

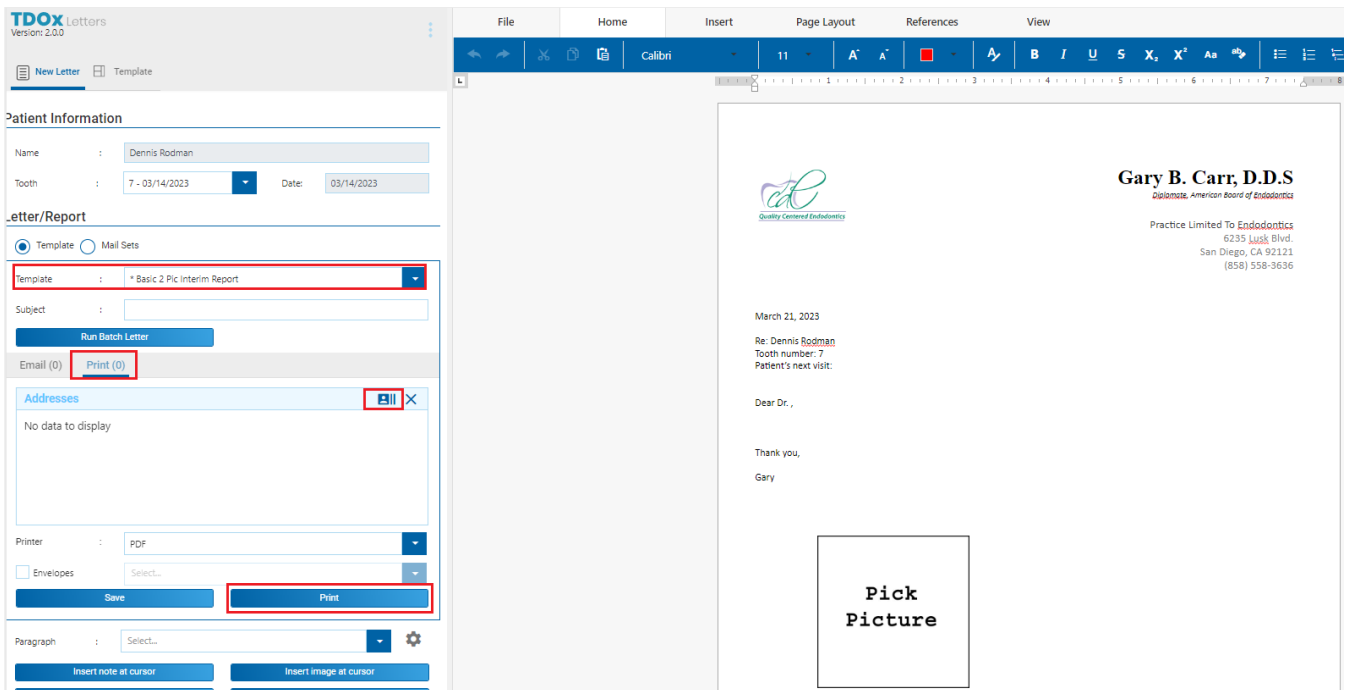
Cloud Letters - how to print or print & email simultaneously

916 [TDOKB3](#) November 7, 2023 [Cloud Ribbon Menu](#) 3.24K

How to Print in Cloud Letters

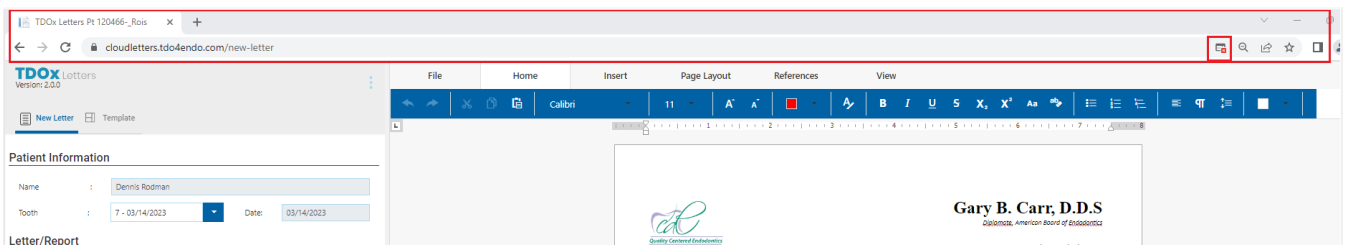
This article goes over how to print or simultaneously email and print a template from Cloud Letters as well as seeing the full list of printers

1. Launch Cloud Letters then select a template you would like to print.
2. Click on the Print tab.
3. Click on the Address Book and select an entry.
4. Click the "Print" button.

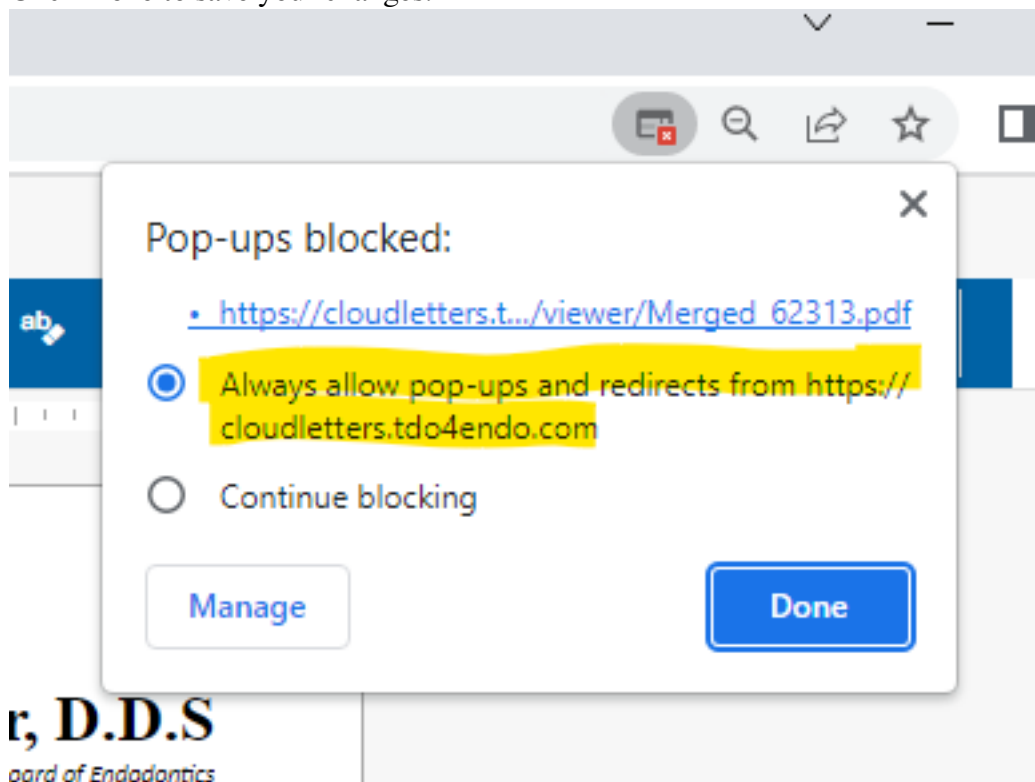


Confirm that your web browser is not blocking any popups from <https://cloudletters.tdo4endo.com> by:

1. Looking up towards the website address bar.
2. Then look towards the right.
3. Look for an icon with a red x similar to the screenshot below. This is an indicator that your web browser has actively blocked a pop-up.
4. Click on the icon.

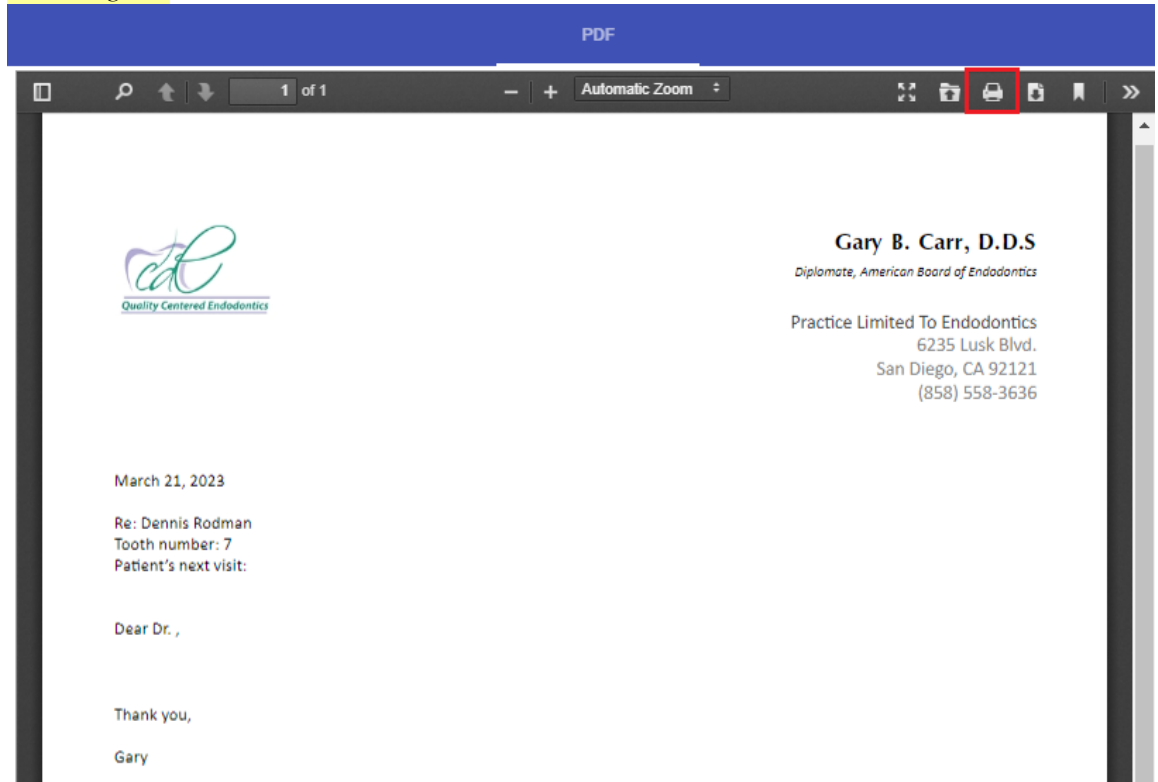


1. Select "Always allow pop-ups and redirects from <https://cloudletters.tdo4endo.com>".
2. Click Done to save your changes.



3. In the new tab that automatically comes up, click on the print icon then choose your designated printer.

- i. *Please note that if you had to allow pop-ups from TDO, then you must click on the print button again.*



How to Print & Email simultaneously in Cloud Letters

1. Under the Email section, ensure there is an email address. If not, click on the pen Icon on the right to add one.

TDOx

Letters

Version: 2.0.0

New Letter

Template

Patient Information

Name

:

Dennis Rodman

Tooth

:

7 - 03/14/2023

Date:

03/14/2023

Letter/Report

Template

Mail Sets

Template

:

* Basic 2 Pic Interim Report

Subject

:

Basic Report

Run Batch Letter

Email (1)

Print (1)

From

:

MeetingEmail

To

:

<rois@tdo4endo.com> (Other)

Cc

:

cc

Bcc

:

bcc

- Under the Print section, ensure there is a selected address. If not, click on the Address Book which is an icon of a person to the right of where it says "Addresses" then add an entry.

Patient Information

Name : Dennis Rodman

Tooth : 7 - 03/14/2023 Date: 03/14/2023

Letter/Report

☒ Template ☐ Mail Sets

Template : * Basic 2 Pic Interim Report

Subject : Basic Report

Run Batch Letter

Email (1)

Print (1)

Addresses

1.-Dennis Rodman <123 bull penn view, , Chicago, IL, 60007> (Patient),

Printer : PDF

☐ Envelopes Select...

Save

Print

3. Click on Email to *return to the email section*.
 - a. You must be in the email section to simultaneously email & print the template.

4. Click Save & Send Now.

The screenshot shows an email composition interface. At the top, there are two tabs: 'Email (1)' and 'Print (1)'. The 'Email (1)' tab is highlighted with a red rectangle. Below the tabs, the email fields are as follows:

- From:** MeetingEmail (with a dropdown arrow)
- To:** <rois@tdo4endo.com> (Other) (with an 'X' and an edit icon)
- Cc:** cc (with an 'X' and an edit icon)
- Bcc:** bcc (with an 'X' and an edit icon)

Below the fields, there are four checkboxes:

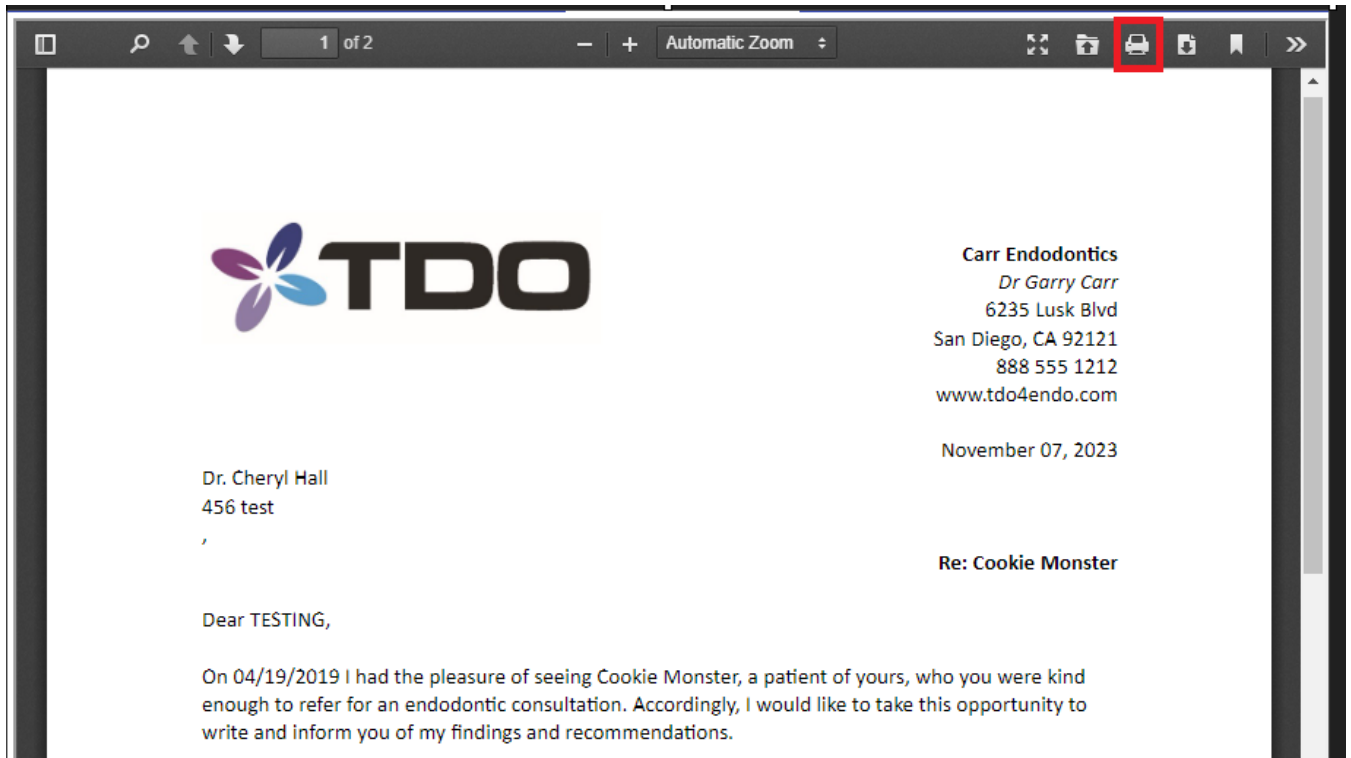
- ☒ Attach original image on email
- ☐ Send Link to Doctor Only
- ☐ Send Link to Patient Only
- ☐ Send PDF Attachment Only

At the bottom, there are two buttons: 'Save' and 'Save & Send Now'. The 'Save & Send Now' button is highlighted with a red rectangle.

How to see the full list of printers

These instructions start after the pop-up loads the printing screen

Click on the Print icon:



Expand the list for "Destination" then select "See more..."

Online URL: <https://kb.tdo4endo.com/article.php?id=916>