Can't Print?

Try these steps...

1. Click on the Start Orb and select 'Devices and Printers'



2. Find the printer with the error symbol next to it



3. Right Click on the printer with the error and select 'See What's Printing'



4. You will see the Print Queue window appear...



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- 5. **Right Click** on each job in the Print Queue and select **Cancel**

6. Once the Print Queue is cleared, the error symbol on the printer will disappear and you should be able to print

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7. If you continue to have problems please contact the IT Helpdesk.