

Workflow for:		
☑ Internal Medicine ☑ Pediatrics ☑ Family Medicine	☑ Specialty	
🗵 Clerical 🗵 Clinical 🗵 Provider		

## Date Updated: 11/17/11 Pages: 1 **Centricity: Printer Default Setting Instructions**

To change your default printer, upon logging into Centricity: From your desktop, click the Print button on the tool bar. (This can also be done from the tool bar in the patient's chart.)



The name of the default printer currently set will display in the Printer: field.



To change the default printer, click the Printers....button.

Click to check the box next to All other Documents (easiest way to print with frequent location changes).

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	Select Printers		×
	/		
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	Handouts	WTCPRINT\TCMA - Admin	)
		WTCPRINT/TCMA - Admin	)
	Orders Letters	WTCPRINT/TCMA - Admin	ì
	Prescriptions	WTCPRINT\TCMA - Admin	) í
Ortion Fach at a marked	🗆 Super Bill	WTCPRINT\TCMA - Admin	) I
Option: Each category can be set	Majing Labels	WTCPRINT\TCMA - Admin	1
to print at different printers by	All Other Documents	MTCPRINT/TCMA - Admin	
selecting each box you would like		WTCPRINT/TCMA - Admin	
to set a different default printer.		WTCPRINT\TCMAL Billing Supervisor WTCPRINT\TCMA Billing WTCPRINT\TCMA Converence Room A	
		Riscom Fay Printer	

Select the printer you wish to set as your default from the drop down list, then click OK.

