# Setting up a default printer in Oasis

1. Have the user log into Oasis
2. Go to the PPP screen
3. Type PRNT and enter
4. Scroll down the printer list using F8
5. After finding your department’s printer, go one line above it, type S and enter
6. If this worked, the S should appear to the left of your department’s printer
7. Update (apply) the selection by F9
8. Exit the screen by F12
9. Have the user print the document. If nothing comes out, go back to the printer list and make sure that S is next to your department’s printer. Try selecting it again.
10. If this still doesn’t work, call the AIS helpdesk at x66951

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