





HP LaserJet Enterprise 700 color MFP M775



Cancel a print job (Windows)

 **NOTE:** If the print job is too far into the printing process, you might not have the option to cancel it.

1. If the print job is currently printing, cancel it from the product control panel by following this procedure:
 - a. From the Home screen on the product control panel, touch the Stop  button. The product pauses the job, and the [Job Status](#) screen opens.
 - b. From the list on the touchscreen, touch the print job you want to cancel, and then touch the [Cancel Job](#) button.
 - c. The product prompts you to confirm the cancellation. Touch the [Yes](#) button.
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 the Windows icon in the lower left corner of the screen, click **Settings**, and then click **Printers**. 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 the Windows icon in the lower left corner of the screen, 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**.