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.

Pa	aperCutMF								
⊵	Summary	Sum	imary						
ይዩ	Shared Accounts								
\$	Rates	BA	LANCE e shared accounts		(\$)	PRINT JOBS			ē
8	Transaction History					22			
₽	Recent Print Jobs								
5	Jobs Pending Release	PA	GES		L				
鲁	Web Print	16	6						
Find	the queued printing	job and	d click 'Canc	el', located on th	e far righ	t column of the	e table.		
Pa	perCutMF								
Ŀ∠	Summary	Jobs	Pending Rel	ease					
ይፄ	Shared Accounts	1 job pe	ending release wit	th cost \$0.3 0			🗸 Auto re	fresh (56) I	Refresh Now
\$	Rates	Your ba	lance:\$100.00				_		
8	Transaction History	Releas	e All Cancel All						
ß	Recent Print Jobs			PRINTER	DOCUMEN		PAGES	COST	ACTION
5	Jobs Pending Release	•	Jan 9, 2019	bciprt01\Follow Me	Microsoft	Word -	6	\$0.30	[print]
æ	Web Print		1:31:36 PM	Printing - B&W	Document	ti 2001	-	*****	[cancel]

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 ТІМЕ ↓	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
×	Jan 9, 2019 1:31:36 PM	Follow Me Printing - B&W	Microsoft Word - Document1		6	\$0.30	Canceling
		1					
Jobs	s Pending Re	lease					
					_		
No job	os pending releas	e.			~	Auto refr	esh (60) <mark>Refres</mark>
Your b	oalance: \$100.00						
Relea	ase All Cancel A	.u					
	SUBMIT TIME	PRINTER	DOCUMENT	CLIENT	PAGES	CO	ST ACTIC

Related articles

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