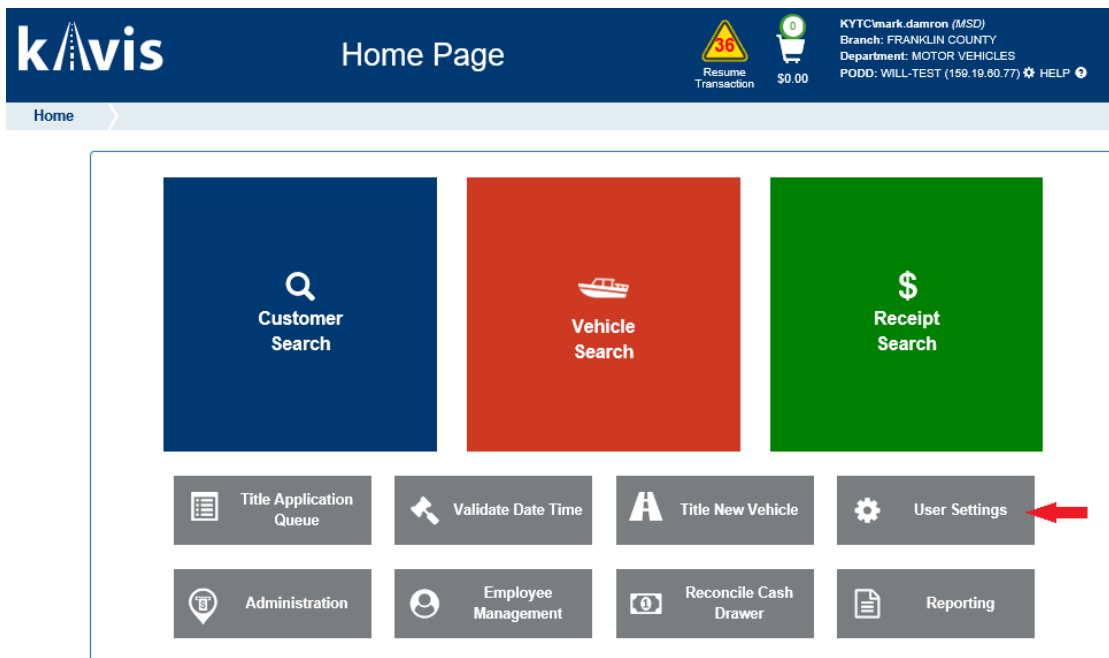


Setting your KAVIS Report Printer

This guide aids in setting your KAVIS Report Printer. KAVIS will use the Report Printer for printing Reports, Forms and Title Applications. The proper setting is to your office Xerox Work Center.

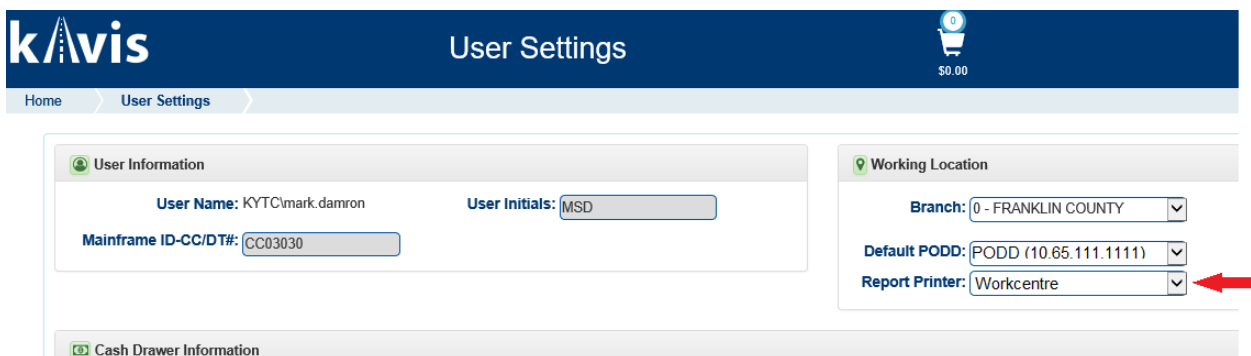
How to set your Report Printer

1. From the KAVIS Home page, click on the 'User Settings' tile.



**note: Your Home page may vary based upon your agency and access.*


2. The User Settings page will then display.



3. In the upper right portion of the page, under the 'Working Location' section, is the '**Report Printer:**' setting. Ensure the 'Report Printer' is set is to your office Work Center typically labeled 'Workcentre'.

**note: your Workcentre may optionally be listed with an accompanying IP address. The specific IP address may vary between locations.*

4. To set the '**Report Printer**', click the dropdown arrow and select the appropriate Work Center printer from the dropdown list.

Report Printer: 

5. Once selected, click the [**Save**] button located at the bottom right portion of the screen.



Note: Be sure not to select a Podd printer as your KAVIS Report Printer.

