## **Printing Specimen Labels**

You can configure the MayoACCESS application to automatically print specimen labels when you order a test or when you close a batch. You can also print specimen labels from the Order Search page.

To print specimen labels, follow these steps:

1. On the Orders menu, click Order Search.

Tip: Alternatively, you can click Order Search in the extended frameset.

MAYO CLINIC LABORATORIES	MayoACCESS°	
Patients Batch Order Filt Order Filt Batch Processing Batch Set List Test Utilization Directory of Services	User Master Files System Help Coation Status	Batch Orders     Log Out       Previously Batched     PB       sort by:     Order #       Location     Name

- 2. On the Order Search page, select the order for which you want to print specimen labels.
  - **Tip:** Click the **Search Criteria** tab and use that page to locate the order. For instructions, see <u>Searching for an Order</u> on page 47.
- 3. Click the **Specimen Labels** link.
  - **Tip:** If the **Specimen Labels** link is not shown on the Order Search page, it is available on the SmartMenu.

Order Search			TEST, ID: C723	TEST,PATIENT         Prim. Phys: Dr. L. B. Mo           ID: C7234588-0         Female         04/22/1977         37Y         SSN:						
Orders Search Criteria										
			ABN Printed/Signed	P/5	S Callback CB F	axback	FB Stat Orde	irs S	SO	
Collected	Order	Order Status	Name	Or	der Search SmartMenu			×	ี 🥋	
03/02/15	Q86753091	Not Sent To Lab	TEST,PATIENT	===	🔘 🗎 Export Grid	\$	🔘 😂 <u>Refresh Grid</u>		ΓY	
03/02/15	8675309-5	Sent To Lab	TEST,PATIENT		🔘 💾 Grid Report	۵	🧭 🖺 Search Results	≜		
03/02/15	8675309-4	Sent To Lab	TEST,PATIENT		🧭 💾 Pending Tests	۵				
02/27/15	8675309-3	Sent To Lab	TEST,PATIENT		O 🖪 ABN		🔗 📑 Perform Order			
02/25/15	8675309	Cancelled	TEST,PATIENT		Batch Information	۵	PSC Order Slip		-	
					Cancel Tests	۵	C A Report			
					Cancelled Tests	۵	Set Callback			
						~	Set Faxback			
					Ø 🖹 Order		Specimen Label	s ≜		
					O I Order Issue Managem	ient 🔺				
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Crder	•	Edit Order	→ Perform Order							
E Search	Results E	Pending Tests								

## Resetting an LP2824 Plus Printer

To reset an LP2824 Plus printer, follow these steps:

1. In Windows, click Start, and then click Devices and Printers.

- 2. Right-click the ZDesigner LP2824 Printer and click Printer Properties.
- 3. Click the **Advanced** tab.
- 4. Click Printing Defaults.
- 5. Click the **Tools** tab.
- 6. In the **Command type** list box, click **Action**.
- 7. In the **Command name** list box, click **Reset Printer**.
- 8. Click Send.

## Switching an LP2824 Plus Printer to Page Mode

To switch the printer to page mode, follow these steps:

- 1. In Windows, click Start, and then click Devices and Printers.
- 2. Right-click the ZDesigner LP2824 Printer and click **Printer Properties**.
- 3. Click the Advanced tab.
- 4. Click Printing Defaults.
- 5. Click the **Tools** tab.
- 6. In the **Command type** list box, click **Action**.
- 7. In the **Command name** list box, select Switch to Page Mode.
- 8. Click Send.

## Switching an LP2824 Plus Printer to Line Mode

To switch the printer to line mode, follow these steps:

- 1. In Windows, click **Start**, and then click **Devices and Printers**.
- 2. Right-click the ZDesigner LP2824 Printer and click Printer Properties.
- 3. Click the **Advanced** tab.
- 4. Click Printing Defaults.
- 5. Click the **Tools** tab.
- 6. In the **Command type** list box, click **Action**.
- 7. In the **Command name** list box, select Switch to Line Mode.
- 8. Click Send.