

Tips for avoiding paper jams

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By carefully selecting print materials and loading them properly, you can avoid most paper jams. If jams do occur, follow the steps outlined in [Clearing paper jams](#). If jams occur frequently, make sure you follow these tips to avoid jams:

- See [Loading print material](#) to load paper properly. Make sure the adjustable guides are positioned correctly.
- *Do not* overload the paper trays. Make sure the paper is under the paper capacity mark on the inside of the paper tray.
- *Do not* remove paper trays while print jobs are in process.
- Flex, fan, and straighten the paper before loading it.
- Fan stacks of labels or transparencies before loading them into trays or the multipurpose feeder. If jams do occur using the multipurpose feeder, try feeding one sheet at a time.
- *Do not* load wrinkled, creased, damp, or curled paper.
- *Do not* mix paper types or paper sizes in one tray.
- *Do not* add paper to existing paper in tray. Allow tray to go empty before adding more paper.
- Use only recommended print materials. See [Recommended paper](#).
- Make sure the recommended print side is face down for simplex printing when loading all trays.
- Keep print materials stored in an acceptable environment. See [Moisture content](#).

