

How to delete and cancel the print job immediately

How to delete and cancel the print job immediately. Oh no, what if you make a wrong print job and will likely lose dozens of sheets of paper because of a temporary mistake. Don't worry, read the article below because TipsMake.vn will show you how x



Oh no, what if you make a wrong print job and will likely lose dozens of sheets of paper because of a temporary mistake. Don't worry, read the article below because **TipsMake.vn** will show you how to delete / cancel the print job immediately.

1. How to clear the print job by turning off the printer

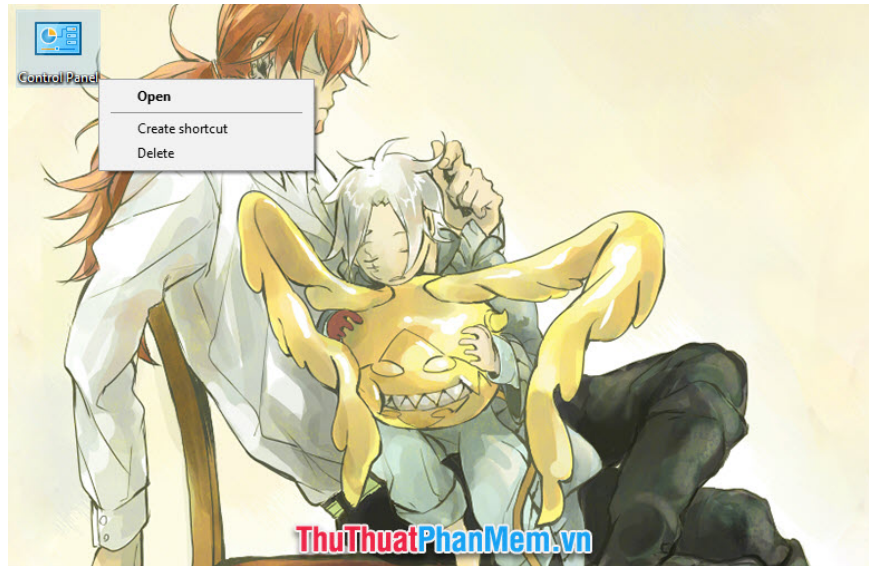
Doing anything on the computer is not as fast as turning off the power of the printer. This method is actually the fastest way to prevent your printer from misleading printing.

Printers usually have a switch on the back so you can turn them off quickly by pressing this power button, rather than having to find a plug to unplug it.



After you turn off the printer, do not turn it on right away because some printers will still print jobs even when the printer is turned off, you need to delete the job.

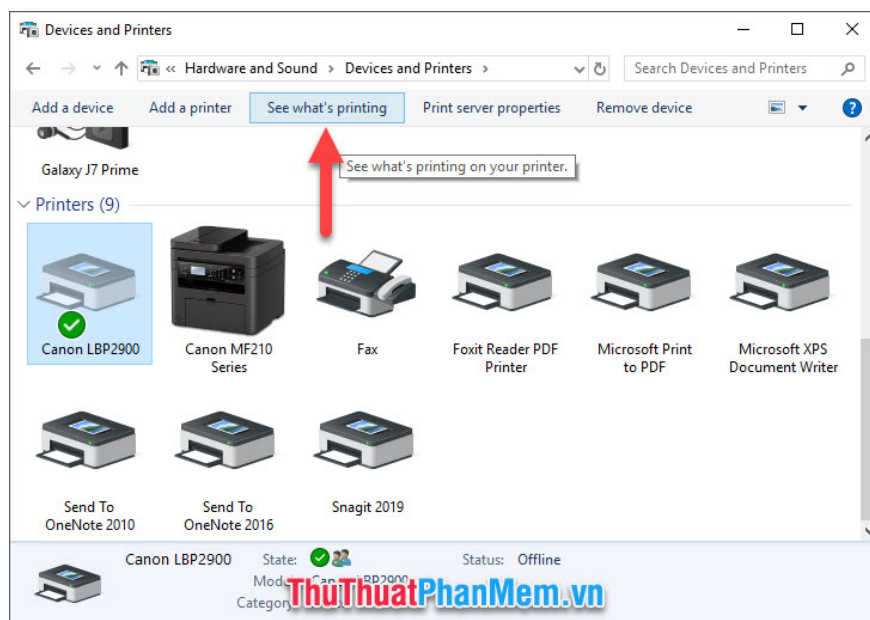
Open the **Control Panel** by double-clicking the icon **Control Panel** on the screen or use the search **Search** of **Windows** on the **Taskbar** with the keyword ' **Control Panel** '.



Click **View devices and printers** to open the **Devices and printers** window , if it is hard to find you should choose **View by** is **Category** .

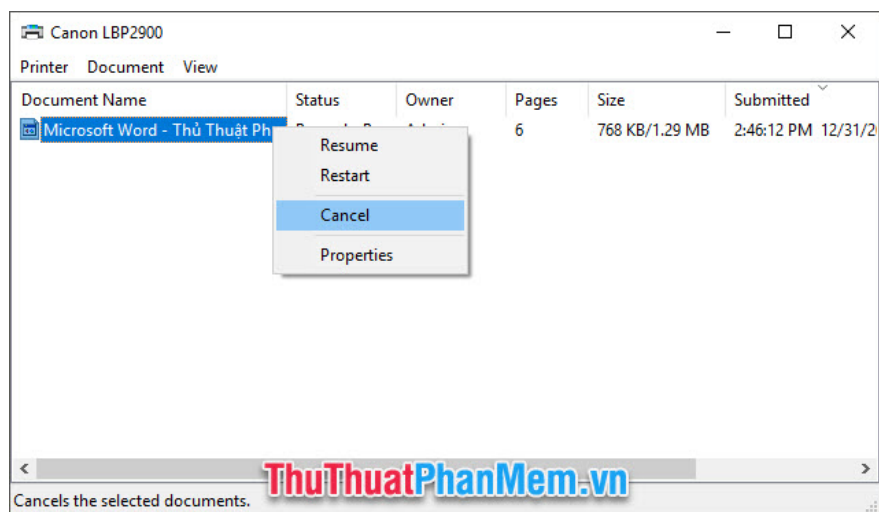


Click on the printer that you have just interacted with (if you've turned off its power, the icon will be slightly blurry compared to others), select **See what's printing** .

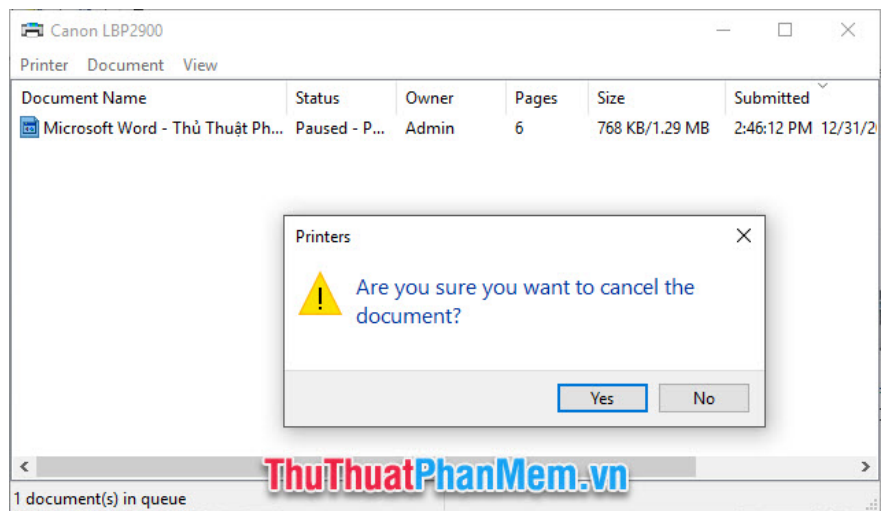


This is a list of unimpressed print jobs, including the file name, the status of the print job, the name of the computer that sent the print job, the number of pages printed, the size of the print file, and the time the job was sent.

Right-click the print job you want to delete and then select **Cancel** .



A small window will pop up asking you whether or not you want to cancel the print job, click **Yes** for a yes.



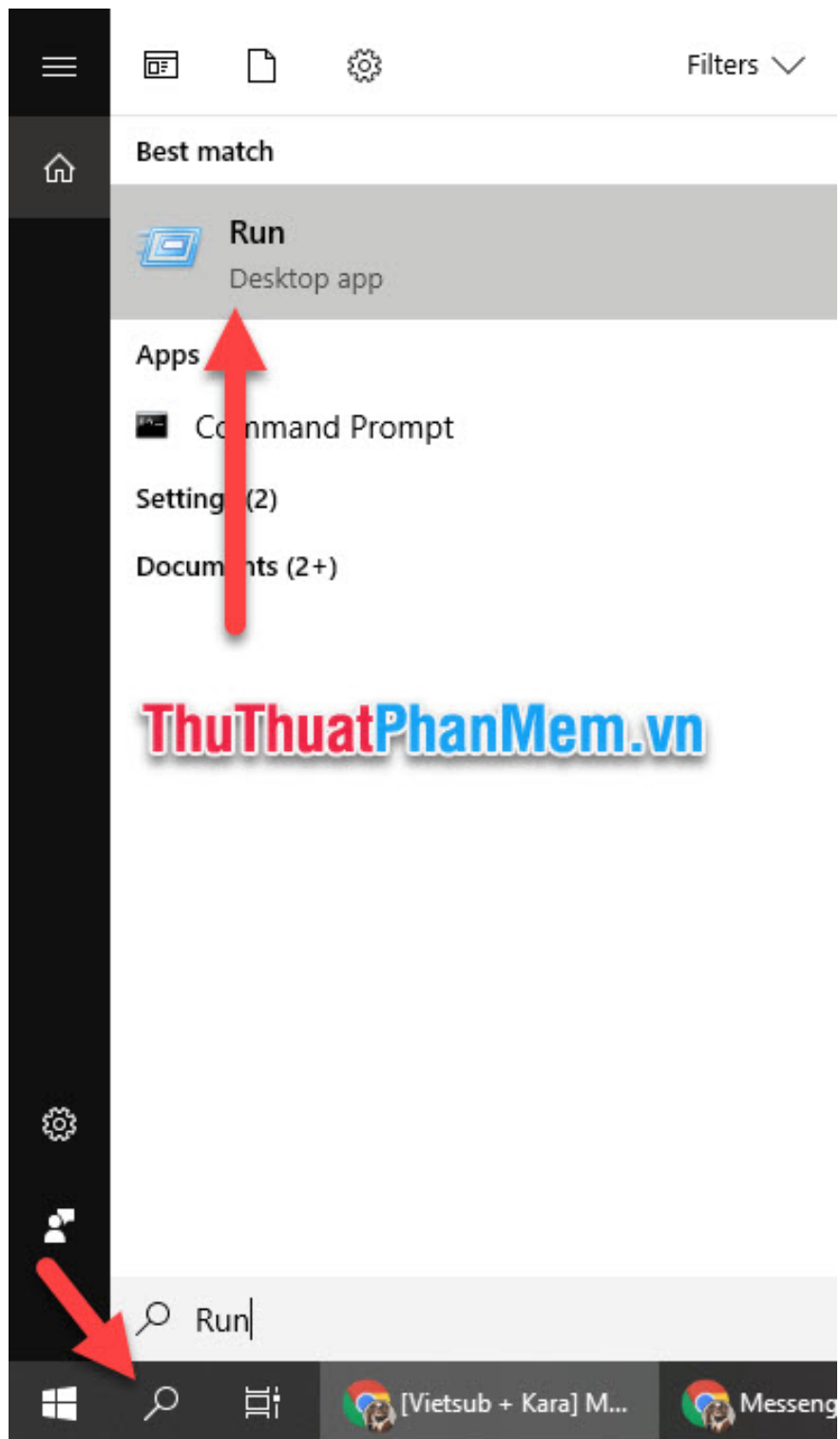
Thus, you have finished cleaning the print jobs stored on the computer.

If, after disconnecting the printer and after printing, the printer does not work, you should reload the night set of the **Print Spooler** printer . Reload the **Print Spooler** just over 3 simple steps.

Step 1: Open Run

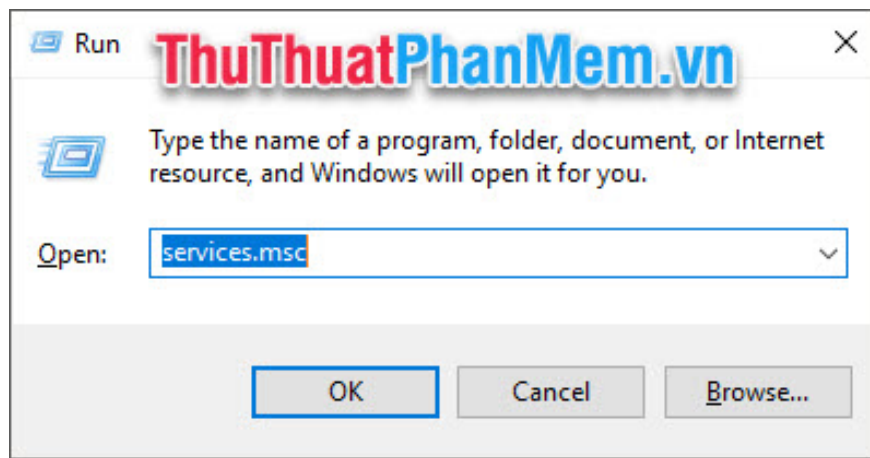
You can open the Run function window in two ways. The first is to use the **Windows R** key combination , which is the fastest way to use it.

The second way is to use the Windows searcher with the keyword **Run** .



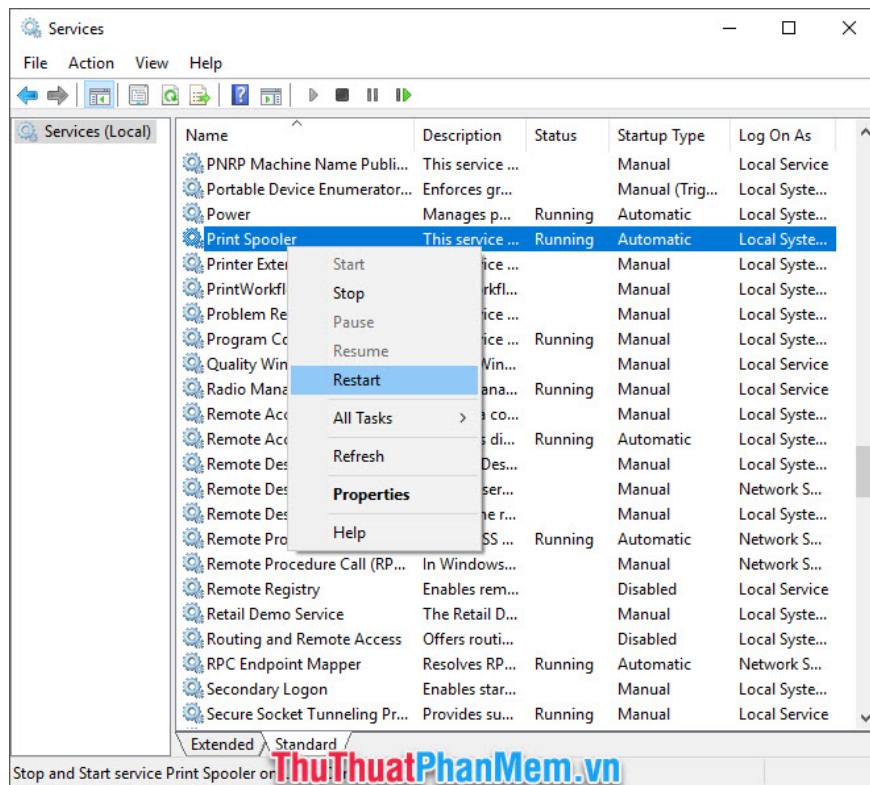
Step 2: Open the **Services** function window box

Type *services.msc* into **Open** and then click **OK** to open the Services function window.

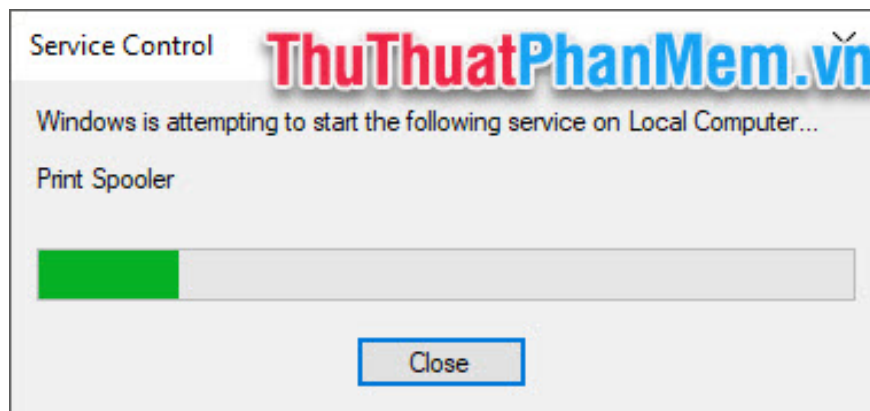


Step 3: Restart Print Spooler

Search the list **Services** line **Print Spooler** . Right click and select **Restart** .



The process may take several minutes of you, please wait until it is finished running.



Your printer spooler is now **Restarted** and you can work with printing as usual.

Remember: This method of turning off the printer quickly but can cause your computer to be damaged with sudden power cut, so if it is not too compulsory, you should not choose this method.

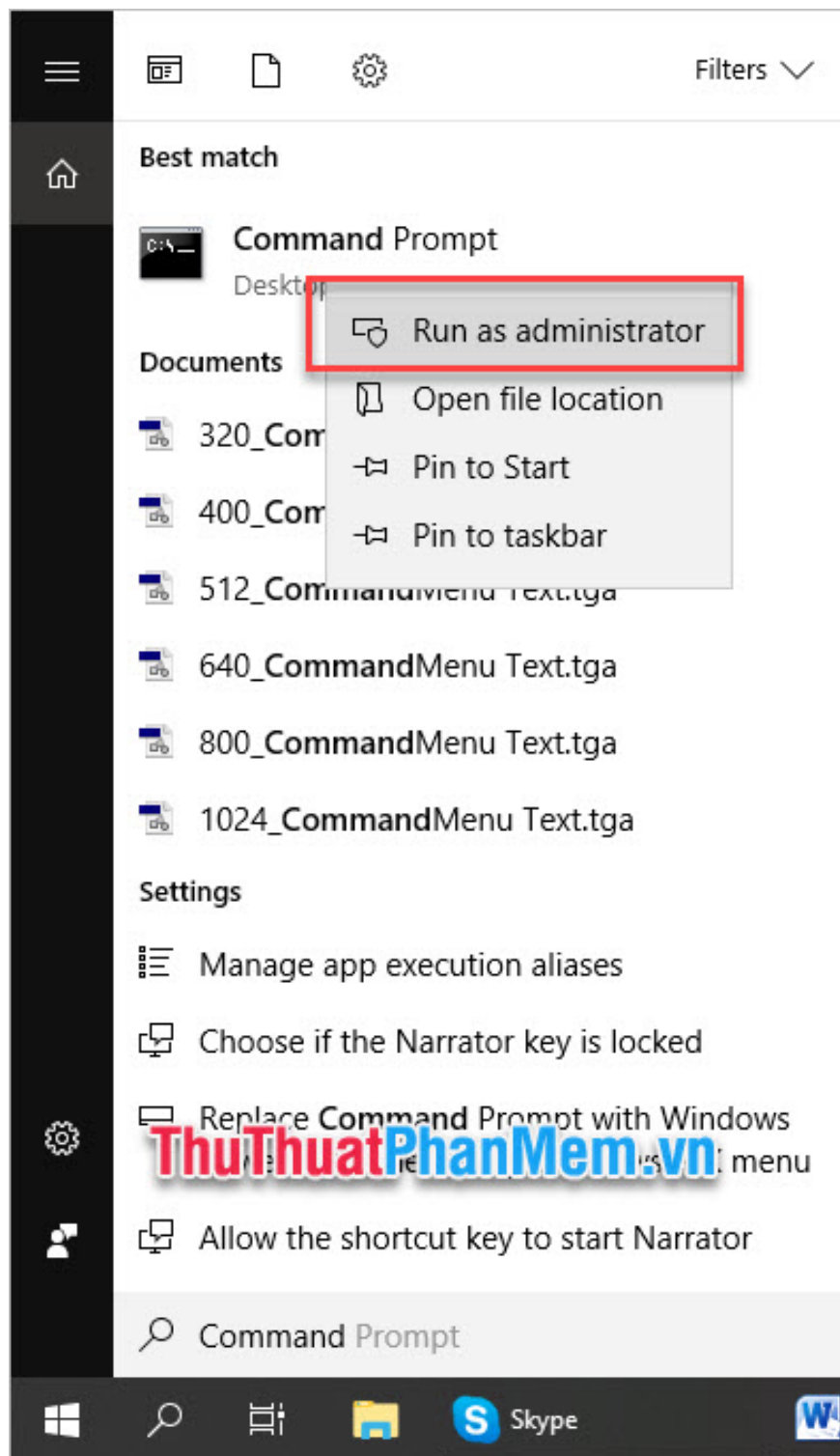
2. How to delete / cancel print job using direct command

This method works on a computer, its advantage is the safety of your printer, but you need to do it quickly if you do not want the printing to take place more than half.

To print the job using the direct command, you need to open the **Command Prompt** function window with the Admin privileges, note that if you do not use the Admin privileges, then your access command will be denied because so absolutely do not open the **Command Prompt** with **Run** (*cmd*) or just double click on the **Command Prompt** icon .

Open the **Command Prompt** using the Windows **Search** function with the keyword ' **Command Prompt** ' .

Right-click on the **Command Prompt** icon that appears in **Search** , select **Run as administrator** .



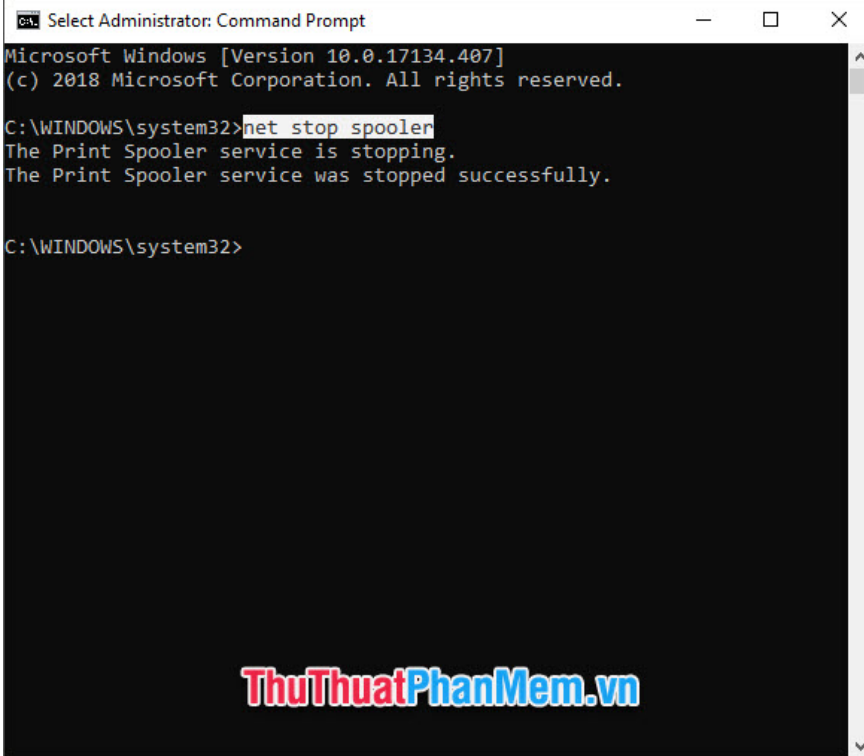
The **Command Prompt** window has been opened with admin rights. Type the command '*net stop spooler*' behind the blinking cursor and press Enter to run the command.

If the text below shows:

The Print Spooler service is stopping.

The Print Spooler service was stopped successfully.

This means that the cancellation of your print job has been successful.



```
Select Administrator: Command Prompt
Microsoft Windows [Version 10.0.17134.407]
(c) 2018 Microsoft Corporation. All rights reserved.

C:\WINDOWS\system32>net stop spooler
The Print Spooler service is stopping.
The Print Spooler service was stopped successfully.

C:\WINDOWS\system32>
```

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After performing the above steps, your printer cannot work normally right now because the printer spooler has been stopped by you while canceling the print job.

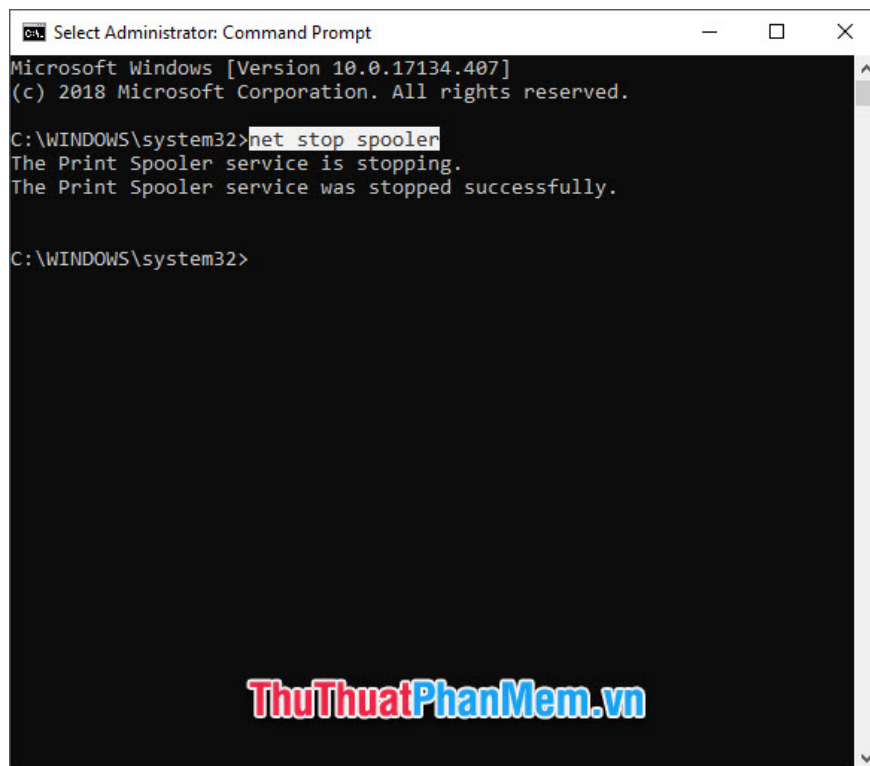
For the printer to continue working, you need to continue typing '*net start spooler*' at the back of the cursor and then press Enter to run the command.

You will then receive the following message:

The Print Spooler service is starting.

The Print Spooler service was started successfully.

Your printer is working normally again.



```
Select Administrator: Command Prompt
Microsoft Windows [Version 10.0.17134.407]
(c) 2018 Microsoft Corporation. All rights reserved.

C:\WINDOWS\system32>net stop spooler
The Print Spooler service is stopping.
The Print Spooler service was stopped successfully.

C:\WINDOWS\system32>
```

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Thank you for following the article of **TipsMake.vn** . Above are the two quickest methods to delete or cancel the print job immediately. Wish you can do it successfully.

You finished reading the article "**How to delete and cancel the print job immediately**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.