Banner Default Printer Management

On those occasions when you need to print a report from Banner, the system needs to know which printer to send the report to. Each Banner user needs to have a default printer defined. Banner will store your selected printer, and use it the next time you print a report.

Most Banner users had a default printer assigned when the Banner account was created. If no default printer was assigned and you have not yet selected a default printer Banner will ask you to select a printer when you try to print a report. Once you have selected a printer, Banner will ask you if you want it to be your default printer. If you accept, the printer you have selected will be stored and displayed by Banner the next time you print a report. If you decline, the next time you start a Banner session and print a report you will again be asked to select a default printer.

Example: Running a Banner report, prior to choosing a default printer

Banner Job Submission form GJAPCTL. Job selected, prior to ‘save’

Banner Print Control form prior to running job. ‘Print’ has been selected, but user does not yet have a default printer. The form asks for a printer to be selected. Browse the list for the appropriate printer. If your printer is not on the list please call the Help Desk #4444.
Once the printer has been selected, Banner asks the user if this should be the default printer. Once you have selected a default printer, Banner will not ask again. The next time you run and print a report Banner will use the default.

Even if you have selected a default printer, you can always select a different printer when you print a report. When you run your report, at the ‘Printer Control Form’ navigate to the printer field, press the ‘List’ icon (shown below) and you will be presented with a list of printers to choose from. This will not change your default printer, but will remain in effect for the duration of your current Banner session.
You can change your default printer at any time through Banner form GWMDPRN. This form is available from the options menu on the job Submission Control form (GJAPCTL):

Parameter Values

It is also available through the Departmental General Information Menu, or form name GWMDPRN can be typed directly into the Banner ‘Go To’ field.

Form GWMDPRN allows Banner users to easily set or change their default printer when necessary.

Your default printer is where your Banner Reports will print, when you request printed output.

You can always temporarily change the printer when you run a Banner Report, without changing your default printer. double-click for details

http://www.wvu.edu/depts/sgmcs/Banner_default_printer.html

If your printer does not show up in the “Printer Queue” list, Please contact the Help Desk x4444.