



# CHEAT SHEET

## How to set up favourite printers

### ATTENTION PLEASE



All staff who print from the ieMR

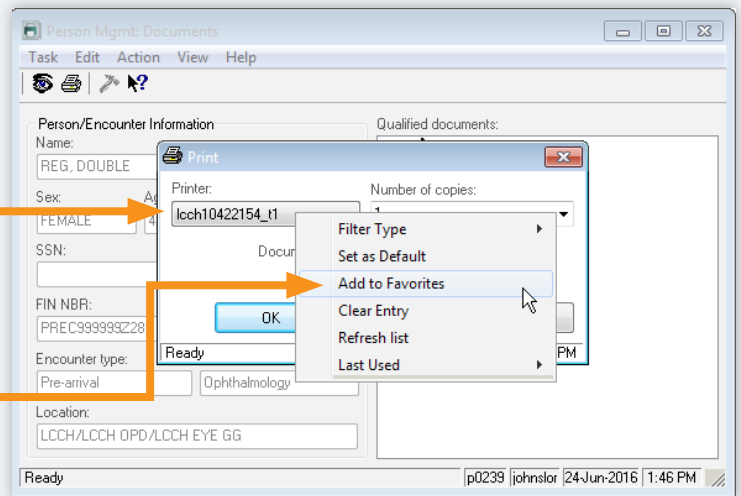
Read on...

The ieMR lists thousands of printers from digital hospitals across the state. To make it easy to select the printer/s you frequently use you can set up a list of your personal favourite printers in the ieMR.

Setting up your favourite printers will save you time, reduce frustration searching for the printer you need and help you avoid printing to the incorrect printer.

### How to set up a favourite printer

- 1 In the 'Print' dialogue box, in the 'Printer' pull down menu, click on the printer you wish to add to your favourites
- 2 Right mouse click on your selected printer to bring up the menu and click 'Add to Favorites'

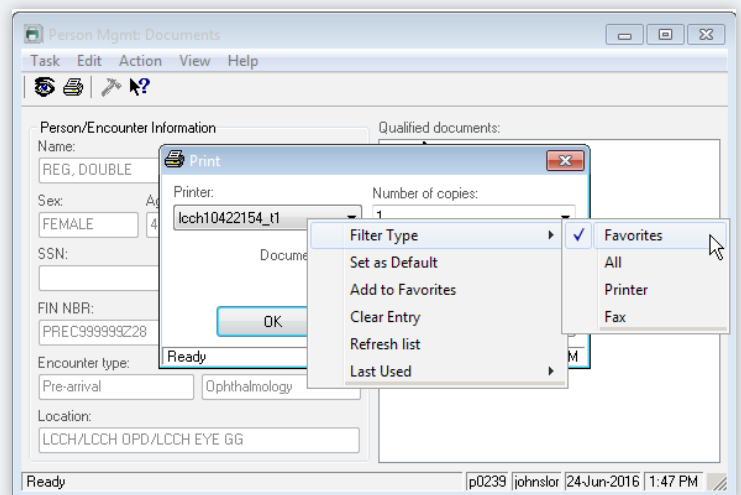


### How to find to a favourite printer

- Right mouse click on the 'Printer' pull down menu
- Go to 'Filter Type' and select 'Favorites'

Now you will just see your favourite printers instead of every ieMR connected printer!

*Change your 'Filter Type' back to 'All' if you need to add another printer to your favourites list.*



**Questions, or want more info?  
The ieMR team is here to help!**

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