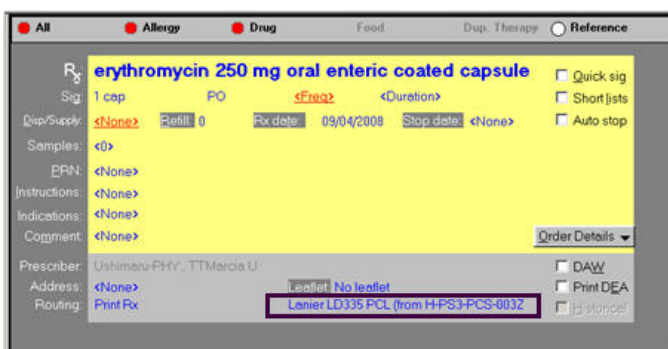


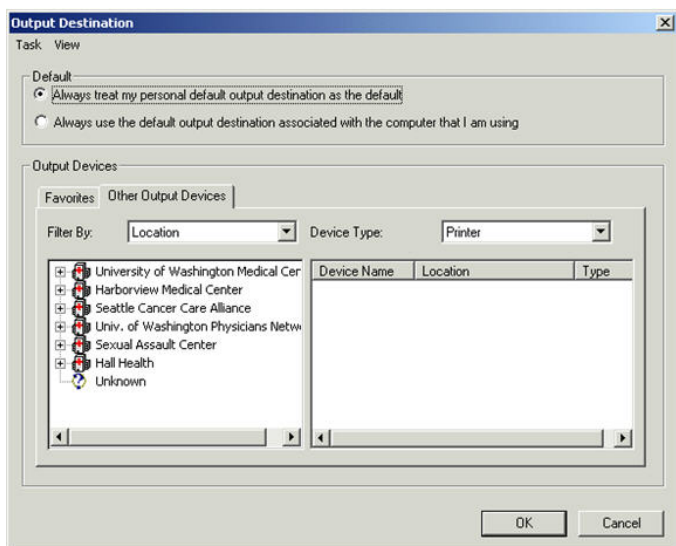
Set Personal Default Printer

The Personal Default Printer does not change when you log out of ORCA or move to a different workstation in the clinic. It is best used when your clinic has only one tamper proof paper printer.

1. Open **Easy Script**.
2. Select **Prescribe**.
3. Enter medication details, then click in the printer field.



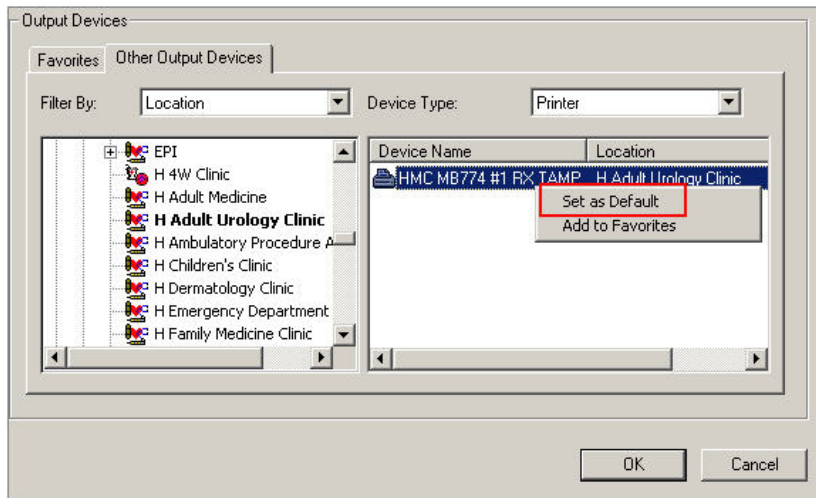
4. In the **Output Destination** dialog box, click the first option, "Always treat my personal default output destination as the default."



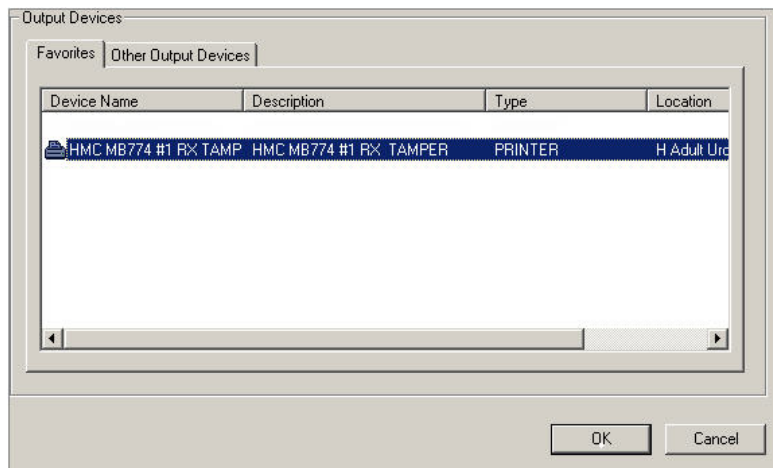
- On the **Other Output Devices** tab, find the printer associated with your clinic.

Note: Locations of clinic printers can be found in the document Clinic Printer Locations.

- Right click on the printer name and choose **Set as Default**.



- The printer now appears on the Favorites list.



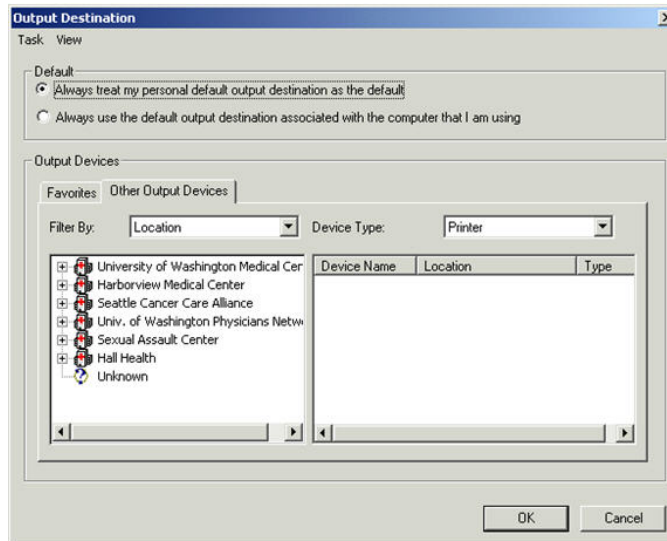
Set Multiple Printers

Set multiple printers when working in a clinic with several tamper proof paper printers.

1. Open Easy Script.
2. Select **Prescribe**.
3. Enter medication details, then click in the printer field.



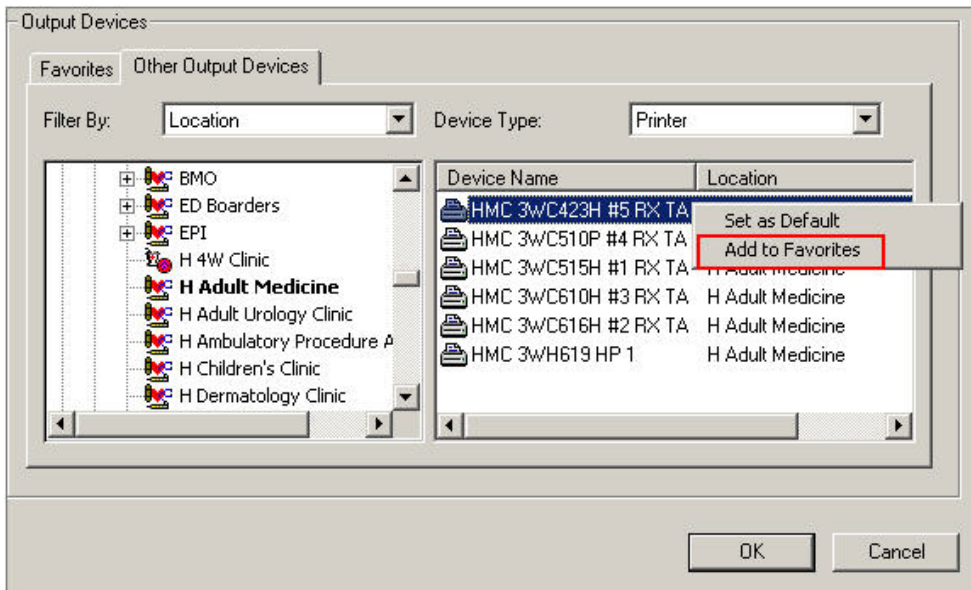
4. In the **Output Destination** dialog box, click the first option, "Always treat my personal default output destination as the default."



- On the **Other Output Devices** tab, find the printer associated with your clinic.

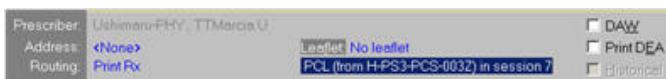
Note: Locations of clinic printers can be found in the document Clinic Printer Locations.

- Right click on additional printers, then click **Add to Favorites**.
- Click **OK**.

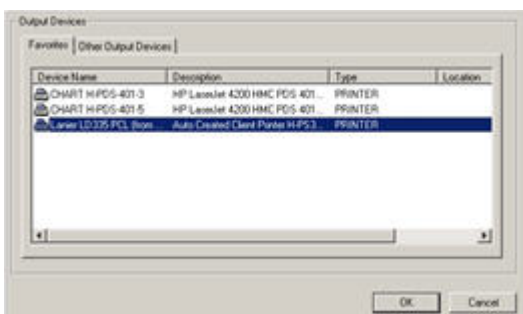


Select a printer from the Favorites list

- Enter medication details.
- Click on printer name in the gray box at the bottom of the Rx pad.



- In the box that opens, click on the desired printer.



- Click **OK**.