

TOSHIBA QUICK TIPS

“The Copier constantly jams?”

One of the main reasons the copier will jam is because the paper size or orientation has been changed in the paper tray without telling the machine. To correct this:

1. Press the **USER FUNCTIONS** button on the control panel.
2. Press the **USER** tab on the touch panel.
3. Press **DRAWER**.
4. In the drawer illustration, select the drawer where you want to change the paper size.
5. Select the paper size.
6. Press the **OK** button.
7. Press the **USER FUNCTIONS** or **CLOSE** button to return to the main menu.

