

Printing

Hello,

In this session you will learn about the printing functionalities in Alma and how to configure them. We will review Email enabled printers, using a print proxy and printout queue.

To associate a printer with a circulation desk, you must configure the printer at the library level. Go to the Configuration menu, and In the Configuring filter choose the library whose printer you want to configure.

Then go to Fulfillment >General >Printers

Here you can see the list of printers that were configured. You can either add, edit, or delete a printer.

When adding a printer, enter a unique printer's code of your choice

Then fill out the printer's name and description .

You have the option to use the email-enabled printer functionality or the browser-based Printout Queue, or you can use both functionalities .

Enter the printer's email if using the email-enabled printing method.

When doing so, printouts that are sent to this printer will go through that email and are printed to a physical printer .

If you don't have an email enabled printer, you can use a print proxy to manage your printouts. You can find detailed instructions on the how to set a print proxy in the developer network .

If you are using the printout queue method, check this box, and when a letter is going to be "Printed" a browser printer's dialog box will pop up, enabling you to preview the letter and directly print it to a an "actual physical" printer defined on the PC .

Additionally, the "Printout Queue", as the name suggests, sends letters to a queue from which the letter can later be previewed and printed to an "actual physical" printer. You can see the queue under admin@printouts queue, and either print it manually or automatically using the Alma Print Daemon. Search for the print daemon in the knowledge center to learn how to set it up.

When you set up your printer as Printout Queue, you don't have to specify an email.

Note, that the Printout Queue is relevant for letters which are, by design and purpose, intended to go to an actual physical printer. For example, It is not possible to print the "Order Claim Letter", because this is designed to be sent by email to a vendor, and not to be printed on paper.

However, for most of the letters that are printed on paper, the printout queue is the preferred method .

Let's go back to the Printers configuration.

If both this method and the email method are selected, the document will automatically be sent to the email-enabled printer AND the document will be available in the browser-based print queue.

Once you're done, click add printer.

The printer is added to the list, let's edit it.

Now you can attach circulation desks or service units that will be served by this printer and Click Save.

That was an overview on Printing functionalities in Alma.

Thank you for joining!