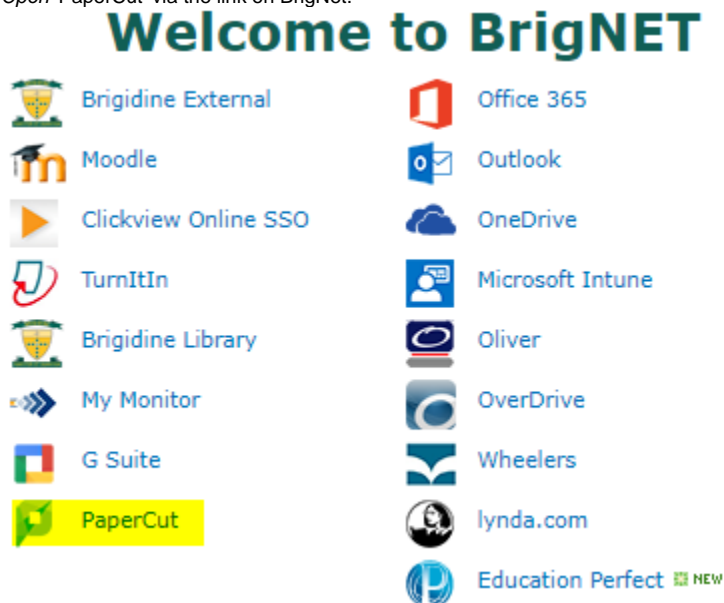


# Cancelling Queued Print Jobs

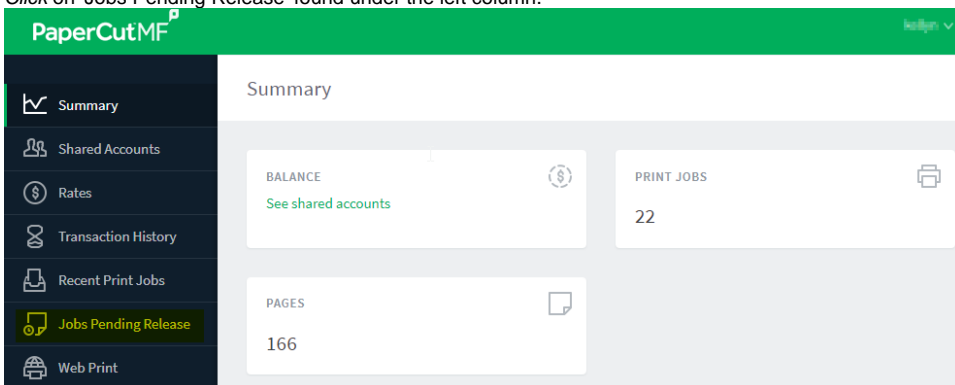
Once you print a document from your computer the document is held in a 'queue' which you can then release from the printer itself. Use this tutorial to cancel queued print jobs through PaperCut.

## Instructions

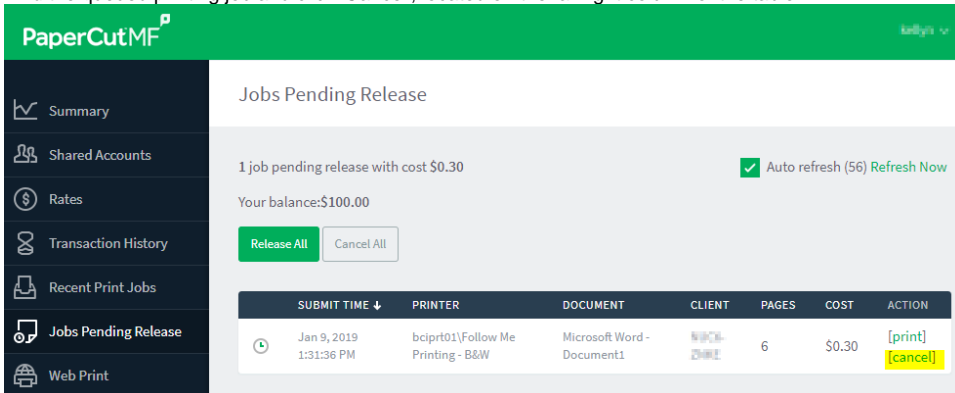
1. Open 'PaperCut' via the link on BrigNet.



2. Click on 'Jobs Pending Release' found under the left column.



3. Find the queued printing job and click 'Cancel', located on the far right column of the table.



4. The queued printing job will now appear as cancelling until the page auto-refreshes. Once you click 'Refresh now' the job will disappear from the list.

|   | SUBMIT TIME ↓             | PRINTER                     | DOCUMENT                      | CLIENT | PAGES | COST   | ACTION       |
|---|---------------------------|-----------------------------|-------------------------------|--------|-------|--------|--------------|
| ✖ | Jan 9, 2019<br>1:31:36 PM | Follow Me<br>Printing - B&W | Microsoft Word<br>- Document1 |        | 6     | \$0.30 | Canceling... |

## Jobs Pending Release

No jobs pending release.

✔ Auto refresh (60) [Refresh Now](#)

Your balance:\$100.00

[Release All](#)

[Cancel All](#)

| SUBMIT TIME ↓ | PRINTER | DOCUMENT | CLIENT | PAGES | COST | ACTION |
|---------------|---------|----------|--------|-------|------|--------|
|---------------|---------|----------|--------|-------|------|--------|

## Related articles

- [Scan to OneDrive](#)
- [Cancelling Queued Print Jobs](#)
- [PaperCut Web Print](#)
- [Add to the 3D Printing Queue](#)
- [Topping up your PaperCut Account](#)