

Cancel a Single Print Job

NOTE: When having printer problems cancel all print jobs "first"

First you must determine if this print job is a one time only printout such as the audit trail that prints when you exit from "Cash Applications." If it is a one time only printout **DO NOT CANCEL** the print job. If this is a report that can be reprinted, continue with the instruction below.

1. Turn the printer off with the power switch
2. At the # sign type **sysut**
3. Go into **Printer Menu>other options utilities>printers>spooler printer maint**
4. Highlight the printer you are working on and hit the **F7** key to make your printer operate
5. Select "Display list of documents waiting to print." This will give you a list of all print jobs waiting to print. Read the list to see if there is more than one print job waiting to print to the same printer you are canceling this job on. If there is only the print job you want to cancel, press enter to go back to the menu. If there is more than one print job waiting to print, read steps 10 and 11.
6. Select "Cancel current print job for printer(s)"
7. Turn the printer back on. When the printer starts printing again, turn the printer back off for about 5 second, then back again. (This will clear the print buffer on the printer.) Repeat this step until the printer no longer tries to print when you turn it on. (No more the 2 times.) If the printer still prints after the 2nd time, then observe what it is printing. It is probably printing a print job that someone else has sent to it.
8. If someone else's print job is still printing and it is not printing from top-of-form, take the printer off-line, set the paper to top-of-form and put the printer back on-line. If the printer is not printing and is not set to top-of-form then park the paper and reload it.
9. You may now resume normal operation.