How to Cancel a Print Job

1. Press [F10] from any Tag-n-Trak menu. The "Custom Menu" should display.

2. Select "Cancel Printer." A message similar to the following will display:

```
 Cancel printer requests

This procedure will allow you to cancel printer reports that are being
sent to the printer.  If you cancel the current report printing it may
take a few minutes for the printer buffer to empty.

The following is a list of available printers:

lpt1            lpt2          lpt3          lpt4              lpt5

Please enter printer you want to cancel reports for or 'q' to quit
```

3. If you wish to cancel a print job sent to printer1, type **lpt1** and press [Enter]. Note: "lpt1" is typed as the <u>letter</u> "l," the letter "p," the letter "t," and the <u>number</u> "1."   (To cancel a print job sent to a different, type the appropriate printer name and number. Printer 2 is usually **lpt2**, printer 3 is usually **lpt3** and so on.) After entering which printer, a screen message prompts you to type in the job number. See the sample screen below.

```
The following is a list of the current reports printing or waiting
to be printed for the selected printer:

PTR  JOB#                   USER             SIZE    DATE    TIME
------------------------------------------------------------------
lpt1-582                    mary          1635127   Dec 10 14:34:21 on lpt1
lpt1-583                    susan            4468   Dec 10 14:35:37

Please enter printer job number you want to cancel or 'q' to quit
```

4. Type the JOB# only, not the printer. Using the above example, type "**582**" to cancel the first print job.

```
Request "lpt1-582" canceled.
Please enter printer job number you want to cancel or 'q' to quit
```

5. Repeat the above procedure to cancel more than one print job. **When finished, press 'q' to quit. Follow the screen prompts to exit back to the Tag-n-Trak menu**.