

Setting up Printers in MediFlex

1. Install printer drivers on each machine if they don't already exist.
2. Start Visual MediFlex, by double clicking on the "Visual MediFlex 7" icon.
3. Select File|Printer Setups.

Printer Assignments

Workstation Name:

Workstation Description:

MediCare Assignment (DB4) | MediCare Claim (PC1)

Accounts/Receipts | Reports | Statements | Labels

Printer Name:

Printer Port:

Paper Size: A5 | Orientation: Landscape

Paper Source: Upper | Resolution: Draft

Top Margin: | Left Margin:

4. If there is no Workstation Name automatically displayed on this panel, it means that no previous printer assignments have been undertaken in MediFlex for this workstation (by its current computer name), so click on the "Load Name" button at the bottom of the panel. This should load the assigned name of the computer into this window that will then allow MediFlex to identify and store the printer settings for this computer.
5. There are 5 Tab Pages, and your printer preferences for each of these outputs need to be set up (except for Labels if you do not print labels at your practice).
6. On the Printer Name form there is a drop-down arrow. You must click on it to change printers **or even just to change any printer options** (orientation, paper size, tray, etc). You cannot change the settings on the panel as displayed above – these forms are included on each tab page just to show your current preferences for the particular type of printed output indicated by the name of each tab page.
7. Select one of the printers in the drop-down list. This is a list of printers that can be selected for use within MediFlex. The list content is entirely dependant upon which printers have been installed on the workstation. (The list is actually a list of your installed Windows printers).
8. Select the different options for the Paper Size, Paper Source and Orientation. These will be located in different places depending on the Windows version you are running, and the make and model of the printer you have selected. (We are actually using the printer manufacturers software here).
9. Once finished selecting options then click the "Print" or "Ok" button.
10. When steps 6-9 have been done for all tab pages then click the Save button.