Your New NM Device Is Ready: Setting Up Your Printer

Please continue reading to ensure you can find your applications, files and are able to print. If you have any questions or need support, please call **1-815-759-4357** to reach the Service Desk

Use Printer Logic To Print

Printer Logic is the tool used to set your default printer or add new printers for printing from Window applications such as Word or PowerPoint. This tool is used primarily by non-patient care roles to add printers. It is not used to manage printing from Epic or Cerner.

The 7-digit printer name is needed to add new printers and can be found on the black labels on each printer. Contact the Help Desk if you cannot find your printer name.

Assign Default Printer

1. Confirm the name of your desired printer using the black label on the desired printer.

2. **Right-click** the (printer icon) in the lower right of your screen. A menu appears.

3. Click **Set Default Printer** from the menu above. The Select new default printer window appears.

4. Highlight the desired printer name in the list.

5. Click Set Default Printer .

6. Click Close .

   This printer will be used as the default when you print from this device.
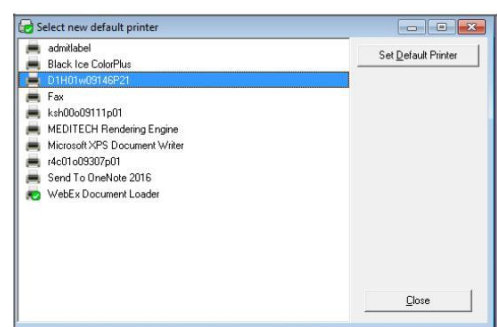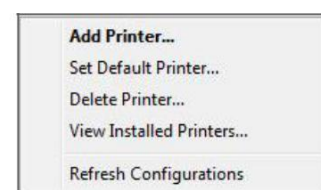
Set Up Additional Printers Using Print Installer

1. Find the name of your desired printer using the "name" on the black label on the desired printer.

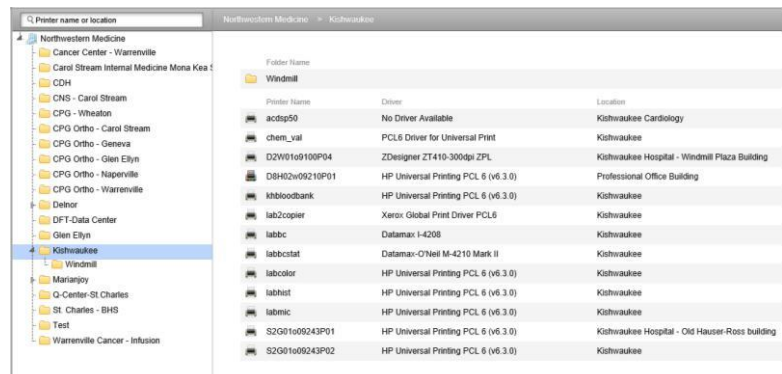2. Click [Windows icon] in the lower left corner.

3. Click **All Programs**.

4. Click **Print Installer.**

5. Select **Add Printer.**

   An Internet Explorer window appears with a list of NM locations.

6. Select (Insert Hospital name)from the list of printer locations *on the left*.

7. Select the desired printer from the list that appears *on the right*. The printer will appear in your Print drop list.