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.



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.

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

Software by MEDITECH - (TEST 6.05) - FREDERICK KEVIN [EST] 01/12	■■×
Info Systems • MIS • Dictionaries • User • Prefixes • Frefixes • <th>Back Home a Recent P Frequent S</th>	Back Home a Recent P Frequent S
	?@\$ @ e

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

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.

Enter/Edit UNV Printer Dictionary (Te	t) - KEVIN FREDERICK		
	Mnemonic MYPRINTER		
	* Active		
	* Description		
	Network Name		
	Port		
	Specialized Printers		
	Non-Windows Socket Connection		
	Printer Hodel		
		Cancel Save	? @ 0 🗴 🗉

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.

Enter/Edit UNV Printer Dictionary (Tes	I) - KEVIN FREDERICK		
MYPRINTER - MYPRINTE	R: My Printer HP M3035mfp	Last Edit: 01/03/11 21:36	
	Mnemonic MYPRINTER		
	* Active Version My Printer HP M3035mp		
	Network Name Port		
	Specialized Printers		
	Non-Windows Socket Connection N Printer Model		
		Cancel Save	? @ 4 🕲 🖾

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.

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. <u>This</u> <u>document assumes that you already have the knowledge to add a printer to a windows server</u>. 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.

🛓 IS-P03-D2 Properties 🔹 🔹 😵
General Sharing Ports Advanced Security Device Settings About
IS-P03-D2
Location: IS Copier Drawer 2
Comment: IS Copier Drawer 2
Model: HP LaserJet 4345 mfp PCL 6
Features
Color: No Paper available:
Double-sided: Yes Letter 🗾
Staple: Yes
Speed: 45 ppm
Maximum resolution: 1200 dpi
Printing Preferences Print <u>I</u> est Page
OK Cancel Apply



Under the <u>Printing Shortcuts</u>, select the desired drawer under <u>Paper Source</u>:

🍓 IS-P03-D	2 Printing Prefer	ences				? ×
Advanced	Printing Shortcuts	Paper/Quality	Effects Finishin	g Output Job Storage /	/ Services	
A printing with a sing	shortcut is a collectio gle click.	on of saved print	settings that you o	can select		
Printing sh	iortauts:				-	
	General Everyday	Printing				
	Two-sided (Duple:	k) Printing	(Paper source: Tray 1		
	Factory Defaults			<u>Staple:</u> None	•	
				Page size: Letter	8.5×11 inches	
				Paper type:		
				Unspecified Orientation:	•	
				Portrait	•	
				Print on both sid <u>e</u> s:		
				None	•	
		- N. 1	. .	Pages per sheet:		
<u></u>	a <u>v</u> e As	Dejete	Rese <u>t</u>	1 page per sheet	<u> </u>	
Ø					<u>H</u> elp	
				OK	Cancel	spply



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

Solution of the second seco	Y X
Advanced Printing Shortcuts Paper/Quality Effects Fin	ishing Output Job Storage Services
- Decar Deliver	
Page size: 8.5 x 14 inches	E
Letter	
Custom	
Paper Source:	
(Tray 1	
Paper I ype:	
Unspecified	
	Print Quality
Special pages:	
Covers	FastRes 1200
Print pages on different paper	
Insert blank or preprinted sheets	(May Save Print Cartridges)
Chapter separator pages	
Settings	
(b)	Help
	OK Cancel Apply
	Cancer Sppy

Now Click on QK



Click on the Advance Tab and select the <u>Printing Defaults</u> button.

💺 IS-P03-D2 Properties	?
General Sharing Ports Advanced Security Device Settings About	
Always available	
🔿 Availa <u>b</u> le from 12:00 AM 😴 To 12:00 AM 😴	
Priority: 1	
Driver: HP LaserJet 4345 mfp PCL 6	
Spool print documents so program finishes printing faster	
Start printing after last page is spooled	
 Start printing immediately 	
C Print directly to the printer	
<u>H</u> old mismatched documents	
Print spooled documents first	
Keep printed documents	
Enable advanced printing features	
Printing Defaults Print Processor Separator Page	
OK Cancel A	oply



Select the <u>Printing Shortcuts</u> Tab, and select the desired drawer under <u>Paper Source</u>.

IS-P03-D2 Printing Defa	ults			? X
Advanced Printing Shortcul	S Paper/Quality	Effects Finishin	ng Output Job Storage Serviçe	15
A printing shortcut is a colle with a single click.	ction of saved print	settings that you (can select	,
Printing shortcuts:				
General Everyd	ay Printing			
Two-sided (Dup	lex) Printing		Paper so <u>u</u> rce: Tray 1	
Factory Default	8		<u>S</u> taple: None	
			Page size: 8.1	5×11 inches
			Paper type:	
			Unspecified Orientation:	
			Portrait	•
			Print on both sid <u>e</u> s:	
			None	•
Sa <u>v</u> e As	Dejete	Rese <u>t</u>	Tages per sheet	T
Ø				<u>H</u> elp
			OK Can	cel <u>A</u> pply



Next Click on the <u>Paper/Quality</u> Tab and select th OK	ne desired drawer under <u>Paper Source</u> . Click or
Advanced Printing Shortcuts Paper/Quality Effects Finis Paper Options Page size: 8.5 × 11 inches Letter Paper Source: Tray 1 Paper Type:	shing Output Job Storage Services
Unspecified Special pages: Covers Print pages on different paper Insert blank or preprinted sheets Chapter separator pages Settings	Print Quality FastRes 1200 ■ EconoMode (May Save Print Cartridges)
	<u>H</u> elp
	OK Cancel Apply

Next click on the <u>Device Setting</u> 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 drop¹ down box.

Click on OK.

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:

Enter/Edit UNV Printer Dictionary (Test) - KEVIN FREDERICK		
IS-P03-D2 - IS-P03-D2: IS Copier M4345mfp Last	t Edit: 12/13/10 11:20	
Mnemonic IS-P03-D2		
* Active * Description IS-P03-D2: IS Copier M4345mfp		
Network Name VPRTSERVERVS-P03-D2 Port		
Specialized Printers		
Non-Windows Socket Connection N Printer Model		
	Cancel Save	? @ 🖓 🖾

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.

👺 Enter/Edit UNV Printer Dictionary (Te	t) - KEVIN FREDERICK		
	Mnemonic IS-PL01	J	
	* Active		
	* Description	J	
	Network Name		
	Port		
	Specialized Printers	í	
	Non-Windows Socket Connection	-	
	Printer Model	J	
·		Cancel Save ★ ⊘	? @ 🖓 🗯 🗉

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 save, the printer will no longer be available.

Name – Enter the Printer Description.

🔠 UNV - Enter/Edit UNV Printer Dictiona	ary (- Test) - KEVIN FREDERICK					
LAB-LBLPRT - LAB DATAM	IAX LABEL PRINT	ER					
	Mnemonic LA	3-LBLPRT					
	* Active * Description	AB DATAMAX LABEL	PRINTER	_			
	Network Name Port	\\PRTSERVER\LAE	3-LBLPRT				
		Specialized Prin	ters				
	Non-Windows S	ocket Connection	N				
	Printer Model		FARGO				
					Cancel	Save ∢	? @ 🛇 🏦 🗉

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.

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 narrows 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.

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Info Systems • MIS Customization • Preferences • Preferences • Clent Update Server • Clent Update Server • Clent Update Server • Clent Update Server • Clent Server • • Clent Server • • Clent Server • • • • • • • • • • • • • • • • • • •	ack ome acent requent ac
्र	

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.



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

Mnemonic IS-PRTL01
* Active Description
Printer Connection Default Printer
Cancel Save ? @ 🛇 🕲 🛛

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.

Confirmation	
? Not fo	ound. New?
Yes	No



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 M	IEDITECH Printer List (Test) - KEVIN FREDERICK					
TS-PPTIO	1 - TS Print List 1 - Front Office					
13-PRIL0	1 - 13 Flint List 1 - Floht Onice				ļ	
ſ	Mnomonic IS-DETL01					
	Pillemonic 13-PKTL01					
	* Active Y Description IS Print List 1 - Front Office					
	Description 13 Print List 1 - Hont Onice					
	Printer	Connection	Default Printer			
	1					
			Cancel	Save	? @ 🕹 🏦	
			(

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

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 <u>Print Server</u>.





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

UNV - MEDITECH Print Server Lool	kup			
S	earch			
	Mnemonic	Description		
	PRTSERVER1	Meditech Print Server 01		
	PRTSERVER2	Meditech Print Server 02		
	SOCKET PRINTERS	Universe Socket Printers		
				Active
				Inactive
				Both
			Cancel)
	Prior N	lext	Cancer	

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

🖫 UNV - Printer Lookup							
	Search	IS					
)	
		Sele	cted Print Se	erver is PRT S E	RVER1		
			Printer	Server			
			IS-P01	PRISERVER1			
			IS-P02	PRISERVER1			
			15-P03-D2	PKISERVER1			
			15-P03-D3	PKISERVER1			
			IS-PL-LAB	PRISERVERI DRICERVERI			
			IS-PL-PHA	PRISERVERI			
			IS-PRIZFILE	- PRISERVERI			
		_					-
		Prior	Next Print	t Server			Cano
							X

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Enter the desired printers by clicking on the <u>drop down box</u>. 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.

UNV - Enter/Edit MEDITEC	H Printer List (- Test) - KEVIN FREDERICK						-	
Mnemo	nic IS-PRTL01	/							
* Active Descrip	Y IS Printer List 1-From	nt Office							
TO DOL	Printer	Connect	ion Default P	rinter					
IS-P01 IS-P02		PRISERVER1	Y N						
IS-P03-	D2	PETSERVER1	N						
IS-P03-	D3	RTSERVER1	N						
IS-PL-L	AВ	PRTSERVER1	N						
				Cancel	Save	?	6	3	

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.

<u>All Printers List</u> – 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.

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.

🖫 UNV - En	ter/Edit All Printers List (.TEST60N/	- Test) - KEVIN FREDERICK			
						J
		Printer	*Server	Restrict Access		
	IS-P01	THILE	PRISERVER 1	N	-	
	IS-P02		PRTSERVER1	N		
	IS-P03-D2		PRTSERVER1	N		
	IS-P03-D3		PRTSERVER1	N		
	IS-PL-LAB		PRTSERVER1	N		
	IS-PL-PHA		PRTSERVER1	N		
	IS-PRT2FILE		PRTSERVER1	Y		
					_	
					_	
					Canaal L. Cours	
					Cancel Save × √	? @ 🛇 🏛 🗉

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.