How Do I Set the Default SAP Output Device?

Q: How Do I Set the Default SAP Output Device?

Answer

The default SAP output device is the print queue to which your SAP documents will print unless otherwise specified.

To set your default SAP output device, using SAPgui:

- Follow the menu path **System > User Profile > Own Data**.
- Select the **Defaults** tab.
- In the Spool Control section, locate the Output Device field, and enter your preferred SAP print queue.
  NOTE: To print to the default printer for the local machine, enter `%WIN` (for Windows machines) or `%FE1` (for Macintosh machines).
- Click on the **Save** icon to save your changes (looks like a floppy disk).

Note: You can always choose a different output device on a document-by-document basis.

See also:
SAPgui printing - Configure SAPgui to print to my preferred printer