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## ***Animal Intelligence® Wide-Area Network Printer Set Up***

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### **Introduction**

Using Animal Intelligence® (**AI**) in a wide-area network presents special problems for printer setup. This document describes the correct procedure for setting up printers in a Windows NT Terminal Server Edition, Windows 2000 Server/terminal services mode, or Citrix MetaFrame environment (collectively, these are called “terminal servers”).

### **Procedure**

Because of the way that **AI**'s report generator works, it is essential to name printers consistently across the enterprise. Do the following to ensure that printing in **AI** will work correctly. We suggest you create a table with the following information:

1. For each printer, decide on a name.
2. For each location, invent a two-character “location code.”
3. For each printer, prepend the two-digit location code.

For example, assume you have locations in Silverdale and Bremerton. At each location, you have a laser printer up front for invoices, a laser printer in the business office for reports, and a label printer in the pharmacy. You create the following lists:

<b>Printers</b>	<b>Locations</b>
InvoiceLaser	SI (Silverdale)
ReportsLaser	BR (Bremerton)
Labels	

#### **Printer Names**

SIInvoiceLaser  
SIReportsLaser  
SILabels  
BRInvoiceLaser  
BRReportsLaser  
BRLabels

4. Now set up these printers in the WAN. All printers must be attached to print servers, and your terminal server must control them all. This means that you will be physically setting up your remote-location print servers in the remote location, but the terminal server at the main location will manage their queues. For the above example, then, you will have six printers set up on your terminal server. Ensure that you can successfully print a Windows test page for each applicable printer from each workstation, including your remote terminals.

5. In **AI**, set up the Locations picklist – number 119. The Description column must contain the two-character code (SI and BR), one picklist item per location, and the Display-As column will contain the actual location name (Silverdale and Bremerton).
6. In **AI**, in File/User Settings, assign an appropriate Location ID for each user. For users that will be working in more than one location, set up as many user ID's as locations where they'll be working. We suggest putting the location name at the end of the user's ID:  
"Jane Smith, DVM (SI)"  
"Jane Smith, DVM (BR)"

Assign the appropriate location code to each user.

7. In **AI**, in Reports/Custom Reports, assign printers to each report in the following way:
  - a. Choose any of the appropriate printer definitions for the target location for the report from the dropdown list. For example, for a pharmacy label you can choose either SILabels or BRLabels.
  - b. Remove the leading two-digit location identifier from the printer definition, and any UNC path identifiers either at the beginning or end of the printer string. Following our example, the dropdown list may say "SiLabels on \\server\silabels" or "\\server\silabels\SILabels"; reduce this to simply "Labels". You must do this *whenever* you assign a printer to an **AI** report definition.
  - c. When you print a report, **AI** will automatically prepend the location identifier and append the path names.