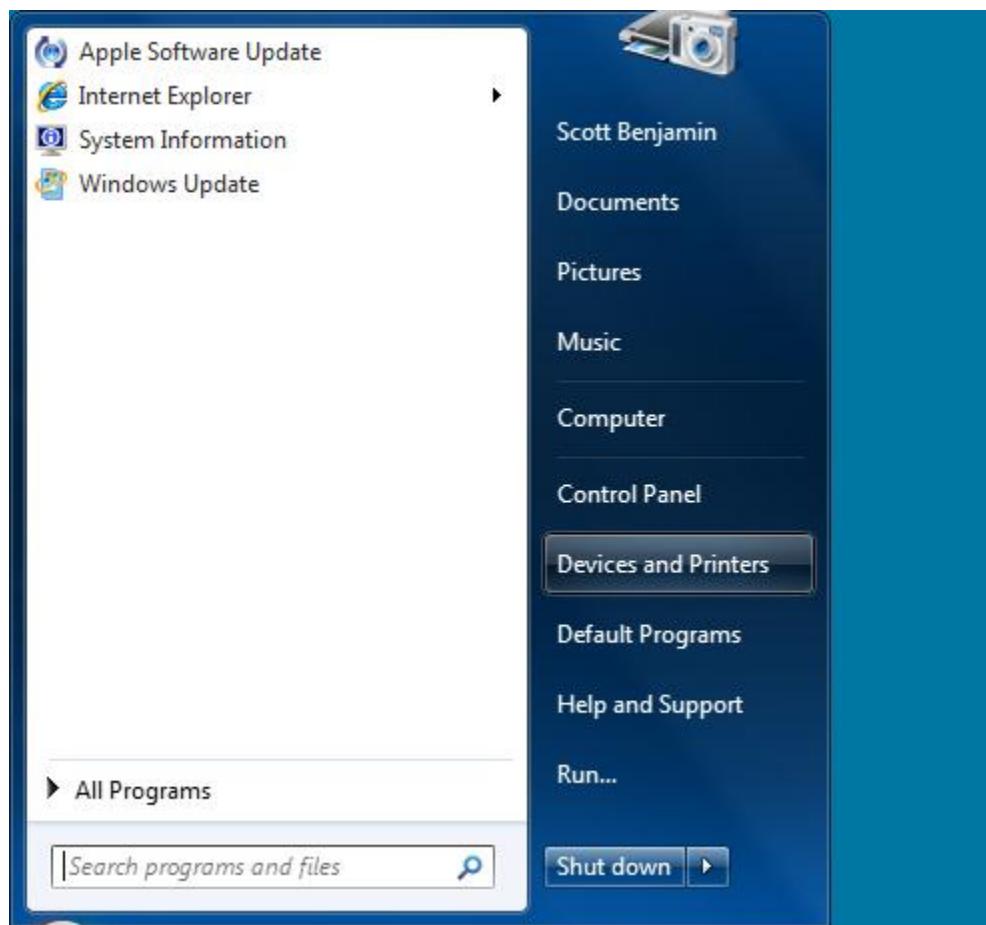


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## **Clear print job(s) from a Printer Queue**

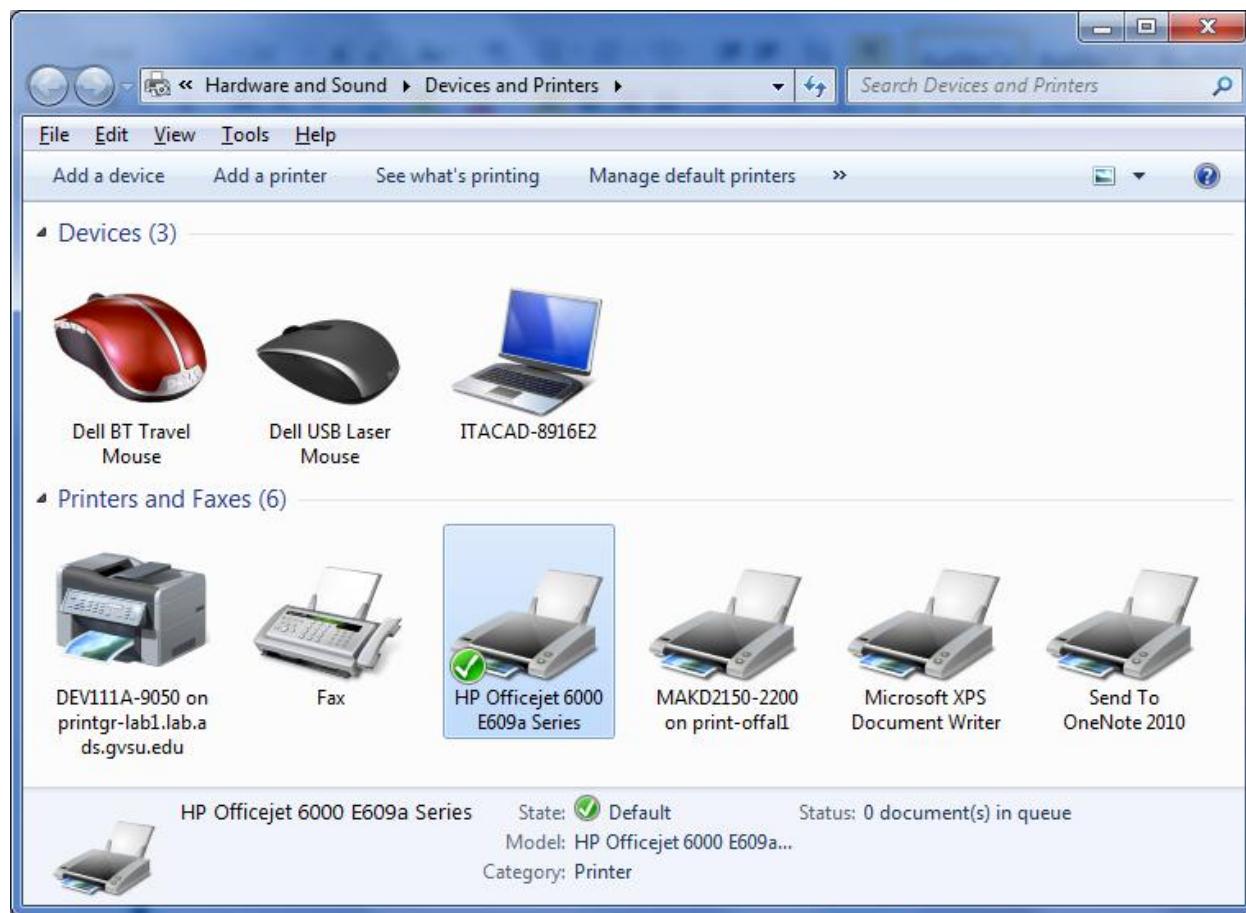
If you need to stop a print job before it has finished, following these steps to cancel it.

- Select 'Devices and Printers' under the Start button menu

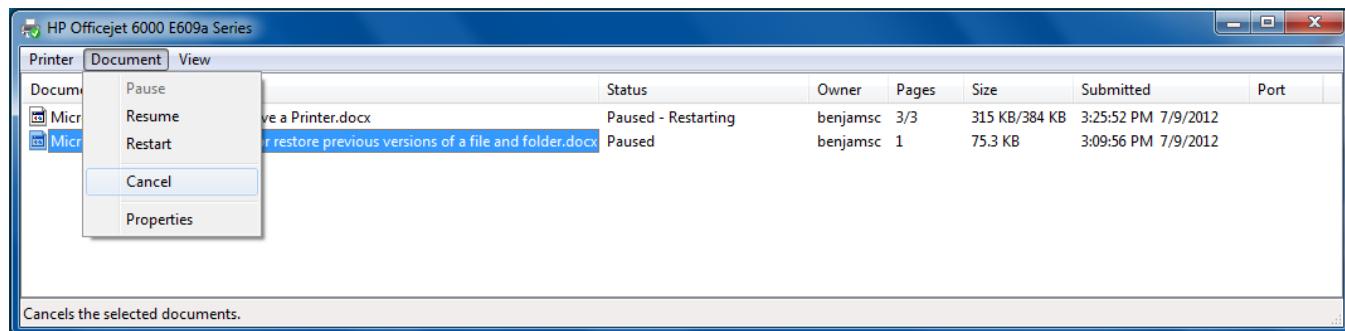


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- Double-click on the printer that is printing the job(s) you want to cancel.

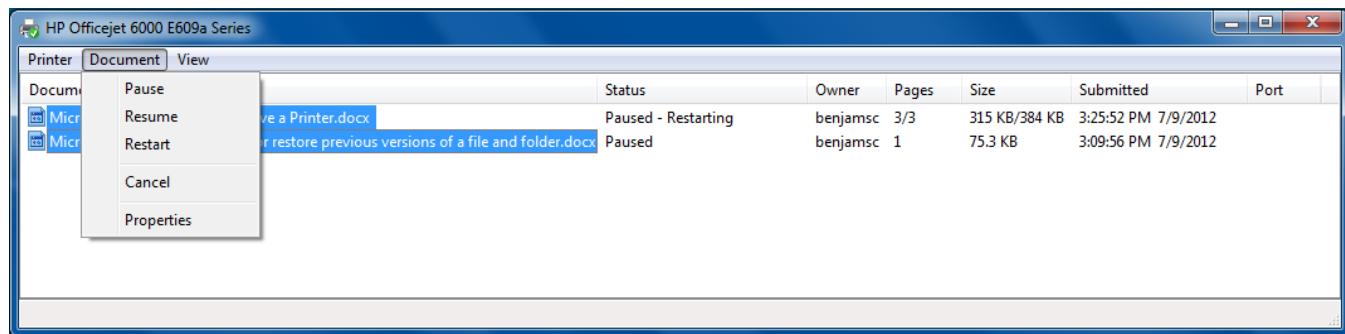


- Click on the job you want to cancel and then select 'Cancel' under the Document pull-down menu.

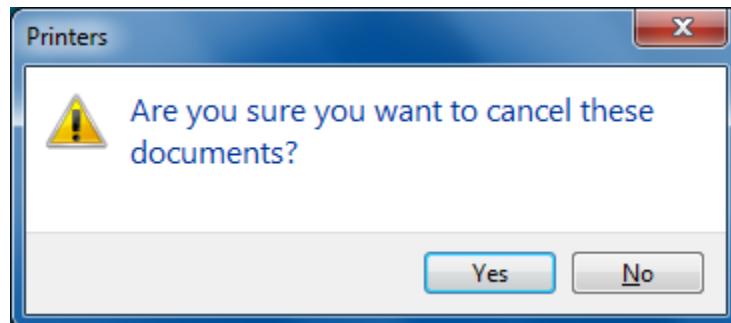


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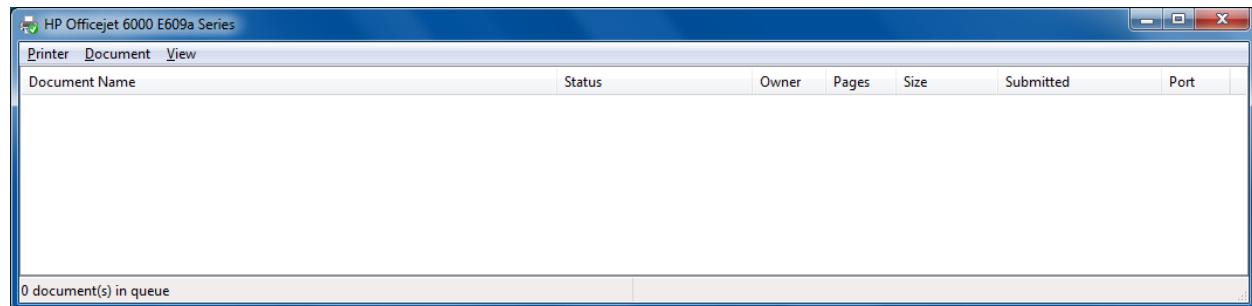
- If you want to cancel all of the print jobs listed, perform a select-all command (Ctrl a) to highlight all of the print jobs and then select 'Cancel' from the Document pull-down menu.



- Verify that you want to cancel all of the selected print jobs by clicking on the 'Yes' button.



- The jobs have been canceled and removed from the printer queue.



**Note:** When canceling print jobs on network printers, you can only cancel jobs in which you are listed as the owner.

**Note:** If you need to cancel other users print jobs or print jobs from a lab/classroom printer; call the IT Help Desk at 331-2101.