

Printer Defaults

How do I set my Printer defaults?

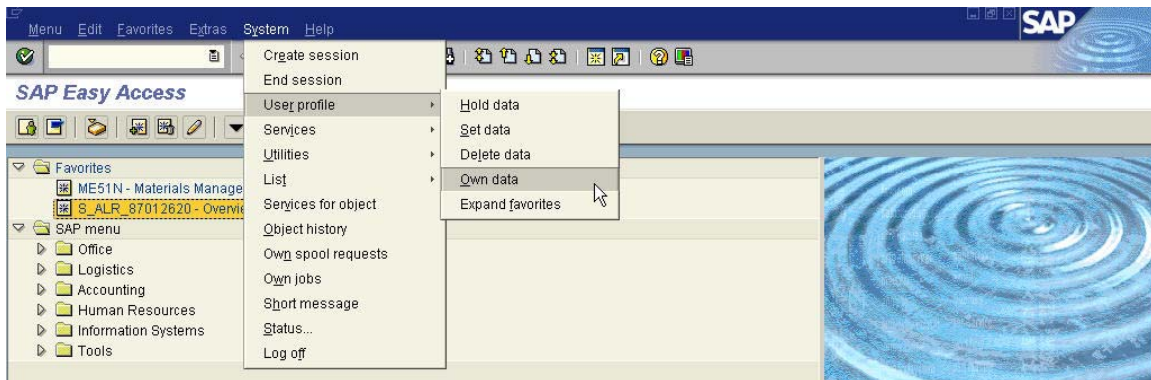
This is the procedure to set your printer default to your local printer. You may also set other defaults here also including the Start Menu, the date format, etc.

Follow the Menu Path below:

System – User profile – Own data


OR

Enter SU3 in the Command Field



This will take you to the **Maintenance** screen.

The screenshot shows the 'Maintain User Profile' dialog box in SAP. The 'Parameters' tab is active. The 'OutputDevice' field is set to 'Loc1'. The 'Output Immediately' and 'Delete After Output' checkboxes are checked. The 'Date Format' is set to 'MM/DD/YYYY'.

1. Click on the **Defaults** tab.
2. Click on the **Output device** match code to select a printer from the list – OR – type in LOCL.
3. Click in the **Output immediately** check box.
4. Click in the **Delete after output** check box.
5. Click on the **Save**  icon.

NOTE: A printer may also be specified when printing a report.