

HOW TO REMOVE A TIE CAUGHT IN THE DOCUMENT FEEDER

1 Determine how quickly you will need to act.

If your breathing is constricted, do not hesitate—cut the tie off quickly (see step 5). You may be able to reduce some of the constriction by getting as close to the feeder as possible.

2 If your breathing is not restricted, try pulling the tie.

Use firm but steady pressure. Do not yank: If the document feeder uses gear-driven rollers, you may strip the gears or tear the tie. If the feeder is particularly powerful, you may be unable to pull the tie out.

3 Turn off the copier.

If you can reach the power switch, turn it off. Alternatively, yank or kick out the power cord.

4 Search the area for a cutting implement.

Copier areas often house scissors, utility knives, paper cutters, and other devices you might use to cut the tie free. Open the copier supply door and look in there. Feel around on nearby tables and inside nearby cabinets for useful items.

5 Make a single fast cut across the tie at its shortest visible point.

Pull the tie taut with your neck or free hand, and slice through it quickly.

6 Call for help if you cannot fix the situation yourself.

Cry out for help. If a phone is within reach, call the receptionist or a co-worker.

7 If help does not arrive and no cutting implement is available, try to detach the feeder unit.

Often, the feeder unit simply snaps onto the top of the copier. You may be able to lift it off its hinges.

