

# PAPER SHREDDER INSTRUCTION MANUAL



## STANDARD PRODUCT WARRANTY

**Quality** is part of the company philosophy and all products are manufactured to the highest quality standards. All technical data and measurements are approximate values and based upon single shift operations. All products are subject to different limits and specifications due to operation length, paper size, grain, weight, misuse/abuse and power configurations.

Prior to operation read the Manufacturer's Operating Instructions included with this product. This will help ensure all precautions are taken to avoid cancellation of the manufacturer's warranty.

**The manufacturer warrants that any new products sold will be free from defects in material and workmanship when used under specified and normal operating conditions. This warranty is void if repairs are necessitated by accidents, misuse, abuse, water damage or fire.**

The capabilities of all products are in each specification flier. Exceeding model specifications causing product failure is not covered by this warranty. Modifications, alterations and repairs must be performed by an authorized technician. Lubrication for cross cut shredders is required every fifteen to thirty minutes of operation, to maintain top working condition and this warranty.

### Compact Shredders

Parts to repair any failure caused by defect is limited to one (1) year from date of invoice. Labor to repair any failure caused by defect is limited to 180 days from date of invoice or warranty registration date.

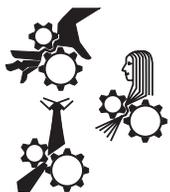
### NOTES:

- Freight or transportation damage is not classified as a warranty repair in any case.
- Proof of purchase invoice is required from the end-user for warranty validation or warranty registration date.
- All parts under warranty will be shipped and invoiced using standard costs and will be credited for the full amount only when the defective part is returned.
- IT IS RECOMMENDED THAT A MAINTENANCE AGREEMENT BE UTILIZED TO SUPPLEMENT ALL WARRANTIES.



### 3. Safety instructions

- Keep paper shredder out of the reach of children. If the shredder is damaged or does not function properly, switch the device off, pull out the power plug and inform our service engineers.
- This paper shredder should never be placed near or over a radiator or heat source. The ventilation slots must not be blocked or covered.
- Make sure the power plug is easily accessible. Before plugging in the power plug, check that the voltage and frequency of your local power supply correspond to those stated on the type plate.
- Before changing the location or cleaning **turn off and unplug the paper shredder!**



#### **Risk of injury!**

Do not reach into the paper feed slot.

#### **Risk of injury by pulling in!**

Keep long hair, loose articles of clothing, ties, scarves, jewelry etc. away from feed opening. Material with the tendency to form loops, e.g. tapes, strapping material, etc. must not be shredded.

### 4. Putting into operation

#### Switching the paper shredder on

- Press rocker switch pos. 1.
- Rocker switch locks in.

#### Feed paper



- See “Technical data” for sheet capacity.
- Automatic start stop control starts the cutting system automatically
- Paper is pulled into cutting system and cut. When the paper feeding opening is free again, the cutting system automatically switches off.

#### Switching paper shredder off

- Tap rocker switch pos. 2.
- Switch resets to zero position.

### 5. Troubleshooting

**Paper jam** You have fed in too much paper.

#### **Caution!**

*Do not press rocker switch alternately forwards/backwards (pos. 1 / pos. 2):  
Cutting unit can be damaged.*



- Press and hold down rocker switch pos. 2. Paper is pushed out.
- Separate paper stack.
- Press rocker switch pos. 1.
- Feed paper successively.

#### Shredded material container full



*Empty the cut material container, because if it is too full, malfunctions can occur in the cutting system.*



- Press Automatic start stop control (4) 2 seconds.
- Switch equipment off; tap rocker switch pos. 2.
- Empty cut material container.

If other faults occur, please check the following before calling our customer service:

- Is power plug inserted? → insert
- Is rocker switch turned on? → press rocker switch pos. 1
- Is the motor overloaded? → Allow motor to cool down for approx. 15-20 min.

### 6. Cleaning and maintenance

Switch off the shredder, pull out the power plug.  
When cleaning only use a soft cloth and a mild soap-water solution.

#### **When the cutting capacity drops or the noise increases (Cross cut only):**

- Spray special cutting blockoil through paper feed opening across the whole width of the cutting system blades and press Automatic start stop control (4).
- Run cutting system forwards and backwards (pos.1-pos.2) several times without feeding paper. Paper dust and particles are shaken off.

