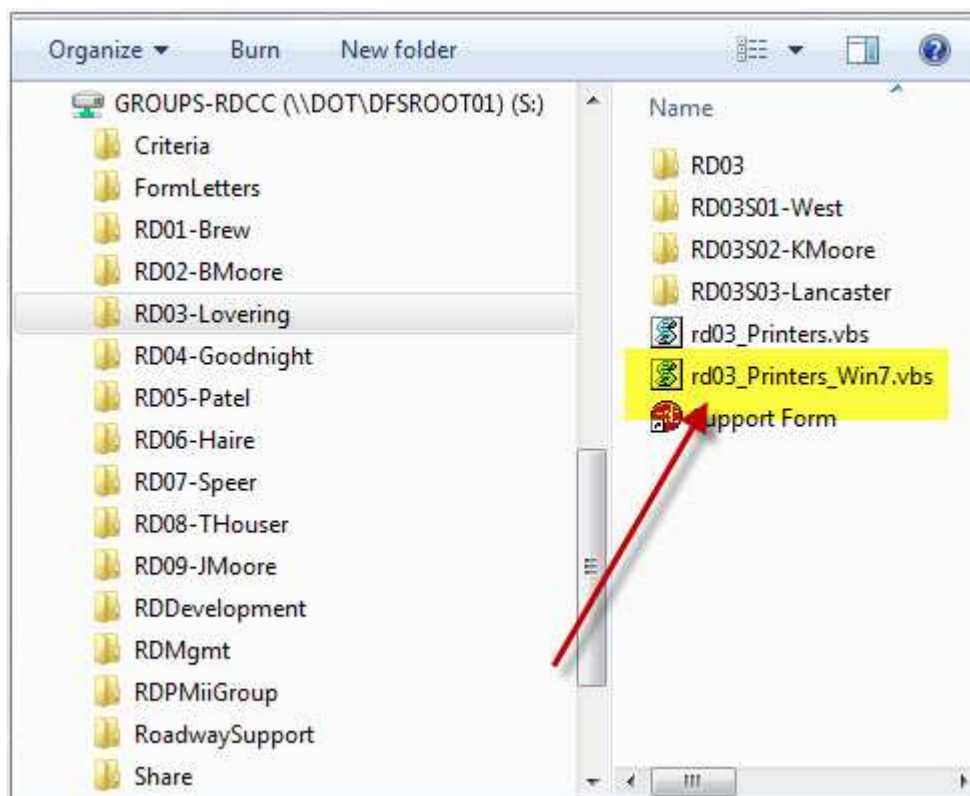


## Printing Procedures

### Printer Set Up

- Go to your Project Group folder on the S: drive and run the rdxx\_Printers\_Win7.vbs file.



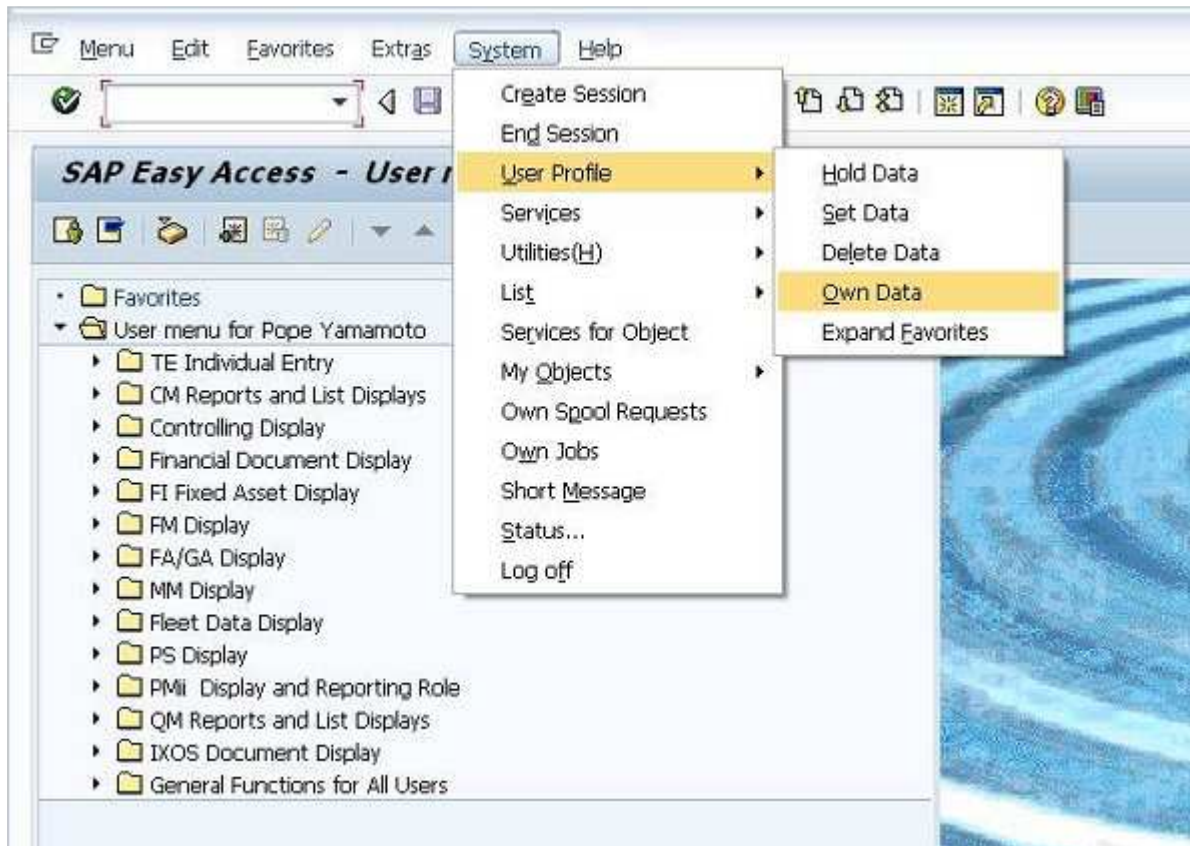
- This will set up all the printers you need, for your work group, including setting the default printer.
- Print queues are profile specific. If you log onto someone else's computer, you will need to add print queues.

### Understanding the Color Laser Plot Queues

- Use the "CSD220711" for Office documents.
- Use the "CSD220711pcl6" for tiffs.
- Use the "CSD220711ps" for pdfs.
- Use the "CSD-5500clja" for DGN letter size.
- Use the "CSD-5500cljb" for DGN 11x17 size.


### SAP Printer Set Up

- From the main SAP page tool bar, select " **SYSTEM > USER PROFILE > OWN DATA** "



- This will pull your "Maintain User Profile".
- Click on the "Defaults" tab.
- Under "Spool Control" key in your "Output Device" (printer name) (ex: LPLOCL).
- Make sure both "Print Now" and "Delete After Output" are checked.
- Click save on the diskette button at the top of the page.

User Edit Goto System Help

 Save changes **4**

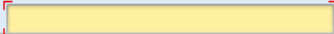
**Maintain User Profile**

Password

User: TMURRAY  
 Changed By: DOT-BATCH 05/20/2018 06:00:10 Status: Saved

Address Defaults Parameters

**Defaults tab 1**

Start menu: 

Logon Language: EN

Decimal Notation: 1,234,567.89

Date Format: MM/DD/YYYY

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

Spool Control

Output Device: LPLOCL **Key in LPLOCL here 2**

☒ Print Now **Check both of these boxes 3**

☒ Delete After Output

Personal Time Zone

Time Zone:

System Zone: EST

CATT

☐ Test Status