



Quick Reference Notes – Daily Care 簡易操作 - 日常保養

Apeos 2560 / 3560

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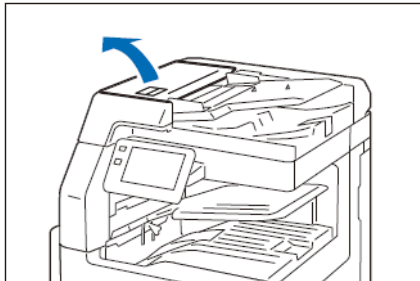
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1 CLEAR PAPER JAM 夾紙排解

1.1 DUPLEX AUTOMATIC DOCUMENT FEEDER / 自動雙面送稿裝置

1. Pull up the front handle of the cover and open the cover until it stops.

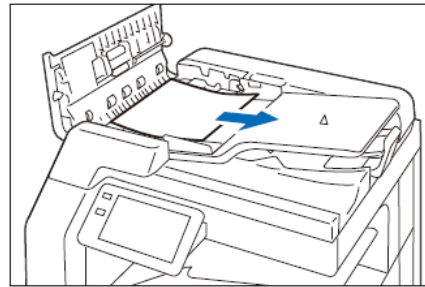
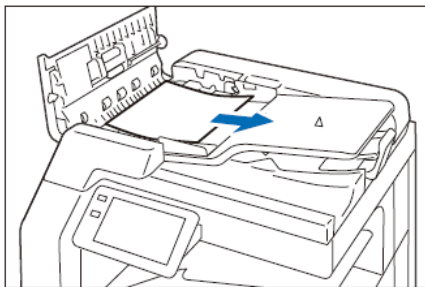


1. 提起護蓋前的把手，開啟護蓋直到停止位置。



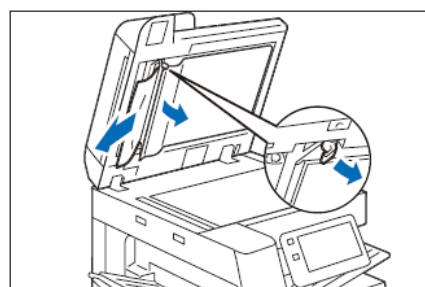
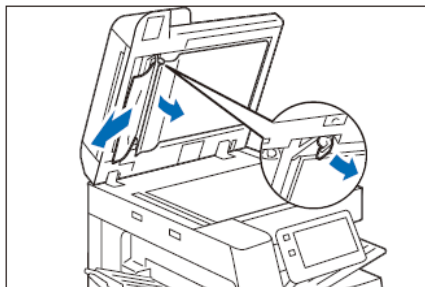
2. Remove the document.

2. 清除原稿。



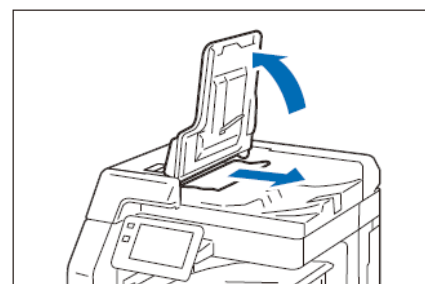
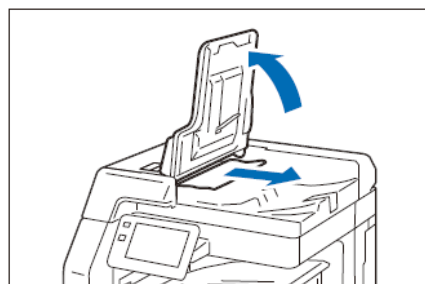
3. If you cannot find the document, open the Document Cover, grip the handle to open the Side 2 scanner, and then remove the document.

3. 找不到原稿時，打開原稿蓋，抓著拉桿，開啟反面掃描部，取出原稿。



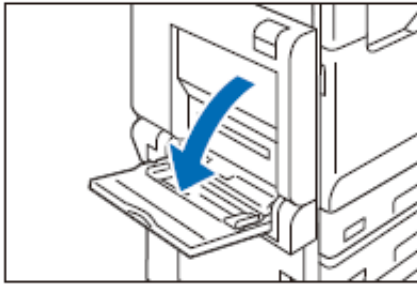
4. Lift the Document Feeder Tray and remove the document.

4. 提起送稿台，清除原稿。

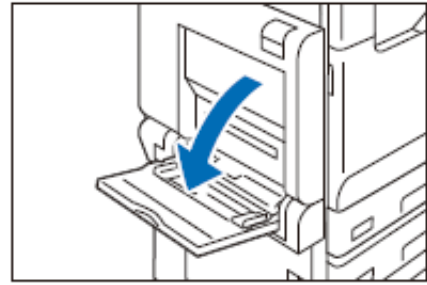


1.2 INSIDE UPPER LEFT COVER 左上蓋內

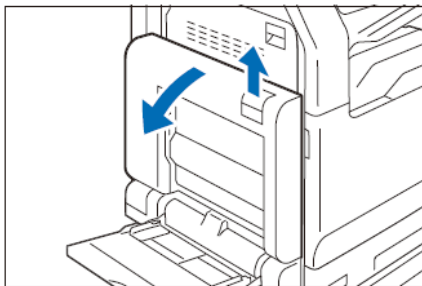
1. Open the Paper Tray 5 (Bypass).



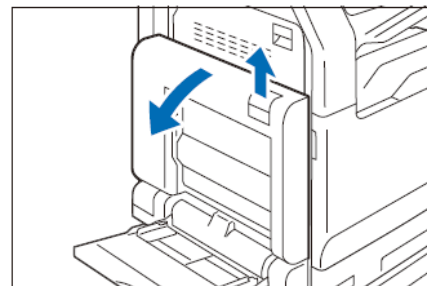
1. 開啟紙盤 5 (手送)。



2. While lifting up the Release Handle, open the Upper Left Cover.

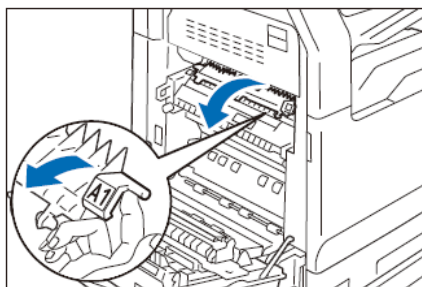


2. 提起釋放拉桿，開啟左上蓋。

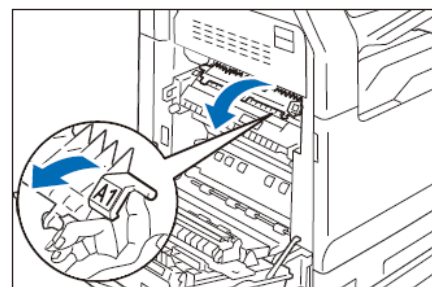


1.2.1 Fusing Unit (A1) 熔著部 (A1)

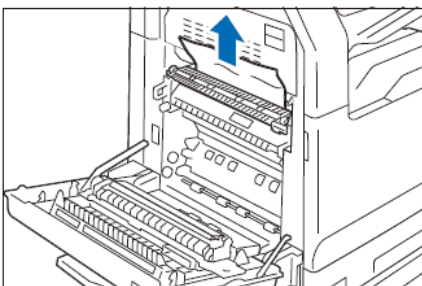
1. Pull the handle [A1].



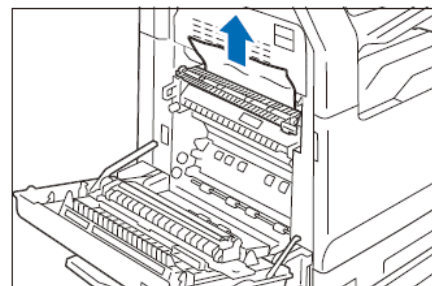
2. 拉出拉桿【A1】。



2. Remove the jammed paper.

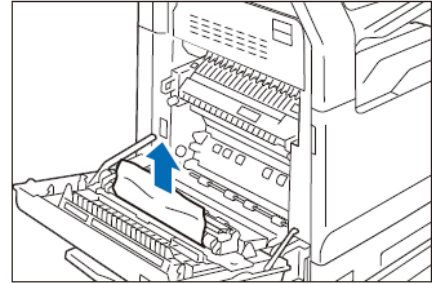
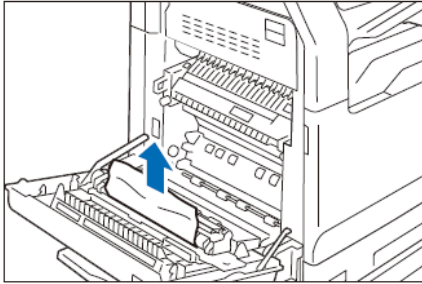


3. 清除卡住的紙張。

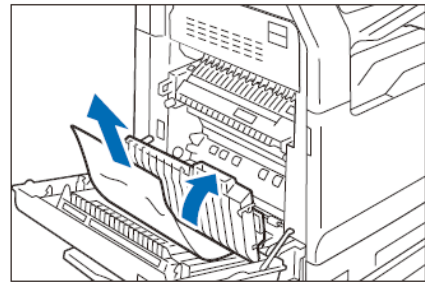
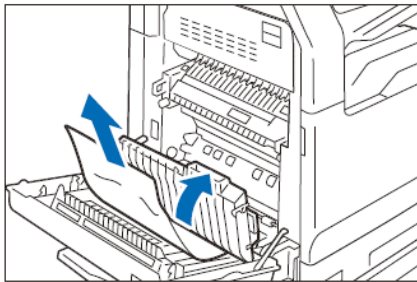


1.2.2 Duplex Unit (A2) 雙面元件(A2)

1. While holding the handle [A2], remove the jammed paper. 1. 抓著拉桿【A2】，清除卡紙的紙張。

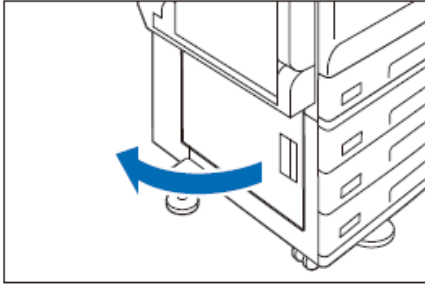


2. Return the handle [A2] to the original position. 2. 拉桿【A2】歸回原位。

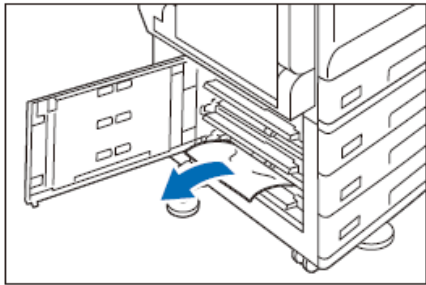


1.3 IN BOTTOM LEFT DOOR 左下蓋內

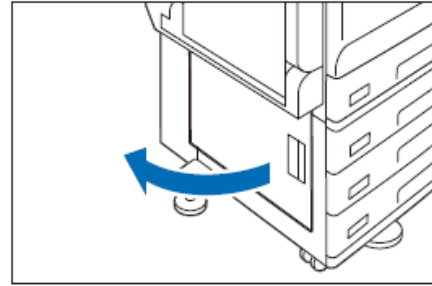
1. Open the Lower Left Cover.



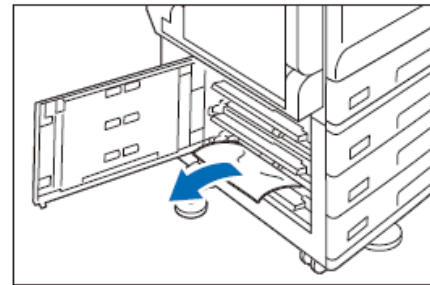
2. Remove the jammed paper.



1. 打開左下蓋

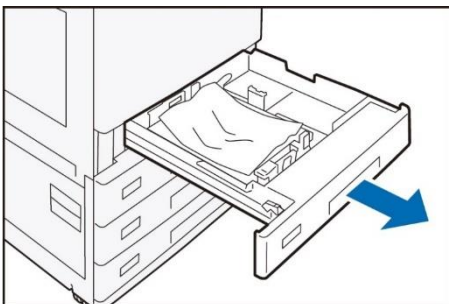


2. 清除卡住的紙張。

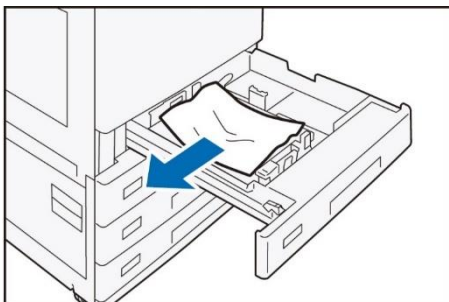


1.4 STANDARD TRAYS 標準紙盤

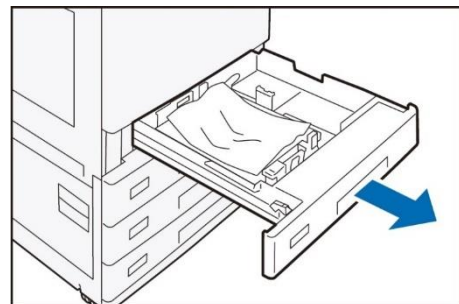
1. Pull out the Paper Tray where the paper jam occurred until it stops.



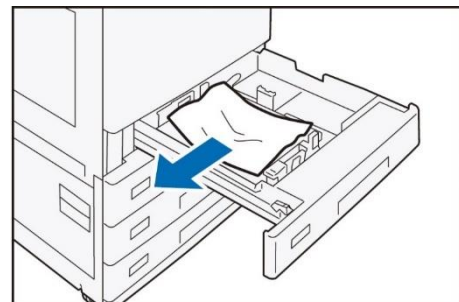
2. Remove the jammed paper.



1. 將發生卡紙的紙盤完全拉出。

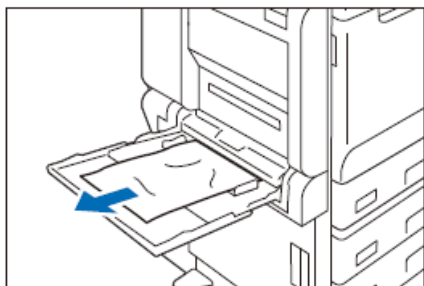


2. 清除卡住的紙張。

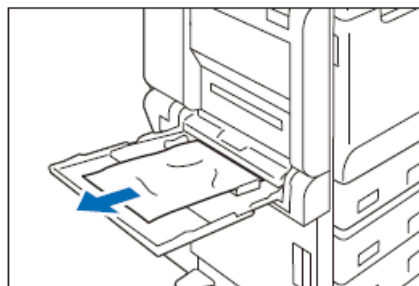


1.5 BYPASS TRAY 手送紙盤

1. Remove the jammed paper.



1. 清除卡住的紙張。

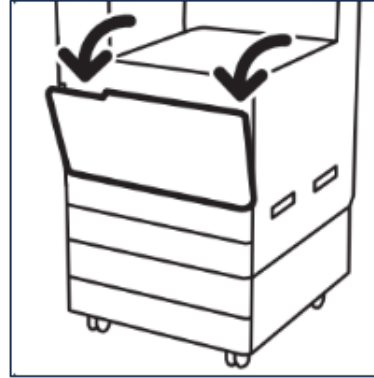


2 REPLACING TONER 更換碳粉匣

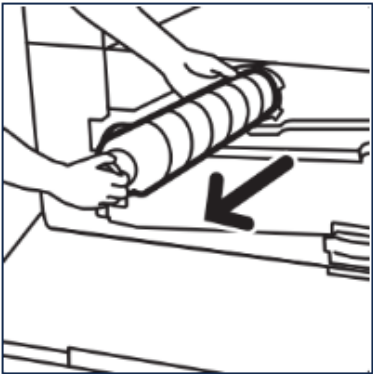
1. Make sure that the device is not operating, then open the front cover.



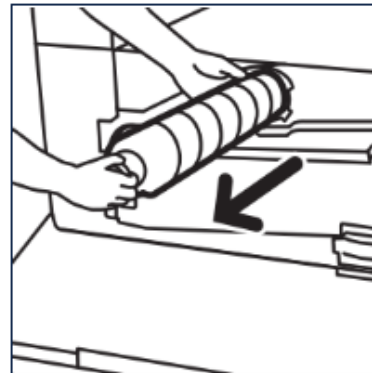
1. 先確定裝置已經停止運作，然後開啟前蓋。



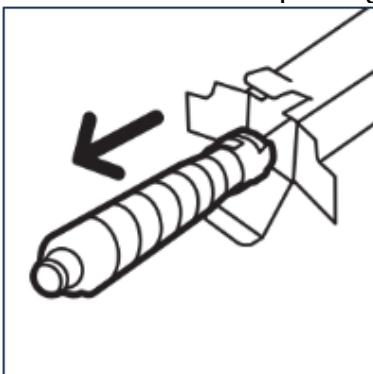
2. Grasp the toner cartridge and pull it out slowly.



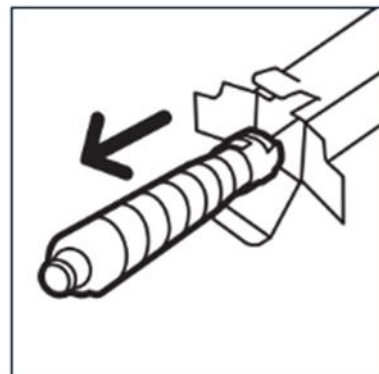
2. 握住您要更換的碳粉匣的把手，然後將它慢慢地拉出來。



3. Take the new toner cartridge from the box and remove all packaging.



3. 輕輕搖晃新碳粉卡匣。



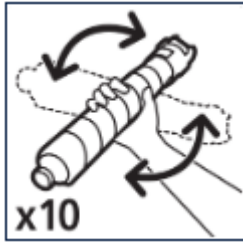
Caution:



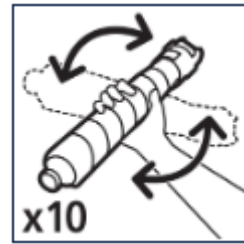
Caution:



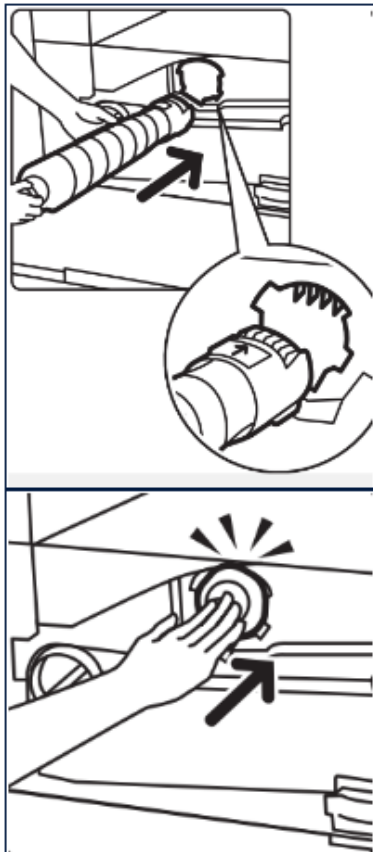
4. Gently shake the new cartridge from side to side ten times to loosen the toner.



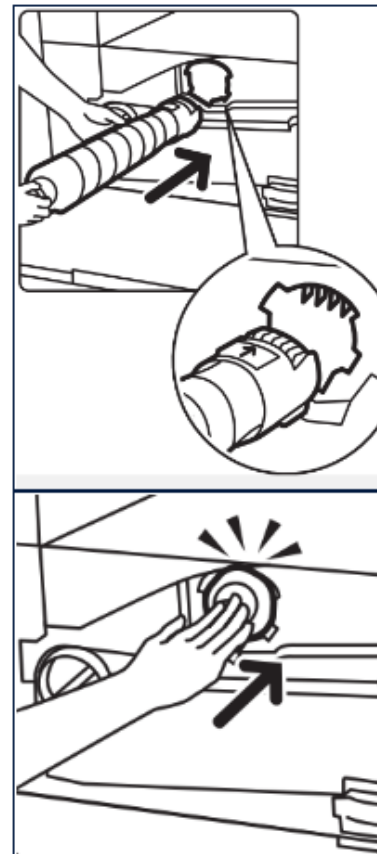
4. 輕輕來回搖晃新碳粉匣 4 到 5 次，讓碳粉均勻散開。



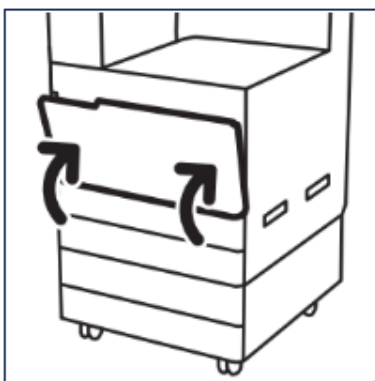
5. Holding the cartridge with the arrow facing up, push it slowly into the device until it clicks into place.



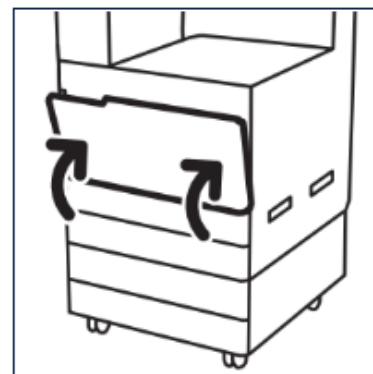
5. 箭頭朝上握住碳粉匣，然後將碳粉匣慢慢地推入裝置直到卡至定位。



6. Close the front cover.



6. 關上前蓋。



Customer Support Center

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