



Alma Printing

CARLI

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- Introduction (What Does “Printing” Mean in Alma)
- Printing Options
- Configuring Printers
- Demo
- Printing Features Coming Soon
- Resources



What Does “Printing” Mean in Alma

Printing in Alma is the act of sending notifications, receipts, or slips (AKA Letters).

Why is it so Different from Voyager?

- Alma is cloud based solution where direct connection to a printer is not allowed because of security concerns.
- Alma uses email for printing by default, but you are now able to print using your browser.

Physical Printing

Library Staff

Letters staff would need to read while mobile

- Pull Slips
- Work Order Slips
- Resource Sharing Slips
- Request Slips

Users

Letters verifying an action

- Fine Receipts
- Return Receipts
- Loan Receipts

Email

Any

Notifications or Alerts



Printing Options

Community Developed Printing Options

- Google Chrome Extension

<https://chrome.google.com/webstore/detail/alma-print-slip/moallfilhaepegjcnfapjlfofndkaenp?hl=en>

- Firefox Extension to print loan receipts

<https://developers.exlibrisgroup.com/blog/browser-extensions-to-print-alma-loans-receipts/>

- Bookmarklet to print loan receipts

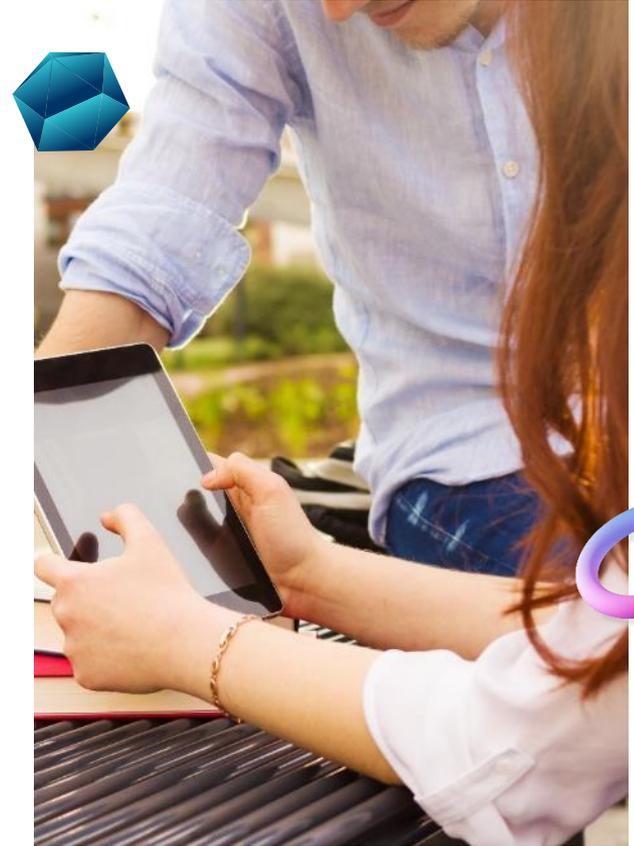
<https://developers.exlibrisgroup.com/blog/bookmarklet-to-print-alma-loans-receipts/>

3rd Party Print Management Systems

- MS Outlook printing
<https://developers.exlibrisgroup.com/blog/Alma-Printing-via-Outlook>
- Namtuk Automatic Email Manager
<https://developers.exlibrisgroup.com/blog/using-namtuk-as-a-print-proxy/>
- Mozilla Thunderbird
<https://developers.exlibrisgroup.com/blog/Using-Thunderbird-as-a-print-proxy/>

Alma Printing

- Email
- Quick Printing through the Browser
- Printouts Queue



Quick Printing through the Browser

Staley Library - Millikin Circulation Desk 

I am physically at:

Staley Library - Millikin Circulation Desk ▼

Always show current location

Printer:

ExL_Test ▼

Enable quick printing 

Printouts Queue

Facets <<

Printer Library and Informati... (7)

Source Safransky, Thomas (7)

Printing Queue (1 - 7 of 7)

Filtered by name, printing operator and status

Can be multiselected and printed

Printout: All Printed By: Me Status: Pending

Print Selected

	<input type="checkbox"/>	Printout	Date	Size	Source	Printer	Status	
1	<input type="checkbox"/>	Resource Request Slip Letter	05/18/2019 23:53:34 CDT	2.2kb	Safransky, Thomas	Library and Information Science Queue	Pending	...
2	<input type="checkbox"/>	Resource Request Slip Letter	05/18/2019 23:53:06 CDT	2.1kb	Safransky, Thomas	Library and Information Science Queue	Pending	...
3	<input type="checkbox"/>	Resource Request Slip Letter	05/18/2019 23:49:14 CDT	2.1kb	Safransky, Thomas	Library and Information Science Queue	Pending	...
4	<input type="checkbox"/>	Cash Receipt	05/18/2019 23:45:18 CDT	2.6kb	Safransky, Thomas	Library and Information Science Queue	Pending	...

Can be faceted by printer and source

Printouts are only available for 7 days



Configuring Printers

Printer/Desk/Department Roles

- Configuration Roles
 - General System Administrator
 - Fulfillment Administrator

- Use
 - All staff roles listed as operators for Desks

Configuration Menu > Library Selection > Fulfillment > General > Printers

[< Back to Alma](#)  **Alma Configuration**

Configuring
Staley Library ▾

Filter List
 

Discovery	Library Management	Physical Fulfillment	Resource Sharing
Fulfillment	Library Details	Fulfillment Units	Rota Assignment Rules
	Opening Hours	Terms of Use and Policies	Sending Borrowing
	Relationships	Item Policy	Request Rules
	Circulation Desks	Advanced Policy	
General	Locations	Configuration	General
	Physical Locations		Printers
		Digital Fulfillment	
		Digitization Departments	

Printers Page

< Printers Back

You are configuring: Staley Library [Change Organization Unit](#)

1 - 2 of 2 [+ Add Printer](#)

Code	Name	Online Queue	Email	Description	Serviced Units	
1 ExL_Test	ExL_Test		miiya.holmes@exlibrisgroup...	ExL Test Printer	MIL Acquisitions Department, Millikin Circulation Desk	...
2 Watts	UC168-Watts		refdesk@millikin.edu	Main printer	Millikin Circulation	

- Edit
- Delete

Adding a New Printer

New Checkbox signifying that this is a “Printout Queue”

Printout Queue

When “Printout Queue” is checked field “email” is optional.

Code *

LIBSCI_QUEUE

Name *

Library and Information Science Queue

Email

Description

The printing queue (with no email) for the Library and Information Science library

Editing Printers

Printer Details Cancel Save

Demo ▼

Code EXL_Demo

Printer Details ▼

Name *

Description

Email

Printout Queue

Served Circulation Desks List ▼

Name

No records were found.

Served Service Units List ▼

Code

No records were found.

Attach a Circulation Desk and/or Department to a Printer

< Printer Details

Cancel

Save

Demo

Code EXL_Demo

Printer Details

Name * Demo

Email

Description

Printout Queue

Served Circulation Desks List

1 - 1 of 1

Name



Attach Circulation Desk



Code	Name	Description	
------	------	-------------	--

1	DEFAULT_CIRC_DESK	Millikin Circulation Desk	-
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Served Service Units List

1 - 1 of 1

Code



Attach Service Unit



Code	Name	Description	
------	------	-------------	--

1	AcqDeptMIL	MIL Acquisitions Department	-
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Alternative: Associate the Printer with a Desk or Department

< Circulation Desk - General Information

Map

Printing Information

Default Printer Library and Information Science Queue

Additional Printers YLISEmailPrinting

Creates return receipts

Return receipt destination User preferred email

Creates loan receipts

Loan receipt destination User preferred email

Additional Printers can be associated with a desk or department. Selecting one or more printers here will display an additional drop-down list on the **Currently At** drop-down window. This gives staff the capability to select from which printer they would like to print.



Alma Print Option Scenarios

Quick Printing **NOT** Enabled Scenarios

Quick Printing is not Enabled

I am physically at:

Staley Library - Millikin Circulation Desk

Always show current location

Printer:

ExL_Test

Enable quick printing

Printer uses email and is not Printout Queue enabled

Printer Details

You are configuring: Alma Printing

Code: ALMA

Printer Details

Name: Alma Printing

Description: The AlmaPrint email address

Email:

Printout Queue:

Service Units List

Code	Name	Description
GRAD-CR	Graduate Library Course Reserves	
MUS-CR	Music Library Course Reserves	

Printout Automatically Sent to Email

Printout Automatically Sent to Print From the Browser

Printout Automatically Sent to Printouts Queue

Y

N

N

Printer uses email and is Printout Queue enabled

Printer Details

You are configuring: ExL_Test

Code: ExL_Test

Printer Details

Name: ExL_Test

Description: ExL_Test Printer

Email:

Printout Queue:

Service Units List

Code	Name	Description
DEFAULT_CIRC_DESK	Millikin Circulation Desk	

Y

N (Selective Quick Print Option)

Y

Printer is Printout Queue enabled without an email

Printer Details

You are configuring: ExL_Test

Code: ExL_Test

Printer Details

Name: ExL_Test

Description: ExL_Test Printer

Email:

Printout Queue:

Service Units List

Code	Name	Description
DEFAULT_CIRC_DESK	Millikin Circulation Desk	

N

N (Selective Quick Print Option)

Y

Quick Printing Enabled Scenarios

Printout Automatically Sent to Email Printout Automatically Sent to Print From the Browser Printout Automatically Sent to Printouts Queue

Quick Printing is Enabled

I am physically at:

Staley Library - Milikin Circulation Desk

Always show current location

Printer:

ExL_Test

Enable quick printing

Printer uses email and is **not** Printout Queue enabled

Printer Details

You are configuring: Alma Institution

Alma Printing

Code: ALMA

Printer Details

Name: Alma Printing

Description: The AlmaPrint email address

Email:

Printout Queue:

Served Service Units List

Code	Name	Description
1	GRAD-CR	Graduate Library Course Reserves
2	MUS-CR	Music Library Course Reserves

Y

Y

N

Printer uses email and is Printout Queue enabled

Printer Details

You are configuring: Staley Library

ExL_Test

Code: ExL_Test

Printer Details

Name: ExL_Test

Description: ExL_Test Printer

Email:

Printout Queue:

Served Circulation Desks List

Code	Name	Description
1	DEFAULT_CIRC_DESK	Milikin Circulation Desk

Y

Y

Y

Printer is Printout Queue enabled without an email

Printer Details

You are configuring: Staley Library

ExL_Test

Code: ExL_Test

Printer Details

Name: ExL_Test

Description: ExL_Test Printer

Email:

Printout Queue:

Served Circulation Desks List

Code	Name	Description
1	DEFAULT_CIRC_DESK	Milikin Circulation Desk

N

Y

Y



Demo Time!



Coming Soon to a Printer Near You

Print multiple “Pick from shelf” slips

- From "Pick from shelf" it will be possible to select multiple requests, click "print slip“, and all slips will be printed.
- Currently this is not possible as the printout queue and quick printing feature was developed specifically for “patron facing” letters. The pick from shelf slip is a staff facing letter.
- This is tentatively planned for Feb. 2020.

Print multiple “Pick from shelf” slips

Pick Up Requested Resources (1 - ...)

Select All Sort by : Location Name - Asc

This will print slips for all selected requests → [Print Slip](#) Cancel

Print Slip Report

1 <input checked="" type="checkbox"/>		French women writers and the book : myths of access and desire / Tilde A. Sankovitch Author: Sankovitch, Tilde A. Imprint: Syracuse, N. Y. : Syracuse University Press c1988	Location: General Call Number: 840.9 Requests: 1	Cancel Request Mark as Missing
2 <input checked="" type="checkbox"/>		Parcours de femmes : twenty years of women in French / Maggie Allison and Angela Kershaw, editors. ISBN: 3034302088 (pbk.) Imprint: Oxford ; Peter Lang 2011.	Location: General Call Number: HQ1613 .P373 2011 Requests: 1	Cancel Request Mark as Missing
3 <input checked="" type="checkbox"/>		When French women cook : a gastronomic memoir / by Madeleine M. Kamman with introduction by Elia Zafrani.		Cancel Request Skip Location

Ability Use local Print Daemon

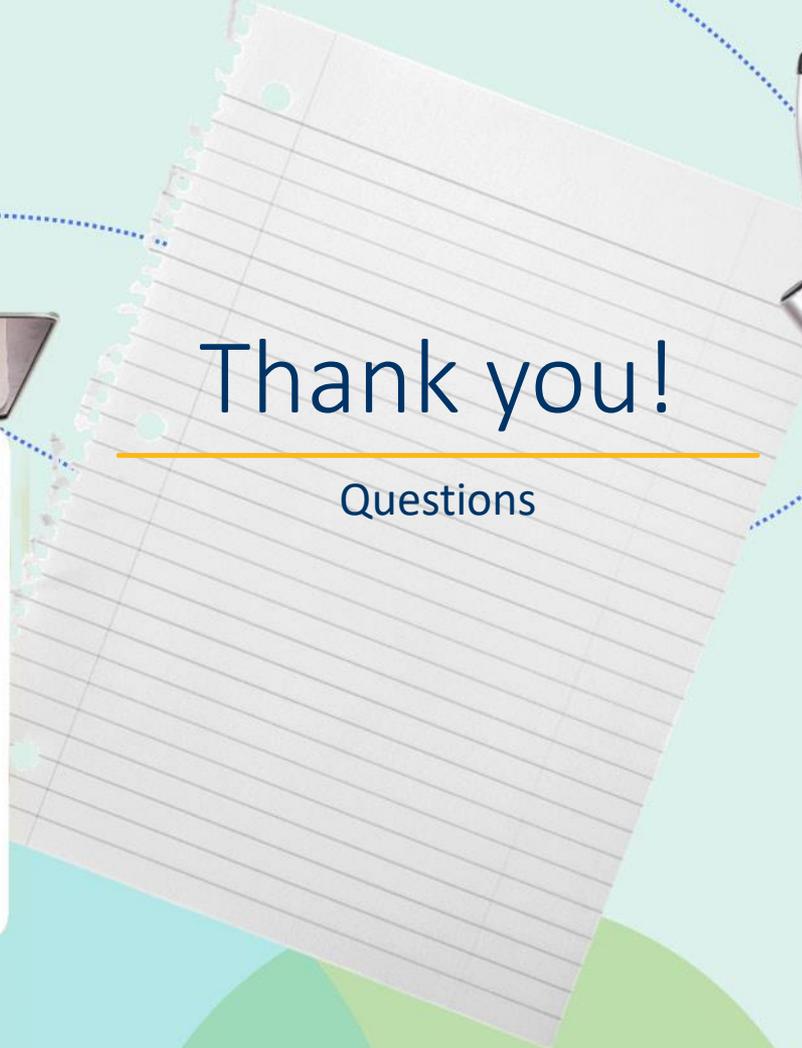
- Main features:
 - Ability to install on PC a print daemon which will regularly query the print queue and automatically print the waiting files.
 - Printing will not require manual intervention.
 - Staff will be able to configure which printer the daemon will use.
 - The print daemon will be installed as well as opened from within the Alma menu
 - Authentication will be via Alma
 - Behind the scenes the print daemon will use specially developed APIs
 - Tentatively planned for H1 2020

Printing Resources in Developer Network

- [Printing-in-Alma](#)
- [Outlook-as-a-print-proxy](#)
- [Alma-Printing-via-Outlook](#)
- [Using-Thunderbird-as-a-print-proxy](#)
- [Using-Namtuk-as-a-print-proxy](#)
- [Spineomatic-label-printing-software-for-alma](#)
- [Google Chrome Extension](#)
- [Firefox Extension to print loan receipts](#)
- [Bookmarklet to print loan receipts](#)

Printing Documentation, Videos and Presentations

- [Printouts Queue](#)
- [Configuring Printers](#)
- [Configuring Work Orders and Departments](#)
- [Letters - The Printout Queue and Quick Printing in Alma.pptx](#)
- [Letters - Printing features coming soon.pptx](#)



Thank you!

Questions

