

Local Operational Safety Regulations for the Use of Selected Electrical Appliances

Notice:

Failure to observe the warnings and instructions in the regulations may result in injury or damage!

Common safety instructions:

- Make sure the appliance is not damaged before use.
- For portable appliances, check that power cords and power supplies (transformers) are not damaged.
- Only use the appliance for the purpose for which it was manufactured!
- Use the control buttons and controls located on the appliance by the manufacturer to operate the appliance. It is forbidden to use other means and controls!

Refrigerators

- Make sure that the power cord does not come into contact with hot surfaces or water, as this could result in electric shock, fire or other health and property hazards.
- Do not switch on this appliance if the power supply cord or plug is damaged.
- Be careful not to block or obstruct the refrigerator vents.
- Do not place spray cans or containers containing flammable liquids inside the appliance.
- Do not put glass containers containing liquids in the freezer compartment, as they may break if frozen.
- Do not speed up defrosting of the refrigerator with mechanical tools or procedures other than those recommended by the manufacturer.
- Always disconnect the appliance from the power supply before changing the bulb.
- Do not store hazardous chemicals or mixtures in the refrigerator.
- Use the refrigerator only for the purpose for which it was manufactured.

Dishwashers

- Do not switch on this appliance if the power supply cord or plug is damaged.
- Make sure that the power cord does not come into contact with hot surfaces or water, as this could result in electric shock, fire or other health and property hazards.
- Detergents can cause chemical burns to the eyes, mouth, and throat. Life-threatening injuries may occur. Follow the safety instructions of the dishwasher detergent manufacturer.
- Make sure the dishwasher door is always closed, except when loading or unloading dishes.
- This will prevent someone from tripping over the open door and injuring themselves.
- Do not sit or stand on the open dishwasher door.
- Do not use any solvents in the dishwasher, they could cause an explosion.
- Place knives and other sharp-edged utensils in the cutlery basket, sharp side down, or place them horizontally in the upper basket.
- Use only products (detergents, salt, polishes) suitable for dishwashers.
- Do not open the door when the dishwasher is in operation, as hot steam may escape.
- Do not remove any dishes from the dishwasher until the wash cycle is complete.
- After use, disconnect the dishwasher from the power supply and turn off the water supply.
- If the appliance needs to be repaired, contact an authorised service technician.

Electric kettle

- Make sure the kettle is not damaged before use.
- Do not switch on this appliance if the power supply cord or plug is damaged.
- Make sure that the power cord does not come into contact with hot surfaces or water, as this could result in electric shock, fire or other health and property hazards.
- Do not operate the kettle if your hands are wet.
- Never operate the kettle if it has fallen or shows visible damage.
- Unconditionally pull out the power plug before each cleaning, after each use and in case of malfunctions during operation.
- High temperatures are generated during operation of kettles, which can lead to burns if the appliance is handled carelessly. Therefore, always grasp the appliance only by the handle provided for this purpose.
- Only fill the kettle to the maximum mark. Overfilling can lead to the splashing of boiling water.
- Only use the kettle to heat water. Never put food or food additives in it. Never heat milk or broths in it. Do not put objects in the kettle.
- Never use the appliance with the lid open, as this will prevent the automatic shut-off from working.
- Do not move the appliance during operation.
- Do not pour dangerous chemicals into the kettle, except for detergents intended for cleaning and maintenance of the kettle.

Microwave oven

- Make sure the oven is not damaged before use.
- Do not switch on this appliance if the power supply cord or plug is damaged.
- Make sure that the power cord does not come into contact with hot surfaces or water, as this could result in electric shock, fire or other health and property hazards.
- Do not heat, store, or use flammable materials inside or near the microwave oven. Smoke can cause a fire or explosion.
- Do not use the microwave to dry clothing, paper, spices, herbs, wood, fruit blossoms or other flammable material.
- If anything inside or outside the microwave oven catches fire, do not open the door and turn off the oven. Unplug the power cord from the socket.
- If you notice smoke, turn off the oven or unplug the power cord. Keep the door closed to smother the flames.
- Do not overheat food as it may ignite. Do not leave the microwave unattended, especially if paper, plastic, or other flammable materials are used in the cooking process. Paper could char or burn and some types of plastic could melt with the heat.
- Do not use the microwave oven for heat treatment of food or beverages in hermetically sealed containers. Increased pressure could damage the oven or cause an explosion when opened.

Computer (PC) + laptop

- Always install electrical appliances close to the socket and ensure that the socket is easily accessible.
- Place power cords out of the way. Do not place any objects on the power cords.

- Install the device on a stable surface. The device could fall off an unstable surface and cause injury to someone.
- Do not place the device in direct sunlight, on heating elements, or near other electrical appliances that draw a lot of current.
- PCs and their accessories often have outlets for cooling. Do not cover these openings to prevent the equipment from overheating.
- When connecting equipment, make sure that the power supply current matches the manufacturer's specifications.
- If you do not use your PC for several days, unplug it from the socket to prevent damage due to possible surge current in the mains.
- Protect your electrical appliance from moisture.
- Always unplug the appliance from the socket before cleaning. Do not use liquid or spray cleaners for cleaning, use a damp cloth.
- Never pour any liquids into the holes in the PC; this could cause a short circuit, fire, or electric shock.
- Keep the area around the PC clear of dust, smoke, and other debris.
- Never open, shake or drop the PC. It can only be opened by a qualified technician for safety reasons.
- If one of the following things happens, have the PC inspected by a professional:

- a) The power cord, power supply or plug has been damaged.
- b) Liquid has entered the device.
- c) The equipment has been exposed to high humidity.
- d) The equipment does not operate well or the unit cannot be brought into operation as instructed in the instruction manual.
- e) The unit has been dropped and damaged.
- f) The equipment shows obvious signs of damage.

ATTENTION!!! Opening the CD/DVD or turning the optical (or laser) mouse against your face may result in laser radiation. Avoid direct contact with the ray.

Switching on the device: press the power switch of the device

Switching off the device

- a) End all tasks,
- b) Press the START button --> shut down or press the power switch,
- c) If the computer does not respond, hold the power switch for about 10 seconds.

Data projector

- Do not look directly into the projector lens while the projector is in operation. The intense light beam could damage your eyesight.
- Do not make any repairs to the DP, report malfunctions to the IT department.
- Always open the lens shutter or remove the lens cap when the projector lamp is on.
- Do not cover the projector (including the lens) with any objects during operation, as this could cause a fire.
- Do not place this product on an unstable cart, stand, or table, as the projector may fall, causing serious damage to the projector.
- During operation of the projector, you may notice a stream of warm air and a slight odour coming from the projector's ventilation grille. This phenomenon is perfectly normal and does not indicate a malfunction of the unit.
- Do not install this projector in any of the following environments:

- a) Spaces with insufficient ventilation or space constraints. Ensure that the projector is placed at least 50 cm from the walls and that air flows freely around the projector.
- b) Places where the ambient temperature may be too high (over 40 C).
- c) Places where excessive moisture, dust or cigarette smoke may contaminate the optical components, and thus shorten the life of the projector and cause darkening of the image.
- d) Locations near fire detectors.

- Do not block the ventilation outlets of the projector.
- Do not place any flammable objects or liquids near the projector. If moisture or any liquid gets into the projector, unplug the projector from the socket and ask the IT department to repair the projector.
- During operation, the projector must stand on a horizontal surface without unevenness. Using a projector that is not completely in a horizontal position may cause the projector to malfunction or damage the lamp.
- Do not position the projector upright in a vertical direction; this could cause the projector to tip over, resulting in personal injury or damage to the unit.

To switch on the device: switch on the wall switch and press the power switch on the projector or the remote control to the projector

To switch off the device - press two times the power switch on the projector or the remote control to the projector and switch off the wall switch after about 5 minutes (after the lamp in the projector has cooled down, time varies depending on the type).

Shredding machine

During operation, the shredding machine must stand on a horizontal surface without unevenness.

To switch on the machine: press the power switch on the shredder.

The shredder is under voltage and the actual shredding of the inserted papers is switched on automatically.

When inserting papers, follow the instructions given by the graphic markings on the top of the shredder. Shred the papers without staples or metal parts.

Warning:

- Only some shredders can shred sheets of papers stapled together. If a thicker metal object is inserted into the machine, the machine may be damaged.
- When shredding, make sure that ties, scarves, and other loose articles of clothing do not enter the shredder. It may damage clothing and strangle the person whose tie or scarf gets into the machine.

To switch off the machine - switch off the power switch on the shredder.

Printer + scanner

- Use the supplied power cord only for this machine and NEVER use it for other devices.
- Make sure that the power cord is not scratched, abraded, twisted, bent, or subjected to heavy objects or heat.
- Consult your IT department before connecting other devices to the same power outlet.
- Do not plug or unplug the power cord fork with wet hands.
- Do not place flower vases or other containers of water, metal clips or other small metal objects on

this product. Should a foreign object enter the equipment, turn off the power switch immediately, unplug the power cord from the socket and contact the IT department.

- Do not pull on the power cord when disconnecting. Pulling on the power cord may damage the cord.
- Make sure that no objects cover the ventilation outlets of the product.
- Do not use flammable sprays, liquids, or gases near the product.
- There are high temperature areas inside this device. When looking for defects inside the unit, such as paper jams, do not touch areas (fixing unit area, etc.) marked with the "Caution, High Temperature" warning label.

Switching on the device

Switch the power switch to the "I" position. The button indicator (start) will light up orange and the message "WAIT, PLEASE!" or "HEATING UP" will light up on the display.

The copier and scanner can only be used after the message "READY TO COPY/SCAN" or "EQUIPMENT READY TO USE" or "CAN COPY/SCAN" and similar instructions show up.

Notice:

When copying and scanning, a high-intensity light source is used inside the machine. Do not look into the light, there is a risk of eye damage!

Switching off the device

- a) Check that all the tasks have been completed.
- b) Switch the power switch to the "O" position.