Setting up Meditech
To Print
Using Citrix or Remote Access
In order to print out of Meditech you need to correctly set up your Meditech print drivers to enable Pass Through printing to your local printer.

Before you start this process make sure that you have the printer you want to print to be the Default Printer on your computer before you connect to Remote Access.

Do the following once you have verified your default printer.

1. Start by opening Meditech.

2. Once Meditech is open <Right Click> with the mouse on the upper left part of the Meditech Window. Navigate to Workstation Menus → Options → Printer set up.
3. Once you click on **Printer Setup** you will be prompted to select a print driver. Select PPII from the drop down list. If **PPII** is not in the list, simply type in **PPII** in the print driver and hit the OK button.

- You should now be enabled to print documents out of PCI.
4. When you want to print documents within Meditech, highlight the document you want to print and click on the word **Print** or enter **P** and press the <Enter> key.

5. You will be prompted to select a Print Option, select the “**Print details of the highlighted item**” option.
6. Select the first option LOCAL, or if prompted type in the word LOCAL all UPPER CASE.

- Then you will be prompted to select a device to print to…since you have enabled PPII for your print driver you will use your local network printer to print your selection.

You should see the following screen message telling you that the document is now printing.

Local (Preview), if you have this option, will allow you to preview what the document will look like if you print it but if you want to print the document, you would need to follow the above directions.

**Having problems?**
If you are having problems printing the first thing you should do is follow the instructions on verifying/setting your print driver in Meditech to PPII. Also make sure the printer is setup correctly, has paper and is turned on. If you still cannot print, call the Help Desk at 920-628-9400.