

INSTALLING ATLAS PRINT SERVICE

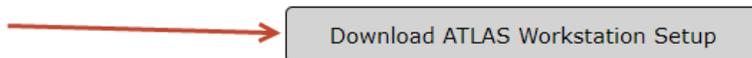
With the upgrade to Atlas v2022.1.46.1 we are moving away from MeadCo to a new print service called SPS, or ATLAS Print Service. When you log into Atlas, you will get a pop-up window. You can go ahead and do the install, but it may require the help of your IT department if you don't have permissions to install new software. **YOU CAN STILL PRINT REQS AND RESULTS without installing SPS**, however, you will need to select your printer each time. With SPS, you can set a default printer, so that you don't have to select it each time.

To continue with the installation, click on "Download ATLAS Workstation Setup" to download the install file.



Oops! It looks like Sunquest Print Service (SPS) is not running or is not installed....

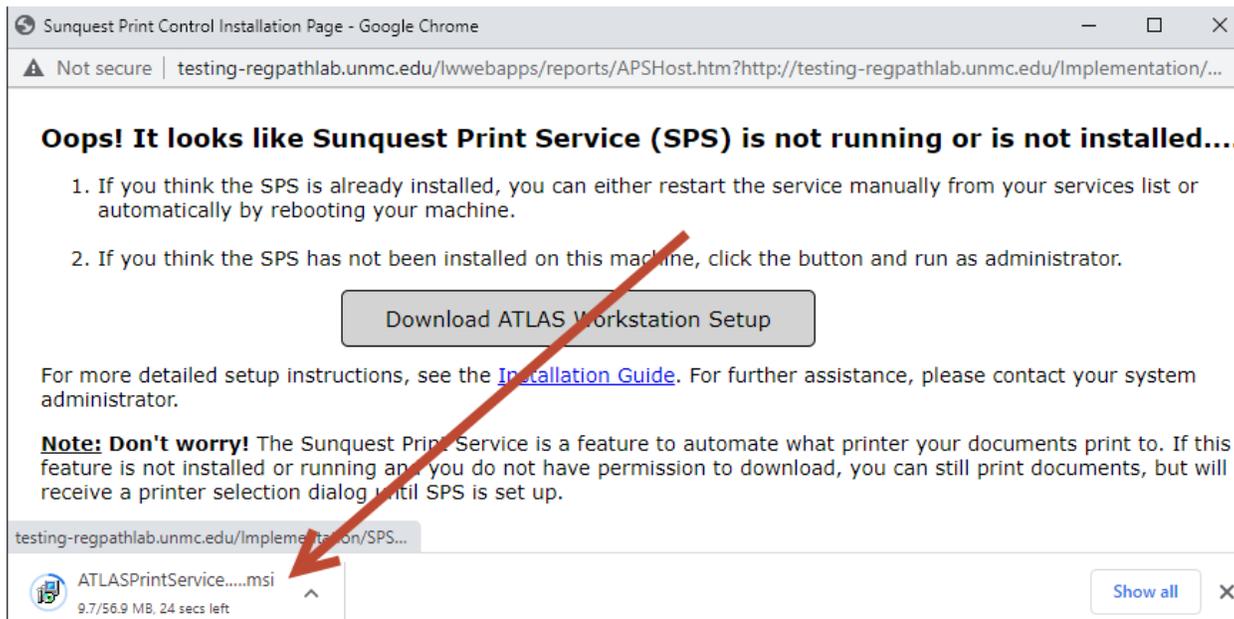
1. If you think the SPS is already installed, you can either restart the service manually from your services list or automatically by rebooting your machine.
2. If you think the SPS has not been installed on this machine, click the button and run as administrator.



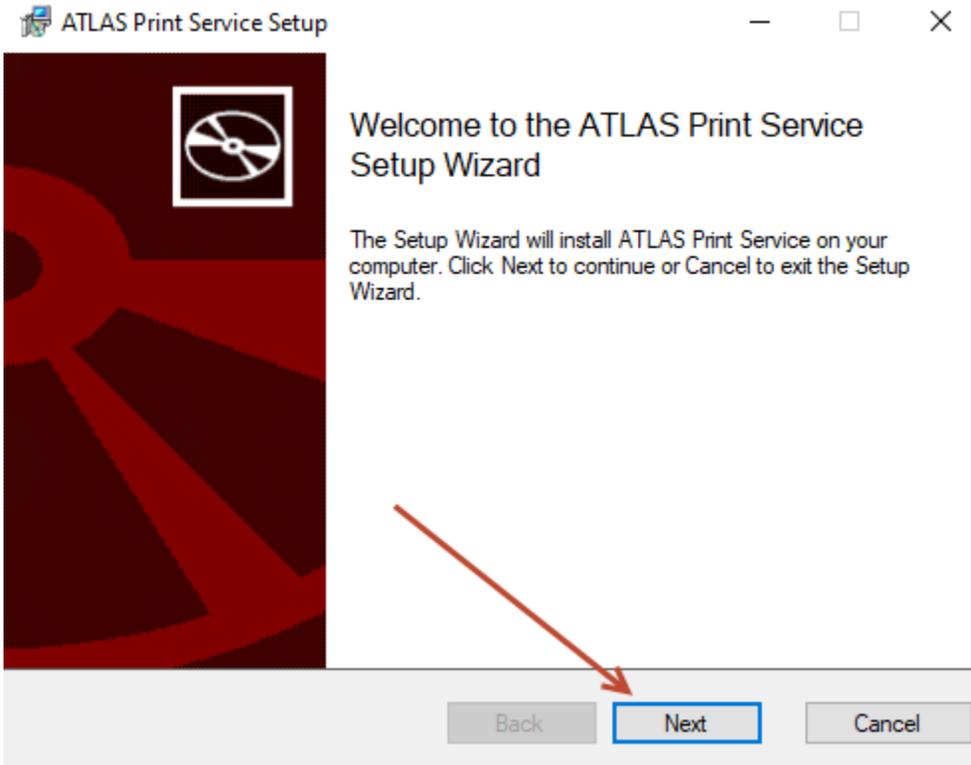
For more detailed setup instructions, see the [Installation Guide](#). For further assistance, please contact your system administrator.

Note: Don't worry! The Sunquest Print Service is a feature to automate what printer your documents print to. If this feature is not installed or running and you do not have permission to download, you can still print documents, but will receive a printer selection dialog until SPS is set up.

You will see the file in the lower left corner of the pop-up window. Click on the file to begin the installation.

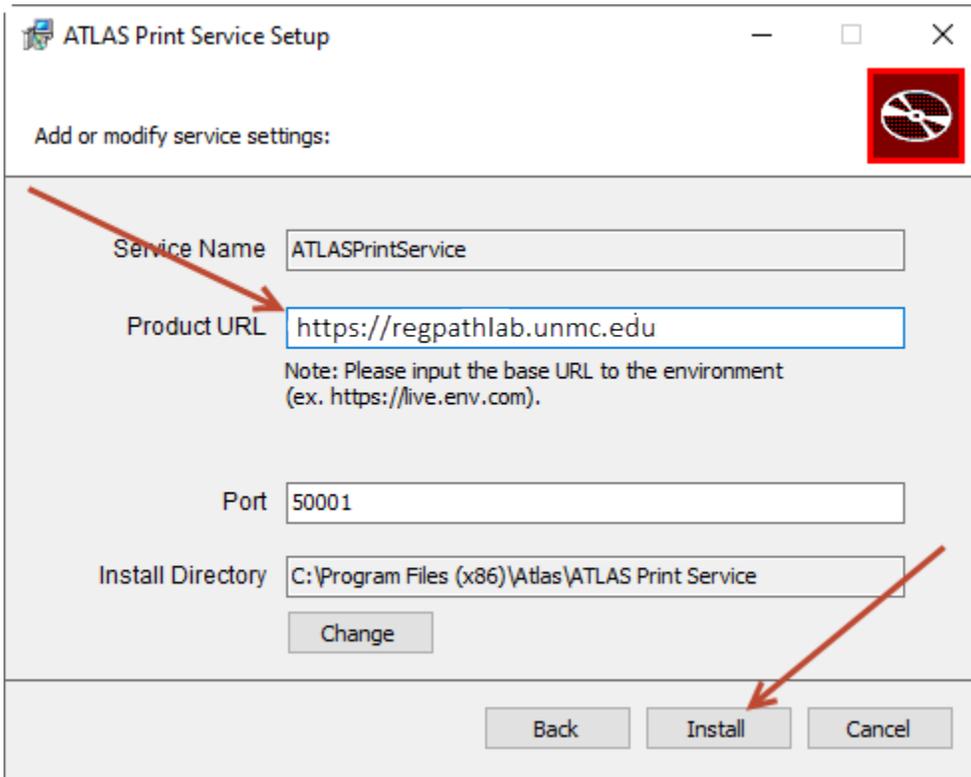


The setup Wizard will come up. Click on "Next".

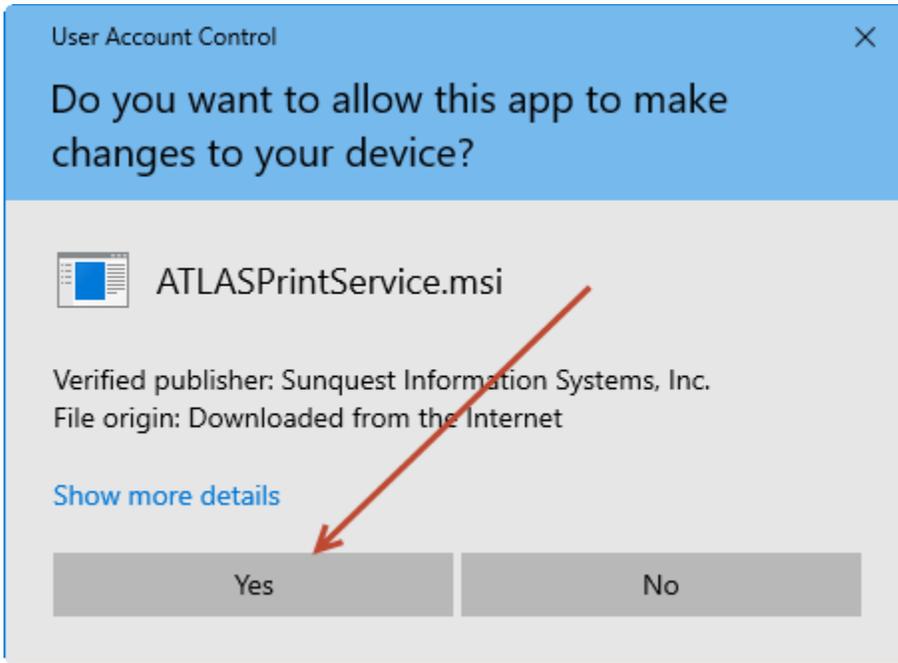


The ATLAS Print Service Setup window will come up next. For the Product URL. Enter `https://regpathlab.unmc.edu`

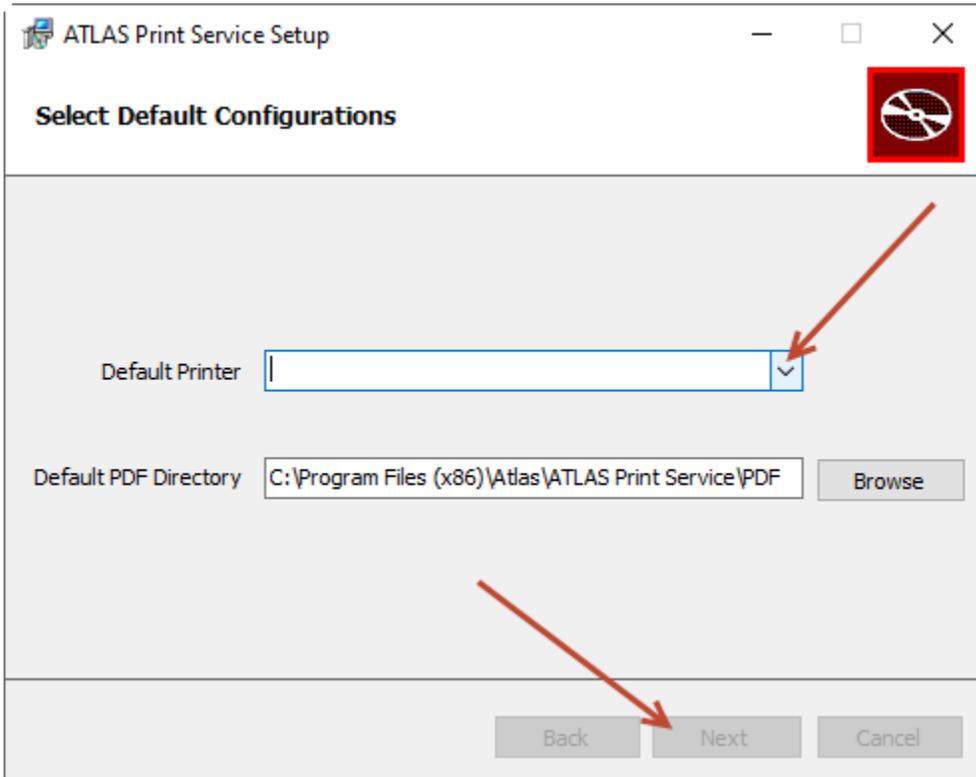
Then click on "Install".



Click on “Yes” to allow the app to install.

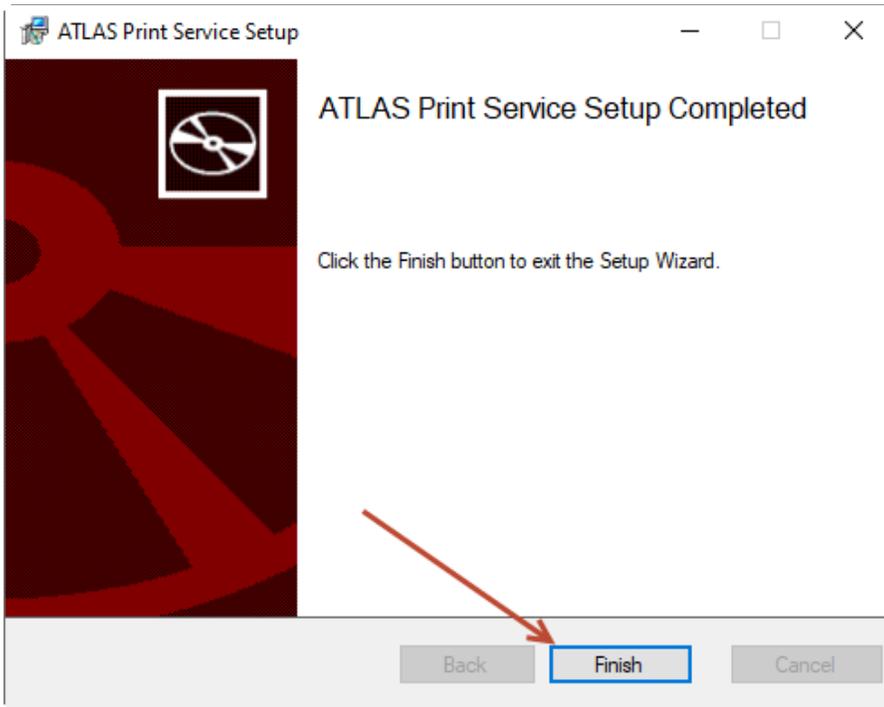


When the Select Default Configurations box comes up. Click on the dropdown menu for Default Printer. It should contain a list of printers where you can choose your default printer. After setting the default printer, click on “Next”.

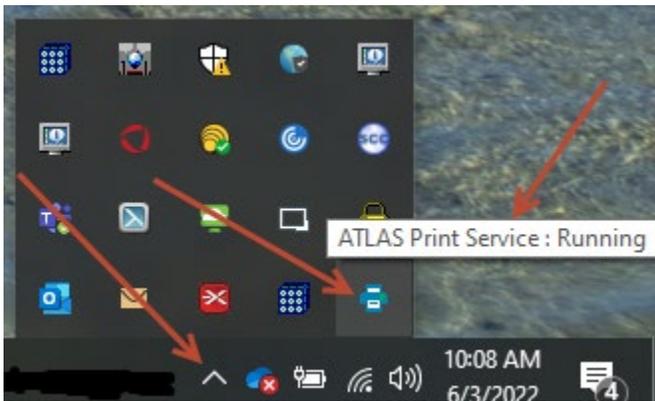


Another window will come up to allow you to choose an alternate printer. You can go ahead and select one, or go past that.

Then click on Finish when the setup completed window comes up.



To see if the ATLAS Print Service is installed, and running, you can go to the lower right of your computer. Click on the up arrow to see the hidden icons, and then hover over the little blue printer icon. You should see it say "ATLAS Print Service: Running".



This is also where you can change the default printer if you need to. You can **right click** on the blue printer icon to see the menu. Then click on "Change Default Printer" to bring up the Default Printer box.

