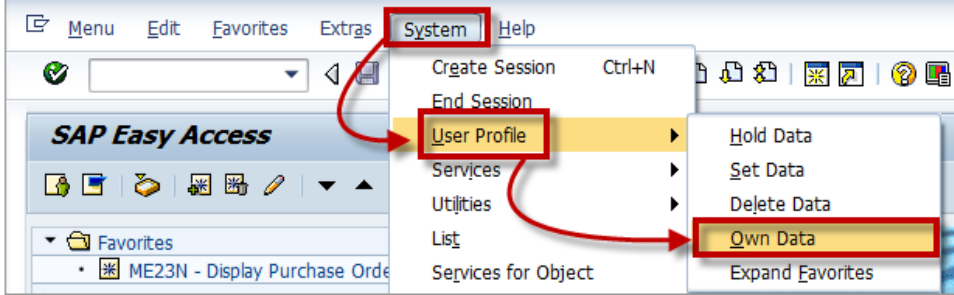


SAP - Default Printer Set Up

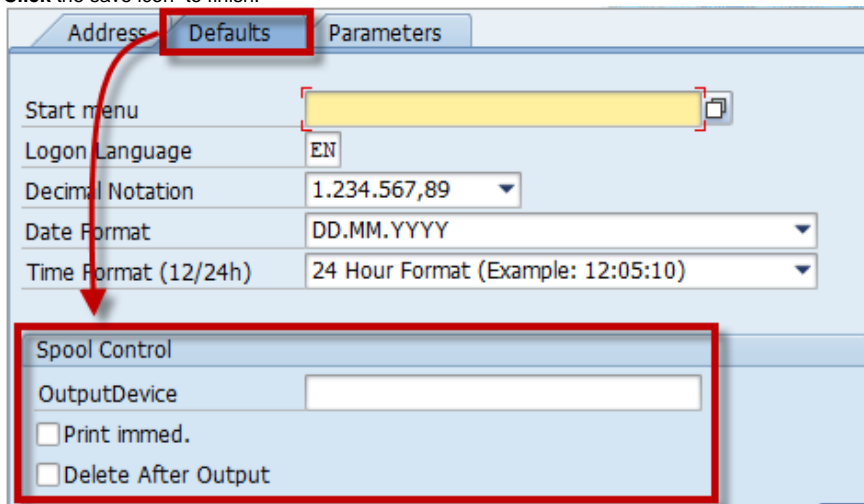
1. To set up a default printer in SAP, open the **System** drop-down menu and select **User Profile > Own Data**:



Note: alternatively to the above you can also type in the t-code **SU3**, it should do the same.

2. Enter the printer's info (all in uppercase) in the **Spool Control** section of the **Defaults** tab. Make sure that the **Print Immed.** is selected. **Delete after Output** can be left blank as this might be useful if it is necessary to review the spool record for reporting purposes.

Click the save icon to finish.



3. If it is not possible to add the printer by typing the name, you can get a list of printers. On that same screen click on the button highlighted below:

Maintain User Profile

Password

User: FOMICEVAS
 Changed By: FOMICEVAS 08.04.2015 15:53:03 Status: Save

Address **Defaults** Parameters

Start menu:
 Logon Language: EN
 Decimal Notation: 1,234,567.89
 Date Format: DD.MM.YYYY
 Time Format (12/24h): 24 Hour Format (Example: 12:05:10)

Spool Control
 OutputDevice:
 Print immed.
 Delete After Output

Now type in the name of your location followed by star sign (ex. Riga*) and hit the check button.

Spool: Output device (3)

Restrictions

Output Device:
 Short name:
 Location:
 Device type:

Select the printer you need from the list...

Spool: Output device (3) 21 Entries found


Restrictions

OutputDevice	ShrtNa...	Location/Statu
RLP05FINANCE_DMS	RLP1	Riga GBS
RLP05FINANCE_PDF	RLP2	Riga GBS
RLP07A2RFIN	RLP3	Riga GBS
RLP07A2RFIN_DMS	RLP4	Riga GBS
RLP07A2RFIN_PDF	RLP5	Riga GBS
RLP08FINANCE	RLP6	Riga GBS
RLP08FINANCE_DMS	RLP7	Riga GBS
RLP08FINANCE_PDF	RLP8	Riga GBS
RLP10FINANCE	RLP9	Riga GBS
RLP10FINANCE_DMS	RLPA	Riga GBS
RLP10FINANCE_PDF	RLPB	Riga GBS
RLP11DATAPRICE	RLPC	Riga GBS
RLP11DATAPRICE DMS	RLPD	Riga GBS

- Now that the printer you need is listed, make sure that the **Print Immed.** is selected. **Delete after Output** can be left blank as this might be useful if it is necessary to review the spool record for reporting purposes.

Click the save icon to finish.

Spool Control

OutputDevice RLP10FINANCE 

Print immed.

Delete After Output