



Printer Jam Quick Fix Checklist



Check the Paper

- Paper should be dry, flat and not curled.
- Correct paper type and weight being used



Reload the Paper Tray

- Remove and fan the paper stack
- Reload below the max fill line
- Align paper neatly in the tray



Adjust Paper Guides

- Guides lightly touch paper edges
- Not too tight or too loose



Clear Jammed Paper

- Remove paper slowly in the feed direction
- No torn pieces left inside



Check Inside the Printer

- No debris or loose scraps visible
- Remove any scraps carefully



Clean Rollers (If Accessible)

- Power printer off
- Wipe rollers with a lint-free cloth



Test Print

- Print a test page successfully

Still having issues?

Frequent paper jams usually point to worn parts, setup issues or a printer that no longer fits your workload.. Request a **Printer Health Check** to identify the root cause and reduce downtime.