

# PAPER SHREDDER

## USER MANUAL

TG 210M



## Installation

- Only operate this product from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult an electrician.
- Make sure the electrical outlet is easily accessible from the shredder.
- Shredder must be operated only in upright position.
- To make sure the shredder has proper ventilation, place it a minimum distance of 2 in. (5 cm) from the wall or furniture.



## Safety Instructions

1. Read and follow all instructions before use. Save these instructions for later use.
2. Always turn off and unplug the machine before moving, servicing, cleaning, or anything other than normal operation. Serious injury may result. Clean shredder with a damp cloth, using a mild soap and water solution.
3. Do not use abrasives or petroleum-based cleaners.
4. Place this product as close as possible to power source for quick and easy unplugging.
5. Turn off the power switch before removing waste bin. It is advisable to disconnect the power cord before opening the shredder.
6. This product should never be placed near a radiator or other heat source.
7. Do not allow anything to rest on the power cord. Do not place the power cord where people may walk on it.
8. If an extension cord is used with this product, make sure the total ampere (amps) ratings on the products plugged into the extension cord do not exceed the extension cord's ampere rating.
9. Do not attempt to service this product yourself, as opening or removing covers may expose you to risks of getting injured. Also, doing this will void the shredder's warranty.
10. Unplug this product and contact technical support when:
  - The power cord or plug is damaged or frayed.
  - Liquid has been spilled on the product.
  - The product has been exposed to rain.
  - The product does not operate normally, even when the operating instructions are followed.
  - The product has been dropped, or the casing has been damaged.
11. This shredder should be operated only with an operator in attendance.
12. Empty the waste bin regularly so that the waste output is not impeded.
13. This machine can shred normal paper and credit cards. However, you should shred only one type of these items at a time to avoid causing an overload.



# WARNING



**CAUTION: KEEP THIS DEVICE AWAY FROM CHILDREN AND PETS!** Place the paper shredder in an area less accessible to children.



**DO NOT PLACE FINGERS TOO CLOSE TO THE FEED SLOT, AS SERIOUS INJURY MAY OCCUR.** Paper shredders can pull children's fingers into the shredder mechanism.



**AVOID GETTING LOOSE CLOTHING OR JEWELRY NEAR THE FEED SLOT.**



**AVOID GETTING HAIR NEAR THE FEED SLOT.**



**NEVER** spray any aerosol-based products in or around the shredder. **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** use any petroleum-based or flammable oils or lubricants in or around the machine, as some oils can combust causing serious injury. Lubricants specifically designed for shredders are acceptable.



**NEVER** place the shredder near water or any heat source. Avoid direct contact with water.

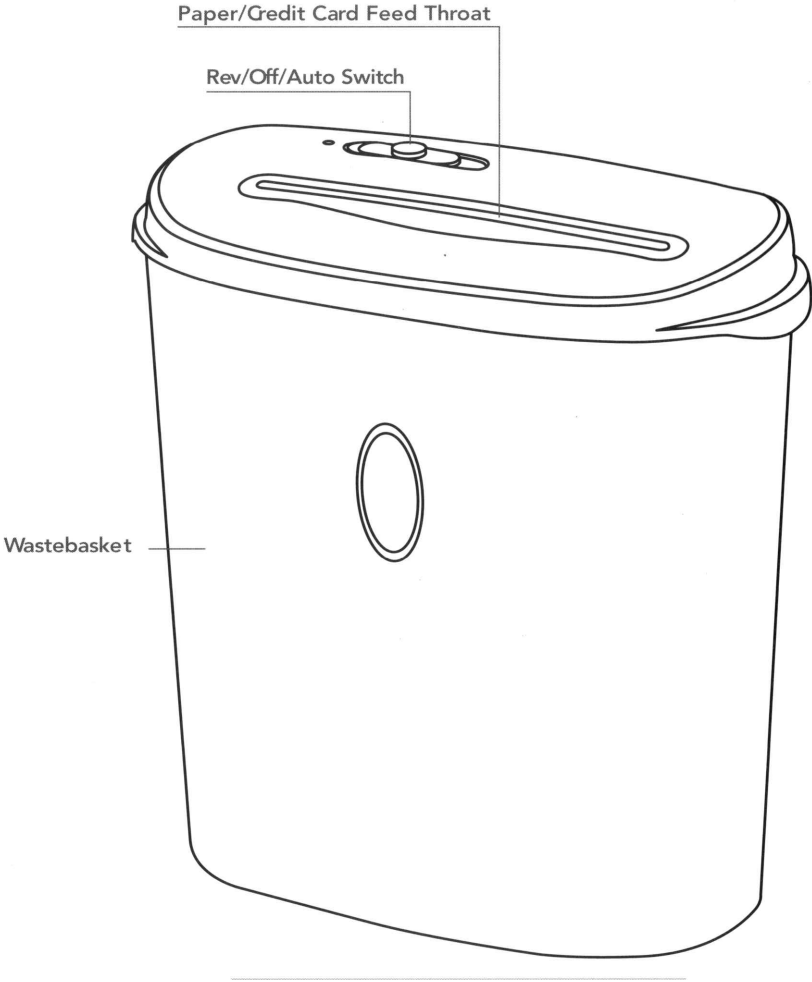


**STOP USE IMMEDIATELY IF:**



1. The shredder blades become jammed with paper.
2. The shredder motor makes loud and/or irregular noise during operation.
3. The shredder blades or paper guides become bent or compromised in any way. Continuing to operate your shredder with any of the above conditions present could be potentially dangerous.

# Shredder Diagram



CREDIT CARD



REVERSE



AUTO / READY



OFF



OVERHEAT

# 10-SHEET MICRO CUT PAPER SHREDDER

## Technical Specifications

Model .....	TG 210M
Cutting Style .....	Micro Cut
Shred Size .....	4x10mm
Sheet Capacity .....	10sheets
Shred Speed Max Sheet Capacity .....	6.5 ft/min (2 m/min)
Intake Throat Width .....	8.66" (220mm)
Dimensions (l x w x h) .....	14.25" x 7.68" x 17.8" (362x195x452mm)
Weight .....	11.68lbs (5.3 kg)
Basket Capacity .....	5.5 gallons (21.0 liters)
Run Time (min).....	2 ON / 30 OFF
Noise Level (motor).....	72 dB

## How To Use Your Shredder

### Setup Instructions:

1. Mount the shredder correctly to the basket.
2. Connect the power cord to any standard 230 volt AC outlet. For pluggable equipment, the socket-outlet shall be installed near the equipment and shall be easily accessible.
3. Move switch to AUTO position.
4. Insert paper to activate.

### Setup Cautions:

1. All shredders have very sharp, exposed blades on the underside. Please use care when mounting the shredder on to the wastebasket.
2. Make sure power cord is not damaged in any way and that the outlet is properly functioning.
3. This shredder will safely shred sealed envelopes so long as the number of layers of (folded) paper does not exceed the maximum sheet capacity of the shredder. CAUTION: When shredding sealed envelopes, be certain that non-paper objects, such as metal coins, credit cards, plastic items, etc., have been removed. Doing so may damage the shredder and will invalidate the product's warranty.
4. It is normal for residual lubricant in the motor to burn off during the first several extended uses of your shredder. Should you notice a slight burning odor or the presence of small wisps of smoke during the first several extended uses, you may continue using the shredder. If either symptom continues to occur after repeated use, please contact technical support for assistance.

## Helpful User Tips

### 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.

### 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 waste basket to avoid overloading the basket and damaging the cutting mechanism.

### 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.

### Staples and Paperclips

This shredder will safely shred standard staples and small paperclips. Industrial or non-standard, large size staples, jumbo and/or butterfly paperclips, and binder clips should NEVER be shredded. Please remove from paper before shredding.

# How To Maintain Your Shredder

## Lubricate Blades 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 product package.
- Do not touch the cutting surface.
- Continue to recycle waste paper in a normal manner.

## When Using Shredder Lubricant Sheets

Never tear or open a shredder lubricant sheet. Please, empty waste basket prior to use. Shred one shredder lubricant sheet by feeding sheet in the direction on the arrows, directly into the paper feed entrance as per the instructions that came with your shredder. After shredding the lubricant sheet completely, run the shredder in reverse for 10 seconds for optimal performance. Align the first lubricant sheet to the left of the shredder throat. The next time you use a shredder lubricant sheet align the pouch to the right of the shredder throat. Continue to alternate between aligning the pouches to the left and right to ensure the entire cutting mechanism remains well lubricated. Re-lubricate your shredder by shredding a lubrication sheet after 30 minutes of shredding or a minimum of twice per month to maintain maximum performance.