

B.11 Quick Guide #11: Installing a Printer

(Refer to CAREpoint Users Manual Section 6 for more information)

Note: Before you start this procedure, you want to make sure that you have the driver for the printer to be installed either on a CD or USB flash drive.

1. On the blue on-screen keypad, type in #C-P-L-S-Y-S-T-E-M (#-2-7-5-7-9-7-8-3-6). This will take you to the Control Panel window.



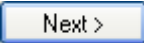
Printers

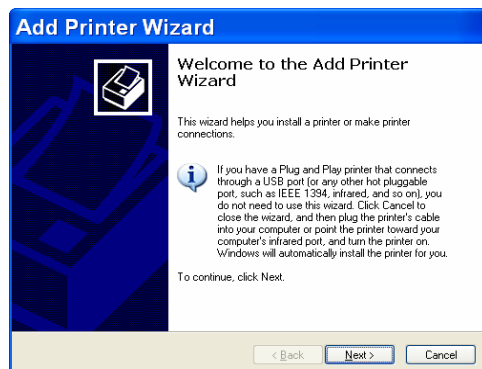
2. Double-click **Printers and Faxes**. This will bring up the Printers and Faxes window.



3. Click “File” in the Menu bar, and then click “Add Printer”. This will bring up the Add Printer Wizard main window.

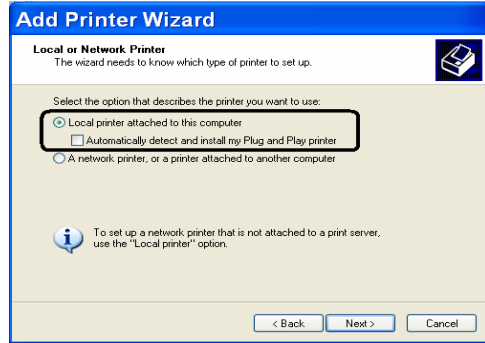


4. In the Welcome to the Add Printer Wizard window click 



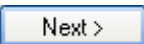
5. **Note: Follow this step for adding a local printer or a network printer.** In the Local or Network Printer window, select “Local printer attached to this computer” and uncheck “Automatically detect and install my Plug and Play printer.”

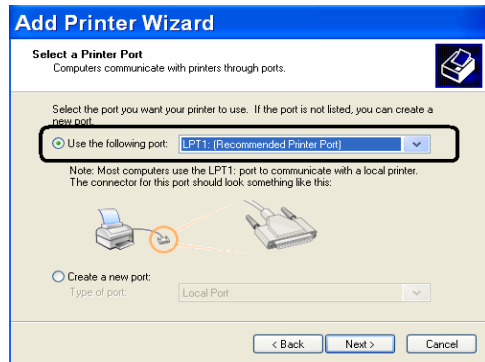
Then click 



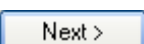
If the printer to be installed will be a local printer continue with Step 6. Otherwise it will be a network printer and continue with Step 7.

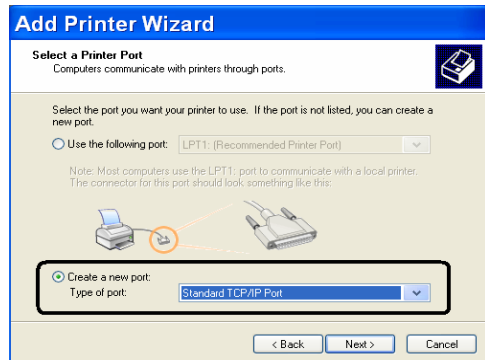
6. In the Select a Printer Port window, verify that “Use the following port:” and “LPT1: (Recommended Printer Port)” are selected as default. If not, click the drop down arrow and select it.


Then click . This will bring up the Install Printer Software window. **Continue with Step 11.**



7. In the Select a Printer Port window, select “Create a new port”, click on the drop down arrow and select “Standard TCP/IP Port.”

Then click . This will bring up the Add Standard TCP/IP Printer Port Wizard main window.

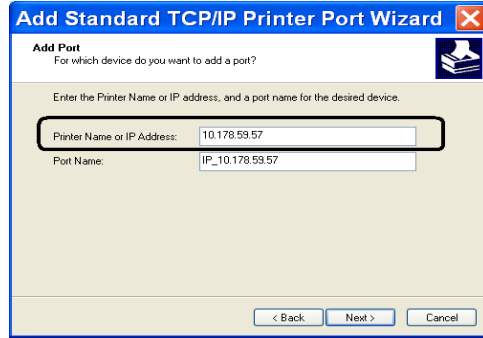



8. In the Welcome to the Add Standard TCP/IP Printer Port Wizard window, click 



9. In the Add Port window, enter the IP address of the network printer in “Printer Name or IP Address:” Verify that the section “Port Name:” fills out automatically after the IP address is complete.


Then click 

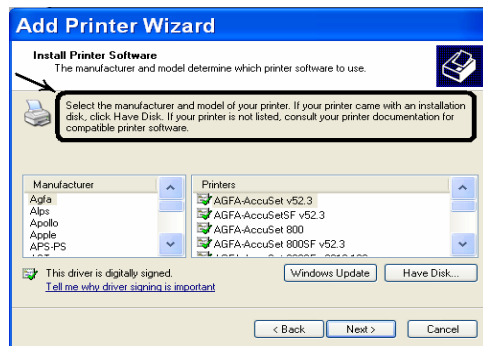



10. In the Completing the Add Standard TCP/IP Printer Port Wizard sub window, click . This will close the Add Standard TCP/IP Printer Port Wizard main window and bring back the Add Printer Wizard main window.

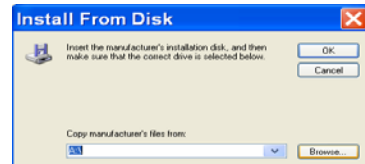


11. In the Install Printer Software window, follow the on screen instructions.

If manufacturer and model are found in the list, select them, click  and skip to Step 15. Otherwise, continue with the next step.

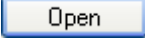


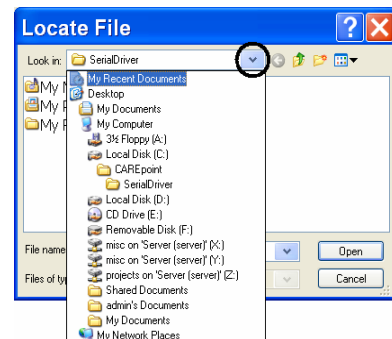
12. If the printer was not in the list, click . This will bring up the Install from Disk window. Insert the USB flash drive into an open USB port on the rear of the OPE; or refer to Quick Guide #15 to insert CD where the driver is located.




Click . This will bring up the Locate File window.

13. Click on the drop down arrow and browse for the printer driver file from the USB flash drive or CD.

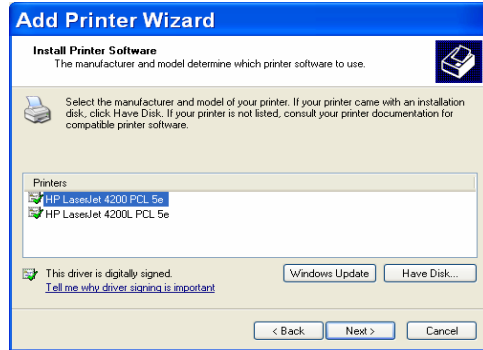
Once you have found the driver, click . This will close the Locate File and bring back the Install from Disk window.



Click . This will close the Install from Disk main window and bring back the Add Printer Wizard window.

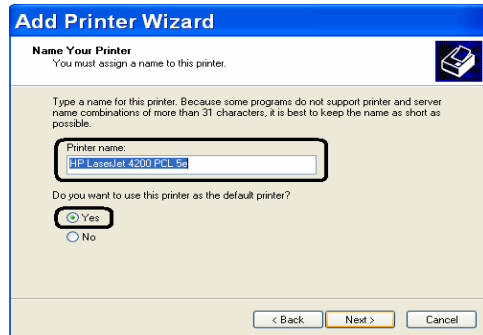


14. In the Install Printer Software window, select the correct model printer from the list.



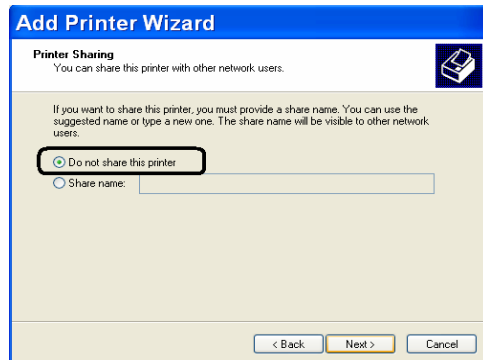
Then click .

15. In the Name Your Printer window, do not change the printer name. If this will be the main printer, select Yes to use this printer as the default printer. Otherwise choose “No.”



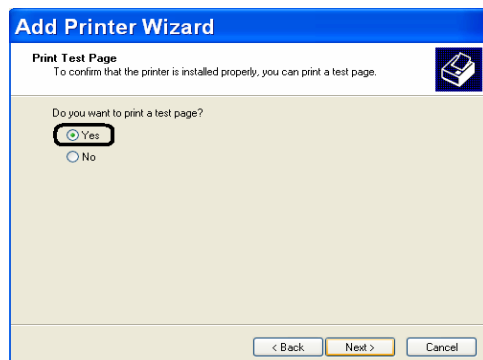
Then click .

16. In the Printer Sharing window, select “Do not share this printer”.




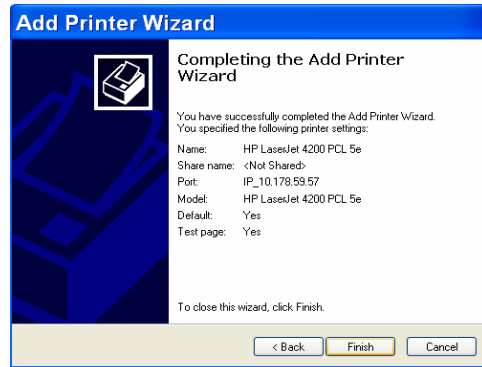
Then click .

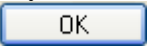
17. In the Print Test Page window, select Yes to print a test page.

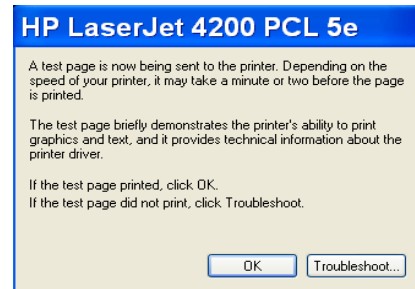



Then click .


18. In the Completing the Add Printer Wizard window, click . This will bring up a printer test page window. Windows may copy some files necessary to complete the installation of the printer before the printer test page window appears.

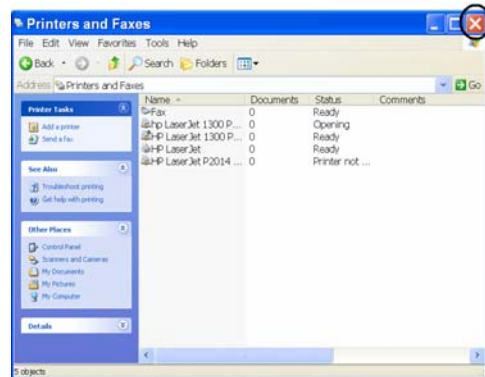


19. If the correct software was installed, a test page will print successfully. Wait until the test page prints and then click .



If the test page does not print, click  and follow the instructions provided by Windows.

20. Close the Printers and Faxes window by clicking the  in the upper-right corner.



Refer to Quick Guide #14: Configuring ECG Print/Send Option for setting up the ECG Print/Send button on CAREpoint screen.

- END OF PROCEDURE -