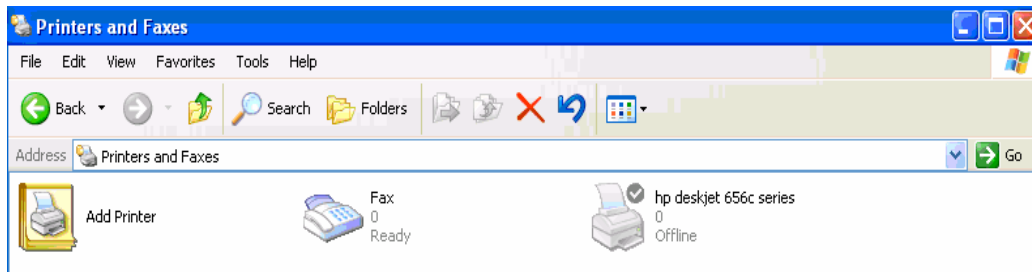


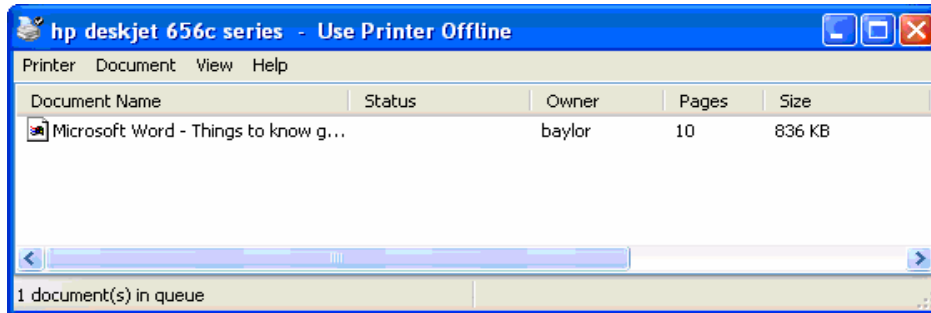
Canceling a Print Job (Z-Windows)

If you are printing to a local printer (connected directly to your PC Workstation) the steps to cancel the printing can be executed from your PC Workstation as you would any windows print job. If you are printing to a network printer to cancel the printing you will need to go to the server to cancel the print job or ask your Network Administrator to do so. Depending on the revision of the Windows Operating System your PC Workstation or Windows Server is running the exact process may differ from the instructions below but this will give you a good general idea how it needs to be done.

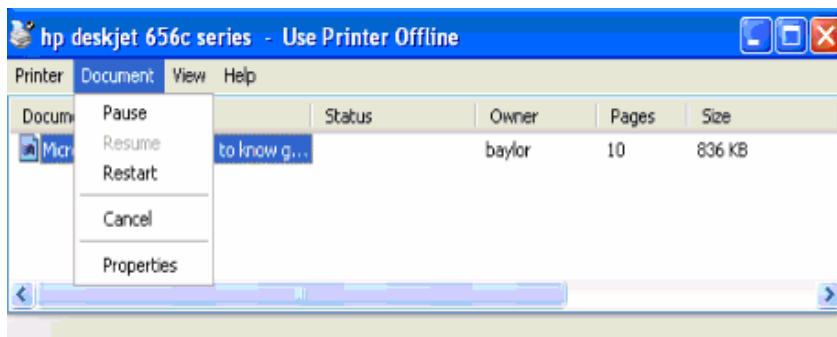
- Step 1. Select **“Start”** on the Windows task bar,
- Step 2. then select the **Control Panel,**
- Step 3. then **Printers and Faxes’** and your Printers window will display (similar to below)



- Step 4. Double click on the printer you sent your report or forms to for printing. The next window that will display is the documents printing or waiting to be printed window.



- Step 5. From this option you can Pause, Restart or Cancel a Print Job.



- Step 6. Once you select **“Cancel”** you will be asked if you are sure. Select **yes** to cancel the print job. You can then close out the **“Printers”** window and return to the Zortec Application