



# Quick Reference Notes - **Daily Care**

## 簡易操作 - **日常保養**

ApeosPort 3560 / 2560

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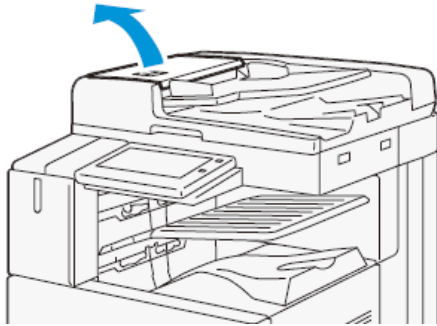
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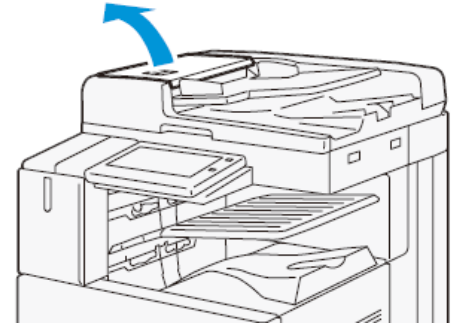
# 1 CLEAR PAPER JAM 夾紙排解

## 1.1 DOCUMENT FEEDER / 送稿裝置

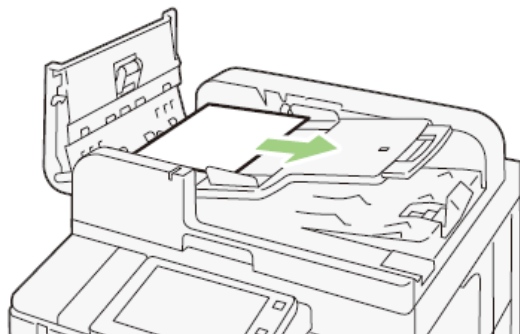
1. Open the document feeder left cover until it stops.



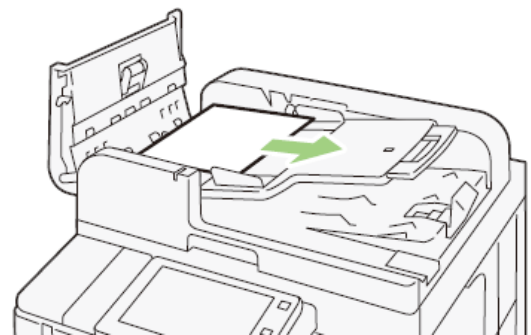
1. 向上拉起自動送稿裝置左蓋把手，將左蓋完全打開。



2. If the original is not caught in the entry of the document feeder, pull out the original.



2. 若原稿並未卡在送稿裝置的入口，將原稿抽出。

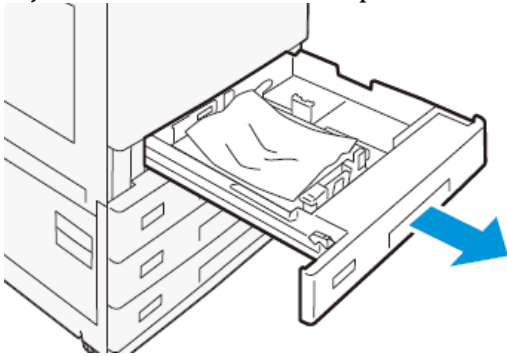


3. Make Sure that the original is not torn, wrinkled or folded, and then load the original again following the instructions displayed on the touch screen.

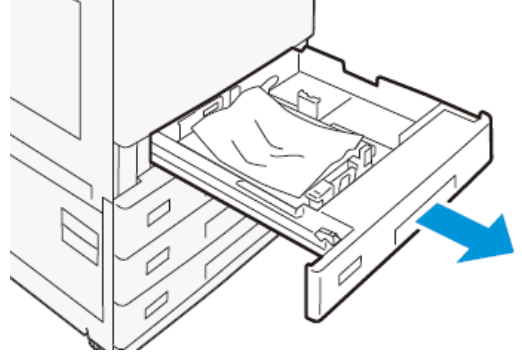
3. 確定原稿是否未撕破、起皺或摺疊，再依照觸控式顯示面板中的指示重新方入原稿。

## 1.2 STANDARD TRAY 標準紙盤

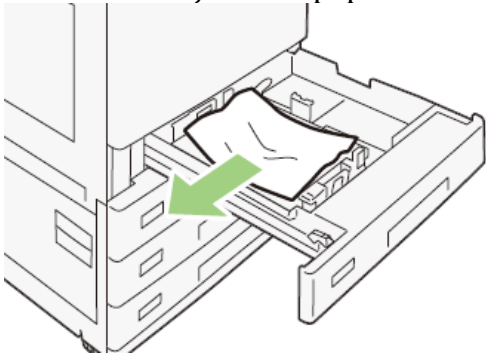
1. Pull out the paper tray where the paper jam occurred until it stops.



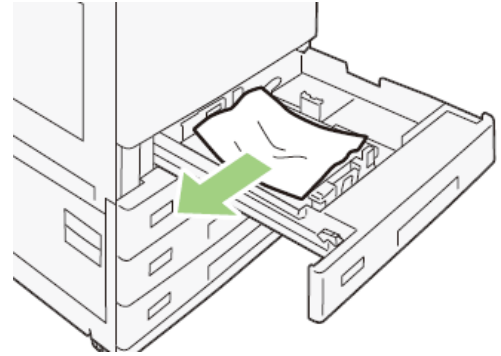
1. 將發生卡紙的紙盤完全拉出。



2. Remove the jammed paper.



2. 清除卡紙的紙張。

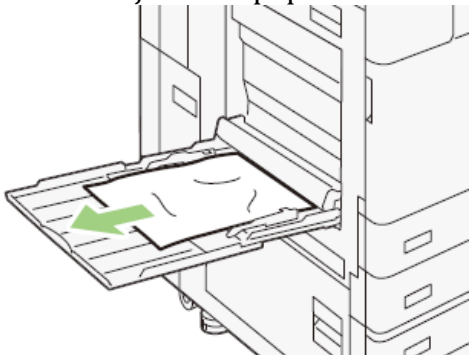


3. Push in the paper tray.

3. 推入紙盤。

## 1.3 BYPASS TRAY 手送紙盤

1. Remove the jammed paper.

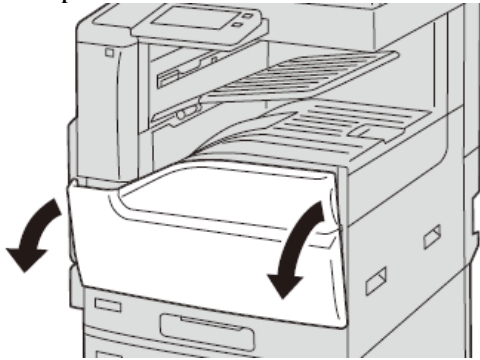


1. 清除卡紙的紙張。

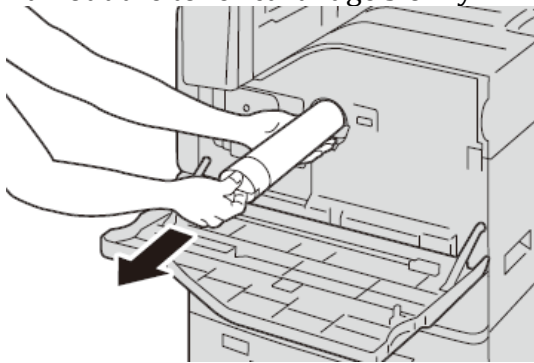


## 2 REPLACING TONER 更換碳粉匣

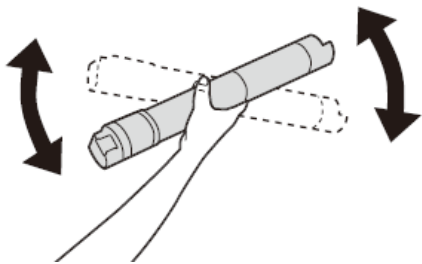
1. Confirm that the machine is not operating, and open the front cover.



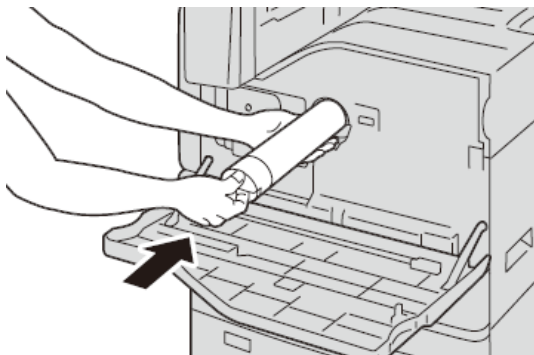
2. Pull out the toner cartridge slowly.



3. Shake the new toner cartridge gently.

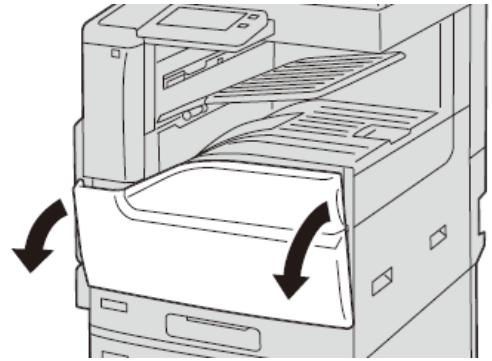


4. Hold the cartridge with the arrow facing up, and insert the cartridge slowly.

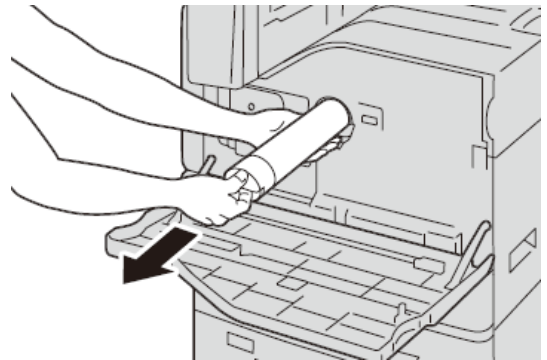


5. Close the front door.

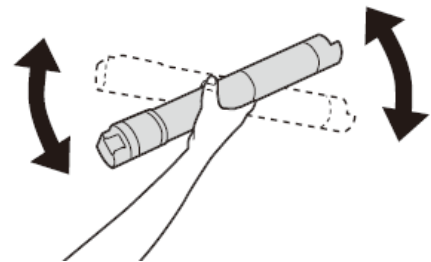
1. 先確定裝置已經停止運作，然後開啟前蓋。



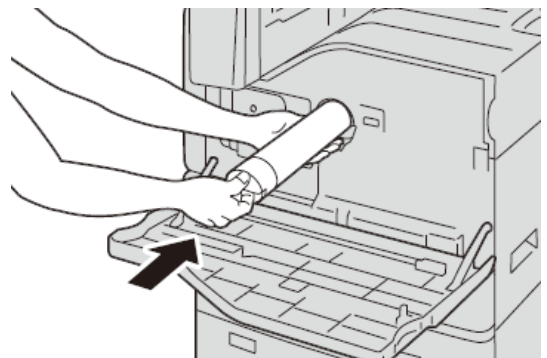
2. 慢慢拉出碳粉卡匣。



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**