meditech Printer Maintenance

Active – if the device is to be active this needs to be set to “Y” which is the default. However, if the device is no longer active, you will want to set this to “N” to inactive the device. Once you save, the printer will no longer be available.

Name – Enter the Printer Description.

The screenshot shows a software window titled "UNV - Enter/Edit UNV Printer Dictionary (TEST60N - Test) - KEVIN FREDERICK". The window displays the configuration for a printer named "LAB-LBLPRT - LAB DATAMAX LABEL PRINTER". The configuration fields are as follows:

- Mnemonic: LAB-LBLPRT
- * Active: Y (selected in a dropdown menu)
- * Description: LAB DATAMAX LABEL PRINTER
- Network Name: \\PRTSERVER\LAB-LBLPRT
- Port: (empty field)
- Specialized Printers section:
 - Non-Windows Socket Connection: N
 - Printer Model: FARGO

At the bottom right of the window, there are buttons for "Cancel", "Save", and several utility icons (help, refresh, print, lock, etc.).

Network Name – you will want to include the exact path of the location of the printer which includes the name of the server where the printer is located, followed by the name of the printer. If you not sure what this is, you will want to consult with your server administrator.

Port – you may enter a port number if you are using a DIMMS chip with a preformatted form encoded.

Specialized Printers – for network report printers this section should be **Non-Windows Socket Connection** set to “N” and the **Printer Model** set to “FARGO”. This section is pertinent to the definition of Datamax Label Printers used in Lab, MM, PHA, and ITS.

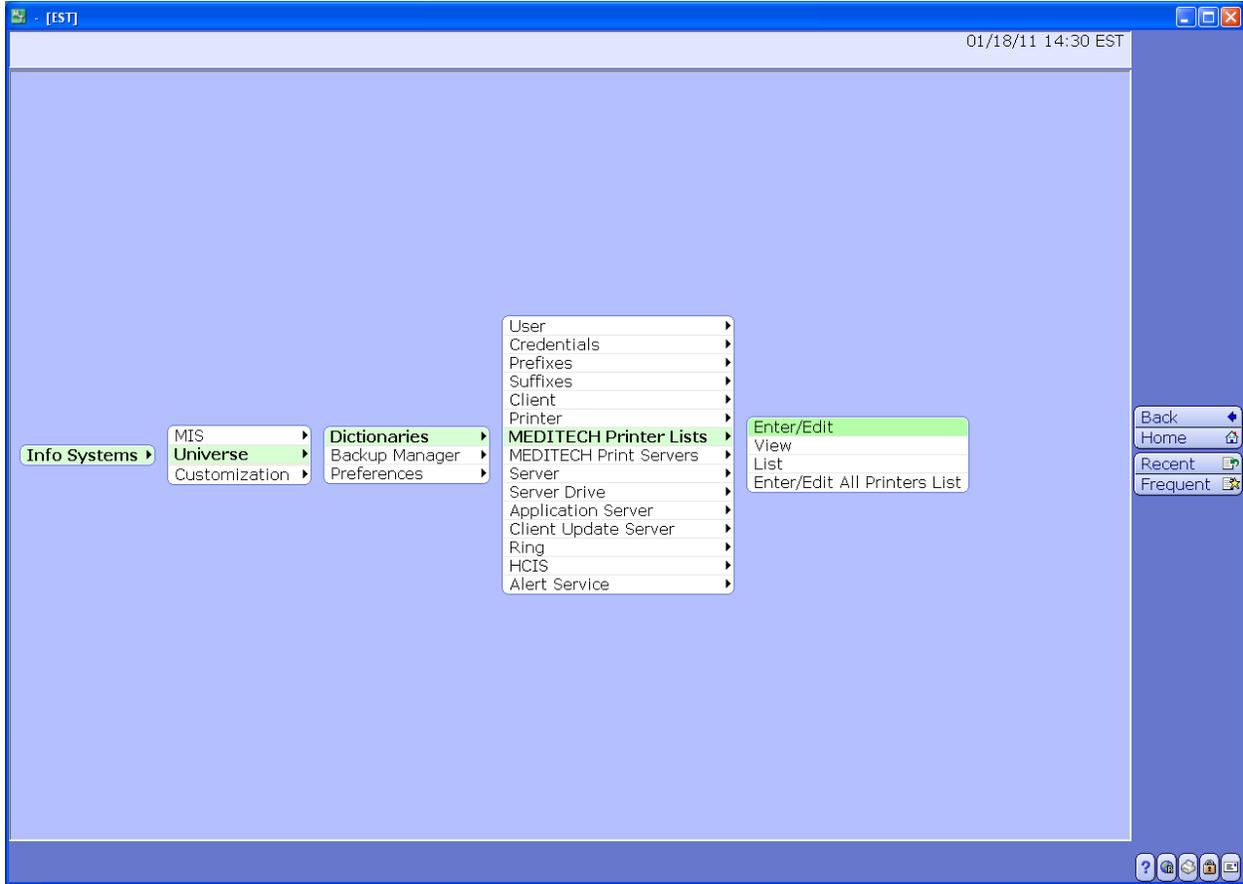
Once you have verified your entries are correct, you will have to click on save to file the record.

Meditech Printer Maintenance

PRINTER LIST – Meditech allows you to group a list of printers together which is linked to the Person Profile Dictionary. A Person is then linked to the Person Profile. This helps narrow the number of printers that a user is presented with.

PLEASE NOTE: You must have your printers and print servers already defined in the Universe. Please refer to the Printer Dictionary Section.

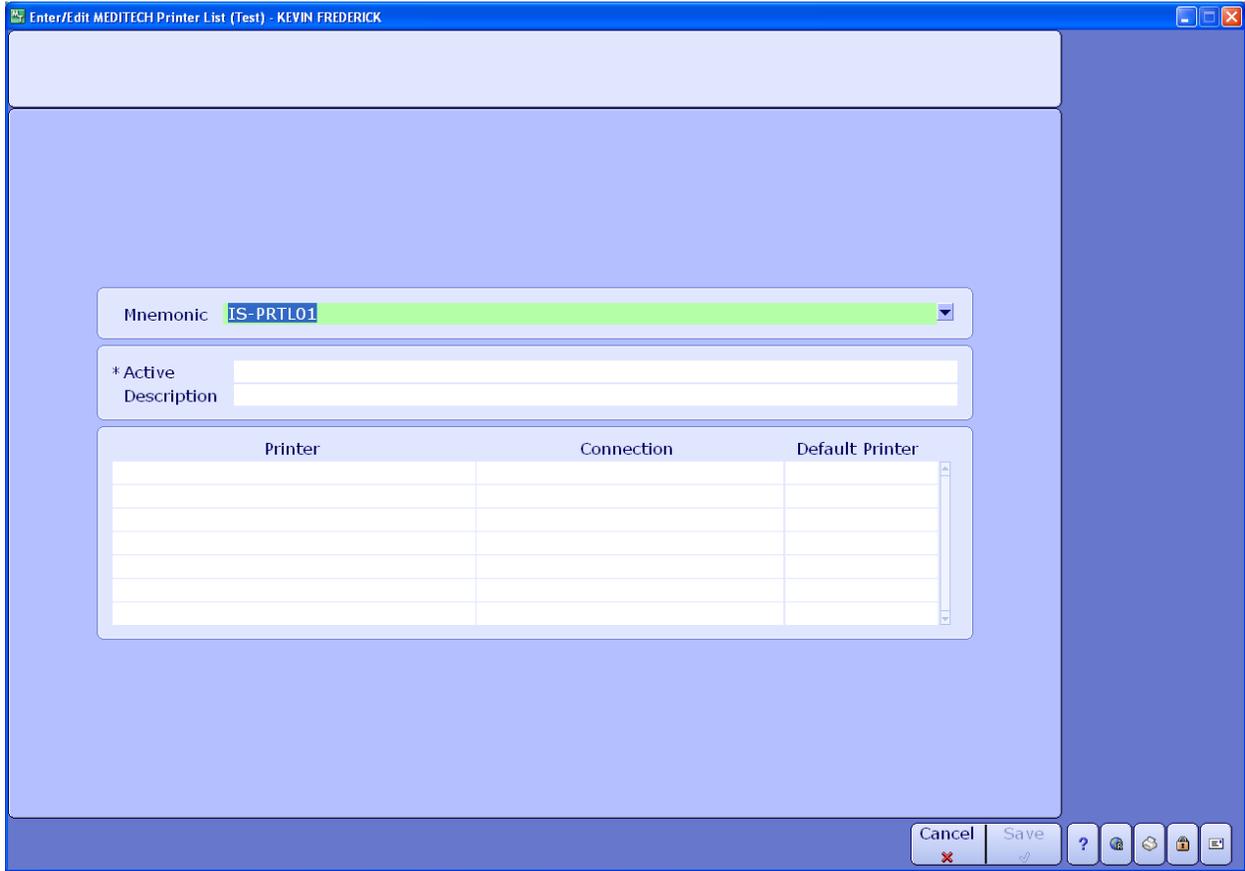
Navigate to **Info Systems** → **Universe** → **Dictionaries** → **Meditech Printer Lists** → **Enter/Edit**



If you wish to view or print a list, you will want to select the List or View options.

Meditech Printer Maintenance

Start by entering the name of the printer list in the Mnemonic Field.



If the printer list has NOT been defined yet, it will ask you to confirm that this is a new printer. If so, please click on Yes. If you are expecting the printer list to already have an entry, please click on No and verify the name is correct.



Meditech Printer Maintenance

Active – if the device is to be active this needs to be set to “Y” which is the default. However, if the device is no longer active, you will want to set this to “N” to inactive the device. Once you click on save, the printer list will no longer be available.

Description – Enter the Printer List Description. It should have meaning to the end user so that they can choose the correct printer from the list.

Enter/Edit MEDITECH Printer List (Test) - KEVIN FREDERICK

IS-PRTL01 - IS Print List 1 - Front Office

Mnemonic IS-PRTL01

* Active Y

Description IS Print List 1 - Front Office

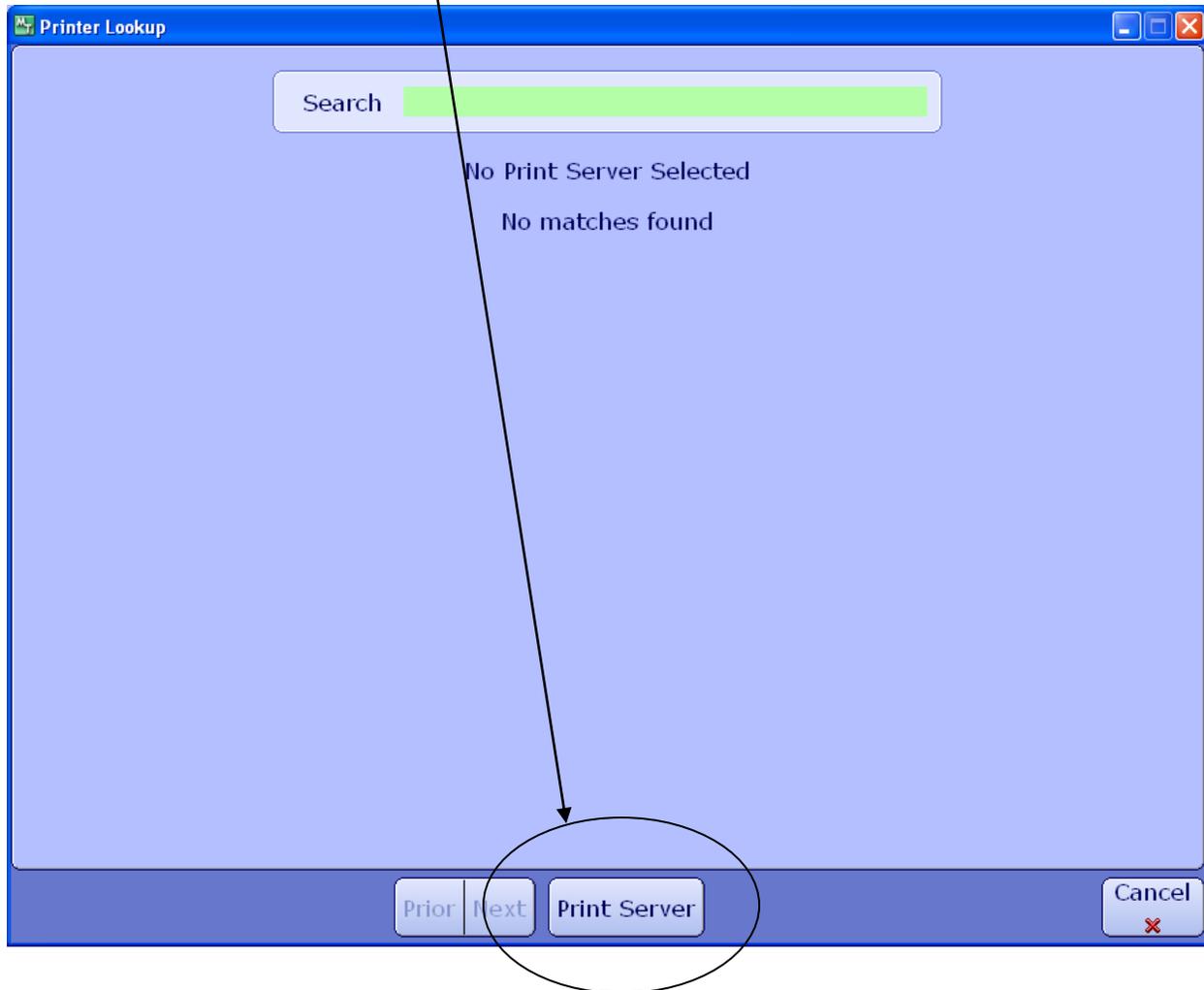
| Printer | Connection | Default Printer |
|---------|------------|-----------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Cancel Save ? ? ? ? ?

Next you will want to select a printer by clicking on the drop down box.

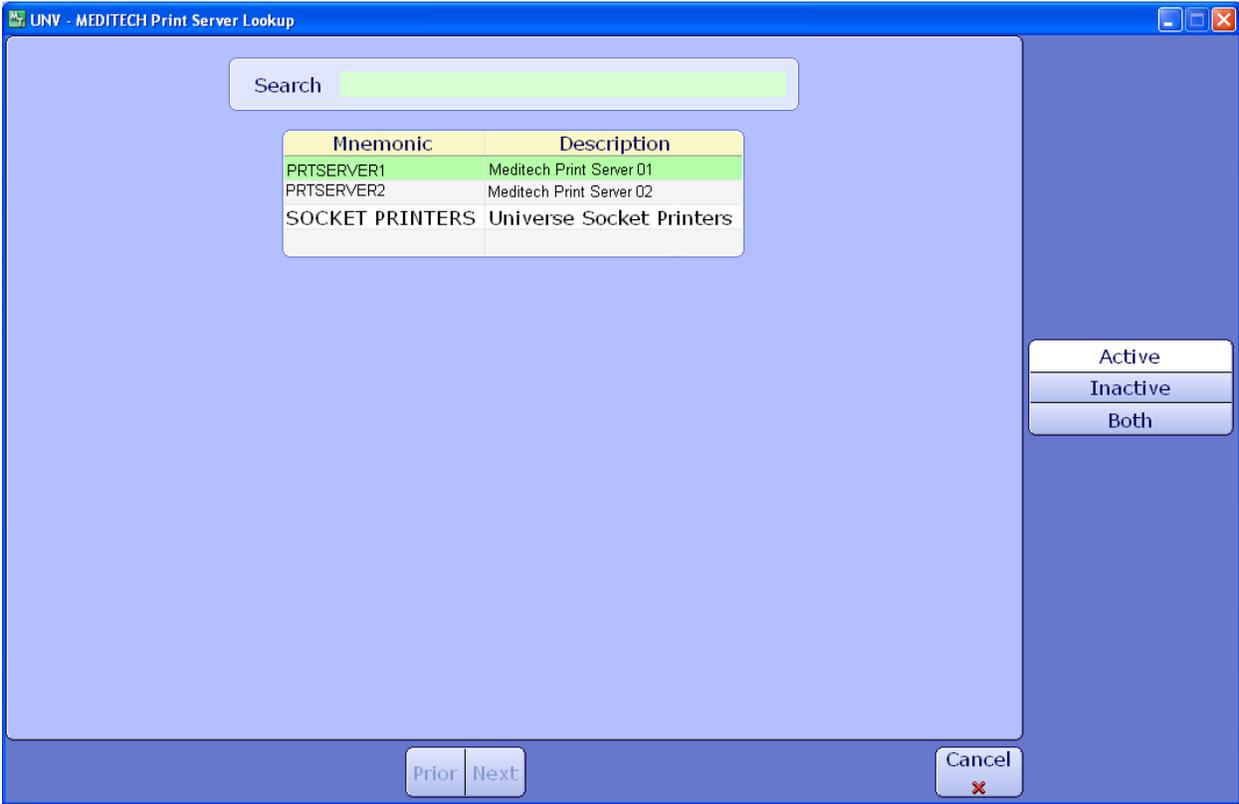
Meditech Printer Maintenance

You will then be presented with a printer lookup screen. If no printers are presented, and you have confirmed that the printers are defined in the Printer Dictionary, otherwise you will need to click on the button Print Server.



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Select the Print Server you wish to work with by double clicking on the desired Mnemonic.



You should now have a list of printers that you can choose from:

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UNV - Printer Lookup

Search IS

Selected Print Server is PRTSERVER1

| Printer | Server |
|-------------|------------|
| IS-P01 | PRTSERVER1 |
| IS-P02 | PRTSERVER1 |
| IS-P03-D2 | PRTSERVER1 |
| IS-P03-D3 | PRTSERVER1 |
| IS-PL-LAB | PRTSERVER1 |
| IS-PL-PHA | PRTSERVER1 |
| IS-PRT2FILE | PRTSERVER1 |

Prior Next Print Server Cancel

Meditech Printer Maintenance

Enter the desired printers by clicking on the drop down box. You may choose to have a default printer in the list. To do, choose "Y" under Default. Once you have completed entering the desired printers, click save to file.

The screenshot shows a window titled "UNV - Enter/Edit MEDITECH Printer List (.TEST60N/ - Test) - KEVIN FREDERICK". The main area is titled "IS-PRTL01 - IS Printer List 1-Front Office".

Fields include:

- Mnemonic: IS-PRTL01
- * Active: Y
- Description: IS Printer List 1-Front Office

A table lists printers with columns for Printer, Connection, and Default Printer:

| Printer | Connection | Default Printer |
|-----------|-------------|-----------------|
| IS-P01 | PRTSERVER.1 | Y |
| IS-P02 | PRTSERVER.1 | N |
| IS-P03-D2 | PRTSERVER.1 | N |
| IS-P03-D3 | PRTSERVER.1 | N |
| IS-PL-LAB | PRTSERVER.1 | N |
| | | |

A dropdown menu is open under the "IS-PL-LAB" row, showing a list of printer names. A blue arrow points from the text "drop down box" in the instruction above to this dropdown menu.

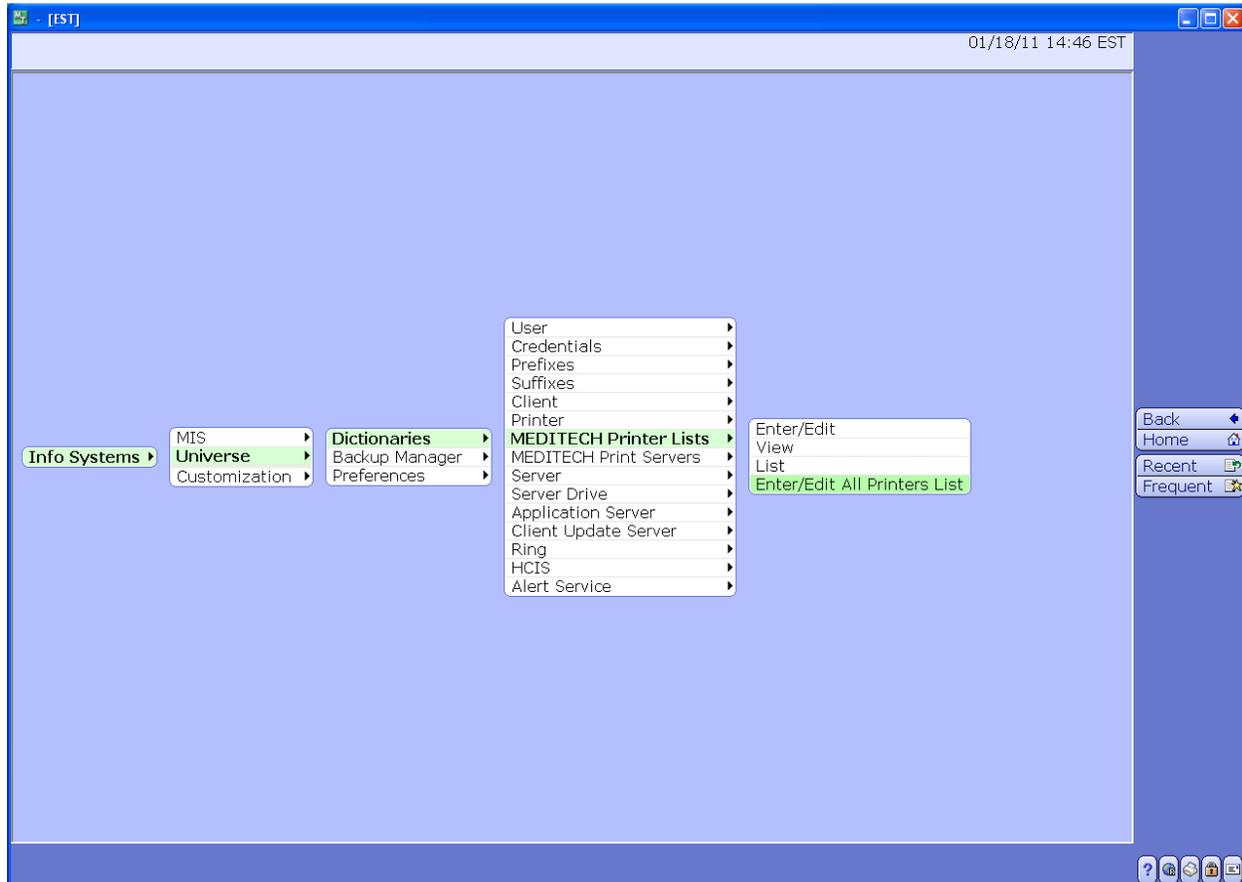
Buttons at the bottom right include Cancel, Save, and several utility icons.

PLEASE NOTE: You will want to go Enter/Edit All Printer List after you have added or removed printers from the Printer Dictionary. Please refer to the section All Printers List.

Meditech Printer Maintenance

All Printers List – is a list of all printers defined in Meditech. You may grant permission to the All Printers List by going to the Person Profile Dictionary. You will want to go Enter/Edit All Printer List after you have added or removed printers from the Printer Dictionary.

PLEASE NOTE: ***use this list very cautiously.*** The list gets very large and can be confusing to users. This can be the leading cause of miss-directed reports.

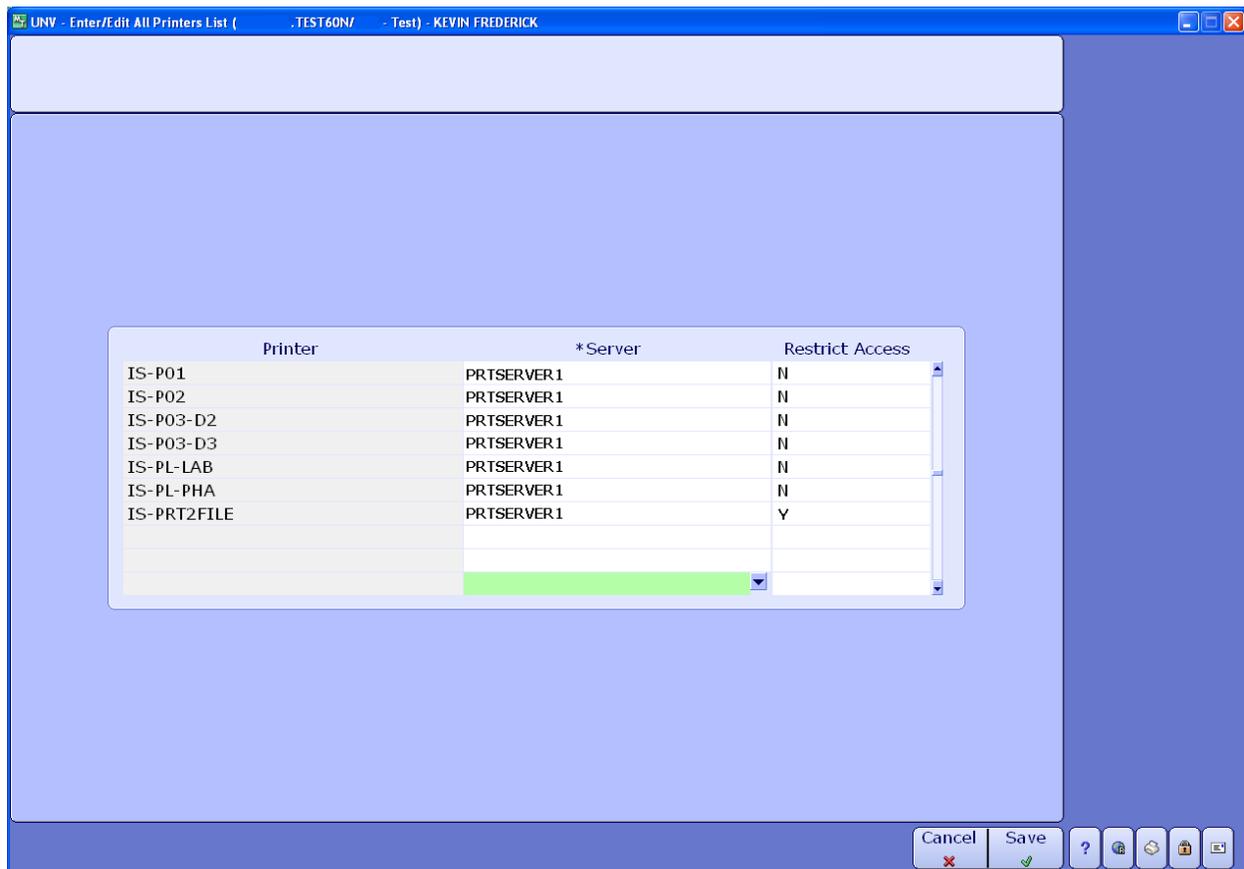


Meditech Printer Maintenance

Once you selected Enter/Edit All Printer List, you will see the system compiling the list of printers available.



Once you are presented with a list of printers, you can modify it.



You can select the Print Server by clicking on the drop down menu. Clear the field and a list of available print servers that this print is connect to will present.

You may choose to leave a printer off from the All Printer List by selecting “Y” to Restrict Access. However, please note that in the Person Profile Dictionary, you must select “Restricted” for that Profile to remove the restricted printers from the list. The option “FULL” will give you the entire list regardless of the Restrict Access option in this dictionary.

Once you have the completed updating the list, you will want to click on save to file.