DON’T GET CAUGHT IN A JAM!

Try these helpful tips to avoid paper misfeeds:

- Load a full ream of paper
  - When paper sits out, it is exposed to moisture in the air and tends to curl. This damp, curled paper can increase the number of misfeeds you experience. Load a full ream of paper whenever possible to avoid this inconvenience.

- Sometimes new paper can help
  - If paper sits in your paper drawers for too long, it too is exposed to moisture in the air. If you’re experiencing misfeeds, try loading fresh paper.

- Fan your paper before loading
  - Fanning your paper before loading helps to separate the pages, which can help to reduce the number of misfeeds you experience.

- Don’t Turn that Dial!
  - Each paper drawer has a dial that tells that machine what size paper is loaded. It’s easy to accidentally knock that dial when loading paper. If your machine is jamming, check the dial to make sure that it is aligned with the appropriate size paper.