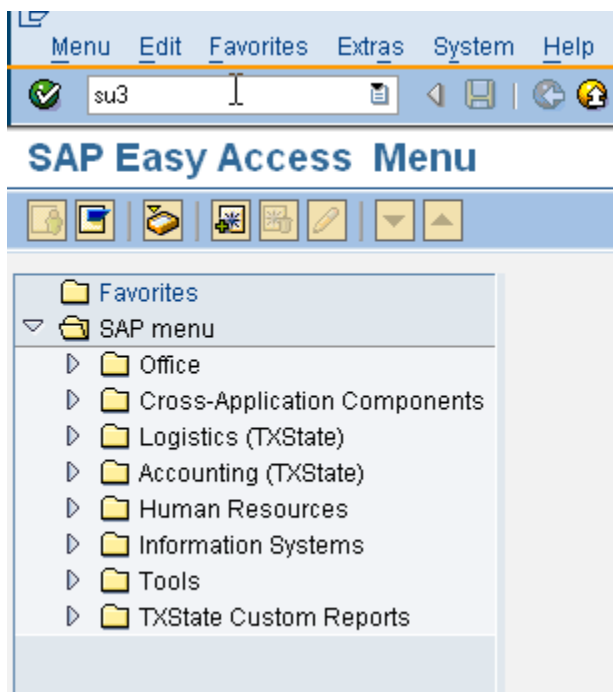


Default Printer Setup (in SAP GUI)

- 1. AFTER LOGGING ON TO THE SAP GUI you will be at the SAP Easy Access Menu. Type in Transaction Code SU3 and hit the Return key (see screen shot below):**



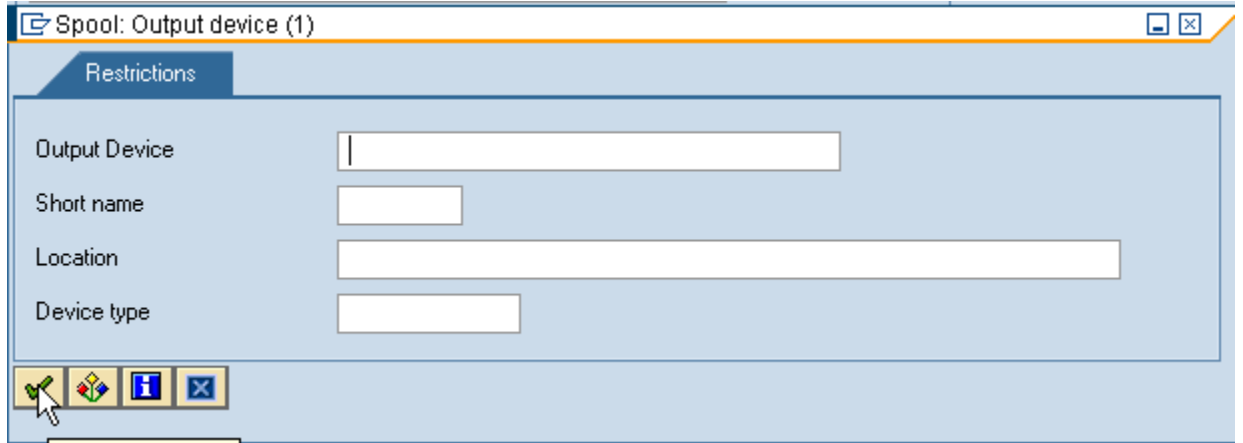
2. The following screen will appear and you should click on the *Defaults* tab.

The screenshot shows the SAP 'Maintain User Profile' interface. At the top, there is a menu bar with 'User', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title is 'Maintain User Profile'. A 'Password' button is visible. The user information section shows 'User' as 'USERID', 'Last Changed On' as '07/10/2009 10:20:19', and 'Status' as 'Saved'. There are three tabs: 'Address', 'Defaults', and 'Parameters'. The 'Defaults' tab is selected, and a mouse cursor is pointing at it. Below the tabs is a 'Person' section with fields for 'Title', 'Last name' (Userid), 'First name', 'Academic Title', 'Format' (Userid), 'Function', 'Department', 'Room Number', 'Floor', and 'Building'. A 'Pick List' icon is visible on the right side of the 'Building' field.

3. Click on the right side of the *OutputDevice* box so the *Pick List* icon  appears. Click on the *Pick List* icon.


The screenshot shows the same SAP 'Maintain User Profile' interface, but now the 'Parameters' tab is selected. The 'Start menu' is 'Z_S000', 'Logon Language' is 'EN', 'Decimal Notation' is '1,234,567.89', 'Date Format' is 'MM/DD/YYYY', and 'Time Format (12/24h)' is '24 Hour Format (Example: 12:05:10)'. Below this is the 'Spool Control' section. The 'OutputDevice' field is highlighted in yellow, and a mouse cursor is clicking on the 'Pick List' icon on its right side. There are also checkboxes for 'Output Immediately' and 'Delete After Output'.

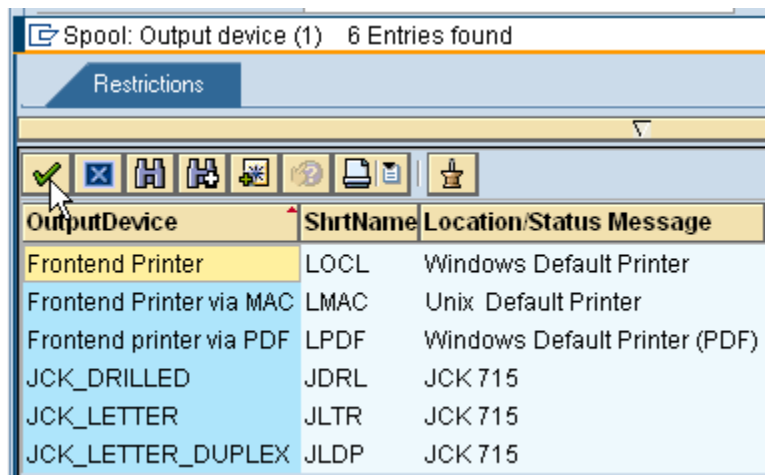
4. When the following box appears, click on the .



5. This will bring up a list of all of your available printers. The standard printer options are as follows:

Select OutputDevice	To Print From:
Frontend Printer	SAP GUI (PC)
Frontend Printer via MAC	SAP GUI (Mac)
Frontend Printer via PDF	SAP Portal

On the *Spool: Output device (1)* box, highlight the printer you want as your default printer, then click on .



OutputDevice	ShrtName	Location/Status Message
Frontend Printer	LOCL	Windows Default Printer
Frontend Printer via MAC	LMAC	Unix Default Printer
Frontend printer via PDF	LPDF	Windows Default Printer (PDF)
JCK_DRILLED	JDRL	JCK 715
JCK_LETTER	JLTR	JCK 715
JCK_LETTER_DUPLEX	JLDP	JCK 715

6. Your **Maintain User Profile** screen should look like this. Make sure to check the **Output Immediately** option box. Then click on the **Save** icon.

The screenshot shows the SAP 'Maintain User Profile' interface. At the top, there is a menu bar with 'User', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons, including a save icon. The main content area is titled 'Maintain User Profile' and has a 'Password' button. The 'User' field is set to 'USERID'. Below this, there are fields for 'Last Changed On' (USERID, 07/10/2009, 10:20:19) and 'Status' (Saved). There are three tabs: 'Address', 'Defaults', and 'Parameters'. The 'Parameters' tab is selected. It contains several fields: 'Start menu' (Z_S000), 'Logon Language' (EN), 'Decimal Notation' (1,234,567.89), 'Date Format' (MM/DD/YYYY), and 'Time Format (12/24h)' (24 Hour Format (Example: 12:05:10)). Below these is a 'Spool Control' section with 'OutputDevice' (Frontend Printer), a checked 'Output Immediately' checkbox, and an unchecked 'Delete After Output' checkbox. At the bottom is a 'Personal Time Zone' section with 'of the User' (CST) and 'Sys. Time Zone' (CST).

7. If you need to change your default printer, make sure to highlight the **OutputDevice** and delete it. Then repeat Steps 3 – 6.

This is a close-up of the 'Spool Control' section from the previous screenshot. The 'OutputDevice' field, which contains the text 'Frontend Printer', is highlighted in yellow. Below it, the 'Output Immediately' checkbox is checked, and the 'Delete After Output' checkbox is unchecked.