



University of Business and Technology
Education for Job Opportunities

Common printer issues:

When facing a problem with the printer, check the printer's screen for the displayed message:

- **Paper Jam:** Call IT don't try to remove the paper.
- **Order ink:** check the color the printer is asking for then submit a request through CBARA.
- **Load paper:** put papers in the printer's tray.

If there is no message displayed check the following:

- **Make sure the printer is on.**
- **If it is installed locally on a PC at your office make sure that this PC is always on and USB cable is plugged in your PC to the printer.**

Any other problem please **Call IT** we'll be happy to assist you.