

PAPER SHREDDER INSTRUCTION MANUAL





OPERATING INSTRUCTIONS

1. Proper use, warranty

We provide a warranty for the device in accordance with our general sales and delivery terms. This warranty excludes wear, damage due to improper handling, natural depreciation, and actions taken by third parties.

Shredding Capabilities:



Except
HS Levels 5 & 6



1/4", 1/8"
1/8" x 1 1/2"

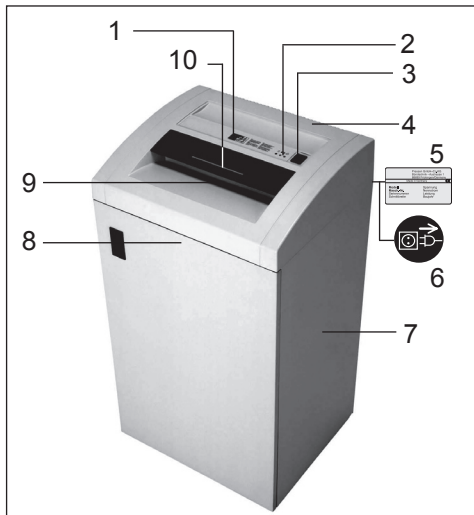


1/4", 1/8"
1/8" x 1 1/2"



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1/8" x 1 1/2"

2. Machine components



- 1 Warning advice
- 2 LEDs
- 3 Rocker switch
- 4 Cover
- 5 Name plate
- 6 Caution label
- 7 Bottom frame
- 8 Door
- 9 Paper feed opening
- 10 Feed opening for disks and CDs

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.

Office Shredders

Parts and labor to repair any failure caused by defect is limited to two (2) years from date of invoice. Cutting Rollers are warranted to be free of manufacturer defects for twenty (20) years from date of invoice or warranty registration date. If machine is purchased with an Automatic Oiler, the Cutting Roller is warranted to be free of manufacturer's defects to the first buyer for the Lifetime of the shredder from the date of the original purchase invoice.

High Security (Levels 5 and 6) 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 ninety (90) days from date of invoice. Cutting Rollers are warranted to be free of manufacturer defects for one (1) year from the date of invoice. Failure to lubricate these machines properly will void the warranty. **(High Security Shredders purchased with an Oiler: Labor is increased to one (1) year from date of invoice; Cutting Roller is warranted for five (5) years from date of invoice.)**

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.

9. Technical Data

| Cutting type | Strip cut | | | Cross cut | | | |
|--|--------------------------------|---------|---------|--------------------------|--------------|---------------|---------------|
| Shred size | 1/4" | 1/8" | 1/16" | 1/8" x 1 1/8" | 1/16" x 5/8" | 1/32" x 7/16" | 1/32" x 3/16" |
| Safety rating DIN 32757 – 1 | 2 | 2 | 3 | 3 | 4 | 5 | Level 6* |
| Cutting capacity (sheets) DIN A4 | 70 g/m ² 28 - 30 | 23 - 25 | 17 - 19 | 16 - 18 | 12 - 14 | 7 - 8 | 4 - 5 |
| Weight | 57 lbs. | | | 66 lbs. | | | |
| Noise level (Idle running/ load) | 60 dB(A) / 64 dB(A) | | | 62 dB(A) / 64 - 70 dB(A) | | | |
| Cutting speed | 24 ft./min. | | | 26 ft./min. | | | |
| Loading width | 10" | | | | | | |
| Voltage | 115 V, 60 Hz | | | | | | |
| Power for the maximum number of sheets | 670 W | | | | | | |
| Dimensions W x D x H | 17.6" x 13.6" x 32.6" | | | | | | |
| Volume of shredded material bag | 20 gallons | | | | | | |

* Technical and optical modifications reserved

3. Safety instructions

- Read all instructions before start-up of the paper shredder. Save these instructions for later use.
- Follow all warnings and instructions marked on the product!
- Make sure no liquid is spilled on or in the paper shredder.
- If the shredder is damaged or does not function properly, switch the device off, pull out the power plug and inform our service engineers.
- Keep paper shredder out of the reach of children.
- This shredder should be operated only with an operator in attendance.



Risk of injury!

Do not reach into the paper feed slot.



Risk of injury from slivers!

Wear protective goggles when destroying hard credit cards.



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.



Before changing the location, cleaning or anything else other than normal operation

turn off and unplug the paper shredder!

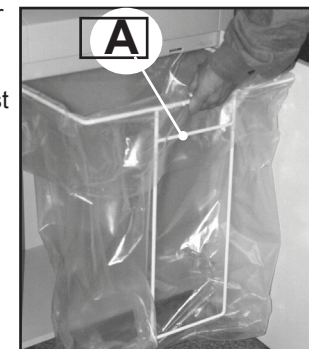


Maintenance and service work may be performed only by:

- Customer service
- Specially trained staff (e.g. qualified electricians)
- An authorized service technician

4. Installation

- This paper shredder should never be placed near or over a radiator or heat source.
- The ventilation slots must not be blocked or covered and they must be at a distance of at least 4" away from walls or furniture.
- Make sure the power plug is easily accessible.
- Before plugging in the power plug, check that the voltage and frequency of your local main supply correspond to those stated on the type plate.
- After putting the collection bag in place, push the frame (with bar A pointing to the front of the cupboard) back into the guide rails.



5. Putting into operation

Switching the paper shredder on



- Press rocker switch pos. 1.
- Rocker switch locks in.
- Green LED lights.
- Paper shredder is ready for operation (standby).



Feed paper

See "Technical data" for sheet capacity.

- The shredding process is started by a photo-cell in the paper feeding opening.
- When the paper feeding opening is free again, the cutting system automatically switches off after approx. 3 sec. and returns to standby.



Shredding CDs and disks (see "Proper Use")

Feed CDs and disks through the slot in the safety element. This protects you from splinters.

Switching paper shredder off



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

6. 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.

Cut material container full



- Red LED on control panel lights.
- Paper shredder switches off



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



- Tap rocker switch pos. 2.
- Remove full shredded material bag and insert new bag.

Door contact interrupted



- Red LED on control panel lights.
- Paper shredder switches off.
- Check whether front door is closed properly.

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

- Is power plug inserted?
- Is rocker switch turned on?
- Is the motor overloaded?
allow motor to cool down for 15 - 20 min.

7. Maintenance and care

Cleaning:

- Switch off the shredder, pull out the power plug.
- When cleaning only use a soft cloth and a mild soap-water solution. Never use scouring agents, cleaning fluid, petroleum or thinners.

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



- Switch paper shredder off: Tap rocker switch pos. 2.



- Spray special cutting block oil through paper feed opening across the whole width of the cutting system blades.



- Run cutting system backwards (pos. 2) without feeding paper.
- Paper dust and particles are shaken off.

8. Scope of delivery

- Paper shredder, ready for connection, in carton packing
- 5 bags for shredded material
- Special cutting block oil 1.7 oz. (cross cut)
- Operating instructions

Accessories:

- Bag for shredded material
- Special cutting block oil 12 oz., 16 oz., and 1 gallon.

Call for more information,