To Establish the Default Printer

1) Run the transaction **SU3**.
2) Click on the **Defaults** tab.
3) Enter **LOCL** in the **OutputDevice** field.

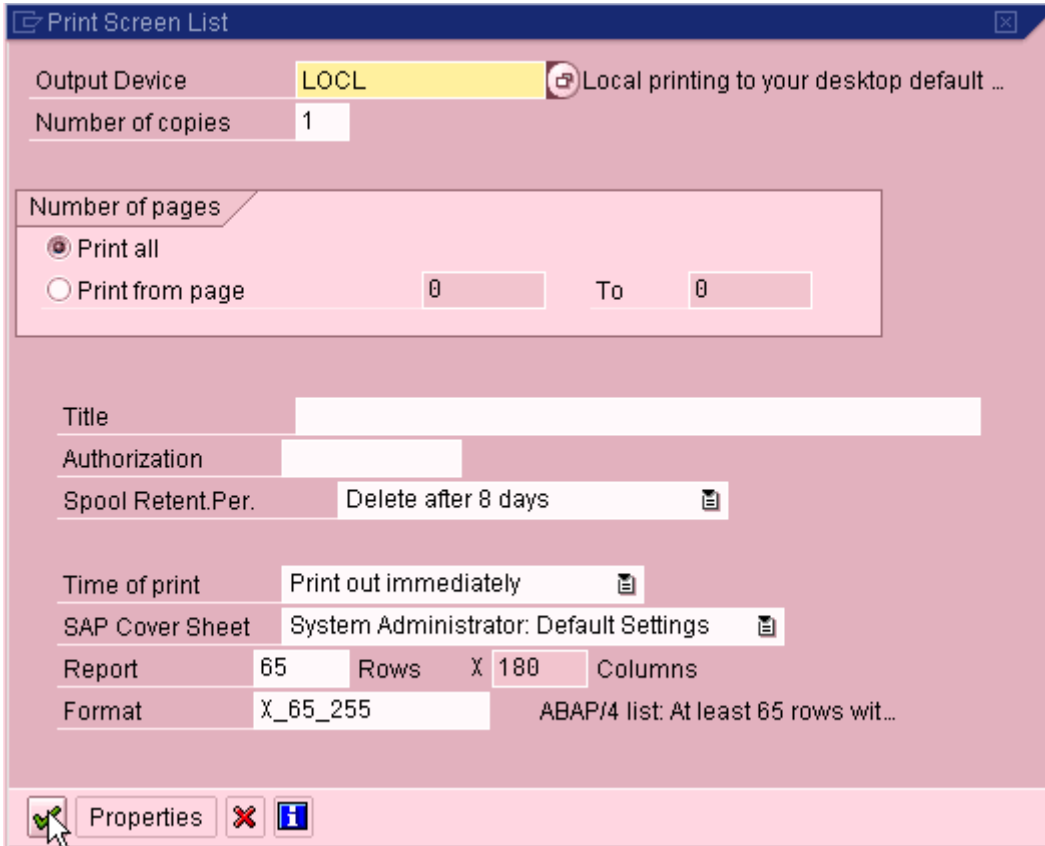
4) Click on the **Save** icon ⊞ to retain the new setting.

Print from SAP R/3

1) Click on the **Print** 🖨 icon.

```
┌─ Print Screen List ──────────────────────────────────────────────⊠─┐
│  Output Device      LOCL              ⟲ Local printing to your desktop default … │
│  Number of copies   1                                                │
│                                                                      │
│  ┌ Number of pages ─────────────────────────────────────────────┐  │
│  │ ⦿ Print all                                                    │  │
│  │ ○ Print from page            0          To        0            │  │
│  └────────────────────────────────────────────────────────────────┘  │
│                                                                      │
│    Title                                                             │
│    Authorization                                                     │
│    Spool Retent.Per.      Delete after 8 days           ▤            │
│                                                                      │
│    Time of print       Print out immediately         ▤              │
│    SAP Cover Sheet     System Administrator: Default Settings   ▤    │
│    Report         65    Rows    X 180    Columns                     │
│    Format         X_65_255              ABAP/4 list: At least 65 rows wit… │
│                                                                      │
│  ⟋ Properties   ✖ 🛈                                                  │
└──────────────────────────────────────────────────────────────────────┘
```

2) If you wish to print at this point, verify that **Time of print** is set to **Print immediately**. If you wish to print later, set **Time of print** to **Send to SAP Spooler Only for Now**.

    NOTE: If the report will print as a **background job**, the "Time of print" should be changed to "Send to SAP Spooler Only for Now." The Addendum section explains this in more detail.

3) Click on the **Continue** ✅ button.

4) If you selected **Print out Immediately**, a new window will confirm your default printer.
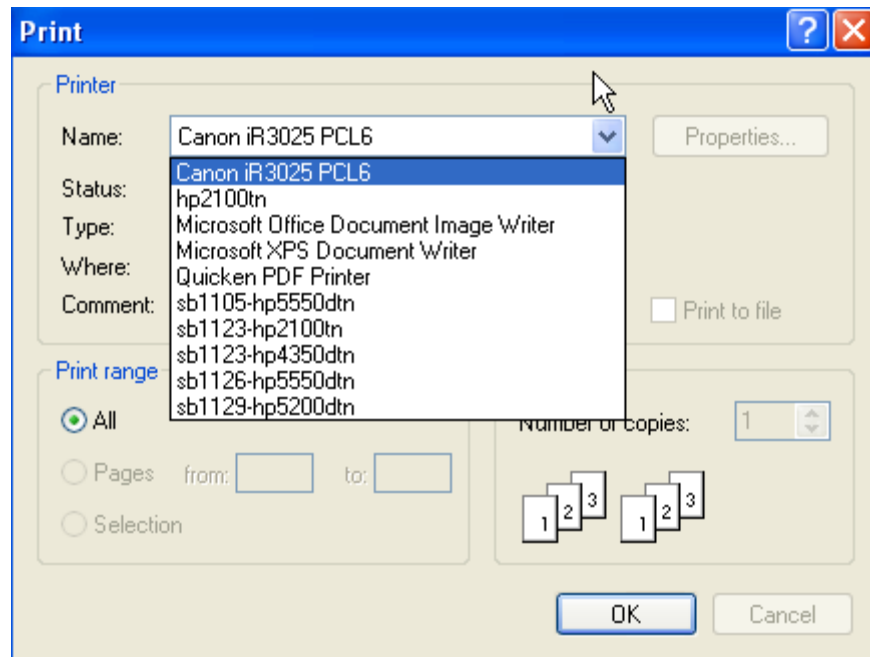
5) If you wish to use the default printer, click **OK**.

6) You may select any of the other printers that are visible locally to your PC or Macintosh desktop. To select another printer, click on it in the **Name** list. Then click **OK**.

   NOTE: This will not change your default printer for subsequent uses.

Addendum

Please note that the LOCL print device will generate formatted output, based on HPLJ4 device type, just as with any other IP print devices we have defined on the system with the following exception. Since LOCL uses the SAPgui connection, it will not work with background jobs if "Time of print" option is set to "Print out immediately," as background jobs are not tied to a SAPgui connection. Consequently, "Time of print" should be set to "Send to SAP Spooler Only For Now." The resulting spooled output can then be printed at a future time using SAPgui.