

To Establish the Default Printer

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

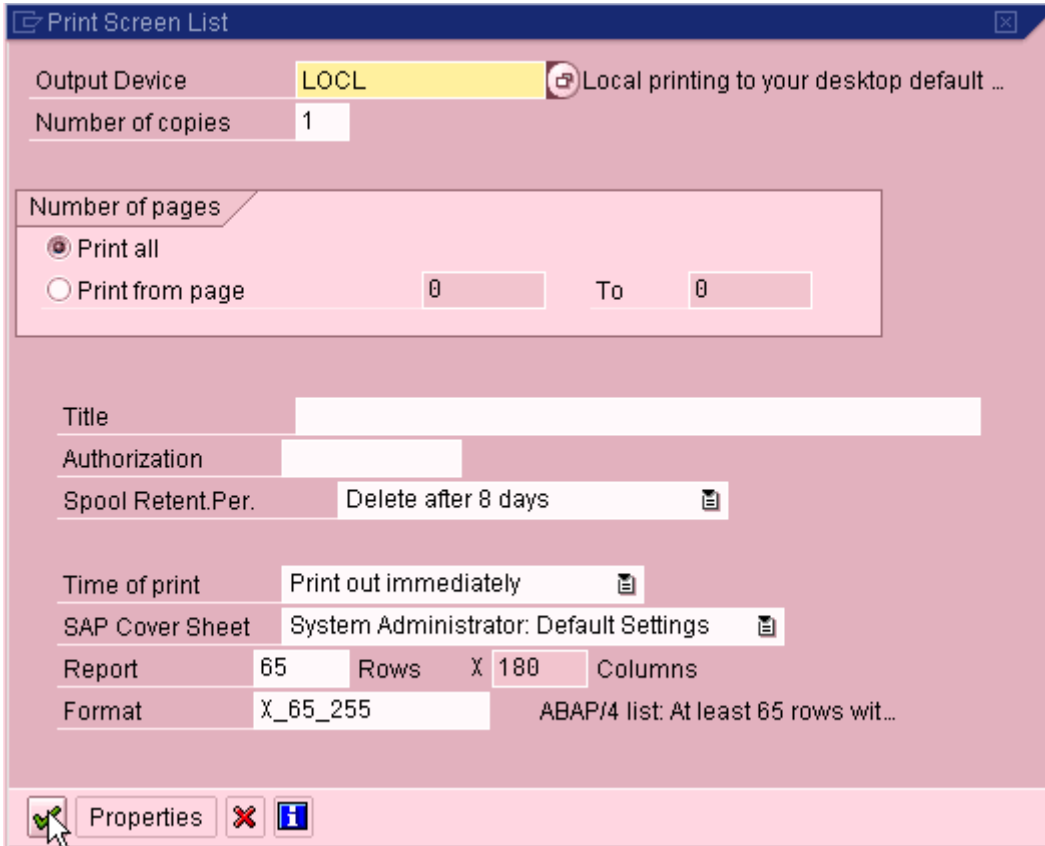
The screenshot shows the SAP 'Maintain User Profile' dialog box with the 'Defaults' tab selected. The 'User' field is set to 'STEVEN'. The 'Last Changed On' field shows 'USRADMIN' on '07/31/2009' at '02:42:50'. The 'Status' is 'Saved'. The 'Address' tab is also visible. The 'Start menu' field is empty. The 'Logon Language' field is empty. The 'Decimal Notation' field is '1,234,567.89'. The 'Date Format' field is 'MM/DD/YYYY'. The 'Time Format (12/24h)' field is '24 Hour Format (Example: 12:05:10)'. The 'Spool Control' section is expanded, showing the 'OutputDevice' field set to 'LOCL'. There are checkboxes for 'Output Immediately' and 'Delete After Output', both of which are unchecked.

Maintain User Profile	
User	STEVEN
Last Changed On	USRADMIN 07/31/2009 02:42:50
Status	Saved
Address Defaults Parameters	
Start menu	
Logon Language	
Decimal Notation	1,234,567.89
Date Format	MM/DD/YYYY
Time Format (12/24h)	24 Hour Format (Example: 12:05:10)
Spool Control	
OutputDevice	LOCL
<input type="checkbox"/> Output Immediately	
<input type="checkbox"/> Delete After Output	

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

Print from SAP R/3


- 1) Click on the **Print**  icon.

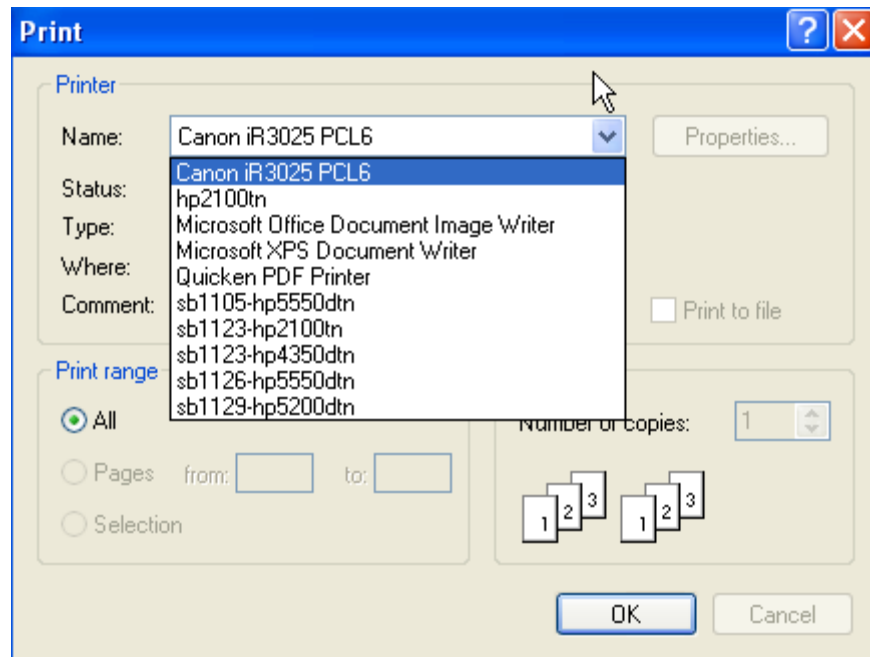


The image shows a 'Print Screen List' dialog box with the following fields and options:

- Output Device:** LOCL (highlighted in yellow) with a tooltip: 'Local printing to your desktop default ...'
- Number of copies:** 1
- Number of pages:** A section with two options:
 - ☒ Print all
 - ☐ Print from page 0 To 0
- Title:** (empty text field)
- Authorization:** (empty text field)
- Spool Retent.Per.:** Delete after 8 days (with a document icon)
- Time of print:** Print out immediately (with a document icon)
- SAP Cover Sheet:** System Administrator: Default Settings (with a document icon)
- Report:** 65 Rows X 180 Columns
- Format:** X_65_255 (with a tooltip: 'ABAP/4 list: At least 65 rows wit...')

At the bottom, there is a 'Properties' button (with a mouse cursor icon), a close button (X), and an information button (i).

- 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.