

Workflow for:

☒ Internal Medicine ☒ Pediatrics ☒ Family Medicine ☒ Specialty
☒ Clerical ☒ Clinical ☒ Provider

Date Updated: 11/17/11

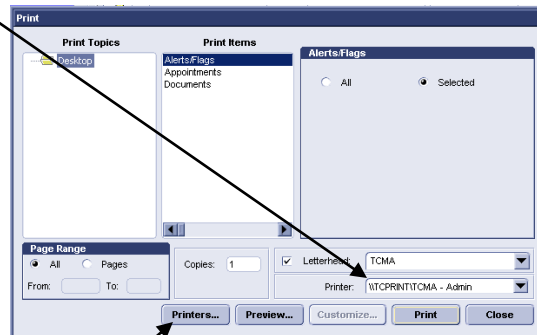
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Centricity: Printer Default Setting Instructions

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.)



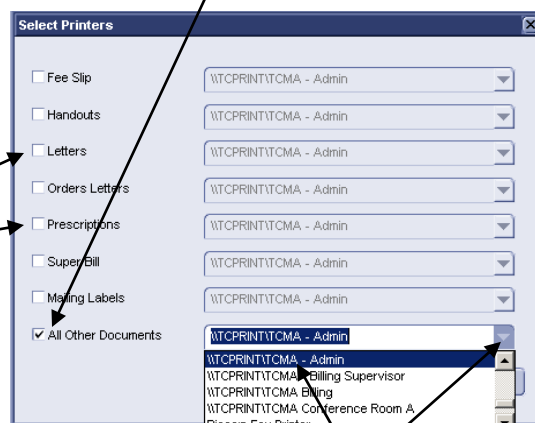
The name of the default printer currently set will display in the Printer: field.



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).

Option: Each category can be set to print at different printers by selecting each box you would like to set a different default printer.



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

