



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive



# NCIS Training Guide

## Configuring Laser Printers in NCIS.MED

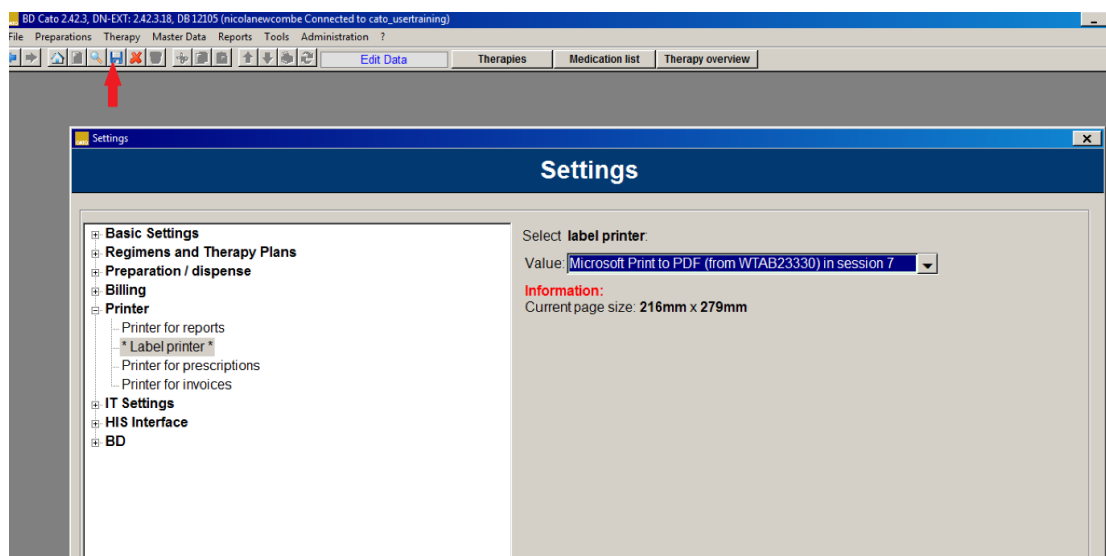
Document Ref: NCIS\_Train\_07

## 1 Background

NCIS Med is configured to automatically print outputs such as medication labels and worksheets as part of the pharmacy workflow. An appropriate printer must be configured for each workstation which uses these workflow steps.

## 2 Steps to configure a printer

1. Log into NCIS MED with appropriate user account
2. Go to Administration → Settings
3. Select PRINTER
4. Select the appropriate Printer type e.g, Label Printer
5. From the drop down list displayed, select the appropriate printer from the list provided. All printers assigned to the workstation should be available to select.
6. Click on the SAVE Button at the top of the screen



7. Repeat steps 4-6 for each printer type.