



# Quick Reference Notes – **DAILY CARE**

## 簡易操作 - **日常保養**

ApeosPort® 2560 / 3560

# CONTENTS

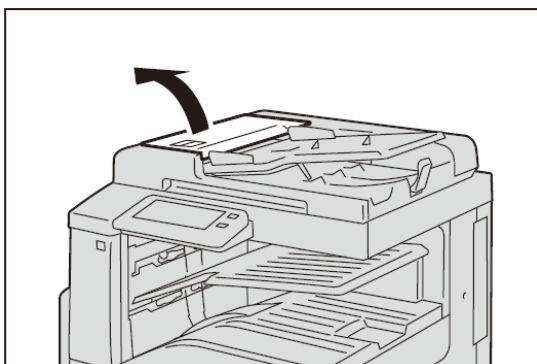
## 目錄

1	Clear Paper Jam 夾紙排解.....	2
1.1	Document Feeder / 送稿裝置.....	2
1.2	Upper Left Door A 左上蓋 A.....	3
1.3	Duplex Module 雙面列印組件 .....	4
1.4	Bottom Left Door B 左下蓋 B .....	5
1.5	Bottom Left Door C 左上蓋 C.....	6
1.6	Standard Tray 標準紙盤.....	7
1.7	Bypass Tray 手送紙盤 .....	7
2	Replacing Toner 更換碳粉匣.....	8

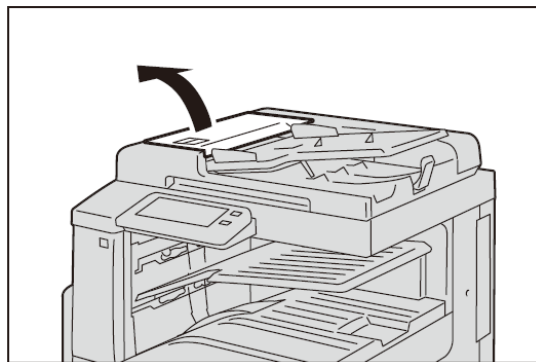
# 1 CLEAR PAPER JAM 夾紙排解

## 1.1 DOCUMENT FEEDER / 送稿裝置

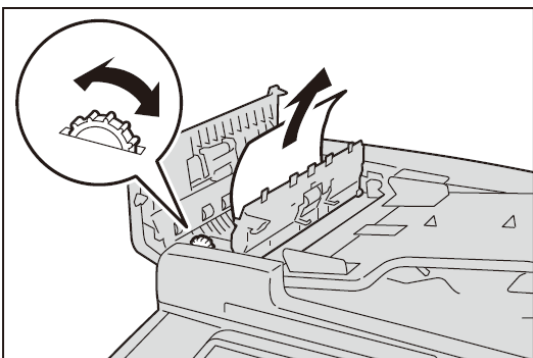
1. Open the document feeder left cover until it stops.



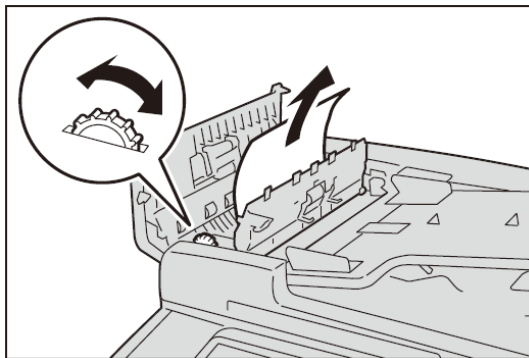
1. 向上拉起自動送稿裝置左蓋把手，將左蓋完全打開。



2. Turn the knob to transfer the jammed paper upward and remove it.



2. 旋轉旋鈕以向上移除夾紙，並取出。

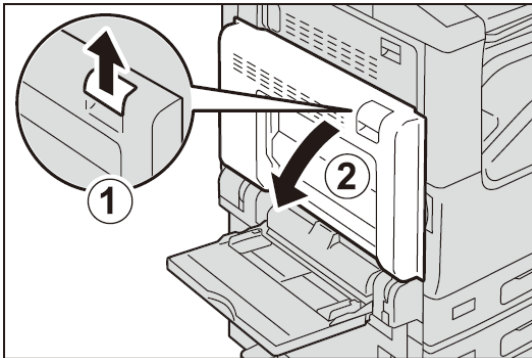


3. Make Sure that the original is not torn, wrinkled or folded, and then load the original again following the instructions displayed on the touch screen.

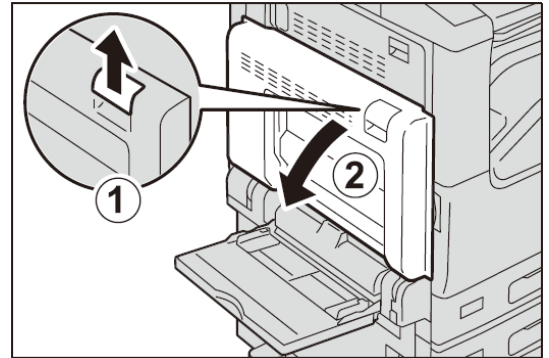
3. 確定原稿是否未撕破、起皺或摺疊，再依照觸控式顯示面板中的指示重新方入原稿。

## 1.2 UPPER LEFT DOOR A 左上蓋 A

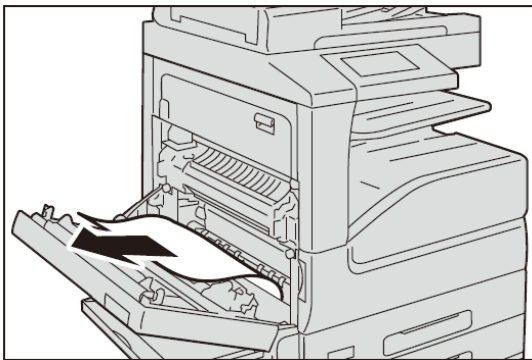
1. While lifting up the release lever of the door A (1), open the door (2).



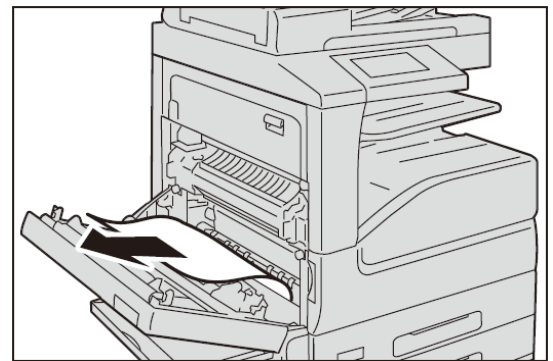
1. 提起蓋 A ( 1 ) 的釋放杆，同時打開蓋 ( 2 ) 。



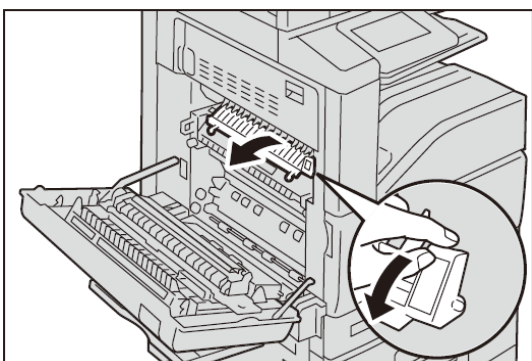
2. If paper is jammed outside the fusing unit, remove the jammed paper.



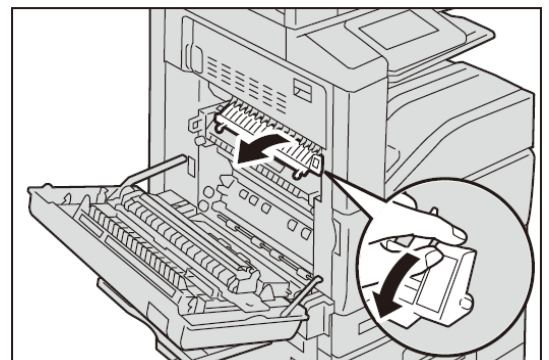
2. 如果紙張卡在熔著部組件外部，請取出夾紙。



3. Pull down the lever A1 in the arrow direction, and then open the fusing unit cover.

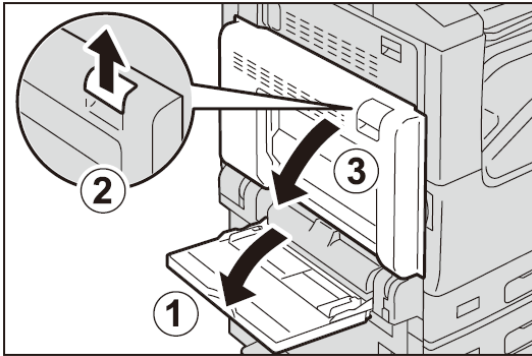


3. 沿箭頭方向拉下控制杆 A1，然後打開熔著部組件蓋。

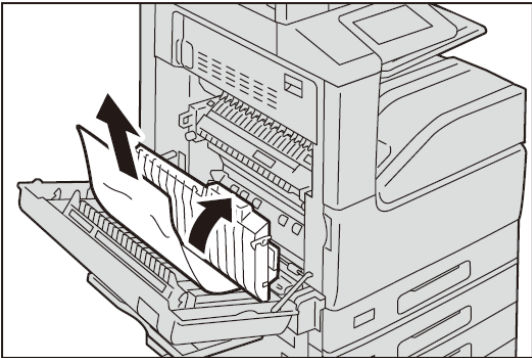


### 1.3 DUPLEX MODULE 雙面列印組件

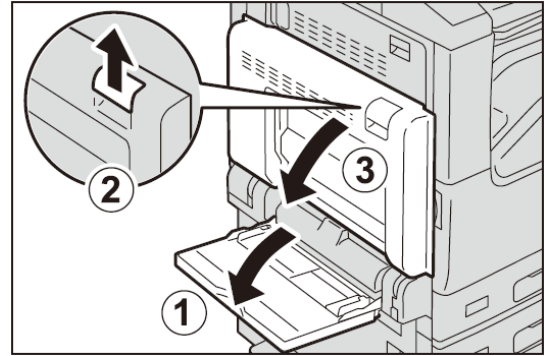
1. Gently open the bottom left door while pulling the release lever.



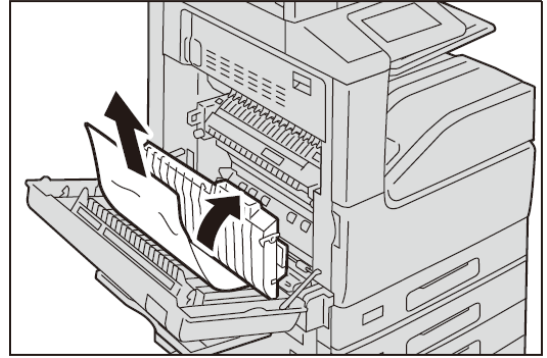
2. Lift up the lever A2, remove the jammed paper, and return the lever A2.



1. 沿箭頭方向拉下控制杆 A1，然後打開熔著部組件蓋。

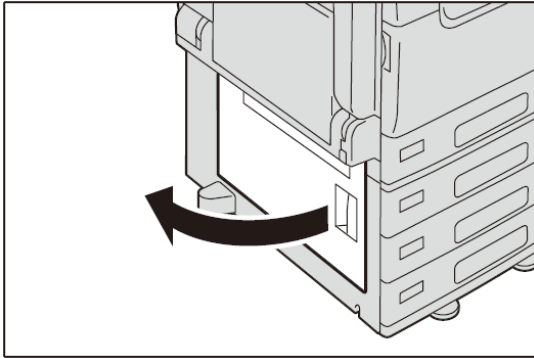


2. 提起控制杆 A2，取出夾紙，然後將控制杆 A2 恢復原位。

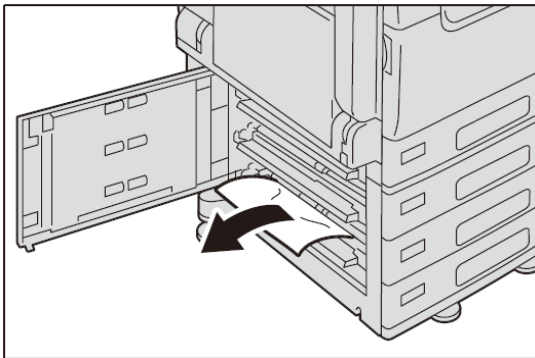


## 1.4 BOTTOM LEFT DOOR B 左下蓋 B

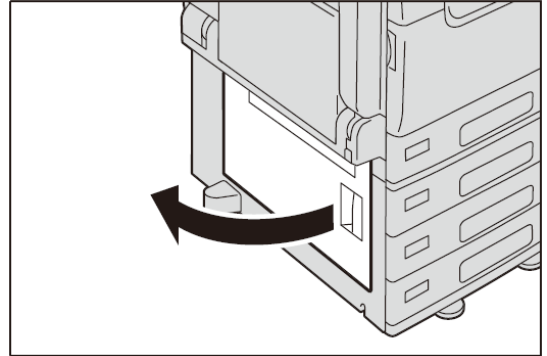
1. Gently open the bottom left door while pulling the release lever.



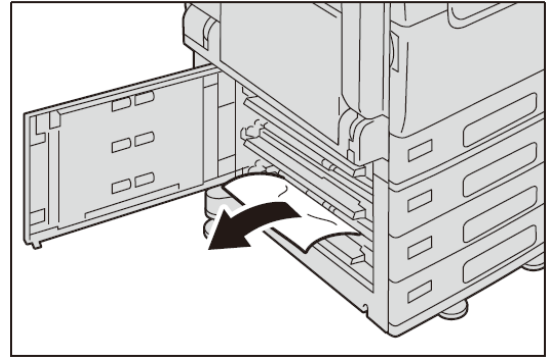
2. Remove the jammed paper.



1. 沿箭頭方向拉下控制杆 A1，然後打開熔著部組件蓋。

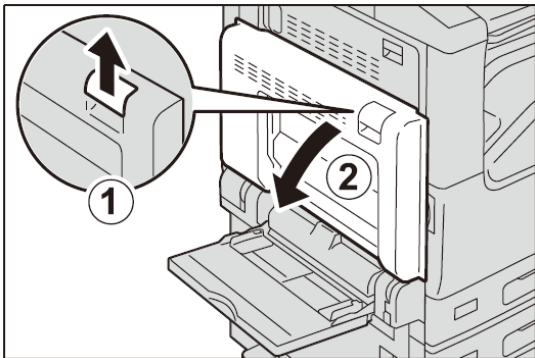


2. 取出夾紙。

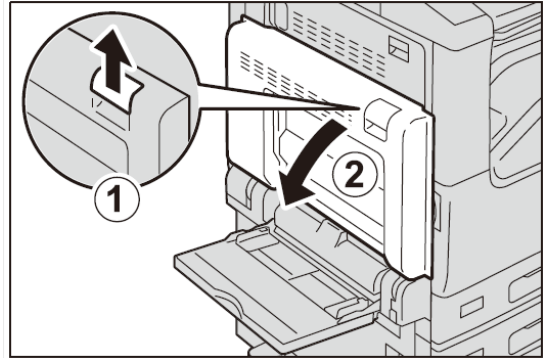


## 1.5 BOTTOM LEFT DOOR C 左上蓋 C

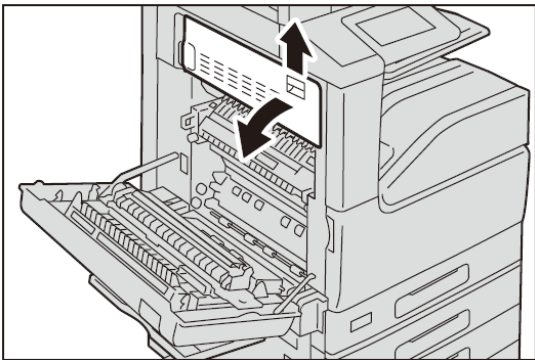
1. While lifting up the release lever of the door A (1), open the door (2).



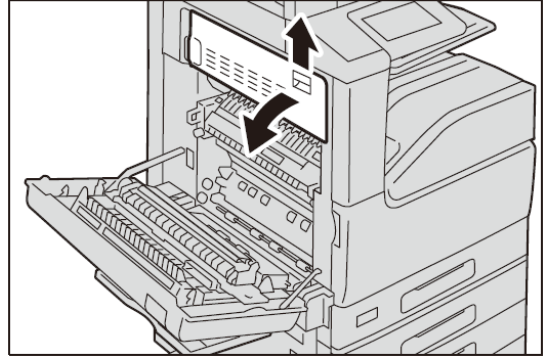
1. 提起蓋 A ( 1 ) 的釋放杆，同時打開蓋 ( 2 ) 。



2. While lifting up the release lever, open the door C at the top part.

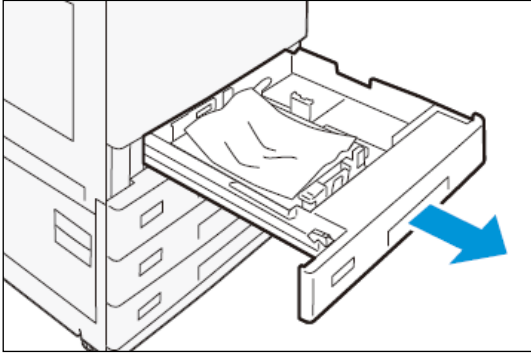


2. 提起拉桿時，打開上部的蓋 C 。

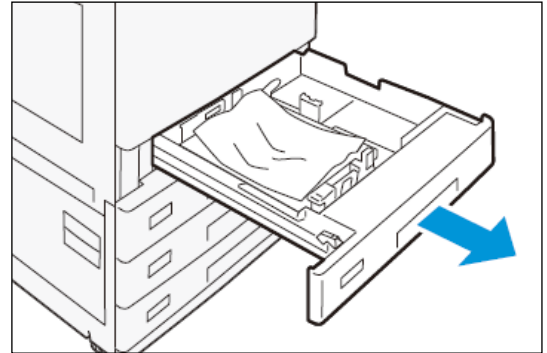


## 1.6 STANDARD TRAY 標準紙盤

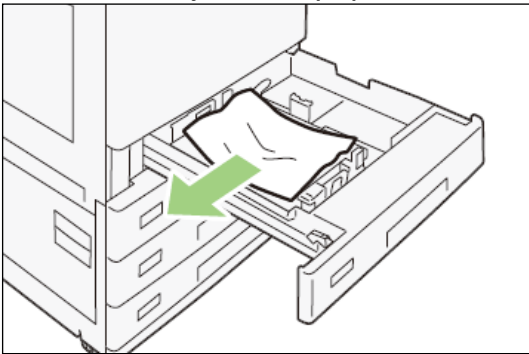
1. Pull out the paper tray where the paper jam occurred until it stops.



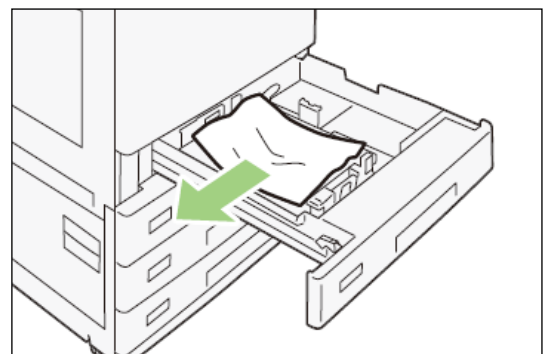
1. 將發生卡紙的紙盤完全拉出。



2. Remove the jammed paper.



2. 清除卡紙的紙張。

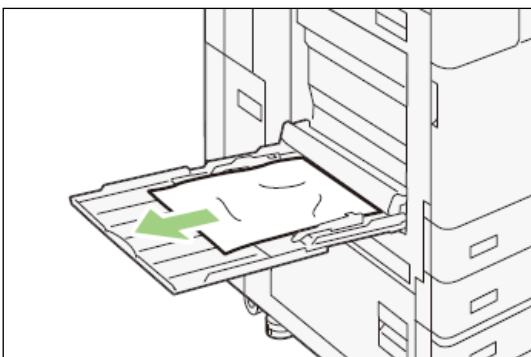


3. Push in the paper tray.

3. 推入紙盤。

## 1.7 BYPASS TRAY 手送紙盤

1. Remove the jammed paper.



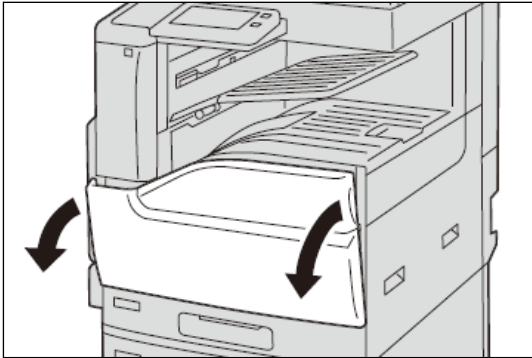
1. 清除卡紙的紙張。



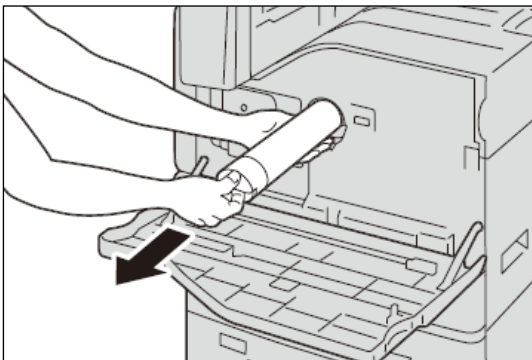


## 2 REPLACING TONER 更換碳粉匣

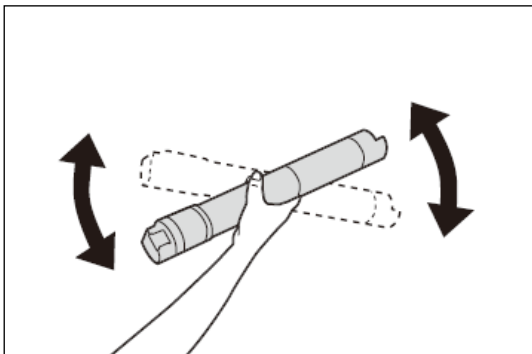
1. Confirm that the machine is not operating, and open the front cover.



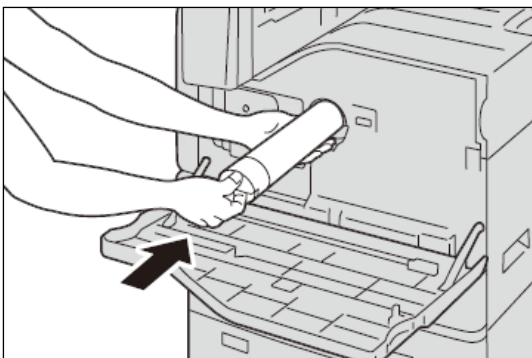
2. Pull out the toner cartridge slowly.



3. Shake the new toner cartridge gently.

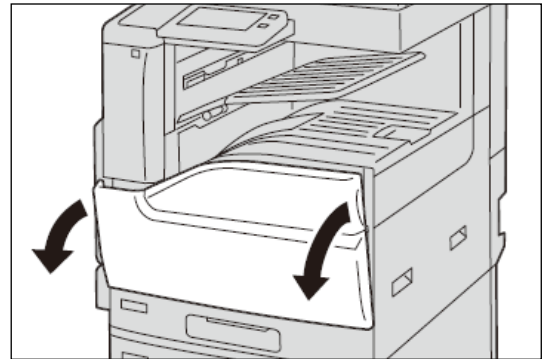


4. Hold the cartridge with the arrow facing up, and insert the cartridge slowly.

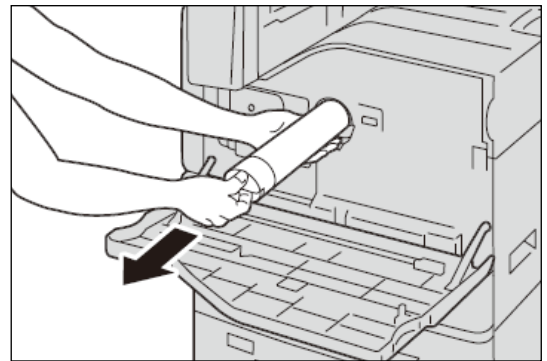


5. Close the front door.

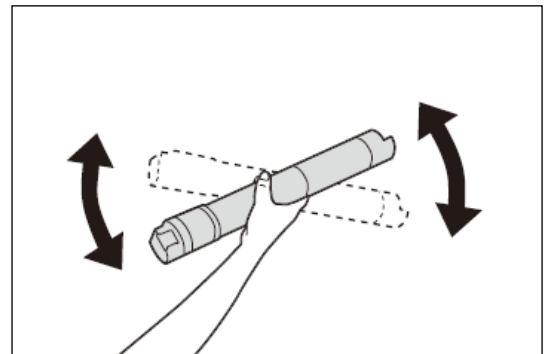
1. 先確定裝置已經停止運作，然後開啟前蓋。



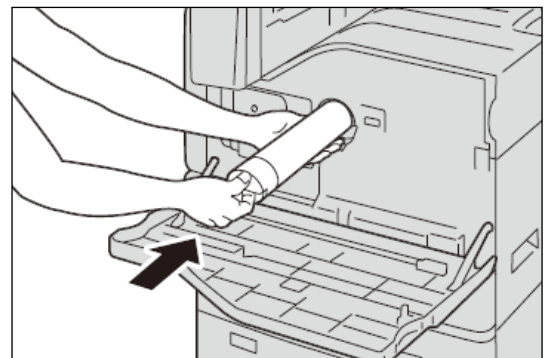
2. 慢慢拉出碳粉卡匣。



3. 輕輕搖晃新碳粉卡匣。



4. 把碳粉卡匣的箭咀標誌向上，然後慢慢地插入卡匣。



5. 關上前蓋。

# **Customer Support Center**

## **2513-2513**

This document includes Fuji Xerox product(s), licensed from Xerox Corporation. The distributor of the product(s) is FUJIFILM Business Innovation Corp. Xerox, Xerox and Design, as well as Fuji Xerox and Design are registered trademarks or trademarks of Xerox Corporation in Japan and/or other countries. FUJIFILM and FUJIFILM logo are registered trademarks or trademarks of FUJIFILM Corporation. ApeosPort and DocuWorks are registered trademarks or trademarks of FUJIFILM Business Innovation Corp.