

Setting Up Printers in MD & PracSoft

This is a Guide to help make sure that you know where your prints from MD & PracSoft are going, & will provide details of how to change the destination if required.

Medical Director Print Settings:

1. Open 'Medical Director', click on 'Tools' & select 'Print Options'



2. The window below will appear. Set each printer to 'Blank' & all the 'Setup' buttons will be greyed-out

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3. Click on 'Tools' again & select 'Letter Writer' OR press 'F8'

Open File Patient Use	Tools Clinical Investigations S	Search Resources Help
	Letter Writer	F8
	Labels	
	X-ray View Screen	Ctrl+Shift+X
	Calculators	
	Medicare Australia PKI Certifica	te Manager
	Options	
	Print Options	
	Manage Communications	
	MDExchange	
	Patient Photo Options	

4. Within 'Letter Writer', select 'File' & 'Print' OR press 'Ctrl + P'



2.1.2 General Applications: Printers



5. Locate your local printer from within the list of printers & right-click & select 'Set as Default Printer'

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GL-MFI	Open		
atus: cation: omment:	Set as Default Printer		
	Printing Preferences		
	Pause Printing	Preference	
	Sharing Use Printer Offline	Find Printer	
age Rang All – Selectic Pages:	Refresh		
	Create shortcut Delete Rename	Number of copies: 1	

- 6. A 'Green Tick' should now appear beside the printer name
- 7. Click on the 'Cancel' button & close 'Letter Writer'

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PracSoft Print Settings:

1. Open 'PracSoft' & click on 'Setup' & select 'Printers'

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Name	Chart	Time	Cor	Edit Ancilary Messages Erinters
		1.000		Workstation Settings User Settings Global Settings

2. The window below will appear, set each printer to 'None Selected – use

Windows default printer'. If not set to this, click on the 'X'

Walter Sellio		X
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Vedca+PO1	Name celested - une Wildoon default printer	
Online-chaning reports	Name orderted - use Westown default pireter	
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For the Medicare types, click on the 'Setup' button & then the 'X'
Click on 'Save'