

Devices and Printers

31/07/2025 3:24 pm BST

Summary

Devices and Printers are defined in the system to dictate system behaviour such as printing labels and opening tills.

You can choose to define a Profile by a physical machine or by a generic location, for example 'Godalming Reception' can be used by many computers and they will all use the same Till and Label printer. There is no requirement to setup the profiles for each computer name.

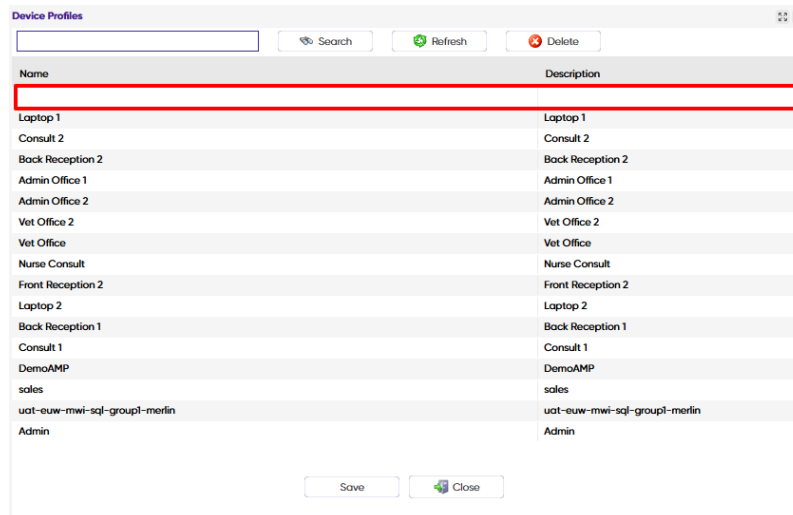
Details

Device Profiles

Profiles are selected during the login process to specify the location of the machine you are located, this will define which till or label printer is used.

Add a Device Profile

1. Navigate to Administration > System > Devices > Device Profiles.
2. Enter a 'Name' and 'Description' into the top line.



The screenshot shows a web application window titled "Device Profiles". At the top, there is a search bar, a "Search" button, a "Refresh" button, and a "Delete" button. Below this is a table with two columns: "Name" and "Description". The first row of the table is highlighted with a red border. The table contains the following data:

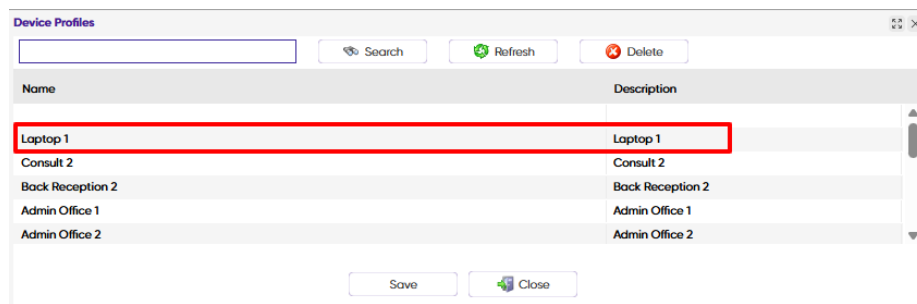
Name	Description
Laptop 1	Laptop 1
Consult 2	Consult 2
Back Reception 2	Back Reception 2
Admin Office 1	Admin Office 1
Admin Office 2	Admin Office 2
Vet Office 2	Vet Office 2
Vet Office	Vet Office
Nurse Consult	Nurse Consult
Front Reception 2	Front Reception 2
Laptop 2	Laptop 2
Back Reception 1	Back Reception 1
Consult 1	Consult 1
DemoAMP	DemoAMP
sales	sales
uat-euw-mwi-sql-group1-merlin	uat-euw-mwi-sql-group1-merlin
Admin	Admin

At the bottom of the form, there are "Save" and "Close" buttons.

3. Select 'Save'.

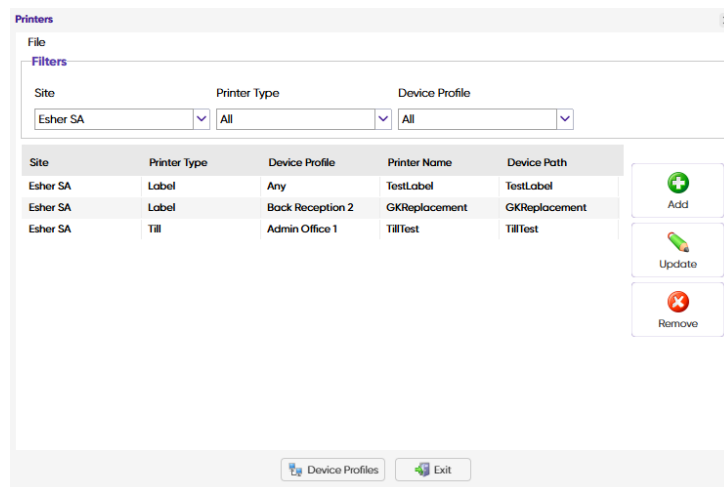
Edit a Device Profile

1. Navigate to Administration > System > Devices > Device Profiles.
2. Select the fields you wish to edit and make your changes.
3. Select 'Save'.



Printers

Any Label and Till printers need to be added into the system.



Add a Printer

1. Navigate to Administration > System > Devices > Printers.
2. Select the Site you are adding a printer to.
3. Select the Printer Type (Till or Label).
4. Enter a 'Name' for the printer.
5. Enter the Device Path.
6. Select 'Save'. The printer name needs to match the name of the printer, as installed on the machine with the Hyperion Service, within the local practice.
7. Hyperion is a service which talks to the Merlin PMS to collect print requirements and sends them to the printer in your practice.

Edit a Printer

1. Navigate to Administration > System > Devices > Printers.
2. Select the printer wish to edit and select 'Edit'.
3. Apply your changes and select 'Save'.