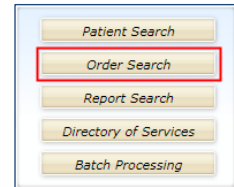
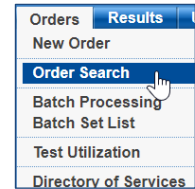


Printing specimen labels

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

To print specimen labels:

1. Do one of the following:
 - From the **Orders** menu, select **Order Search** (right).
 - In the extended frameset, click the **Order Search** shortcut button (right).




The **Order Search** page appears.


The screenshot shows the 'Order Search' page with a search criteria tab selected. The table below lists various test orders with columns for Collected, Order, Order Status, Name, ID, Acct, Phys, Type, and SO. The first row is highlighted in yellow.

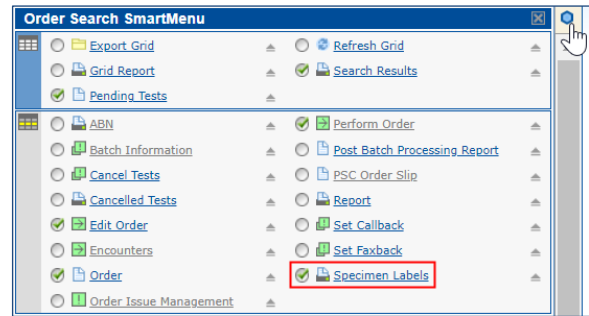
| Collected | Order | Order Status | Name | ID | Acct | Phys | Type | SO |
|--------------|------------|-----------------|----------------------------|----------------|---------|-------------------|---------|----|
| 03/15/23 13: | SA01068967 | Final | TESTING VALIDATION,FVTM | SA01068967 | C702884 | | Account | |
| 03/14/23 11: | M182007993 | Final | TEST,IMPLEMENTATION MCF321 | | C702884 | UNKNOWN, PROVIDI | Account | |
| 03/14/23 10: | M182007981 | Final | TEST,IMPLEMENTATION MCF321 | | C702884 | UNKNOWN, PROVIDI | Account | |
| 03/14/23 11: | M182007975 | Final | TEST,IMPLEMENTATION MCF321 | | C702884 | UNKNOWN, PROVIDI | Account | |
| 03/14/23 10: | M182007929 | Final | TEST,IMPLEMENTATION MCF321 | | C702884 | UNKNOWN, PROVIDI | Account | |
| 03/15/23 08: | SA01068294 | Final | ZRECD,SAMPLEREPORT | SA01068294 | C702884 | client,client | Account | |
| 03/14/23 00: | SA01068289 | Final | TESTINGRNV,B2GMG | SA01068289 | C702884 | | Account | |
| 03/14/23 00: | SA01068288 | Final | TESTINGRNV,MB2GP | SA01068288 | C702884 | | Account | |
| 03/14/23 00: | SA01068287 | Final | TESTINGRNV,GB2GP | SA01068287 | C702884 | | Account | |
| 03/14/23 00: | SA01068286 | Final | TESTINGRNV,AB2GP | SA01068286 | C702884 | | Account | |
| 03/14/23 13: | SA01068282 | Final | TESTING VALIDATION,FMPP | SA01068282 | C702884 | | Account | |
| 03/14/23 17: | SB123221 | Cancelled | TEST,SAMPLEREPORT | C7028846-00013 | C702884 | CLIENT | Account | |
| 03/13/23 13: | SA01067863 | Final | TESTING VALIDATION,FMPP | SA01067863 | C702884 | | Account | |
| 03/13/23 13: | M181980197 | Final | TESTING,F17HY CANCEL | C7028846-00013 | C702884 | UNKNOWN, PHYSICIA | Account | |
| 03/12/23 00: | SA01067704 | Final | TESTING,ZW341 | SA01067704 | C702884 | | Account | |
| 03/12/23 14: | SA01067608 | Final | SAMPLEREPORT,FMPP2 | SA01067608 | C702884 | | Account | |
| 03/12/23 13: | SA01067604 | Final | SAMPLEREPORT,FMPP2 | SA01067604 | C702884 | | Account | |
| 03/12/23 14: | SA01067546 | Final | SAMPLEREPORT,FVTMA PRO | SA01067546 | C702884 | | Account | |
| 03/12/23 13: | SA01067517 | Final | CANNED,MESSAGE Z733 | SA01067517 | C702884 | | Account | |
| 03/09/23 15: | SA01067101 | Final | SAMPLEREPORT,FVTMA | SA01067101 | C702884 | | Account | |
| 03/09/23 14: | SA01067099 | Final | SAMPLEREPORT,FVTMA | SA01067099 | C702884 | | Account | |
| 03/08/23 13: | SA01066219 | Final | SAMPLEREPORT,FAEAB | SA01066219 | C702884 | | Account | |
| 03/09/23 11: | 23-895646 | Not Sent To Lab | test,test | C7028846-00013 | C702884 | CLIENT,CLIENT | Account | |
| 03/08/23 08: | SA01066106 | Final | TESTING,PDSU | SA01066106 | C702884 | | Account | |
| 03/06/23 02: | SA01064782 | Final | RNVLABELS,MQFT4 | SA01064782 | C702884 | | Account | |

2. Select the order for which you want to print specimen labels.

 **Tip:** Use the fields on the **Search Criteria** tab to find the order. For instructions, see “Searching for an order” in [chapter 6, Managing test orders](#).

3. In the SmartLinks Bar, click the **Specimen Labels** SmartLink. 

 **Tip:** If the **Specimen Labels** SmartLink does not appear in the SmartLinks Bar, it is available on the **Order Search SmartMenu**.



Setting up a label printer

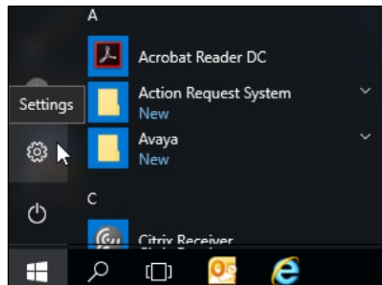
To print labels, use the Zebra ZD 410 label printer, which Mayo Clinic Laboratories provides to you. Your operating system will locate the driver for the Zebra ZD 410 printer and install it automatically. Then, you can configure the label printer.

If you need a label printer, contact [Customer Service](#) or your Regional Service Representative.

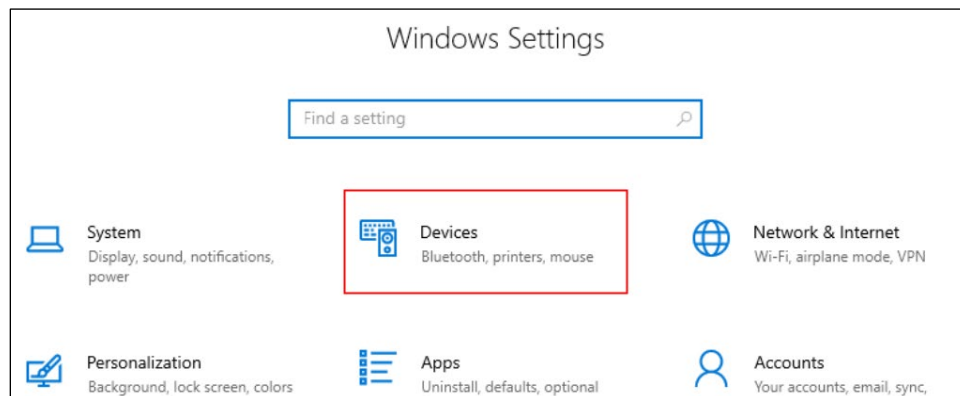
To configure the printer:

1. Plug the power cord into the printer and then into any AC outlet.
2. Use the provided Universal Serial Bus (USB) cable to connect the printer to the computer.
3. Turn the printer on.
4. Configure the label printer properties for the Zebra ZD410 printer in Microsoft Windows 10:

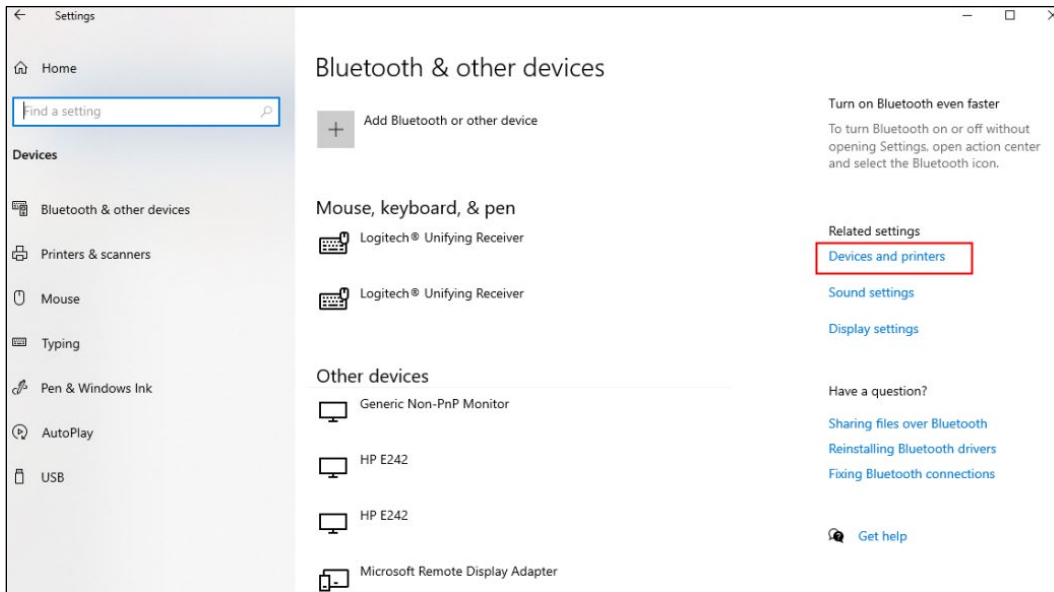
- a. From the **Start**  menu, select **Settings**.



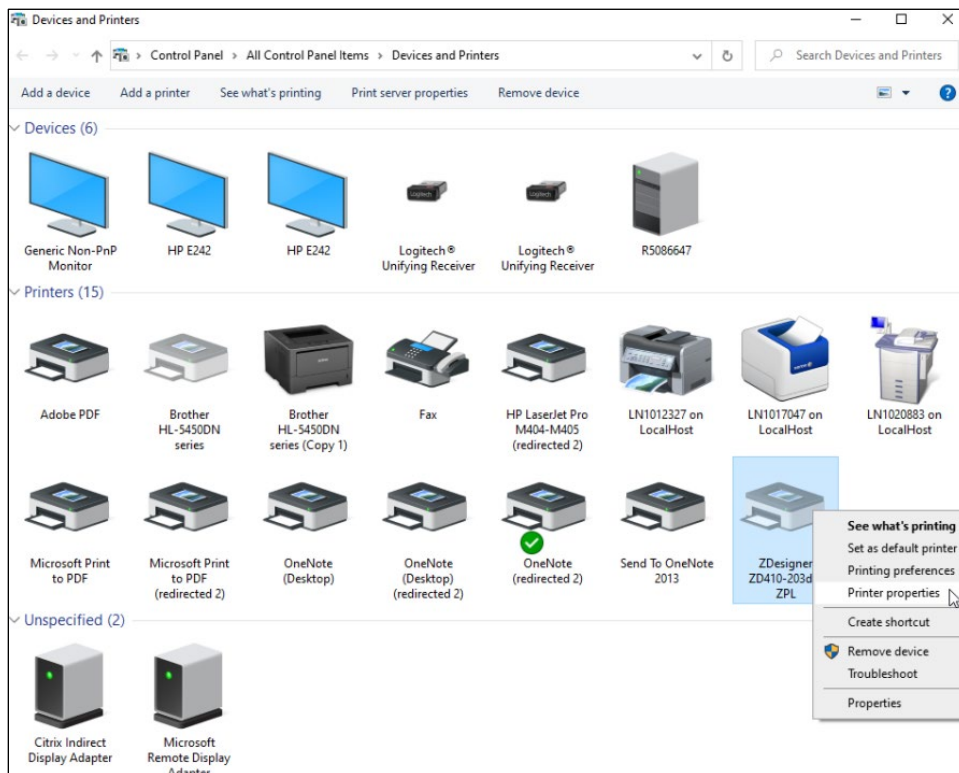
- b. In the **Windows Settings** window, select **Devices**.



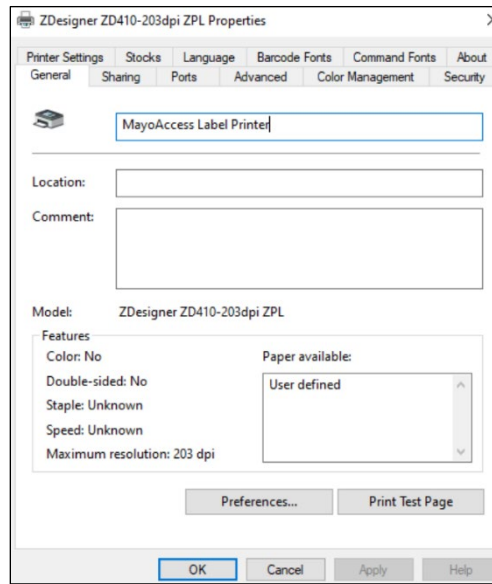
- c. On the right side of the **Devices** window, under **Related Settings**, click the **Devices & Printers** link.



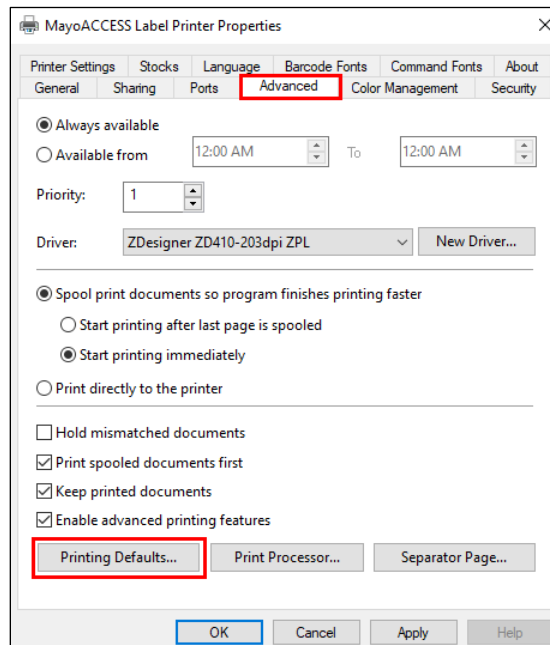
- d. Under **Printers**, right-click the driver for **ZDesigner ZD410-203dpi ZPL** and select **Printer properties** from the pop-up menu.



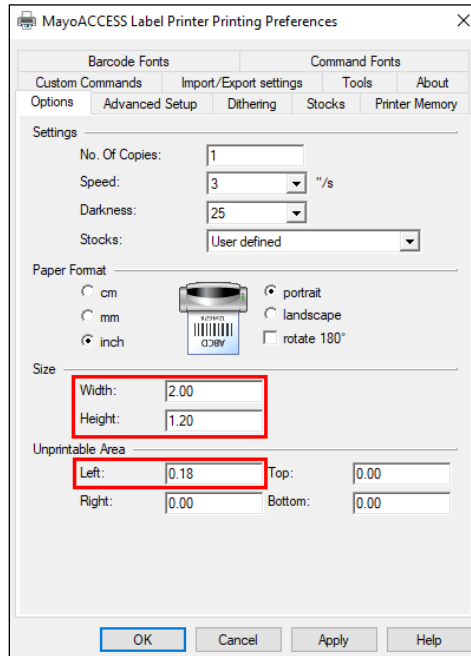
- e. In the **Properties** dialog box, on the **General** tab, rename the **ZDesigner ZD410-230dpi ZPL** printer “**MayoAccess Label Printer**”.

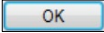
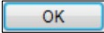


- f. On the **Advanced** tab, at bottom right, click the **Printing Defaults...** button.



- g. In the **Printing Defaults** dialog box, on the **Options** tab, specify the following settings:
- From the **Speed** drop-down menu, select **2**.
 - In the **Width** text box, enter “2.00”.
 - In the **Height** text box, enter “1.20”.
 - In the **Left** text box, enter “0.18”.



- h. To apply the changes and close the **Printing Defaults...** dialog box, click the **OK** button. 
- i. To close the **ZDesigner ZD410-230dpi ZPL Properties** dialog box, click the **OK** button. 
- Note:** Once this is done, the dialog box will be renamed the **MayoAccess Label Printer** dialog box, per the action taken in [step e](#) above.
- j. To close the **Devices and Printers** window, click the **X** at top right.

The Zebra ZD410 printer is now installed and ready for use.