
Checking Job Status

The easiest way to find out the status of print jobs that you submit through Infoprint Manager is to have Infoprint Manager send you messages about them. Refer to the topic [Using Infoprint Manager Notifications](#) if you want to receive messages about your print jobs. If you have installed Infoprint Select on your workstation, you can receive messages through Select Notification as well.

If you do not install Infoprint Manager Notifications, you may be able to check the status of your jobs manually. If you submit jobs to a Windows gateway printer, follow these steps:

1. Click the Windows **Start** button, and select **Settings**→ **Printers** to open the Printers window.
2. In the Printers window, double-click the printer that you sent your job to. The job window for that printer will open.
3. Find your job in the list of documents. If the job isn't in the list, it may be finished printing.

Note: Your print job will only appear in this list if your printing system administrator has configured the gateway to report accurate job status back to workstations.

If you submit print jobs using Infoprint Select or an IPP gateway and you need to check the status before you receive notification about them, contact your help desk or printing system support personnel.