

CCS60060
30-Sheet Cross Cut Shredder

SETTING UP THE SHREDDER

Connect the power cord to a standard 120V AC power outlet. The unit is now ready for use. The power cord should be plugged directly into the outlet and not used in conjunction with a power extension cord. This shredder has very sharp exposed steel blades on the underside of the cutter carriage. Do not attempt to remove jam or allow fingers to come in contact as bodily injury may occur. **Unplug the unit from the outlet before removing the cutter carriage from the waste receptacle portion of the unit.**

USING YOUR SHREDDER

1. There is a power switch on right side of the shredder, push the rocker switch to "I" position, then select and push the function buttons which are located under the LCD screen on shredder top.
2. Insert paper into the paper slot, insert one credit card or one optical disc (CD/DVD) into the optical disc slot.

CAUTION: Do NOT insert more than 30 sheet paper, 1 disc or 1 credit card at a time.



ON/OFF	This button activates the shredder for use. When this button is pressed for 3 seconds or more, the LCD panel will display AUTO. The shredder is now ready to be used. To turn the shredder off, press this button for 3 seconds. The shredder will shut off all functions, entering standby mode. The LCD display will go blank.
REVERSE	This button reverses the feed direction of the cutters. When this button is pressed the LCD panel will display REVERSE and the direction of the cutters will be reversed. If this button is pressed during routine operation of the shredder, the direction of the shred will automatically reverse. When the button is released the LCD panel display will switch back to auto and the cutter direction will resume to normal, forward direction. In the event of a paper jam, the reverse setting can be used to help clear the cutters of the un-shredded paper.
MAINTAIN	After shredding for 500 times, MAINTAIN will blink for maintenance. Although the light may be blinking you can continue using the unit. However the unit is advising that it is time for maintenance. Please see instructions below. Press the MAINTAIN button for three seconds to release the setting and return the LCD display to AUTO after maintenance.
OVERLOAD	If the shredder overloads during shredding, the motor will stop and the LCD will display OVERLOAD. Please refer to the Troubleshooting section for help.
OVERHEAT	If the shredder overheats, the LCD panel will display OVERHEAT. Unplug the unit from the outlet and allow the unit to cool for a minimum of 20 minutes. After time period has passed, plug the unit back in and resume shredding. Please refer to the Troubleshooting section for help.
DOOR OPEN	If the paper basket is pulled out or the bin door is opened while shredding, the LCD will display DOOR OPEN. The motor will stop immediately. The bin and/or door must be returned to start position for the shredder to resume functioning. The LCD will display re-position.
BIN FULL	When the basket becomes full, the shredder will cease operation and the LCD will display BIN FULL. Empty basket, then resume operation.

Specifications

Sheet Capacity	30 sheets of 20lb. (80 gsm) paper
Credit Card Capacity	1 at a time
Optical Disk Capacity	1 at a time
Paper Shred Size	4X40mm
Voltage	120V - 60 Hz, 6.5 A

TROUBLESHOOTING

- Clearing a Jam** This machine with auto reverse function, it will auto reverse to release the jammed paper while jamming. If the jam cannot be cleared, press the REVERSE (<<) button, and remove the excess paper from the feed opening. If the jam cannot be cleared following the procedure, unplug the unit and carefully remove the jammed paper manually.
- Overheating** If your shredder overheats, the unit will automatically shut off and all functions will cease in order to protect the motor. Turn off and unplug the shredder from the outlet. Allow enough time for the motor to cool down. The shredder will not resume normal function until the temperature of the motor cools down to a safe temperature. Once cool, plug the shredder back into the outlet, turn the unit back on and resume normal operation. Make sure to empty wastebasket to avoid overloading the basket and damaging the cutting mechanism.
- Bin Full Function** Some shredders are equipped with a mechanical or optical Bin Full sensor. When the basket becomes full, the shredder will cease operation. Empty basket to resume operation.
- Emptying Basket** Always turn the shredder off and unplug the power cord from the AC outlet before cleaning it, moving it, or emptying the wastebasket. Always keep wastebasket emptied so that the shredder's output is not impeded. Never let the wastebasket get full. This will lead to shredded material being pulled back up into the shredder and cause jams.

MAINTENANCE

Use Shredder Lubricant Regularly

- Only use lubricants specifically designed for your shredder, such as shredder lubricant or shredder lubricant sheets.
- NEVER use spray lubricants.
- Follow directions on the shredder lubricant sheets.
- Do not touch the cutting surface.

CAUTION

- Repairs must be made by a qualified technician. Do not attempt to repair the shredder yourself.
- Do not alter the shredder or power cord in any way.
- Do not operate the shredder if it or the power cord appears damaged in any way.
- Always unplug the shredder when moving it or not using it for a long period of time.
- Do not shred envelopes, labels (or anything with glue or any sticky substance), wet paper, carbon paper, or vinyl or plastic bags. Shredding these items may reduce the shredder's performance or cause jamming, shock or injury.
- Empty the wastebasket regularly to ensure that the paper slot does not become blocked.

						
WARNING	Shredder is not intended for use by children	Do not insert fingers into the paper slot or the optical disc slot	Do not spray or keep any aerosol products in or around shredder	Avoid getting hair near the paper slot or the optical disc slot	Avoid getting loose clothing or jewelry near the paper slot or the optical disc slot	Do not put paper clips in the shredder