PRINTING BATCH PRODUCTS IN ALEPH

NOTE: You must be a designated Print Operator to print batch products in Aleph. Staff members have been designated Print Operators for each circulation unit and each order unit. Please contact the Aleph Support Center with questions about Print Operators.

Before a Print Operator can print batch products in Aleph, the workstation must be configured for printing. See the Initial set up for circulation and acquisitions print operators or Initial set up for standing search print operators documents for instructions on how to do this.

1. **Selecting a printer**

   You must do this before logging in to Aleph.
   If you have already logged in, log out to select the default printer and log back in.

   1. Click on the Windows Start menu
   2. Click on Settings
   3. Click on Printers and Faxes
   4. Right-click on the printer you want to use for batch products
   5. Select Set as default then close the Printers window

   NOTE: ALEPH uses Internet Explorer printer settings. If you have changed the printer settings in Internet Explorer prior to activating the daemon, Aleph will use the current Internet Explorer setting, not the default pc settings.
2. **Activating the Print Daemon**

1. Login to Aleph

2. Log into any Aleph module (Acquisitions, Cataloging, or Circulation)

3. Click on the Administration Tab and choose [D] Print Daemon under the Task Manager root.

4. The Print Daemon will appear in the upper pane:

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5. Click the **Clear Log** button

6. Click the **Activate** button (the Print Daemon window will open and your products will begin printing).

![Print Daemon Window]

**NOTE:** Click the Close button of the Task Manager window/Print Daemon tab to close the Task Manager, but do not navigate away from the Print Daemon window. This will interrupt the Print Daemon while it is retrieving files, which could result in lost print jobs.

If you have any printing problems, please click **View Log** and paste the contents in a report to the Aleph Support Center: [http://hul.harvard.edu/ois/systems/aleph/forms/f-supp-prod.html](http://hul.harvard.edu/ois/systems/aleph/forms/f-supp-prod.html).