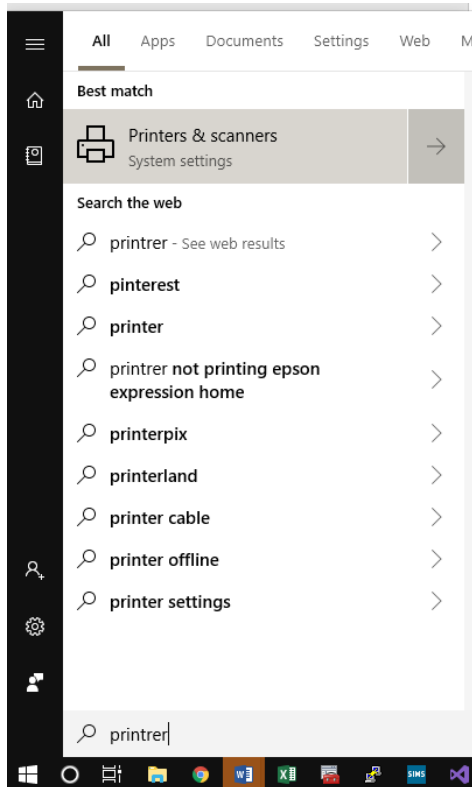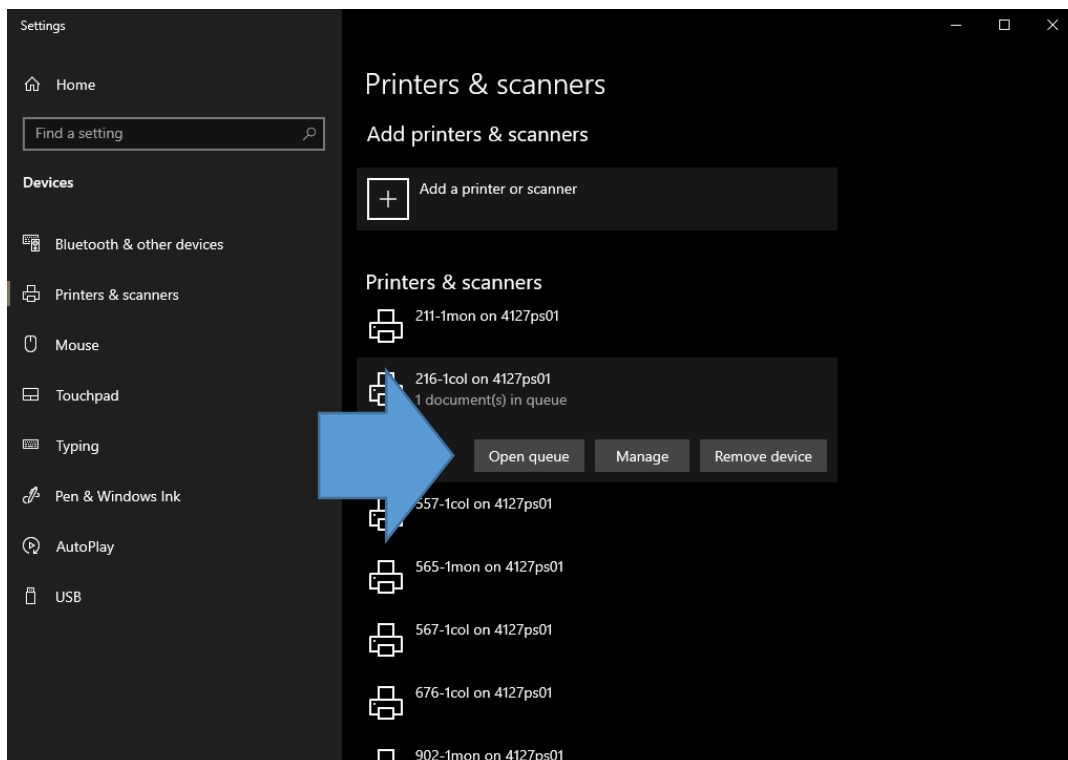To Manage a Printer Queue

Click start (Windows Logo) , type PRINTERS, click Printers & Scanners

Select the Printer you want to manage and click open queue

Then right click on the job you want to manage, you can then Pause, Restart or Cancel the current job. It also tells you information such as the size, when it started and who printed it