9   Cancelling Jobs

Jobs on the WorkCentre can be cancelled by pressing the *Job Status* key or the *Cancel Job* key.

Active jobs on the WorkCentre can be cancelled by pressing the *Job Status* key. The *Job Status* key allows you to monitor and cancel the active job being processed.

Pending jobs can be cancelled by pressing the *Cancel Job* key and selecting from the list of pending jobs. The *Cancel Job* key allows you to cancel pending jobs by job type.

Pressing *Stop* alone does not cancel a Memory or Pending job. You must use the *Cancel Job* or *Job Status* keys to initiate the cancel procedure.

Stop Key

The *Stop* key is used to eject the document from the scanner prior to scanning, and to cancel Direct Send jobs.

Job Status Key

The active job can be monitored in the display and cancelled if desired. When you press the *Job Status* key, the job currently being processed is displayed.

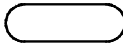To monitor and/or cancel the active job:

1. Press:

Job Status

Dialing	
Job number:	**006**
5551212	

Cancelling Jobs

2. If you would like to cancel the displayed job, press

Cancel Job

```
Cancel this job?
Job number:          010
1. Yes
2. No
```

3. Press (**1**) to cancel the displayed job, or press (**2**) to return to the Standby Mode.

The machine returns to the Standby Mode.

Cancel Job Key

Pending jobs can be cancelled as they are confirmed in the display. The Cancel Job key allows you to cancel the following types of jobs:

*   **Incoming call** — Cancels a job currently being received.

*   **Send** — Cancels an active job or a reserved Memory Send job.

*   **Document in ADF** — Cancels a Direct Send job in the Document Tray.

*   **Poll** — Cancels a reserved "Polling" job.

*   **Document to be polled** — Cancels a "Storing a Document to be Polled" job reserved on your machine to be polled.

*   **Send via Relay**— Cancels a reserved Relay transmission initiated by your machine.

*   **Relay (station)** — Cancels a Relay transmission initiated by a remote machine where your machine is the Relay Station.

*   **Poll a mailbox** — Cancels a "Polling a Remote Mailbox" reception job.

*   **Send to mailbox** — Cancels a "Sending to a Remote Mailbox" job.