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.

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HOW TO INSTALL ATLAS PRINT SERVICE (SPS)

Note

1.

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

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

🖟 ATLAS Print Service Setu	X
S	Welcome to the ATLAS Print Service Setup Wizard
	The Setup Wizard will install ATLAS Print Service on your computer. Click Next to continue or Cancel to exit the Setup Wizard.
	Back Next Cancel

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

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SILENT PRINTING SEF	VICE CONFIGURATION
ATLAS P	rint Service Setup — — X
Add or mod	fy service settings:
Service	Name ATLASPrintService
Produc	t URL https://umlabs.elaborders.com Note: Please input the base URL to the
	Bet meet
Install Dir	C:\Program Files (x86)\Atlas\ATLAS Print Service Change
	Back Instal Cancel

- Specify the Product URL (https://umlabs.elaborders.com). ٠
- 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 ٠ 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.

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ATLAS Print Service Setup	_	×
Select Default Configurations		
Default Sunquest Save as PDF ~		
Default PDF Direct C:\Program Files (x86)\Atlas\ATLAS Print Se Browse		
Back Next Cancel		

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

ATLAS Print Service Setup	_	×
Select a printer and click the Test Print button to test the ATLAS Print Service.		
Printer v		
Test Print		
	_	
Back Next Cancel		

- 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:



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

ATLAS Print Service - Default Directory Selection	×
Default PDF Directory	Province
C:\Users\Default\Downloads	Browse
Cancel	Set

c. Change the Default printer

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🖶 ATLAS Print Service - P	rinter Selection	×
Default Printer Adobe PDF	Cancel	∽ Set

Questions

Call 800.862.7284 or visit mlabs.umich.edu