

Data Business Systems

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CANCEL NOVELL NETWORK PRINT JOB

IMMEDIATELY TURN-OFF THE PRINTER WHERE THE PRINT JOB NEEDS CANCELLING

Launch **PCONSOLE.EXE**, (typically auto selected from Menu-Master as "Cancel Print Job")

The following box will appear:

```
Available Options
=====
Change Current File Server
Print Queue Information *
Print Server Information
```

Select **Print Queue Information**

The following box will appear:

```
Print Queues (Example)
PRINTQ_1 = LPT1
PRINTQ_2 = LPT2
PRINTQ_3 = LPT3
```

Select **PRINTQ_1, 2, or 3**

The following box will appear:

```
Print Queue Information
=====
Current Print Job Entries *
Current Queue Status
Currently Attached Servers
Print Queue ID
Queue Operators
Queue Servers
Queue Users
```

Select **Current Print Job Entries**

The following box will appear:

Seq	Banner Name	Description	Form	Status	Job
1	USER NAME	LPT1 Catch	0	Active	256
2	USER NAME	LPT1 Catch	0	Ready	544

The above are examples only. Your information will be different.

Highlight the above desired print job to be deleted, then press the Delete Key. You will have 2 options to delete or cancel

Press Escape and Exit

Turn the printer back on. The print job should be cleared. Note: Some printers retain some information in their buffer. If this is the case, clear the buffer and the printer should return to the "Waiting for Print Job" status.

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