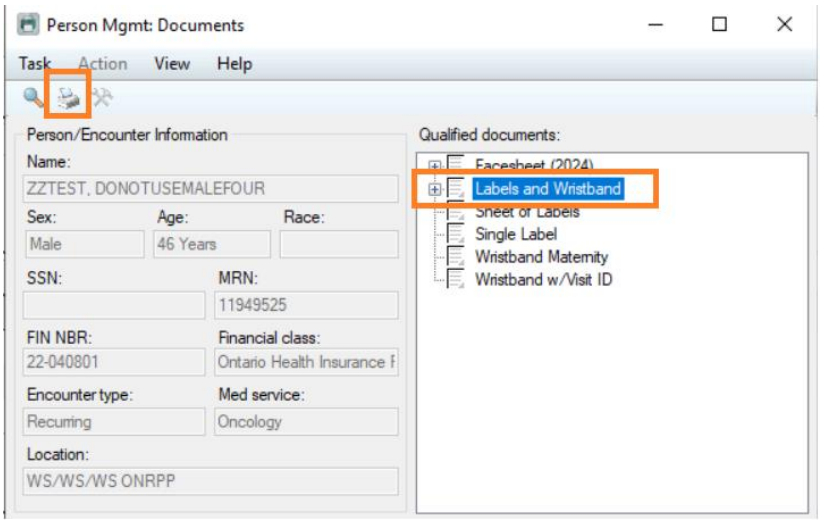
AD-HOC Printing from PowerChart

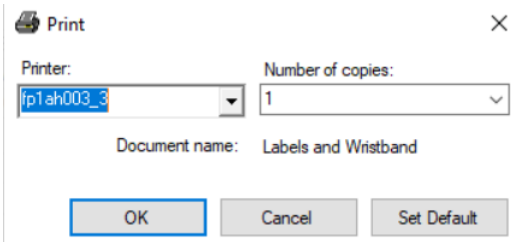
1. Access the correct patient and encounter within PowerChart.

2. Locate the **Documents** application in the upper toolbar.

3. Highlight the document you would like to print and select the printer icon. *Note: the Facesheet, Labels and Wristband and Sheet of Labels options all must be sent to a laser printer. The Wristband Maternity and Wristband w. Visit ID must go to a single wristband printer.

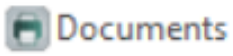


4. Type in the printer you want to send the document to., and select OK. *Note: for laser printers, the **_#** represents the printer tray. For example, if your label stock is in tray 3, select the printer name with **_3** at the end. From here, you can also set this as your default printer or adjust the number of copies.



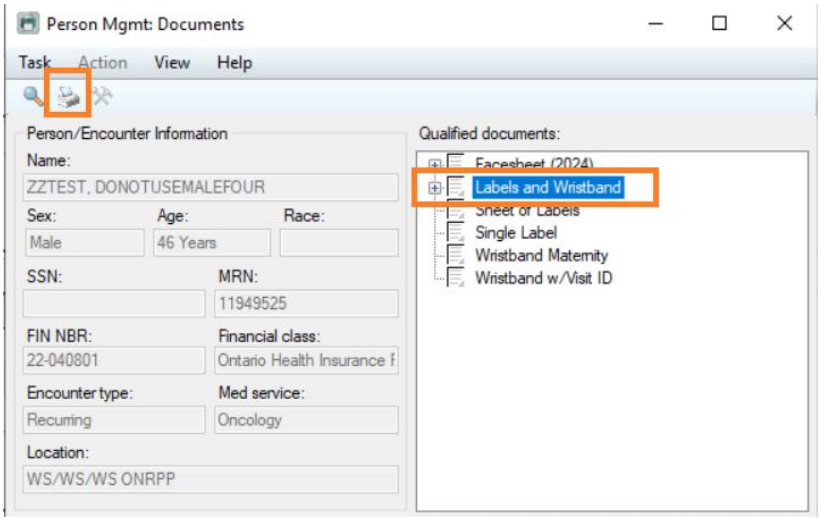
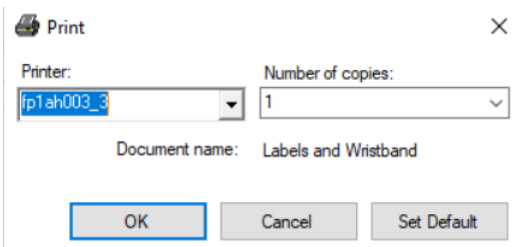
Ad-Hoc Printing from the App Bar

1. Customize your App Bar to include the **Documents** application and launch the application.



2. Click the **Magnifying Glass** icon to launch the person search screen. Search for your patient, and select the correct encounter.

3. Highlight the document you would like to print and select the printer icon. *Note: the Facesheet, Labels and Wristband and Sheet of Labels options all must be sent to a laser printer. The Wristband Maternity and Wristband w. Visit ID must go to a single wristband printer.



4. Type in the printer you want to send the document to., and select OK. *Note: for laser printers, the **_#** represents the printer tray. For example, if your label stock is in tray 3, select the printer name with **_3** at the end. From here, you can also set this as your default printer or adjust the number of copies.