#### Safety Information for Ring Binder RB5000

#### 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.

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#### Notes:

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:

I 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:

#### **!** 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.

#### **⚠ WARNING:**

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

- 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.

#### **↑** 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.

- 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.

#### Handling the main machine

This section explains safety precautions about handling the main machine.

#### **↑** 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.

- 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.

#### **↑** 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 inside of the ring binder and the space under the ring binder tray. You might trap your fingers if you do not.

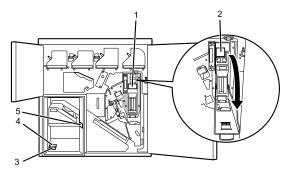
#### Handling the machine's supplies

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

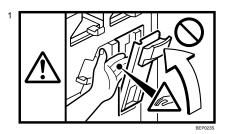
- Do not use reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.
- When binding paper manually with the ring opener, take care not to trap or injure your fingers.

# Position of AWARNING and ACAUTION label

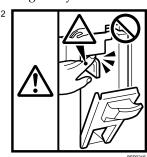
This machine has labels for <u>AWARNING</u> and <u>ACAUTION</u> at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.



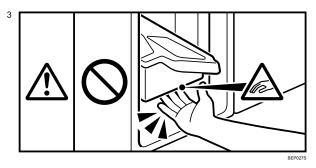
BEP002S



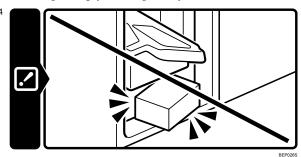
Keep your other hand clear when closing the cartridge cover. You might trap your fingers if you do not.



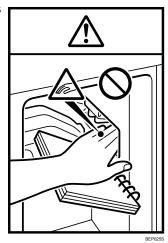
Keep your hands clear of the parts a label indicates. Otherwise, you might trap your fingers and an injury might occur.



When the ring binder is in operation, keep your hands clear of the ring binder tray. You might trap your fingers if you do not.



Make sure the space below the ring binder tray is clear. Malfunctions can occur if this space is obstructed.



When removing bound booklets, keep your hands clear of the paper exit. 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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