

# TECOR










User Manual

TR-170X








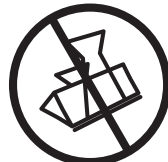





# MINI CROSSCUT

**⚠ Warning: Safety Instructions, Read Before Using!**

-  Read instructions before use.
-  Avoid touching the feed slot with hands.
-  Product is not intended for use by children (product is not a toy).
-  Do not insert foreign objects into the feed slot.
-  Do not spray or keep any aerosol products in or around the shredder.
-  Keep loose clothing or jewelry away from the feed slot.
-  Avoid getting hair near the feed slot.
-  Keep away from moving parts.
-  Sharp blade edges! Do not touch!

**DO NOT SHREDS:**

-  adhesive labels
-  unopened mail / envelopes
-  stapled papers
-  stapled papers
-  >1/4" (6mm) heavy duty staples
-  bound documents
-  folded sheets
-  jumbo clips
-  binder clips
-  no staples in center
-  CDs/ DVDs
-  laminated sheets / magazines

**Note: Do not open lid once shred cycle has started**

**⚠ Warning: Safety Instructions, Read Before Using!**

- **Always turn the shredder off and unplug the power cord from the AC outlet when not in use, before cleaning, moving, or emptying the waste basket.**
- **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 and gasoline) in the shredder basket.
- **Never shred large paper clips, window or insulated envelopes, continuous forms, newsprint, bound pages (for example: notepads, checkbooks, magazines, etc...), transparencies, laminated documents, cardboard, any items with adhesives, hard materials or plastic (except Credit Cards).**
- A socket-outlet should be near the equipment and be easily accessible.
- 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.
- 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 manufacturer's warranty.
- Never try to clean or clear the shredder blade.
- Never shred beyond the specified sheet capacity. This may result in extensive damage to the machine.

## Paper Shredder Operating Instructions

	Auto Feed Tray:	Manual Feed Slot:
Sheet Capacity	170 Sheets	10 Sheets
Paper Shred Size	(4.0 mm x 12 mm pieces)	(4.0 mm x 12 mm pieces)
Paper Tray Size:	A4	N/A
Paper Entry Width	220 mm	220 mm
Credit Card Capacity	N/A	Only one per pass
Duty Cycle	60 min. on / 45 min. off	10 min. on / 45 min. off

### \* One Folded Paper Sheet Equals 2 Paper Sheet.

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

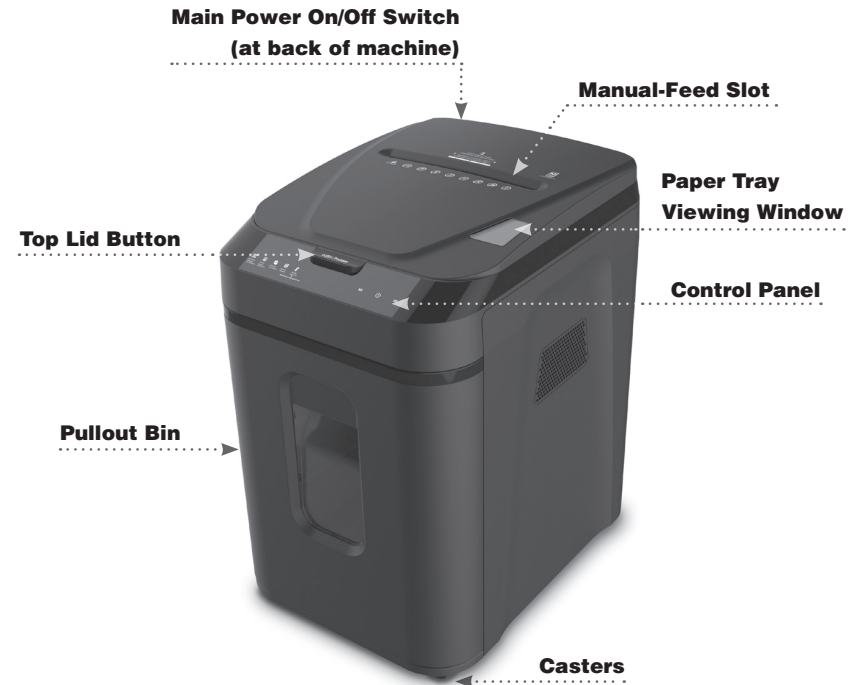
## Installation

1. Make sure basket door is shut and securely closed. The safety power cut off will not operate if door is open. Shredders with pull-out wastebaskets will also cut power upon bin removal. The supplied wastebasket activates a safety switch, which allows the shredder to be operable. (FIGURE 1).
2. The socket-outlet should be near the equipment and easily accessed.
3. Connect the power cord to any standard 230-V AC outlet.



FIGURE 1

## Operation

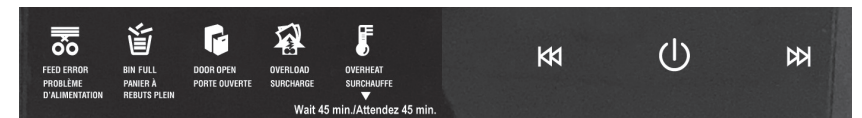


### ■ Main Power Switch (at back of machine)

The Main Power Switch must be "ON" to operate. In an emergency, stop the shredder immediately and turn switch to "OFF" mode. This completely disconnects all power to the machine.



### ■ Control Panel:



### ● Auto-On (blue):

This setting automatically starts the shredder by loading paper into the paper tray or inserting paper into the manual-feed slot. When the paper has passed through, the shredder automatically stops.

# Operation



- **Off :**  
This setting turns off all features of the shredder. For safety reasons, we recommend that you leave shredder in the OFF position when it is unattended or not in use.



- **Reverse:**  
In the unlikely event of a paper jam, use the reverse setting to help clear the cutters of paper that did not pass through. **IMPORTANT:** Never attempt to clear a jam using the reverse function until you have emptied the wastebasket.



- **Forward:**  
The forward setting can also be used to help clear the cutters in the event of a paper jam. This allows you to manually activate the shredder into cutting mode.

## ■ LED Status Indicators:



OVERHEAT

- **Overheat:**  
Red LED light indicates the shredder has shredded continuously beyond the maximum running time, has overheated, and will automatically shut off. If this happens, switch the shredder to Off for 45 minutes or longer before resuming normal operation.



OVERLOAD

- **Overload:**  
Red LED light indicates when too much paper is inserted. Use the "Reverse" mode to back up and reduce number of sheets.



DOOR OPEN

- **Door Open:**  
Red LED light indicates the shredder basket or top lid is not closed properly. Shredders with pullout wastebaskets feature a safety power cut off upon bin removal. Make sure the pull-out wastebasket is properly set back into place and the blue "Power On" indicator is lit.



BIN FULL

- **Bin Full:**  
When basket is full, RED light will indicate it needs to be emptied. While lit, the shredder will not operate until the wastebasket is cleared.



FEED ERROR

- **Feed Error:**  
RED light indicates paper in the paper tray cannot be grabbed by the feeders, Open lid to make sure papers are unfolded and positioned properly.

# Operation

## ■ Features:

### • Auto-Reverse Technology:

When shredder detects over-capacity shredding, the motor will immediately stop and reject paper before actual shredding begins.

### • Energy Saving Auto Power-Sleep:

This setting turns off all features of the shredder. For safety reasons, we recommend that you leave shredder in the OFF position whenever it is unattended or not in use.

## ■ Auto-Feed Shredding Operation:

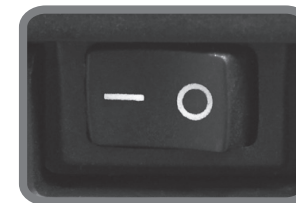
### • Auto-Feed Shredding Capacity:

#### Shreds:

- Maximum 170- sheets of A4 paper per load
- Up to 20 sheets stapled paper stacks
- Up to 20 sheet clipped paper stacks

### • Power on shredder

- 1 Plug into ground standard power outlet (230-V).

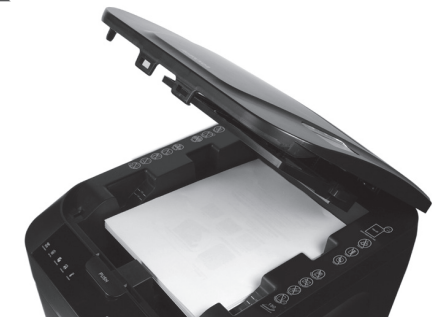


- 2 Put main power switch in ON (-) position.



- 3 Turn power on.

### • Open lid and load paper\*



\* Paper should be flat and aligned with paper tray.

# Operation

## • Close lid:

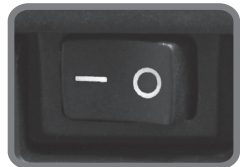
The shredder automatically starts when you close the lid.



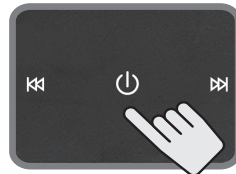
## ■ Manual-Feed Shredding Operation:

### • Power on shredder

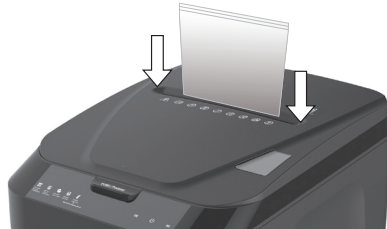
1 Plug into ground standard power outlet (230-V).



2 Put main power switch in ON (-) position.



3 Turn power on.



4 Make sure you do not exceed sheet count per pass (10 sheets max). **Insert paper as straight as possible into feed slot and release.**



5 Insert one credit card at a time into the middle of the feed slot.

### ■ Note:

- Always turn off and unplug the shredder when not in use.
- This shredder will shred staples and small paper clips. However, we recommend removing paper clips whenever possible to extend the lifespan of your shredder.
- Only shred credit cards by feeding them vertically into the middle of the feed slot, releasing when shredding begins. Never feed more than one credit card at a time.
- 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 machine shreds continuously beyond the maximum running time and overheats, the unit will automatically shut off. If this happens, switch the shredder off for 45 minutes or longer before resuming normal operation.

# Maintenance

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

### ■ Cleaning:

- **Never use anything flammable to clean the shredder. This may result in serious injury or damage to the product.**
- **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.

# 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.**

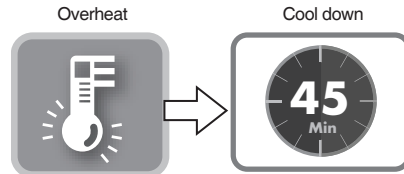
## No-power to the shredder

- 1) Check power outlet
- 2) Check main power switch located at back of machine



- 1) Make sure power cord is plugged into a functioning 230-V standard household power outlet.
- 2) Check if the blue Power On icon is lit.
- 3) Check that the lid and waste bin are properly closed.

## Shredder does not feed or shred paper



If Overheat light is lit in red, turn shredder off and let it cool down for 45 minutes. Turn shredder on, check Overheat light again, and restart shredding only when light is not lit.

## Auto-Feed mode:

### If Feed Error icon is lit



**FEED ERROR**

RED light indicates paper in paper tray cannot be grabbed into shredding slot. Open lid to make sure papers are unfolded and positioned properly.

### Shredder is jammed or runs continuously



- Open lid, remove the remaining stack of paper and carefully pull the jammed paper out of the cutters.
- Remove folded papers, staples and clips.
- Remove any materials with adhesive labels.
- Make sure papers are positioned properly. Staples must be placed in either top left or top right of paper tray.

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# Troubleshooting

## Manual-Feed mode:

### Shredder is jammed and runs in "Reverse" mode only /

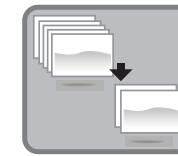


- 1) Reverse for 5 sec

- 2) Power Off then pull paper side to side



- 3) Reduce sheets



**Warning: DO NOT USE ANY SPRAY CANS OR AEROSOLS.**

- 1) Press the reverse button ( ) for 5 sec.
- 2) Turn off shredder then pull paper side to side to remove jammed paper (as much as possible).
- 3) Reduce the number of sheets being fed (count pages to be sure not to exceed the maximum sheet count).

### With stubborn situations where the reverse function does not help, follow the steps below:

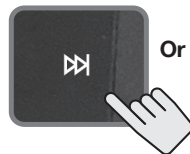
- 1) Turn off shredder



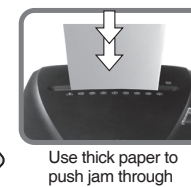
- 2) Turn on shredder



- 4) Press "Forward"



- 2) Apply shredder oil and wait for 30min.



Use thick paper to push jam through

- 1) Turn off shredder.
- 2) Apply shredder oil to the feed slot (shredder oil not included). Let oil soak in to paper and machine for 30 minutes.
- 3) Set the Power button to Auto/On.
- 4) Press forward button ( ) or use thick paper stock/ greeting card to manually activate the shredder into cutting mode or push the jam through.
- 5) Reduce the number of sheets being fed (count pages to be sure not to exceed the maximum sheet count). Refeed the paper.

### Shredder does not feed or shred credit card or small piece of paper



Feed in the center

- Position credit card or small piece of paper over the credit card section of the Feeder (center position).
- Try again.