CARE4 MODULE NAME: General PCS/EDM/SUR and Web
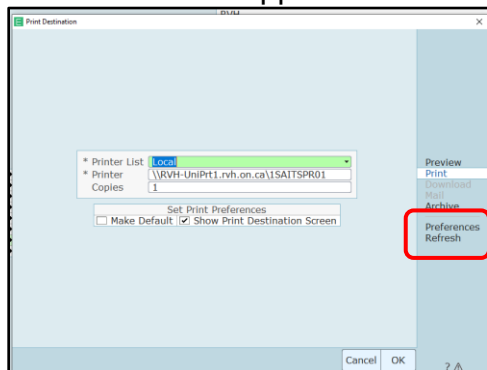## Setting Printer Preferences

Overview:
In Expanse it is possible to setup some printer preferences especially if you work in one location frequently

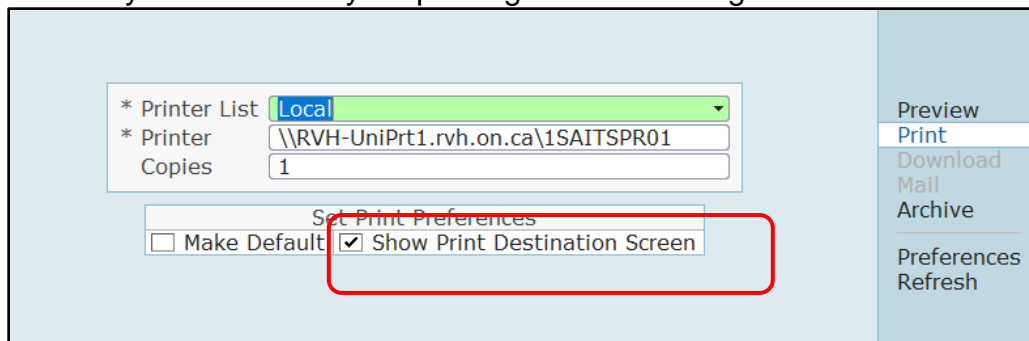**Steps (PCS/EDM/SUR - Non Web) :**
Click on the printer in the lower right-hand corner of your session

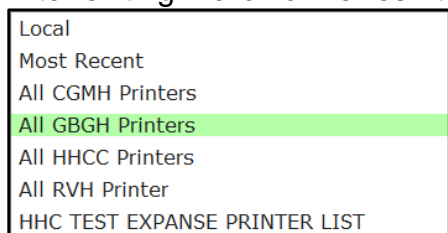This screen will appear- click on Preferences

Make sure there is a checkmark in the Show Print Destination Screen – this way you will always know where your printing is destined to go

You will have options of local (close to you) most recent (last printer used) or all printers for your site
Select your site, find your printer highlight and hit OK
After exiting – click on refresh to update your printer preferences

Local
Most Recent
All CGMH Printers
All GBGH Printers
All HHCC Printers
All RVH Printer
HHC TEST EXPANSE PRINTER LIST

In Web Acute, ED and AMB – the same functionality is available

Select Menu, and Set Printer Preferences

Note - you can also set print preferences to preview and then print if needed from there