

# Xerox® WorkCentre® 5019/5021 User Guide Safety Addendum

NOTE: This document supersedes the Safety section in the Xerox® WorkCentre® 5019/5021 User Guide.



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# Contents

## Safety Addendum

Notices and Safety .....	1-1
Safety Labels and Symbols.....	1-2
Operational Safety Information.....	1-3
Electrical Supply.....	1-3
Ozone Safety Information .....	1-5
Consumables Information .....	1-6
Product Safety Certification.....	1-6
Basic Regulations .....	1-7
United States (FCC Regulations).....	1-7
Copy Regulations .....	1-11
United States .....	1-11
Canada .....	1-12
Other Countries .....	1-13
Material Safety Data .....	1-14
Product Recycling and Disposal .....	1-15
USA & Canada .....	1-15
European Union .....	1-15
Energy Program Compliance .....	1-17
All Markets.....	1-17
Environment, Health and Safety (EH&S) Contact Information.....	1-18



# Safety Addendum

# 1

## Notices and Safety

Please read the following instructions carefully before operating the machine. Refer to them as needed to ensure the continued safe operation of your machine.

Your Xerox machine and supplies have been designed and tested to meet strict safety requirements. These include safety agency evaluation and certification, and compliance with electromagnetic regulations and established environmental standards.

The safety and environmental testing and performance of this machine have been verified using Xerox materials only.

 **WARNING:** Unauthorized alterations, which may include the addition of new functions or connection of external machines, may impact the machine certification. Please contact your Xerox representative for more information.

## Safety Labels and Symbols

All warnings and instructions marked on or supplied with the machine should be followed.



This WARNING alerts users of the machine where there is a possibility of personal injury.



This WARNING alerts users to areas of the machine where there are heated surfaces, which should not be touched.



This WARNING alerts users not to perform unauthorized actions that may result in hazardous light exposure.

# Operational Safety Information

Your Xerox machine and supplies have been designed and tested to meet strict safety requirements. These include safety agency examination, approval and compliance with established environmental standards. To ensure the continued safe operation of your Xerox machine, follow these safety guidelines at all times.

## Electrical Supply

This section provides important electrical supply safety information that you should read before installing or using the device.

Read the information in these sections that follow:

- Power Outlet Electrical Safety
- Power Cord Electrical Safety
- Laser Safety Information
- Device Safety
- Emergency Power Off
- Disconnect Device

## Power Outlet Electrical Safety

This device must be operated from the type of electrical supply indicated on the data plate label located on the rear cover of the device. If you are not sure that your electrical supply meets the requirements please consult your local power company or a licensed electrician for advice.

The electrical supply outlet should be installed near the device and should be easily accessible.



Protective earth (ground) symbol.

**⚠ WARNING:** This device must be connected to a protective earth circuit. This device is supplied with a plug that has a protective earth pin. This plug will only fit into an earthed electrical outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact a licensed electrician to replace the outlet. Always connect the device to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician. Improper connection of the device-grounding connector can result in electrical shock.

## Power Cord Electrical Safety

- Use the power cord supplied with this device.
- Plug the power cord directly into a grounded electrical outlet. Do not use an extension cord. If you do not know whether or not an outlet is grounded, consult a qualified electrician.
- Do not place this device where people might step on or trip on the power cord.
- Do not place objects on the power cord.

## Laser Safety Information



**WARNING:** Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous light exposure.

With specific regard to laser safety, the device complies with performance standards for laser products set by government, national and international agencies as a Class 1 laser product. It does not emit hazardous light, as the beam is totally enclosed during all phases of customer operation and maintenance.

## Device Safety

This device has been designed to provide operator access to safe areas only. Operator access to hazardous areas is restricted using covers or guards, which require a tool to enable removal. Never remove the covers or guards that protect hazardous areas.

### Device Safety - Do These

- Always follow all warnings and instructions that are marked on or supplied with the device.
- Before cleaning this device, unplug the device from the electrical outlet. Always use materials specifically designated for this device, the use of other materials may result in poor performance and create a hazardous situation.
- Always exercise care when moving or relocating the device. Please contact your local Xerox dealer to arrange relocation of the device to a location outside of your building.
- Always locate the device on a solid support surface (not on plush carpet) that has adequate strength to support the weight of the machine.
- Always locate the device in an area that has adequate ventilation and room for servicing.
- Always unplug this device from the electrical outlet before cleaning.

#### Note

Your Xerox device is equipped with an energy saving function to conserve power when the device is not in use. The device may be left on continuously.

### Device Safety - Do Not Do These



**WARNING:** Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment.

- Never use a ground adapter plug to connect the device to a power outlet that lacks a ground connection terminal.

- Never attempt any maintenance function that is not specifically described in this documentation.
- Never obstruct ventilation openings. They are provided to prevent overheating.
- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.
- Never locate the machine near a radiator or any other heat source.
- Never push objects of any kind into the ventilation openings.
- Never override or "cheat" any of the electrical or mechanical interlock devices.
- Never place this device where people might step on or trip on the power cord.
- This device should not be placed in a room unless proper ventilation is provided.

Please contact your local Authorized dealer for further information.

## Emergency Power Off

If any of the following conditions occur, turn off the device immediately and disconnect the power cable(s) from the electrical outlet(s). Contact an authorized Xerox Service Representative to correct the problem:

- The device emits unusual odors or makes unusual noises.
- The power cable is damaged or frayed.
- A wall panel circuit breaker, fuse, or other safety device has been tripped.
- Liquid is spilled into the machine.
- The machine is exposed to water or another liquid.
- Any part of the device is damaged.

## Disconnect Device

The power cable is the disconnect device for this device. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the device, disconnect the power cable from the electrical outlet.

## Ozone Safety Information

This device will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Providing the correct environmental parameters as specified in the Xerox installation procedure will ensure that the concentration levels meet safe limits.

If you need additional information about ozone, please request the Xerox publication Ozone by calling 1-800-828-6571 in the United States and Canada. In other markets please contact your authorized local dealer or Service Provider.

## Maintenance Information

 **WARNING:** Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment.

- Any operator device maintenance procedures will be described in the user documentation supplied with the device.
- Do not carry out any maintenance on this device which is not described in the customer documentation.
- Use supplies and cleaning materials only as directed in the user documentation.
- Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.

## Consumables Information

- Store all consumables in accordance with the instructions given on the package or container.
- Keep all consumables away from the reach of children.
- Never throw toner, print cartridges or toner containers into an open flame.

## Product Safety Certification

This device is Agency certified using these safety standards:

- UL60950-1 2nd Edition (USA/Canada)
- IEC/EN60950-1 2nd Edition

This device has been manufactured under a registered ISO9001 Quality system.

# Basic Regulations

Xerox has tested this device to electromagnetic emission and immunity standards. These standards are designed to mitigate interference caused or received by this device in a typical office environment.

## United States (FCC Regulations)

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

If this device does cause harmful interference to radio or television reception, which can be determined by turning the device off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiver.
- Increase the separation between the device and receiver.
- Connect the device into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/television technician for help.

Any changes or modifications not expressly approved by Xerox could void the user's authority to operate the device. To ensure compliance with Part 15 of the FCC rules, use shielded interface cables.

## Canada (Regulations)

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

## European Union

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



The CE mark applied to this device symbolizes Xerox's declaration of conformity with the following applicable Directives of the European Union as of the dates indicated:

- December 12, 2006: Low Voltage Directive 2006/95/EC. Approximation of the laws of the member states related to low voltage equipment.

- December 15, 2004: Electromagnetic Compatibility Directive 2004/108/EC. Approximation of the laws of the member states related to electromagnetic compatibility.
- March 9, 1999: Radio & Telecommunications Terminal Equipment Directive 1999/5/EC.

This device, if used properly in accordance with the user's instructions, is neither dangerous for the consumer nor for the environment.

To ensure compliance with European Union regulations, use shielded interface cables.

A signed copy of the Declaration of Conformity for this device can be obtained from Xerox.

## European Union Lot 4 Imaging Equipment Agreement Environmental Information

### Environmental Information Providing Environmental Solutions and Reducing Cost

#### Introduction

The following information has been developed to assist users and has been issued in relation to the European Union (EU) Energy Related Products Directive, specifically the Lot 4 study on Imaging Equipment. This requires manufacturers to improve environmental performance of in scope products and supports the EU action plan on energy efficiency.

In scope products are Household and Office equipment that meet the following criteria.

- Standard monochrome format products with a maximum speed less than 66 A4 images per minute
- Standard color format products with a maximum speed less than 51 A4 images per minute

#### Environmental Benefits of Duplex Printing

Most Xerox products have duplex printing, also known as 2-sided printing, capability. This enables you to print on both sides of the paper automatically, and therefore helps to reduce the use of valuable resources by reducing your paper consumption. The Lot 4 Imaging Equipment agreement requires that on models greater than or equal to 40 ppm color or greater than or equal to 45 ppm monochrome the duplex function has been auto enabled, during the setup and driver installation. Some Xerox models below these speed bands may also be enabled with 2-sided printing settings defaulted on at the time of install. Continuing to use the duplex function will reduce the environmental impact of your work.

#### Paper Types

This product can be used to print on both recycled and virgin paper, approved to an environmental stewardship scheme, which complies with EN1 2281 or a similar quality standard. Lighter weight paper (60 g/m<sup>2</sup>), which contains less raw material and thus save resources per print, may be used in certain applications. We encourage you to check if this is suitable for your printing needs.

However, should you require simplex/1-sided printing, you may change the print settings in the printer driver.

## ENERGY STAR

### Power Consumption and Activation Time

The amount of electricity a product consumes depends on the way the device is used. This product is designed and configured to enable you to reduce your electricity costs. After the last print it switches to Ready mode. In this mode it can print again immediately if required. If the product is not used for a period of time, the device switches to a Power Save Mode. In these modes, only essential functions remain active in order to enable reduced product power consumption.

Upon exiting from Power Save Mode, the first print will take slightly longer than in Ready mode. This delay is the result of the system "waking up" from Power Save mode and is typical of most imaging products on the market.

If you wish to set a longer Activation Time or would like to completely deactivate the Power Save Mode, please consider that this device may then only switch to a lower energy level after a longer period of time or not at all.

To learn more about Xerox participation in sustainable initiatives, please visit our website at:

[www.xerox.com/about-xerox/environment/enus.html](http://www.xerox.com/about-xerox/environment/enus.html)

## Germany

### Blendschutz

Das Gerät ist nicht für die Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen. Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

### Lärmemission

Maschinenlärminformations-Verordnung<sup>3</sup> . GPSGV: Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäß EN I S 0 7779.

### Importeur

Deutschland  
Xerox GmbH  
Hellersbergstraße 2-4  
41460 Neuss

## Turkey RoHS Regulation

In compliance with Article 7 (d). We hereby certify:

- "It is compliant with the EEE Regulation."
- "EEE yönetmeligine uygundur"

## Canada

This device has been tested to and is compliant with CS03 Issue 9 Amendments 1, 2, and 3. This product meets the applicable Industry Canada technical specifications.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this device, or device malfunctions, may give the telecommunications company cause to request the user to disconnect the device.

Users should make sure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe systems, if present, are connected together. This precaution may be particularly important in rural areas.

 **CAUTION:** Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

# Copy Regulations

## United States

Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or Securities of the United States Government, such as:
  - Certificates of Indebtedness
  - National Bank Currency
  - Coupons from Bonds
  - Federal Reserve Bank Notes
  - Silver Certificates
  - Gold Certificates
  - United States Bonds
  - Treasury Notes
  - Federal Reserve Notes
  - Fractional Notes
  - Certificates of Deposit
  - Paper Money
  - Bonds and Obligations of certain agencies of the government, such as FHA, and so on.
  - Bonds (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)
  - Internal Revenue Stamps. If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.
  - Postage Stamps, canceled or uncanceled. For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75 % or more than 150 % of the linear dimensions of the original.
  - Postal Money Orders
  - Bills, Checks, or Draft of money drawn by or upon authorized officers of the United States.
  - Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.
  - Adjusted Compensation Certificates for Veterans of the World Wars.
2. Obligations or Securities of any Foreign Government, Bank, or Corporation.
3. Copyrighted materials, unless permission of the copyright owner has been obtained or the reproduction falls within the "fair use" or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.
4. Certificate of Citizenship or Naturalization. Foreign Naturalization Certificates may be photographed.
5. Passports. Foreign Passports may be photographed.

6. Immigration papers.
7. Draft Registration Cards.
8. Selective Service Induction papers that bear any of the following Registrant's information:
  - Earnings or Income
  - Court Record
  - Physical or mental condition
  - Dependency Status
  - Previous military service
9. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasure, and so on. (Unless photograph is ordered by the head of such department or bureau.)  
Exception: United States military discharge certificates may be photographed.
10. Reproducing the following is also prohibited in certain states:
  - Automobile Licenses
  - Drivers' Licenses
  - Automobile Certificates of Title

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

## Canada

Parliament, by stature, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Current bank notes or current paper money.
2. Obligations or securities of a government or bank.
3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queens Printer for Canada, or the equivalent printer for a province).
6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof.
9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

## Other Countries

- Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions.
- Currency notes
- Bank notes and checks
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

# Material Safety Data

For Material Safety Data information regarding your printer, go to:

North America: [www.xerox.com/msds](http://www.xerox.com/msds)

European Union: [www.xerox.com/environment\\_europe](http://www.xerox.com/environment_europe)

For the Customer Support Center phone numbers, go to: [www.xerox.com/office/worldcontacts](http://www.xerox.com/office/worldcontacts)

# Product Recycling and Disposal

## USA & Canada

Xerox operates a worldwide equipment take back and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox device is part of the program. For more information about Xerox environmental programs, visit [www.xerox.com/environment.html](http://www.xerox.com/environment.html).

If you are managing the disposal of your Xerox device, please note that the device may contain lead, mercury, Perchlorate, and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the device was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: <http://www.eiae.org/>.

## European Union

### WEEE Directive 2002/96/EC

#### Product Recycling and Disposal (EU Professional/Business Environment)



Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures. In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

#### (EU Battery Directive)



These symbols on the products, and/or accompanying documents mean that used electrical and electronic products and batteries should not be mixed with general household waste.

For proper treatment, recovery and recycling of old products and used batteries, please take them to applicable collection points, in accordance with your national legislation and the Directive 2002/96/EC and 2006/66/EC.

By disposing of these products and batteries correctly, you will help to save valuable resources and prevent any potential negative effects on human health and the environment which could otherwise arise from inappropriate waste handling.

For more information about collection and recycling of old products and batteries, please contact your local municipality, your waste disposal service or the point of sale where you purchased the items. Penalties may be applicable for incorrect disposal of this waste, in accordance with national legislation.

### **For Business Users in the European Union**

If you wish to discard electrical and electronic equipment, please contact your dealer or supplier for further information.

### **Information on disposal in other countries outside the European Union**

These symbols are only valid in the European Union. If you wish to discard these items, please contact your local authorities or dealer and ask for the correct method of disposal.



#### **Note for the Battery Symbol**

This wheeled bin symbol may be used in combination with a chemical symbol. This establishes compliance with the requirements set out by the Directive.

# Energy Program Compliance

## All Markets

### ENERGY STAR

The ENERGY STAR program is a voluntary scheme to promote the development and purchase of energy efficient models, which help to reduce environmental impact. Details on the ENERGY STAR program and models qualified to ENERGY STAR can be found at the following website:

[www.energystar.gov/index.cfm?fuseaction=find\\_a\\_product.showProductGroup&pgw\\_code=IEQ](http://www.energystar.gov/index.cfm?fuseaction=find_a_product.showProductGroup&pgw_code=IEQ)

As an ENERGY STAR® partner, Xerox Corporation has determined that this device meets the ENERGY STAR guidelines for energy efficiency.



The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks. The ENERGY STAR Office Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machines, personal computers, and monitors. Reducing device energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox ENERGY STAR equipment is preset at the factory, to switch to Power Save Mode after a preset time following the last copy/print out. The default time set for the WorkCentre 5019/5021 is 2 minutes. A more detailed description of this feature can be found in the User Guide. Refer to System Setup for instructions on how to change the Power Save setting.

## Environment, Health and Safety (EH&S) Contact Information

For more information on Environment, Health, and Safety in relation to this Xerox device and supplies, please contact the following customer help lines:

USA: 1-800 828-6571

Canada: 1-800 828-6571

Europe: +44 1707 353 434

Device safety information is also available on the Xerox website:

[www.xerox.com/about-xerox/environment](http://www.xerox.com/about-xerox/environment)



