

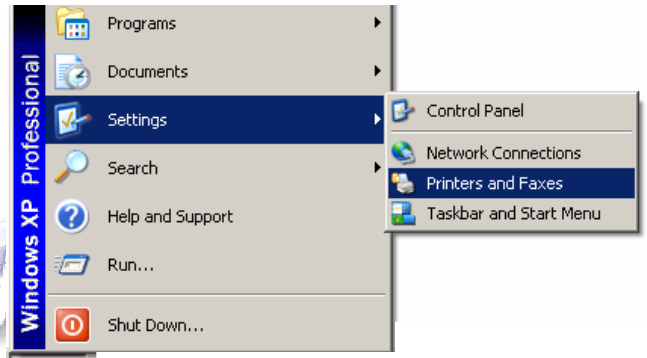
How to Manage the Print Queue

The print queue allows you to monitor which student has printed and what they have printed. This helps prevent students from unnecessarily wasting paper by printing multiple copies and jamming the printer's memory. Below are steps for viewing and deleting files in the print queue.

1. Launching the print queue

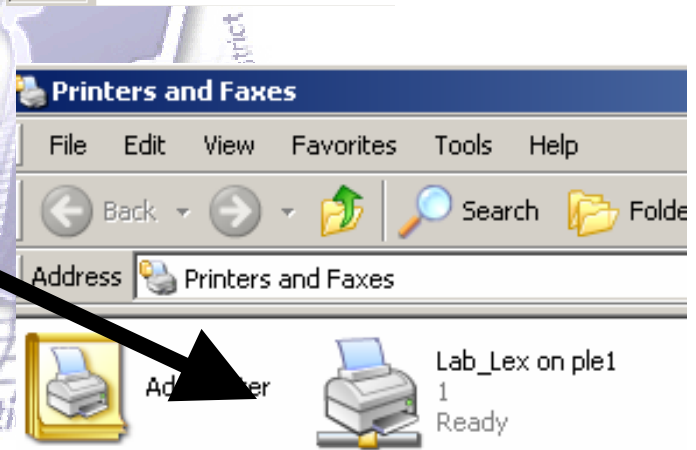
Launch the Print Queue to allow you to see which documents are waiting to be printed and which student printed these.

Click start > settings > printers and faxes

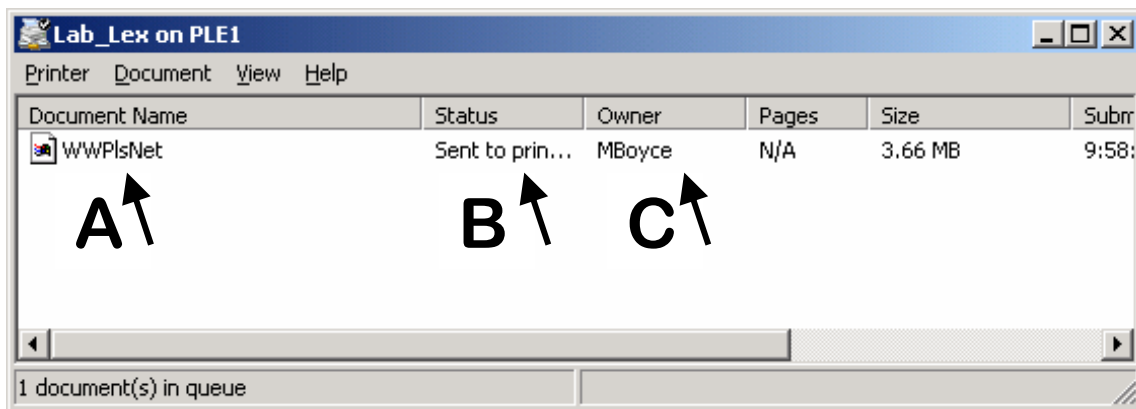


2. Selecting the printer to view

Double Click on the printer icon of the printer you want to view. It will probably be the lab printer.



3. Active print queue



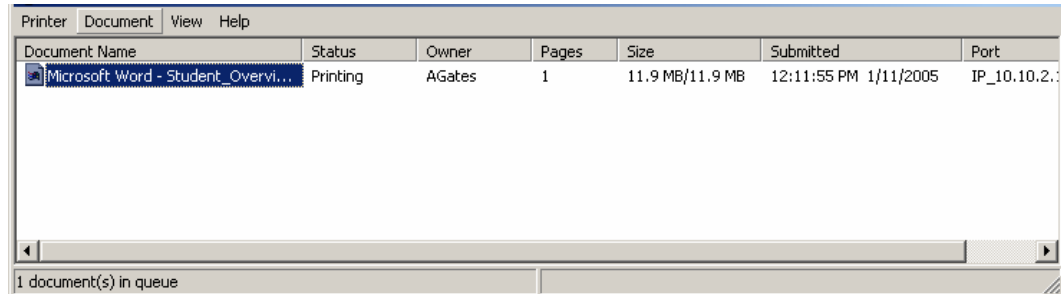
The print queue shows the following:

- A) Document name in order by when they were sent
- B) Status of the print job
- C) Who sent the print job

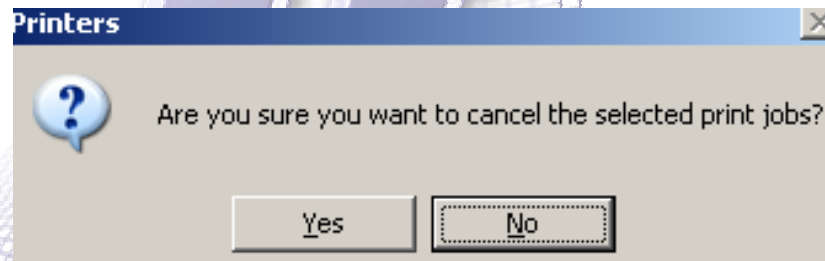
4. Deleting files in the print queue

Print jobs may be deleted but only from the computer where it originated from.

- a) Go to the laptop that sent the document to be deleted.
- b) Repeat steps 1-3 from above.
- c) Look at the document name and the owner of the document to ensure you are going to delete the correct file.
- d) Click on the document name to highlight it.



- e) Press your delete key
- f) Click > Yes when asked if you want to cancel the selected print job.



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