

Setting up Your PC for eLabs Printing

To be able to print labels and Order Requisitions in eLabs, you must first configure each workstation that is running eLabs and that needs to print eLabs Order Requisitions. This includes downloading and installing MeadCo software (which eLabs requires to print to label printers and standard printers) and the software for a label printer (such as the DYMO LabelWriter 400 Turbo).

Before setting up your PC for eLabs printing, make sure your PC meets these minimum requirements. You must have:

- A high-speed Internet connection.
- Internet Explorer (IE) 10 or later. While earlier versions of IE support eLabs printing, Microsoft no longer supports them. Other browsers (such as Firefox, Safari, or Chrome) do not support printing labels and may not support all printing functions for standard printers.

Download and Install Software for eLabs Printing

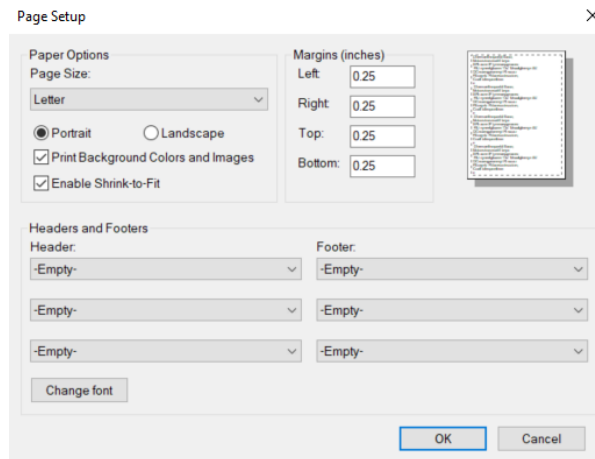
Note: You must have Admin permissions to perform the steps in this section. You must also have Scripting and ActiveX controls enabled. OP recommends that only System Administrators perform these setup procedures.

1. Begin the download process of the latest version of MeadCo ScriptX software by [clicking here](#). When you begin the download process, you will be prompted to accept the DX control. This is a required, one-time procedure. There is no external link to download this control.
2. Accept the DX control.
3. Follow the download instructions. OP recommends, when the installer prompts you to follow the Automatic or the Manual download process, that you select Manual Install and manually accept the default settings.
4. After installing the software, verify that it is the latest version by [clicking here](#). If the software is not installed correctly or if it is not the latest version, your browser opens a window and displays a message such as, "ScriptXtra Is Needed To Display This Content."

Note: If you do not install and configure the MeadCo ScriptX software on the PC that prints eLabs Order Requisitions, eLabs prompts you to install it each time you access the eLabs functionality in OP 14.

Set Up Your Browser For eLabs Printing

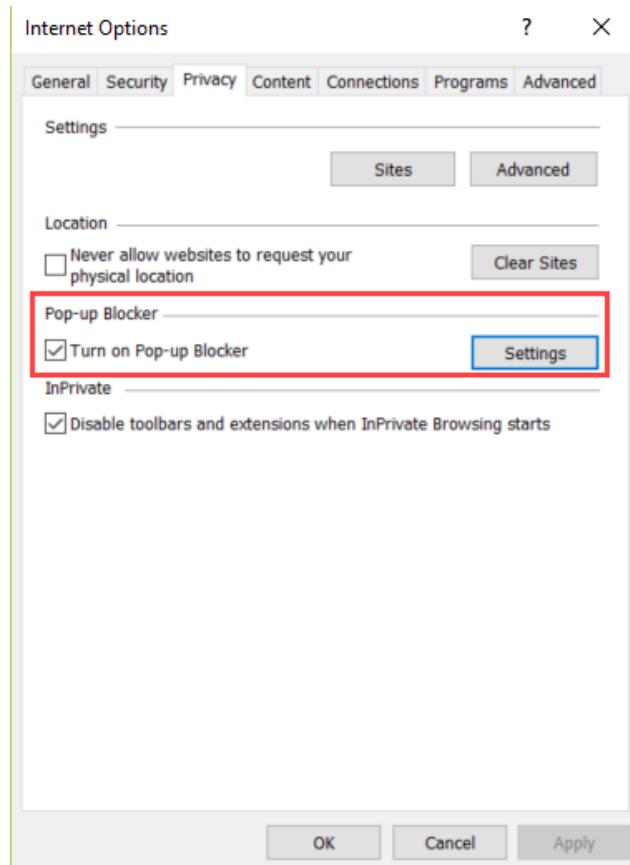
1. Open your browser and access a web page (such as a search page).
2. Click **File** on the IE toolbar.
3. Click on **Page Setup**. If you did not open a web page, this option is disabled. IE displays the **Page Setup** window.



4. In the **Page Setup** window, select the **Print Background Colors and Images** checkbox.
5. Set the **Left, Right, Top, and Bottom** margins to .25”.
6. If you do not want the header and footer of the web page to print, ensure **Empty** is selected for all of the **Header** and **Footer** fields.
7. Click **OK** to save your changes.
8. Click **Tools** on the IE toolbar and select **Internet Options**.
9. On the **General** tab, click on **Settings**. IE displays the **Website Data Settings** window.
10. Select the **Automatically** radio button to check for newer versions of stored pages.
11. Click **OK** to save your changes. IE returns you to the **Internet Options** window.
12. Click on the **Advanced** tab in the **Internet Options** window.
13. Scroll down to the **Security** section and ensure the following four options are selected:
 - Check for Publisher’s Certificate Revocation
 - Check for Server Certificate Revocation
 - Check for Signatures on Downloaded Programs
 - Empty Temporary Internet Files folder when Browser is Closed

Next, you must disable the IE popup blocker or set the URL for eLabs printing. If you disable the popup blocker, you may receive popup windows. Specifying the eLabs URL (with the popup blocker enabled) reduces the number of popup windows while allowing your browser to access eLabs.

14. To disable the IE popup blocker:
 - a. Access the popup setting by following this path: **Tools > Internet Options > Privacy** tab.
 - b. In the **Popup Blocker** section, deselect the **Turn on Popup Blocker** checkbox. This turns off the popup blocker.



15. To specify the eLabs URL:
 - a. Access the popup settings by following this path: **Tools > Pop-up Blocker > Pop-up Blocker Settings**. If the Pop-up Blocker Settings option is disabled (because the Pop-up Blocker is turned off), click on **Tools > Pop-up Blocker > Turn On Pop-up Blocker**. This turns on the popup blocker.
 - b. In the **Address of Website to Allow** field, enter: **clinician.changehealthcare.com**
 - c. Click **Add**.
 - d. Click **Close**.
16. The first time you print an eLabs report, eLabs prompts you to download and accept a few files. When you receive this prompt, select the **Always Trust Content from Mead & Company** checkbox and then click **Yes**. Follow these procedures for any other prompts related to eLabs printing from MeadCo.

If the MeadCo software has been installed and configured correctly but you are still having printing issues, you may need to add a compatibility setting. To do so:

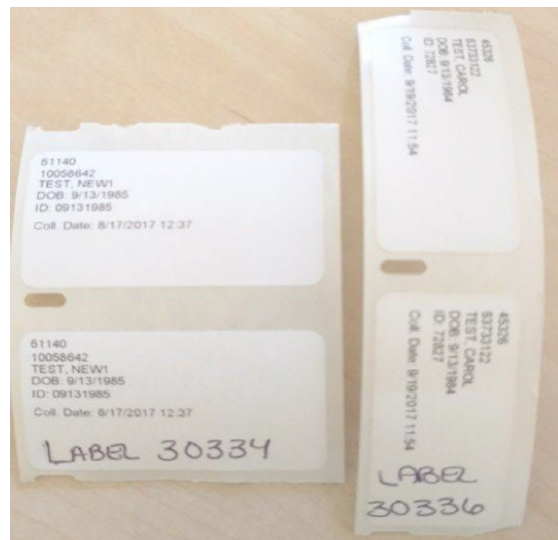
1. Click **Tools** on the IE toolbar and select **Compatibility View Settings**.
2. In the **Add This Website** field, enter: **clinician.changehealthcare.com**
3. Click **Add**.
4. Click **Close** to save your changes.

Setting up Your PC for a Label Printer

The eLabs functionality in OP 14 supports several types of label printers. This section uses one type of label printer (the DYMO LabelWriter 400 Turbo) as an example for setting up your PC to print eLabs labels. There may be variations to these setup procedures for other label printers.

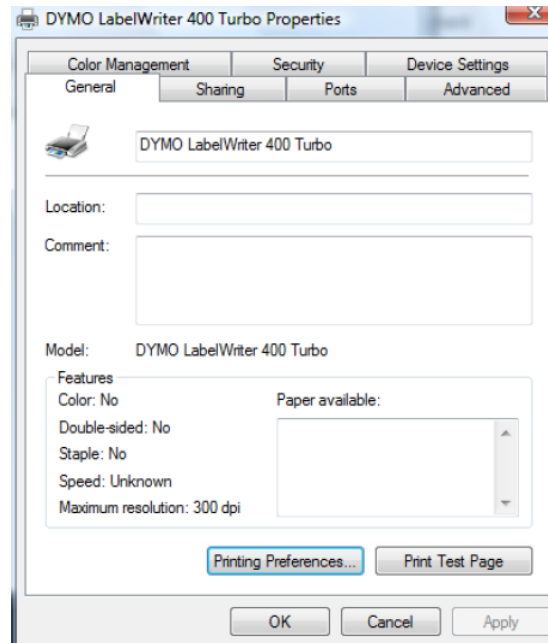
Note: In order to print labels using a label printer, you must have MeadCo ScriptX installed and configured on the workstation that will be used for printing. If you do not install and configure the MeadCo ScriptX software on the PC that prints eLabs labels, eLabs prompts you to install it each time you access the eLabs functionality in OP 14.

The eLabs functionality supports two types of printer labels: **Portrait** (labels that print horizontally, label size 30334) and **Landscape** (labels that print vertically, label size 30336 and 30252).

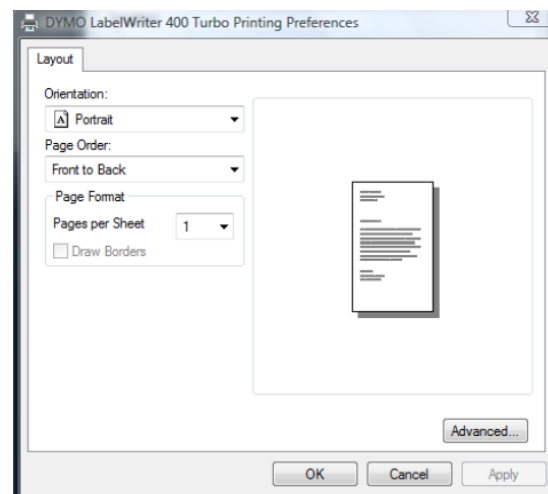


Configure a DYMO Label Printer for eLabs:

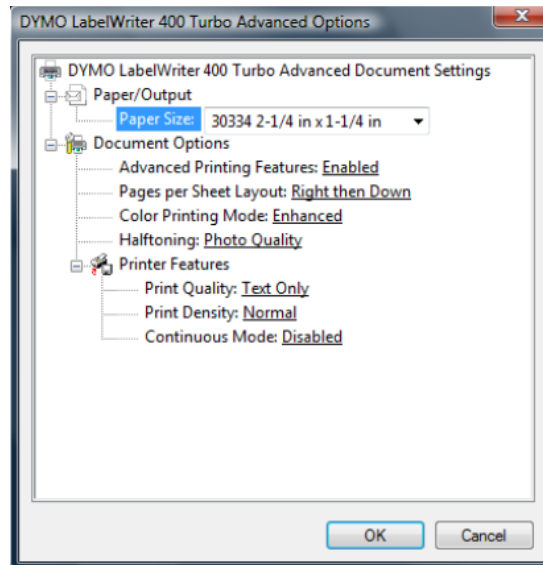
1. Ensure that DYMO LabelWriter 400 Turbo software is downloaded and installed. If it is not, [click here](#) to access the DYMO download page and follow the DYMO download and installation procedures.
2. After downloading and installing the software, access the DYMO LabelWriter 400 Turbo window by following this path: **Control Panel > Devices and Printers > DYMO LabelWriter 400 Turbo**.
3. In the **DYMO LabelWriter 400 Turbo** window, click on **Printer** and select **Properties**. The **LabelWriter 400 Turbo Properties** window opens.



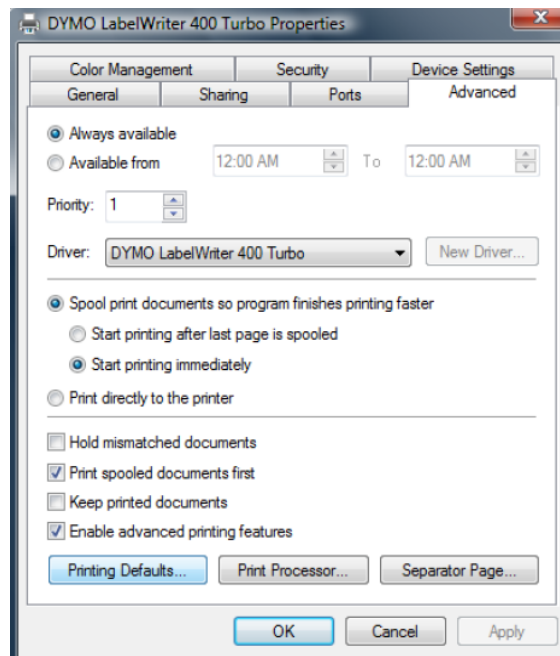
4. Click on the **Printing Preferences** button. The **DYMO LabelWriter 400 Turbo Printing Preferences** window opens.



5. Click on the **Orientation** dropdown button and select the orientation that matches the orientation of the labels you are using (Portrait or Landscape).
6. Click the **Advanced** button.
7. Click the **Paper Size** dropdown button and select the paper size that matches the size of the labels you are using.



8. Click **OK** to save your changes and to return to the **DYMO LabelWriter 400 Turbo Printing Preferences** window.
9. Click **Apply** in the **DYMO LabelWriter 400 Turbo Printing Preferences** window to save your changes and to return to the **LabelWriter 400 Turbo Properties** window.
10. Click on the **Advanced** tab. The **Point and Click Compatibility** window opens.



11. Click on the **Printing Defaults** button. Repeat Steps 4--9 above. While DYMO displays **Layout** and **Point and Click Compatibility** windows that appear to be identical to those in Steps 4--9, it is critical that you apply the same settings to Printing Defaults for eLabs printing to work successfully.