EPSON STYLUS™ OFFICE BX300F/TX300F Series

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EN

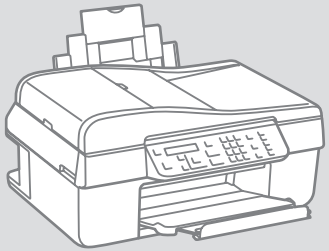
Basic Operation Guide

- for use without a computer -

HK

基本操作指南

- 不與電腦一起使用 -



About This Guide
關於本指南

Follow these guidelines as you read your instructions:
請閱讀各指示，按照其中的說明進行：

Warning: Warnings must be followed carefully to avoid bodily injury.	Caution: Cautions must be observed to avoid damage to your equipment.	Must be observed to avoid bodily injury and damage to your equipment.	Note: Notes contain important information and hints for using the printer.	Indicates a page number where additional information can be found.
警告： 務必確實遵循各項警告，以避免身體損傷。	注意： 務必遵循注意事項，以避免損壞設備。	務必遵循，以避免身體損傷及設備損壞。	附註： 附註包含使用印表機的重要資訊和提示。	指出可找到其他資訊的頁數。

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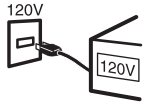
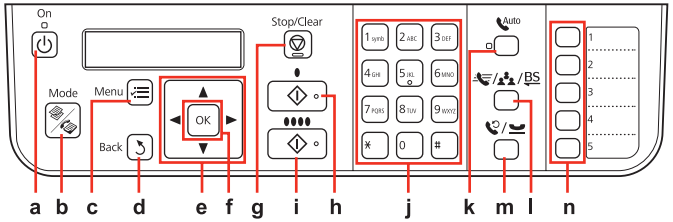
Important Safety Instructions

重要安全指示

					
Make sure the power cord meets all relevant local safety standards.	Place the printer near a wall outlet where the power cord can be easily unplugged.	Use only the power cord that comes with the printer. Use of another cord may cause fire or shock. Do not use the cord with any other equipment.	Use only the type of power source indicated on the label.	Do not let the power cord become damaged or frayed.	Do not open the scanner unit while copying, printing, or scanning.
確定電源線符合當地所有相關安全標準。	印表機的放置位置，應靠近牆壁插座，便於拔除電源線。	僅可使用印表機隨附的電源線。使用其他電源線可能造成火災或觸電。請勿使用其他任何設備的電源線。	僅可使用標籤所示的電源類型。	電源線不可變形或磨損。	進行影印、列印或掃描時，請勿打開掃描器組件。

Do not use aerosol products that contain flammable gases inside or around the printer. Doing so may cause fire.	Except as specifically explained in your documentation, do not attempt to service the printer yourself.	Keep ink cartridges out of the reach of children and do not drink the ink.	Do not shake ink cartridges after opening their packages; this can cause leakage.	If you remove an ink cartridge for later use, protect the ink supply area from dirt and dust and store it in the same environment as the printer. Do not touch the ink supply port or surrounding area.	If ink gets on your skin, wash it off with soap and water. If it gets in your eyes, flush them immediately with water. If you still have discomfort or vision problems, see a doctor immediately.
請勿在印表機內部或周圍使用含易燃氣體的噴霧劑。否則可能造成火災。	除了說明文件特別說明之外，請勿嘗試自行維修印表機。	請將墨水匣放置在兒童無法接觸的位置，以免兒童誤飲墨水。	開啟墨水匣包裝後，請勿搖動墨水匣，以免墨水滲出。	如果取下墨水匣以便日後使用，請避免墨水出口處沾染灰塵，並將墨水匣存放在印表機所在的相同環境中。請勿碰觸墨水出口處或周圍區域。	如果皮膚沾染墨水，請以肥皂和清水清洗。如果眼睛沾染墨水，請立即以清水清洗。如果仍然感覺不適或視線模糊，請立即就醫。

Guide to Control Panel
控制面板指南



a	b	c	d	e	f	g
⏻				▲, ▼, ◀, ▶	OK	
Turns on/off printer.	Selects Copy/Fax mode.	Displays detailed settings for each mode. Each mode has a Maintenance menu.	Returns to the previous menu.	Selects menu items.	Activates the settings you have selected.	Stops copying/faxing or resets settings.
開啟/關閉印表機電源。	選取影印/傳真模式。	顯示各模式的詳細設定。各模式都有Maintenance功能表。	返回到上一個功能表。	選取功能表項目。	啟動所選取的設定。	停止影印/傳真或重設設定。

Control panel design varies by area.

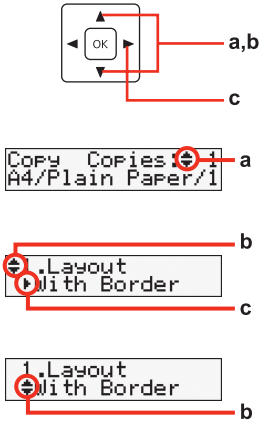
控制面板的設計視地區而異。

h	i	j	k
◇ ● [**B&W**]	◇ 0000 [**Color**]		Auto [**Auto Answer/Space**]
Starts copying/faxing in black and white.	Starts copying/faxing in color.	Specifies or enters fax numbers, speed dial/group dial numbers, date/time, number of copies, and so on.	Turns Auto Answer on/off. Enters a space when entering/editing numbers/characters.
開始黑白影印/傳真。	開始彩色影印/傳真。	指定或輸入傳真號碼、快速撥號/群組撥號號碼、日期/時間、影印份數等。	開啟/關閉自動接聽。輸入/編輯數字/字元時用作輸入空格。

l	m	n
/BS [**Speed Dial/Group Dial/Backspace**]	/ [**Redial/Pause**]	
Displays speed dial/group dial lists in Fax mode. Enters a back space when entering/editing numbers/characters.	Displays last number dialed. Enters a pause when entering or editing numbers. You can also use "-".	Displays speed dial/group dial list in Copy/Fax mode. Assigns No. 1 to 5 to each button.
在傳真模式中顯示快速撥號/群組撥號清單。輸入/編輯數字/字元時用作輸入倒退空格。	顯示最後一次撥出的號碼。輸入或編輯數字時輸入暫停。您也可以使用「-」。	在影印/傳真模式中顯示快速撥號/群組撥號清單。將各個按鈕分配為 1 至 5 號。

Using the LCD Screen

使用 LCD 螢幕



a	b	c
Use Copies ▲ or ▼ to set the number of copies.	Press ▲ or ▼ to select the menu/setting item.	Press ▶ to enter the setting item list.
使用 Copies ▲ 或 ▼ 設定影印份數。	按下 ▲ 或 ▼ 選取功能表/設定項目。	按下 ▶ 進入設定項目清單。

Restarting Automatically After a Power Failure

電源中斷後，印表機會自動重新啟動

If power failure occurs while printer is in fax standby mode or printing, it restarts automatically and then beeps for about two seconds.

印表機處於傳真待機模式或正在列印時，如果發生電源中斷的情況，印表機會自動重新啟動，然後響起嗶聲約兩秒。

Do not put your hand inside the printer until the print head stops moving.

列印頭停止移動前，請勿將手伸入印表機內部。

Restart stops if any control panel buttons are pressed before the LCD turns on.

LCD 啟動前，如果按下任何控制面板上的按鈕，印表機則會停止重新啟動。

Depending on circumstances before power failure, it may not restart. Restart by pressing ⏻ **On**.

視電源中斷前的環境條件而定，印表機可能不會重新啟動。 按下 ⏻**On** 即可重新啟動。

Handling Paper
處理紙張

Selecting Paper
選擇紙張

The availability of special paper varies by area.

特殊紙張的供應狀況視地區而異。

If you want to print on this paper...	Choose this Paper Type on the LCD screen	Loading capacity (sheets)
(a) Plain paper	Plain paper	[12 mm] *1
(b) Epson Bright White Paper	Plain paper	80
(c) Epson Premium Ink Jet Plain Paper	Plain paper	80
(d) Epson Matte Paper Heavyweight	Matte	20
(e) Epson Photo Quality Ink Jet Paper	Matte	80
(f) Epson Premium Glossy Photo Paper	Prem.Glossy	20
(g) Epson Premium Semigloss Photo Paper	Prem.Glossy	20
(h) Epson Ultra Glossy Photo Paper	Ultra Glossy	20
(i) Epson Glossy Photo Paper	Glossy	20
(j) Epson Photo Paper	Photo Paper	20

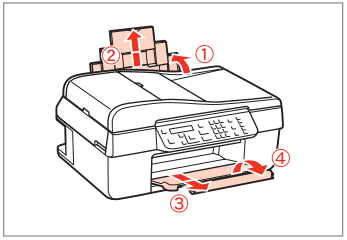
*1 Paper with a weight of 64 to 90 g/m².

如果想在此類紙張上列印…	在 LCD 螢幕上選擇此紙張類型	裝入容量（張數）
(a) 普通紙	Plain paper	[12 mm] *1
(b) 愛普生雪白噴墨專用紙	Plain paper	80
(c) 愛普生高質量噴墨打印	Plain paper	80
(d) 愛普生重磅粗面	Matte	20
(e) 愛普生照片質量噴墨打印	Matte	80
(f) 愛普生高質量光澤照片紙	Prem.Glossy	20
(g) 愛普生高質量半光澤照片紙	Prem.Glossy	20
(h) 愛普生頂級白金相紙	Ultra Glossy	20
(i) 愛普生光澤照片紙	Glossy	20
(j) 愛普生照片紙	Photo Paper	20

*1 紙張重量為 64 至 90 g/m²。

Loading Paper
裝入紙張

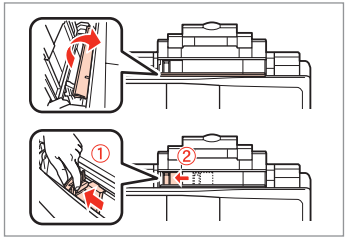
1



Open and slide out.
開啟並滑出。

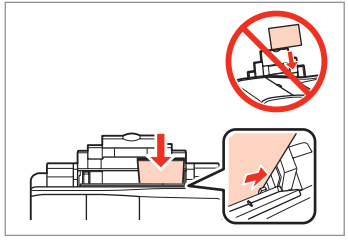
See the online User's Guide when using Legal size paper.
使用 Legal 尺寸紙張時，請參閱線上用戶指南。

2



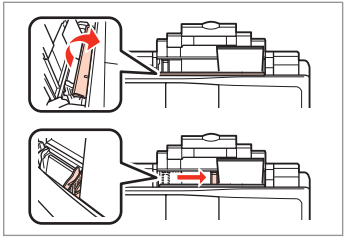
Pinch and slide.
擠壓並滑動。

3



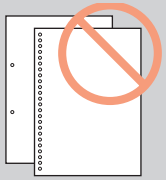
Load printable side up.
列印面朝上裝入。

4



Fit.
對齊。

Do not use paper with binder holes.
請勿使用有裝訂孔的紙張。



Align the edges of the paper before loading.
裝入前，對齊紙張邊緣。

Placing Originals
放入原稿

Automatic Document Feeder (ADF)
自動送稿器 (ADF)

Usable originals

Size	A4/Letter/Legal
Type	Plain paper
Weight	75 g/m² to 95 g/m²
Capacity	30 sheets or 3 mm or less (A4, Letter) /10 sheets (Legal)

可用原稿

大小	A4/Letter/Legal
類型	普通紙
重量	75 g/m² 至 95 g/m²
容量	30 張或 3 mm 或以下 (A4、Letter) /10 張 (Legal)

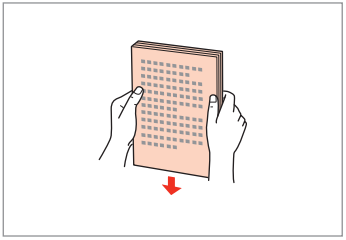
To prevent paper jams avoid the following documents. For these types, use the document table.

- ❏ Documents held together with paper clips, staples, and so on.
- ❏ Documents that have tape or paper stuck to them.
- ❏ Photos, OHPs, or thermal transfer paper.
- ❏ Paper that is torn, wrinkled, or has holes.

以防夾紙，請避免使用下列文件。對於下列文件類型，請使用文件桌面。

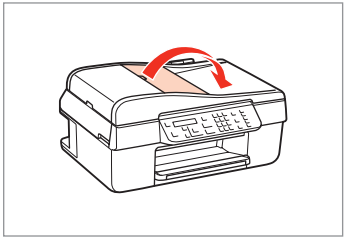
- ❏ 以迴紋針、釘書針等裝訂的文件。
- ❏ 貼上膠帶或紙張的文件。
- ❏ 相片、投影片或熱轉印紙。
- ❏ 有破損、皺摺或孔洞的紙張。

1



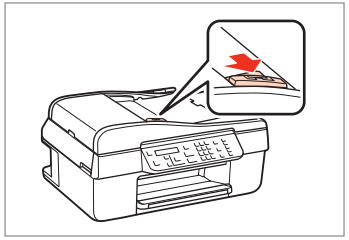
Tap to even the edges.
輕拍以平整邊緣。

2



Open.
開啟。

3

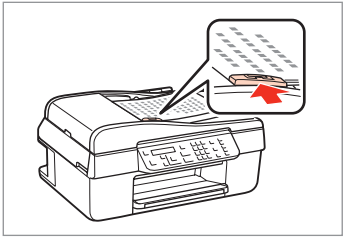


Pinch and slide.
擠壓並滑動。

4

Insert the originals face-up.
正面朝上插入原稿。

5



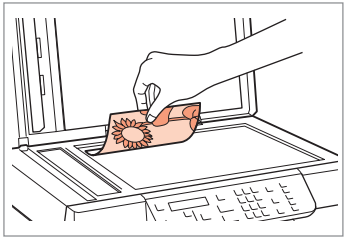
Fit.
對齊。

When you use the copy function with the automatic document feeder, the print settings are fixed at zoom - 100%, paper type -Plain Paper, and Paper Size - A4. The print out is cropped if you copy an original larger than A4.

以自動送稿器使用影印功能時，列印設定會固定為：縮放比例 - 100%、紙張類型 - 普通紙，以及紙張大小 - A4。如果原稿大於 A4，則影印本的某些部分會被裁去。

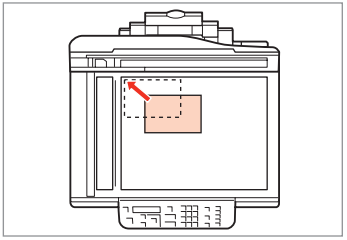
Document Table
文件桌面

1



Place face-down horizontally.
以水平方向正面朝下放入。

2



Fit to the corner.
對齊邊角。

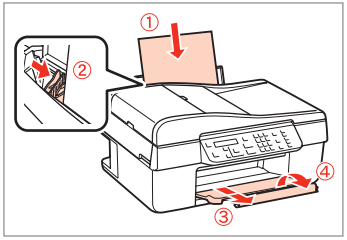
When there is a document in the automatic document feeder and on the document table, priority is given to the document in the automatic document feeder.

自動送稿器中或文件桌面上均有文件時，印表機會優先處理自動送稿器中的文件。

Copying
影印

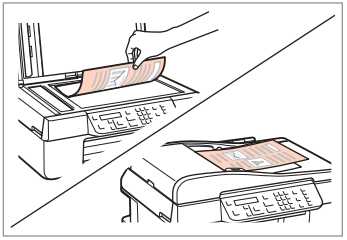
Copying Photos or Documents
影印相片或文件

1 📖 ➡ 15



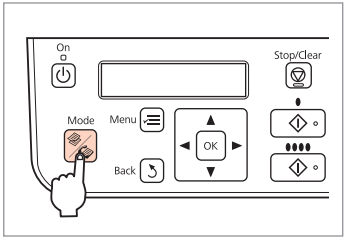
Load paper.
裝入紙張。

2 📖 ➡ 18



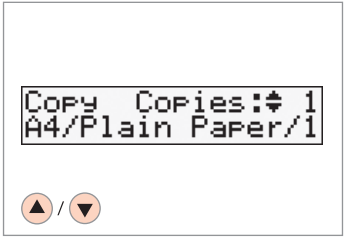
Place original horizontally.
以水平方向放入原稿。

3



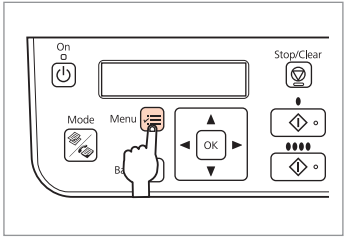
Select the Copy mode.
選取 Copy 模式。

4



Set the number of copies.
設定份數。

5



Enter the copy setting menu.
進入影印設定功能表。

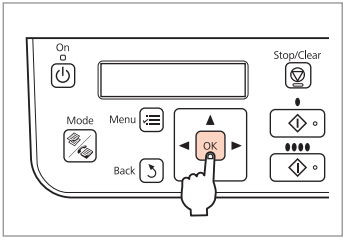
6 📖 ➡ 22

Select the appropriate copy settings.
選取適當的影印設定。

Make sure you set the **Paper Size** and **Paper Type**.

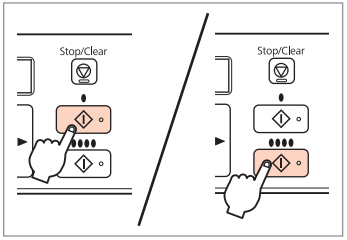
確定已設定**Paper Size**和**Paper Type**。

7



Finish the settings.
完成設定。

8



Start copying.
開始影印。

Copy Mode Menu List

Copy 模式功能表清單

EN 22
HK 23

EN

Press **Mode** [**Copy/Fax**] to select Copy mode, and then press to enter the copy settings menu.

Copy mode

Copies	1 to 99

Copy settings menu

Layout	With Border, Borderless *1
Reduce/Enlarge	Actual, Auto Fit Page, Custom (25 to 400%)
Paper Size	A4, 10 × 15 cm, 13 × 18 cm
Paper Type	Plain Paper, Matte, Prem.Glossy, Ultra Glossy, Glossy, Photo Paper
Quality	Draft, Standard Quality, Best
Copy Density	-4 to +4
Expansion *2	Standard, Medium, Minimum
Restore Default Settings	Reset Fax Send/Receive Settings, Reset Fax Data Settings, Reset Settings, excluding Fax, Reset All Settings
Maintenance	➡ 32

*1 Your image is slightly enlarged and cropped to fill the sheet of paper. Print quality may decline in the top and bottom areas of the printout, or the area may be smeared when printing.

*2 Select the amount the image is expanded when printing Borderless photos.

HK

按下 **Mode** [**Copy/Fax**] 選取影印模式，然後按下 進入影印設定功能表。

Copy mode

份數	1 至 99

影印設定功能表

Layout	With Border、Borderless *1
Reduce/Enlarge	Actual、Auto Fit Page、Custom (25 to 400%)
Paper Size	A4、10 × 15 cm、13 × 18 cm
Paper Type	Plain Paper、Matte、Prem.Glossy、Ultra Glossy、Glossy、Photo Paper
Quality	Draft、Standard Quality、Best
Copy Density	-4 to +4
Expansion *2	Standard、Medium、Minimum
Restore Default Settings	Reset Fax Send/Receive Settings、Reset Fax Data Settings、Reset Settings, excluding Fax、Reset All Settings
Maintenance	➡ 32

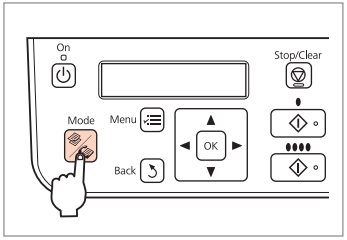
*1 您的影像略微放大，並經過裁切以符合紙張大小。列印本上下部分的列印品質可能降低，或是列印時會被墨水髒污。

*2 列印無邊框相片時，選取影像展開的幅度。

Maintenance Menu
維護功能表

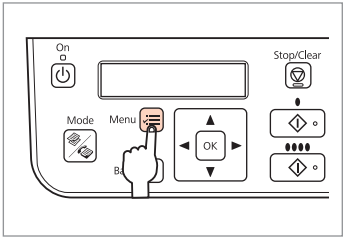
Checking the Ink Cartridge Status
檢查墨水匣狀態

1



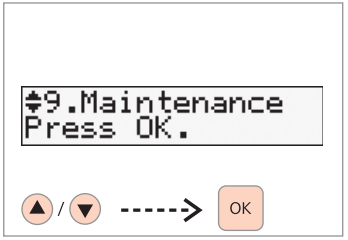
Select the Copy mode.
選取 Copy 模式。

2



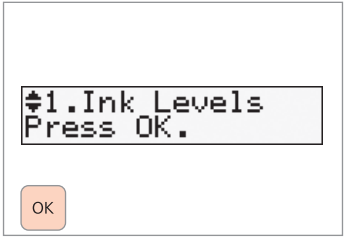
Enter the copy settings menu.
進入影印設定功能表。

3



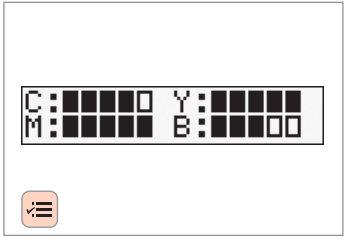
Select **Maintenance**.
選取 **Maintenance**。

4



Select **Ink Levels**.
選取 **Ink Levels**。

5



Check and return.
檢查並返回。

C	Y	M	B
Cyan	Yellow	Magenta	Black
藍色	黃色	紅色	黑色

You can replace an ink cartridge if the ink cartridge is not expended. Press ☰, select **Maintenance**, and press **OK**. Select **Ink Cartridge Replacement**, and press **OK**.

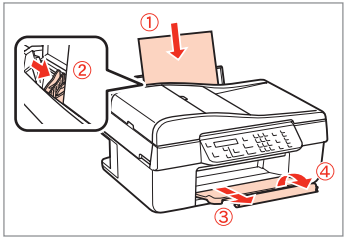
如果墨水匣的墨水不足，請更換墨水匣。按下 ☰，選取 **Maintenance**，然後按下**OK**。選取**InkCartridgeReplacement**，然後按下 **OK**。

Epson cannot guarantee the quality or reliability of non-genuine ink. If non-genuine ink cartridges are installed, the ink cartridge status may not be displayed.

對於非原廠的墨水匣，愛普生無法保證其品質可靠。如果安裝非原廠的墨水匣，可能無法顯示墨水匣狀態。

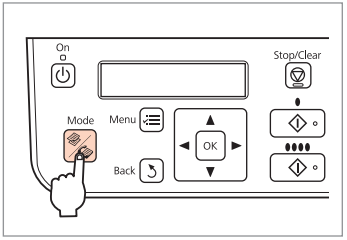
Checking/Cleaning the Print Head
檢查/清潔列印頭

1 15



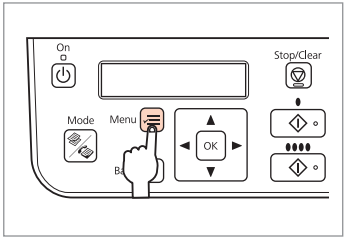
Load A4-size paper.
裝入 A4 尺寸紙張。

2



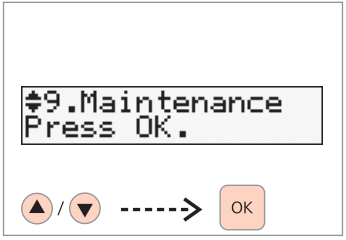
Select the Copy mode.
選取 Copy 模式。

3



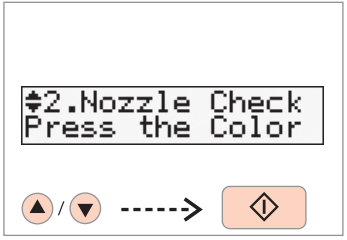
Enter the copy settings menu.
進入影印設定功能表。

4



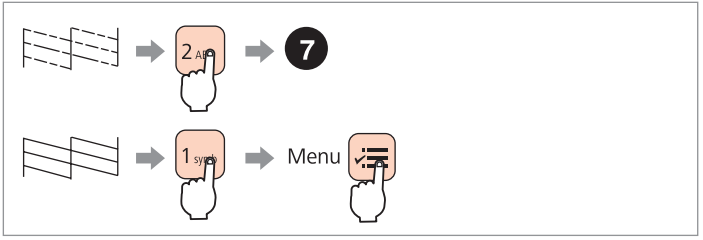
Select **Maintenance**.
選取 **Maintenance**。

5



Select **Nozzle Check** and then start.
選取 **Nozzle Check**，然後開始。

6

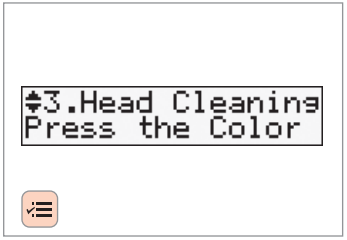


Check the pattern and proceed.
檢查圖樣，然後繼續。

7

Finish head cleaning.
完成列印頭清潔。

8



Return to Copy mode.
返回 Copy 模式。

Print head cleaning uses ink, so clean the print head only if quality declines.

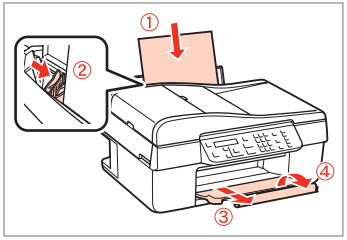
清潔列印頭時需要使用墨水，因此僅在列印品質下降時才清潔列印頭。

If it does not improve after cleaning four times, turn off the printer for at least six hours. Then try cleaning the print head again. If quality does not improve, one of the ink cartridges may need to be replaced. If quality is a problem after replacing the cartridges, contact your dealer.

如果清潔了四次後列印品質仍未改善，請關閉印表機電源至少六小時。然後再次清潔列印頭。如果列印品質仍未改善，可能需要更換其中一個墨水匣。更換墨水匣後，如果列印品質仍有問題，請聯絡經銷商。

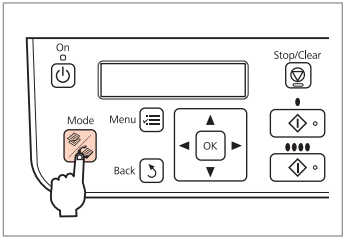
Aligning the Print Head
校準列印頭

1 15



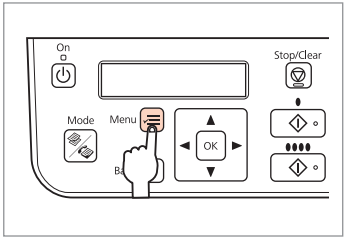
Load A4-size paper.
裝入 A4 尺寸紙張。

2



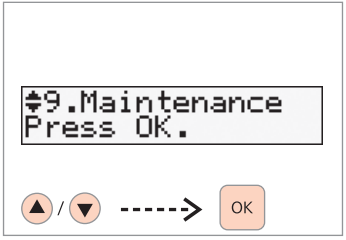
Select the Copy mode.
選取 Copy 模式。

3



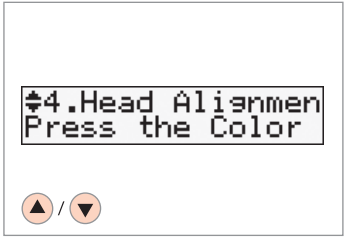
Enter the copy settings menu.
進入影印設定功能表。

4



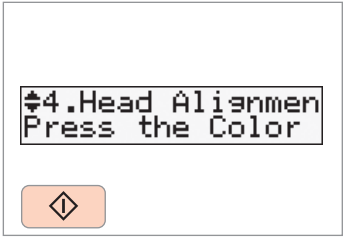
Select **Maintenance**.
選取 **Maintenance**。

5



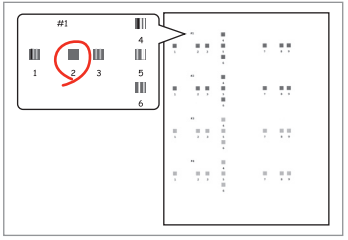
Select **Head Alignment**.
選取 **Head Alignment**。

6



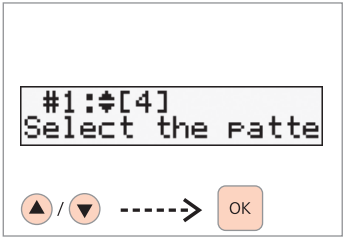
Print.
列印。

7



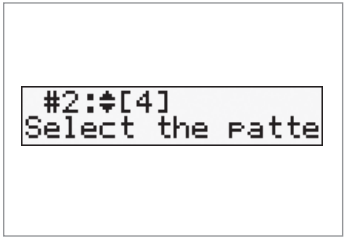
Select the most solid pattern.
選取效果最完整的圖樣。

8



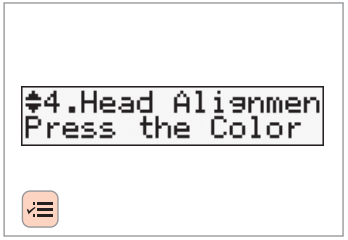
Select the pattern number for #1.
選取 #1 的圖樣編號。

9



Repeat step 8 for other patterns.
對於其他圖樣，重複進行步驟 8。

10



Return to Copy mode.
返回 Copy 模式。

Maintenance Menu List

維護功能表清單

EN 32
HK 33

EN

Press **Mode** [Copy/Fax] to select Copy mode, and then press to enter the copy settings menu. Then press ▲ or ▼ to select **Maintenance**.

Maintenance menu settings

Ink Levels	
Nozzle Check	
Head Cleaning	
Head Alignment	
Ink Cartridge Replacement	
Sound	On, Off
LCD Contrast	+1 to +16
Scroll Speed	Standard, Slow, Fast
Date/Time	mm.dd.yyyy, dd.mm.yyyy, yyyy.mm.dd / 12h, 24h
Daylight Saving Time	Off, On
Country/Region	
Language	

The Maintenance menu for Fax mode is the same as for Copy mode.

HK

按下 **Mode** [Copy/Fax] 以選取 Copy 模式，然後按下 進入影印設定功能表。按下 ▲ 或 ▼以選取 **Maintenance**。

Maintenance 功能表設定

Ink Levels	
Nozzle Check	
Head Cleaning	
Head Alignment	
Ink Cartridge Replacement	
Sound	On、Off
LCD Contrast	+1 至 +16
Scroll Speed	Standard、Slow、Fast
Date/Time	mm.dd.yyyy、dd.mm.yyyy、yyyy.mm.dd / 12h、24h
Daylight Saving Time	Off、On
Country/Region	
Language	

Fax模式與Copy模式的Maintenance功能表相同。

Solving Problems
解決問題

Error Messages
錯誤訊息

EN 📖 ➡ 36
HK 📖 ➡ 37

EN

Error Messages	Solution
First, replace the ink cartridge(s): XXX Press OK to replace the ink cartridges.	Replace the expended ink cartridges. 📖 ➡ 38 Even if ink cartridges are expended, you can continue to use all functions except for print.
Paper jam Press OK. If the error does not clear, remove the media by hand.	📖 ➡ 42
Printer error Paper is jammed in the printer. Turn off the printer, open the scanner unit, and remove the paper. See your documentation.	📖 ➡ 43
Printer error See your documentation.	Turn the printer off and then back on. Make sure that no paper is still in the printer. If the error message still appears, contact your dealer.
Scanner error See your documentation.	Turn the printer off and then back on. If the error message still appears, contact your dealer.
The printer's ink pads are nearing the end of their service life. Please contact Epson Support.	Contact Epson support to replace ink pads before the end of their service life. When the ink pads are saturated, the printer stops and Epson support is required to continue printing.
The printer's ink pads are at the end of their service life. Please contact Epson Support.	Contact Epson support to replace ink pads.

錯誤訊息	解決方法
First, replace the ink cartridge(s): XXX Press OK to replace the ink cartridges.	更換用完的墨水匣。 ➡ 38 即使墨水匣已用完，您仍可使用列印以外的其他功能。
Paper jam Press OK. If the error does not clear, remove the media by hand.	➡ 42
Printer error Paper is jammed in the printer. Turn off the printer, open the scanner unit, and remove the paper. See your documentation.	➡ 43
Printer error See your documentation.	關閉印表機電源，然後再次開啟。確定印表機內沒有任何紙張。如果仍然出現錯誤訊息，請聯絡經銷商。
Scanner error See your documentation.	關閉印表機電源，然後再次開啟。如果仍然出現錯誤訊息，請聯絡經銷商。
The printer's ink pads are nearing the end of their service life. Please contact Epson Support.	請聯絡愛普生支援中心，在墨水墊使用壽命結束前進行更換。 墨水墊浸透時，印表機將會停止運作，而且需要愛普生支援中心的協助才能繼續列印。
The printer's ink pads are at the end of their service life. Please contact Epson Support.	請聯絡愛普生支援中心以更換墨水墊。

Replacing Ink Cartridges
更換墨水匣

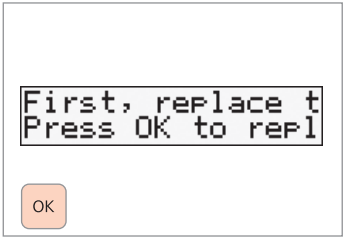
Ink Cartridge Handling Precautions

- ❏ Never move the print head by hand.
- ❏ Some ink is consumed each time cartridges are inserted because the printer automatically checks their reliability.
- ❏ For maximum ink efficiency, only remove an ink cartridge when you are ready to replace it. Ink cartridges with low ink status may not be used when reinserted.
- ❏ Epson recommends the use of genuine Epson ink cartridges. Epson cannot guarantee the quality or reliability of non-genuine ink. The use of non-genuine ink may cause damage that is not covered by Epson's warranties, and under certain circumstances, may cause erratic printer behavior. Information about non-genuine ink levels may not be displayed, and use of non-genuine ink is recorded for possible use in service support.
- ❏ Make sure you have a new ink cartridge before you begin replacement. Once you start replacing a cartridge, you must complete all the steps in one session.
- ❏ Leave the expended cartridge installed until you have obtained a replacement. Otherwise the ink remaining in the print head nozzles may dry out.
- ❏ Do not open the ink cartridge package until you are ready to install it in the printer. The cartridge is vacuum packed to maintain its reliability.
- ❏ Other products not manufactured by Epson may cause damage that is not covered by Epson's warranties, and under certain circumstances, may cause erratic printer behavior.
- ❏ Do not turn off the printer during ink charging as this will waste ink.
- ❏ When an ink cartridge is expended, you cannot continue printing even if the other cartridges still contain ink.

墨水匣處理須知

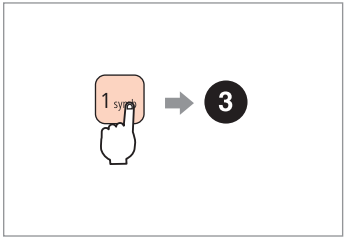
- ❏ 請勿用手移動列印頭。
- ❏ 由於印表機會自動檢查墨水匣是否可用，因此每次裝入墨水匣時，會耗用少許墨水。
- ❏ 為達到最高的墨水使用效率，請僅在需要更換墨水匣時，才移除墨水匣。如果墨水匣的墨水量不足，即使重新裝入，有時也無法使用。
- ❏ 愛普生建議使用愛普生原廠的墨水匣。對於非原廠的墨水匣，愛普生無法保證其品質可靠。使用非原廠的墨水匣可能造成印表機損壞，此種損壞不包括在愛普生的保養範圍，在某些情況下可能造成印表機運作異常。非原廠墨水匣的墨水量資訊可能無法顯示，使用非原廠墨水匣需留下記錄，以供維修支援時參考。
- ❏ 開始更換前，請確定備妥新的墨水匣。一旦開始更換墨水匣，必須一次過完成所有步驟。
- ❏ 尚未取得備用墨水匣之前，請勿取下用完的墨水匣。否則列印頭噴嘴中殘留的墨水可能變乾。
- ❏ 請勿開啟墨水匣包裝，留待要將墨水匣裝入印表機時才開啟。墨水匣為真空包裝，以保持品質可靠。
- ❏ 非愛普生製造的其他產品可能造成印表機損壞，此種損壞不包括在愛普生的保養範圍，在某些情況下可能造成印表機運作異常。
- ❏ 填充墨水時，請勿關閉印表機電源，否則會耗用墨水。
- ❏ 墨水匣用完時，即使其他墨水匣仍有墨水，也無法繼續列印。

1



Check the color to replace.
檢查要更換的顏色。

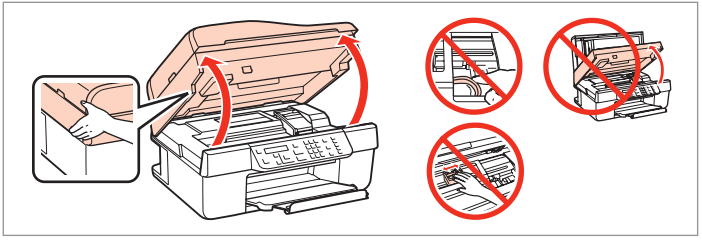
2



Proceed.
繼續。

Press the **2** key to continue using all functions except for print, even if ink cartridges are expended.
即使墨水匣的墨水用完，也可以按下 **2** 鍵，以繼續使用列印以外的其他功能。

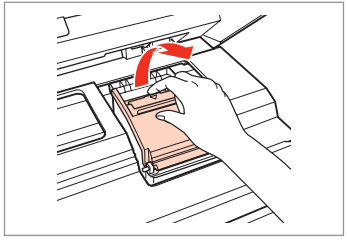
3



Open.
開啟。

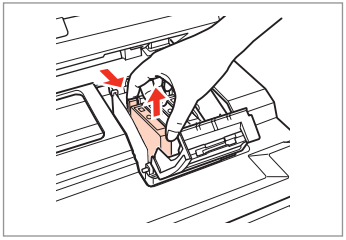
Do not lift up the scanner unit when the document cover is open.
文件蓋板開啟時，請勿抬起掃描器組件。

4



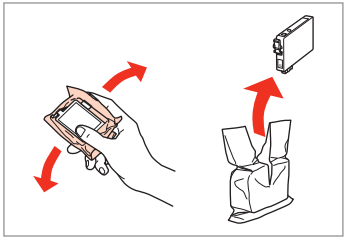
Open.
開啟。

5



Remove.
取下。

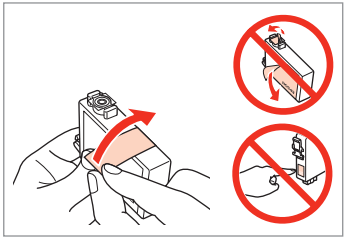
6



Shake new cartridge.
搖勻新的墨水匣。

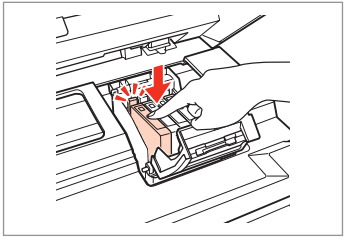
Be careful not to break the hooks on the side of the ink cartridge.
小心不要弄斷墨水匣旁的側扣。

7



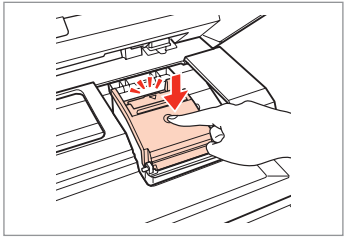
Remove the yellow tape.
取下黃色膠帶。

8



Insert and push.
插入並向下按。

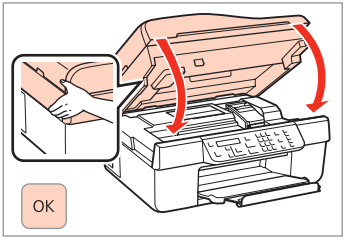
9



Close.
關閉。

If you find it difficult to close the cover, press down on each cartridge until it clicks into place.
如果外蓋無法關閉，請按下各個墨水匣，直至每個墨水匣固定到位。

10



Close and start charging ink.
關閉外蓋，並開始充墨。

If you had to replace an ink cartridge during copying, to ensure copy quality after ink charging is finished, cancel the job that is copying and start again from placing the originals.

影印期間如果必須更換墨水匣，為了確保影印品質，請先取消影印中的作業，待充墨完成後，才放入原稿重新開始影印。

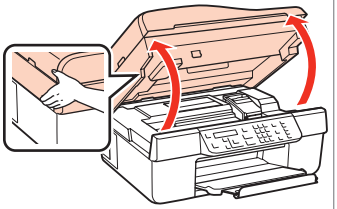
Paper Jam
夾紙

Paper Jam - jammed inside 1
夾紙 - 1 發生的夾紙

1

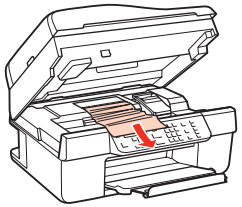
Proceed.
繼續。

2



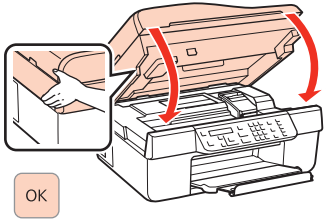
Open.
開啟。

3



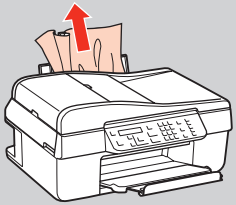
Remove.
取下。

4



Close.
關閉。

If paper still remains near the sheet feeder, gently pull it out.
如果紙張夾在進紙匣，請將之輕輕拉出。



Paper Jam - jammed inside 2

夾紙 - 2 發生的夾紙

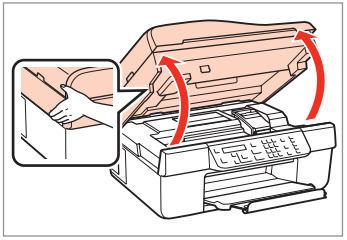
1

Turn off.
關閉電源。

2

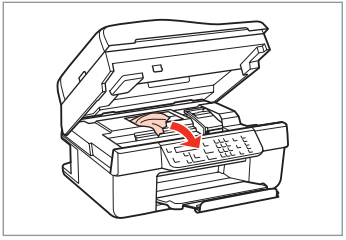
Proceed.
繼續。

3



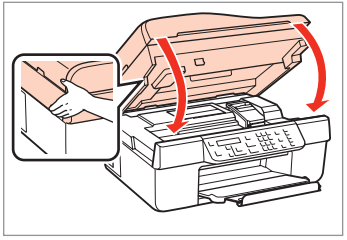
Open.
開啟。

4



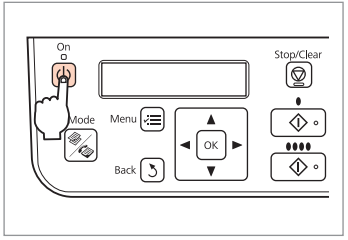
Remove.
取下。

5



Close.
關閉。

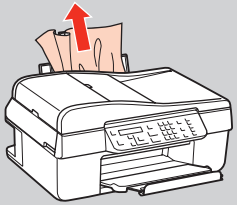
6



Turn on.
開啟電源。

If paper still remains near the sheet feeder, gently pull it out.

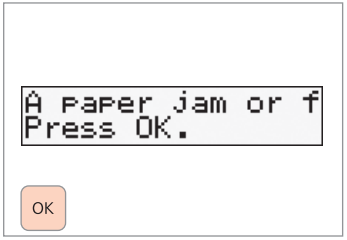
如果紙張夾在進紙匣，請將之輕輕拉出。



Paper Jam - Automatic Document Feeder

夾紙 - 自動送稿器

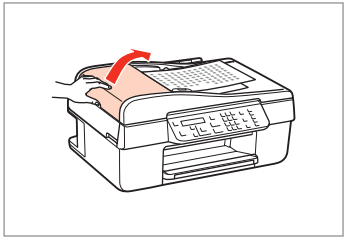
1



Proceed.

繼續。

2



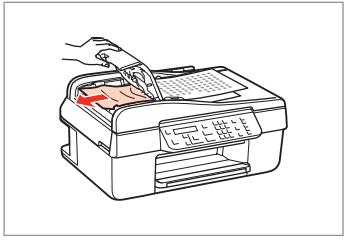
Open.

開啟。

Make sure you open the ADF cover before removing jammed paper. If you do not open the cover, the printer may be damaged.

取出夾紙前，確定 ADF 蓋板已開啟。如果蓋板未開啟，印表機可能會受損。

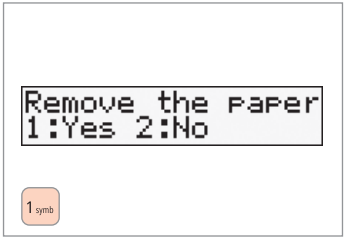
3



Remove.

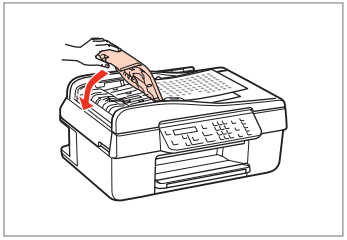
取下。

4



Proceed.
繼續。

5



Close.
關閉。

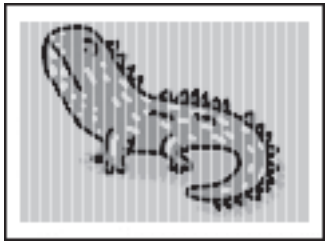
Print Quality Problems
列印品質問題

Try one or more of the following solutions in order from the top. For further information, see your online User's Guide.

- ❏ Clean the print head. 🕮 ➡ 28
- ❏ Align the print head. 🕮 ➡ 30
  If quality is not improved, try aligning using the printer driver utility. See your online User's Guide to align the print head.
- ❏ To clean the inside of the printer, make a copy without placing a document on the document table.
- ❏ Use up ink cartridge within six months of opening vacuum package. 🕮 ➡ 38
- ❏ Try to use genuine Epson ink cartridges and paper recommended by Epson.

從第一個解決方法開始，依序嘗試下列一個或多個解決方法。有關詳細資訊，請參閱線上用戶指南。

- ❏ 清潔列印頭。 🕮 ➡ 28
- ❏ 校準列印頭。 🕮 ➡ 30
  如果列印品質仍未改善，請使用印表機驅動程式工具程式進行校準。請參閱用戶指南，以校準列印頭。
- ❏ 若要清潔印表機內部，可在文件桌面上沒有放置文件的情況下進行一次影印。
- ❏ 墨水匣的真空包裝開啟後，請在六個月內用完。 🕮 ➡ 38
- ❏ 最好使用愛普生原廠的墨水匣及愛普生建議的紙張。



Print Layout Problems
列印版面配置問題

Check the following points.

- ❏ Make sure you selected the correct **Paper Size**, **Layout**, and **Reduce/Enlarge** setting for the loaded paper. ➡ 22
- ❏ Make sure you loaded paper correctly. ➡ 15
- ❏ Make sure the original is placed correctly. ➡ 16
- ❏ If the edges of the copy or photo are cropped off, move the original slightly away from the corner.
- ❏ Clean the document table. See your online User's Guide.

檢查下列各項目。

- ❏ 確定已選取裝入紙張的正確 **Paper Size**、**Layout** 及 **Reduce/Enlarge** 設定。 ➡ 22
- ❏ 確定已正確裝入紙張。 ➡ 15
- ❏ 確定原稿已正確放置。 ➡ 16
- ❏ 如果影印或相片的邊緣被裁去，請將原稿略微移離邊角。
- ❏ 清潔文件桌面。請參閱線上用戶指南。

Contacting Customer Support
聯絡客戶服務部

If you cannot solve the problem using the troubleshooting information, contact customer support services for assistance. You can get the contact information for customer support for your area in your online User's Guide or warranty card. If it is not listed there, contact the dealer where you purchased your product.

如果使用疑難排解的資訊無法解決問題，請聯絡客戶服務部尋求協助。有關您身處當地客戶服務部的聯絡資訊，請參閱線上用戶指南或保養卡。如果其中未列出聯絡資訊，請詢問您購買本產品的經銷商。

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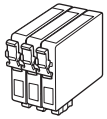


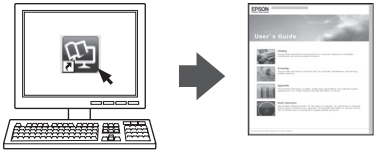
Available ink cartridge sizes vary by area.
可用的墨水匣大小，各區域有所不同。

		BK	C	M	Y
Epson Stylus Office BX300F Series *1		T0891	T0892	T0893	T0894
		T0711	T0712	T0713	T0714
		T0711H	-	-	-
Epson Stylus Office TX300F Series *2		73N (T0731N)/ 73HN (T0731HN)	73N (T0732N)	73N (T0733N)	73N (T0734N)
EN		Black	Cyan	Magenta	Yellow
HK		黑色	藍色	紅色	黃色

*1 For the BX300F Series, Epson recommends the T071 ink cartridges for normal print usage.
*2 For the TX300F Series, the ink cartridge numbers between the parenthesis may be displayed depending on the area.

*1 對於 BX300F 系列，愛普生建議一般列印用量可使用 T071 墨水匣。
*2 對於 TX300F 系列，括號中的墨水匣編號可能因區域不同而有不同顯示。

Getting more information.
獲取更多資訊。



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