

SAP Printing

The University of Mississippi
End User Documentation – 4.6C

2/2004

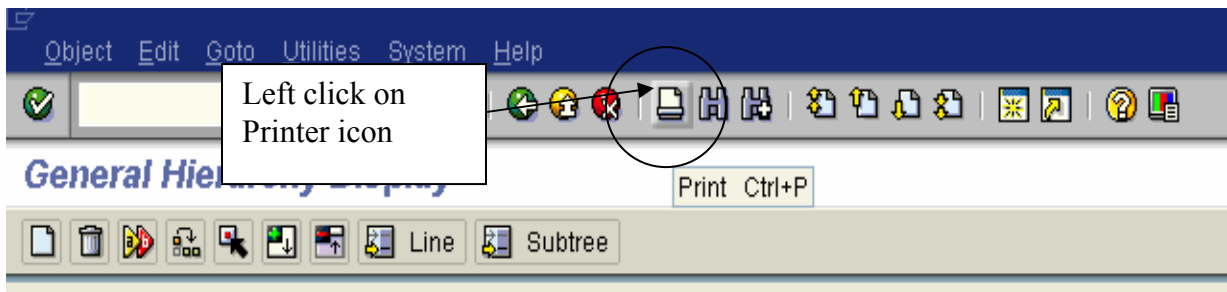
SAP Support: 662.915.5556

E-Mail: sap@olemiss.edu

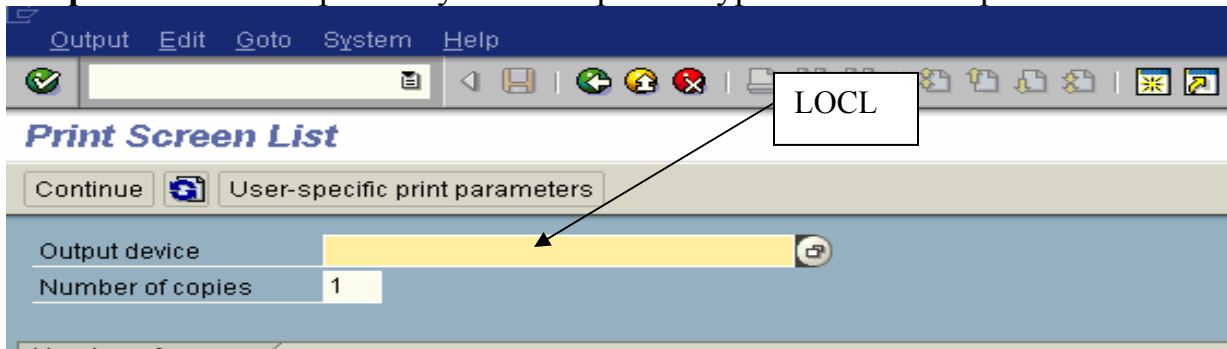
SAP Web Site

www.olemiss.edu/projects/sap

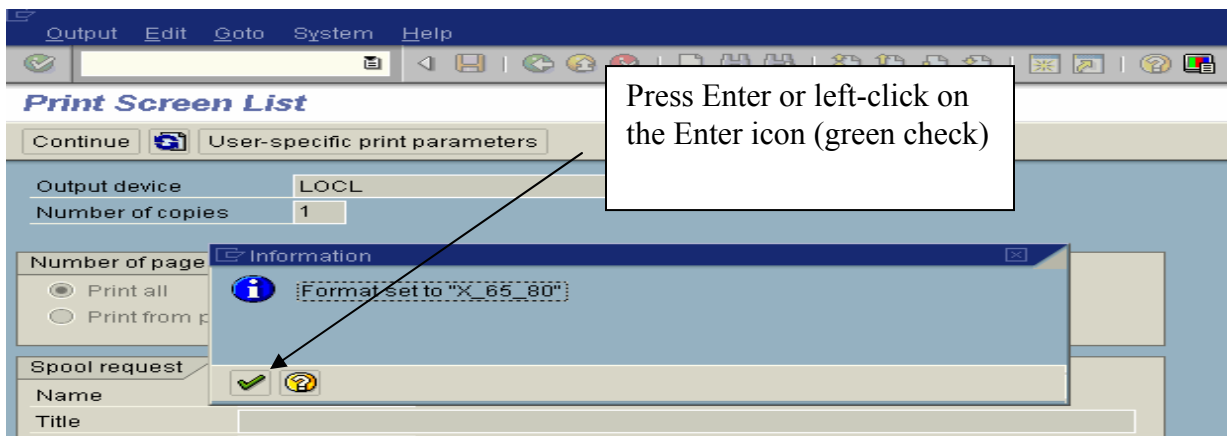
Note: Printer icon must be “in color” before SAP will allow you to use the printer icon to print. Icons that are gray are not valid selections.



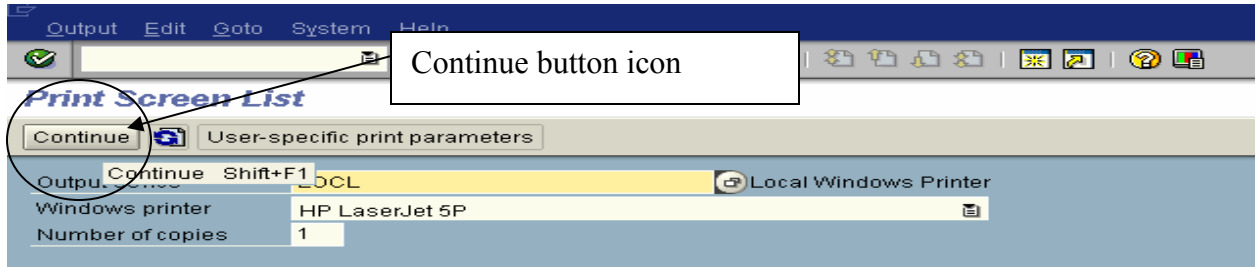
Output Device: To print to your local printer type LOCL in Output device.



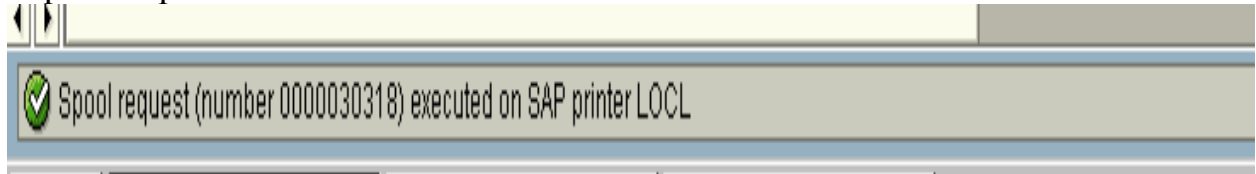
Information Message: You should get a pop-up box “Format set to..”, click on green check



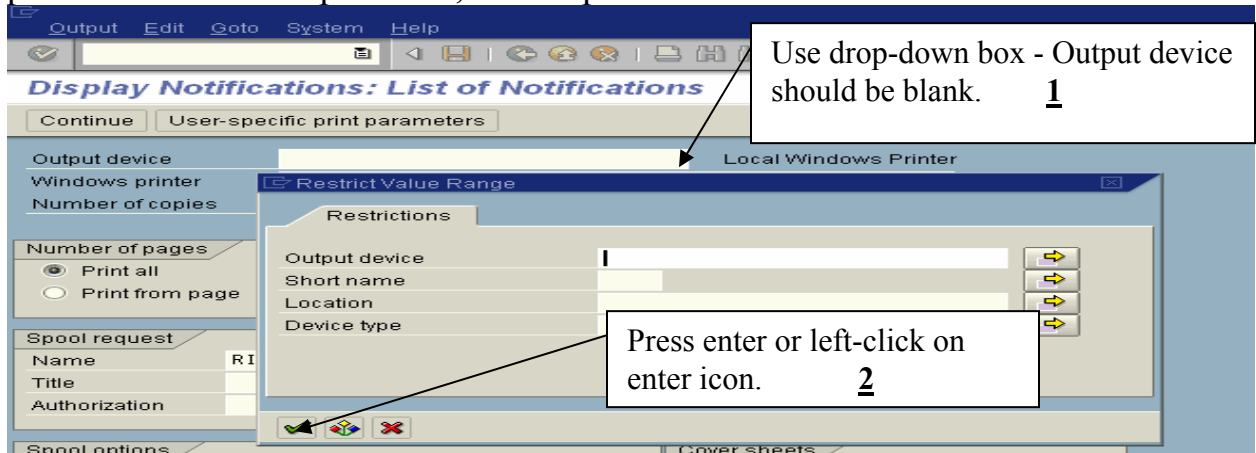
Continue: Left-click on the continue button



Spool Request message: You should receive a message at the bottom of your page “Spool request.....”



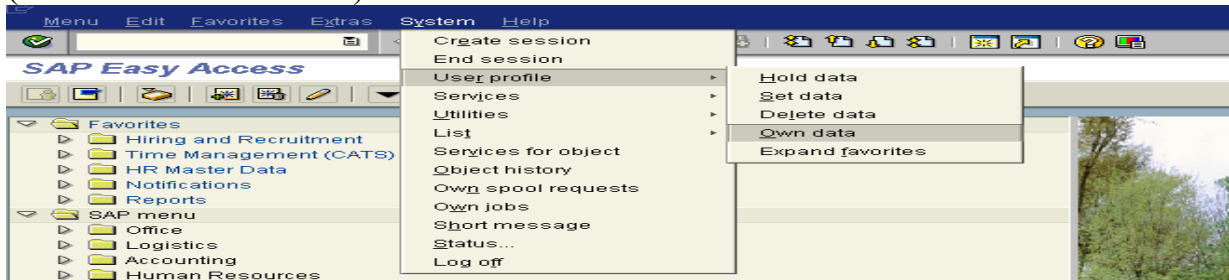
Network Printers: You may also print to a network printer. To view the network printers that are set up in SAP, use drop-down box.



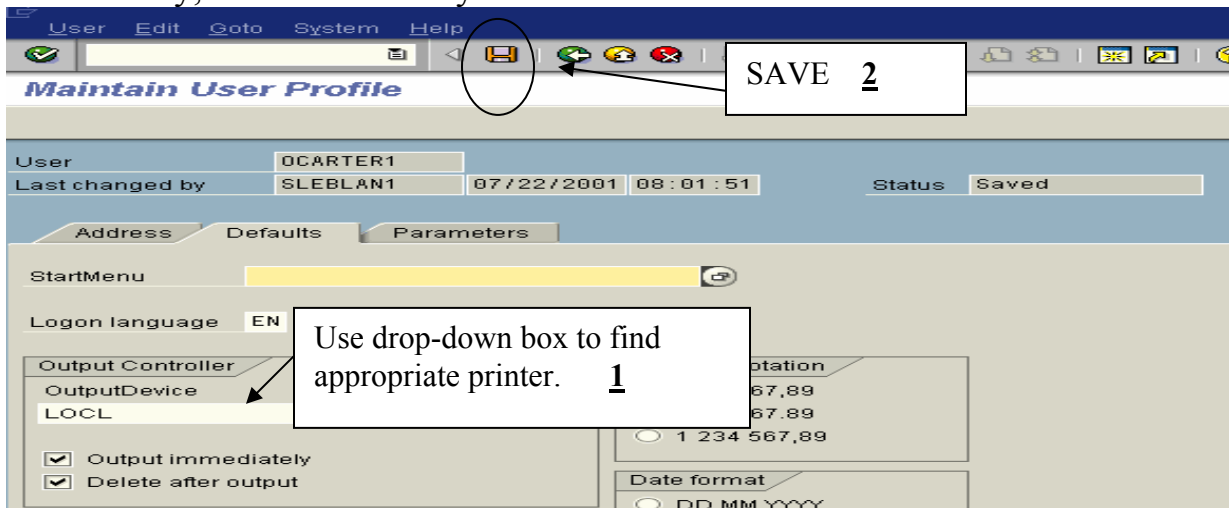
Network Printer: Select appropriate printer by double clicking on appropriate line.

OutputDevice	ShrtName	Location/Status Message
302_Baxter	BAX3	302 Baxter Hall - 130.74.128.221
313_Powers	SLP3	313 Powers Hall (Suzanne LeBlanc)
315_Powers	315P	315 Powers Hall (Carol Cockayne)
323_Powers	323	323 Powers Hall (Anil Vinjamur)
Academic Support Center	ACS1	Academic Support Center - 130.74.150.21
Accounting_Printer	ACCT	New Name Procurement_Printer
Admin&Finance	ADFN	Admin&Fin - Lyceum 216 - 130.74.95.24
Athletics_Printer	ATPR	Athletics Department (SAS Lobby)
Baxter_2nd_Floor	BAX2	New name: Baxter_Room_211, Shortname: BAXP
Baxter_Room_211	BAXP	Baxter Hall, Room 211 - 130.74.130.61
Biology_222_Shoemaker	BIOL	Biology Department - 222 Shoemaker - 130.74.106.234
Bursar1_Check_Printer	BUR1	New Name Procurement_Check_Printer
Bursar2_Check_Printer	BUR2	Bursar's Office - 130.74.230.146
Bursar3_Printer	BUR3	Bursar's Office - 130.74.230.133
BURSAR_Receipt_printer_A	BURA	Bursar Receipt Printer A
BURSAR_Receipt_printer_B	BURB	Bursar Receipt Printer B
BURSAR_Receipt_printer_C	BURC	Bursar Receipt Printer C
BURSAR_Receipt_printer_D	BURD	Bursar Receipt Printer D
BURSAR_Receipt_printer_E	BURE	Bursar Receipt Printer E
Business_School	BUSS	Business School - 130.74.186.243

Default Printer: To set your default printer – System > User profile > Own data (left-click on Own data)

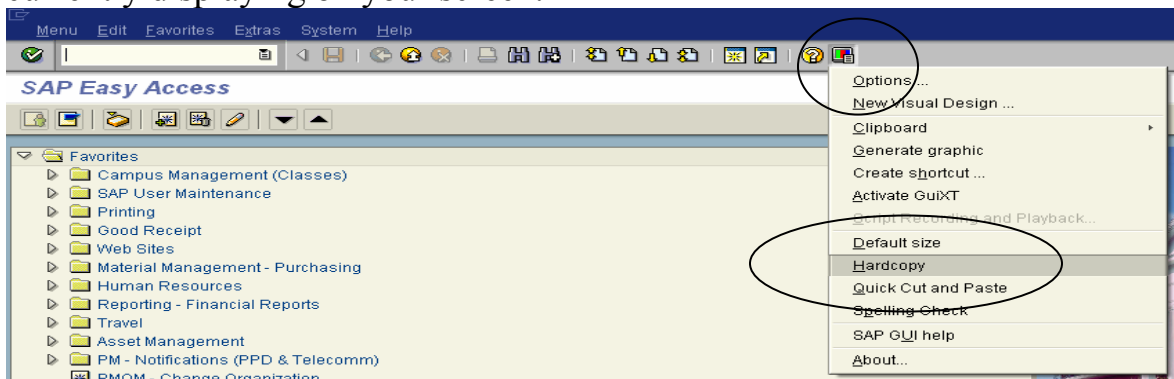


Defaults: Left click on the Defaults tab. To have your printer default to your local windows printer, type in LOCL in the OutputDevice box. Left click on Output immediately, if it is not already selected.

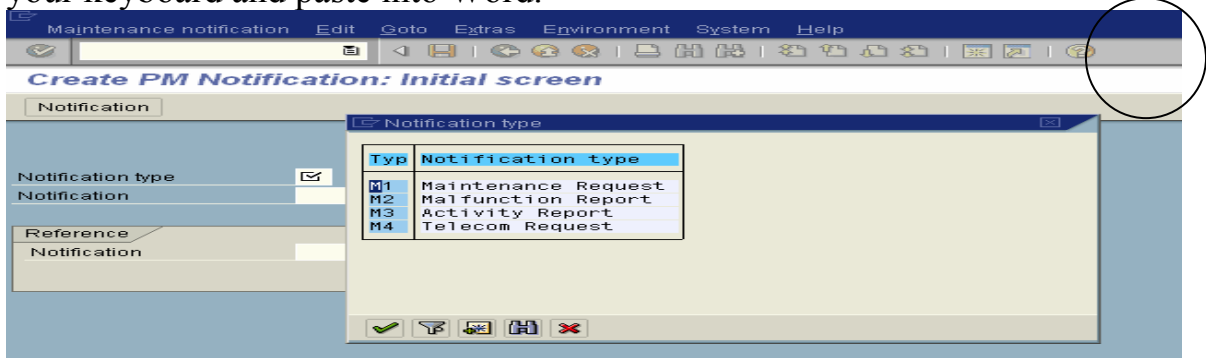


SAVE – Left click on the save icon (diskette).

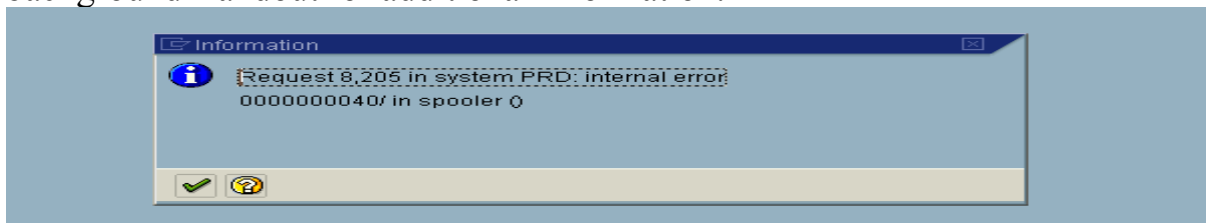
Printing when printing is not available: SAP will allow you to do a print screen by using the “Customizing” icon and selecting Hardcopy. This will print what is currently displaying on your screen.



Printing when “Customizing” icon is not available: Sometimes you wish to print something and SAP will not allow, you can always use the “Print Screen” key on your keyboard and paste into Word.



Internal Error: If you receive this message, the report is too large and you will have to go to transaction 'zshow_spool'. This will probably on reports that were executed in the background, please see “Running Jobs (Execute) in the background” handout for additional information.



ZSHOW_SPOOL: Enter the Spool number and then execute.

