



# Quick Reference Notes – Daily Care

## 簡易操作 - 日常保養

Apeos 7580 / 6580

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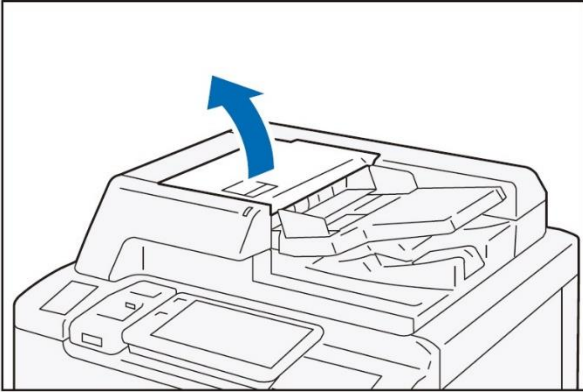
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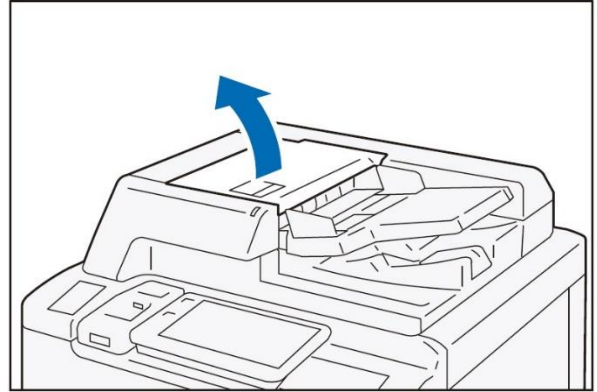
# 1 CLEAR PAPER JAM 夾紙排解

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

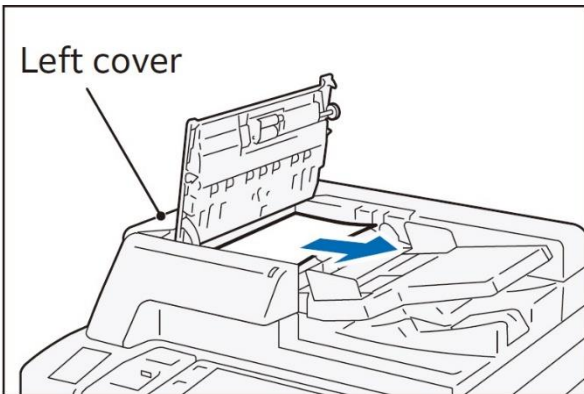
1. Pull up the front handle of the cover and open the cover until it stops.



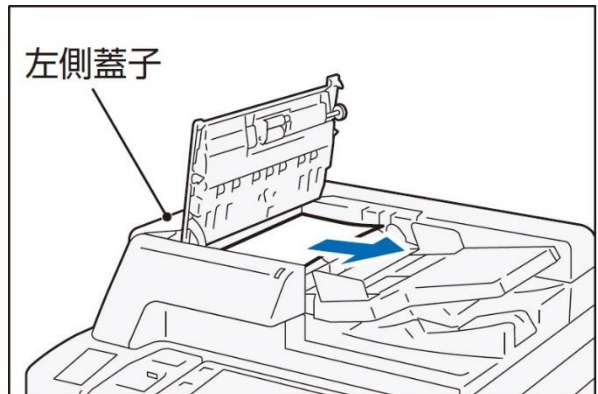
1. 提起護蓋前的把手，開啟護蓋直到停止位置。



2. Remove the document.

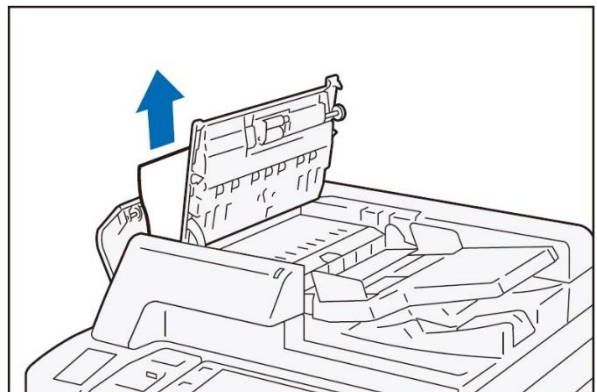
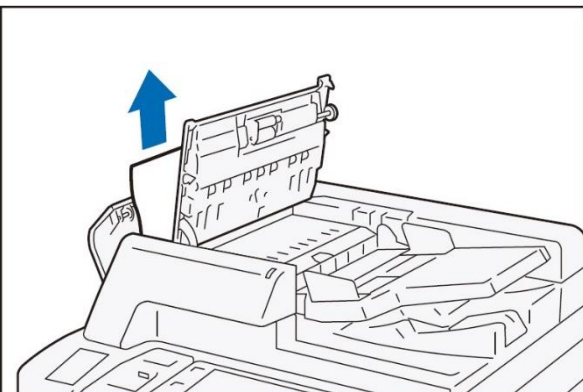


2. 清除原稿。

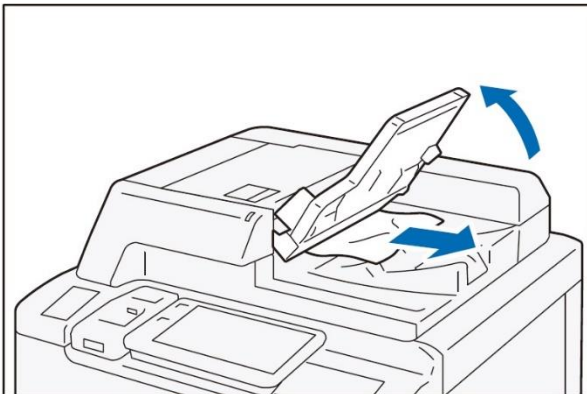


3. If the document is caught in the entry, remove the jammed paper from the Left Cover.

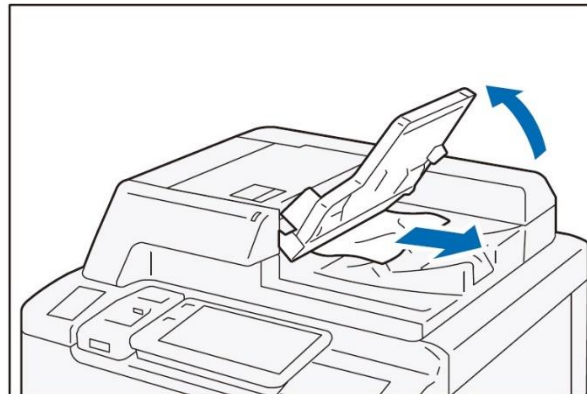
3. 原稿夾在吸入部時，可從左側蓋子進去清除原稿。



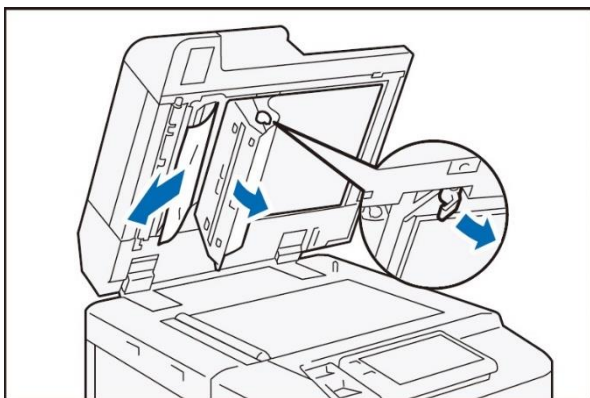
4. If the document is caught in the exit area, lift the Document Feeder Tray and pull the document toward the exit.



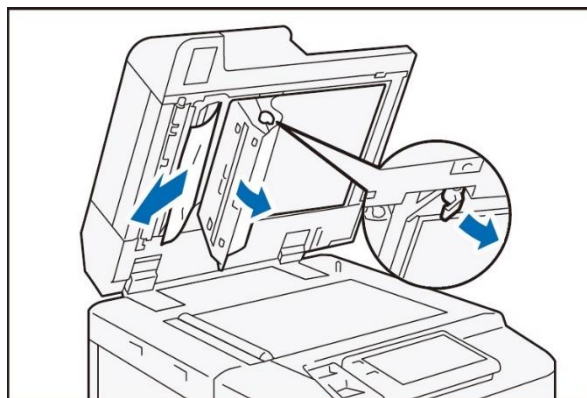
4. 輸出口有原稿時，請提起送稿台，朝輸出方向拉取出來。



5. Open the Document Cover, pull down the handle to open the Side 2 scanner, and then remove the document.

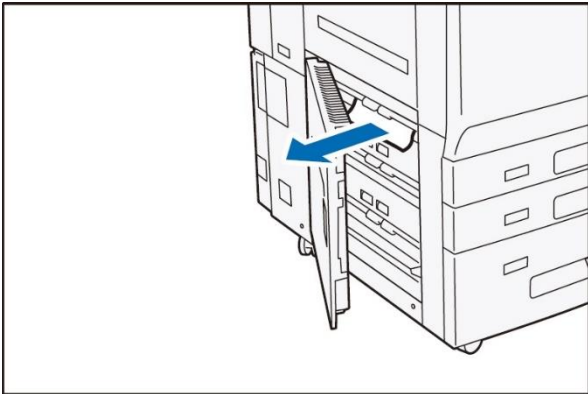


5. 打開原稿蓋，拉下拉桿，開啟反面掃描部，取出原稿。

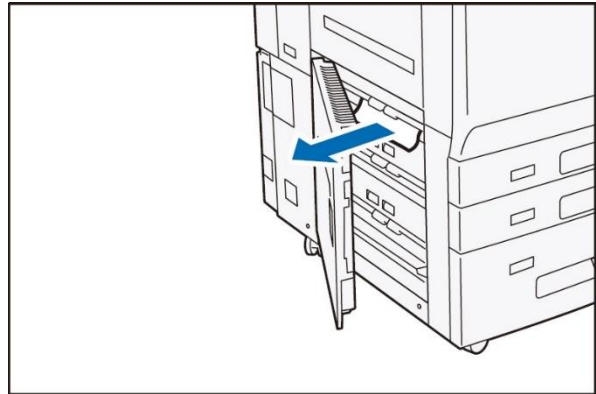


## 1.2 INSIDE LOWER LEFT COVER 左下蓋內部

1. Open the Lower Left Cover.
2. Remove the jammed paper.



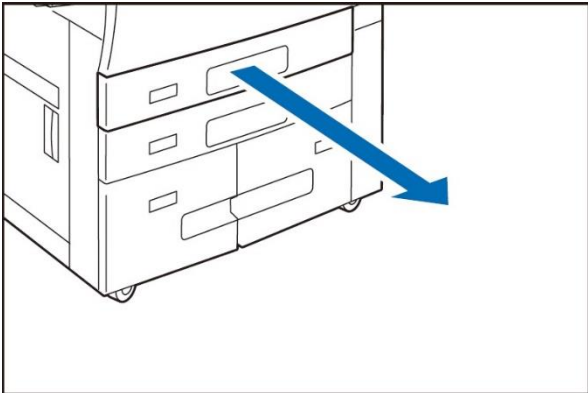
1. 打開左下蓋。
2. 清除卡住的紙張。



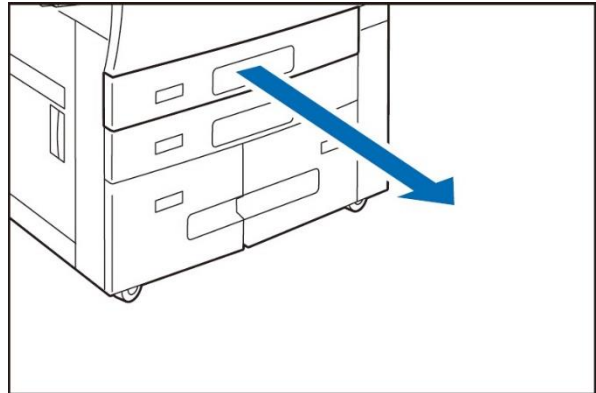
## 2 TRAYS 紙盤

### 2.1 PAPER TRAYS 1 & 2 紙盤 1 及 2

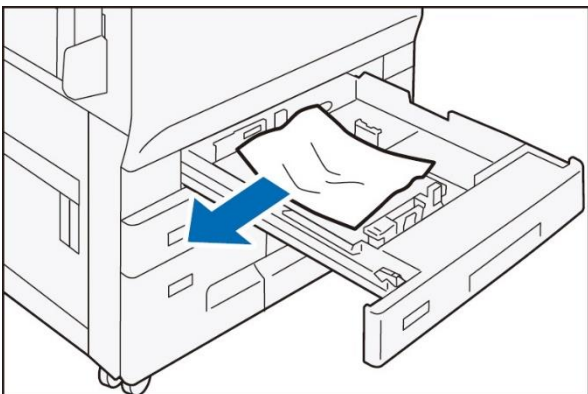
1. Pull out the Paper Tray where the paper jam occurred until it stops.



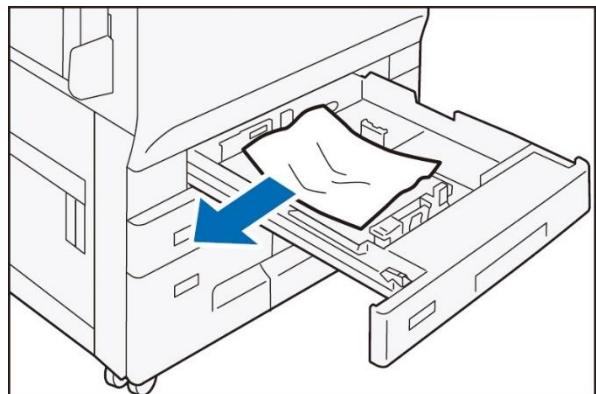
1. 將發生卡紙的紙盤完全拉出。



2. Remove the jammed paper.

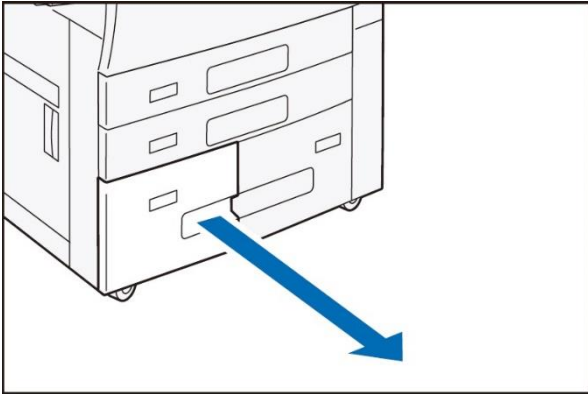


2. 清除卡住的紙張。

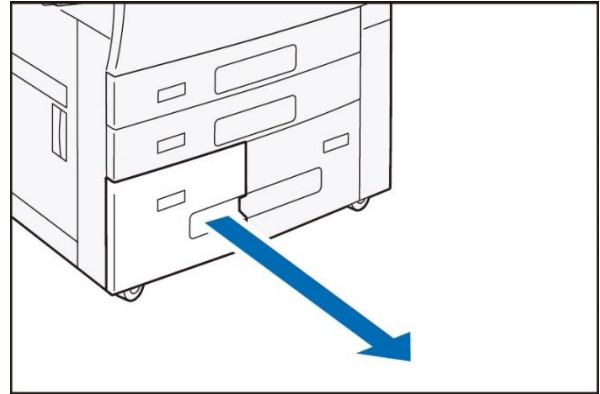


## 2.2 PAPER TRAY 3 紙盤 3

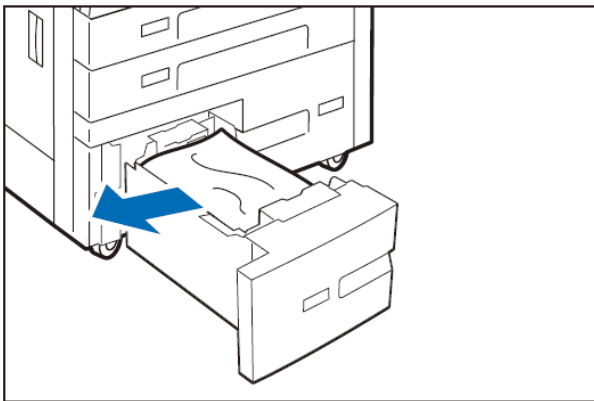
1. Pull out the Tray 3 until it stops.



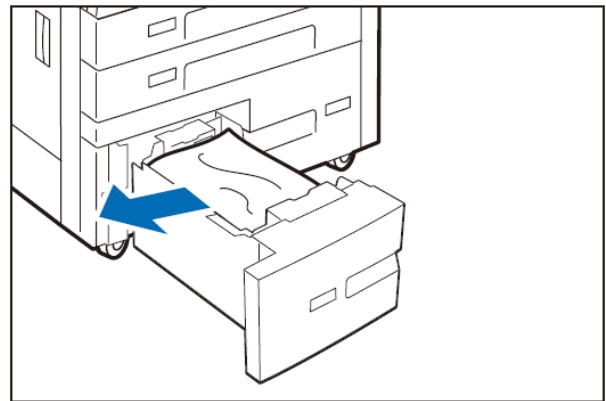
1. 將紙盤 3 完全拉出。



2. Remove the jammed paper.

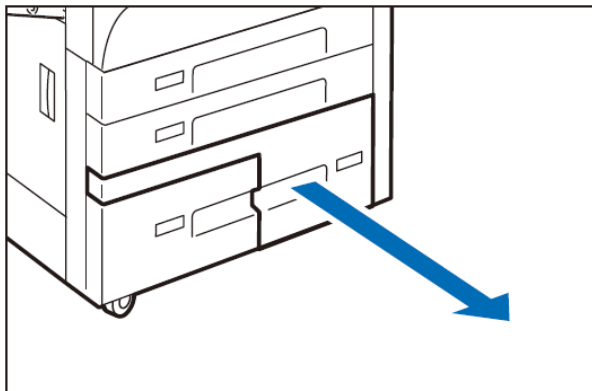


2. 清除卡住的紙張。

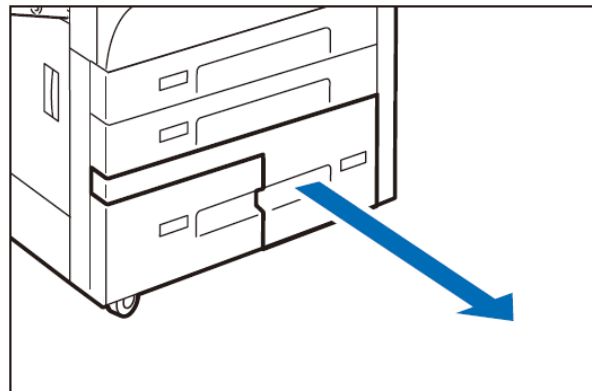


## 2.3 PAPER TRAY 4 紙盤 4

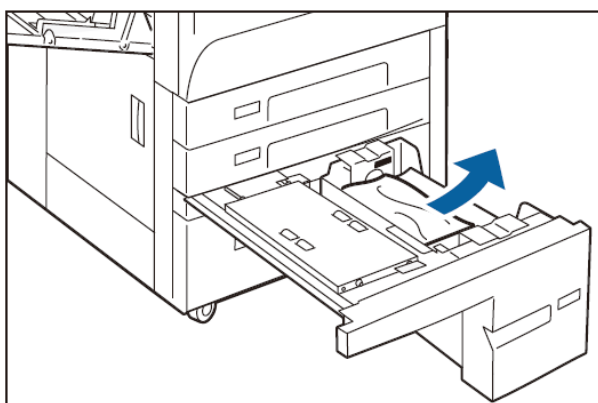
1. Pull out the Tray 4 until it stops.



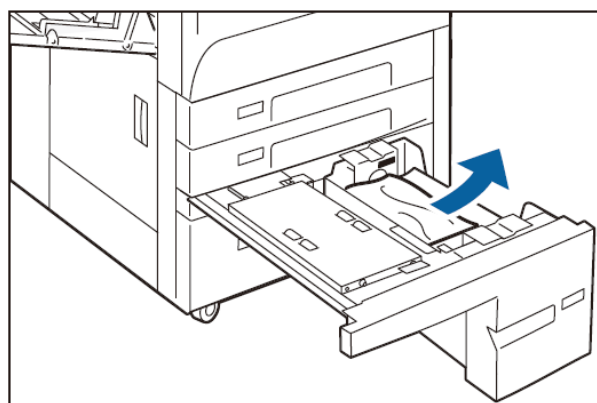
1. 將紙盤 4 完全拉出。



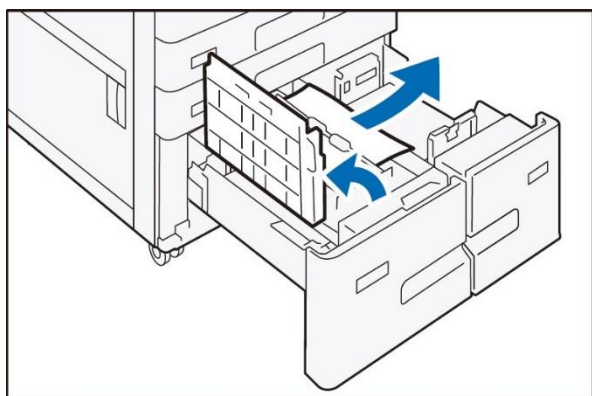
2. Remove the jammed paper.



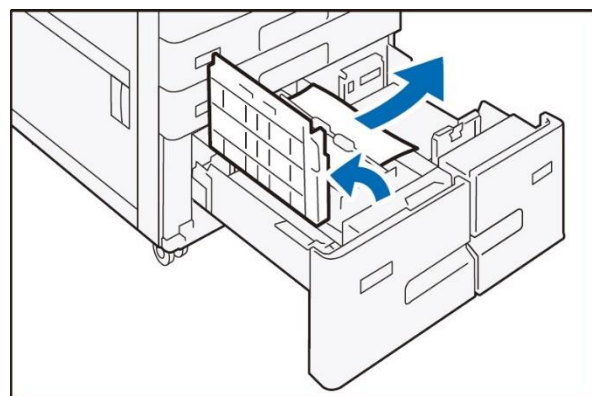
2. 清除卡住的紙張。



3. If paper is jammed in the paper feed section, open the inner cover and remove the jammed paper.



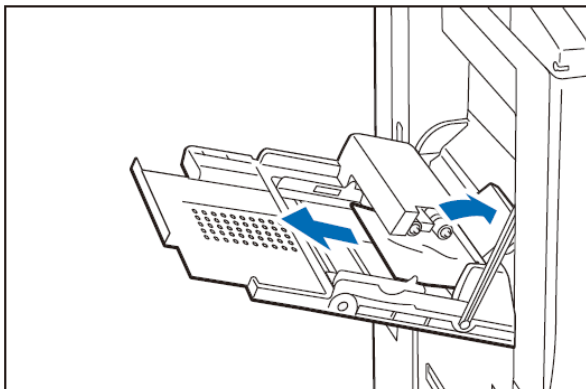
3. 如果紙張卡在送紙位置，開啟拉桿取出紙張。



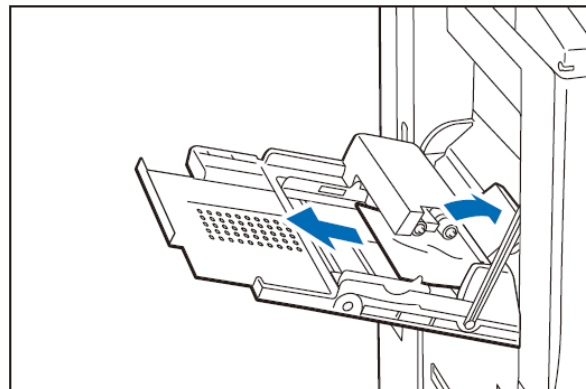


## 2.4 BYPASS TRAY 手送紙盤

1. Remove the jammed paper.

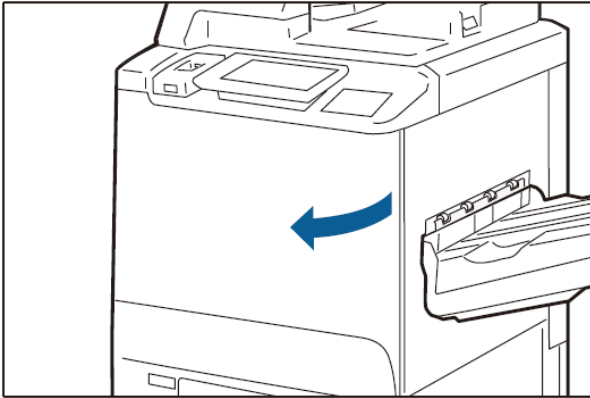


1. 清除卡住的紙張。

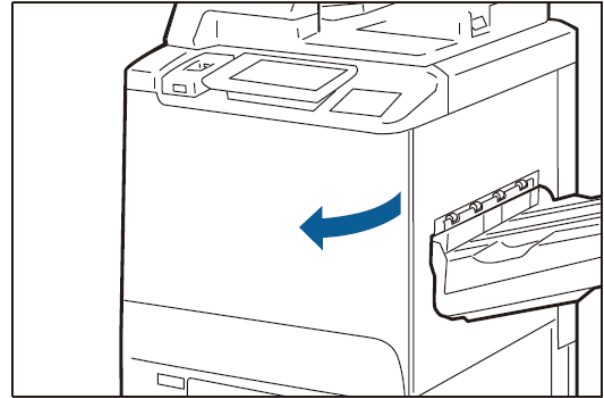


### 3 TRANSFER UNITS 轉印元件

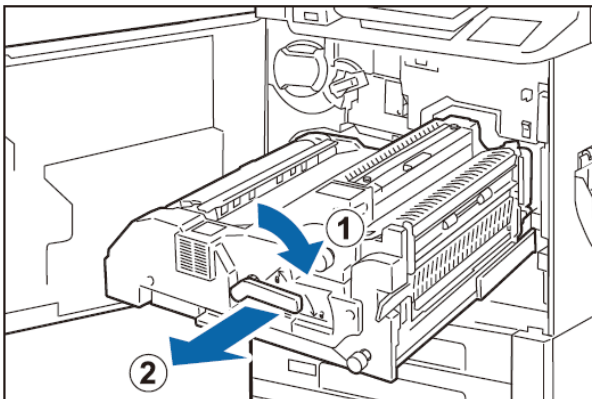
1. Open the Front Cover.



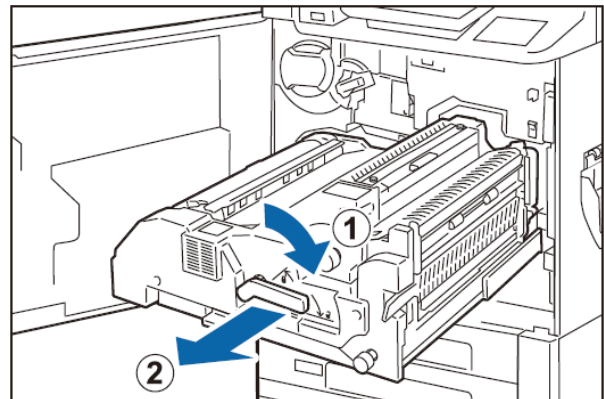
1. 打開前蓋。



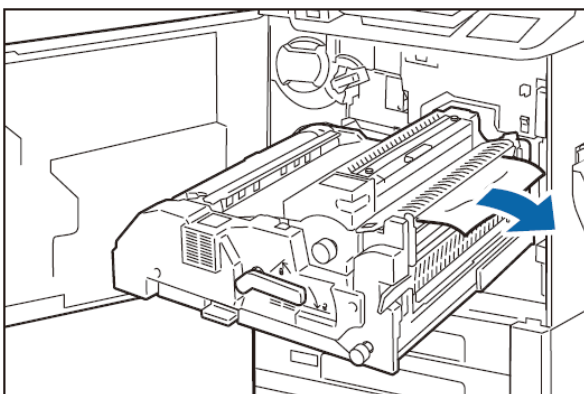
2. Turn the handle [2] of the Transfer Unit to the right until it becomes horizontal (①) and pull the Transfer Unit out to the front until it stops (②).



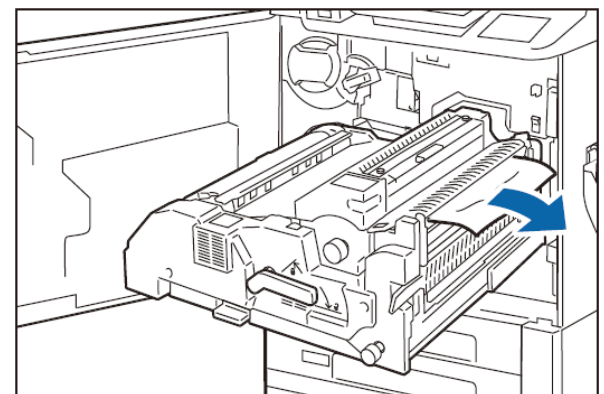
2. 將轉印元件的拉桿 [2] 往右旋轉直到呈水平為止 (①)，再將轉印元件往前方拉開到停止位置 (②)。



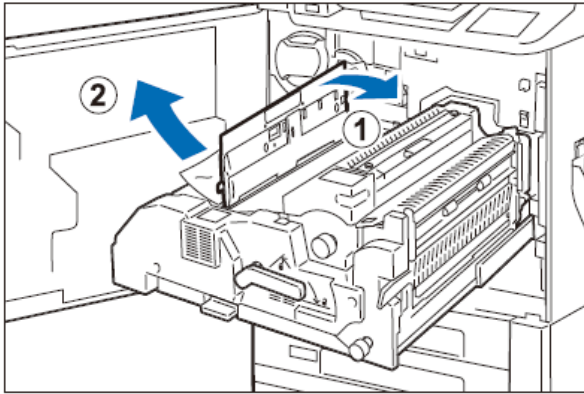
3. Slowly pull out the paper in the arrow direction and remove it.



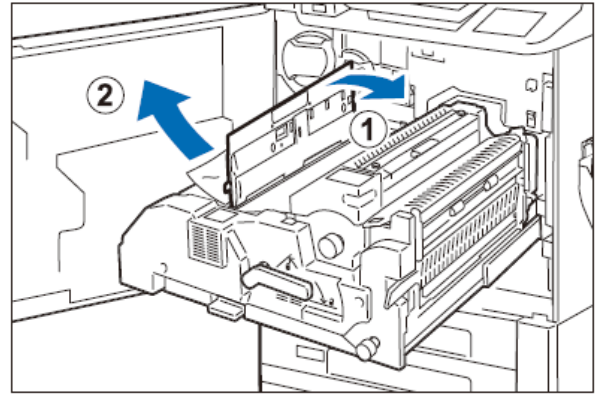
3. 朝箭頭方向慢慢地取出並排除紙張。



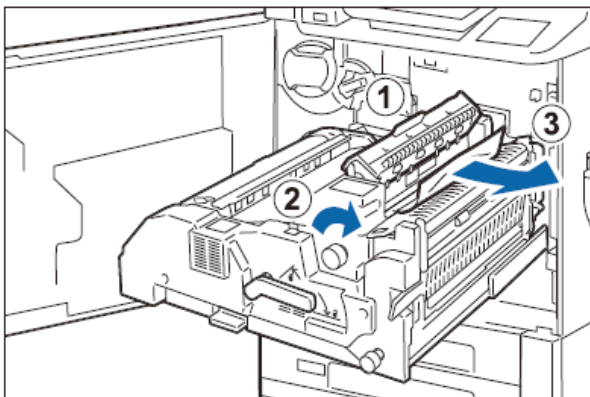
4. Open the handle [2a] (1) and remove the jammed paper (2).



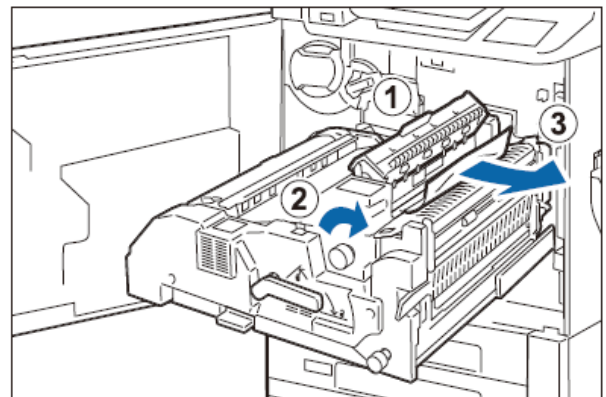
4. 拉開拉桿 [2a] (1) · 清除卡住的紙張 (2)。



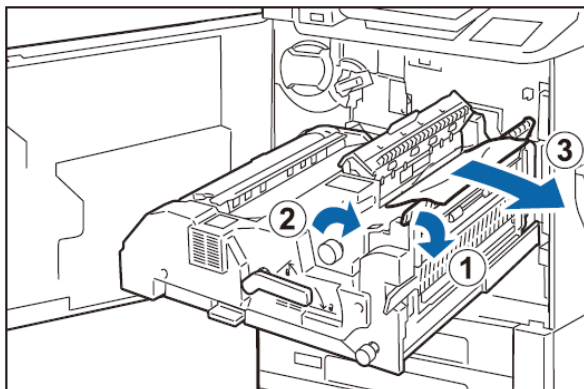
5. Open the handle [2b] (1), turn the knob [2c] right (2) and remove the jammed paper (3).



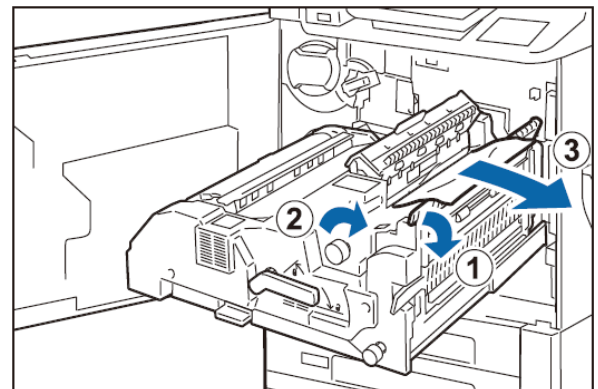
5. 拉開拉桿 [2b] (1) · 向右扭動 [2c] (2) · 清除卡住的紙張 (3)。



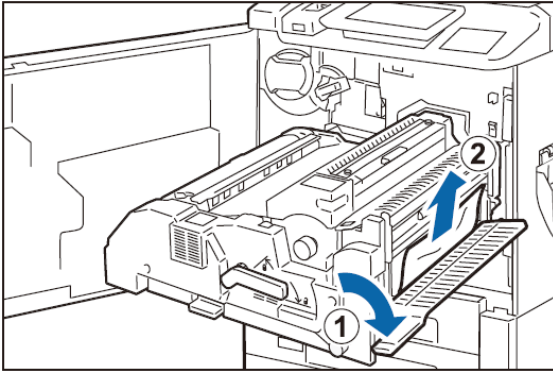
6. Open the handle [2d] right (1), turn the knob [2c] right (2) and remove the jammed paper (3).



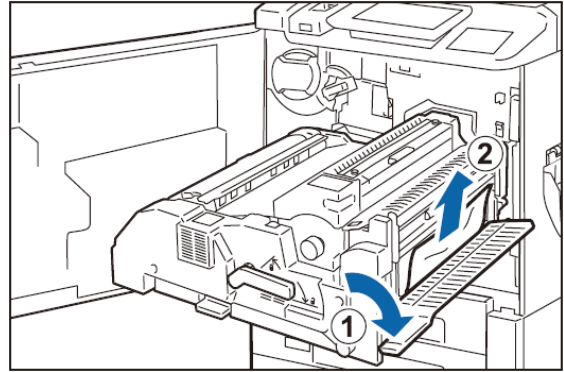
6. 向右拉開拉桿 [2d] (1) · 向右扭動 [2c] (2) · 清除卡住的紙張 (3)。



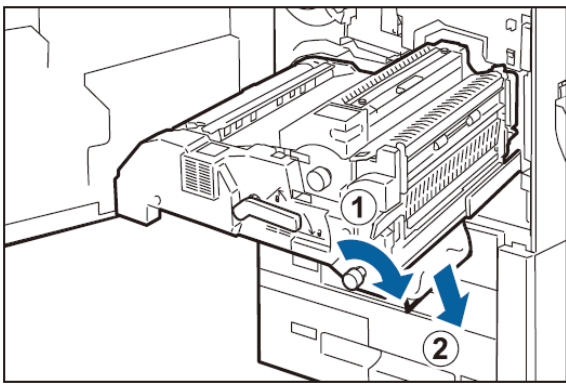
7. Open the handle [2e] and remove the jammed paper.



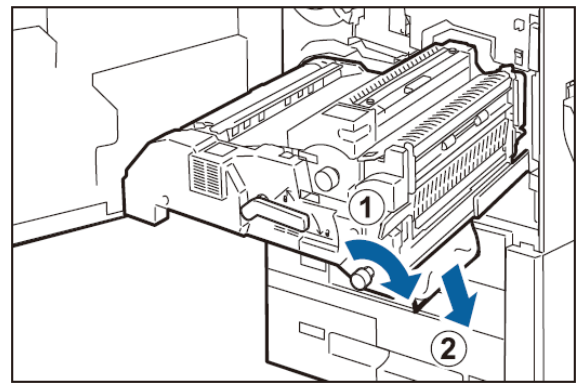
7. 拉開拉桿 [2e]，清除卡住的紙張。



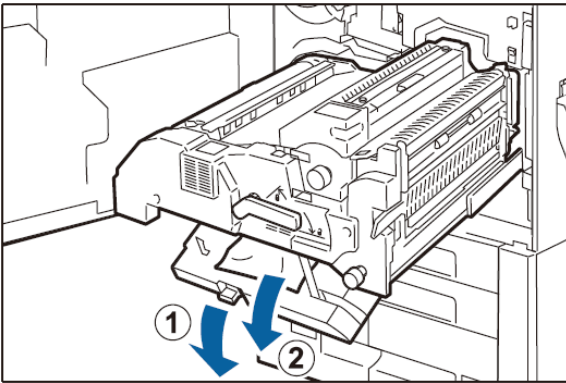
8. Open the handle [2f] right and remove the jammed paper.



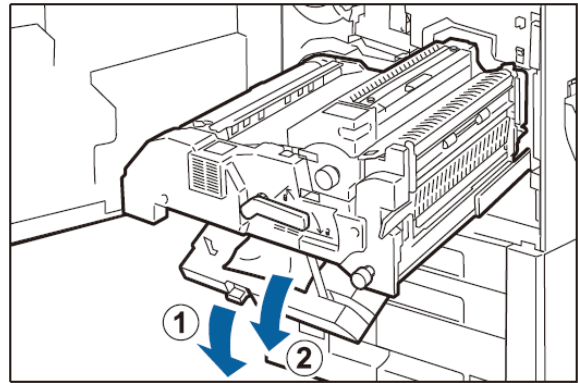
8. 向右拉開拉桿 [2f]，清除卡住的紙張。



9. Open the handle [2g] and remove the jammed paper.



9. 拉開拉桿 [2g]，清除卡住的紙張。



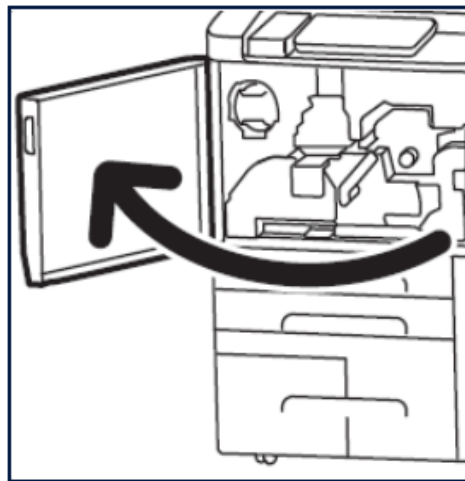
## 4 REPLACING CONSUMABLES 更換耗材

### 4.1 REPLACING TONER 更換碳粉匣

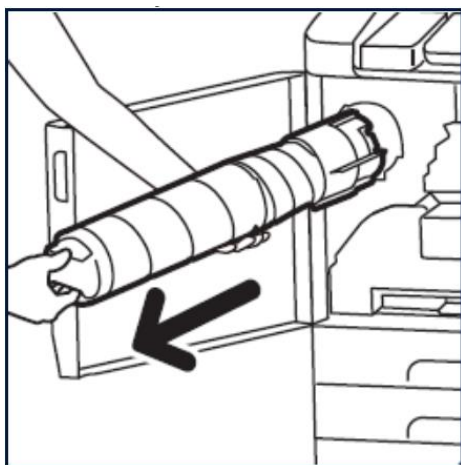
1. Make sure that the device is not operating, then open the front cover.



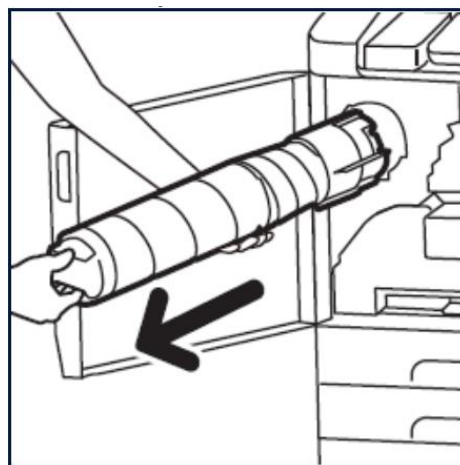
1. 先確定裝置已經停止運作，然後開啟前蓋。



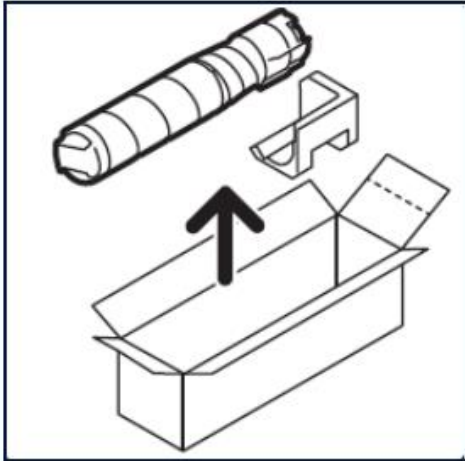
2. Grasp the toner cartridge and pull it out slowly.



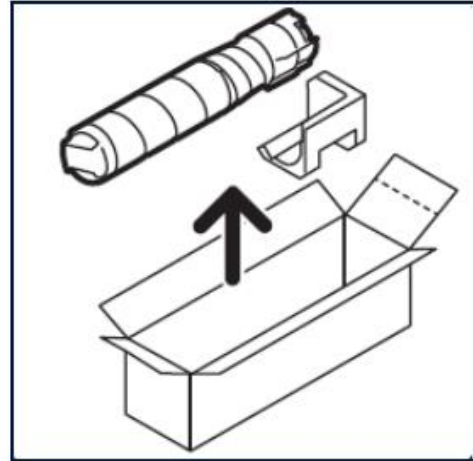
2. 握住您要更換的碳粉匣的把手，然後將它慢慢地拉出來。



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



3. 從包裝盒取出新碳粉卡匣。



Caution:



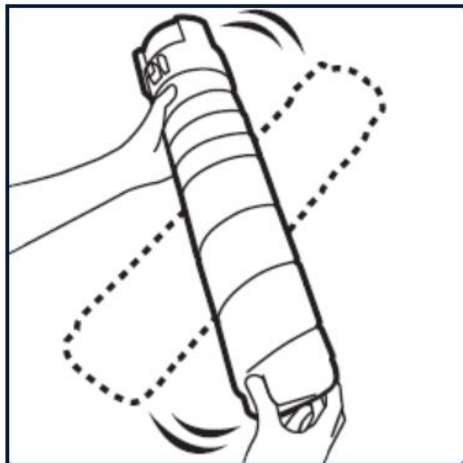
Do not touch the shutter.  
請勿觸摸滑蓋部位。  
셔터부를 만지지 않도록 주의하십시오  
ห้ามสัมผัสฝาปิด  
Không chạm vào màn trập

Caution:

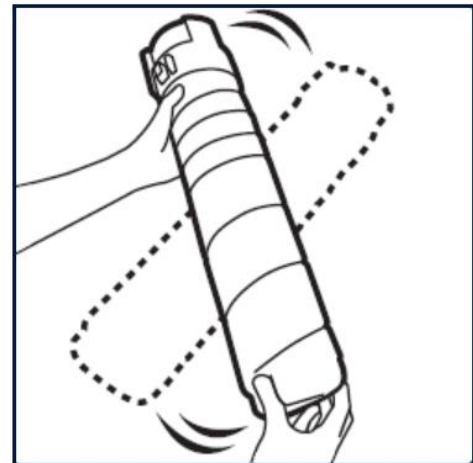


Do not touch the shutter.  
請勿觸摸滑蓋部位。  
셔터부를 만지지 않도록 주의하십시오  
ห้ามสัมผัสฝาปิด  
Không chạm vào màn trập

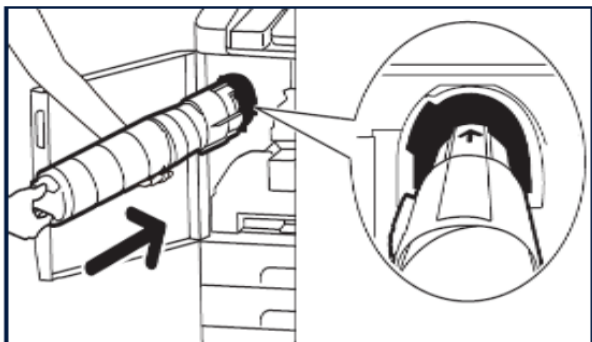
4. Gently shake the new cartridge from side to side ten times to loosen the toner.



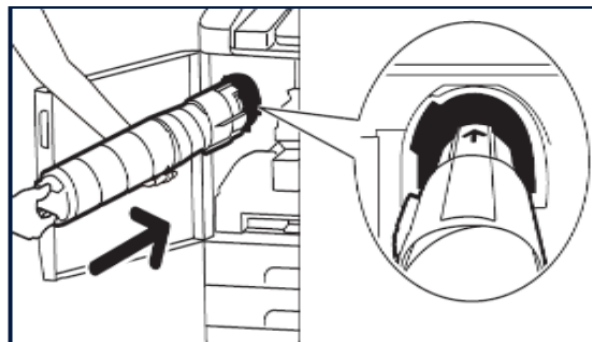
4. 輕輕來回搖晃新碳粉匣 4 到 5 次，讓碳粉均勻散開。



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

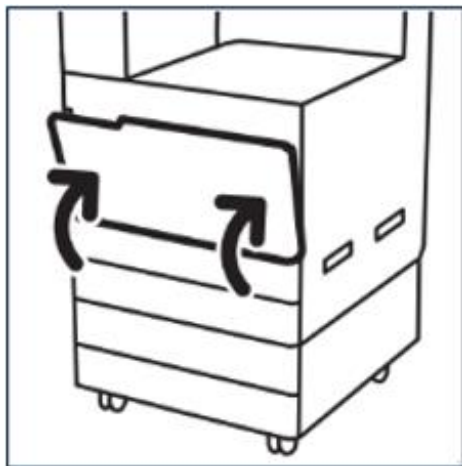


5. 箭頭朝上握住碳粉匣，然後將碳粉匣慢慢地推入裝置直到卡至定位。



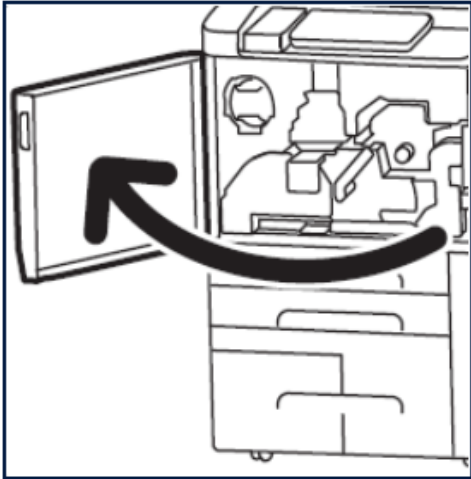
6. Close the front cover.

6. 關上前蓋。



## 4.2 REPLACING WASTE TONER CONTAINER 更換碳粉回收匣

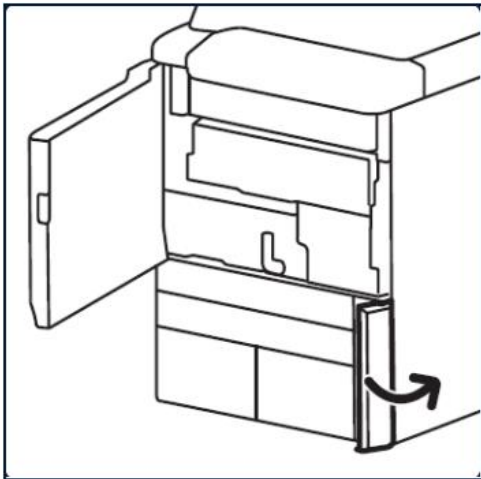
1. Make sure that the device is not operating, then open the front cover.



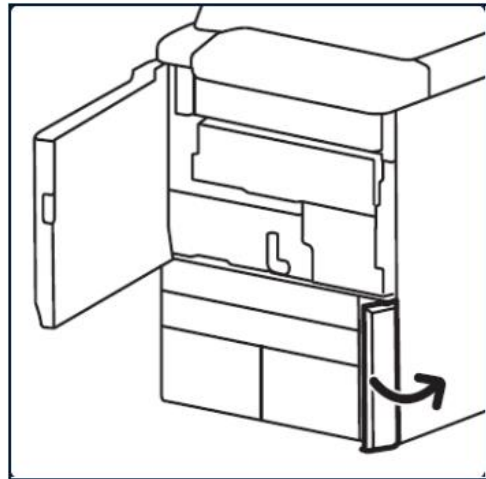
1. 先確定裝置已經停止運作，然後開啟前蓋。



2. Open the waste toner cover at the bottom right side of the device.

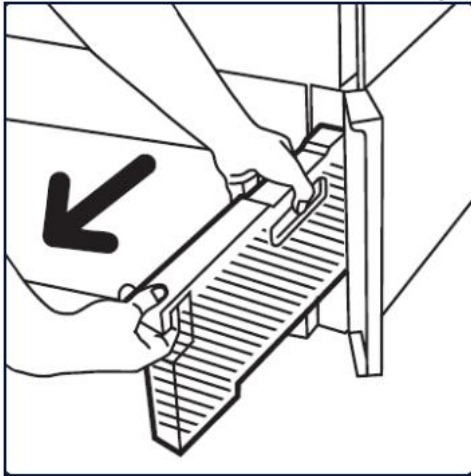


2. 開啟右下方碳粉回收匣前蓋。

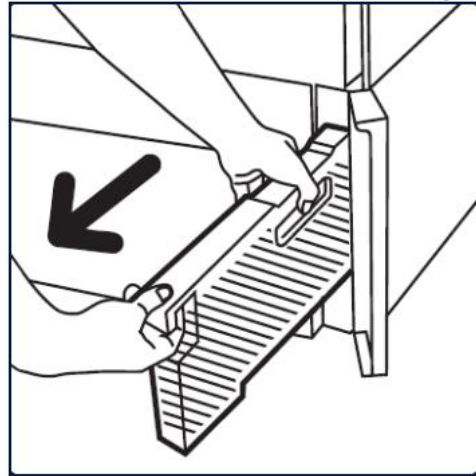




3. Pull out the waste toner container slowly while holding both handles.



3. 雙手握住把手位，慢慢拉出碳粉回收匣。

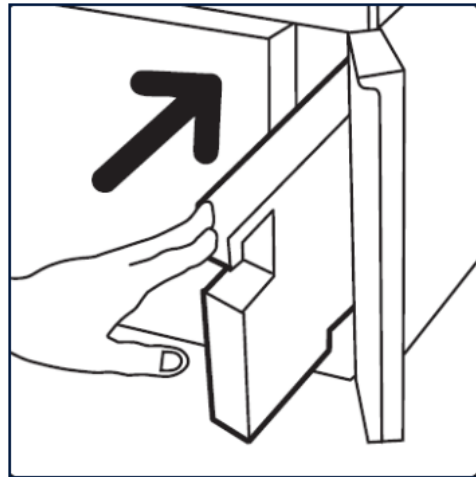
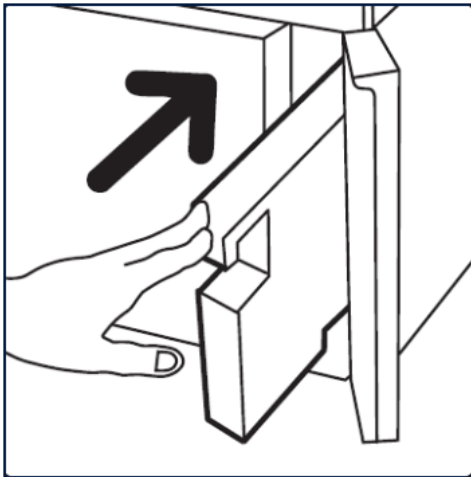


4. Take the new waste toner container from the box and remove all packaging.

4. 從包裝盒取出碳粉回收匣。

5. Insert the new waste toner container while holding its handle, and push the container all the way into the device.

5. 握住把手，將整個碳粉回收匣推入裝置。



6. Close the small waste toner cover.
7. Close the front cover.
8. Insert the used waste toner container into the supplied plastic bag and then seal it.



6. 關閉碳粉回收匣前蓋。
7. 關閉裝置前蓋。
8. 將舊碳粉回收匣放入隨包裝盒送來的膠袋，然後封好。



# Customer Support Center

## 2513-2513

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