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

Settings		- 🗆	×
යි Home	Printers & scanners		
Find a setting	Add printers & scanners		
Devices	+ Add a printer or scanner		
Bluetooth & other devices			
日 Printers & scanners	Printers & scanners		
() Mouse			
🗔 Touchpad	1 document(s) in queue		
I Typing	Open queue Manage Remove device		
🖉 Pen & Windows Ink			
စ္စာ AutoPlay			
П USB	565-1mon on 4127ps01		
	567-1col on 4127ps01		
	676-1col on 4127ps01		
	902-1mon on 4127ps01		

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

🖶 216-1col on 4127p	s01			- [) ×
Printer Document	View				
Document Name	Status Pause Restart Cancel Properties	Owner emma.lynch	Pages 1	Size 768 KB/1.73 MB	Submitted 08:37:35 25
<					>
Displays the properties	of the selected items.				