



Introduction

Process and Trigger

Perform this procedure when you need to set the default printer when using the SAP Portal WebGUI. .

Prerequisites

None

Menu Path

None

Transaction Code

SU3

Tips and Tricks

At times you may need to use your scroll bar to view additional information.

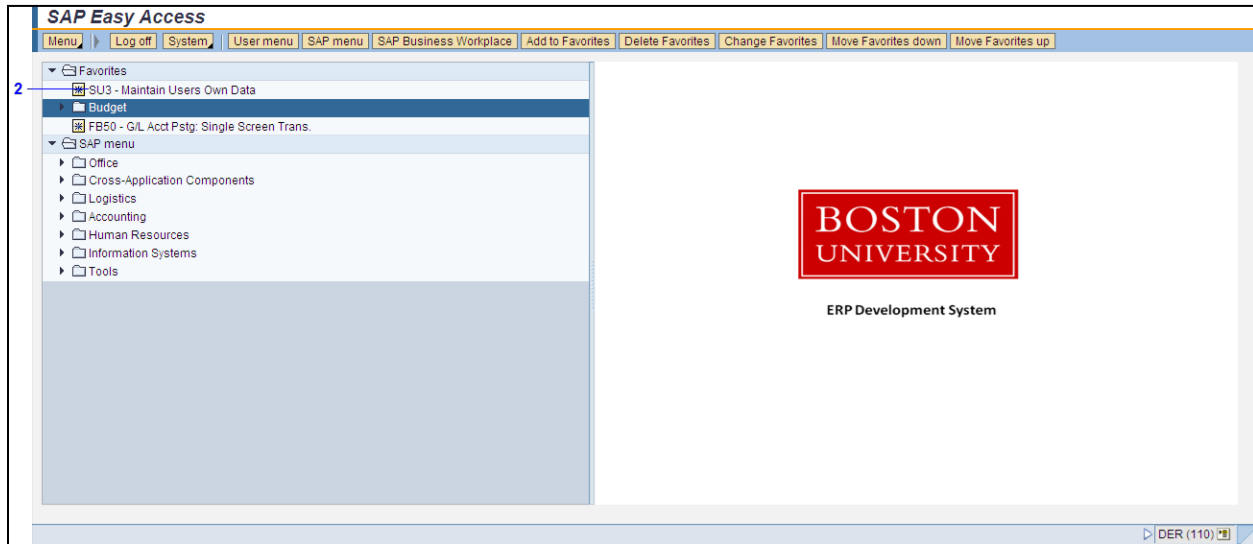
Reports

None

Procedure

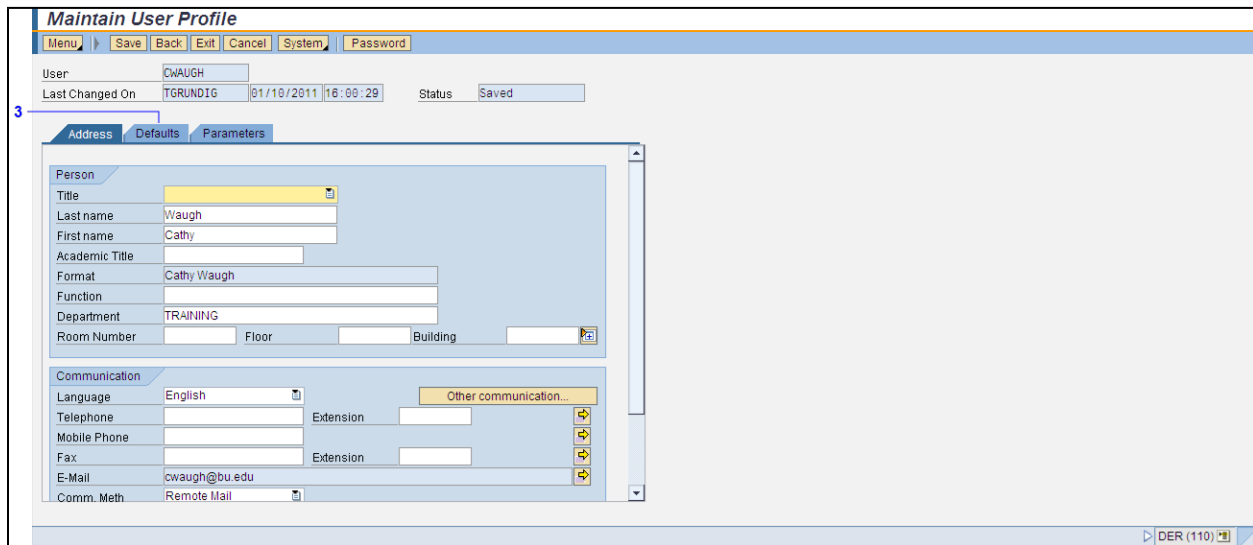
1. Start the transaction using the above menu path or transaction code.

SAP Easy Access



2. Double-click the **SU3 - Maintain Users Own Data** **SU3 - Maintain Users Own Data** transaction code.

Maintain User Profile (Address)



3. Click the **Defaults** tab **Defaults**.

Maintain User Profile (Defaults)

4. As required, complete/review the following fields:

Field	R/O/C	Description
OutputDevice	Required	Type of output machine that produces documents. Usually a printer. Example: LOCL

5. Click the **Save** button

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6. The transaction is complete.



The system displays the message that the change was saved.



Results and Next Steps

You have set up your default printer for the SAP Portal WebGUI.