

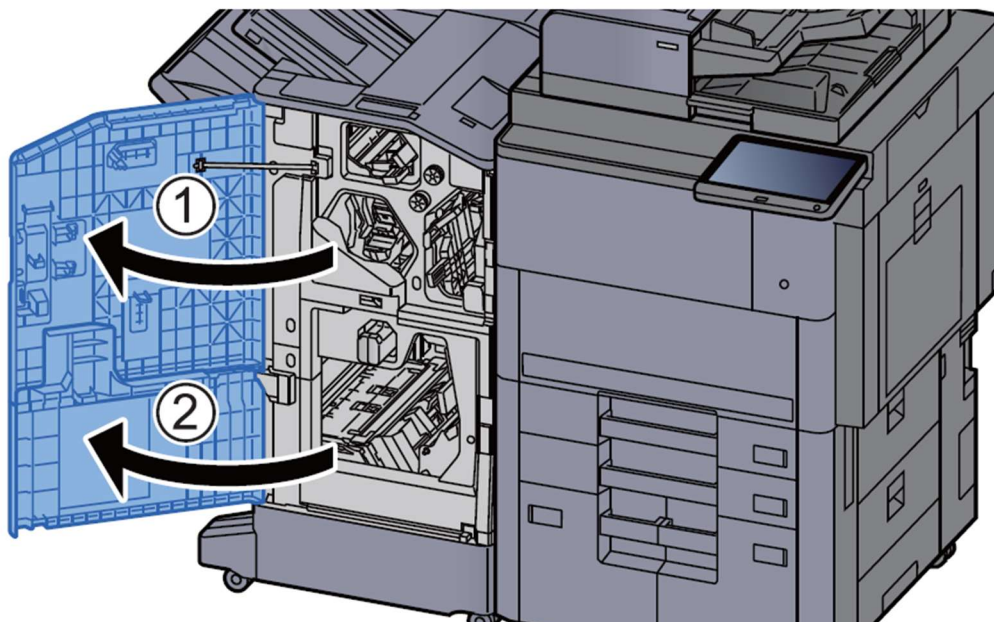
# Clearing Paper Jams

## Remove any jammed paper in the Folding Unit (100-sheet Staple Finisher)

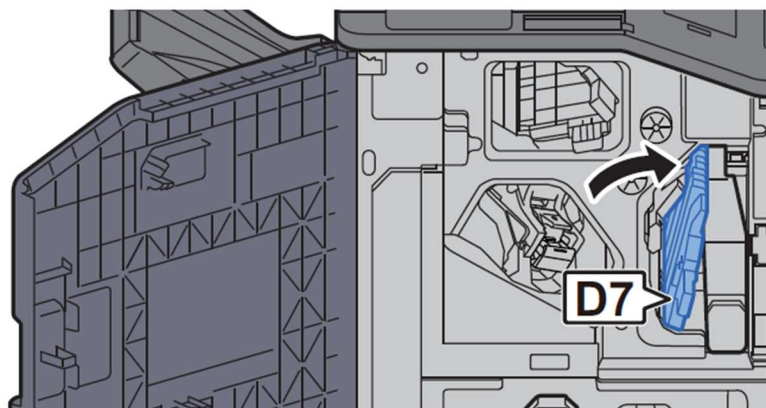
### CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

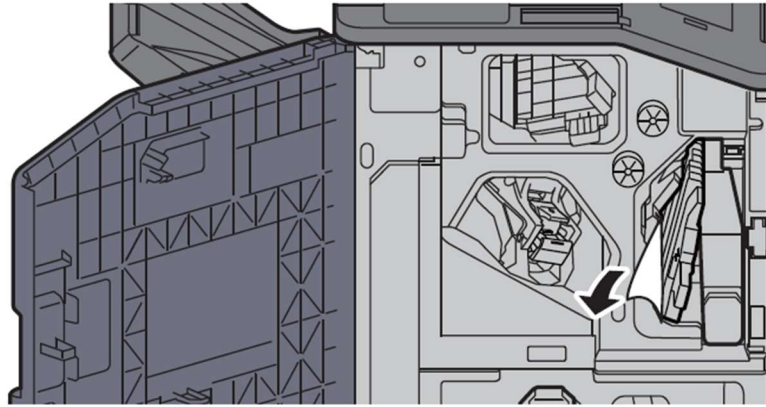
### 1 Open the finisher front cover 1 and 2.



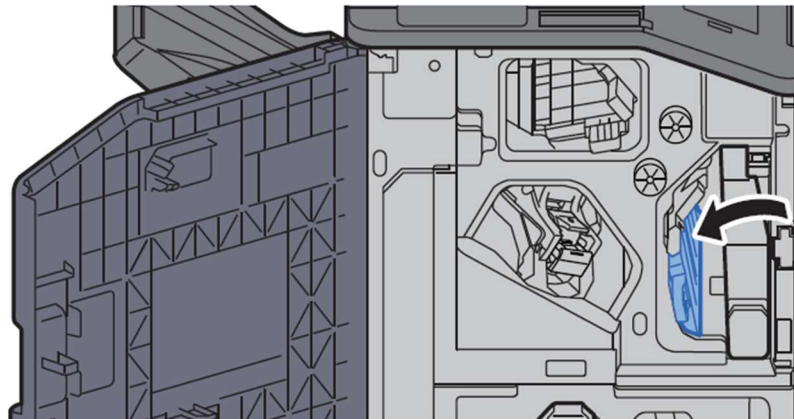
### 2 Open the conveyor guide (D7).



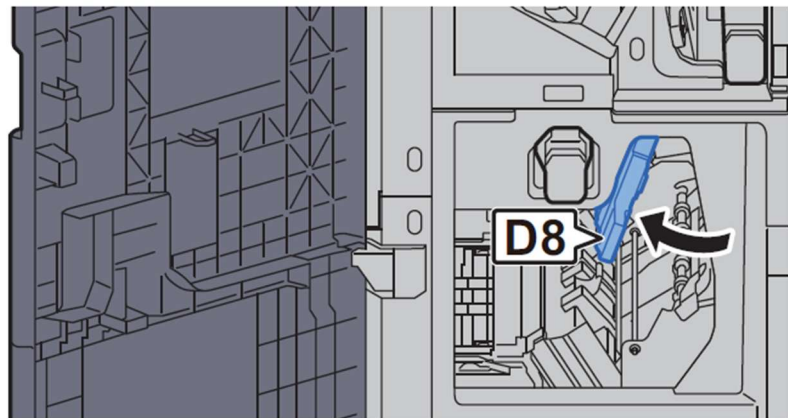
**3 Remove any jammed paper.**



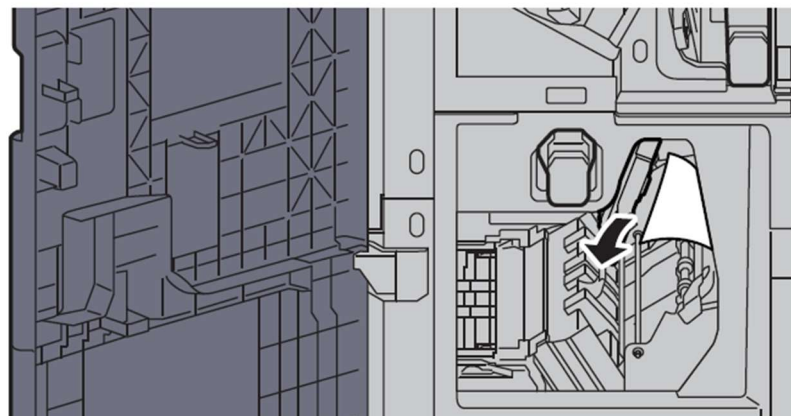
**4 Return the conveyor guide (D7) to the original position.**



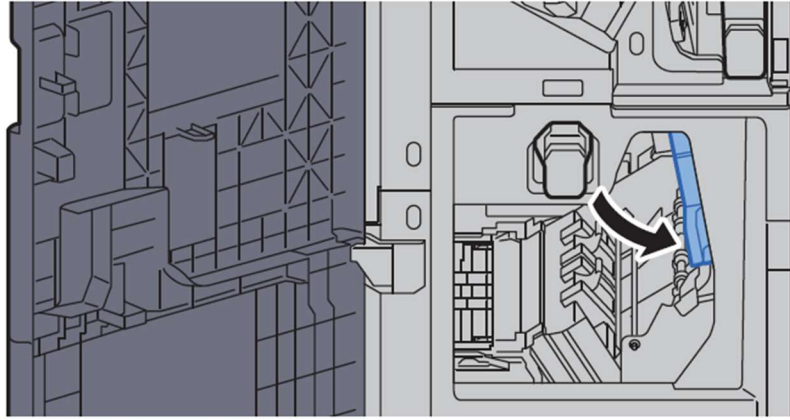
**5 Open the conveyor guide (D8).**



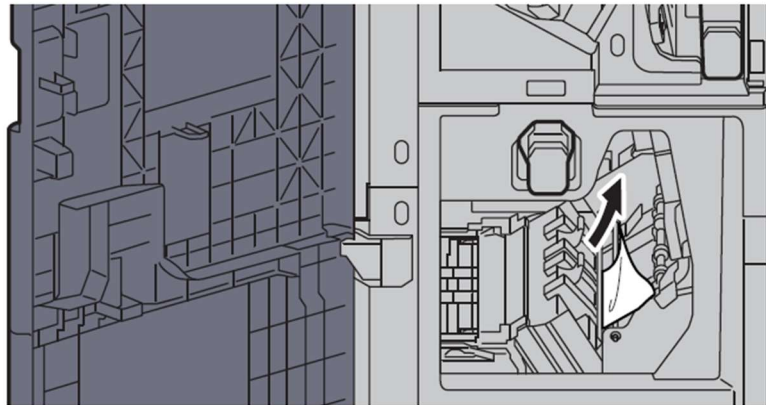
**6 Remove any jammed paper.**



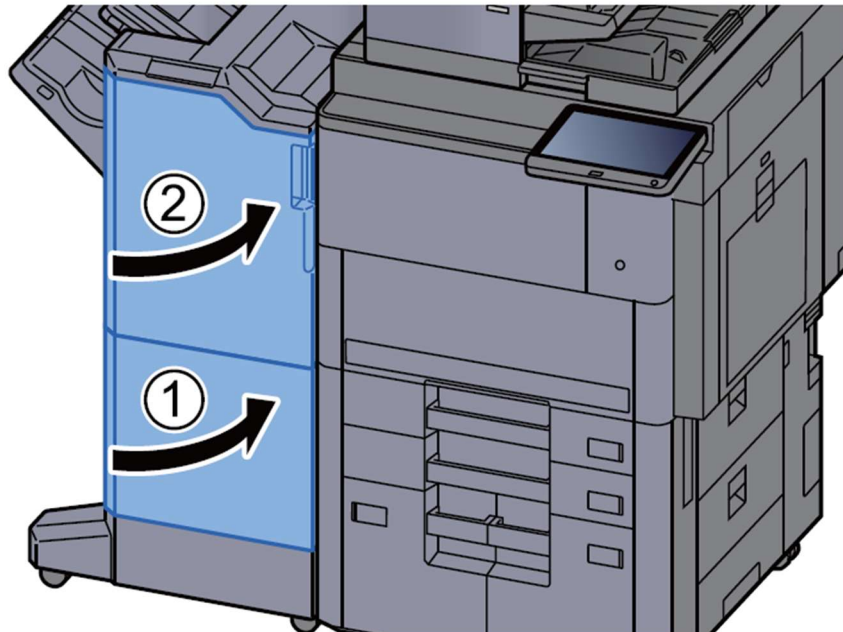
**7** Return the conveyor guide (D8) to the original position.



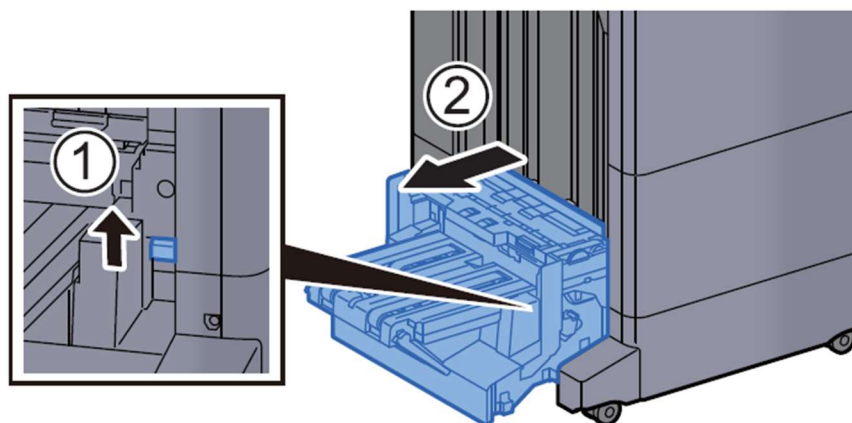
**8** Remove paper from inside the finisher.



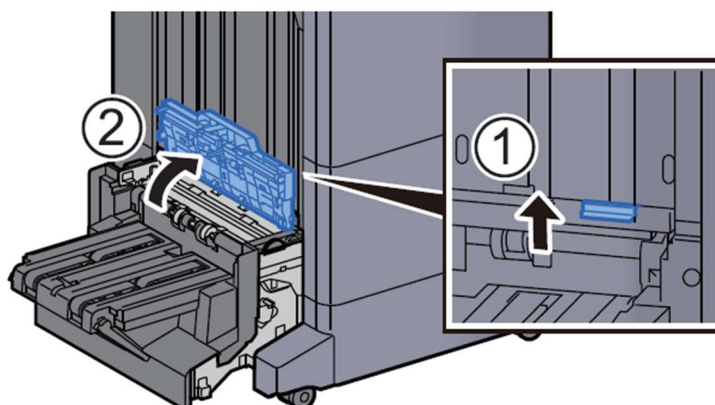
**9** Return the covers to the original position.



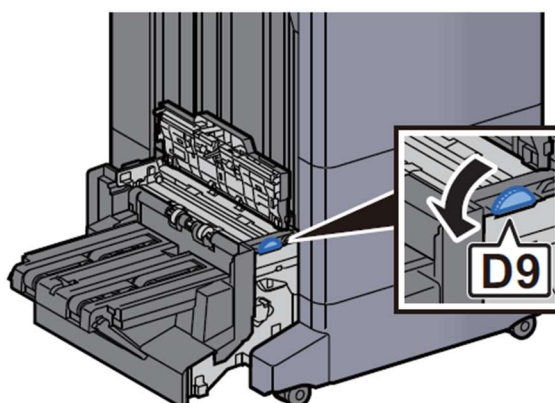
**10** Lift the release lever to pull the folding unit out.



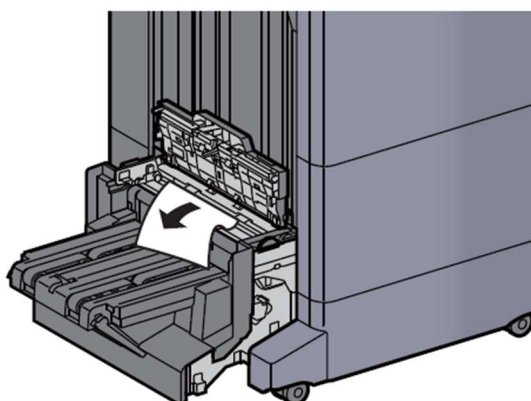
**11** Open the folding unit top cover.



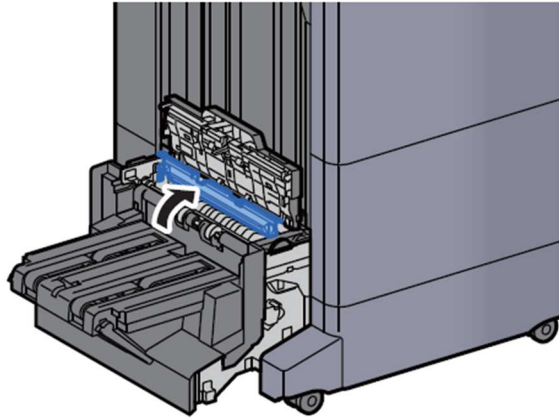
**12** Turn dial (D9).



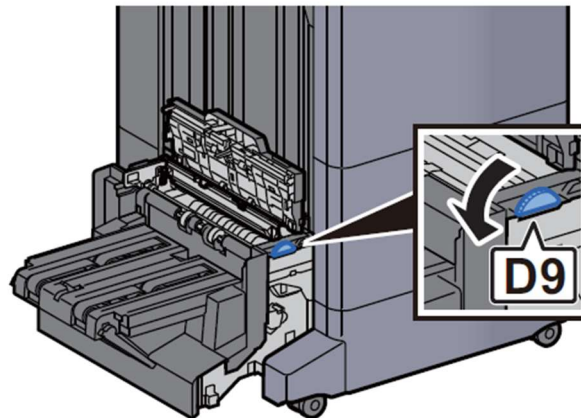
**13** Remove any jammed paper.



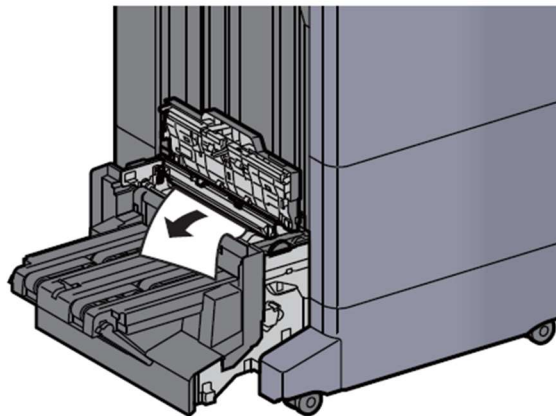
**14** Open the folding unit conveyor guide.



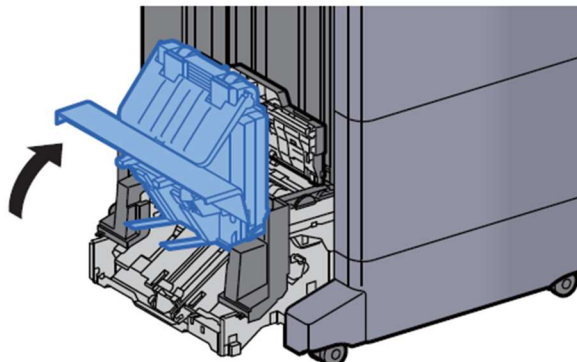
**15** Turn dial (D9).



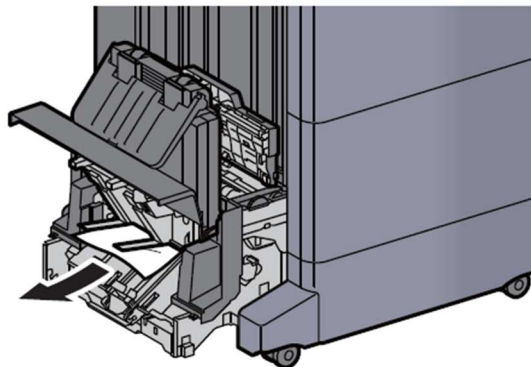
**16** Remove any jammed paper.



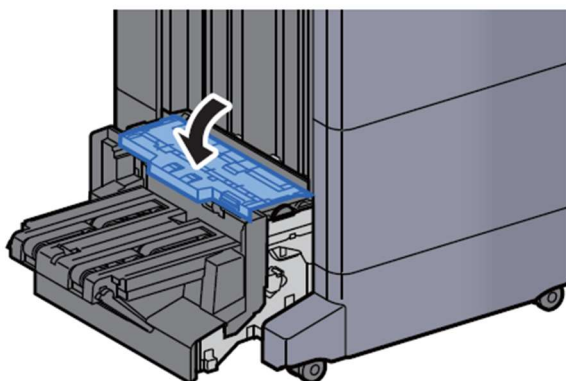
**17** Lift the folding tray.



**18** Remove any jammed paper.



**19** Return the covers to the original position.



**20** Return the folding unit to the original position.

