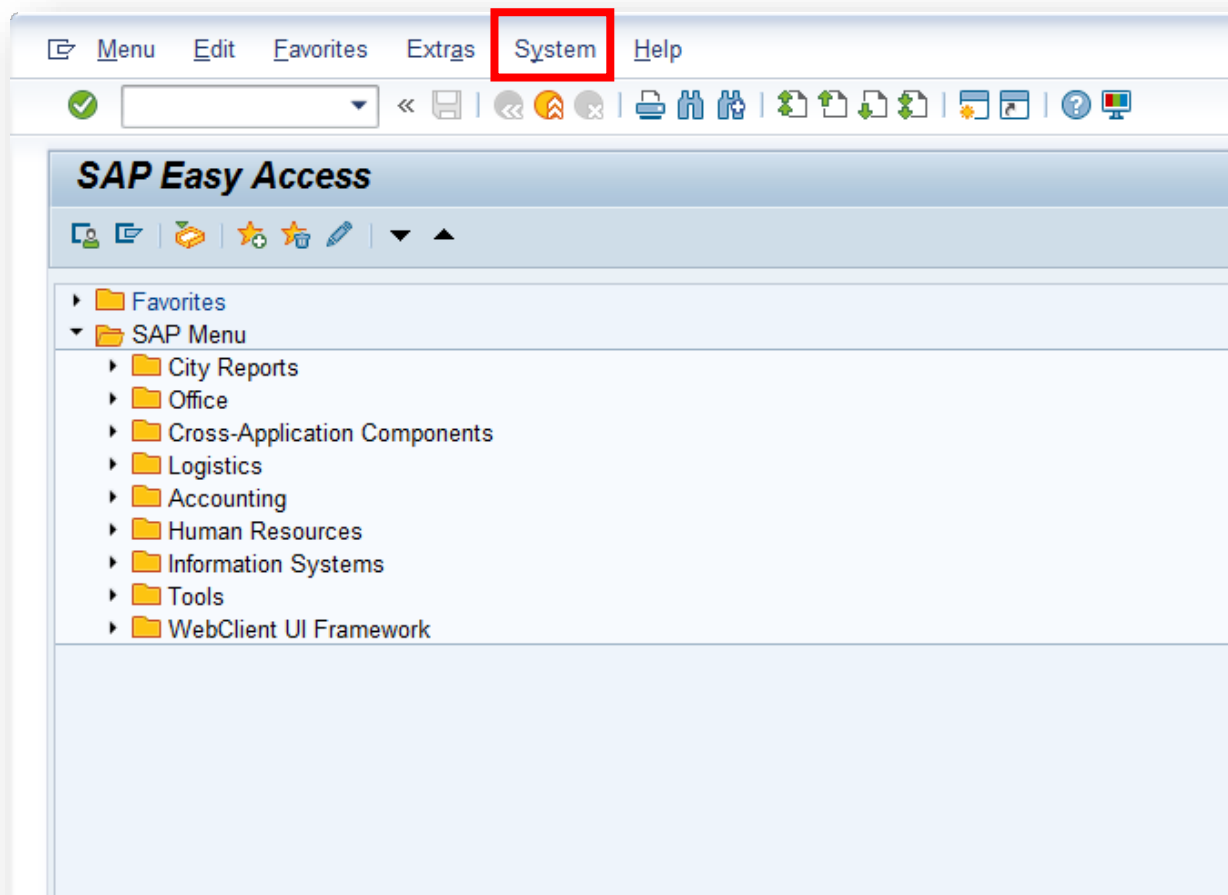


How to Configure SAP to Use Your Local Printer

Process: SAP can be set to use whatever printer you have designated for use in other Windows programs. This instruction shows you how.



SAP can use the default printer set up in Windows.

This instruction assumes that windows already has a network printer set up in Windows.

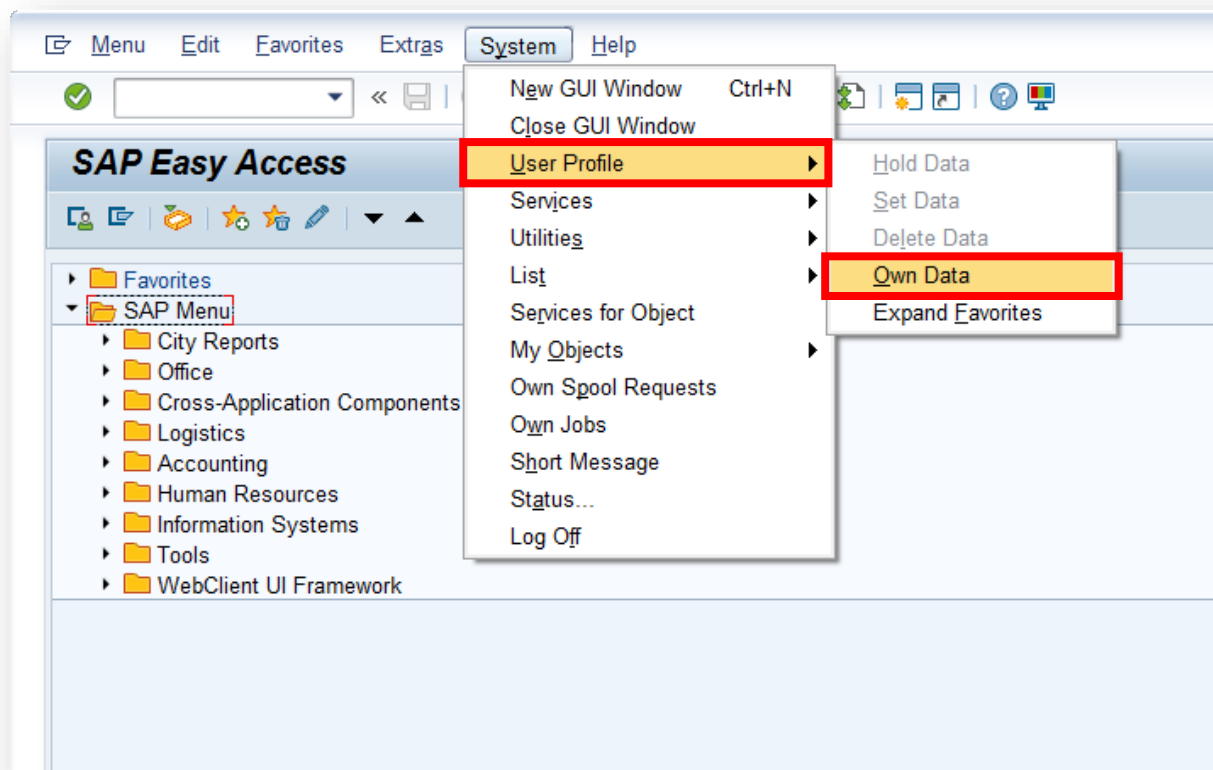
If you need to set up a printer in Windows or want to change your default printer, go to **page 6** of this document.

01

From any screen in SAP click on **System**.

How to Configure SAP to Use Your Local Printer

Process: SAP can be set to use whatever printer you have designated for use in other Windows programs. This instruction shows you how.



02

In the **System** menu, hover on **User Profile** and then click **Own Data**.

How to Configure SAP to Use Your Local Printer

Process: SAP can be set to use whatever printer you have designated for use in other Windows programs. This instruction shows you how.

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'. Underneath, there is a 'Password' section. The user information is displayed as follows:

User	LDUDLEY				
Changed By	TRP_RFC	06/14/2017	12:34:29	Status	Saved

The 'Defaults' tab is selected and highlighted with a red box. The 'Person' section contains the following fields:

Title	
Last name	Dudley
First name	Charlie
Academic Title	
Complete name	Charlie Dudley
Language	English

The 'Work Center' section contains the following fields:

Function	Training & Development Officer.				
Department	OMF-CAO				
Room Number		Floor		Building code	

The 'Communication' section contains the following fields:

Telephone		Extension		
Mobile Phone				
Fax		Extension		
E-Mail Address	charles.dudley@portlandoregon.gov			
Comm. Meth	E-Mail			

There are also buttons for adding communication methods and an 'Other Communication...' button.

03

On the Main User Profile screen, click the **Defaults** tab.

How to Configure SAP to Use Your Local Printer

Process: SAP can be set to use whatever printer you have designated for use in other Windows programs. This instruction shows you how.

The screenshot shows the SAP 'Maintain User Profile' dialog box. The 'Spool Control' section is highlighted with a red box. The 'OutputDevice' field is set to 'LOCL'. The 'Print immed.' checkbox is checked, and the 'Delete After Output' checkbox is unchecked. The 'Personal Time Zone' section shows 'Time Zone' and 'Sys. Time Zone' both set to 'PST'. The 'CATT' section has a 'Test Status' checkbox which is unchecked.

Field	Value
User	LDUDLEY
Changed By	TRP_RFC
Changed On	06/14/2017 12:34:29
Status	Saved
Start menu	
Logon Language	EN
Decimal Notation	1,234,567.89
Date Format	MM/DD/YYYY
Time Format (12/24h)	24 Hour Format (Example: 12:05:10)
OutputDevice	LOCL
Print immed.	<input checked="" type="checkbox"/>
Delete After Output	<input type="checkbox"/>
Time Zone	PST
Sys. Time Zone	PST
Test Status	<input type="checkbox"/>

04

In the **Spool Control** Section:

For **Output Device**, type: LOCL

Print Immediately: Check this.

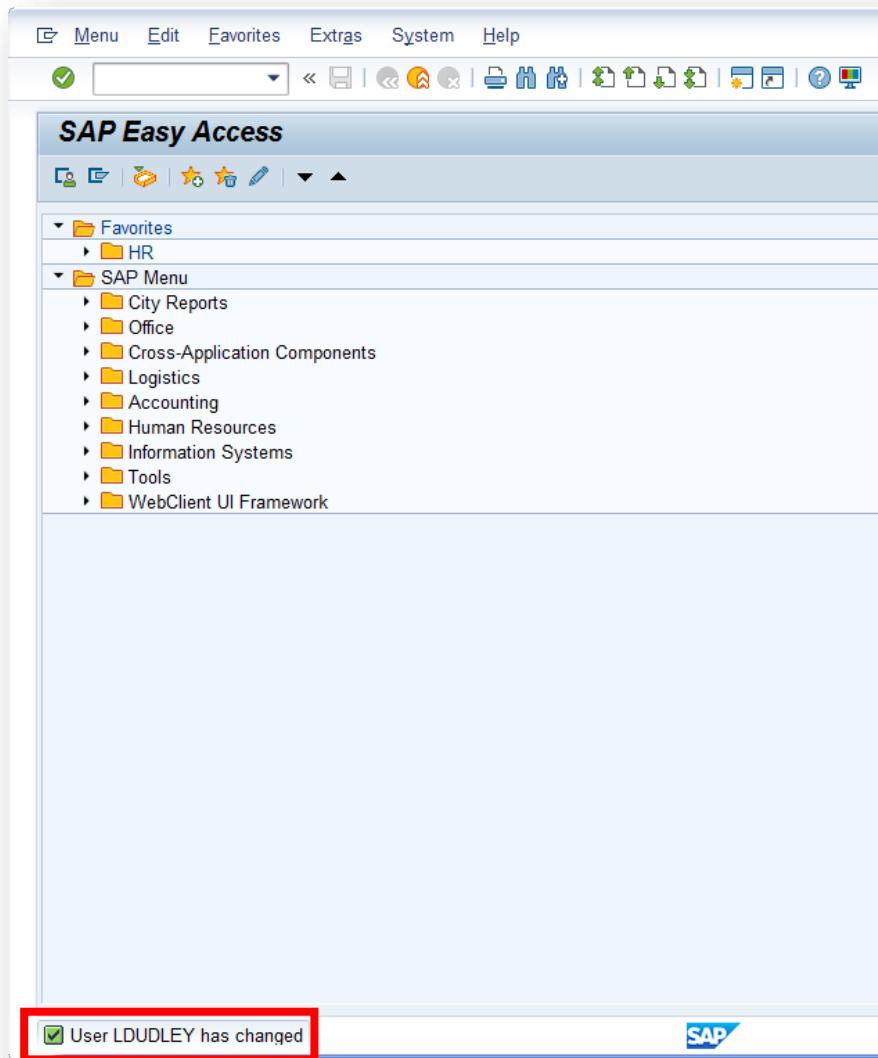
Delete After Output: Uncheck this.

05

Click **Save**.

How to Configure SAP to Use Your Local Printer

Process: SAP can be set to use whatever printer you have designated for use in other Windows programs. This instruction shows you how.



06

Once you click save, SAP will confirm the system changes. Now you will be able to print from SAP to the same printer you use for Windows and other Windows applications.

– END –

How to Configure SAP to Use Your Local Printer

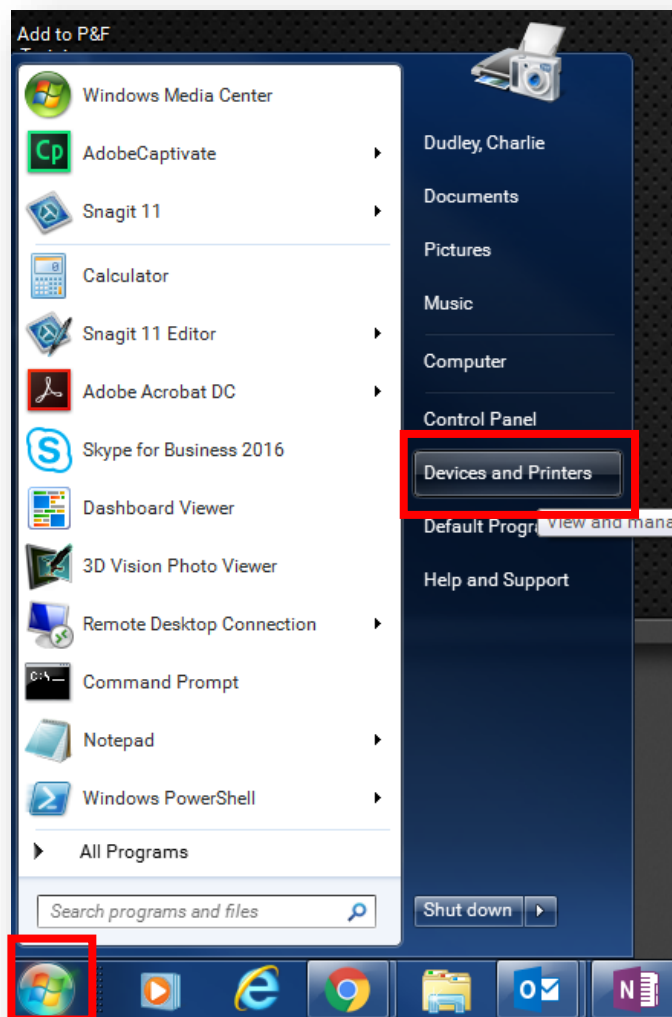
Process: SAP can be set to use whatever printer you have designated for use in other Windows programs. This instruction shows you how.

Setting Up or Changing a Printer in Windows:

Following these quick steps will allow you to set up a printer in Windows for the first time or choose a default printer. What you select here determines the printer that SAP uses.

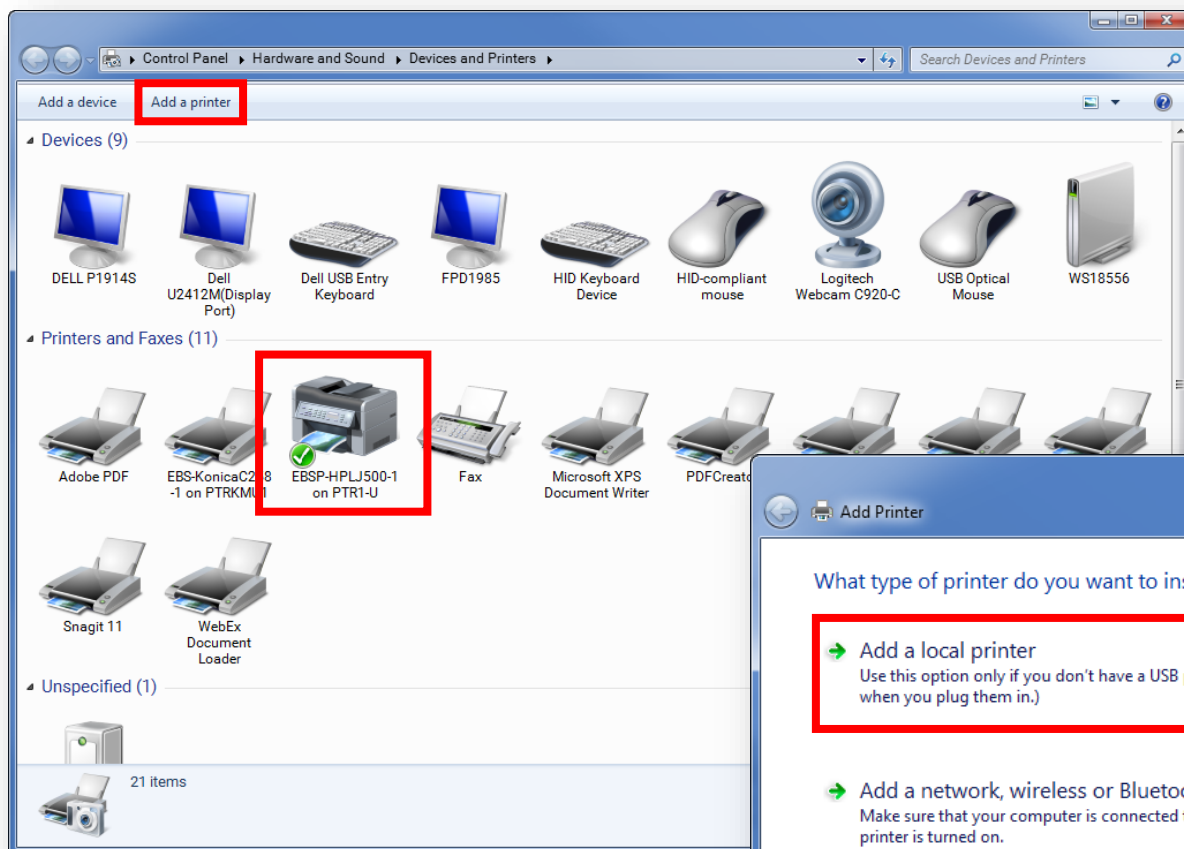
01

From the **Windows Menu** choose **Devices and Printers**.



How to Configure SAP to Use Your Local Printer

Process: SAP can be set to use whatever printer you have designated for use in other Windows programs. This instruction shows you how.



If you already have a default printer selected, you will see it on the main screen (as shown here with the green check).

02

To choose a different printer, click on **Add a Printer**.

03

Click **Add a local printer** and follow the remaining prompts.

– END –

