

# TECOR

**Shredder User Manual**

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## TR-120X

Model No.

Please read these operating instructions before using the unit.

# **WARNING:** SAFETY INSTRUCTIONS, READ BEFORE USING!



Read instructions before use.



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



Avoid touching the document feed opening with hands.



Keep loose clothing or jewelry away from the paper entry slot.



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



Avoid getting hair near the paper entry slot.



Do not insert foreign objects into the paper entry slot.

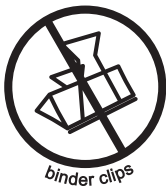
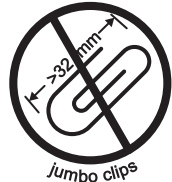
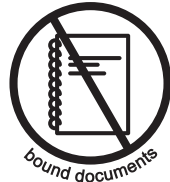


Keep away from moving parts.



Sharp blade edges!  
Do not touch!

## DO NOT SHREDS:



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

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# **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 metal credit cards, 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

- Warning
- Installation
- Operation

	Auto Feed Tray:	Manual Feed Slot:
Sheet Capacity	120 Sheets of A4	10 Sheets of A4
Paper Shred Size	4.0 mm x 12 mm	4.0 mm x 12 mm
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	20 min. on / 45 min. off
Voltage	AC220-240V, 50/60Hz, 1.5A	AC220-240V, 50/60Hz, 1.5A

## \* Manual Feed:

- Shreds credit cards, small paper clips, staples
- One folded sheet of paper equates to 2 sheets of paper
- Heavier paper, humidity or electrical voltage other than the rated voltage may reduce shredding capacity

# INSTALLATION

1. Make sure the basket door is securely closed shut. This shredder features a safety power cut off and 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.
2. Attach all 4 castor wheels to the bottom of the wastebasket. (FIGURE 1)
3. A socket-outlet should be near the equipment and be easily accessible.
4. Connect the power cord to any standard 220 volt AC outlet.

## ⚠ Caution:

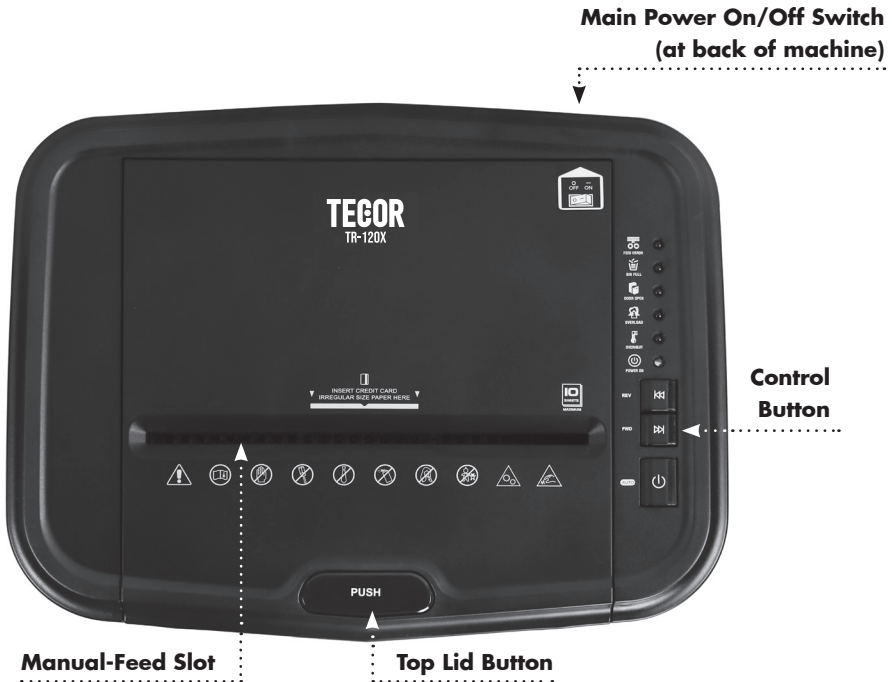
Microcut shredders have very sharp exposed blades on the underside. Do not touch. Unplug the shredder before clearing paper jams.

Use care when mounting the shredder on the wastebasket.



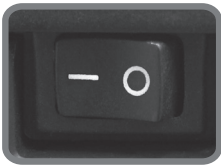
FIGURE 1

# OPERATION



## ■ Main Power Switch

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.



— ON    ○ OFF

## ■ Control Button:



### • Auto-On (Green):

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.

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# 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.



REV

- **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.



FWD

- **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.

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# OPERATION

## ■ Features:

### • **Auto-Reverse Technology:**

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

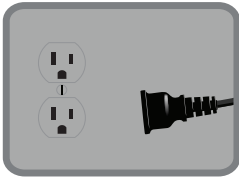
## ■ Auto-Feed Shredding Operation:

### • **Auto-Feed Shredding Capacity:**

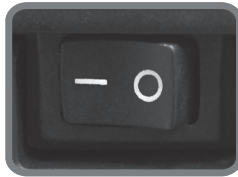
#### **Shreds:**

- Maximum 120 sheets of A4
- Up to 10 sheets stapled paper stacks
- Up to 10 sheet clipped paper stacks

### • **Power on shredder**



- 1 Plug into ground standard household power outlet (220-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.

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# OPERATION

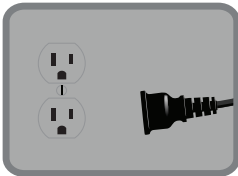
## • Close lid:

The shredder automatically starts when you close the lid.

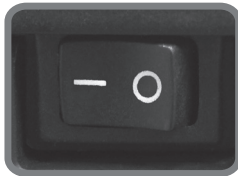


## ■ Manual-Feed Shredding Operation:

### • Power on shredder



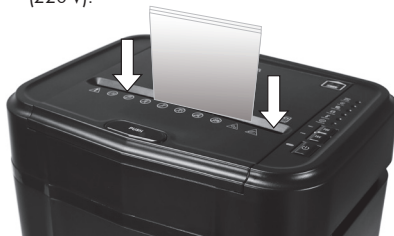
- 1 Plug into ground standard household power outlet (220-V).



- 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. 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.
- 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 45 minutes or longer before resuming normal operation.