#### Introduction

Read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

#### Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

#### Notes:

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Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. Depending on which country you are in, certain units may be optional. For details, please contact your local dealer.

#### **Power Source**

220 to 240 V, 50/60Hz, 3A

Please be sure to connect the power cord to a power source as above. For details about power source, see Operating Instructions.

This machine uses the following symbols for the earth leakage circuit breaker switch:

means POWER ON.

O means POWER OFF.

#### Electromagnetic interference conformance standards governing use of this machine

Class A ITE:

Warning: This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

## Safety Information

When using this machine, the following safety precautions should always be followed.

## Safety During Operation

In this manual, the following important symbols are used:

## A WARNING:

Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

## A CAUTION:

Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

## Safety Precautions to be Followed

This section explains safety precautions that should always be followed when using this machine.

#### Environments where the machine can be used

This section explains safety precautions about environments where the machine can be used.

#### A WARNING:

• Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.

## A CAUTION:

- Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.
- Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.
- Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.

#### Handling power cords and power plugs

This section explains safety precautions about handling power cords and power plugs.

## A WARNING:

- Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.
- Power cords that are damaged, broken, modified, trapped under heavy objects, pulled hard, or bent severely are electric shock and fire hazards.
- Connect the machine to the power source specified in "Safety Information" and do not use any other power sources. Connect the power cord directly to a wall outlet and do not use an extension cord. Power sources not specified in "Safety Information" and extension cords are electric shock or fire hazards.
- If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire.

## A CAUTION:

- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).
- To disconnect the power cord, pull it out by plug. Do not drag the cord itself. Doing so may result in damage to the cord, leading to fire or electric shock.
- Make sure the plug is inserted firmly in the wall outlet.

## \land WARNING

- The supplied power cord is for use with this equipment only. Do not use with other appliances. Doing so may result in fire, electric shock, or injury.
- The wall outlet shall be installed near the machine and shall be easily accessible.

## A VORSICHT

- Das mitgelieferte Netzkabel ist nur für die Verwendung mit diesem Gerät bestimmt. Verwenden Sie es nicht für andere Geräte.
- Es besteht Feuer-, Stromschlag- und Verletzungsgefahr.

## AVERTISSEMENT

- Le cordon d'alimentation fourni est réservé à une utilisation avec cet équipement. Ne l'utilisez pas avec d'autres appareils.
- Vous risqueriez de provoquer des incendies, décharges électriques ou blessures.

## ATTENZIONE

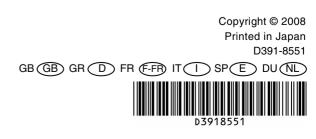
- Il cavo di alimentazione fornito deve essere utilizzato unicamente con questa apparecchiatura.
- Non utilizzarlo con altri dispositivi, in quanto ciò potrebbe causare incendi, scosse elettriche o lesioni personali.

## ADVERTENCIA

- El cable de alimentación suministrado solo se debe usar con este equipo. No lo utilice con otros aparatos.
- De lo contrario, es posible que se produzcan incendios, descargas eléctricas o heridas.

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- Het meegeleverde netsnoer is uitsluitend bestemd voor dit apparaat. Gebruik het snoer niet voor andere apparatuur.
- Als u dit wel doet, kan dit brand, elektrische schokken of letsel tot gevolg hebben.



Handling the main machine

This section explains safety precautions about handling the main machine.

#### A WARNING:

- Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:
  - You spill something into the machine.
  - You suspect that your machine needs service or repair.
  - The external housing of your machine has been damaged.

 Do not turn the earth leakage circuit breaker from the off to the on position. Otherwise it might lead to an electric shock, fire or smoke, or cause the circuit breakers to trip.

## A CAUTION:

- Protect the machine from dampness or wet weather, such as rain and snow.
- Contact your service representative if you need to lift the machine (such as when relocating it to another floor). Do not attempt to lift the machine without the assistance of your service representative. The machine will be damaged if it topples or is dropped, resulting in malfunction and risk of injury to users. The machine's various handling areas are for service engineer use only. Do not touch these areas.
- Unplug the power cord from the wall outlet before you move the machine.
  While moving the machine, you should take care that the power cord will not be damaged under the machine.
- Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
- For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.

#### Handling the machine's interior

This section explains safety precautions about handling the machine's interior.

### A WARNING:

 To avoid hazardous electric shock, do not remove any covers or screws other than those specified in this manual.

## A CAUTION:

- Fire and breakdown can result from heavy accumulation of dust inside this machine. Consult your service representative for details about and charges for cleaning the machine's interior.
- Keep your hands clear of the perfect binder and paper exit. You can trap your fingers if you do not.

#### Handling the machine's supplies

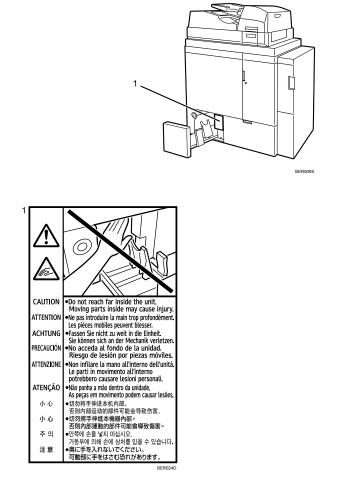
This section explains safety precautions about handling the machine's supplies.

### A CAUTION:

• Do not use reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.

## Position of AWARNING and ACAUTION label

This machine has labels for  $\triangle$ WARNING and  $\triangle$ CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.



When removing bound booklets, keep your hands clear of the perfect binder's lower left tray. You might trap your fingers if you do not.

# User Information on Electrical & Electronic Equipment

## Users in the EU, Switzerland and Norway

Our Products contain high quality components and are designed to facilitate recycling.

Our products or product packaging are marked with the symbol below.



The symbol indicates that the product must not be treated as municipal waste. It must be disposed of separately via the appropriate return and collection systems available. By following these instructions you ensure that this product is treated correctly and help to reduce potential impacts on the environment and human health, which could otherwise result from inappropriate handling. Recycling of products helps to conserve natural resources and protect the environment.

For more detailed information on collection and recycling systems for this product, please contact the shop where you purchased it, your local dealer or sales/service representatives.

## All Other Users

If you wish to discard this product, please contact your local authorities, the shop where you bought this product, your local dealer or sales/service representatives.

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