



SHREDDER USER MANUAL



**10 Sheet
Cross-Cut**
PAPER SHREDDER



Paper Shredder Operating Instructions

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Warning

Limited Warranty

Sheet Capacity	10 Sheets of 20lb. bond paper*
Paper Shred Size	3/16 in. x 1 15/32 in. pieces (0.48 cm x 3.7 cm pieces)
Paper Entry Width	9.0 in / 22.9 cm
Credit Card & CD Capacity	1 at a time
Voltage	220V~60Hz / 2 A

* ONE FOLDED SHEET OF PAPER EQUATES TO 2 SHEETS OF PAPER

Heavier paper, humidity or other than rate voltage may reduce capacity.

INSTALLATION

Mount the shredder securely to the rim of the waste basket. (FIGURE 1)
A socket-outlet should be near the equipment and be easily accessible.
Connect the power cord to any standard 220 volt AC outlet.

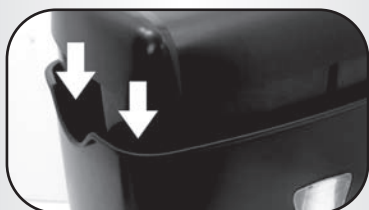


FIGURE 1

This shredder includes a built-in safety mechanism that requires the shredder to be correctly mounted on the supplied wastebasket. It is not designed to operate with any other wastebaskets. An activation switch located on the head unit automatically shuts off the shredder when it is lifted or removed. The supplied wastebasket activates this switch, which allows the shredder to be operable. Lining the wastebasket with a plastic bag will interfere and may keep the shredder from functioning.

Caution: Crosscut shredders have very sharp exposed blades on the underside.
Use care when mounting the shredder on the wastebasket.

OPERATION



FIGURE 2



FIGURE 3

Using the switch located on the unit, select one of the following settings by sliding the switch either left or right. (FIGURE 2)

- I AUTO / ON :**
This setting allows the shredder to be automatically started by inserting paper into the shred opening. Always feed the paper in as straight as possible. When the paper has passed through, the shredder will automatically stop. (FIGURE 2)
- O OFF:**
This setting turns off all features of the shredder. For safety reasons, we recommend that you leave the shredder in the "Off" position whenever the shredder is unattended or not in use. (FIGURE 2)
- R REV (REVERSE):**
In the unlikely event of a paper jam, the reverse setting can be used to help clear the cutters of paper that has not passed through. Never attempt to clear a jam by using the reverse function until you have emptied the wastebasket. (FIGURE 2)

The green LED light indicates the shredder in "On" and ready for use.

Features a CD/DVD destroyer (FIGURE 3):

Do not hold CD/DVD with finger through the center ring while feeding into the shredder. Serious injury may occur. Never feed more than one credit card or CD/DVD at a time.

- 1) Hold the CD/DVD by the edge and feed one at a time, releasing when shredding begins.
- 2) Shredder will stop when the entire disc has been destroyed.

LED Status indicators:



Power On
(green light)



Paper Overload
(red light)



Shredder Not Aligned
(red light)

OPERATION

Never shred large paper clips, window or insulated envelopes, continuous forms, newsprint, transparencies, laminated documents, cardboard, any items with adhesives, hard materials or plastic (except Credit Cards and CDs).

This shredder will shred staples and small paperclips. It is recommended that you remove paper clips whenever possible to extend the lifespan of your shredder.

Only shred credit cards by feeding them vertically into the middle of the entry, releasing when shredding begins. Never feed more than one credit card at a time. **DO NOT ACTIVATE REVERSE FUNCTION WHILE SHREDDING CREDIT CARDS OR CDS.**

Overfeeding the shredder: Shredding beyond the specified sheet capacity can result in extensive damage to the shredder. Overfeeding will strain the machine and quickly wear and break the cutting blades and internal components.

Overheating with extended use: In the event that the shredder has shredded continuously beyond the maximum running time and overheating, the unit will automatically shut off. If this happens, switch the shredder Off for 30 minutes or longer before resuming normal operation.

MAINTENANCE

Crosscut shredders require regular oil lubrication for optimal performance and extended lifespan. We recommend you oil your shredder once a month. Your basic vegetable or cooking oil (nothing flammable or petroleum based) can be drizzled onto a few sheets of paper and fed into the shredder. **DO NOT SPRAY OR KEEP ANY AEROSOL PRODUCTS IN OR AROUND THE SHREDDER. DO NOT USE CANNED AIR.**

Be sure to periodically empty the wastebasket to avoid overloading and damaging the cutting mechanism.

CLEANING:

- **ALWAYS UNPLUG THE SHREDDER BEFORE CLEANING!**
- Only clean the shredder by carefully wiping the unit with a dry soft cloth or towel.
- Do not clean or immerse shredder in water. Having the unit wet may result in damage or malfunction to the electrical components. If the shredder happens to get wet, be sure to completely dry the unit immediately with a cloth or towel.
- Never use anything flammable to clean the shredder. This may result in serious injury or damage to the product.

TROUBLESHOOTING

If there is a problem with your shredder, check below for the symptoms and steps to resolve. If you continue to have problems, contact customer support at our Service Center. **DO NOT ATTEMPT TO REPAIR BY OPENING THE SHREDDER HEAD.** This will completely void the product warranty.

The shredder does not work at all.

- a) Make sure the unit is plugged in and that the outlet it is plugged into is in good working order.
- b) **Overheating with extended use:** In the event that the shredder has shredded continuously beyond the maximum running time and overheating, the unit will automatically shut off. If this happens, switch the shredder Off for 30 minutes or longer before resuming normal operation.
- c) This shredder includes a built-in safety mechanism that requires the shredder to be correctly mounted on the supplied wastebasket. It is not designed to operate with any other wastebaskets. An activation switch located on the head unit automatically shuts off the shredder when it is lifted or removed. The supplied wastebasket activates this switch, which allows the shredder to be operable.
- d) If using a plastic bag to line the wastebasket, please remove it since this may be the cause of the shredder to not operate properly.
- e) The activation sensor of the shredder is located near the center of the feed slot. Be sure to feed directly into the center area to activate the machine (especially applies to smaller pieces of paper or credit cards).

The shredder runs in "Rev" mode but not in "Auto" mode.

- a) While in "Auto" mode, the motor will not start running until paper is inserted into the feed slot. Set the unit to "Auto" and insert paper to be shredded. It is normal for the motor to run for a moment after setting it to "Auto" but it should stop until paper is inserted. The trigger that activates the shredder in Auto mode is located directly in the center of the slot. If the paper you are inserting is narrow, it may not be hitting the switch. It is possible that the trigger, which activates the shredder, has become blocked with paper. Insert an index card, directly in the center of the feed slot, and apply force. This will usually clear any paper blocking the switch and force the switch closed.

How to clear a paper jam in the shredder.

a) Switch the shredder over into Reverse (REV) mode. While in Reverse, the shredder will back up and loosen the jammed paper. If required, you may need to tug and remove several sheets to effectively clear the machine. When jammed paper is loosened or removed, switch back to the Auto-On mode to continue shredding. Repeat steps if needed.

b) With stubborn situations where the reverse function does not help, you may loosen the jammed paper with shredder oil (cooking oil is acceptable, nothing aerosol). Start by drizzling oil into the blades where the paper is jammed. Let it soak for about 30 minutes to completely saturate. Return the shredder back to Auto-On mode. If required, a rigid sheet of cardstock (old greeting card, folded file folder, or a sheet torn from a cereal box) can be fed into the shredder to help push the jammed paper through.

The shredder is constantly running while in "Auto (On)" mode.

a) It is possible that the activation sensor, which starts the shredder, has become blocked with paper. Insert an index card or any rigid sheet of cardstock (old greeting card, file folder, or a sheet torn from a cereal box), directly in the center of the feed slot, while applying force to help push the jammed paper through. This will usually clear any paper blocking the activation sensor and feed entry.

SERVICE CENTER

If you have any questions in regards to the operation of this shredder or in need of a spare part, please contact our service center at:

Landlines.: 8282-5049; 8282-5098
 Mobile Nos. 0908-8908597; 0917-3079188
 Email: sales_mktg@colentco.com / iwata@colentco.com
 Website: www.colentco.com

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Avoid touching the document feed opening with hands.



Product is not intended for use by children (product is not a toy).



Do not insert foreign objects into the document feed opening.



Do not spray or keep any aerosol products in or around shredder.



Avoid loose clothing or jewelry touching the document feed opening.



Avoid getting hair near the document feed opening.

- RISK OF FIRE. Never use any petroleum based or flammable oils or lubricants in or around the machine as some oils can combust causing serious injury
- NEVER dispose of flammable chemicals or materials that have come into contact with flammable chemicals (for example, nail polish, acetone, gasoline) in the shredder basket.
- Never shred plastic (except credit cards and CDs), any hard materials, continuous forms, newsprint, or anything with adhesives including labels and envelopes.
- Do not hold CD/DVD with finger through the center ring while feeding into the shredder. Serious injury may occur.
- A socket-outlet should be near the equipment and be easily accessible.
- Always turn the shredder off and unplug the power cord from the AC outlet before cleaning it, moving it, or emptying the waste basket.
- Never let the wastebasket become full. This will lead to shredded material being pulled back up into the shredder and cause jams.
- Never place the shredder near water or any heat source.
- Keep wastebasket emptied so that the shredder output is not impeded.
- Do not use the shredder if the power cord is damaged in any way.
- Do not attempt to service this product yourself as doing so may expose you to sharp cutting blades and/or electricity and will void the manufacturers warranty.
- Never try to clean or clear the shredder blade.
- Never shred beyond the specified sheet capacity. May result in extensive damage to the machine.