Designating a personalized printer and fax location list in the Manual Expedite tool reduces scrolling by creating a manageable output locations list. The steps outlined below will show how to add printers, fax locations, setting output device default favorites as well as non-default locations.

Setting Manual Expedite Printer and Fax Favorites

➢ **Setting Manual Expedite Printer Favorites**

STEP 1: Select a patient.

STEP 2: Select the **Manual Expedite (ME)** icon on the Order Viewer (OV) toolbar.

STEP 3: Select **Printers** from **Print to Options**.

STEP 4: Right-click in the **Output devices** field.

- Hover over **Filter Type**.
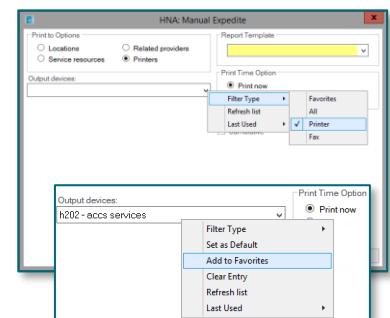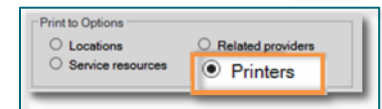
STEP 5: Select **Printer**.

- Locate the printer to be added.

STEP 6: Right-click the selected **Printer**.

STEP 7: Select **Add to Favorites**.

- Repeat for all the printers you would like to add.

➢ **Setting Manual Expedite Fax Favorites**

STEP 1: Right-click the **Output devices** field.

- Hover over **Filter Type**.

STEP 2: Select **Fax**.

- Locate the Fax location to be added.

STEP 3: Repeat Steps 6 through 7 above for instruction on how to add fax location(s) favorites.
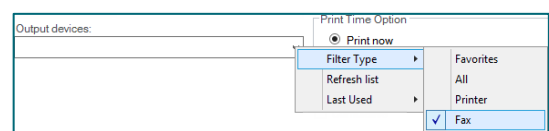
➢ **Setting Printer and Fax list as Default Expedite Fax Favorites**

STEP 1: Right-click the **Output devices** field

- Hover over **Filter Type**.

STEP 2: Select **Favorites**.

- Output devices will default open to the Favorites List.

➢ **Locating a Printer or Fax location not listed in Favorites list**

STEP 1:   Right-click the **Output devices** field.

   ▪ Hover over **Filter Type**.

STEP 2:   Select **All**.

STEP 3:   Locate the printer or fax location to be added.

STEP 4:   Select **OK**.