



1. Operating the shredder at the maximum capacity continuously for a prolonged period of time, e.g. more than 2 minutes without stopping. This abnormal operation may result in the activation of the automatic motor overload protection, which terminates the power to the unit. If this occurs you should:
  - A. Unplug the power cord from the AC outlet and wait at least 25 minutes for the overload protection to reset. Tear or cut off any excess paper from the top of the shredder.
  - B. 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.
  - C. With the Switch in the **AUTO** position and the feed opening clear, you are now ready to resume normal shredding.
  
2. Exceeding the shredding capacity, e.g. Inserting more than 10 sheets at one pass, or if the paper is not fed squarely into the feed opening. If this happens, you should:
  - A. Change the switch to **REV** position. Pull the jammed papers back.
  - B. Change the switch to **AUTO** position. The shredder is now ready for additional shredding.

## 8-Sheet Cross Cut Shredder with Bin for Paper, CD, and Card



### Specification:

Shredding Type:	Cross Cut
Shredding Size:	4x 45mm
Shredding Capacity:	Max 8 sheets of 8=75gsm paper or 1 CD/DVD
Feed Opening:	8.6" (220mm)
Input:	120 VAC, 60Hz
Dimensions:	12.2" x 6.4" x 12.7" (310 x 163 x 322 mm)

## Setup:

1. Insert the shredder head into the basket.
2. Plug the power cord into any standard 120 VAC outlet.
3. Place the Main Switch in the AUTO position.



## Operating the Shredder:

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

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

## Shredding Capacity:

The shredder will shred 8 sheets of 75gsm paper at once and will accept paper widths up to 8.6" (220mm). When shredding small material like envelopes or credit card receipts, insert them through the middle of the feed opening, it will also be able to shred CD/DVD into 4 pcs.

## 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 the switch 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. The shredder will cut staples, however it is not recommended.
4. Do not place hands or fingers into the shredder throat as serious injury could result.
5. Continuous shredding of computer paper should not exceed 2 minutes. If continuous use is required, it is recommend that the shredding time should be 2 minutes on and 25 minutes off to allow for proper cooling of the motor.
6. Ensure that the shredder is located near the power outlet and that the outlet is easily accessible.
7. Always turn off or unplug the shredder prior to moving, cleaning, or emptying the wastebasket.
8. Empty the wastebasket frequently.

## Paper Jams and Overload Protection:

The shredder is equipped with a motor overload protection device. The normal short duty cycle for continuous shredding at maximum capacity is 2 minutes on and 25 minutes off. The power may terminate automatically in case of the following abnormal situations: