

WARNING:

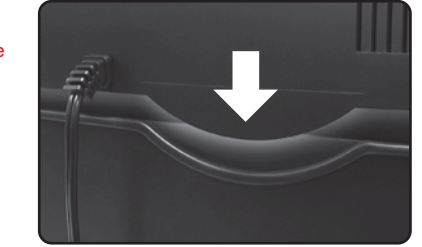
- Avoid touching the document feed opening with hands.
- Do not spray or keep any aerosol products in or around shredder.
- Product is not intended for use by children (product is not a toy).
- Avoid loose clothing or jewelry touching the document feed opening.
- Do not insert foreign objects into the document feed opening.
- Avoid getting hair near the document feed opening.

- **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, gasoline) in the shredder basket.
- **Never shred plastic (except credit cards), any hard materials, continuous forms, newsprint, or anything with adhesives including labels and envelopes.**
- A socket-outlet should be near the equipment and be easily accessible.
- Always turn the shredder off and unplug the power cord from the AC outlet before cleaning it, moving it, or emptying the waste basket.
- 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.
- Keep wastebasket emptied so that the shredder output is not impeded.
- 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 manufacturers warranty.
- Never try to clean or clear the shredder blade.

TROUBLESHOOTING PAPER SHREDDERS:

The shredder does not work at all.

- Make sure the unit is plugged in and that the outlet it is plugged into is in good working order.
- In the event that the shredder is run continuously for too long and the motor overheats, a thermal overload switch will automatically shut the power off. If this happens, move the switch to the off position for 30 minutes or more before continuing.
- If using a plastic bag to line the wastebasket, please remove it since this may be the cause of the shredder to not operate properly.
- The activation switch of the shredder is located near the center of the feed slot. Be sure to feed directly into the center area to trigger the machine (especially applies to smaller pieces of paper or credit cards).
- Make sure the head unit portion of the shredder is correctly seated onto the included wastebasket with the words and icons facing towards you. The head unit is particularly designed to work only with the integrated wastebasket. Shredders are equipped with a safety interlock mechanism, which prevents the unit from working when the head unit is lifted, removed, or accidentally knocked over. Located on either the back center, next to the power cord, is a "curved flap-like shape" that **MUST FIT OVER THE OUTSIDE** matching ridge of the wastebasket. The shredder will not operate unless the head unit is properly mounted as pictured.



The shredder runs in "Rev" mode but not in "Auto" mode.

- While in "Auto" mode, the motor will not start running until paper is inserted into the feed slot.** Set the unit to "Auto" and insert paper to be shredded. It is normal for the motor to run for a moment after setting it to "Auto" but it should stop until paper is inserted. The trigger that activates the shredder in Auto mode is located directly in the center of the slot. If the paper you are inserting is narrow, it may not be hitting the switch. It is possible that the trigger, which activates the shredder, has become blocked with paper. Insert an index card, directly in the center of the feed slot, and apply force. This will usually clear any paper blocking the switch and force the switch closed.

How to clear a paper jam in the shredder:

- Switch the shredder over into reverse mode. While in reverse, the shredder will back up to loosen the jammed paper. If required, you may need to tug on the paper to effectively clear the machine. When jammed paper is loosened or removed, switch back to the Auto-On mode to continue shredding.
- With stubborn situations where the reverse function does not help, you may loosen the jammed paper with shredder oil (cooking oil is acceptable, **nothing aerosol**). Start by drizzling oil into the blades where the paper is jammed. Let it soak for about 30 minutes to completely saturate. Return the shredder back to Auto-On mode. If required, a rigid sheet of cardstock (old greeting card, folded file folder, or a sheet torn from a cereal box) can be fed into the shredder to help push the jammed paper through.

Operating Instructions

- Installation
- Operation
- Warning
- Troubleshooting
- Maintenance
- Limited Product Warranty

Sheet Capacity	6 sheets 20lb. bond paper*
Paper Shred Size	0.22 in. x 1.84 in. pieces 5.6 mm x 46.8 mm pieces
Paper Entry Width	8.66 in. / 220 mm
Credit Card Capacity	1 at a time
Voltage	120V-60Hz 2.0A

* ONE FOLDED SHEET OF PAPER EQUATES TO 2 SHEETS OF PAPER
Heavier paper, humidity or other than rate voltage may reduce capacity.

INSTALLATION:



FIGURE 1

Mount the shredder securely to the rim of the waste basket. (FIGURE 1)
A socket-outlet should be near the equipment and be easily accessible.
Connect the power cord to any standard 120 volt AC outlet.

ATTENTION:

This model includes a built-in safety interlock mechanism, which requires the shredder to be correctly mounted on to the included wastebasket. Located on the back center of the shredder, next to the power cord, there is a curved flap-like shape that must **FIT OVER THE OUTSIDE** matching ridge of the wastebasket. (FIGURE #1) **THE SHREDDER WILL NOT OPERATE UNLESS IT IS PROPERLY MOUNTED AS PICTURED!**

It is not designed to operate with any other wastebaskets. An activation switch located on the head unit automatically shuts off the shredder when it is lifted or removed. The supplied wastebasket activates this switch, which allows the shredder to be operable. Lining the wastebasket with a plastic bag will interfere and may keep the shredder from functioning.

Caution: Crosscut shredders have very sharp exposed blades on the underside.
Use care when mounting the shredder on the wastebasket.

OPERATION:



FIGURE 2

Using the switch located on the unit, select one of the following settings by sliding the switch either left or right. (FIGURE 2)

- I Auto:** This setting allows the shredder to be automatically started by inserting paper into the shred opening. Always feed the paper in as straight as possible. When the paper has passed through, the shredder will automatically stop. (FIGURE 2)
- O Off:** This setting turns off all features of the shredder. For safety reasons, we recommend that you leave the shredder in the "Off" position whenever the shredder is unattended or not in use. (FIGURE 2)
- R Rev:** In the unlikely event of a paper jam, the reverse setting can be used to help clear the cutters of paper that has not passed through. Never attempt to clear a jam by using the reverse function until you have emptied the wastebasket. (FIGURE 2)

Never shred plastic (except credit cards), any hard materials, continuous forms, newsprint, or anything with adhesives including labels and envelopes.

While this shredder will shred staples, it is recommended that you remove them whenever possible in order to extend the life of your shredder.

Only shred credit cards by feeding them vertically within the designated area.
Never feed more than one credit card at a time.

MAINTENANCE:

Keep your shredder running with ultimate reliability with the following Ativa shredder supplies:

Shredder Lubricant Sheets

To quickly and conveniently maintain shredder blade lubrication, use a Shredder Lubricant Sheet once a month.

Shredder Oil

Apply a bead of this lubricant across a sheet of paper once a month and shred it. It helps to keep the shredder blades operating well over many years of use.

Oil the shredder blades every month with recommended lubricant sheets (Office Depot item number 340-960) or oil (Office Depot item number 285-661).

Do not spray or keep any aerosol products in or around shredder.
DO NOT USE CANNED AIR ON SHREDDER.

CLEANING:

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

LIMITED PRODUCT WARRANTY:

Swinton Avenue Trading, Inc. Limited Product Warranty

This limited warranty covers the original purchase of new product used for normal commercial, personal or household use. Swinton Avenue Trading, Inc. (SAT) warrants its products will be free from defects in materials and workmanship (normal wear and tear excepted), for one (1) year from the date of purchase, except as provided below. SAT, at its option, will replace with a comparable product, free of charge, any product which fails under normal use as a result of such defect. This warranty does not apply to damage caused by fire, accident, negligence, misuse, improper cleaning or other circumstances not directly attributable to manufacturing defects.

Additionally, the cutting cylinders are warranted for a period of 5 years from the original purchase date and will be replaced without charge for material or labor if found by SAT to be defective.

Proof of purchase is required in the form of a receipt (copy or original) to validate warranty. If you do not have a copy of your store receipt and paid using a check or a major credit card, a copy can be obtained from Office Depot's receipt retrieval department at 1-800-721-6592.

If SAT chooses to provide a refund for such product, it will be fulfilled in the form of an Office Depot Merchandise card. Claims fulfilled in this manner take approximately 90 days to process.

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THIS WARRANTY APPLIES ONLY TO THE U.S. AND CANADA.

Return Instructions

Please call 1-877-777-HELP (1-877-777-4357) for warranty service or product support.