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MEC486

MECHANICAL PAPER SHREDDER SAFETY MANUAL

Paper Shredder Instructions Manual

One folded sheet counts as two sheets of paper.

Sheet Capacity	4 sheets/iteration
Shred Size	Shreds paper into $7/32$ in. x $2\ 5/32$ in. pieces Shreds CD into 4 pieces of $1\ 3/8$ in. wide
Bin Size	4.8 Gallon
Credit Card	One per pass
CD	One per pass

Installation

First, install the arbor shaft onto the main shaft of the mechanism. Properly secure the arbor shaft with the two set screws. Do not over tighten the set screws. Screw the crank handle on to the other end of the arbor shaft (bolted end). Shortly after, screw in the 4 pan headed screws through the washer holes and into the crank handle. This will properly engage the crank handle from unfastening itself from the arbor shaft. At that time, place the top cover onto the mechanism to prevent your fingers from touching the mechanism. Finally, place the top end on top of the main bin; to collect all the shredded material that passes through your mechanical shredder.

Make sure the mechanical shredder is placed securely on top of the main bin. The mechanism should not over or underlap the bin (Figure 1). Make sure the revolving handle is not touching the side of the mechanism cover.



Figure 1

This model does not use any other trash bin besides this one. If exchange of bin occurs, the top cover may be unstable and operating the revolving crank handle may result in injuries.

Attention: This particular model will not operate smoothly if the crank handle is not attached properly to the main shaft of the mechanism. Set screws correctly to prevent the arbor shaft from rotating freely (Figure 2). Also, screw the pan headed screws through the welded washer holes into the crank handle. There are holes to match the crank handle and washer.

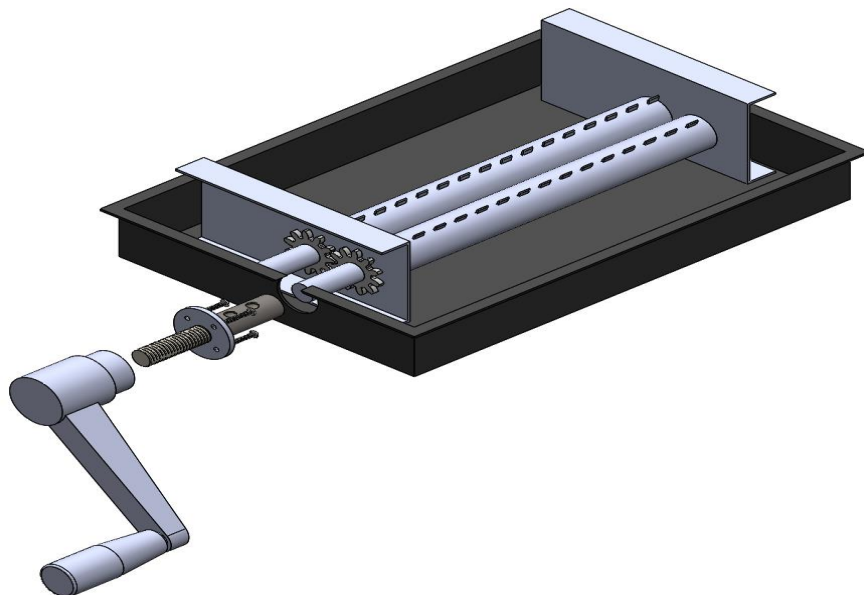


Figure 2

CAUTION:

This model uses cross cut teeth shredders to prevent it from jamming. These teeth are very sharp and are exposed on the underside (Figure 3).

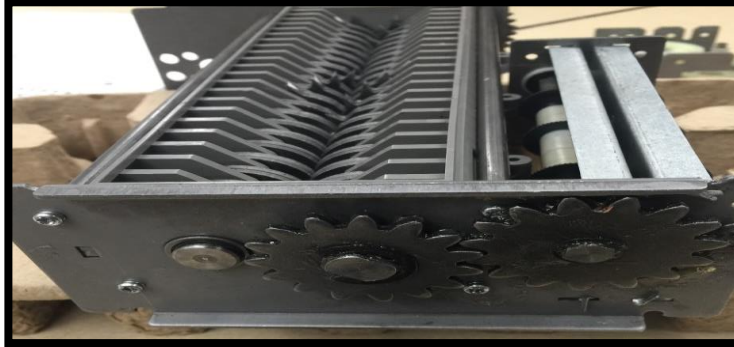


Figure 3

Operation

To begin shredding, place the paper (**no more than four sheets**) into the slot and shortly after repositioning right hand to stable the top side of the system (Figure 3). With opposite hand, start rotating the revolving crank handle away from you until paper is shred completely. If paper is jammed, reverse the direction until paper is unjammed. Then, reapply torque on the handle to continue shredding paper.



Figure 4

Be sure to not tilt the cover for the mechanism. Your fingers will be exposed to spur gears and the mechanism's sharp teeth. Remember, you need both hands to operate this model.

CAUTION:

Do not insert CD/DVD with your finger through the center hole while feeding it into the CD slot.



Figure 5

Since the spacing of the teeth for the CD slot is wide enough for it not to jam, reverse direction does not need to occur. Jamming will only occur if shredding the paper. Damaging of the teeth (CD shredding) will occur if reverse direction is engaged.

Overfeeding the shredder:

Shredding beyond the specified sheet capacity can damage the gears, teeth, and arbor shaft of the mechanical shredder. Overfeeding will put strain on the operator and could result in serious injury.

Maintenance

Warning: Failure to properly maintain your shredder will void warranty.

Paper shredder requires oil/lubricating the gears and teeth for longer lifespan. We recommend lubricating your shredder at least twice a month. To easily oil your gears/teeth, lightly drip non-flammable oil onto a few sheets of paper that will be fed into the shredder.

Cleaning:

- Make sure to disassemble the hand crank design (Figure 5) before cleaning.

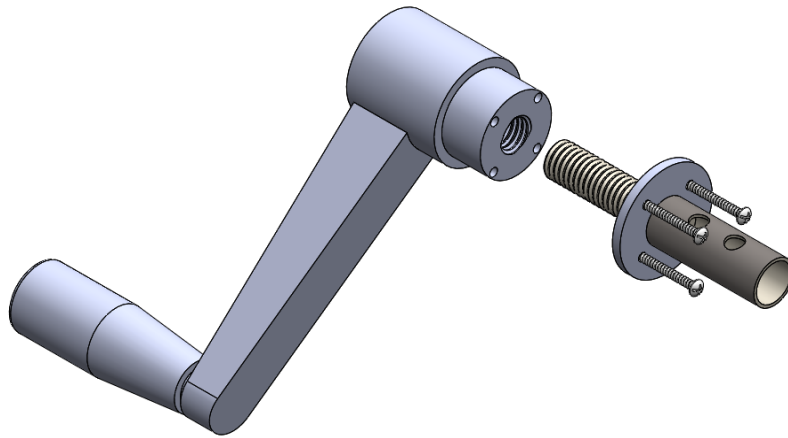


Figure 6

- Prevent cleaning the shredder in water. Getting the gears and teeth wet may malfunction your shredder.
- Clean shredder with a dry towel.
- Do not use any flammable liquids to clean the shredder.

Troubleshooting

If you are having trouble with your mechanical shredder, check below for the following symptoms and resolve. If you continue to have issues, contact customer support. **DO NOT TRY TO FIX THE MECHANISM (gears and teeth) ON YOUR OWN.**

- a) Make sure the crank handle and arbor shaft have been properly secured to one another.
- b) Make sure the top head cover is secured on top of the mechanism. This will enable the crank handle operate smoothly.
- c) Make sure the pan headed screws are screwed all the way into the washer to the crank handle.
- d) Set screws should be screwed until the arbor shaft does not rotate around the main shaft of the mechanism.
- e) If jammed, reverse the direction (clockwise rotation) until the paper is fed out from the teeth.
- f) Do not place a plastic bag into the main bin.

Warning

- Avoid touching internal mechanism while operating the mechanical shredder.
- Product is not intended by the use of children.
- Do not insert objects that is not intended for shredder.
- Avoid loose clothing and jewelry touching the shredder feed.
- Tie up hair while operating the mechanical shredder.
- Do not spray flammable products onto the mechanical shredder.
- Never shred plastic except for credit cards and CD/DVD.
- Make sure all the screws (pan headed or set screws) are properly tightened.
- Do not reverse direction (clockwise rotation), while shredding CD and credit cards.
- Do not place mechanical system into water.
- Never try to clean the shredders teeth blades.
- Do not try to fix the shredder's mechanism yourself.
- Never let the waste bin become too full. Keep waste bin empty after every use.
- **Never operate the mechanical shredder if you already have an arm injury.**