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# 1 Read this First

## Warning

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Ensure you have read and fully understood the safety requirements in this section.

## General information

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This manual describes safety precautions when using the system, unpacking of the system, installation of the complete system and the steps for the first use.

## User Guide

Depending on the system the user guide (electronic/PDF) is part of the User Interface or is shipped in the box together with the system.

According to the EC (European Commission) declaration following the Low Voltage Directive (2006/95/EC), the user guide must be available in the national language(s) of the country where the system is delivered. Therefore, if the User Guide is not available in your country's language(s), contact your authorized distributor.

## Software (if applicable)

The software used for the reading option is based in part on the work of the Independent JPEG Group.

## Symbols

This manual uses the symbols listed below.



**WARNING** : Indicates a human safety hazard.



**ATTENTION** : A risk to the equipment or mail could result from an action you may perform.



**NOTE** : A remark that explains different cases or specificities.



**TIP** : Advice to help save you time when processing your mail.



**SUPERVISOR** : Indicates that you have to use the supervisor menu to perform the procedure.

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## Safety

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### Warnings

- Disconnect the power supply before performing any maintenance.
- Before connecting the system to the electrical supply, ensure that the system is suitable for the local mains voltage. Refer to the serial plate on your system for voltage requirements.

### Precaution

The general process of automated document handling can sometimes create a build up of static electricity. Therefore we recommend that the following measures are taken to reduce the side effects of any electrostatic charge.

- Make sure that you operate the system within the recommended temperature and humidity conditions.
- Make use of antistatic mats where appropriate.
- If necessary, make use of an ionizer to reduce static charge build up in the room where the system is located.

Please contact your supplier for further information.

## Safety Precautions

- Only competent, trained personnel should operate this system. If non-trained personnel do operate this system, the manufacturer will not accept responsibility for any resulting accidents or injuries.
- Only skilled persons, who are aware of the risks involved, may open the protective covers.  
For safety reasons, the system will not function when the covers are open.
- Keep long hair, fingers, jewelry, etc. away from rotating and moving parts.
- The power connection must be easily accessible, preferably close to the system.  
For safety reasons, it is essential that the system is connected to a socket outlet that has a protective earth (ground) connection.
- Overcurrent protection in the equipment also relies on the branch circuit protection (max. 20 A).
- The following part(s) is (are) considered the equipment disconnect device(s):
  - Power supply cord plug or appliance coupler.



### CAUTION: DOUBLE POLE / NEUTRAL FUSING

(this means that after operating of the fuse, parts of the equipment that remain energized, might represent a hazard during servicing.)

## Country Specific Conditions

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### Denmark

In Denmark, certain types of Class 1 appliances may be provided with a plug that does not provide an adequate earth (ground) connection when inserted into a Danish socket outlet. Make sure the system has a good functioning connection that has protective earthing (the plug and socket outlet must match).

### Japan

- Establish an earth (ground) connection before connecting the mains plug to the power supply.
- First disconnect the power supply before removing the earth (ground) connection.

### Germany (if applicable)

This device is not intended for use in the direct field of view at visual display workplaces. To avoid incommoding reflections at visual display workplaces this device must not be placed in the direct field of view.

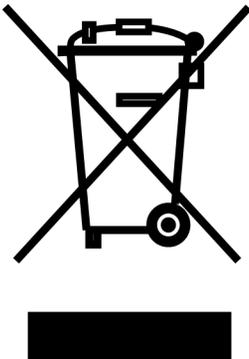
## End of Life

The objectives of the European Community's environment policy are, in particular, to preserve, protect and improve the quality of the environment, protect human health and utilize natural resources prudently and rationally. That policy is based on the precautionary principle and principles that preventive action should be taken, that environmental damage should as a priority be rectified at source.

Separating waste during collection is the precondition to ensure reuse and recycling of waste. The proper disposal of electrical or electronic equipment is necessary to achieve the chosen level of protection of human health and the environment in the European Community.

More particularly, certain materials and components of waste electrical and electronic equipment need special treatment as improper handling or disposal on or into land, water or air would represent a major threat to the environment and human health.

In order to facilitate collection and treatment separated from normal domestic waste, electrical and electronic equipment is marked with the following logo:



Do not mix with normal domestic waste.  
Please use the subjoined return or collection system dedicated to electrical and electronic waste.

Equipment produced after August 13, 2005

By law, not only are you not allowed to dispose of the waste equipment via other waste channels, but we encourage you to actively contribute to the success of such collection and to the common good and better quality of life of present and future generations. For more information on the correct disposal of this product, please contact your local service organization.

## FCC Classification

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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.

Note: this equipment has been tested and found to comply with the limits for class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with this instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.