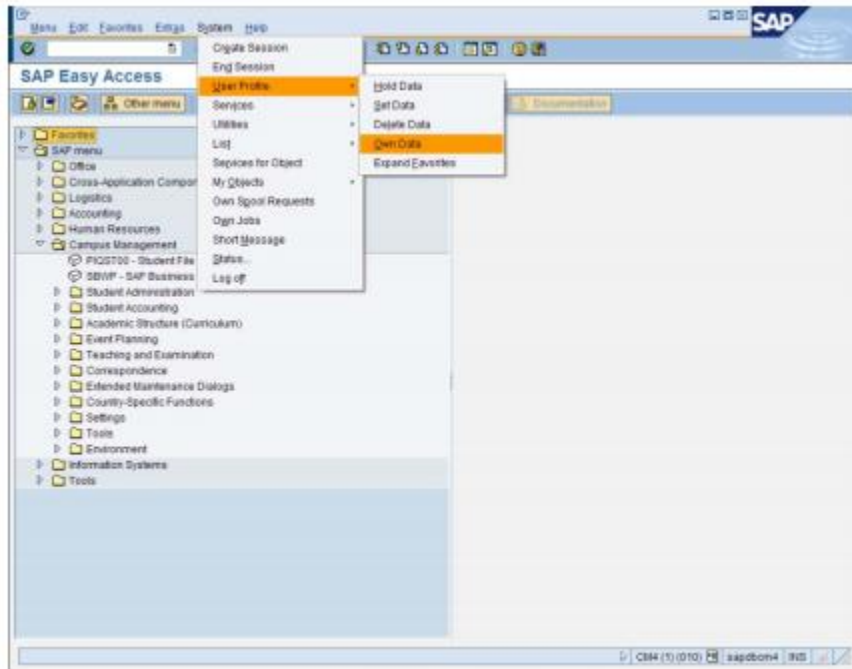
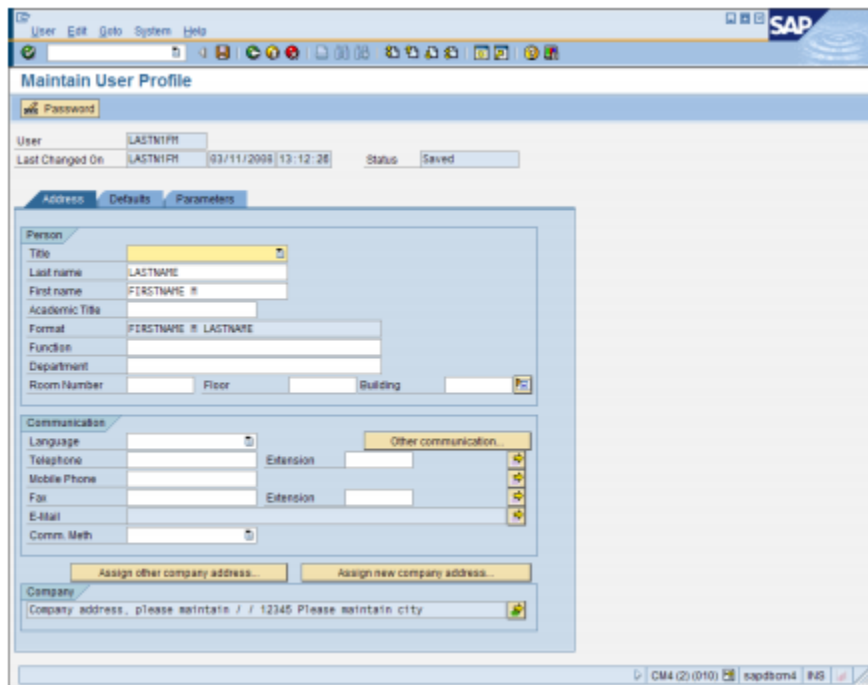


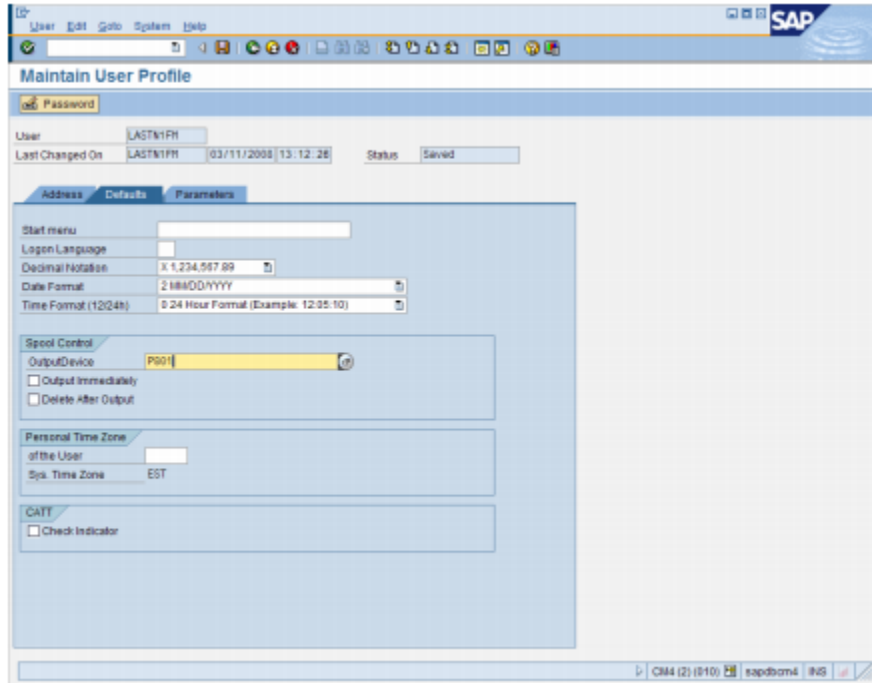
Setting Up a Default Printer



Click on **System** at the top of the screen and select User Profile – Own Data. This will bring up the Maintain User Profile screen.





Click the **Defaults** tab.



The screenshot shows the SAP 'Maintain User Profile' dialog box with the 'Defaults' tab selected. The 'User' field is 'LASTN1FR' and the 'Status' is 'Saved'. The 'Address' tab is also visible. The 'Start menu' field is empty. The 'Login Language' field is empty. The 'Decimal Notation' field is 'X 1,234,567.89'. The 'Date Format' field is '2 MM/DD/YYYY'. The 'Time Format (12/24h)' field is '0:24 Hour Format (Example: 12:05:10)'. The 'Spool Control' section has 'OutputDevice' set to 'P901', with 'Output Immediately' and 'Delete After Output' checkboxes unchecked. The 'Personal Time Zone' section has 'of the User' field empty and 'Sys. Time Zone' set to 'EST'. The 'CATT' section has 'Check Indicator' checkbox unchecked. The bottom status bar shows 'CM44 (2) (810) sapdbom4 ING'.

In the Output Device field of the Spool Control section type in a Systems Printer or GWIN.
**GWIN can only be used with a windows operating system.

Click the Save icon  and then click the Back icon .

The default printer will now appear whenever you attempt to print something.