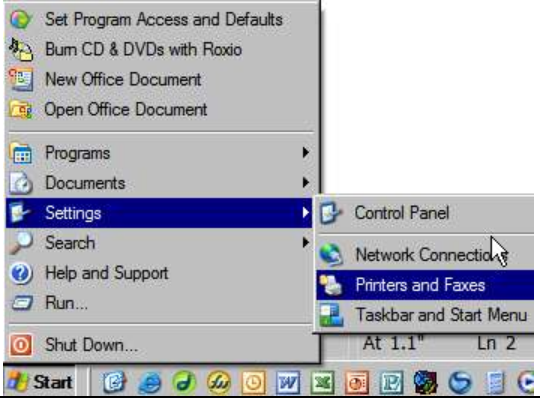
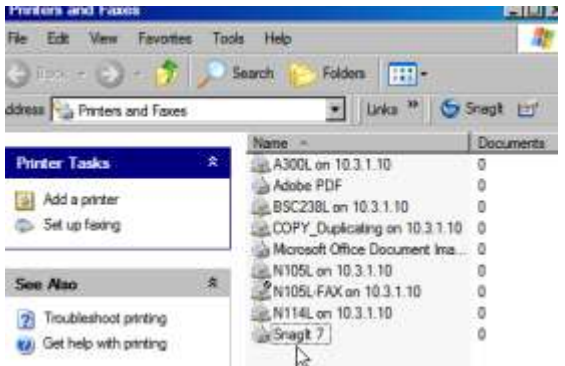
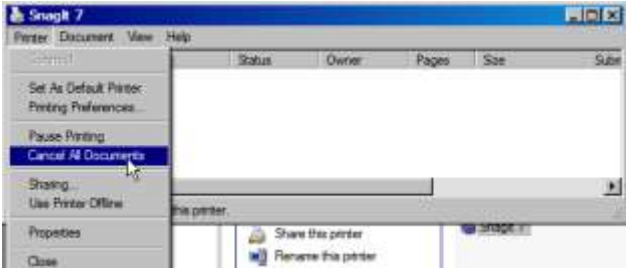



How to Purge Print Jobs from Your Local Printer

Note: a local printer is one that's connected directly to your computer. It is not in a separate room connected to the network.

1.	Click Start	
2.	Point to Settings Point to Printers (The example displays the Windows XP Start menu)	
3.	Double click on your printer Click Purge All Print Jobs (Example uses Cancel All Documents)	
4.	A dialog box appears, listing all your print jobs that have not yet printed Click on the Printer menu Click Purge All Print Jobs (Example uses Cancel All Documents)	

Make Sure the Printer is On-Line

5.	Double click on your printer	
6.	On the Printer - the green light should be on. If it isn't, press the On Switch on the printer.	
7.	In the Printer Dialog Box – Un-check Use Printer Offline	