

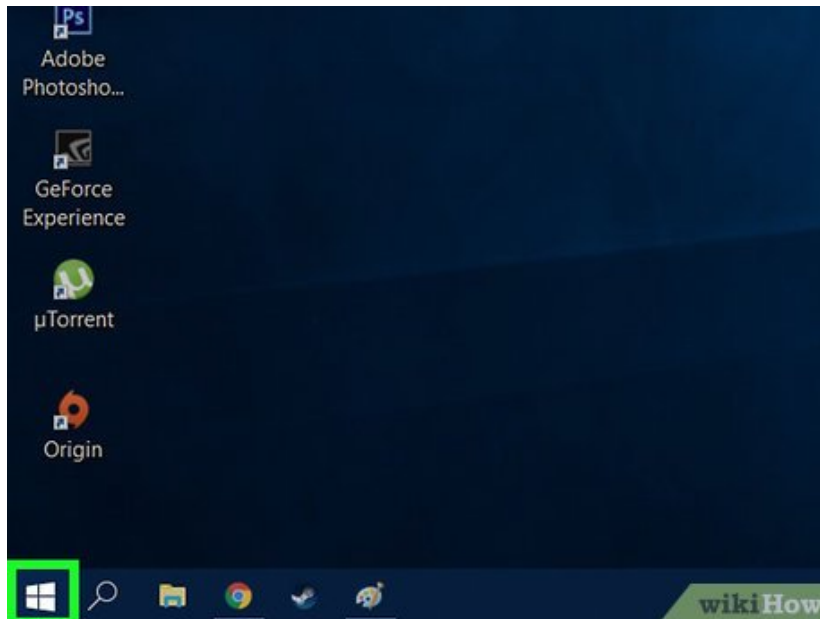
How to Clear Printer Queue in Windows

This wikiHow teaches you how to clear pending documents from your printer's queue when you're using Windows 10. If having trouble with documents sitting in the queue without ever printing, you can also try restarting the print spooler....

Method 1 of 2:

Clearing the Queue

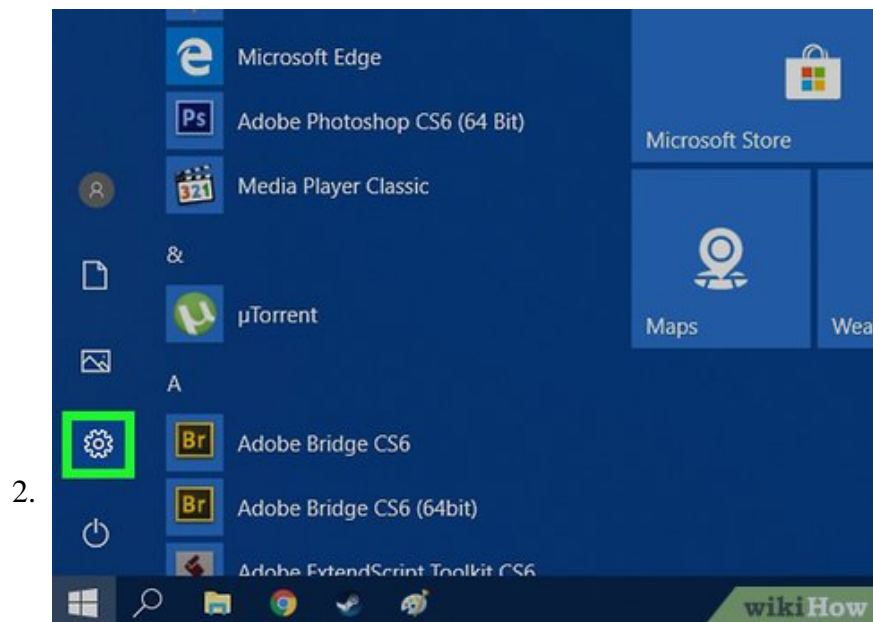
1.



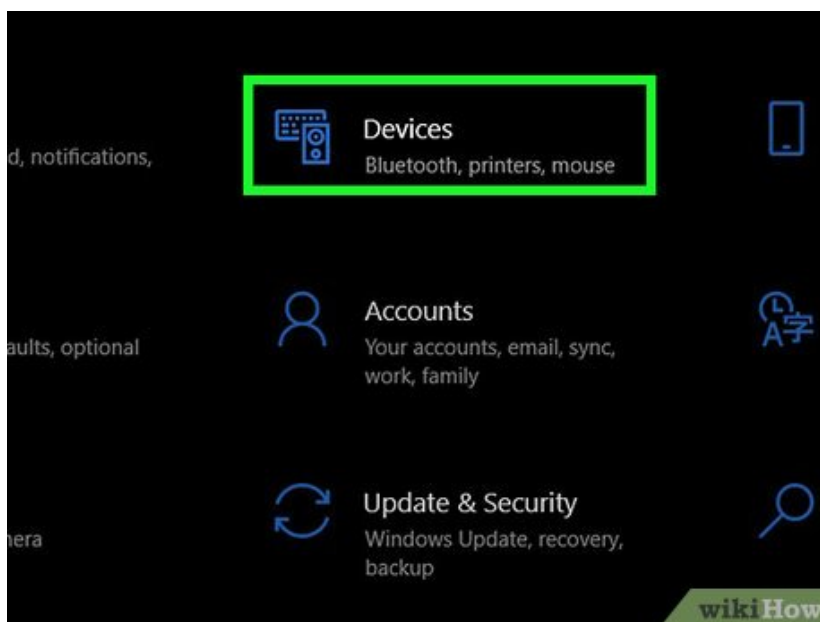
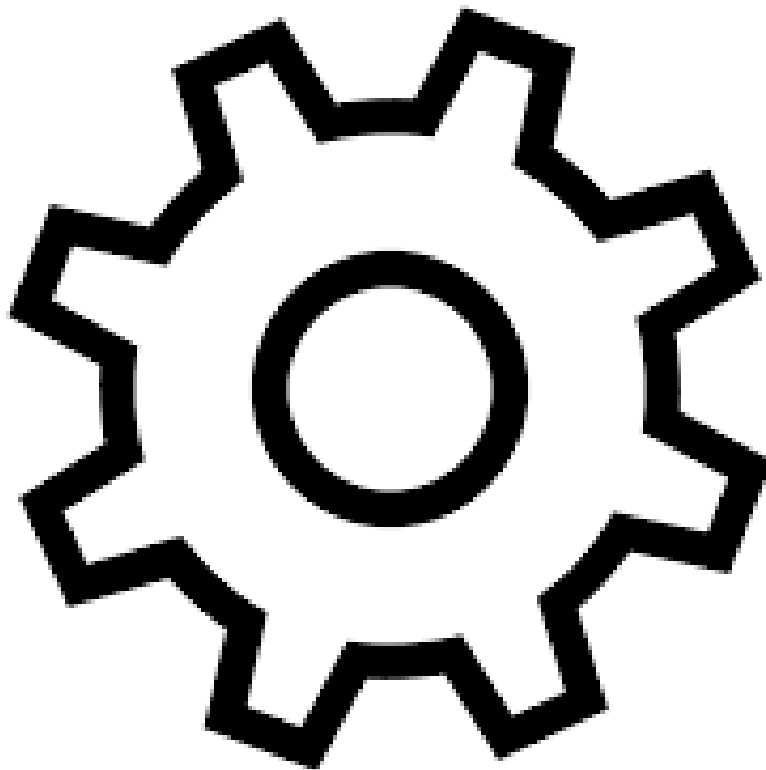
Click the Start



menu. It's usually at the bottom-left corner of the screen.

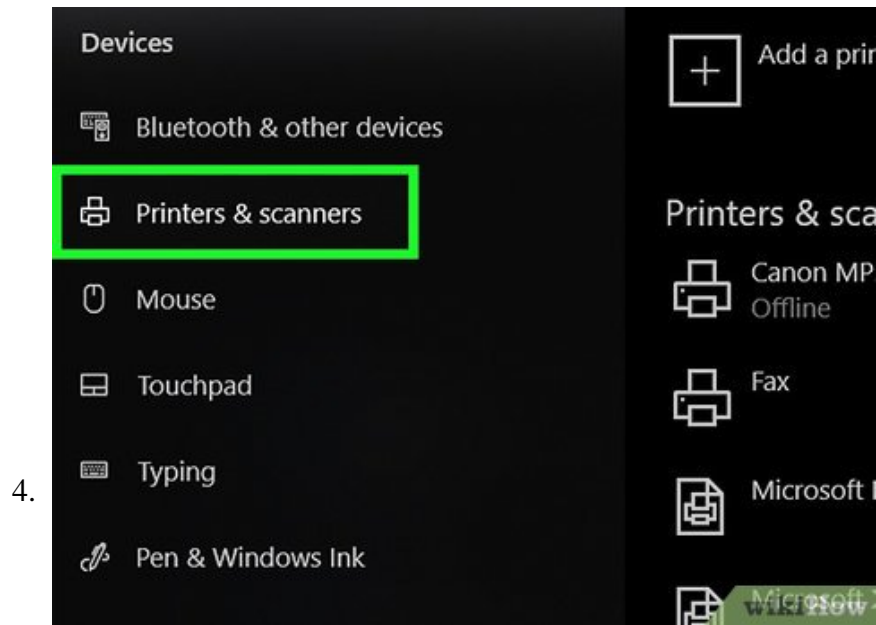


Click Settings

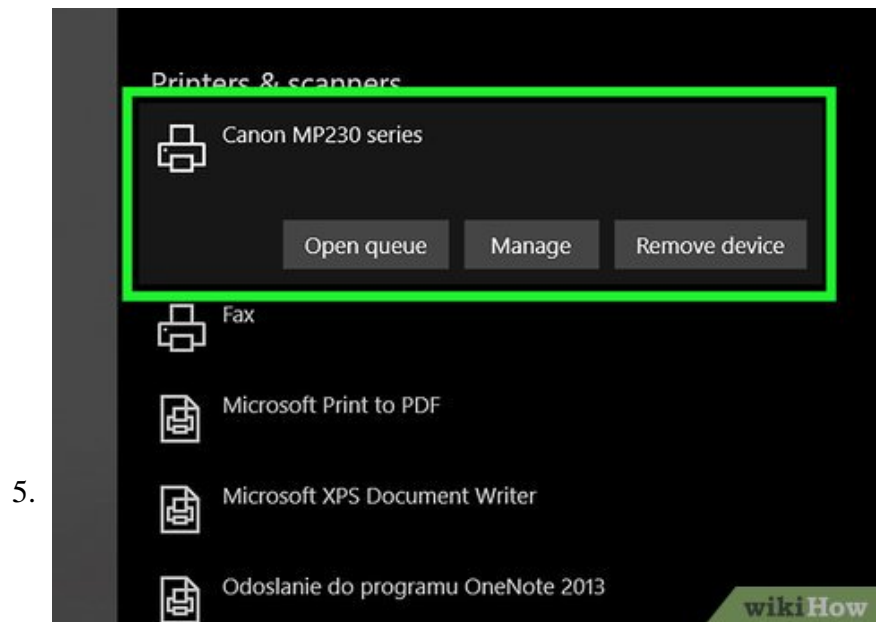


3.

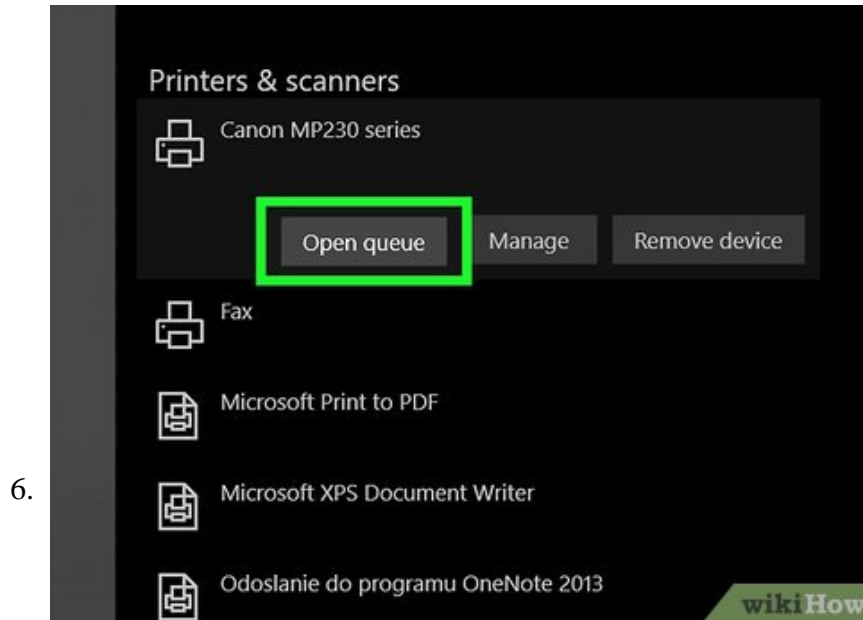
Click **Devices**. It's the second icon at the top of the window.



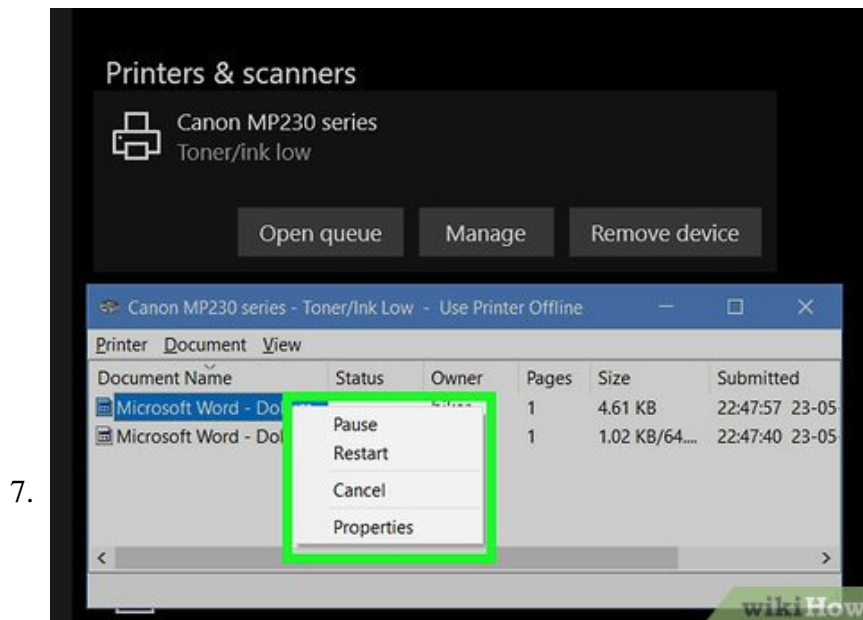
Click **Printers & scanners**. It's in the left column.



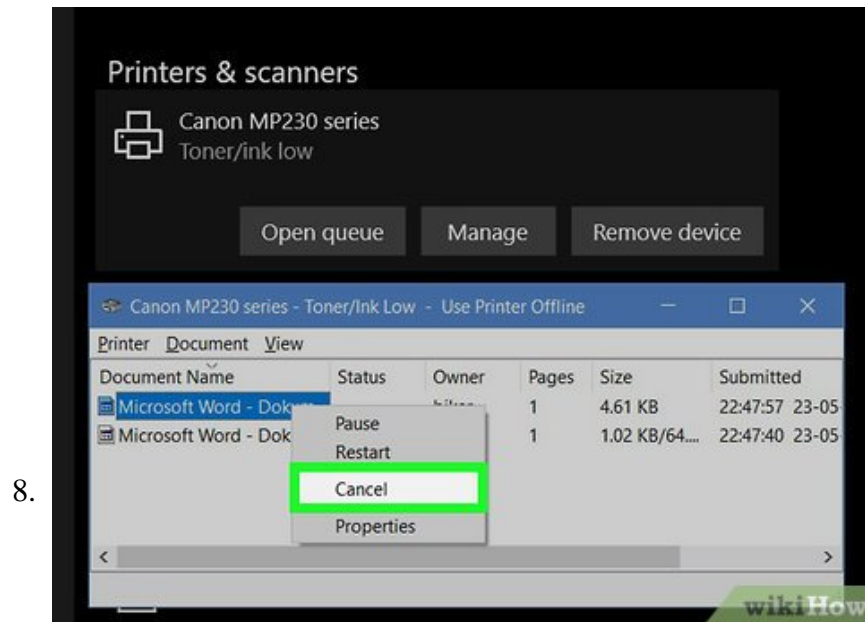
Click the printer. Connected printers appear in the right panel under 'Printers & scanners.' Two buttons will appear beneath the printer's name.



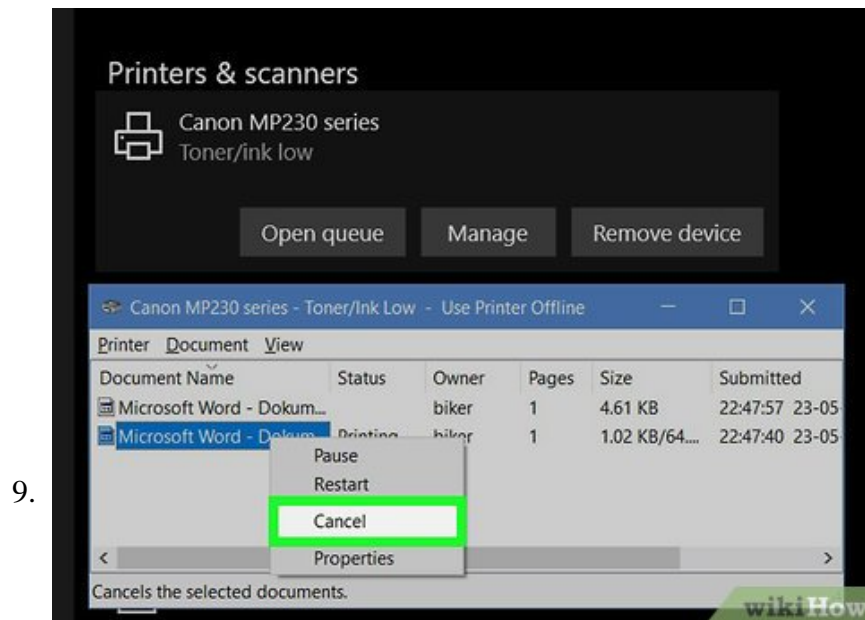
Click **Open queue**. A list of pending print jobs will appear.



Right-click a document you want to remove from the queue. A context menu will appear.



Click **Cancel**. This removes the document from the queue.

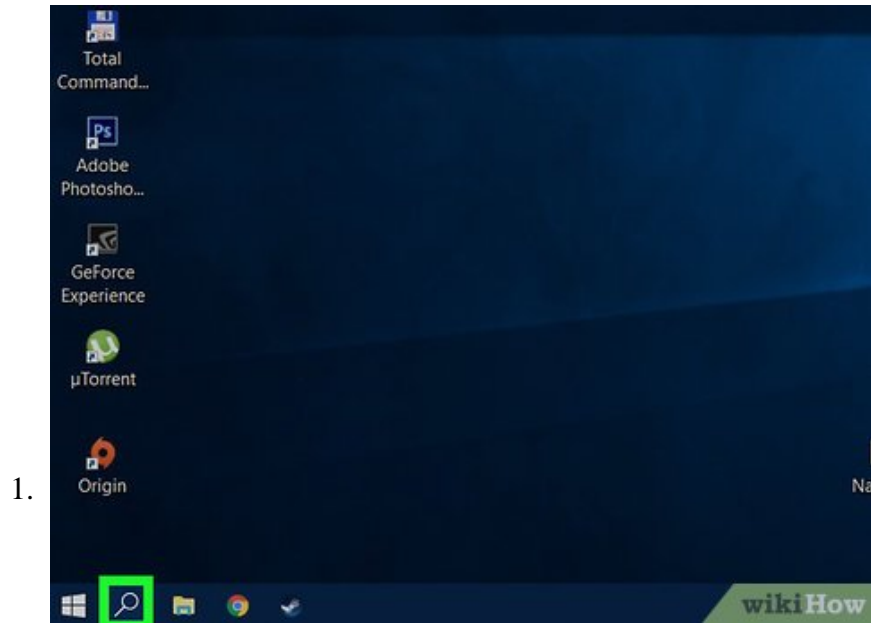


Repeat for other documents you want to cancel.

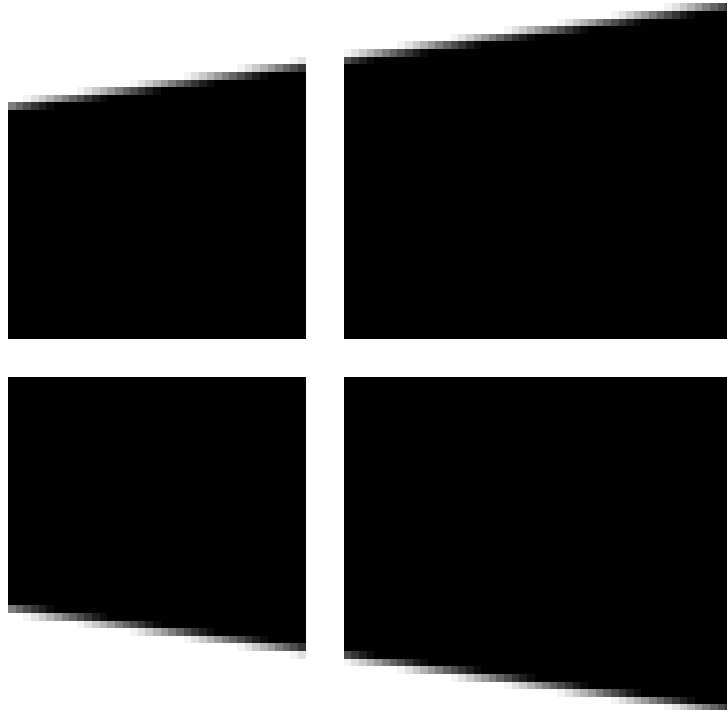
1. To cancel all documents at once, click the **Printer** menu at the top-left corner of the window, then select **Cancel All Documents**.
2. If the files stay in the queue even after you've canceled them, try restarting the computer.
3. If clearing the queue does not resolve your print queue issues, see [Restarting the Print Spooler Service](#).

Method 2 of 2:

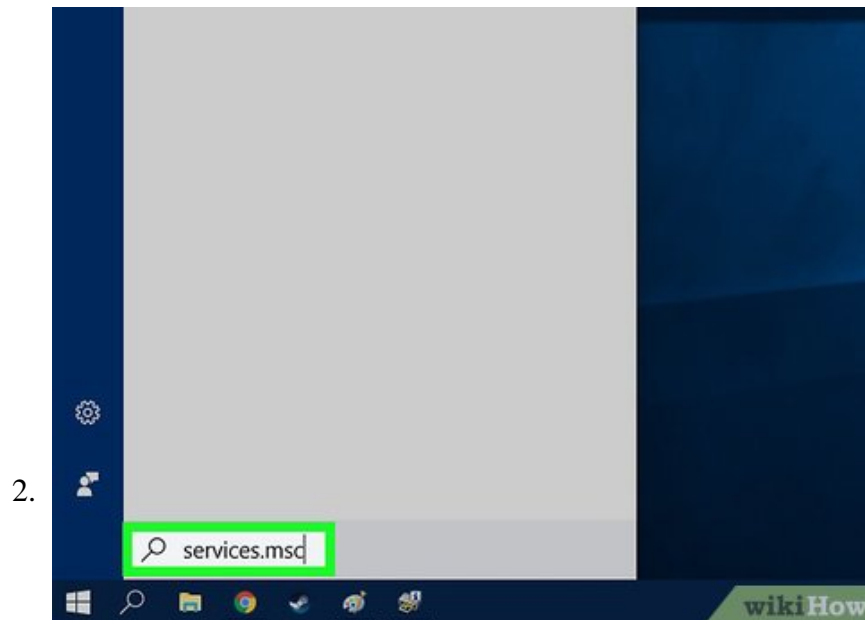
Restarting the Print Spooler Service



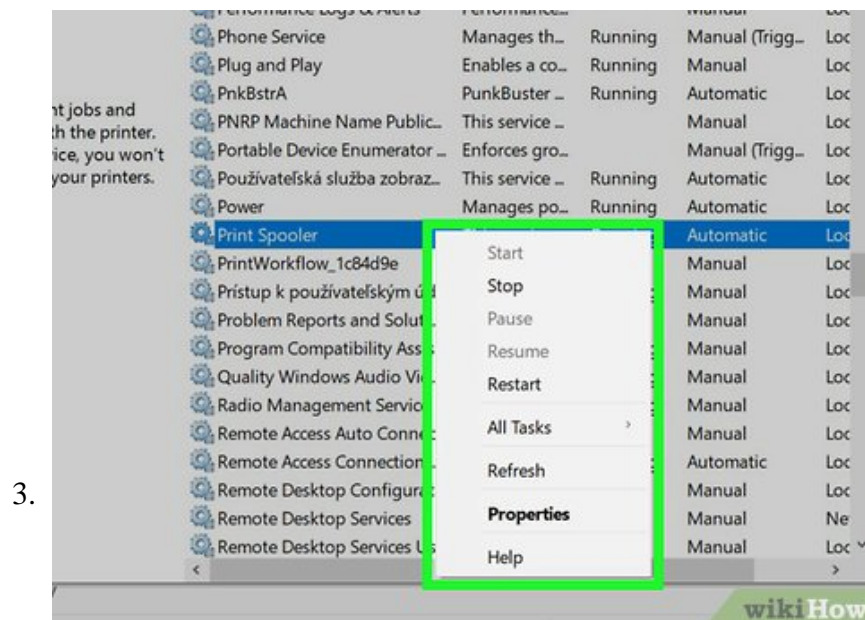
Open the Windows Search bar. It's either a magnifying glass or a circle to the right of the Start



button.

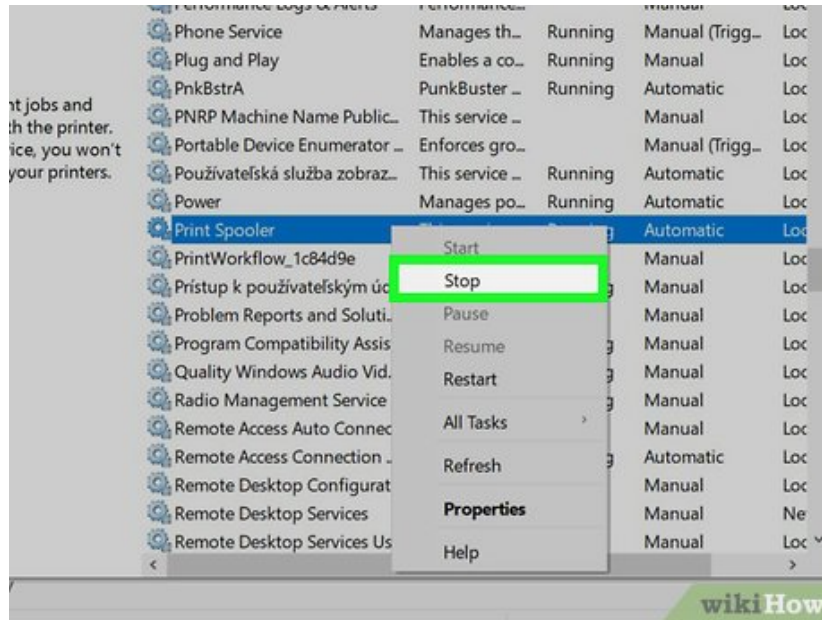


Type `services.msc` and press `Enter`. This opens the 'Services' window.



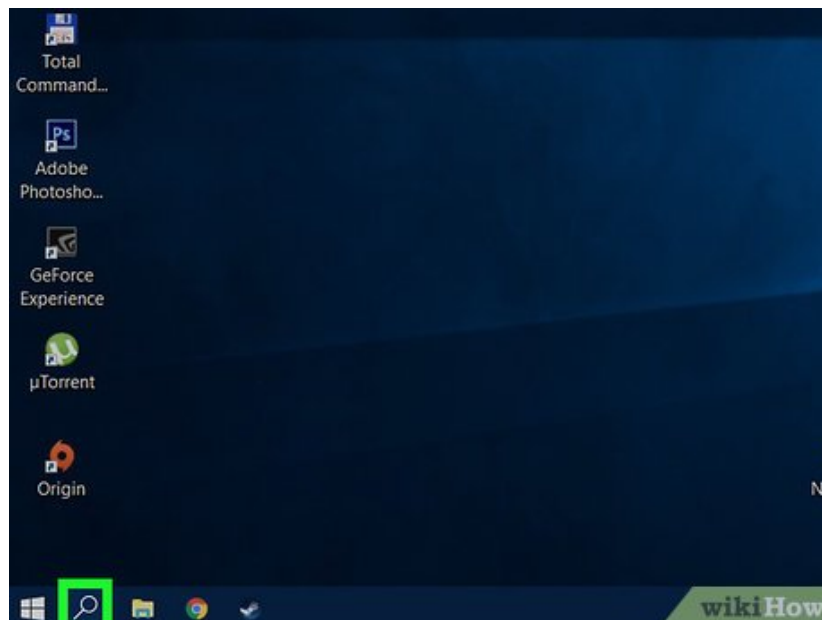
Scroll down and right-click `Print Spooler`. It's in the right panel. A context menu will appear.

4.



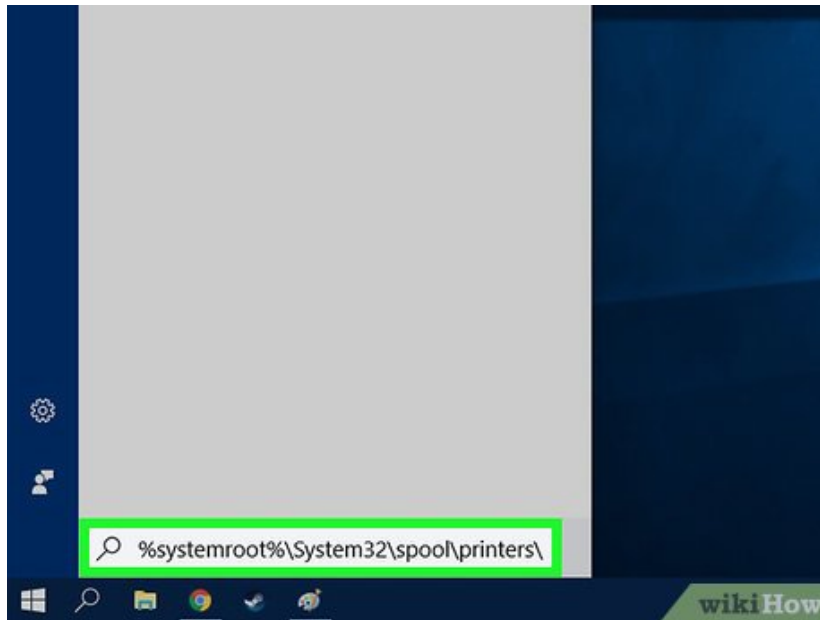
Click **Stop**. Now that the queue is stopped, you can clear the documents.

5.



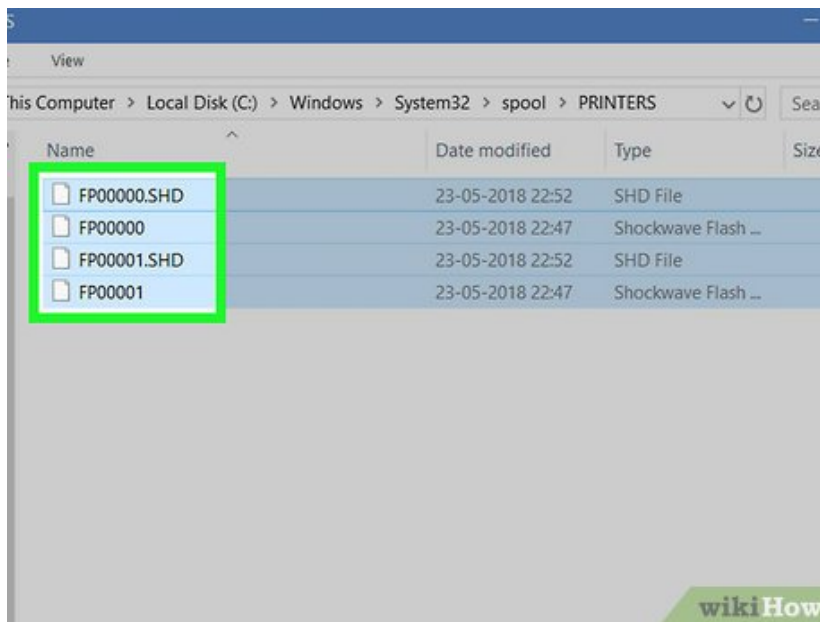
Go back to the **Windows Search bar**. Don't close the Services window, as you'll need it again in a few moments. Just click the search icon (or the search bar, if it's permanently in your taskbar).

6.

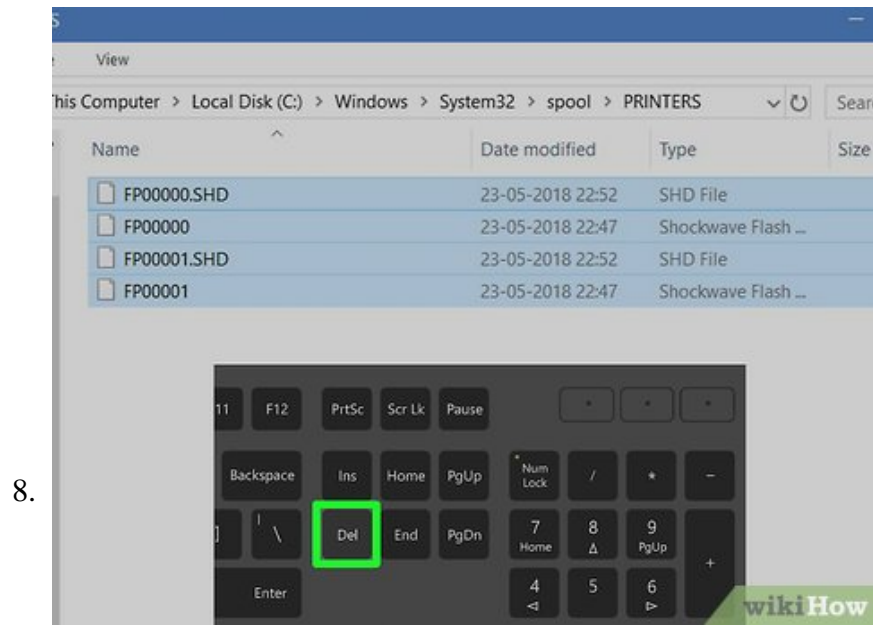


Type `%systemroot%\System32\spool\printers` and press `Enter`. A folder will appear.

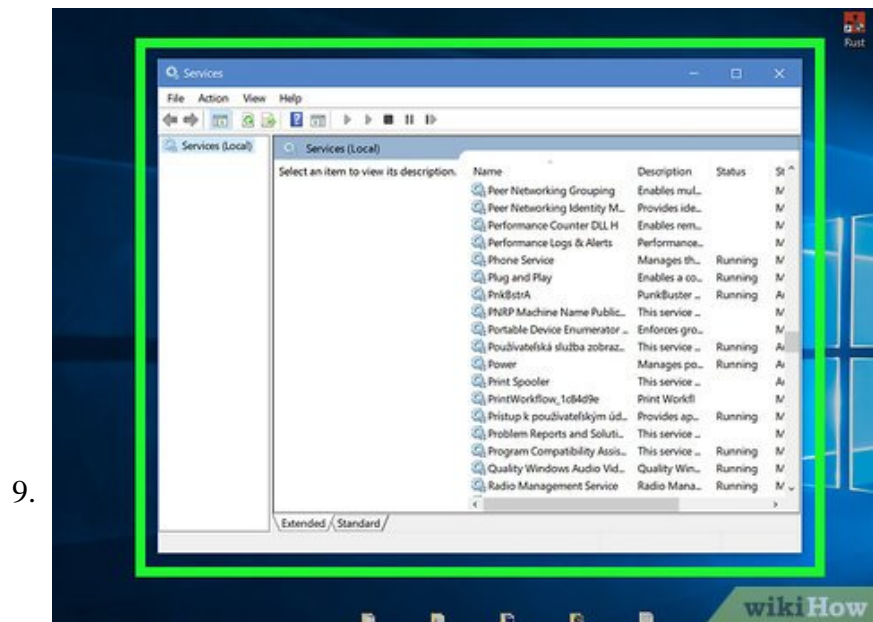
7.



Select all files in the folder. To do this, click a blank area inside the folder, then press `Ctrl + A`.

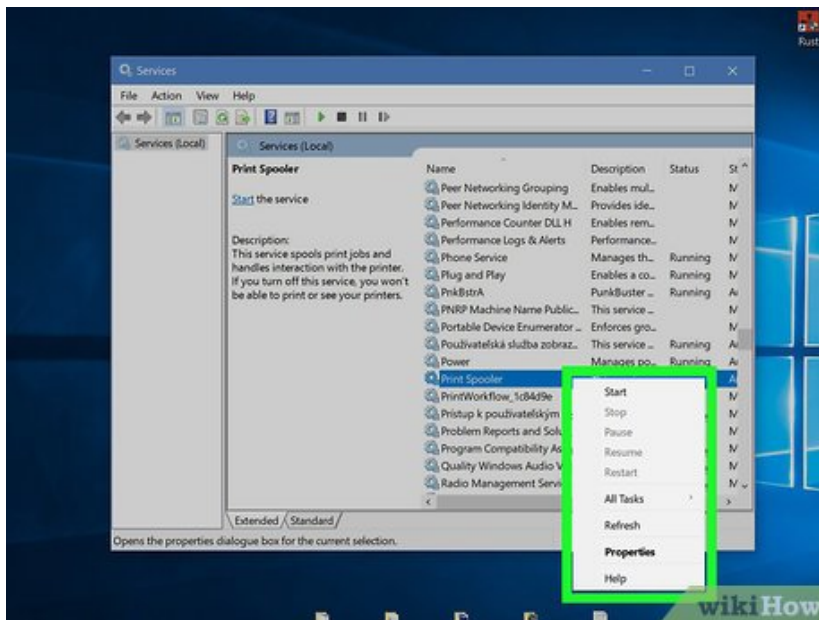


Press the **Del** key on the keyboard. This clears the print queue, and you can close this folder window.



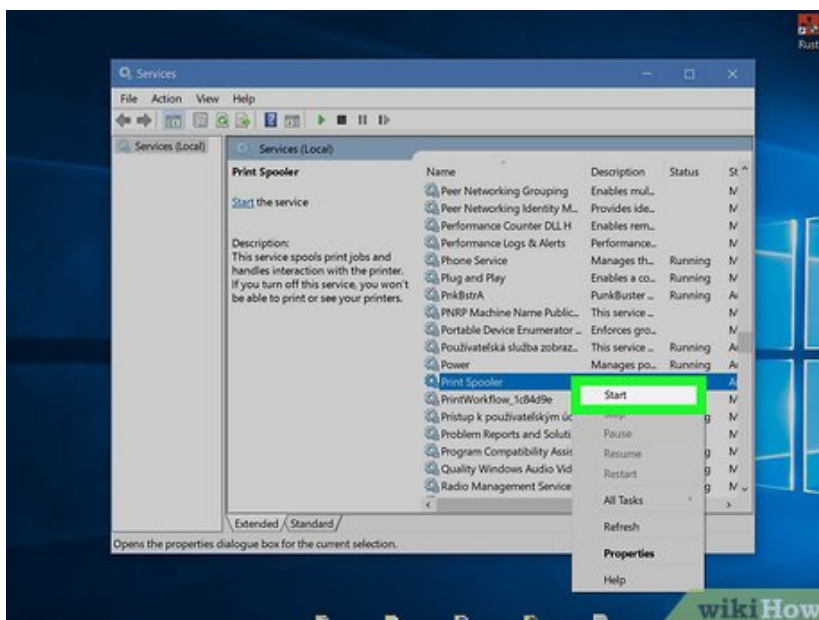
Return to the 'Services' window. You can do this by clicking **Services** in the taskbar, or by pressing **Alt** + **Tab** until you get back to it.

10.



Scroll down and right-click **Print Spooler** again.

11.



Click **Start**. The print queue should now be completely clear.

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