How to pause or un-pause printers using Windows 7

Open Devices and Printers shortcut located on the teachers station desktop and select the printer you want to pause or allow to print.



After selecting the printer click See what's printing



A printer dialog box will appear, click Printer and then Pause Printing- a check mark will appear to indicate that printer is paused. If you wish to un-pause the printer, click Pause Printing again so that the check mark is no longer there.

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