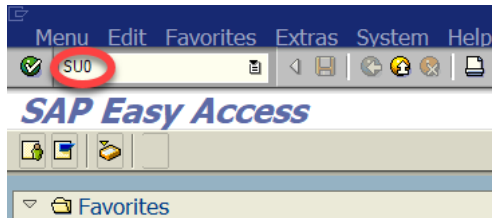
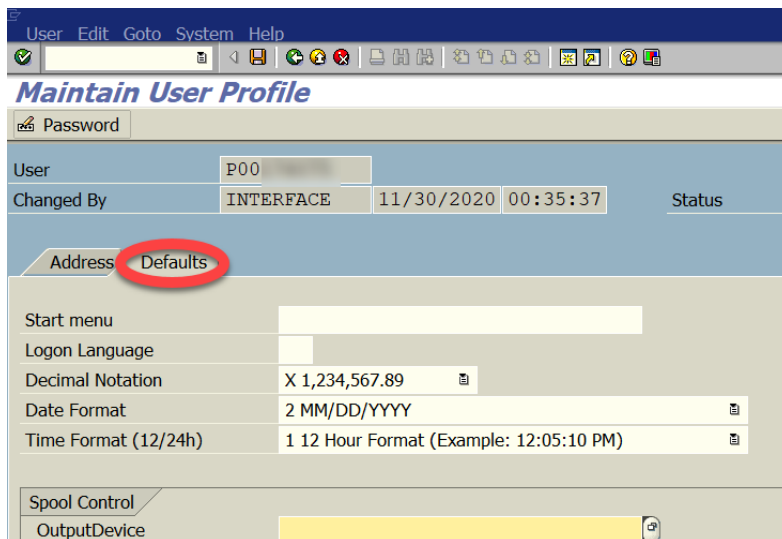


Change Default Printer in LaGov HCM

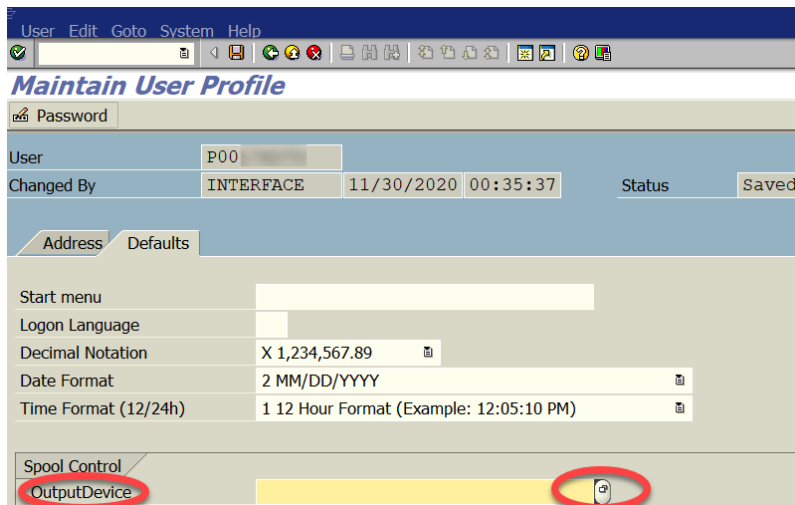
1. From the Easy Access menu, type in transaction **SU0** and hit enter.
Or follow the menu path by clicking on **User Settings > Maintain Default Printer**.



2. Click on the **Defaults** tab.



3. In the **Output Device** field, click on the **match code** search.



4. Select a **network printer** that's already defined to LaGov HCM. To view a list of printers in your personnel area, enter your Personnel area without the zero in the Output Device field and an asterisk (*). Click the **green check**. To choose a printer, double click on the **Output Device**.

The screenshot shows the 'Maintain User Profile' window with the 'Spool- Output device (7)' dialog open. The 'Output Device' field is highlighted with a red circle and contains '107*'. The 'Green check' button is also highlighted with a red circle.

The screenshot shows the 'Maintain User Profile' window with the 'Spool- Output device (7)' dialog open. The dialog displays a list of 245 entries found. The 'OutputDevice' column is highlighted, and the 'Green check' button is visible.

OutputDevice	ShrtName	Location/Status Message
107-1ISB-5000	10ER	OCS - Office of Computing Services
107-1ISB-5000-LGL	10FR	OCS - Office of Computing Services
107-1NW-CPTP-SSI	10FV	
107-1NW-CPTP-SSI-LGL	10FW	
107-2CLA_ERP_5130-2	500Q	
107-2ISB-OCS-5110	1077	ISB 2nd Floor
107-2ISB-OCS-5110-LGL	1078	ISB 2nd Floor
107-2ISB-OCS-5130	10GO	ISB 2nd Floor
107-2ISB-OCS-5130-LGL	10GV	ISB 2nd Floor
107-2NE-OIT-8150	10ES	OES - Office of Electronic Services
107-2NE-OIT-8150-LGL	10FU	OES - Office of Electronic Services
107-2NE-OSP-4100	10FE	Vendor Section

OR

Enter **LOCL** in the **Short name** field, which will be the default printer already assigned to your work computer. Click the **green check**.

User Edit Goto System Help

Maintain User Profile

Password

User: P00

Changed By: INTERFACE 11/30/2020 00:35:37 Status

Address Defaults

Start menu

Logon Language

Decimal Notation: X 1

Date Format: 2 M

Time Format (12/24h): 1 12

Spool Control

OutputDevice

Spool: Output device (7)

Restrictions

Output Device

Short name: LOCL

Location

Device type

Green checkmark icon

User Edit Goto System Help

Maintain User Profile

Password

User: P00

Changed By: INTERFACE 11/30/2020 00:35:37 Status: Saved

Address Defaults

Start menu

Logon Language

Decimal Notation: X 1,234,567.89

Date Format: 2 MM/DD/YYYY

Time Format (12/24h): 1 12 Hour Format

Spool Control

OutputDevice

Spool: Output device (7) 1 Entry found

Restrictions

OutputDevice

Short Name

Location/Status Message

Local Windows Printer LOCL

Green checkmark icon

5. Next click on the green check to **Validate**, and then click on **Save**.

User Edit Goto System Help

Maintain User Profile

Password

User: P00

Changed By: INTERFACE 11/30/2020 00:35:37 Status: Sa

Address Defaults

Start menu

Logon Language

Decimal Notation: X 1,234,567.89

Date Format: 2 MM/DD/YYYY

Time Format (12/24h): 1 12 Hour Format (Example: 12:05:10 PM)

Spool Control

OutputDevice: Local Windows Printer

Green checkmark icon

Save icon

WARNING: DO NOT CHANGE any other information on this screen!