

COPIER OPERATIONS TIP OF THE MONTH
March 2026

TeamWorks Copier Repair Service

How to Clear a Paper Jam

Of all the tips we've given, **this is the most important!** Please follow!

- The proper way to clear a paper jam is to use the roller knobs in the machine. The arrows tell you which direction to turn the knob. There are several of them.
- Before you start pulling any paper from the machine, check the monitor to see where the jam started.
- GENTLY pull the paper out making sure it is still in one piece. If the paper tears and a little piece is left in the machine, it will cause more jams.
- Yanking paper to remove it can damage sensors and take longer to clear the jam.
- Check the monitor to be sure all areas have been cleared.

Thank you! As always, **please contact me with any questions.** I am only a phone call away, and you can also contact me on Outlook ([Stevarlton G Green@mcpsmd.org](mailto:Stevarlton_G_Green@mcpsmd.org)).

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