

# How to cancel a print job on your computer easily and instantly.

This guide shows you how to quickly and instantly cancel a print job on your computer by shutting down the computer/printer, deleting the print job using the command prompt, etc. Some things to note when canceling a print job.

Following the instructions correctly on how to cancel a print job on a laptop will not affect the lifespan of your multifunction printer or the hardware of your computer. In addition, it will help you quickly correct printing errors as soon as you detect the problem. So, what computer tricks are there to cancel a print job immediately? Let me tell you.

## Why do I need to cancel a print job on my computer?

By canceling print jobs on Windows 10 and Windows 11 computers, you can resolve troublesome issues such as system freezes or wasted device resources. This is especially important when working in an office or printing shop, where many print jobs are sent continuously. The reasons for canceling print jobs promptly are:

1. **Avoid wasting paper and ink** : When printing incorrectly or sending the wrong file, by promptly stopping the print job on the computer, the machine will stop the operation, preventing unnecessary waste.
2. **Avoid printer freezes**: Canceling pending commands helps free up cache memory, allowing the printer to run smoothly and preventing repeated printing of faulty documents.
3. **Keep the printer running smoothly** : Stopping commands when errors are detected helps prevent the printer from freezing or responding slowly.
4. **Save processing time** : Cancel unnecessary orders so you don't have to wait for the printing to finish before fixing them.
5. **Information security** : By canceling a print job on your computer, you can avoid exposing important information if you accidentally print the wrong document.



## **How to quickly cancel a print job on a Windows computer.**

For those using computers on the Windows operating system, there are 5 extremely effective ways to cancel a print job. These are all simple, easy-to-follow tricks that are highly effective for anyone who wants to cancel a print job.

### **Cancel the print job by turning off the computer or printer.**

The quickest way to cancel a print job on a laptop, and one that many people use, is to turn off the laptop or printer. In some unavoidable situations where you need to cancel a print job immediately, turning off the printer or restarting your laptop will automatically disable the command.

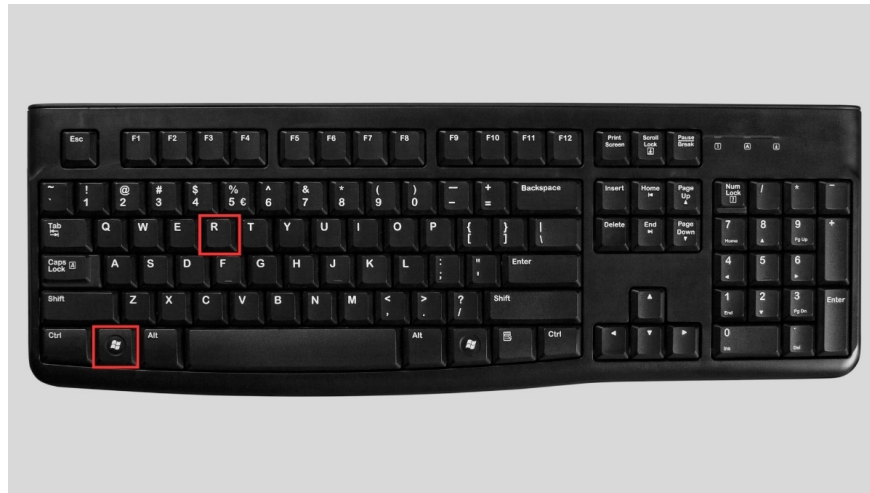
Note: Please do not overuse this trick because it will negatively affect the printer's lifespan and durability.



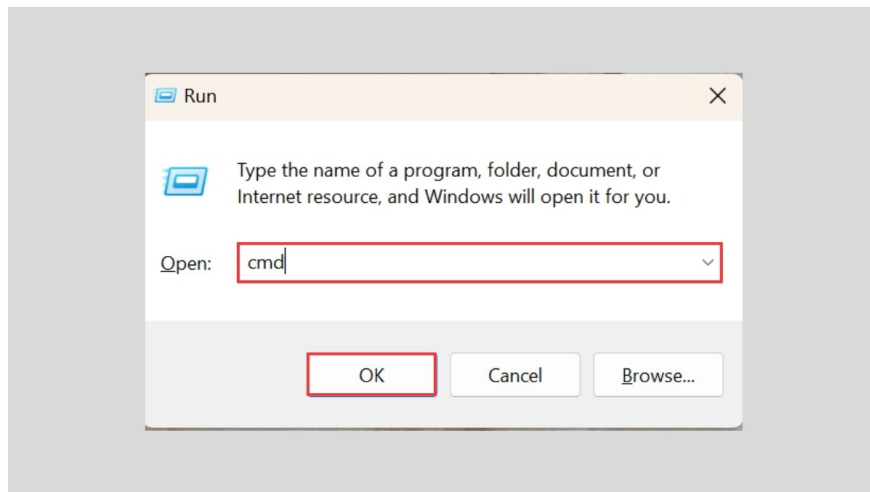
### **Cancel print job using cmd**

To immediately cancel a print job, follow these instructions on how to cancel a print job on your computer:

**Step 1:** On the Start Menu, select Run (or press Windows + R on the home screen ).



**Step 2:** As soon as the Run dialog box appears, type cmd and then press OK.



**Step 3:** In the command prompt window, type ``net stop spooler`` and press Enter. Once completed, the print command will be disabled.

To effectively cancel print jobs on your computer and optimize the printing process, you should invest in a modern laptop. Using a high-end model with the latest operating system will allow you to easily use more advanced and optimized methods when making or canceling print jobs. Below is a list of the most popular laptop models:

### Cancel a print job using services.msc

Besides using the cmd command, you can also cancel a print job by using services.msc in the Run dialog box. This method is commonly used when you want to cancel an existing print job.

**Step 1:** Open the Run dialog box from the Start Menu (or Window + R).

**Step 2:** Next, type services.msc and press OK.

**Step 3:** As soon as the Services dialog box appears, locate the Print Spooler folder, right-click, and select Stop to stop the print job.

## **Use Printers and Scanners to cancel a print job on your computer.**

Canceling a print job on your computer is also very simple; just follow the steps below. Note that this command is used when you want to delete or cancel all current print jobs on a specific printer.

**Step 1:** Double-click the Printer icon on the Taskbar or select Printers and Scanners from the Start Menu.

**Step 2:** Next, select the printer you are currently using and then choose Open Queue.

**Step 3:** Right-click and select Cancel All Documents to immediately cancel all print jobs.

## **Cancel using Devices and Printers**

Canceling a print job on a Windows computer is actually quite simple; just follow these instructions:

**Step 1 :** Press the Windows + R key combination or select Run from the Start Menu to open the Run window. When the Run window appears, type Control Printers and click OK.

**Step 2:** Next, right-click to select the printer you want to cancel the print job from in the Printers section, then click See what's printing. A list of upcoming print jobs will then appear.

**Step 3:** In the menu where you want to cancel the print job, click File, right-click on the Printer tab, and then click Cancel all documents.

## **How to cancel a print job on a macOS computer**

For macOS, the process of deleting or canceling a print job is slightly different. Here are the steps to cancel a print job on macOS:

**Step 1:** Go to System Preferences, then select Printers & Scanners.

**Step 2:** Next, select the "Open Print Queue" option.

**Step 3:** Next, select the name of the printing device you want to cancel the command for, right-click ? Delete.

## **Notes on canceling a print job on a computer.**

When canceling a print job, you need to follow the correct procedure to avoid errors or queue congestion. If the print job is not completely canceled, you should not send any new documents as this may cause the printer to freeze or process slowly. Some important notes:

1. Check if the document has started printing or is still in the queue.
2. If you haven't canceled the print job, absolutely do not turn off the printer to avoid causing errors.
3. Try pausing and then restarting the Print Spooler service if your print job is stuck or cannot be canceled.
4. Check and stabilize your network connection before proceeding to ensure the cancellation command is sent quickly and accurately.
5. Check the print queue after canceling to avoid unintentional reprints and to ensure the print job was successfully canceled on the computer.

Above are instructions on how to cancel print jobs on a laptop computer effectively and simply. Applying these methods to cancel print jobs will ensure your process is optimized and faster. If you found this article helpful, don't forget to regularly check back and look forward to future articles from SForum.

## Frequently Asked Questions

Will deleting a print job erase the original document on my computer?

When you cancel a print job, you only delete the job from the printer's print queue; it doesn't affect the original file saved on your computer. The document remains in your folder and can be edited or reprinted at any time.

After deleting a print job, do I need to restart my computer?

In most cases, users do not need to restart their computer after canceling a print job. If the job is stuck or cannot be deleted, you can restart your computer or the Print Spooler service to restore system stability.

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