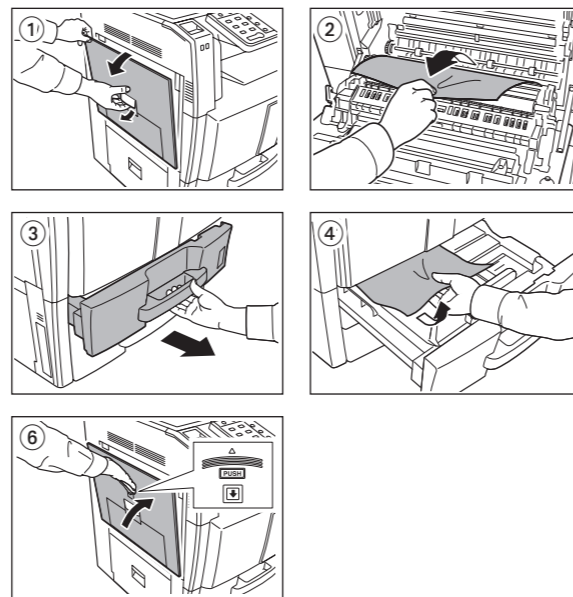


## Clearing paper jams

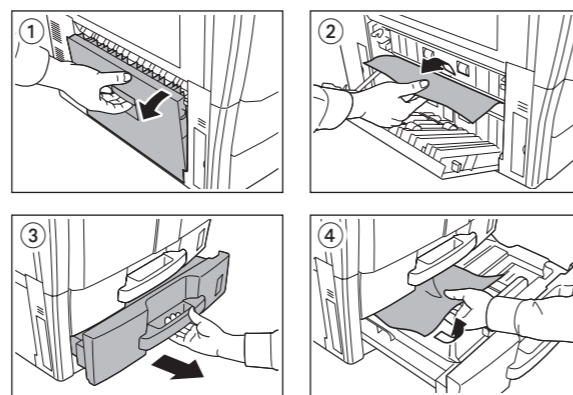
### Cassette 1

- ❶ Pull up left cover 1 lever and open the left cover 1.
- ❷ Remove the jammed paper.
- ❸ Pull out cassette 1.
- ❹ Remove the jammed paper. If the paper tears, remove every loose scrap from inside the machine.
- ❺ Push cassette 1 back in place securely.
- ❻ Press the specified position to close left cover 1.



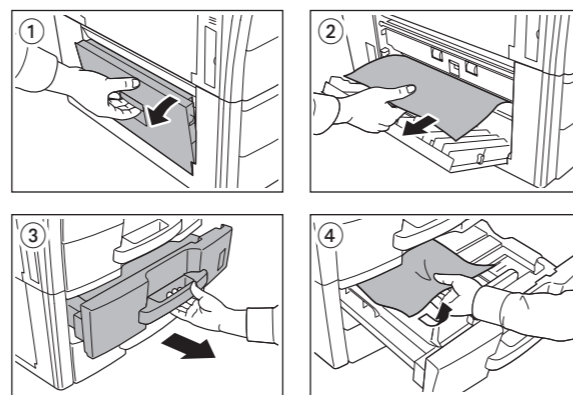
### Cassette 2

- ❶ Open left cover 3.
- ❷ Remove the jammed paper.
- ❸ Pull out cassette 2.
- ❹ Remove the jammed paper. If the paper tears, remove every loose scrap from inside the machine.
- ❺ Push cassette 2 back in place securely.
- ❻ Close left cover 3.



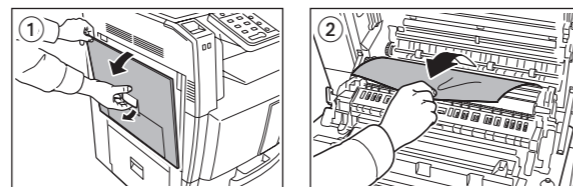
### Optional Cassettes 3 and 4

- ❶ Open left cover 4.
- ❷ Remove the jammed paper. If the paper tears, remove every loose scrap from inside the machine.
- ❸ Pull out the cassette in use.
- ❹ Remove the jammed paper.
- ❺ Push the cassette back in place securely.
- ❻ Close left cover 4.



### Inside the Left Covers 1, 3 and 4

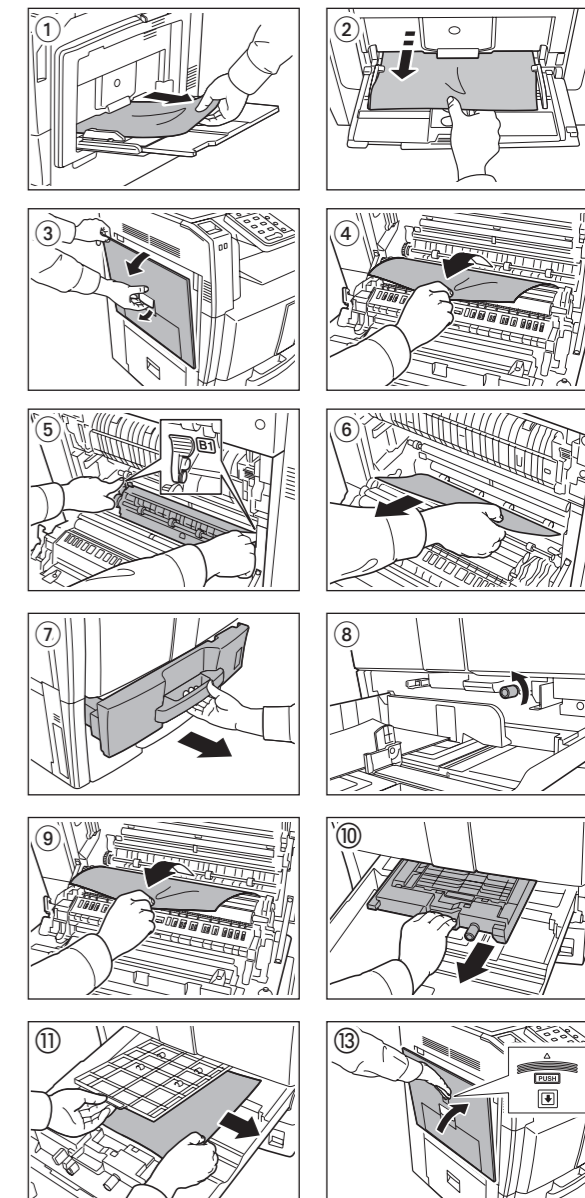
- ❶ Open the left cover where the paper is jammed inside.
- ❷ Remove the jammed paper. If the paper tears, remove every loose scrap from inside the machine.
- ❸ Close the left cover.



## Clearing paper jams

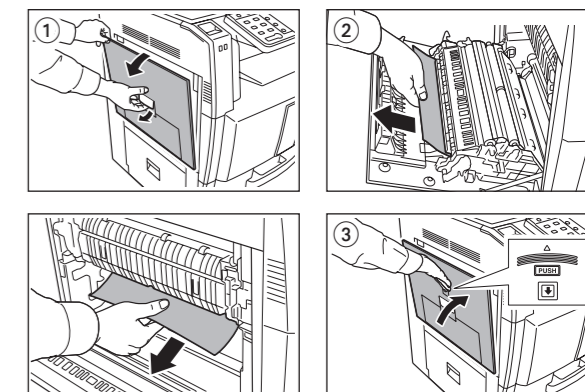
### Multi Purpose Tray

- ❶ Remove all papers from the multi purpose tray.
- ❷ If paper is jammed inside, pull the paper toward you to remove.
- ❸ Pull up left cover 1 lever and open the left cover 1.
- ❹ Remove the jammed paper. If the paper tears, remove every loose scrap from inside the machine.
- ❺ Open the feed guide B1.
- ❻ Remove the jammed paper. If the paper tears, remove every loose scrap from inside the machine.
- ❼ Pull out cassette 1.
- ❽ Turn the lower green knob (B2) to the left at least 10 times.
- ❾ Remove the jammed paper. If you cannot remove the paper, proceed with the next step.
- ❿ Pull out paper feed unit (B3).
- ⓫ Open paper feed unit cover (B4) and remove the jammed paper.
- ⓬ Push paper feed unit (B3) back in place, and push the cassette back in place securely.
- ⓭ Press the specified position to close left cover 1.



### Duplex Unit

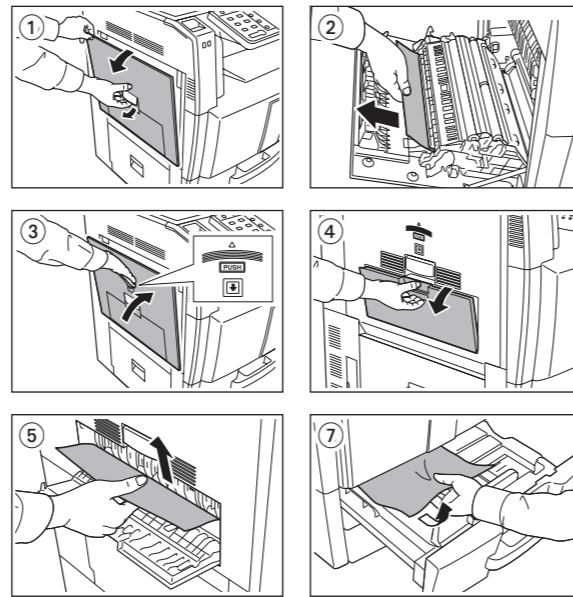
- ❶ Pull up left cover 1 lever and open the left cover.
- ❷ Remove the jammed paper.
- ❸ Press the specified position to close left cover 1.



## Clearing paper jams

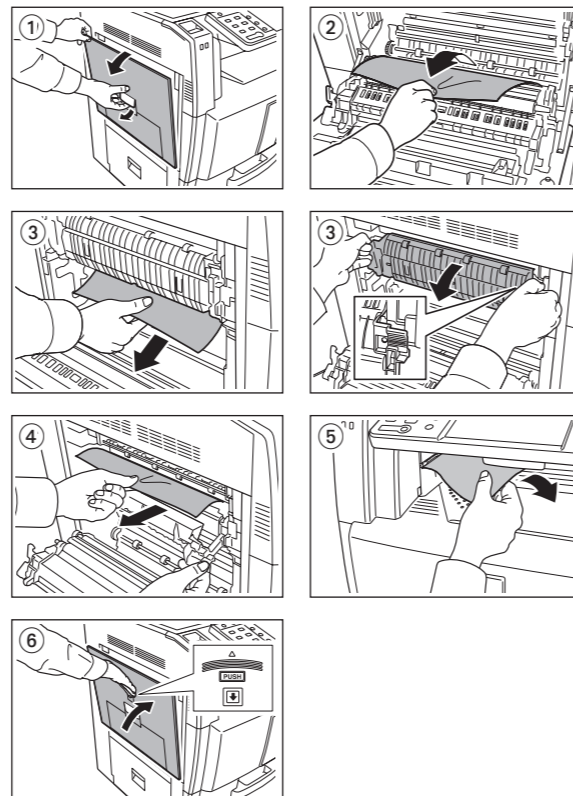
### Duplex Unit and Cassette 1

- ❶ Pull up left cover 1 lever and open the left cover.
- ❷ Remove the jammed paper.
- ❸ Press the specified position to close left cover 1.
- ❹ If the left cover 2 indicator is flashing, open left cover 2.
- ❺ Remove the jammed paper. If the paper tears, remove every loose scrap from inside the machine.
- ❻ Close the left cover 2.
- ❼ Pull out cassette 1 and remove the jammed paper. If the paper tears, remove every loose scrap from inside the machine.
- ❽ Push cassette 1 back in place securely.



### Fixing unit

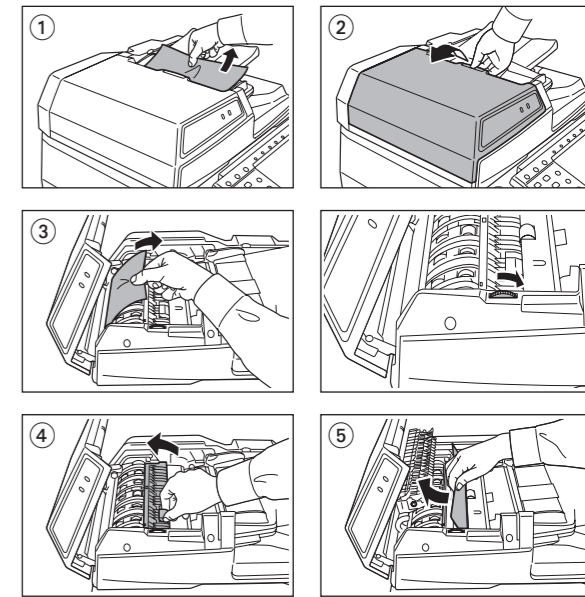
- ❶ Pull up left cover 1 lever and open the left cover 1.
  - ❷ Remove the jammed paper.
  - ❸ Open the fuser cover (A1).
- CAUTION: The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.
- ❹ Remove the jammed paper. If the paper tears, remove every loose scrap from inside the machine.
  - ❺ If jammed paper is seen through the paper ejection slot, pull it toward your side to remove it.
  - ❻ Push fuser cover back in place, and press the specified position to close left cover 1.



## Clearing paper jams

### Optional Document Processor

- ❶ Remove the original from the original tray.
  - ❷ Open the document processor top cover.
  - ❸ Remove the jammed original.
- If the original tears, remove every loose scrap from inside the machine. If the original is difficult to remove, turn the dial. The original will scroll out to a position where it can be removed easily.
- If the original tears, remove every loose scrap from inside the machine.
- ❹ Lift up reverse unit.
  - ❺ Remove the jammed original. If the original tears, remove every loose scrap from inside the machine.
  - ❻ Put reverse unit back in its original place and close the document processor top cover.
  - ❼ Reload the originals on the document processor tray.



### Optional Job Separator

- ❶ If jammed paper is seen through the paper ejection slot of the job separator, pull it toward your side to remove it.
- If the paper tears, remove every loose scrap from inside the machine.
- ❷ Pull up left cover 1 lever and open left cover 1.
  - ❸ Press the lever and open the job separator.
  - ❹ Remove the jammed paper.
- If the paper tears, remove every loose scrap from inside the machine.
- ❺ Press the indicated position to close left cover 1.

