

CCS60061
12-Sheet Cross Cut Shredder

Specifications

Sheet Capacity	12 sheets of 20lb. (80 gsm) paper
Paper Shred Size	4X40mm
Voltage	120V - 60 Hz, 3.3 A

SETTING UP THE SHREDDER

Connect the power cord to a standard 120V AC power outlet. It is not recommended that any type of extension cord be used with this unit.

CAUTION: This unit has very sharp, exposed blades on the underside of the cutter head. DO NOT ATTEMPT TO USE THE UNIT WITHOUT THE CUTTER HEAD UNINSTALLED ON WASTE RECEPTACLE.

USING YOUR SHREDDER

Move switch to AUTO position.

CAUTION: Do NOT insert more than 12 sheet paper at a time.



READY	Lights green when the shredder is turned on and ready to shred.
AUTO "I"	This setting allows the shredder to start automatically when paper is inserted into the feed slot. When the paper has passed through the slot, the shredder will stop. Never attempt to shred sealed envelopes, doing so may damage the shredder. Always remove and unfold envelope contents completely before attempting to shred. CAUTION: Always feed paper in as straight as possible. CAUTION: Insert no more than 12 sheets of paper at a time.
REV "<<"	Use the reverse setting to clear a paper jam or to pull out un-shredded paper. CAUTION: Never try to remove a jam when the waste receptacle is full. Empty the waste receptacle; replace the cutting head and then attempt to clear the jam.
OFF "O"	This setting turns off the shredder. For safety reasons, leave the shredder in the OFF position whenever the shredder is unattended or not in use.
Door Open	If the shredder wastebasket is opened while shredding, the shredder will stop operating. Close it to resume operation.
Overheat	If the shredder overheats, turn the unit off, unplug from the outlet and let the unit cool for a minimum of 20 minutes. Afterward plug the unit back in and resume shredding.
Overload	This indicates that the unit has too many papers in the throat. Move to REV position backing the paper out. Reload using less amounts of paper.

TROUBLESHOOTING

- 1. Clearing a Jam** If paper is not inserted properly into the shredder, or if the sheet capacity is exceeded, a jam may result. Move the switch to the REVERSE (<<) position, and remove the excess paper from the top and pull it out. TO PREVENT ANY INJURIES, DO NOT PLACE YOUR HANDS NEAR THE FEED OPENING. Once the paper is cleared, normal shredding operation can resume. If the shredder jams while in reverse, press the switch to the AUTO position and let shredder run to clear the jammed paper. If jam does not clear, slide the switch back and forth between the REV and AUTO until the jam is cleared. If the jam cannot be cleared following this procedure, unplug the unit and carefully remove the jammed paper manually.
- 2. 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.
- 3. 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