

# Report Printing Configurations

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Version 14.19

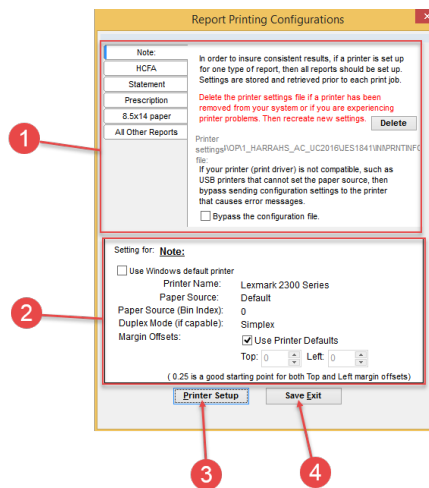


This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

## About Report Printing Configurations (Available to On-Premise Practices only)

**Path: Personalize tab > Printer Setup button**

The Report Printing Configurations screen allows you to change the default printing options for the various forms that OP can produce. In order to ensure consistent results, if a printer is set up for one type of report then all reports should be set up. Settings are stored and retrieved prior to each print job. If your printer (print driver) is not compatible (such as USB printers that cannot set the paper source) then bypass sending configuration settings to the printer that causes error messages.



## Report Printing Configurations Map

Number	Section	Description
1	Report Printing Configurations tabs	<p>The Report Printing Configurations tabs set up the default printing options for the various forms that OP can produce.</p> <ul style="list-style-type: none"> <li>• <b>HCFA:</b> The HCFA tab provides print settings for a Report Builder report. This version of the claim form is preferred.</li> <li>• <b>Statement:</b> The Statement tab provides print settings for the Patient Responsibility Statement.</li> <li>• <b>Prescription:</b> The Prescription tab provides print settings for the prescription.</li> <li>• <b>8.5 x 14 paper:</b> The 8.5 x 14 paper tab provides print settings for the 8.5 x 14 school forms.</li> <li>• <b>All Other Reports tab:</b> The All Other Reports tab provides print settings for any other report not listed above.</li> </ul>
		The Settings section configures the print settings for the Report Printing

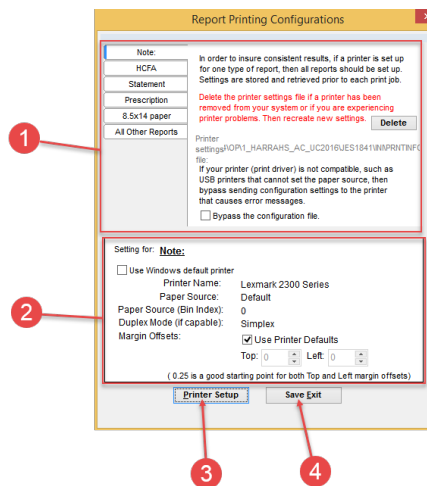
2	Settings	Configurations tabs.
3	Printer Setup button	The <b>Printer Setup</b> button configures the printer to print the print jobs.
4	Save Exit button	The <b>Save Exit</b> button saves the configuration settings and exits the Report Printing Configurations window.

Version 14.10

## About Report Printing Configurations

**Path: File Menu > Printer Setup (Keyboard Shortcut keys: [Alt][F][S])**

The Report Printing Configurations screen allows you to change the default printing options for the various forms that OP can produce. In order to ensure consistent results, if a printer is set up for one type of report then all reports should be set up. Settings are stored and retrieved prior to each print job. If your printer (print driver) is not compatible (such as USB printers that cannot set the paper source) then bypass sending configuration settings to the printer that causes error messages.



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2	Settings	The Settings section configures the print settings for the Report Printing Configurations tabs.
3	Printer Setup button	The <b>Printer Setup</b> button configures the printer to print the print jobs.

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Save Exit button

The **Save Exit** button saves the configuration settings and exits the Report Printing Configurations window.