
Setting up a new printer in Alma

- **Product:** Alma
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Question

How can I set up a new printer in Alma?

Answer

1. In Alma go to: Configuration Menu > Fulfillment > General > Printers.
2. Click **Add Printer**
3. In the **Add Printer** dialog box, choose whether the printer will be attached to the Printout) Queue.
4. Enter a Code, Name, Email (optional if the Printout Queue is enabled), and Description (optional).

Checkbox signifying that this is a "Printout Queue"

When "Printout Queue" is checked field "email" is optional.

Printout Queue

Code *

LIBSCI_QUEUE

Name *

Library and Information Science Queue

Email

Description

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

5. Click the **Add Printer** button to close the dialog box and save the new printer.
 6. It is highly recommended to do a simple print test to ensure the printer is configured correctly.
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Note

Printout queue is the preferred option, though email printing is still supported.

Additional information

[https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/Alma_Online_Help_\(English\)/Fulfillment/Configuring_Fulfillment/General#Configuring_Printers](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/Alma_Online_Help_(English)/Fulfillment/Configuring_Fulfillment/General#Configuring_Printers)

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