

Solution for Clearing Paper Jam in Office Printer

Step 1: Turn Off the Printer

Before attempting to clear the paper jam, safely turn off the printer to avoid any injury or further damage to the machine.

Step 2: Open the Printer Access Door

Carefully open the printer's access door or panel where the paper jam is located. This is usually indicated on the printer's manual.

Step 3: Gently Remove Jammed Paper

Gently pull out the jammed paper. Ensure that you remove all pieces of paper, including any small bits that might tear off.

Step 4: Check for Additional Obstructions

Inspect the printer for any additional obstructions or debris that might cause future jams. Remove any found.

Step 5: Close the Access Door

After clearing the jam, securely close the printer's access door or panel.

Step 6: Turn the Printer Back On

Turn the printer back on and wait for it to go through its startup routine.

Step 7: Test the Printer

Perform a test print to ensure that the printer is functioning correctly and the paper jam has been completely cleared.