

HOW TO CANCEL A PRINT JOB

1. Make sure to properly **I.D. the printer**
Press shift-F1 at any screen in the software and find your I.D. code.
2. Go to **Main Menu**
3. Go into **Operating System Utilities**
4. Go into **Printer Menu**
5. Go to **Spooler Maintenance**
6. Highlight the printer that you wish to cancel a printer job for.
7. **Press F7 for Options** *NEVER press F8 - you will shut down the system print spooler and damage existing print jobs!!! *
8. Highlight that the option to **cancel printer current job**. Caution: If you choose to cancel all print jobs, you may cancel someone else.
9. Turn printer off for several moments and then turn it back on. Depending upon the printer, it may take you turning off the printer several times, before you are able to clear all print jobs in the printers buffer. It will print a couple of pages that remained in the buffer of the printer and then it will stop.
10. **If someone else's print job is printing and it is not printing from top-of-form then 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 & is not set to top-of-form then park the paper and reload it

Problem:

Cannot return to sysut....it says someone is already using it, but you know they are not

Solution:

From the prompt type # cd /tmp Hit the enter key

From the prompt type # lf You should see a file with a suffix of .lck

From the prompt type # rm -rf (name of file.lck) Now you should be able to use sysut

Problem:

Cannot remove all print jobs and your terminal locks up when you try....

Solution:

Relog in. Then remove one print job at a time (with no problem) or

From the prompt type # canalpr printername

That will kill all print jobs for that printer

ALARM LIGHT COMES ON

- Caused by paper out or jammed. Clear, and reload paper.
- The cover may be off or improperly seated. Remove and reset it. If the above steps fail...

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