



LASERJET PRO 400 M401 PRINTER SERIES



Cancel a print job (Windows)

1. If the print job is currently printing, cancel it by pressing the Cancel **X** button on the product control panel.



NOTE: Pressing the Cancel **X** button clears the job that the product is currently processing. If more than one process is running, pressing the Cancel **X** button clears the process that currently appears on the product control panel.

2. You can also cancel a print job from a software program or a print queue.
 - **Software program:** Typically, a dialog box appears briefly on the computer screen, allowing you to cancel the print job.
 - **Windows print queue:** If a print job is waiting in a print queue (computer memory) or print spooler, delete the job there.
 - **Windows XP, Server 2003, or Server 2008:** Click **Start**, click **Settings**, and then click **Printers and Faxes**. Double-click the product icon to open the window, right-click the print job that you want to cancel, and then click **Cancel**.
 - **Windows Vista:** Click **Start**, click **Control Panel**, and then, under **Hardware and Sound**, click **Printer**. Double-click the product icon to open the window, right-click the print job that you want to cancel, and then click **Cancel**.
 - **Windows 7:** Click **Start**, and then click **Devices and Printers**. Double-click the product icon to open the window, right-click the print job that you want to cancel, and then click **Cancel**.