



Florence ePrinter™
Installation Guide for MCW Computers

Overview

The Florence ePrinter™ is a digital printer application that integrates with Florence eBinders™ which allows you to easily send or print files from your Windows computer directly into any location within Florence for which you have the appropriate permissions. This includes documents from any Windows program, Froedtert Epic electronic health record (EHR), web browsers, and any other application that offers the print function.

This document outlines the process of installing and configuring Florence ePrinter™ specifically for MCW Computers. It was created from the [Florence-ePrinter Installation User Guide](#) and replaces sections “Installation Process” and “Log in to Florence ePrinter™.” This installation will utilize the [MCW Information Services Self Service tool](#) to trigger an installation by central IS, which is the method for all printers at MCW. MCW users should follow all other sections of the Florence-ePrinter Installation User Guide. External Users should use Florence-ePrinter Installation User Guide.

Configuration and Setup Requirements

The technical and system requirements for installing the Florence ePrinter™ include:

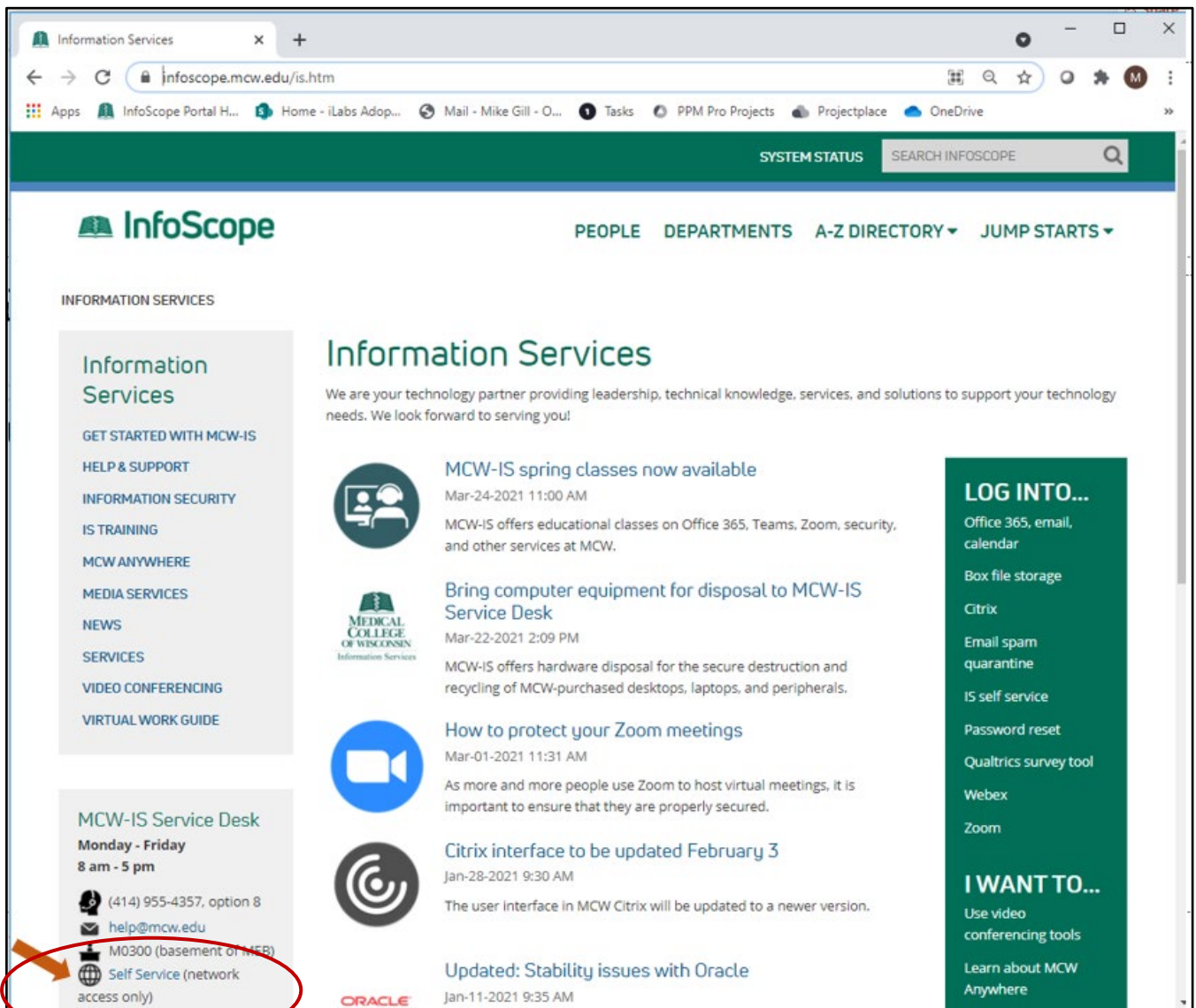
- Operating System: Windows 10
- Machine: 64-bit or greater
- Administrator privileges for your computer (the installer must run as an administrator). To use the printer to send print jobs into Florence, you will require the following:
 - MCW Login credentials (username and password/PIN)
 - An active Role in Florence with:
 - Login credentials (username and password/PIN)
 - Permissions (vary depending on where you want to send print jobs to):
 - View Binder (to send print jobs into a Binder or Folder)
 - View Documents Without Personal Health Information (PHI) (to send print jobs into a Placeholder)
 - Create

Installation Process

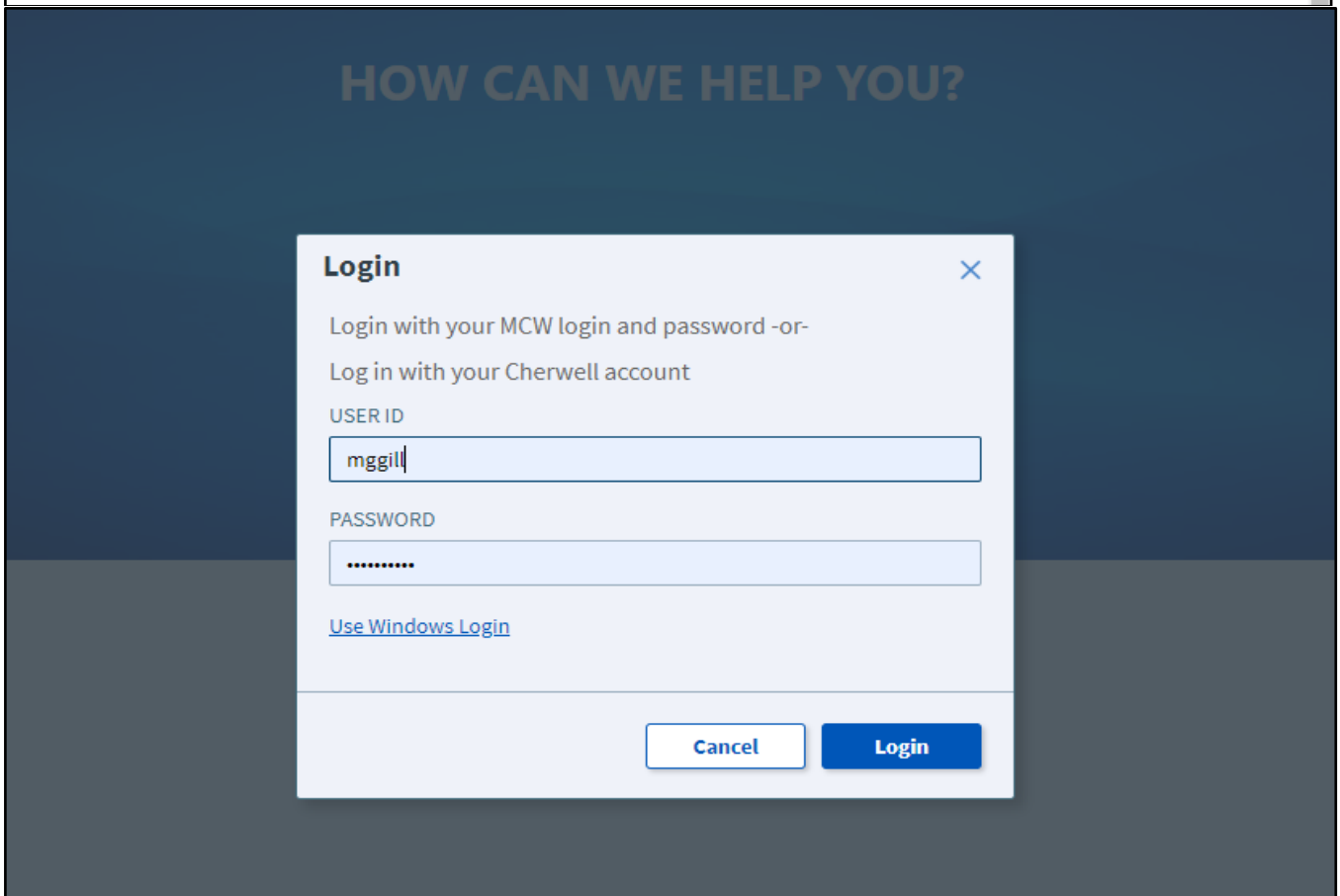
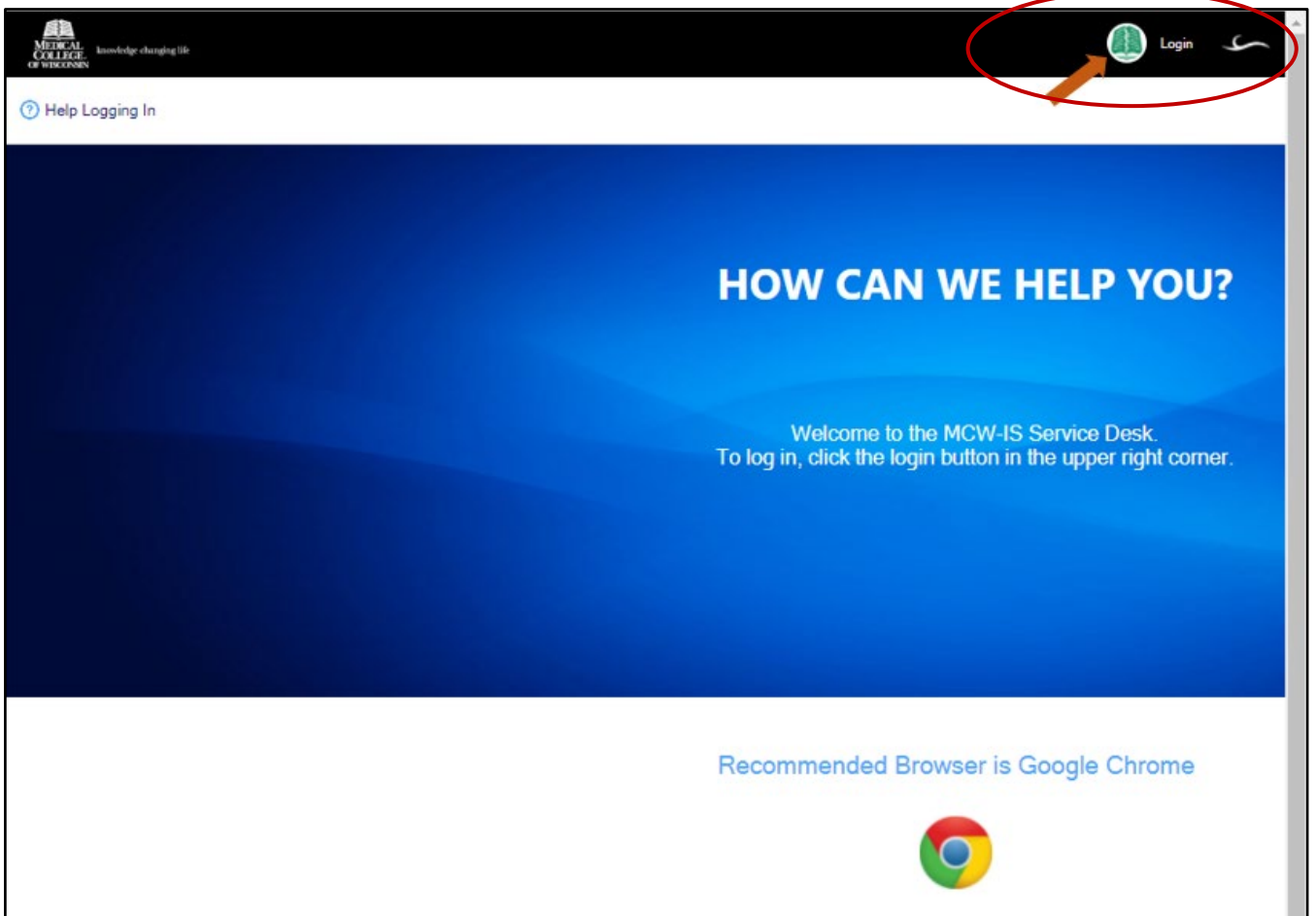
Note: You can only have one version of the printer on a given computer. If you have a previous version of the printer (and/or a version for a different environment, like UAT), uninstall the previous version to install a production printer and/or new version. You can find steps on how to uninstall in the appendix of the [Florence-ePrinter Installation User Guide](#)

To install the ePrinter on your computer, follow these steps:

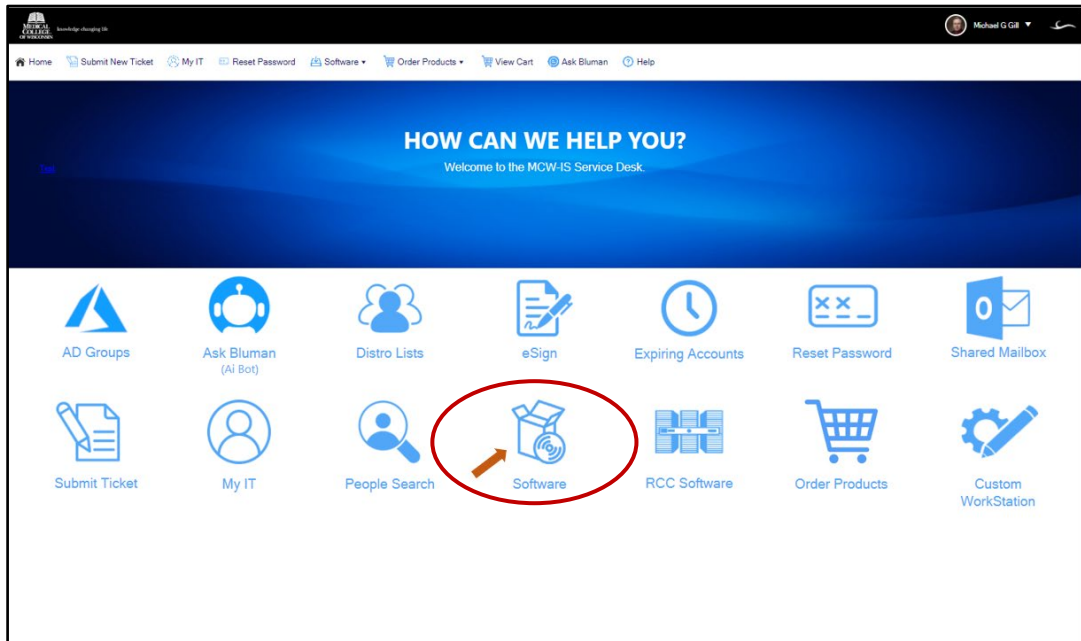
1. Navigate to the [MCW Information Services](#) page on Infoscope and select the “Self Service Link. You must be on the MCW network on campus, VPN or via Citrix.



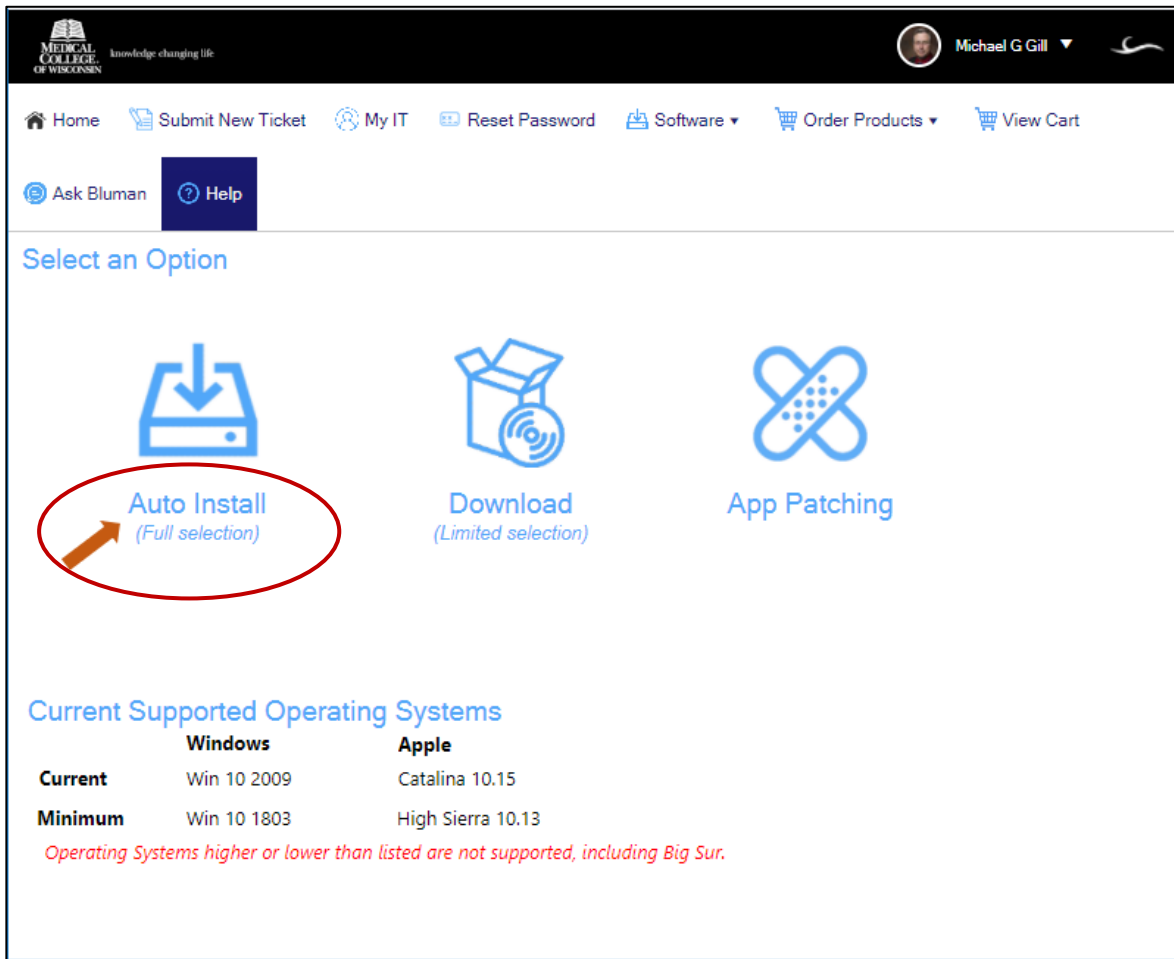
2. Log in to the Self-Service tool using your MCW credentials.



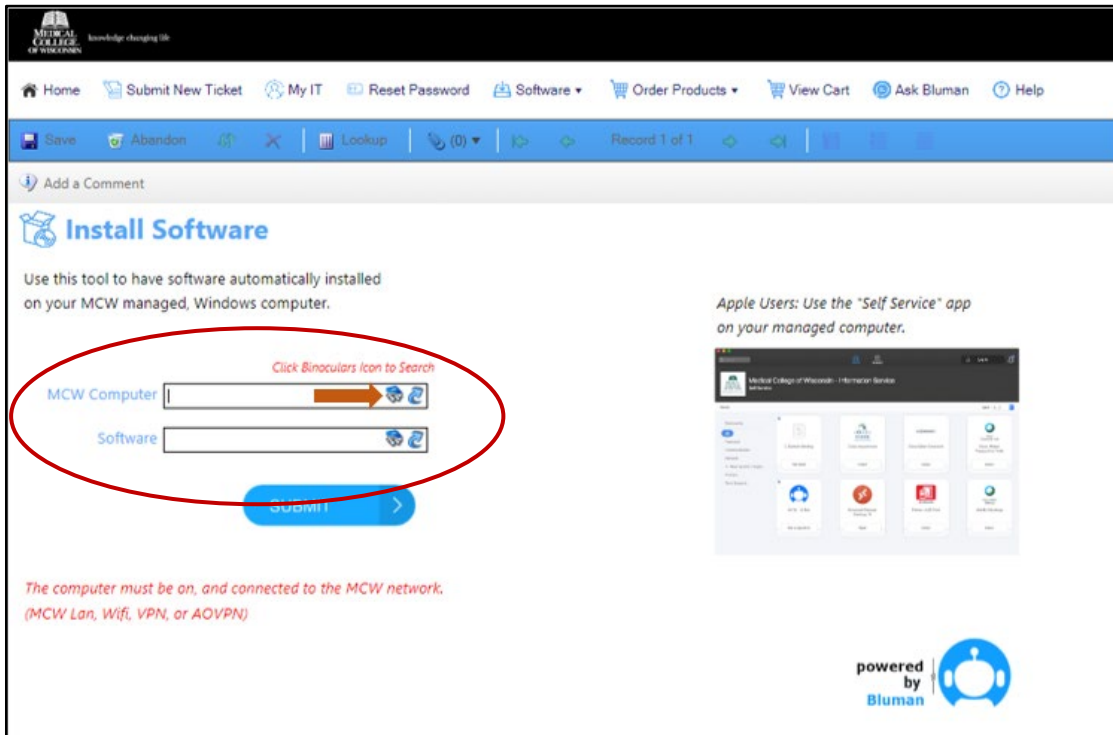
3. Select Software



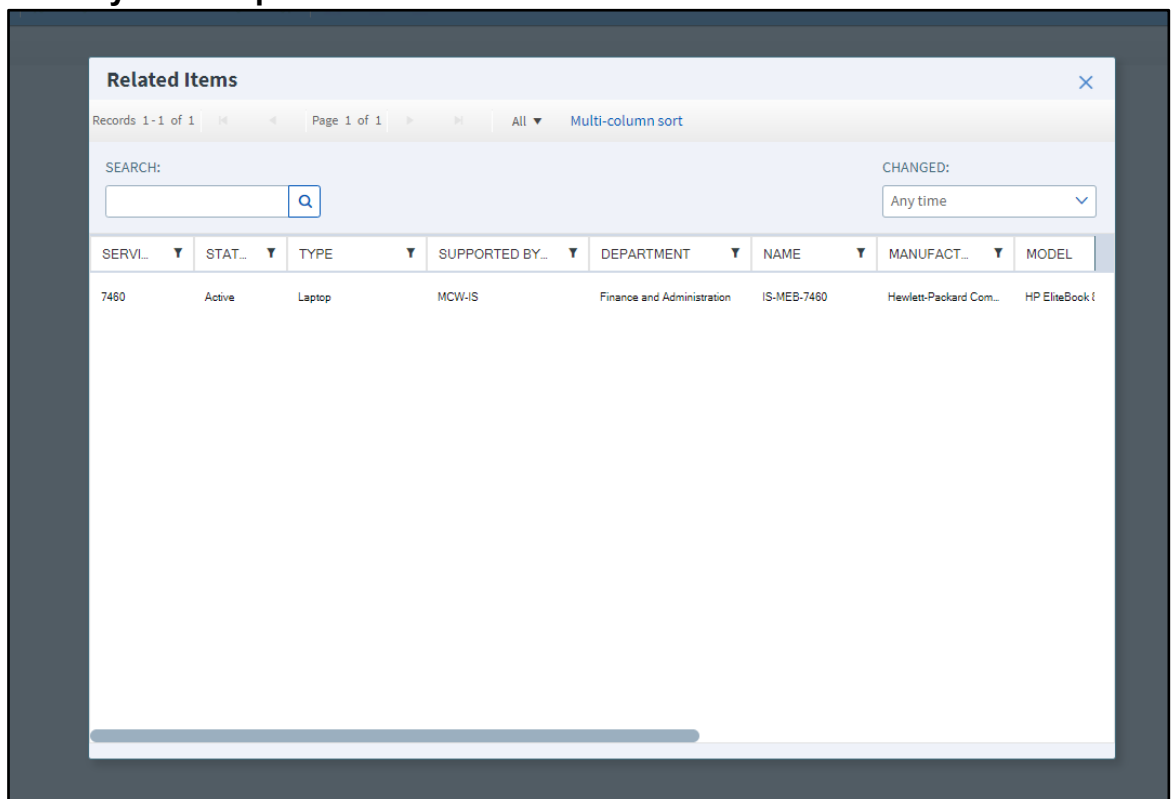
4. Select Auto Install



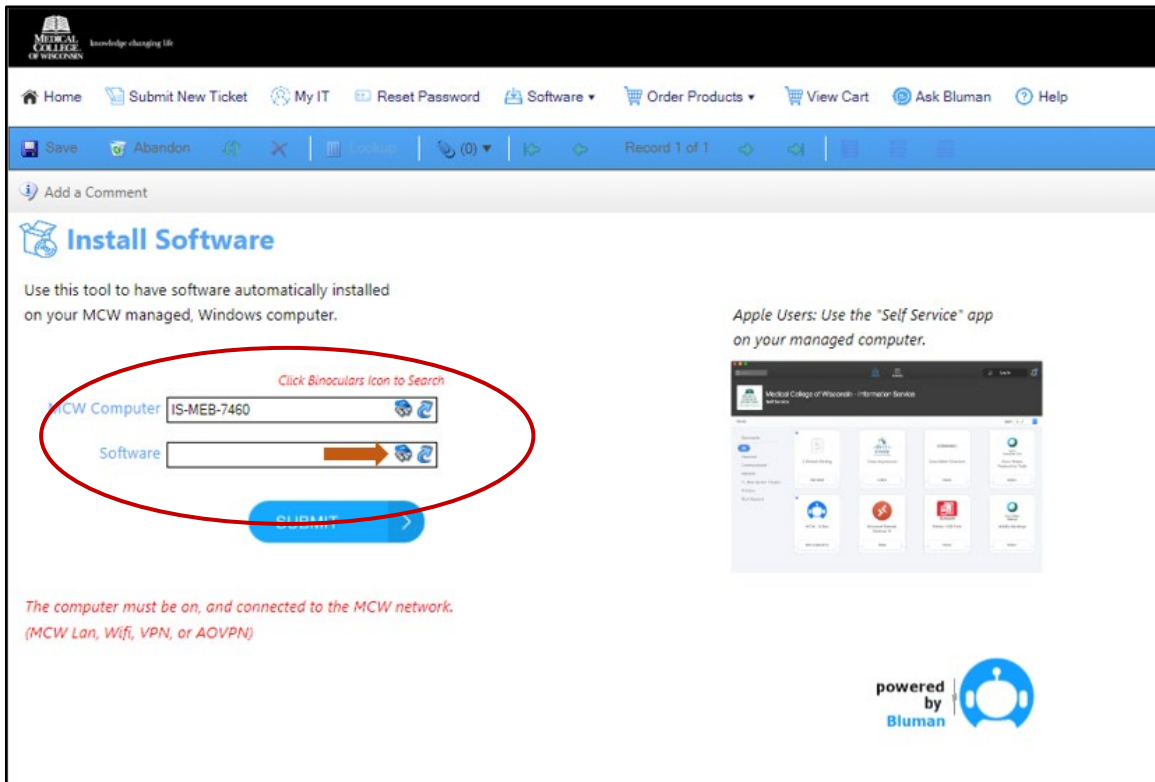
5. Click on the Find Related Item icon to find the MCW Computer to install to.



a. Select your computer





b. Click on the Find Related Item icon to find the Software to install to.



Install Software

Use this tool to have software automatically installed on your MCW managed, Windows computer.

MCW Computer: 

Software: 

SUBMIT

The computer must be on, and connected to the MCW network. (MCW Lan, Wifi, VPN, or AOVPN)


Apple Users: Use the "Self Service" app on your managed computer.

powered by **Bluman**


c. Select the eBinder software

Related Items

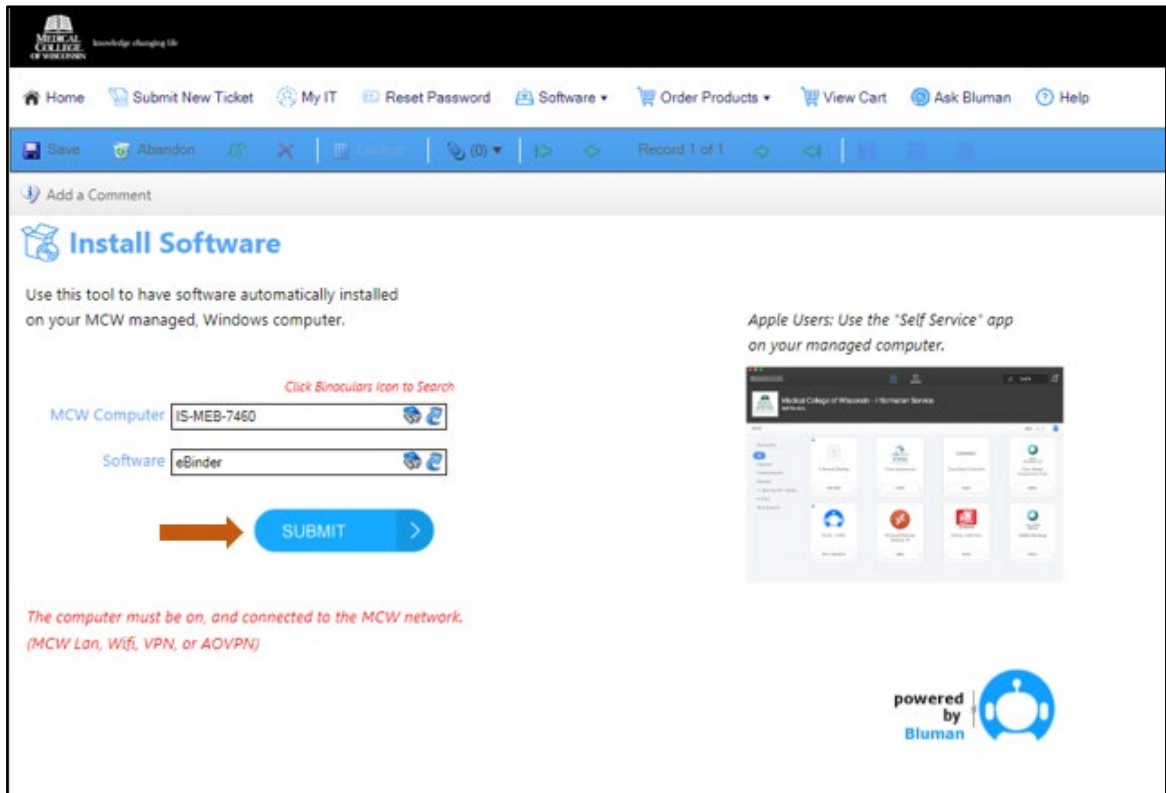
Records 1-34 of 34 | Page 1 of 1 | All | Multi-column sort

SEARCH: 

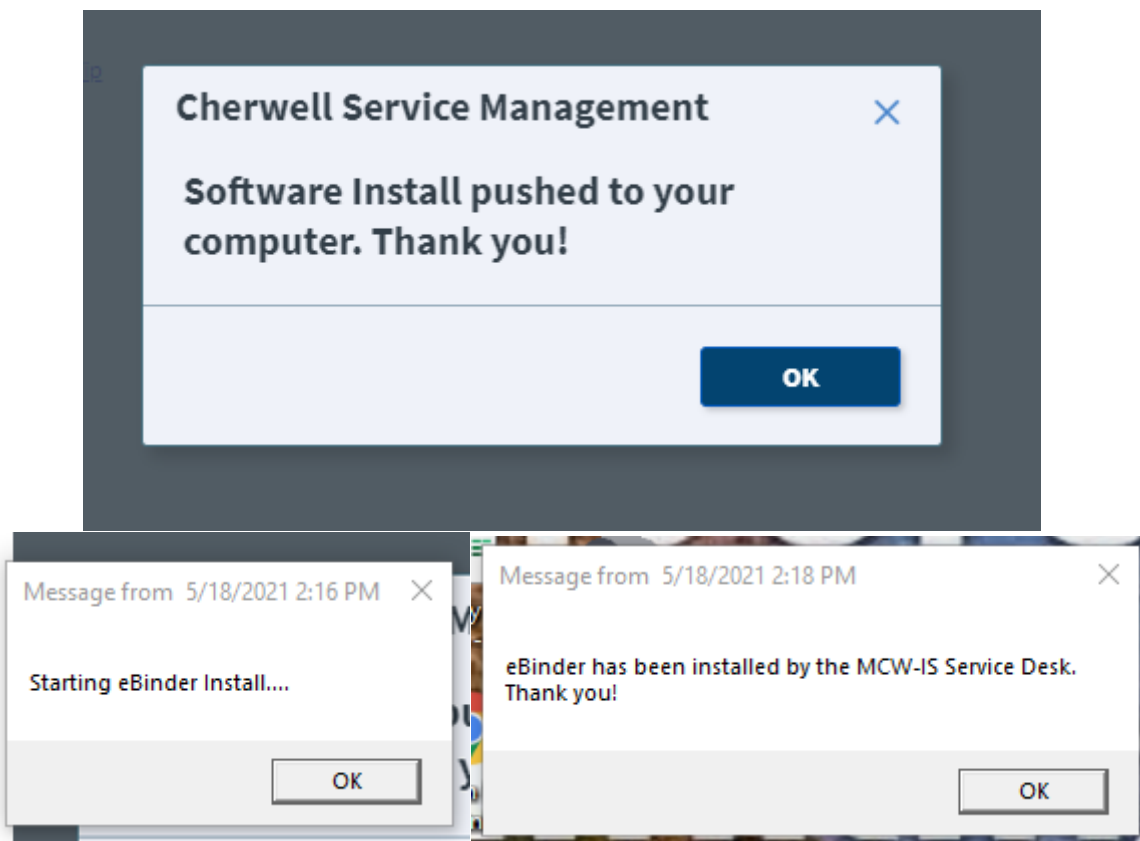
CHANGED:

NAME ↑	VERSION	NOTES
Cisco Agent Desktop	10.6	
Cisco Jabber	12.9.5	
Citrix Workspace	20.10.0.20	
CoreFTP	2.2	
CrowdStrike Anti-Virus	6.12	
eBinder 	1	
EMS Outlook Plugin	1.0	
EndNote	∞9	
EndNote 20	20	

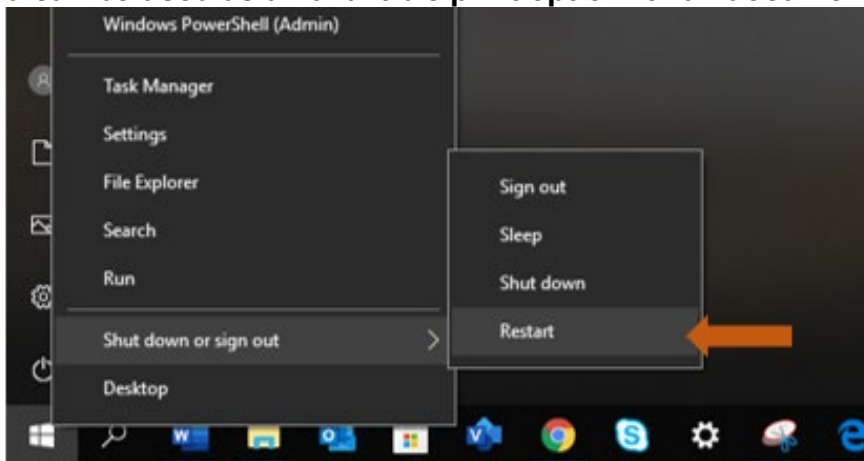
d. Select Submit



6. A verification message will appear. The install will start a short time later. A short time after that a confirmation message will appear.



7. Restart your computer. The eBinder printer is now installed on your MCW device and can be used as an available print option for all documents.



8. !! From this Point forward, follow the [Florence-ePrinter Installation User Guide](#), except for users working in the User Acceptance Testing (UAT) environment:

- a. After the reboot is complete, the eBinder Printer Sign In window will appear
- b. Press **CTL-U** to see the available Environments and select US1-PROD to ePrint in the **Medical College of Wisconsin - PRODUCTION** eBinders environment.



c. Complete your sign in.



d. If assigned to more than one team, make sure to select **Medical College of Wisconsin – PRODUCTION**.

e. Any pending print jobs will be listed in the box on the left. Select a file and then click on the applicable study/location folder in the box on the right.

f. Select upload to move the document into the appropriate location in eBinders.

