

Lab 9.5.1: Managing Files in a Printer Queue

Estimated time: 20 Minutes

Objective

Upon completion of this lab, you will be able to:

- Open up the printer queue
- Add jobs to the printer queue
- Delete a job from the printer queue
- Rearrange jobs in the printer queue
- Purge all jobs held in the printer queue

Equipment

The following equipment is required for this exercise:

- A computer with Windows 98 installed
- An installed printer (any type of printer will do)

Scenario

As a system administrator of a school, you will find out quickly that when the printer does not print a student's document immediately after they click the print button, they click the print button until it does come out. This can lead to massive amounts of wasted resources.

Procedures

In this lab, you will learn how to manipulate print jobs held in a printer queue. After placing jobs in the queue, you will learn how to delete single jobs, prioritize jobs, and purge the entire printer queue. These skills become necessary when a print job is sent to the queue, but is not the correct document that needs to be printed.

Step 1

Each installed printer uses a queue to hold print jobs. This is an area of memory (and hard drive) that is used to feed information to the printer. Click **Start > Settings > Printers**, to open the Printers folder. Double-click on the printer you will be using in this lab. This will open up the queue.

Which printer will you be using for this lab?

What jobs are currently in the printer queue?

Step 2

In the printer queue menu bar, click **File** and choose **Pause Printing**. This will cause the printer queue to hold all print jobs without sending any information to the printer. Minimize the printer queue window.

Step 3

To add jobs to the printer queue, you need to create some documents to print. Click **Start > Programs > Accessories** and choose **Notepad**.

Step 4

Using Notepad, type in "Document 1" and save it to the Desktop as "low.txt".

Step 5

Add this document to the printer queue by choosing **File > Print**. Open the printer queue window (it is minimized and available on the Taskbar).

Do you see the print job listed in the printer queue?

Who is the owner of the print job?

What is the progress of the print job?

How long will this job stay in the queue?

Step 6

Use Notepad to create and print two more documents. Type in "Document 2", save it to the Desktop as "medium.txt", and print the document. Type in "Document 3", save it to the Desktop as "high.txt", and print the document.

How many jobs are now being held in the printer queue?

Step 7

Sometimes it is necessary to cancel print jobs while they are being held in the printer queue. In the printer queue window, right-click on "medium.txt".

What options are available in the context-sensitive menu?

Step 8

Choose **Cancel Printing**.

How many jobs are now being held in the printer queue?

Step 9

By default, the printer queue handles jobs using FIFO (First In, First Out). Sometimes it is necessary to give priority to certain print jobs. In the printer queue window, drag low to an area below high and release it.

What is the order of the print jobs held in the printer queue?

When the printer is set to resume printing, which print job will the printer queue release first?

Step 10

To delete all jobs held in the printer queue, you can either delete each single job or choose to purge the entire queue. To purge the printer queue, open the printer queue window, choose **Printer** from the menu bar, and click **Purge Print Documents**.

How many jobs are now being held in the printer queue?

Step 11

Choose the **Printer** menu and click **Pause Printing** to release the printer from its paused state. Close the printer queue window and delete the low, medium, and high documents from your Desktop.

Troubleshooting

If you are unable to place jobs in the printer queue using Notepad, check to ensure that the printer queue you are viewing is the queue for the current default printer. Notepad is a simple application and will only print to the default printer.

Reflection

As a network administrator, how would being able to control the print queue help with the conservation of resources?
