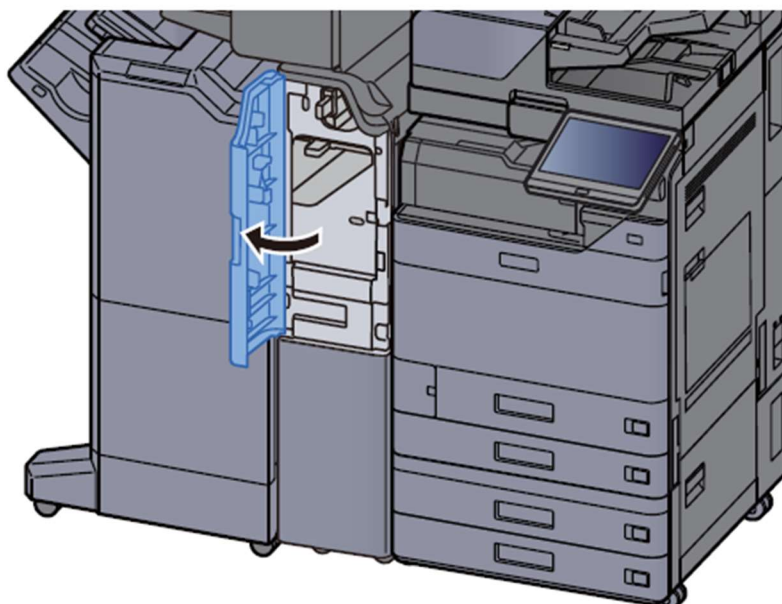# Remove any jammed paper in the Inserter
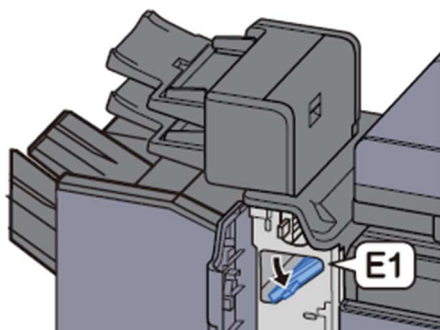
> ⚠️ **CAUTION**
> - Do not reuse jammed papers.
> - If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.
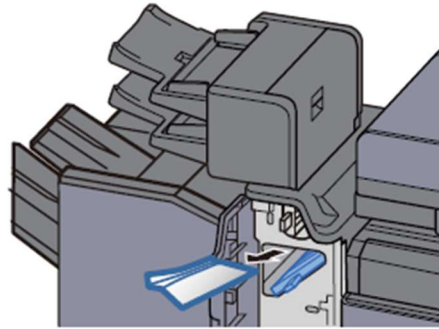
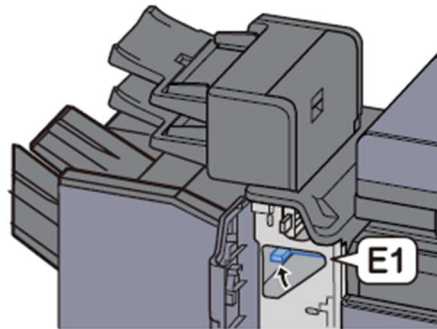## Straight pass

1   Open the front cover.

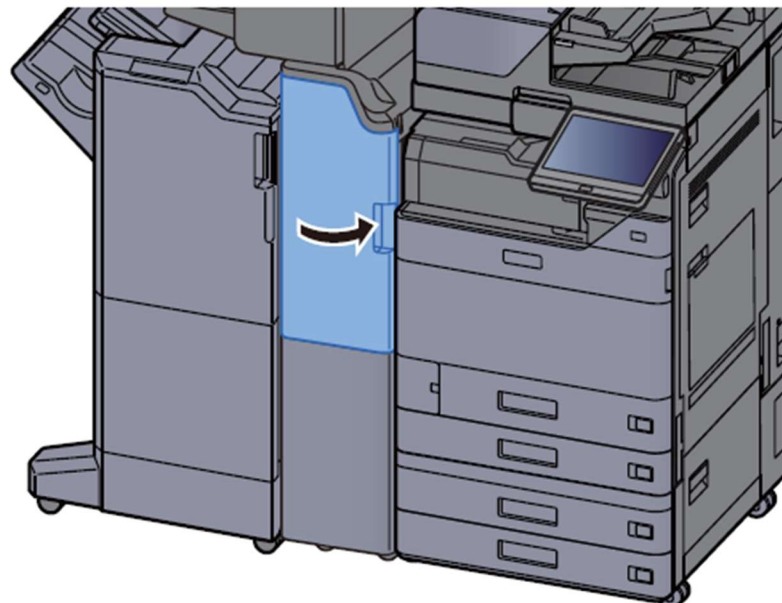**2**   Open the transport guide (E1).

3 **Remove any jammed paper.**

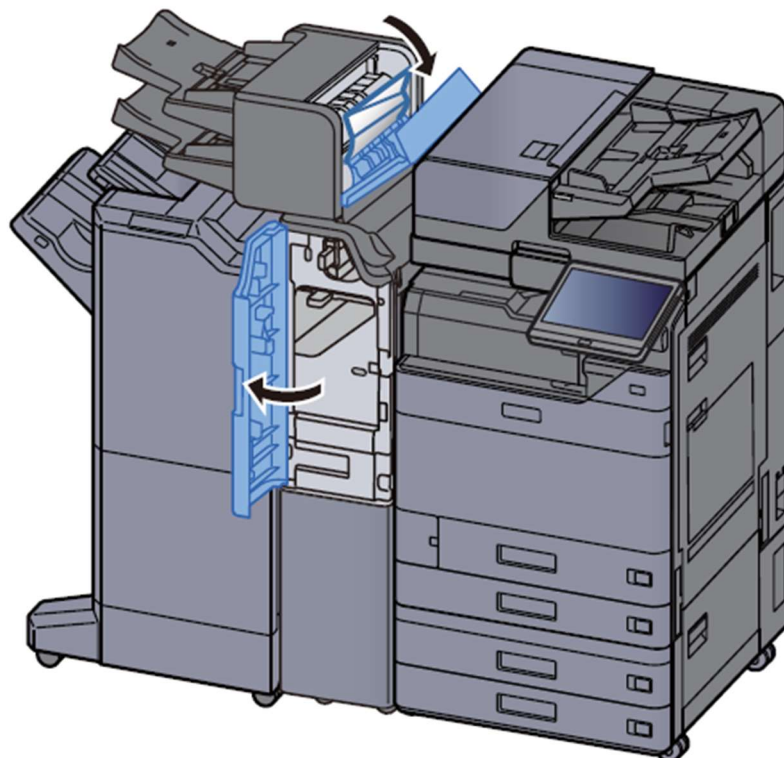**4** **Return the transport guide (E1) to the original position.**

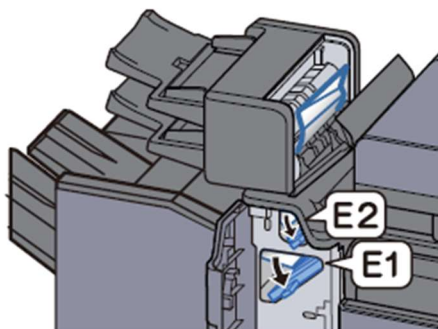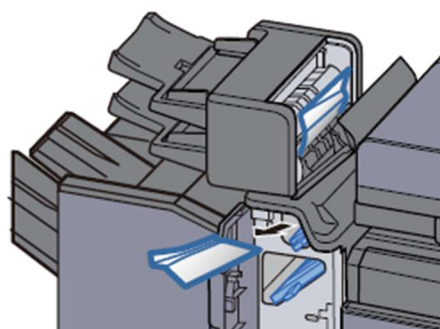**5** **Return the cover to the original position.**

Vertical transport section

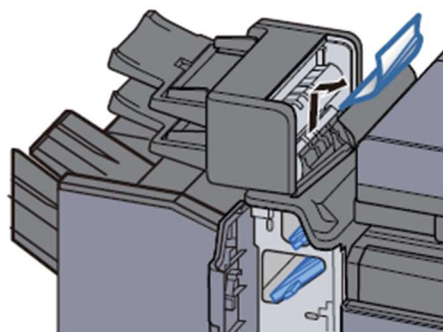**1** **Open the front cover and right cover.**

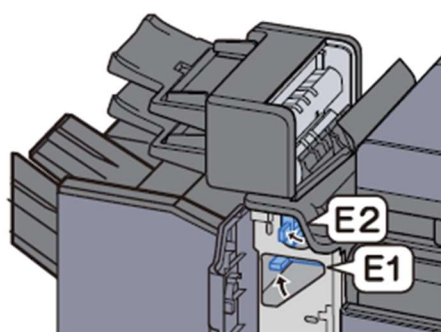**2** **Open the transport guides (E1) and (E2).**
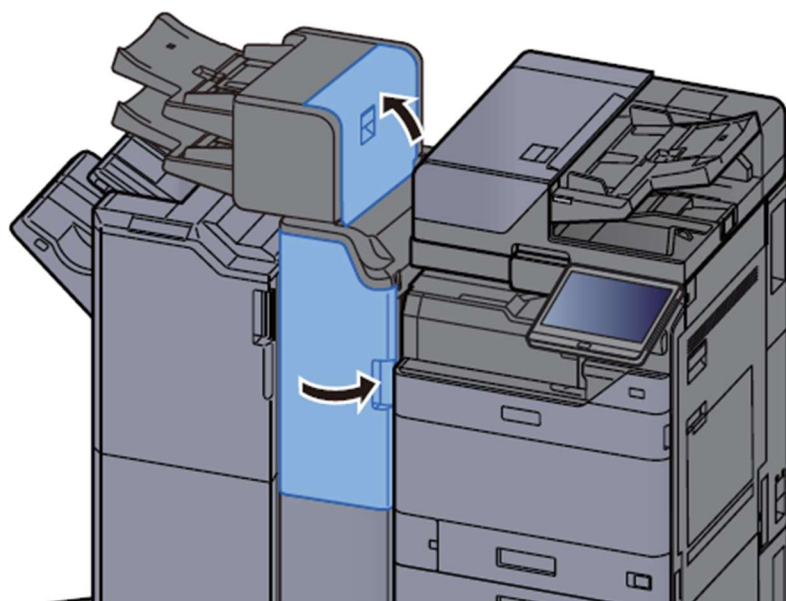

3 **Remove any jammed paper.**

4 Return the transport guides (E1) and (E2) to the original position.
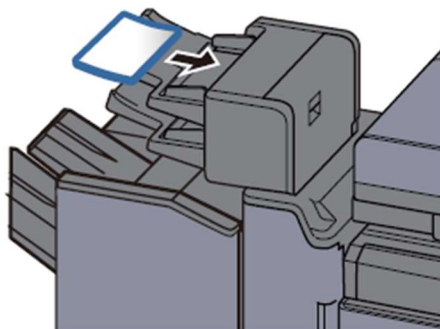

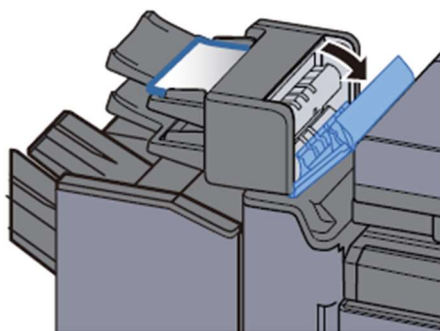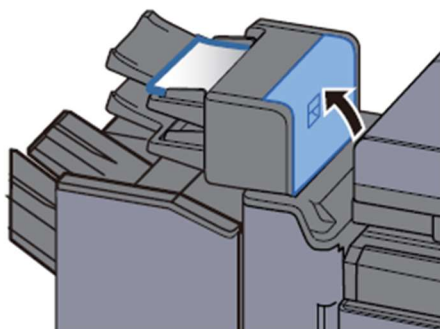**5** Return the cover to the original position.

Tray 1 lift error

1 Load paper in tray 1.

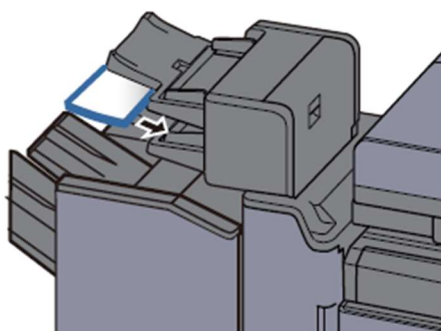

2 Open the right cover.
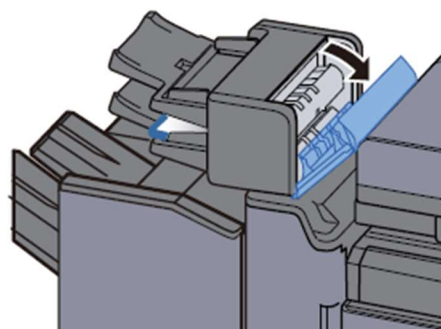

3 Close the right cover.

Tray 2 lift error

1 Load paper in tray 2.

2 Open the right cover.

3 Close the right cover.