

# 70 sheet auto-feed Cross cut paper Shredder Instruction Manual










Dear customer,


Thank you for buying this quality product. Please read these instructions carefully before initial operation. Particularly take note of the following safety instructions. Please keep these instructions for future reference.


## Cautions:




1. Keep all loose articles of clothing, ties , jewellery , hair  or other small items away from the feed opening to prevent injury.
2. Keep in the OFF position when the shredder is not in use for prolonged periods of time.
3. Remove all paper clips  and staples from paper before shredding.
4. Do not place hands  or fingers into the shredder throat as serious injury could result.
5. Always turn off or unplug the shredder prior to moving, cleaning or emptying the wastebasket.
6. Empty wastebasket frequently.
7. Please do not leave the document shredder unattended e.g. in the event children  or pets are nearby.
8. Please do not use manual and automatic infeed at the same time. And the document shredder is only suitable for shredding paper, please do not insert any other materials, the paper must be dry and clean.
9. The device may not be operated with a damaged power cord.
10. For indoor use only.
11. This machine is no toy. Keep it away from children  and pets.

12. To protect the machine well, we suggest the user to operate it in this way: work 2 minutes then rest one hour.

13. Please do not spray any flammable gas or oil  onto this shredder, it may cause fire.

14. Please read the manual before operating the machine .

15. Attention: The document shredder is not suitable for CDs/DVDs , shredding cassettes.

#### Setup:

1. Place the shredder securely on top of the waste basket. Be sure not to allow your fingers to get between the basket and the shredder as you are placing the shredder in place.
2. Plug the power cord into any standard 220-240 volt AC outlet.

#### Operating the shredder:

The Main Switch is located on the top of the shredder. The Main Switch has three (3) settings.

1. When **AUTO** is selected, the shredding process is started automatically by inserting the paper in one of the feed openings. The shredder will stop automatically when the paper has completed its travel through the feed opening. The "POWER" indicator light turns green.
2. **REV** is used to assist in the removal of a paper jam, which reverses the shredder process prior to a completed cycle, thus clearing the cutters. The "POWER" indicator light turns green.
3. **OFF** is used to terminate the power to the shredder. This mode is recommended when emptying the wastebasket or when the shredder is not in use for a prolonged period of time.

You can either put up to 5 sheets of paper at once (A4/ 80gsm) into the front slot or open the flip lid and place up to 70 sheets to use the automatic infeed. The machine will then start shredding one sheet after another automatically when switched to AUTO mode.

#### Overheating:

The motor may overheat if you exceed the maximum period of continuous operation stated. The shredder will stop automatically and the indicator light "Overheat" will come on. The device changes into Standby-Mode to cool down and can be used again after the indicator is off.

#### Overload:

The indication light "Overload" comes on, if you feed more sheets of paper at once than the device is able to shred. The shredder stops immediately. Switch to REV and remove the paper. Reduce the amount of sheets and try again.

#### Shredder capacity:

The machine will shred five (5) sheets of A4 size 80g/sqm paper for regular throat (front slot), and auto-feeding (flip top) to shred up to 70 sheets of A4 size 80g/sqm paper. When shredding small material like envelopes or receipts, insert them through the middle of the feed opening.

#### Paper Jams and overload protection:

The machine is equipped with a motor overload protection device. The normal short duty cycle for continuous shredding at maximum capacity is 5 minutes. When using the automatic infeed, the continuous shredding time extends to 8 minutes due to lower power needed for single sheets of paper. The power may terminate automatically in case of the following abnormal situations:

1. Operating the shredder at the maximum capacity continuously for a prolonged period of time, e.g. more than 5 minutes for computer paper without stopping. Exceeding the shredding capacity, e.g. inserting more than five (5) sheets at one pass, or if the paper is not fed squarely into the feed opening.
2. Exceeding the shredding capacity e.g. inserting more than five (5) sheets at one pass, or if

the paper is not fed squarely into the feed opening.

Both abnormal operations may result in the activation of the automatic motor overload protection, which terminates the power to the unit .If this occurs, you should:

1. Unplug the power cord from the AC outlet to allow shredder to cool down. Tear or cut off any excess paper from the top of the shredder.
2. Plug the power cord back into the AC outlet and place the Switch in **REV**. Pull the remaining paper out of the cutters. Place the Switch back to the Auto position if necessary clear the feed opening of any remaining shredded pieces of paper, Keep fingers away from feed opening to avoid harm.
3. With the Main Switch in the **AUTO** position and the feed opening clear, you are now ready to resume normal shredding .

**Specifications:**

Shred type: Cross cut  
 Shred Size: 4\*40 mm  
 Shredding Capacity: 5 Sheets for manual feeding,  
 70 Sheets for auto feeding (one at a time)  
 Feed Opening: 220mm for paper  
 Feed Opening for CD/DVDs: 120mm  
 Input: 220-240 VAC, 50HZ,0.8A  
 Shredding speed: 1.6m/min (5 sheets) / 3.0m/min (1 sheet)  
 Basket capacity: 21 L

**Tips**

Due to the 100% full shredding test in the process of manufacturing, there might be a few paper pieces in the bin or inside the shredding blade.

**Troubleshooting**

Error	Malfunction analysis	Troubleshooting
The equipment is not functioning	It isn't plugged in well or the power is disconnected, damaged	Check power cord and plug in it well./ Change the damaged power cord with a same specification one
	The bin isn't fixed properly.	Fix the bin in proper position, the shredder can only be switched on if it has been placed correctly on the waste basket
	Long continuous shredding or exceeding the shredding capacity causes the motor to overheat.	Wait for the machine to cool down.
	The paper is small	Feed the paper into the middle of the feed slot.
	The overloading hasn't been released.	Manually release excess paper, after reducing the shredding sheets please feed into the slot again.
The machine is blocked	Paper jammed.	Remove excess paper.
Cutter will not stop rotating.	There is paper stuck in the middle of the entrance.	Clear the paper.
Loud noise	The cutting unit has paper dust and particles	Squirt special cutting oil through the paper slot across the entire width of the cutting blades, then without feeding in any paper run the machine in both Auto and Reverse.

**Warranty**

The warranty for this appliance is for 12 months from the date of purchase. The appliance has been manufactured with care and meticulously examined before delivery. Please retain your receipt as proof of purchase.

**Notice**

The warranty covers only claims for material and manufacturing defects, but not for transport damage, wearing parts or for damage to fragile components, e.g. buttons or batteries.

This product is for domestic use only and is not intended for commercial use. The warranty is void in the case of abusive and improper handling, use of force and internal tampering.

Your statutory rights are not restricted in any way by this warranty. The warranty period is not extended by repairs made under the warranty.

#### **Disposal:**



Guideline 2012/19/EU concerning the handling, collection, recycling and disposal of electrical and electronic equipment and their components ('waste electrical and electronic equipment', known as WEEE). The crossed symbol on a rubbish container indicates that the machine or device is not allowed to be disposed of but it must be handed over to a suitably equipped collection centre for proper recycling or disposal.

#### **Directives:**



This machine corresponds to the requirements according to EU Guideline 2004/108/EC entitled 'Electro-Magnetic Compatibility' 2006/95/EC entitled 'Low-Voltage Guidelines' and 2011/65/EU "RoHS Directive"