MLABSCONNECT
SILENT PRINTING SERVICE CONFIGURATION

MLabsCONNECT Recommendation: Silent Print using ATLAS Print Service

ATLAS Print Service is the default printing service for printing documents from MLabsCONNECT. Installing the print service will enable automatic printing to the default printer.
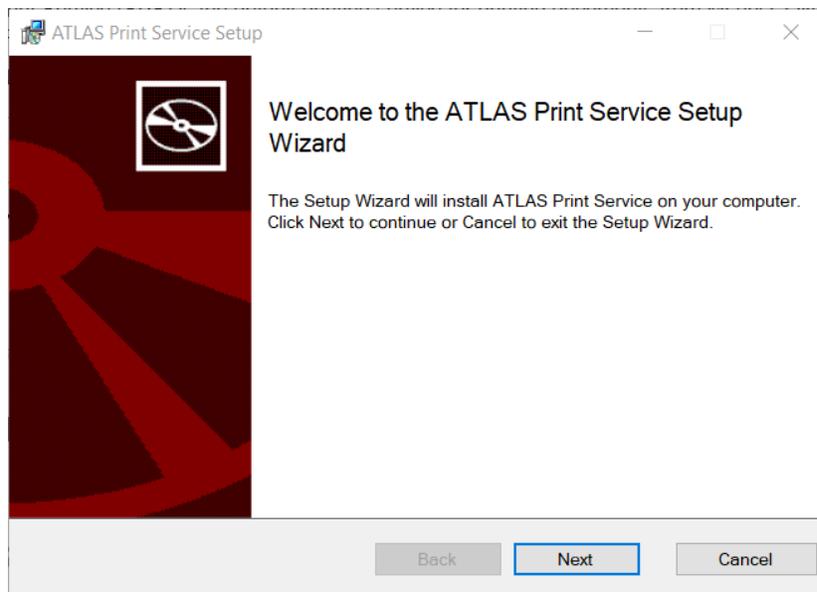
Contents

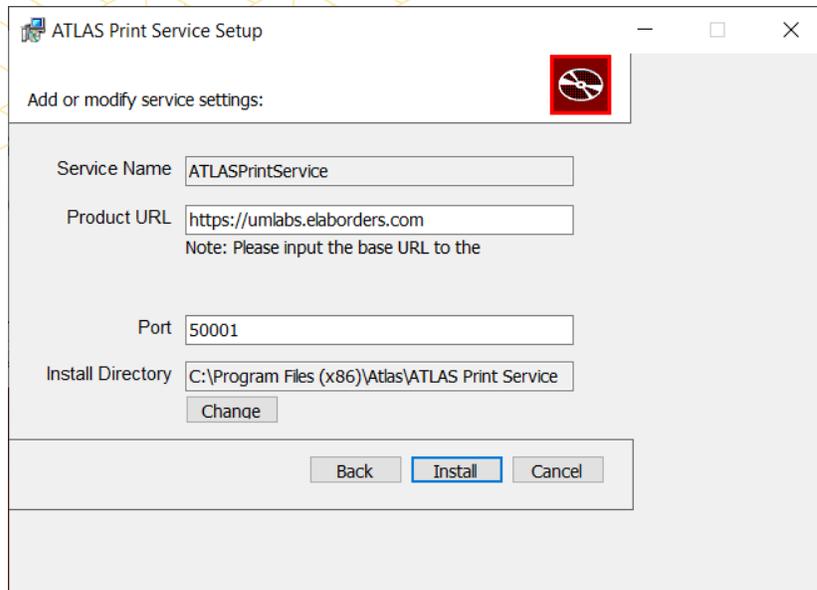## HOW TO INSTALL ATLAS PRINT SERVICE (SPS)

Note	Modifying the trusted sites may require administrative access to the workstation. If you are unable to make this change, contact your local IT support representative

1. Download the ATLASPrintService.msi
    - *URL- https://mlabs.umich.edu/sites/default/files/2022-11/file/atlasprintservice.msi*
2. Run the ATLASPrintService.msi installer from the download location

3. The service settings should automatically be configured with the following settings:

- Specify the Product URL (https://umlabs.elaborders.com).
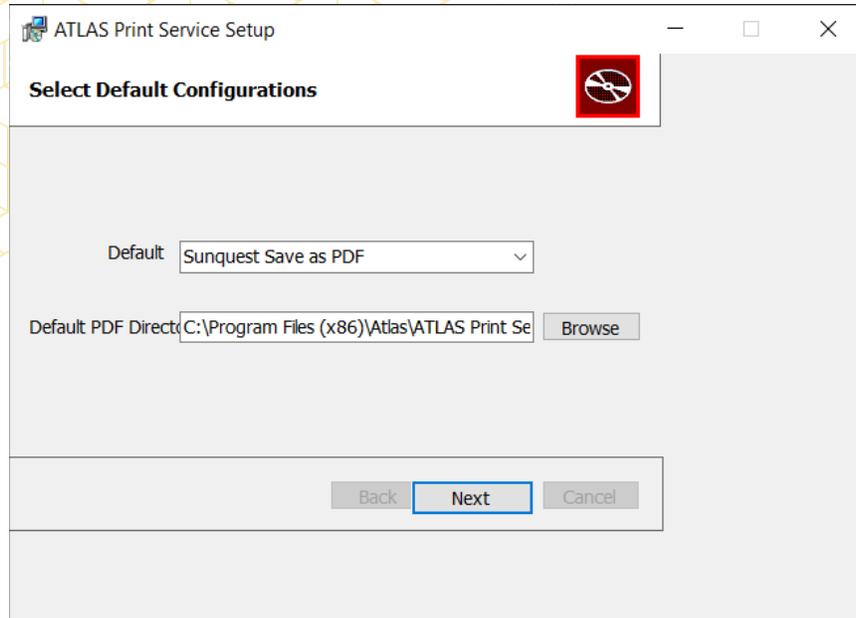- Specify the Port Number. The default value for the port number is 50001.
- You can change the Install Directory, but it is recommended that you install the service in the default directory.
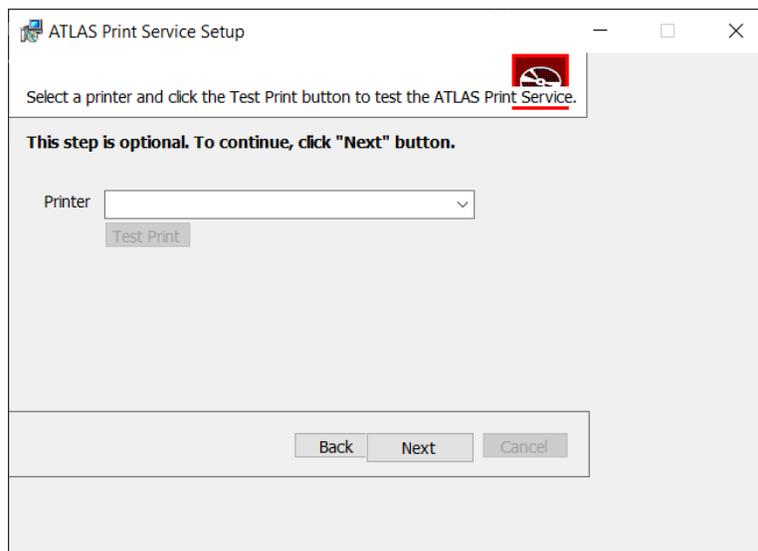
4. Click **Install**.

5. Select the default printer from the **Default Printer** dropdown.
    -
    - To save the document in PDF by default, select **Sunquest Save as PDF** in the Default Printer dropdown.
    - Enter the PDF directory path in the **Default PDF Directory** field or click Browse to navigate to the required folder to set it as a default PDF directory. This directory can be a shared network directory or local directory for saving the print request as PDF.

6. Select Next
7. You can use this page to test print to your default printer

8. Select next and finish the installation.
9. Restart the computer at this point to ensure the service is installed, configured, and running correctly.
10. When the computer starts up, there will be a printer icon in the system tray indicating the service is running.

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HOW TO CHANGE THE DEFAULT PRINT IN SPS

When installing SPS, a default printer is selected (and PDF location if using the "Save As PDF" option). These can be changed at any point after the software is installed.
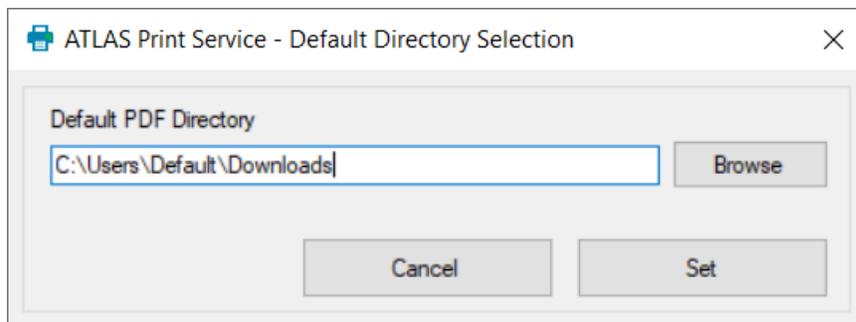
1. Right click the SPS icon in the system tray.
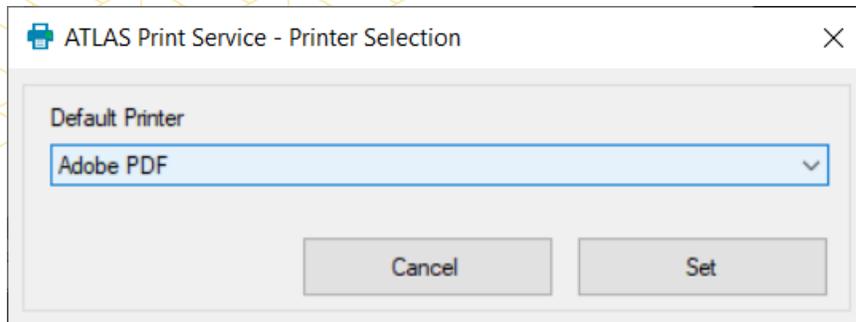

2. From this menu, you can choose to:

> Open Default PDF Directory
> Change Default PDF Directory
>
> Change Default Printer

   a. View the current PDF directory if using the "Save to PDF" option
   b. Change the Default PDF directory

   c. Change the Default printer

Questions

Call **800.862.7284** or visit **mlabs.umich.edu**