

Connecting to the New Printers

Welcome to the new printing system which is being rolled out across the Trust. There are 2 new printers queues that you may need to connect to. These are:

1. **SMART PRINT** – this replaces the Central Print Queue and is available on the new MFD (multi-functional devices) and uses a PIN number instead of swipe card
2. **Direct Queues** – these are for desktop printers

How to access SMART PRINT

- STEP 1 Make sure you have logged in as yourself (if in doubt click START and logout and in again)
- STEP 2 If you are a VDI user you will find that the new queues is already installed (SMART_PRINT01 and SMART_PRINT02). Simply follow these instructions to receive your unique PIN to your email address.
- STEP 3 From the Start Menu on your desktop, select **Devices and Printers**
- STEP 4 Find the printer icon **SMART PRINT 01**, right click on it and set as default
- STEP 5 Right click on the icon again, select **Printer Properties**, then click **Print Test Page**
- STEP 6 You will now receive an email from Printing@stgeorges.nhs.uk in your email inbox confirming your PIN number
- STEP 7 Now go to the MFD, and enter your **PIN** number and press **LOGIN** on screen
- STEP 8 Select **FOLLOW ME PRINT** on the screen and select your job to print
- STEP 9 When you have finished printing press **LOG OUT** button

If you have forgotten your PIN you can check the email or go to the following website:

<http://STG1EQCAS01/EQWebclient>

How to connect to Desktop Printer

STEP 1 Make sure you have logged in as yourself (if in doubt click START and logout and in again)

STEP 2 From the start menu type the following in the "Search programs and files" field

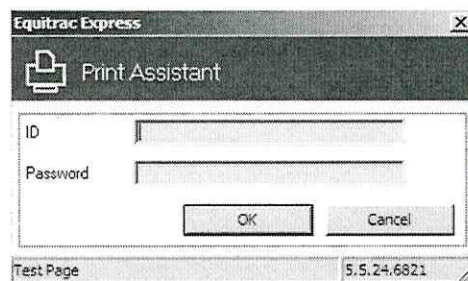
Type in: \\STG1EQPRN01\Printer_name_on_label

Example \\STG1EQPRN01\rij7sj4VER01

STEP 3 Press ENTER. The printer will automatically install and you can start printing

RED PC's

If you use a RED PC on a Ward, please continue to use your generic login. When you print you will now see a pop-up appear. Type in your login and retrieve your print from the MFD or printer.



iCLIP

If you are printing from printing from iCLIP please note that there is a new queue name which can be found on the label on the front of the new printer.

- ▶ For **Front Sheets** you need to select the printer name to print from tray 1
- ▶ For **Admissions Labels** select the printer name ending T2 in the drop down list
- ▶ When using for the first time you can set the printer as your default

PowerChart

For POWERCHART please type in the queue name found on the label on the front of the printer

If you experience issues, please log a call of the HEAT IT Self Service Portal