

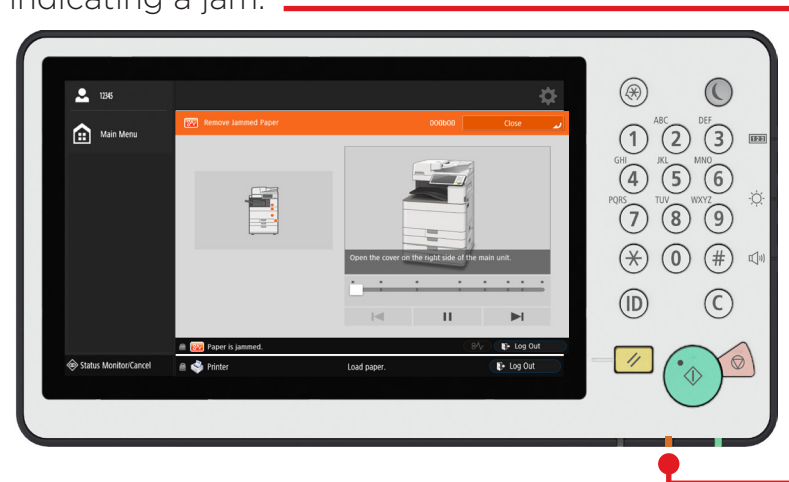
PAPER JAMS IN THE DEVICE

If a paper jam occurs on your device, follow the step by step instructions which will be visible on your machine. Below is an example of a paper jam, and this may differ slightly to your device.

It is important that you take the paper jam out of the device the way the paper naturally flows through the machine. Failure to do this could result in the paper tearing.

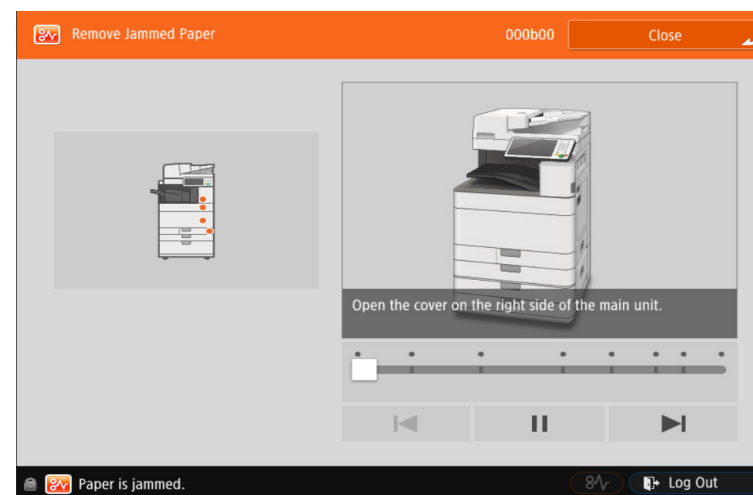
1 System Monitor - Paper Jam

When a paper jam occurs on copying or printing an orange flashing light will appear indicating a jam.



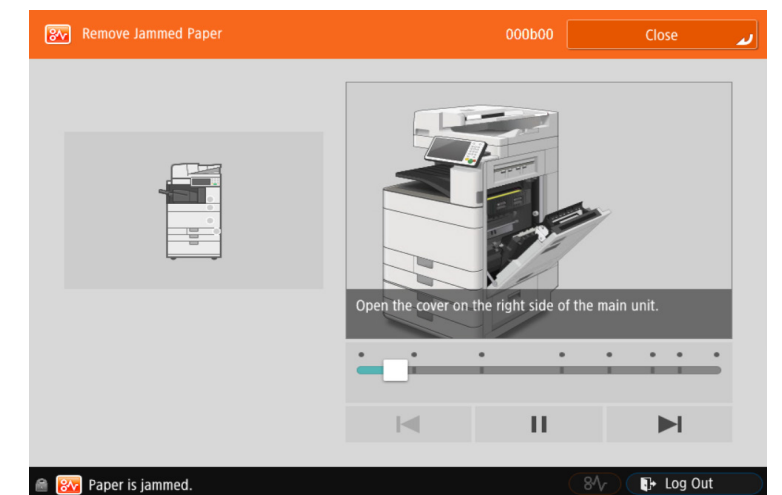
2 Paper Jam Overview

Following the flashing light you will see an image similar to the one below.



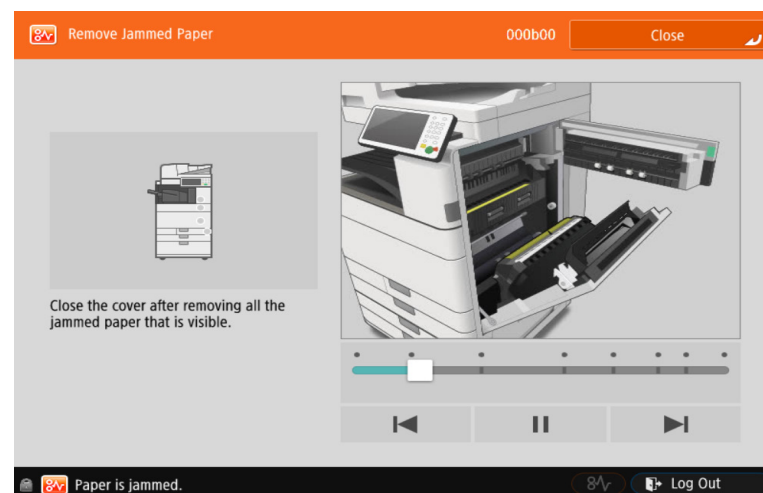
3 Jam Location 1

Open the side door located on the right hand side of the device when indicated and locate jam.



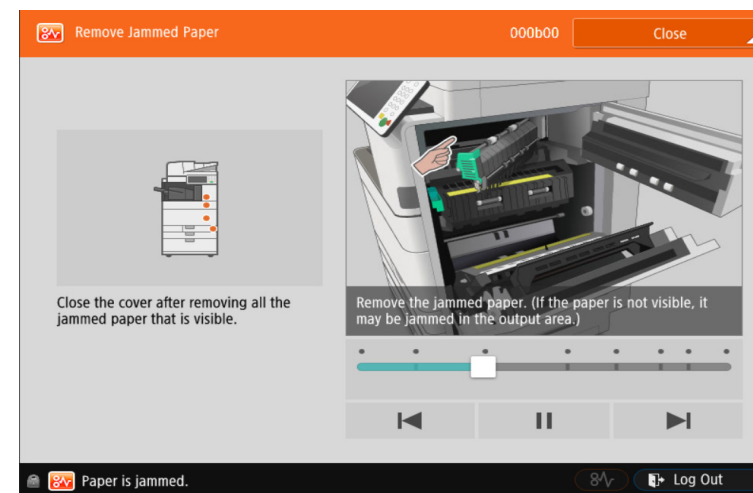
4 Jam location 2

Open the top door.



5 Jam location 3

Open the inner door using the green handle and locate the jam and remove as indicated.



6 Resume print job

Once all jams have been removed the device will resume printing.

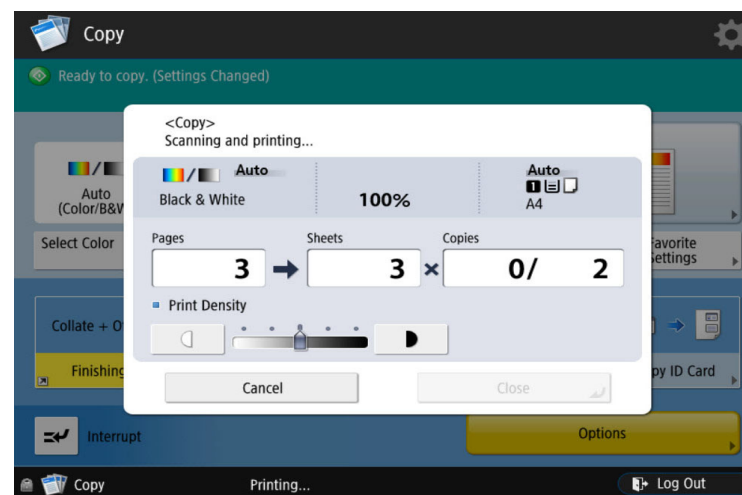
PAPER JAMS IN THE DOCUMENT FEEDER

If a paper jam occurs in the document feeder when scanning your originals for copying or scanning to myself, follow the step by step instructions which will be visible on your machine. Below is an example of a paper jam in the document feeder and this may differ slightly to your device.

It is important that you take the paper jam out of the device the way the paper naturally flows through the machine. Failure to do this could result in the paper tearing.

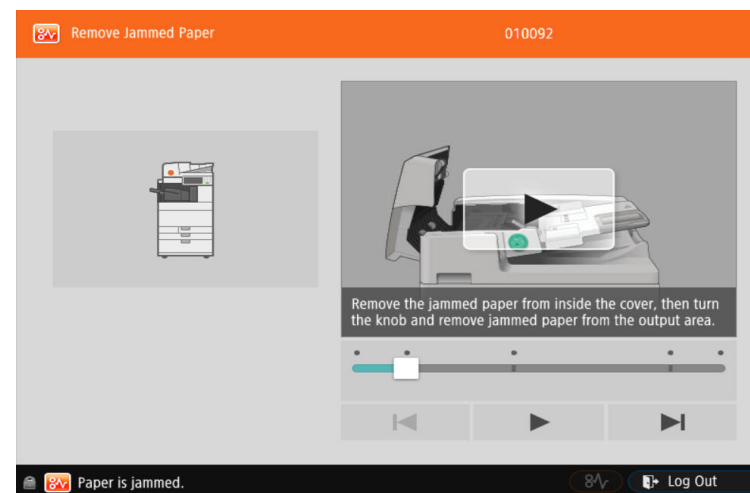
1 Jobs copying/scanning in the feeder

Place your originals in the feeder face up and select your options. Press the green start key to begin.



2 Originals jammed in document feeder

When a jam occurs in the document feeder you will see a screen similar to the below. Follow the instructions on screen.



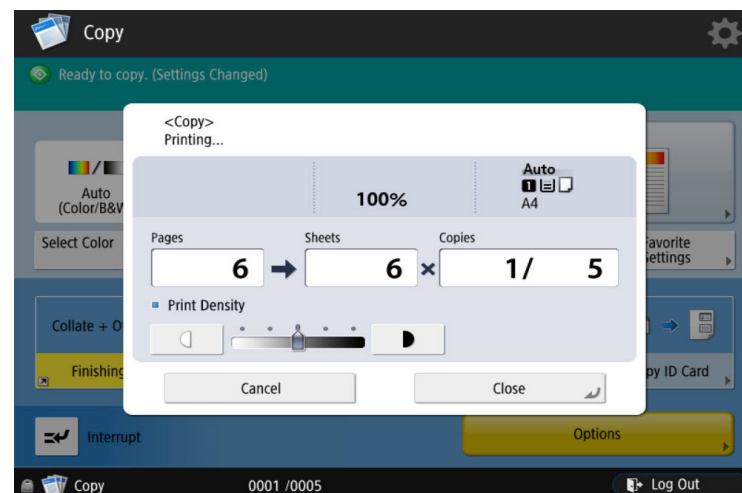
3 Return originals to document feeder

Once all jams have been located, please return all originals back into the document feeder, in the original order.



4 Resume copying/scanning

The device will resume scanning once all jams have been cleared and all originals placed back in the feeder.



Note

If you do not place ALL of your originals back into the document feeder in the original order, this will result in your output copies/scans having pages missing or misplaced within the document.