



# Florence ePrinter™ Installation Guide for MCW Computers

July 2021



## **Overview**

The Florence ePrinter<sup>™</sup> is a digital printer application that integrates with Florence eBinders<sup>™</sup> 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<sup>™</sup> specifically for MCW Computers. It was created from the <u>Florence-ePrinter Installation User</u> <u>Guide</u> and replaces sections "Installation Process" and "Log in to Florence ePrinter<sup>™</sup>." This installation will utilize the <u>MCW Information Services Self Service tool</u> 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<sup>™</sup> 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 <u>Florence-ePrinter Installation User Guide</u>

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

1. Navigate to the <u>MCW Information Services</u> 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.

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Help Logging In	
	HOW CAN WE HELP TOU?
	Welcome to the MCW-IS Service Desk. To log in, click the login button in the upper right corner.
	Recommended Browser is Google Chrome
	HOW CAN WE HELP YOU?
	Login ×
	Login with your MCW login and password -or-
	USER ID
	mggil
	PASSWORD
	Use Windows Login
	Cancel Login

#### 3. Select Software



#### 4. Select Auto Install





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

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The computer must be on, and connected to the MCW network. (MCW Lan, Wifi, VPN, or AOVPN)	
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## a. <u>Select your computer</u>

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

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The computer must be on, and connected to the MCW network.	
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#### c. Select the eBinder software

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NAME †	Y	VERSION	Y	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				

#### d. Select Submit

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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.

Windows PowerShell (Admin)	
Task Manager	
Settings	
File Explorer	Sign out
Search	Sleep
Run	Shut down
Shut down or sign out	Restart
Desktop	
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- 8. !! From this Point forward, follow the <u>Florence-ePrinter Installation User Guide</u>, 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.

Sign In to the eBinder Printer	Sign In	×
	Email	
eBinder Printer		
US1-UAT - Version 4.1.4	NEXT	



c. Complete your sign in.

📩 Sign In to the eBinder Printer	×
	Sign In
	US1-PROD ~
	Email xxxxxx@mcw.edu
	Password
eBinder Printer	•••••
By Florence US1-PROD - Version 4.1.4	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.

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Session Print Queue Select Print Job(s)	Select TeanRefres Medical College of Wisconsi Select Location Study Binder EXAMPL	n - PRO		) ~
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