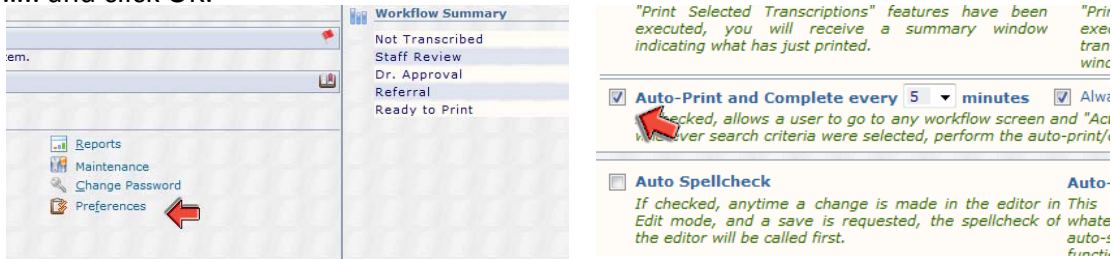
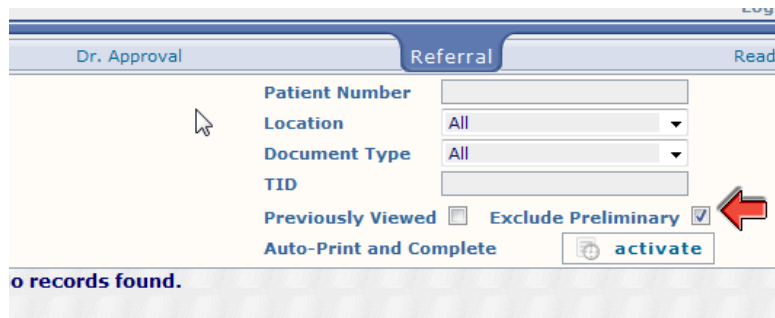


# How to use AutoPrint

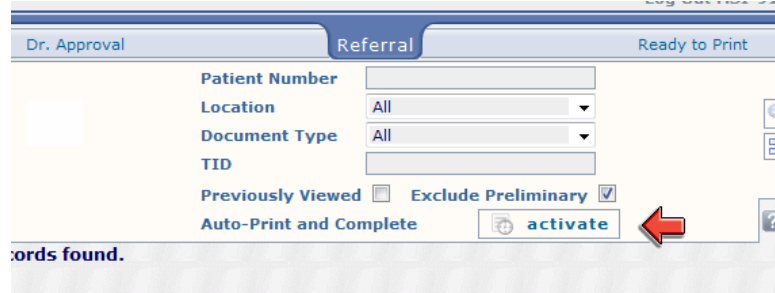
Step 1. Turn on the auto print feature for the PC you are using(one time setup). Log in and click on the preferences link. Then put a check mark in the box next to Auto-Print and Complete every..... and click OK.



Step 2. Click on the folder that you want to monitor. If monitoring the Referral folder put a check in the Exclude Preliminary box. Click Ok on the pop up screen.



Step 3. Click the activate button and then minimize(Do Not Close) the window.



Reports will automatically be printed and completed every 5 minutes.

The timer can be changed in Preferences.

**If you move to a different folder or do a Search All then you will have to go back to the folder you want to monitor and click Activate for reports to autoprint.**

**For Technical Assistance Contact MedScript Services  
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