

## Work Instruction

### Printer Setup

SU3

#### Purpose

Use this procedure to configure default SAP printer.

#### Trigger

Perform this procedure to allow printing a hard-copy of SAP data.

#### Prerequisites

None

#### Menu Path

Use the following menu path to begin this transaction:

**System** → **U**ser Profile → **Q**urn Data

#### Transaction Code

SU3

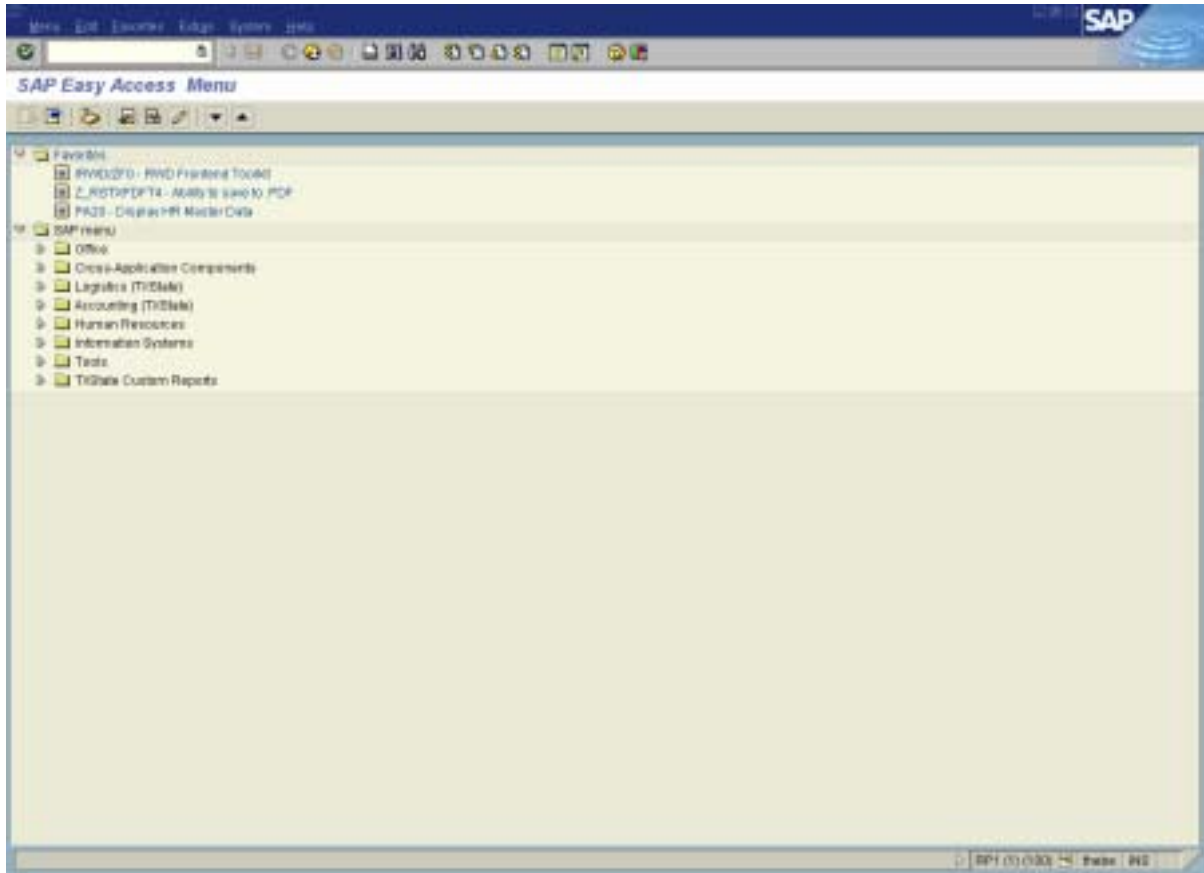
#### Helpful Hints

When reviewing fields, R = Required, O = Optional and C = Conditional.

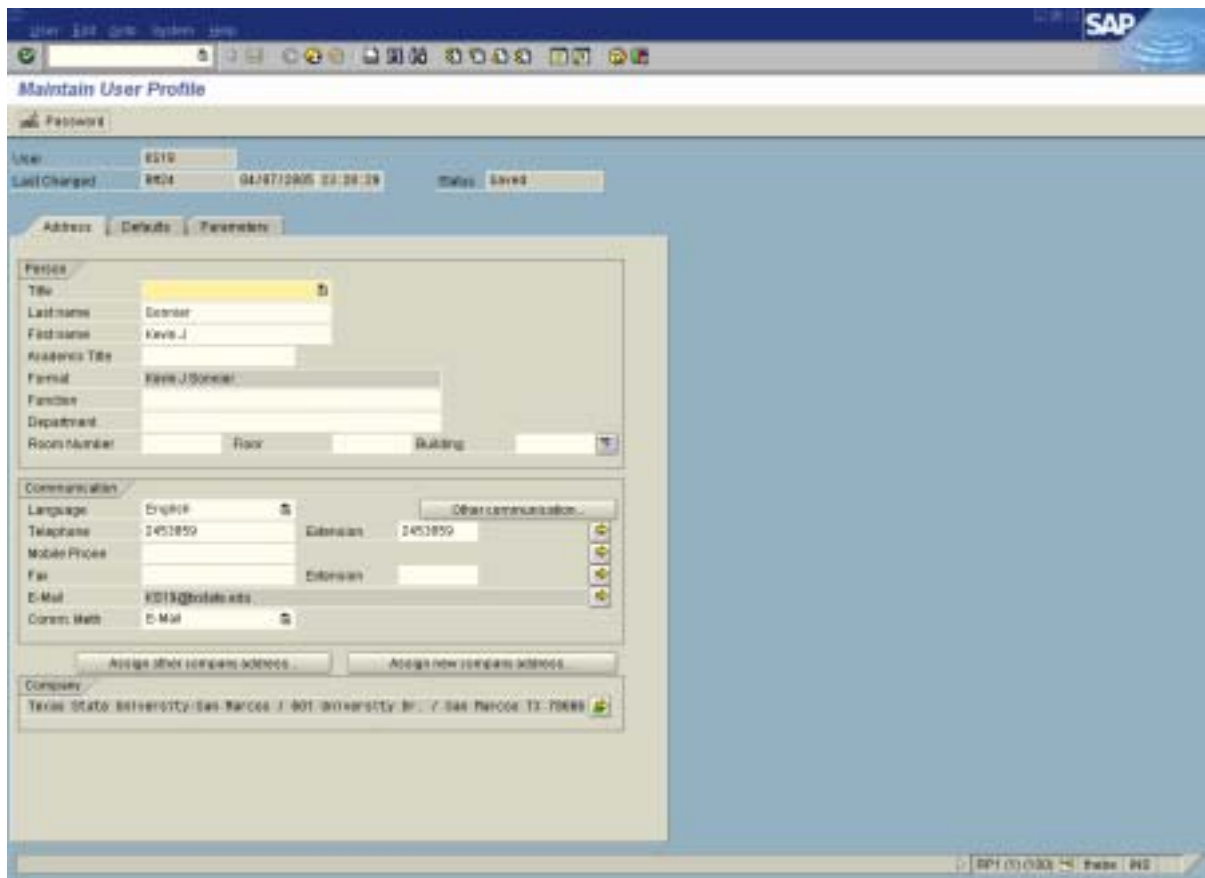
## Procedure

1. Start the transaction using the menu path or transaction code.

### SAP Easy Access Menu



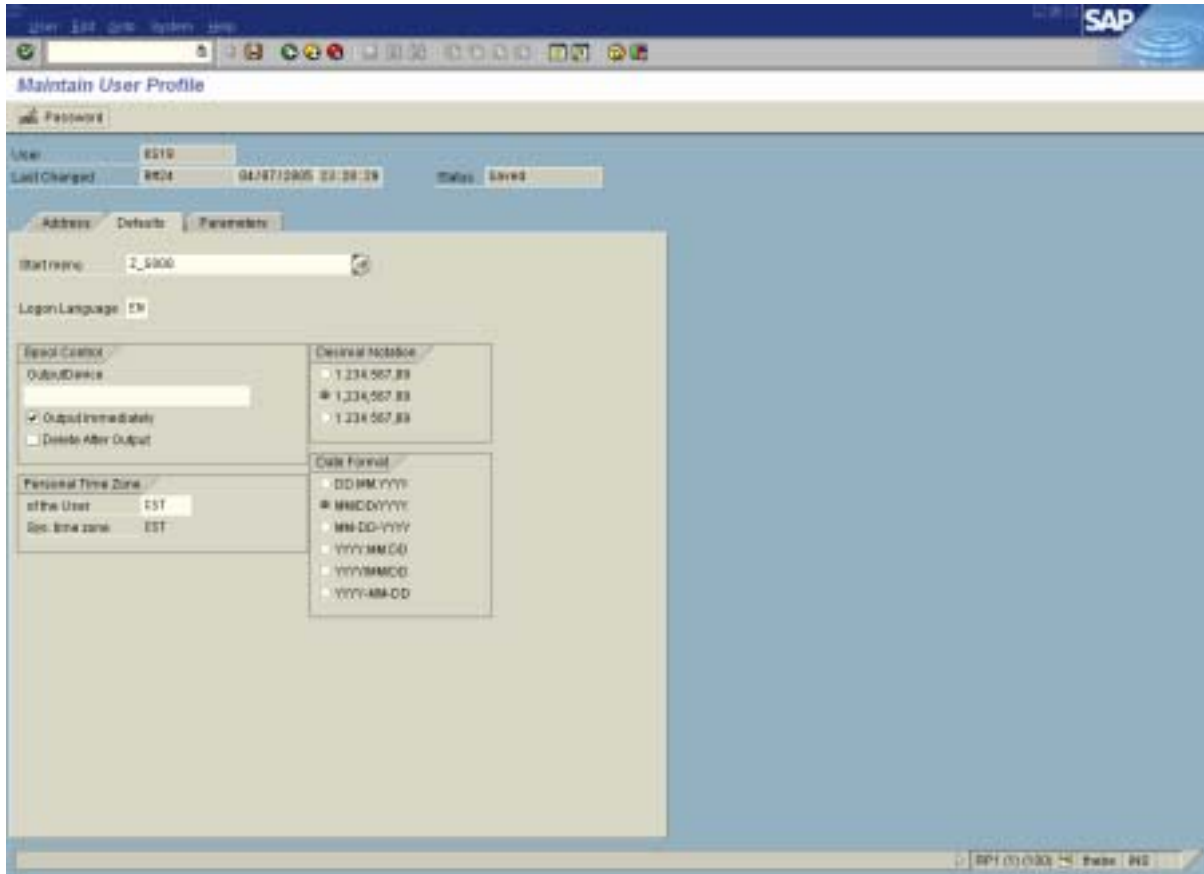
## Maintain User Profile





The screenshot shows the SAP 'Maintain User Profile' dialog box. At the top, there is a 'Password' tab. Below it, the 'User' field contains '8010' and the 'Last Changed' field shows '8014' and '04/07/2005 23:28:39'. There are 'Back' and 'Save' buttons. The 'Address' tab is selected, showing fields for 'Title', 'Lastname', 'Firstname', 'Academic Title', 'Formal', 'Function', 'Department', 'Room Number', 'Room', and 'Building'. The 'Communication' tab is also visible, with fields for 'Language', 'Telephone', 'Mobile Phone', 'Fax', 'E-Mail', and 'Comm. Meth.'. The 'Company' field at the bottom contains 'Texas State University/San Marcos / 801 University Dr. / San Marcos TX 78689'. The SAP logo is in the top right corner.

2. Click the **Defaults** tab.

## Maintain User Profile

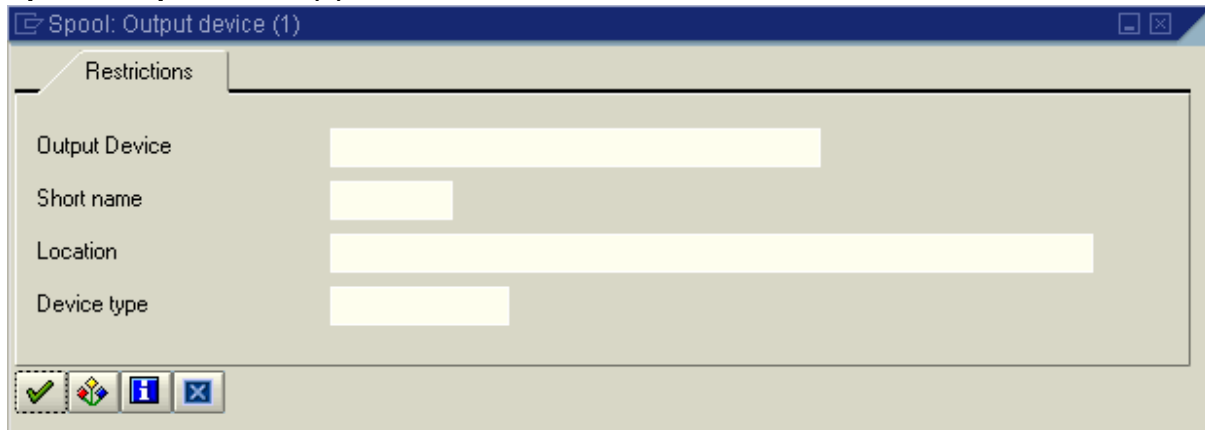


3. Complete/Review the following fields:

Field Name	R/O/C	Description
OutputDevice	R	 Click in the OutputDevice field under Spool Control to get the select (picklist) button  .

4. Click  .

## Spool: Output device (1)



Spool: Output device (1)

Restrictions

Output Device

Short name


Location

Device type

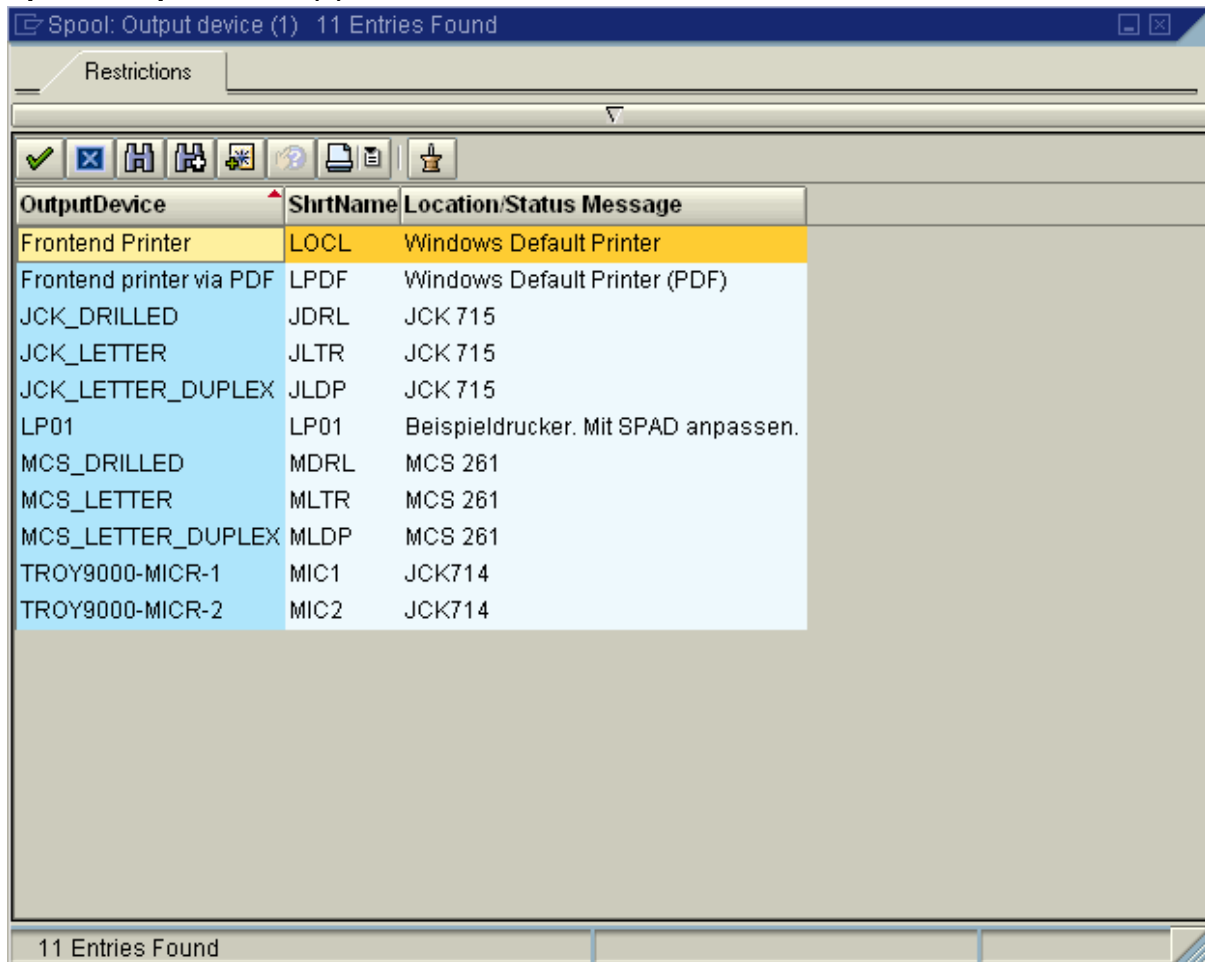
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Note: If the Output Device field has an entry in it, either select the text and delete it to remove the printer or exit/cancel the transaction if the printer listed is correct. If there is a printer listed and it is the correct printer, SAP is already configured to print.

5. Click  to retrieve a list of available printers.

## Spool: Output device (1) 11 Entries Found



Spool: Output device (1) 11 Entries Found

Restrictions

OutputDevice	ShrtName	Location/Status Message
Frontend Printer	LOCL	Windows 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
LP01	LP01	Beispieldrucker. Mit SPAD anpassen.
MCS_DRILLED	MDRL	MCS 261
MCS_LETTER	MLTR	MCS 261
MCS_LETTER_DUPLEX	MLDP	MCS 261
TROY9000-MICR-1	MIC1	JCK714
TROY9000-MICR-2	MIC2	JCK714

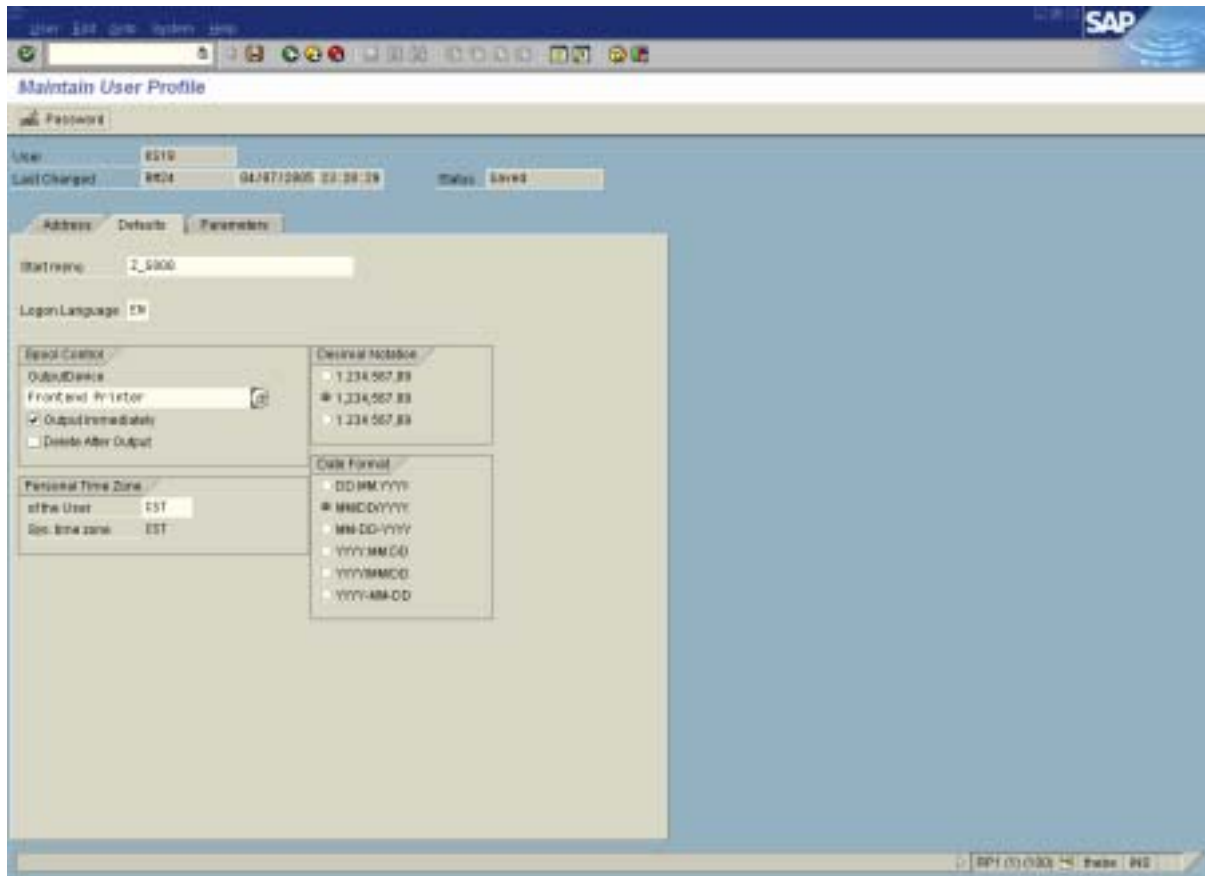
11 Entries Found

6. Double-click **LOCL Windows Default Printer**.



Note: By selecting Windows Default Printer, all printers installed on your local computer are available for use (local, network and perhaps even Adobe Distiller).


## Maintain User Profile



7. Make sure to check  Output Immediately . Print jobs will then be sent to your default printer immediately.
8. For MAC SAP GUI users to print to PDF, uncheck  Output Immediately .



Note: For MAC users wanting to print via Netscape (web interface) the default printer needs to be "Frontend printer via PDF LPDF Windows Default Printer (PDF)" with Output Immediately option unchecked.

9. Click  to save your printer settings.
10. You have completed this transaction.

### Result

You have now configured SAP for printing.