



Shipping & Mailing
Inserting

Safety Information

This document contains safety information related to the **Relay™ Inserting Systems (Models 2000 – 8000)**.

To avoid personal injury or damage to the equipment, familiarize yourself with proper procedures and methods before you install, operate or repair the system.

Follow these safety precautions whenever you use your inserting system:

- Use this equipment only for its intended purpose.
- Place the system close to an easily accessible wall outlet.
- Place the system in an accessible location to allow for proper venting of the equipment and to facilitate servicing.
- Use the AC power cord included with this device.
- Plug the AC power cord directly into a properly grounded wall outlet located near the equipment and easily accessible. Failure to properly ground the machine can result in severe personal injury and/or fire.
- The AC power cord is the primary means to disconnect this device from the AC power supply.
- DO NOT use an adapter plug on the line cord or wall outlet.
- DO NOT use a wall outlet controlled by a wall switch or one that is shared with other equipment.
- DO NOT remove the ground pin from the line cord.
- Improper storage and use of aerosol dusters or flammable aerosol dusters can cause an explosive-like condition that could result in personal injury and/or property damage.
- DO NOT route the power cord over sharp edges or trap it between pieces of furniture. Make sure there is no strain on the cord.
- Use only approved supplies.
- Never use aerosol dusters labeled flammable and always read instructions and safety precautions on the duster container label.

- Operation of this equipment without periodic maintenance will inhibit optimum operating performance and could cause the equipment to malfunction.
- If the unit becomes damaged, unplug it from the wall.
- Keep fingers, long hair, jewelry and loose clothing away from moving parts at all times.
- Always follow specific occupational safety and health standards for your workplace.
- Remove jammed material gently and carefully.
- To reduce the risk of fire or electrical shock, DO NOT attempt to remove covers or disassemble the control panel or its base. The cabinet encloses hazardous parts.
- Avoid touching moving parts or materials while the machine is in use. Before clearing a jam, be sure machine mechanisms come to a complete stop.
- Before operating the main inserting machine with this device, make sure the machine has been properly prepared and that any other personnel in the area are standing clear of the inserter.
- Immediately report to service any damaged or non-functioning components that renders the unit unsafe.
- DO NOT remove covers. Covers enclose hazardous parts that should only be accessed by properly trained service personnel.
- To prevent overheating, do not cover vent openings.
- DO NOT place lighted candles, cigarettes, cigars, etc., on the system.
- Immediately report to service any damaged or non-functioning components that renders the unit unsafe.
- *If you have a Stacker with an AC Adapter:*
 - Use the AC power adapter included with this device. Third party adapters may damage the device.
 - To protect against electrical shock, plug the AC adapter power cord into a properly grounded wall outlet.
 - DO NOT route the power cord for the AC adapter cable over sharp edges or trap it between furniture.
- *Contact Your System Supplier for:*
 - Supplies
 - Material Safety Data Sheets
 - If you should damage the unit
 - Required maintenance service schedule