Set up a new SAP printer - how do I accomplish this?

Solution One - Print from SAPgui to your default Windows or Macintosh printer

As an alternative to setting up an SAP print queue, you can send your SAP print jobs to the default printer on your Macintosh or Windows computer.

- When prompted to choose an output device, enter %WIN (Windows) or %FE1 (Macintosh).
- If this works for you, the SAP print queue may not be necessary.

Solution Two - Configure an MIT networked printer as an SAP print queue

- Find out the IP address of the printer.
- Set up a 3-4 letter hostname alias for the printer. To do this:
  - If you are the owner of the IP address, you can request the alias using IST's Create or Update Host service.
  - Note: hosts.mit.edu can only be used to add aliases if the owner field is correct and matches your certificates.
  - Send mail to tnis-inbox@mit.edu to request a hostname alias.
  - Ask the Computing Help Desk to request the alias for you.
- Complete IST's Printer Setup form. Be sure to fill out the fields for hardware address and printer make and model.
- Bulk requests can be sent to hesreq@mit.edu, with the following information:
  - IP address of printer
  - 3-4 letter printer hostname OR 3-4 letter printer alias
  - make and model of printer
  - hardware address of the printer

For Service Consultants
hesreq@mit.edu feeds an RT queue. Do not send to this address from within an RT ticket. Instead use the escalation template.

If client mails their request to us, we can forward the information to hesreq@mit.edu. Make sure that the above list of information is included.

- Please note: Requests for SAP print queues take 1 1/2 to 2 weeks to be completed. Once the SAP print queue has been established, you will be able to set it as the default in your SAPgui settings. The Service Desk can help with that process if needed.

See also:

[hd:Choose which printer I want SAP to print to]

[hd:SAP printers configure to use bootp server or use static ip address]