Initial Set Up for Circulation and Acquisitions Print Operators

1. **Adding print IDs**

Each Aleph user must configure the Print Daemon in Aleph to print batch products for acquisitions and circulation. Configure the Print Daemon by adding Print IDs and associating the IDs with the Aleph Admin library (HVD50). This set up will have to be done only once.

1. Log into any Aleph module (Acquisitions, Cataloging, or Circulation)
2. Click on the Administration tab:

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Administration
[B] Budgets
[V] Vendors
[C] Currency
[E] EDI Load Log
[L] Action Log Messages
[T] Triggers
[R] Budget Transfer

Task Manager
[F] FileList
[A] Batch Log
[Q] Batch Queue
[D] Print Daemon
```

Administration Tab - Acquisitions/Serials Module
3. Click the Print Daemon node under the Task Manager root (as shown above in all modules)
4. Click the **Setup** button in the upper right-hand side of the main pane to open the **Print ID Setup Window**:

![Print ID Setup Window](image)

**Click Setup button to open print ID setup window**

5. Type the **Print ID** in the “Print ID to Add” field. Always type the Print Id in capital letters. If you do not know your print ID contact your Aleph Liaison. Consult this document for a list of Aleph Liaisons: [http://hul.harvard.edu/ois/systems/aleph/liaisons.html](http://hul.harvard.edu/ois/systems/aleph/liaisons.html)

![Print ID Setup](image)

**Enter print ID**

6. **Click Add**

7. **Repeat for each Print ID needed**

8. **Click the close button when finished**

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2. Setting up the Print Daemon

After adding all assigned Print Ids:

1. Check off assigned Print ID(s) in the upper pane and check off HVD50 in the lower pane:

   Click boxes next to all print IDs and HVD50

2. Click Apply.

   The Aleph client is now ready for batch printing. See the document Printing batch products in Aleph for general instructions about printing.