Dealing with paper jams in the Toshiba printers/copiers

When a Toshiba machine stops working because of a paper jam, the display will show a diagram of where the jam or jams are located.

If the machine indicates that the paper jam is on the right-hand side of the machine, you will need to open up that side, locate and remove the offending sheet or sheets of paper.
Use this lever to open the machine.
Here’s another view of the lever. Open the side and remove any sheets of paper you see.

Check the other potential jam sites. Remember to use the green levers or dials to remove jammed paper (they are indicated in red boxes with green arrows in the photo below).

If you just yank the sheet out, it can tear and lead to a situation where you are unable to remove the little pieces of paper and the machine has to be put out-of-service until a repairman can come and remove the jam.
If you need to check the more inner recesses, open the sections using the green levers.
If there is paper in the rollers, do not pull it out—use the green lever as indicated.

Sometimes the paper jams start right at the beginning, when the paper leaves the paper tray. Check the paper tray drawer.
You may have to open the lower side cover to remove a paper jam from the paper tray area.

Sometimes there is a jam on the left-hand side of the machine, where the printer or copied sheets exit the machine. Then you will have to slide the left-hand section away from the machine to remove the jam.
Press the button to release the left-hand section from the machine.

(View from the front)

(View from the top/side)
Then remove any paper you see. Slide the left-hand section back into place when you are done removing the jam.
If the panel indicates a paper jam in the machine’s cover area, you will need to lift the cover and check for the jam.

If you see a stuck sheet of paper, use the green knob to advance and remove the paper.
Remove any sheets of paper that are jammed. Close up the cover.

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