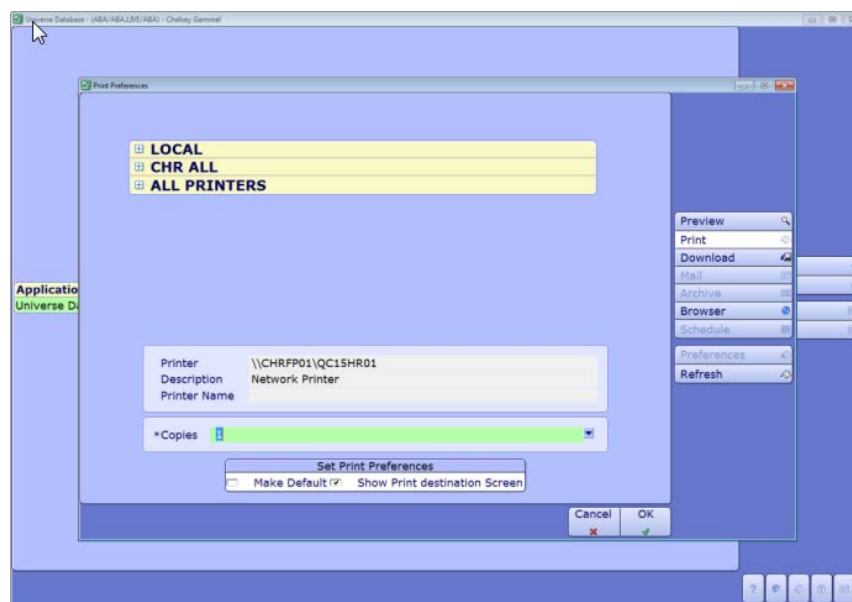# Printing Tips – Meditech

Note: Please direct any questions for this document to the Solution Centre

Please note the following items listed below before you print anything from the MEDITECH application
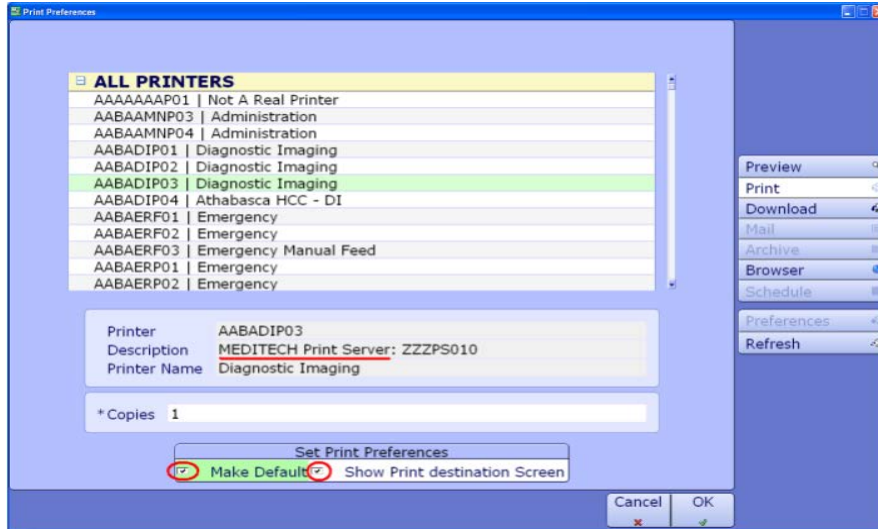- Before you print something, ensure it is going to the correct print destination
- If the print job contains patient sensitive or confidential information, be sure it is secure and picked up promptly

How to set your default printer in MEDITECH

1) When user is logged into MEDITECH, click on printer icon in the bottom right-hand corner of the main window. Printer Preferences dialogue will display (see below).
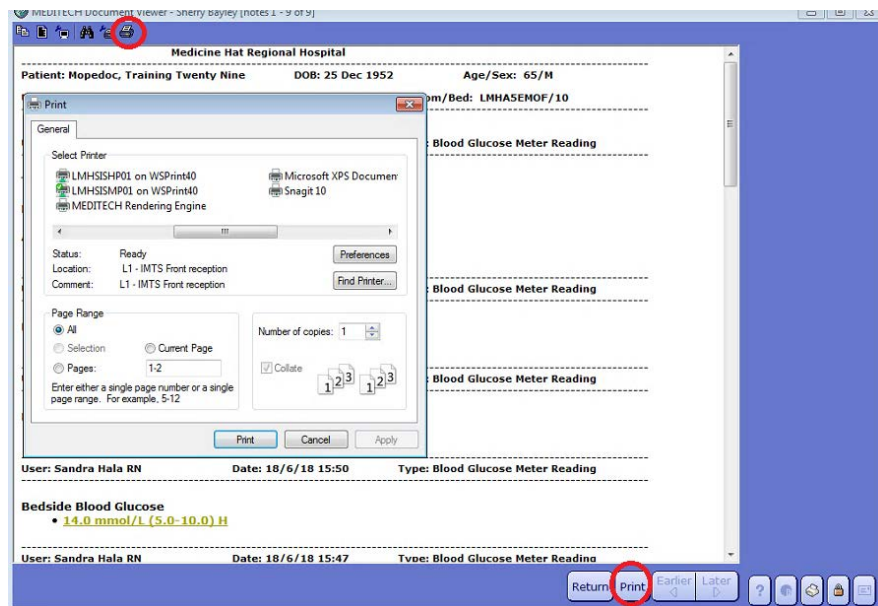

2) Click on printer list pertaining to your area (Do not choose from LOCAL or MOST RECENT list); choose the appropriate printer from the drop down list

3) Select Printer, and click Make Default and Show Print destination screen at the bottom
4) Press Ok, your printer is now set.

*If printing from EMR; access is to Local Printer Only

1) Click on the printer Icon in the top menu bar or on the "Print" button at the bottom of the screen.

2) Select the appropriate printer from the list that displays (see below)

Questions and Concerns, please contact the Solution Centre 1-403-310-3111