

# Xerox<sup>®</sup> CiPress<sup>™</sup> 325 / 500 Production Inkjet System

## Safety and Certifications Guide



©2012 Xerox Corporation. All rights reserved. XEROX®, XEROX® and Design and CiPress™ and FreeFlow® are trademarks of Xerox Corporation in the United States and / or other countries.

Document Version 1.0 (May 11, 2012).

BR3163

# Table of Contents

<b>1 General Safety Information.....</b>	<b>1-1</b>
Safety Labels and Symbols.....	1-1
Electrical.....	1-3
Operational.....	1-3
Maintenance.....	1-5
Consumables.....	1-6
Machine Installation.....	1-6
Laser Information.....	1-7
Lockout / Tagout Information.....	1-7
Shutting Off and Purging Air From the CiPress™.....	1-9
Emergency Stop (of the Web).....	1-10
Emergency Power Off (of the CiPress™).....	1-12
Emergency Power Off (of the FreeFlow® Print Server).....	1-13
<b>2 Basic Regulations.....</b>	<b>2-1</b>
United States (FCC Regulations).....	2-1
Perchlorate Material.....	2-1
Safety Extra Low Voltage Approval.....	2-1
Canada.....	2-2
Turkey RoHS.....	2-2
<b>3 Legal Notices.....</b>	<b>3-1</b>
United States.....	3-1
Canada.....	3-2
<b>4 CiPress™ Recycling and Disposal (United States and Canada).....</b>	<b>4-1</b>
Disposal Process.....	4-1
<b>5 United States Export Regulations.....</b>	<b>5-1</b>
Ordinary Export Regulations.....	5-1
Supplementary Export Regulations.....	5-1
<b>6 European Union Specific Information.....</b>	<b>6-1</b>
General Information.....	6-1
Certifications.....	6-1
Information for Users on the Collection and Disposal of Old Equipment and Used Batteries.....	6-2
Battery Symbol Information.....	6-3
Battery Removal or Replacement.....	6-3

Table of Contents

Information on Disposal for Other Countries Outside of the European Union.....	6-3
<b>7 Xerox Environmental, Health, Safety and Sustainability Contact Information.....</b>	<b>7-1</b>

# General Safety Information

The CiPress™ (also referred to as equipment, it, product or apparatus in some regulatory and country-specific statements) and the recommended supplies (consumables) are designed and tested to meet strict safety requirements. These include safety agency approval and compliance to established environmental standards. Read the following instructions carefully before operating the CiPress™, and refer to them as needed to ensure the continued safe operation of your CiPress™.

## Note

The safety testing and performance of the CiPress™ have been verified using Xerox or Xerox approved materials only.

The CiPress™ is safety certified by TUV Rheinland of North America, Inc. to the following standards:

- UL 60950-1 / CSA C22.2, No. 60950-1 (USA / Canada)
- IEC 60950-1 (CB Scheme)

## Safety Labels and Symbols

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

### **Warning**

This symbol alerts users to areas of the CiPress™ where there are heated or hot surfaces which should not be touched.



## General Safety Information

### **Warning**

This symbol alerts users to areas of the CiPress™ which contain high voltages.



### **Warning**

This symbol alerts users to areas of the CiPress™ where they should not put their hands.



### **Warning**

This symbol alerts users to areas of the CiPress™ which require special attention to avoid the possibility of personal injury or damage to the equipment.



### **Warning**

This symbol alerts users to areas of the CiPress™ that are pinch points.



## Electrical

 **Warning**

The CiPress™ shall be operated from the type of electrical supply indicated on the data plate label. If you are not sure that your electrical supply meets the requirements, consult a licensed electrician for advice.

 **Warning**

Do not override or disable electrical or mechanical interlock devices.

 **Warning**

Do not push objects into slots or openings on the CiPress™. Electrical shock or fire may result.

 **Caution**

In case of emergency, be familiar with all third-party equipment safety information. This includes pre-processing devices, post-processing devices, air compressors and Thermal Controllers.

 **Caution**

Know the locations of all Emergency Stop Switches on the CiPress™ and how to use them (see the [Emergency Stop \(of the Web\)](#) section for more information).

 **Caution**

Know the locations of circuit breakers on the wall and how to use them in case the CiPress™ is not accessible due to an emergency.

 **Caution**

Contact service if any unusual conditions are observed with the CiPress™.

## Operational

The CiPress™ has been designed to provide operator access only to areas free from hazards.

 **Warning**

Do not attempt any maintenance tasks not outlined in documentation or training unless otherwise directed.

 **Warning**

Do not remove covers or guards that are fastened with screws.

## General Safety Information

 **Warning**

Ensure the CiPress™ is properly ventilated. Operating the CiPress™ for a long time period or making a large volume of prints at one time may degrade the work environment if the room is not well ventilated.

 **Warning**

Avoid contact with Spreader Agent with eyes and mouth. If the Spreader Agent gets on your skin during replacement, immediately wash it off. If the Spreader Agent gets into your eyes or mouth, consult a doctor immediately.

 **Warning**

Do not push objects of any kind into slots or openings.

 **Warning**

Do not override or disable any of the electrical or mechanical interlock devices.

 **Warning**

Do not touch a labeled area on or near the heater to avoid injuries or burns.

 **Warning**

Do not try to alter the CiPress™ configuration, or modify any parts. An unauthorized modification can cause smoke or fire.

 **Warning**

Do not allow debris (metal or liquid) to get into the CiPress™. If this should occur, switch off the CiPress™. Use the CiPress™ power off procedure located in the Customer Help if possible. If the CiPress™ must be powered off immediately, see the [Emergency Power Off \(of the CiPress™\)](#) section for the appropriate procedure. Operating a debris-contaminated CiPress™ can cause fire or electric shocks.

 **Warning**

Do not place any liquid containers or metal parts such as staples or clips on the CiPress™. If liquid, metal or flammable parts get into the CiPress™, they can short circuit internal components, and cause fire or electric shocks.

 **Warning**

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

 **Warning**

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 unless directed.



# Maintenance

 **Warning**

When performing maintenance tasks above shoulder height, always use the step platform shipped with the CiPress™.

 **Warning**

Do not place the step platform on a slippery or uneven surface, over water supply hoses, tools, or other materials. Never attempt to raise the step platform by placing it on any other materials or objects. To prevent personal injury from a fall, ensure that the step platform is stable and will not move.

 **Warning**

When performing maintenance tasks at the rear of the CiPress™, the water supply hoses could present a tripping hazard.

 **Warning**

Do not allow water to remain on floors or work surfaces in the immediate proximity of the CiPress™ while performing maintenance tasks. Water presents potential slip and shock hazards that could result in serious personal injury. Ensure that the work surface surrounding the CiPress™ is dry before performing any maintenance actions.

 **Warning**

Use supplies and cleaning materials only as directed.

 **Warning**

Store all consumables as directed and place any used parts securely in the box or container that held the new part.

 **Warning**

Always ensure that lighting is adequate before performing maintenance tasks.

 **Warning**

Remove any jewelry, necklaces, watches or bracelets prior to performing maintenance tasks.

 **Warning**

Wear appropriate footwear while performing maintenance tasks. For example, avoid wearing open-toed shoes or sandals.

 **Warning**

Wear safety glasses while performing maintenance tasks.

## General Safety Information

### **Warning**

Wear appropriate electrostatic discharge equipment immediately prior to and while changing Print Heads.

### **Warning**

Keep clear of the web while it is in motion.

### **Warning**

Do not attempt to move rolls of paper without proper training from third-party device manufacturers.

## Consumables

Store all consumables for the CiPress™ in accordance with the instructions given on the package or container. Keep all consumables away from the reach of children.

For material safety data information regarding the CiPress™, go to:

- North America: <http://www.xerox.com/msds>
- European Union: <http://www.xerox.co.uk/about-xerox/environment/policy/>

For customer support center phone numbers, go to:

<http://www.xerox.com/about-xerox/contact-us/>

### **Warning**

Do not throw Spreader Agent or a Spreader Agent container into an open flame.

### **Caution**

Only use Xerox-supplied or recommended consumables to avoid degraded print quality or possible damage to the CiPress™.

## Machine Installation

For detailed information regarding CiPress™ installation specifications, consult the Installation Planning Guide for the CiPress™ or contact a Xerox representative.

### **Caution**

Do not place the CiPress™ near heaters or volatile, flammable, or combustible materials that may catch fire, such as curtains.

### **Caution**

Do not attempt to relocate the CiPress™. Contact a Xerox representative.

### **Caution**

Ensure that an external heat exhaust vent is installed per documented specifications.

**!** **Caution**

Ensure that the CiPress™ is installed with a minimum space clearance from the wall or other obstructions. This distance is specified in the Installation Planning Guide for the CiPress™.

**!** **Caution**

Ensure that the CiPress™ is installed on a level surface that can adequately support the weight of the CiPress™ and its external components.

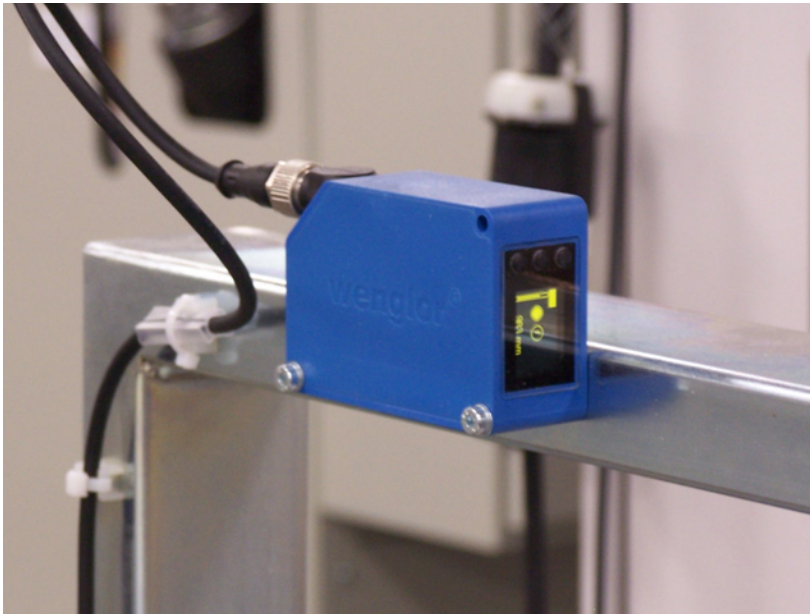
**!** **Caution**

Ensure that any third-party equipment used with the CiPress™ is installed, used, and maintained according to manufacturers specifications.

## Laser Information

**!** **Warning**

The Buffer Box Sensor should not be operated in any position other than its designed operating position. The Buffer Box Sensor emits a laser beam that could cause permanent damage to the eyes if viewed directly or viewed from a surface that reflects the laser beam.



## Lockout / Tagout Information

Lockout / Tagout (LOTO) is an industry-standard safeguard procedure designed to properly shut down power to the CiPress™ when repair, maintenance or service work needs to be performed. LOTO is a procedure that you may notice Xerox Service Personnel perform when they are on-site to service the CiPress™.

## General Safety Information

This safety procedure is designed to warn and prevent operators from operating the CiPress™ and being exposed to electrical or air pressure hazards. For the CiPress™, Xerox Service Personnel does the following:

1. Use the power off procedure in the Customer Help Information for CiPress™ to power off the CiPress™ which also shuts off the Thermal Controller(s).
2. Attach a lock (clamp) on the knife switches (two per CiPress™) to prevent their activation.

### Note

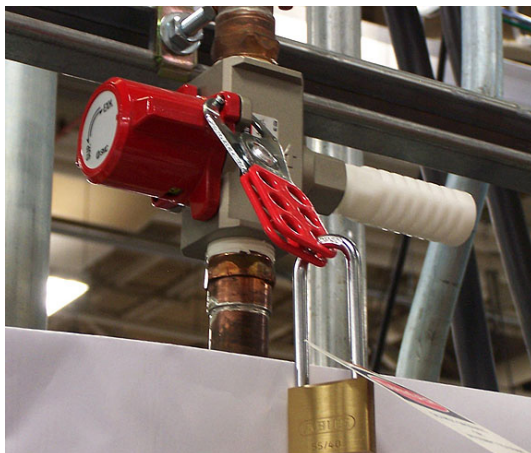
The lock has a tag affixed to it stating that the CiPress™ should not be powered on.



3. Close the air compressor valve coming from the main compressed air supply (one per CiPress™).
4. Attach a lock (clamp) on the air pressure valve (one per CiPress™) to prevent it from being activated.

### Note

The lock has a warning tag affixed to it stating that the valve should not be opened.



# Shutting Off and Purging Air From the CiPress™

Use the following procedure to shut off the flow of compressed air and to purge the air from the CiPress™.

 **Warning**

The air being purged is under pressure. Use caution when shutting off the flow of air.

1. Locate the compressed air supply shutoff valve and canisters.

**Note**

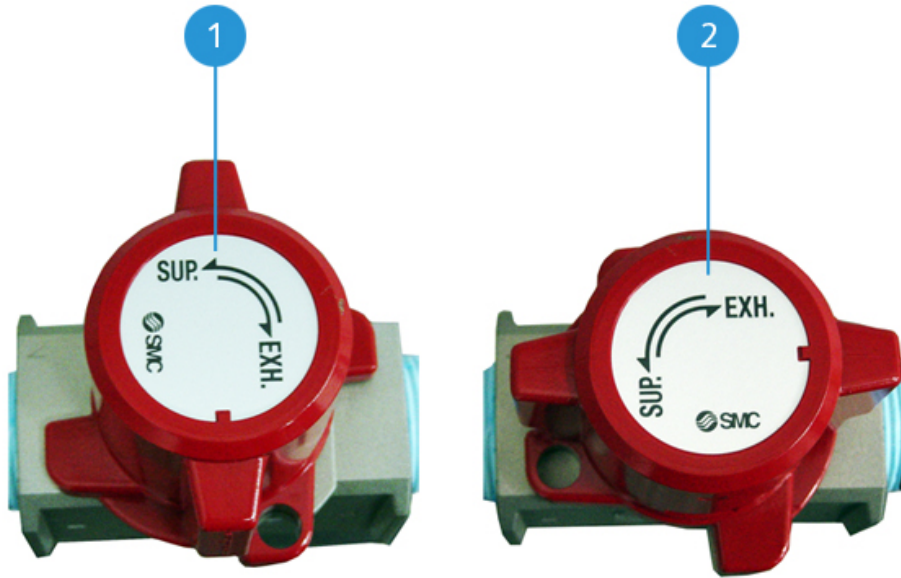
These are typically located near the CiPress™.

Figure 1. Compressed air supply shutoff valve and canisters



- 1 Air shut off valve location.
2. To shut off the flow of air, turn the shutoff valve **clockwise** 90 degrees and in the direction of the **EXH.** on the knob until it clicks into position.  
The flow of compressed air to the CiPress™ is stopped and any existing air in the Printer is purged through the relief valve.

Figure 2. Compressed air shut off valve on / off positions



- 1 The compressed air shut off valve in the **OFF** or **EXH.** position.
- 2 The compressed air shut off valve in the **ON** or **SUP.** position.

## Emergency Stop (of the Web)

Emergency Stop Switches are located throughout the CiPress™. When an Emergency Stop Switch is activated, any web traveling through the machine comes to a stop as quickly as possible. This is not an instantaneous process and may take several seconds. An alternate use of the Emergency Stop Switch is to assist with the web threading process.

### **Warning**

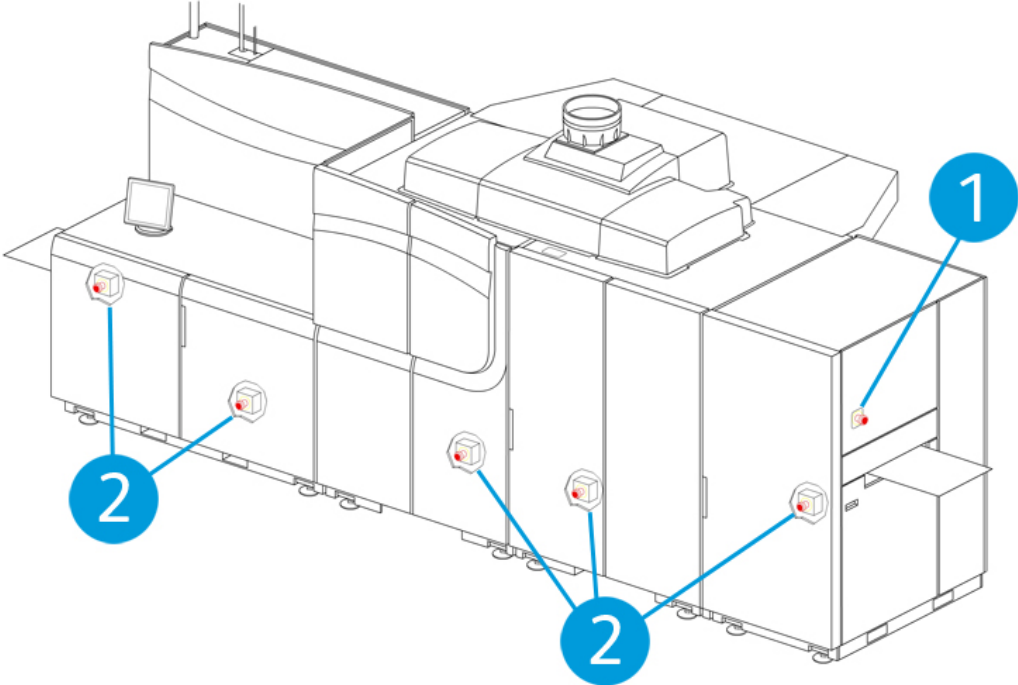
Activating an Emergency Stop Switch does not cut power to the equipment.

To recover from an emergency stop event:

1. Turn the reset switch in the direction indicated by the arrow.
2. Select **Reset** on the CiPress™ UI to clear the fault.

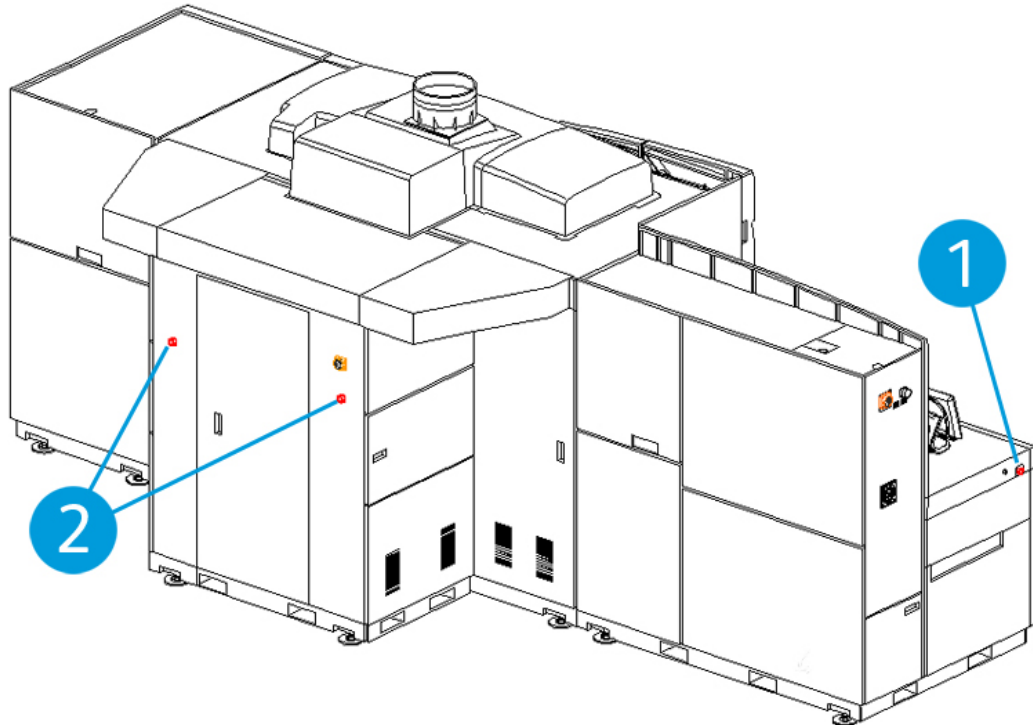
Note the locations of the Emergency Stop Switches and Power Switches on the CiPress™.

Figure 3. CiPress™ front right view



- 1 Emergency Stop Switch located on exterior of CiPress™.
- 2 Emergency Stop Switch located on interior of CiPress™.

Figure 4. CiPress™ rear right view Emergency Stop Switch locations



- 1 Emergency Stop Switch located on side of Outfeed Module.
- 2 Printer Power Switch located on upper rear of Power Module.

## Emergency Power Off (of the CiPress™)

### **Caution**

Only perform this procedure in an emergency as it may cause damage to powered components.

In case of emergency, become familiar with the following information:

- CiPress™ power on and power off procedures (located in Customer Help Information for CiPress™).
- The locations of and how to use Power Rotary Switches on the CiPress™.
- The locations of and how to use Emergency Stop Switches on the CiPress™.
- The locations of and how to use Electrical Service Disconnect Circuit Breakers and Knife Switches.
- How to disable the flow of compressed air to the CiPress™.

This procedure represents a best practice to ensure that the CiPress™ is safely powered off in an emergency situation.

1. Activate the nearest Emergency Stop Switch on the CiPress™.



2. Switch off the Electrical Service Disconnect Circuit Breakers for the CiPress™ (typically located on a wall or fixture near the CiPress™).
3. Switch off any third-party devices such as air compressors connected to the CiPress™.

## Emergency Power Off (of the FreeFlow® Print Server)

### **Caution**

Only perform this procedure in an emergency as it may cause damage to powered components.

In case of emergency, become familiar with the following information:

- FreeFlow Print Server power on and power off procedures (located in Customer Help Information for CiPress™).
- The locations of and how to use Electrical Service Disconnect Circuit Breakers and Knife Switches connected to the FreeFlow Print Server.

The FreeFlow Print Server controllers are housed in a server rack. If a situation arises where the FreeFlow Print Server must be powered off immediately, turn off any Electrical Service Disconnect Circuit Breakers or the Knife Switch (if used) connected to the FreeFlow Print Server.

## General Safety Information

# 2

## Basic Regulations

### United States (FCC Regulations)

The CiPress™ has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the Federal Communications Commission (FCC) Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. The CiPress™ generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of the CiPress™ 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. Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the user's authority to operate the CiPress™.

 **Warning**

Shielded cables must be used with the CiPress™ to maintain compliance with FCC regulations.

### Perchlorate Material

The CiPress™ may contain one or more perchlorate-containing devices such as batteries. Special handling may apply. See <http://www.dtsc.ca.gov/hazardouswaste/perchlorate>.

### Safety Extra Low Voltage Approval

The CiPress™ is in compliance with various governmental agencies and national safety regulations. All CiPress™ ports meet the Safety Extra Low Voltage (SELV) circuits for connection to customer-owned devices and networks. Additions of customer-owned or third-party accessories that are attached to the CiPress™ must meet or exceed the requirements previously listed. All modules that require external connection must be installed per the installation procedure

## Canada

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.

## Turkey RoHS

In compliance with Article 7(d), we hereby certify: It is in compliance with the EEE Regulation. EEE yönetmeliğine uygundur

# Legal Notices

## 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.

- Obligations or Securities of the United States Government such as:
  - Certificates of Indebtedness
  - Coupons from Bonds
  - Silver Certificates
  - United States Bonds
  - Federal Reserve Notes
  - Certificates of Deposit
  - Postal Money Orders
  - National Bank Currency
  - Federal Reserve Bank Notes
  - Gold Certificates
  - Treasury Notes
  - Fractional Notes
  - 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 black and white and is less than 75 % or more than 150 % of the linear dimensions of the original).

## Legal Notices

- 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.

## Canada

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

- Current bank notes or current paper money.
- Obligations or securities of a government or bank.
- Exchequer bill paper or revenue paper.
- 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.
- Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).
- 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.
- 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.
- Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the reproduction falsely purports to be a certified copy thereof.
- Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

# 4

## CiPress™ Recycling and Disposal (United States and Canada)

If you are managing the disposal of your CiPress™, note that the CiPress™ contains lamp(s) with mercury, and may contain lead, perchlorate, and other materials whose disposal may be regulated due to environmental considerations. The presence of lead, mercury, and perchlorate is fully consistent with global regulations applicable at the time that the CiPress™ was placed on the market.

Xerox operates a worldwide equipment take back and reuse / recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether the CiPress™ is part of the program. For more information about Xerox environmental programs, visit [www.xerox.com/environment](http://www.xerox.com/environment). For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Telecommunications Industry Association (TIA) website at <http://www.tiaonline.org/>.

### Disposal Process

Xerox supports waste-free practices under the hierarchy of, “reduce, reuse, recycle.” We design products, packaging and supplies that make efficient use of resources, reuse materials where feasible and recycle what cannot be reused. Our supplies recycling programs have kept millions of pounds of waste out of landfills.

- For more information on how to recycle your used supply items, go to <http://www.xerox.com/gwa>.
- For more information about Xerox Environmental Health, Safety, and Sustainability (EHS&S) practices, go to <http://www.xerox.com/environment>.

The CiPress™ uses waterless inks that are safe, non-toxic and not regulated as hazardous waste in the United States under 40 CFR 261 or in the European Union according to the Hazardous Waste Directives 91 / 689 / EC (as amended); European Waste Catalogue code 08 13 13. Consult with your local waste disposal authorities for additional information.

## CiPress™ Recycling and Disposal (United States and Canada)

For questions, call Xerox EHS&S in the United States at 1-800-828-6571. Contact your local Xerox representative outside of the United States.

Note that Print Heads must be returned to Xerox.

- If you are returning an end-of-life Print Head, go to <http://www.xerox.com/gwa>.
- If you are returning a Print Head for warranty processing and are located in North America, follow the instructions located at <http://www.xerox.com/CiPressPrintHeadWarranty>. For all other countries, speak to your Xerox service representative.



# 5

## United States Export Regulations

### Ordinary Export Regulations

Export of the CiPress™ is strictly limited in accordance with the Laws concerning Foreign Exchange and Foreign Trade and / or the export control regulations of the United States. The CiPress™ may be strictly limited to be exported in accordance with the laws of your country. If you wish to export the CiPress™, you must obtain all appropriate export licenses from the government of your country or its agency and / or re-export approval from the U.S. Government or its agency.

### Supplementary Export Regulations

If you know the CiPress™ is to be used, or was used for development, manufacturing or use of any mass destructive weapons including nuclear weapons, chemical weapons or biological weapons because of a dealing document such as a legal contract or information from the importer, you must obtain appropriate export licenses from the government of your country or its agency and / or re-export approval from the U.S. Government or its agency.



# 6

## European Union Specific Information

### General Information

The CiPress™ contains warning labels. These labels are intended for use by the Xerox Service Representative and are placed on or near panels or shields that require special tools for removal. Do not remove any of the panels. There are no operator serviceable areas inside these covers.

If you need additional safety information concerning the CiPress™ or Xerox-supplied materials, you may call the following number:

+44 (0) 1707 353434

The CiPress™ is safety certified by TUV Rheinland of North America, Inc. to the EC 60950-1, Second Edition standard.

### Certifications



The CE marking applied to the CiPress™ symbolizes the Xerox declaration of conformity with the following applicable Directives of the European Union as of the dates indicated:

December 12, 2006: Council Directive 2006 / 95 / EC as amended. Approximation of the laws of the member states related to low voltage equipment.

December 15, 2004: Council Directive 2004 / 108 / EC as amended. Approximation of the laws of the member states related to electromagnetic compatibility.

A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your authorized local dealer.

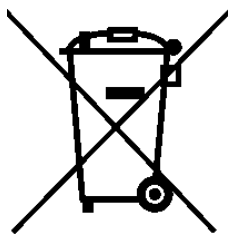
 **Warning**

- Changes or modifications to the CiPress™ not specifically approved by the Xerox Corporation may void the user's authority to operate the CiPress™.
- In order to allow the CiPress™ to operate in proximity to Industrial, Scientific, and Medical (ISM) equipment, the external radiation from the ISM equipment may have to be limited or special mitigation measures taken.
- This is a Class A product. In a domestic environment, the CiPress™ may cause radio frequency interference in which case the user may be required to take adequate measures.
- Shielded cables must be used with the CiPress™ to maintain compliance with Council Directive 2004 / 108 / EC.

## Information for Users on the Collection and Disposal of Old Equipment and Used Batteries

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, 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 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, 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.

## Battery Symbol Information

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

## Battery Removal or Replacement

Batteries should only be removed or replaced by a manufacturer approved service facility.

## Information on Disposal for Other Countries Outside of 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.



# 7

## Xerox Environmental, Health, Safety and Sustainability Contact Information

For more information on Xerox Environment, Health, Safety and Sustainability in relation to the CiPress™ and supplies, contact the following customer help lines:

USA: 1-800-828-6571

Canada: 1-800-828-6571

Europe: +44 1707 353 434

Other countries: Contact your local waste authorities and request disposal guidance.

Product safety information for CiPress™ is also available at  
<http://www.xerox.com/environment>.







