



**DocShred TG-CD Paper Shredder**  
**Instruction Manual**  
**12 Sheets Cross Cut**












Dear customer,

Thank you for buying this quality product. Please read this instruction carefully before initial operation. Particularly take note of the following safety instructions. Please keep this instruction for future reference and pass it, when handing over this item.

## Cautions:



1. Please read the manual before operating the machine .
2. Keep all loose articles of clothing, ties , jewelry , hair  or other small items away from the feed opening to prevent injury.
3. Keep in the OFF position when the shredder is not in use for prolonged periods of time.
4. Remove all paper clips  and staples from paper before shredding. Unit will cut staples, however it is not recommended.
5. Do not place hands  or fingers into the shredder throat as serious injury could result.
6. Always turn off or unplug the shredder prior to moving, cleaning or emptying the wastebasket.
7. Empty wastebasket frequently.
8. The document shredder must always be deactivated and disconnected from the electrical line prior to moving, transporting and cleaning the device and prior to emptying the waste basket.
9. Please do not leave the document shredder unattended e.g. in the event children  or pets are nearby.
10. Please DO NOT shred credit cards, CDs/DVDs and paper at the same time.
11. The device may not be operated with a damaged power cord.
12. For indoor use only.
13. This machine is no toy. Keep it away from children  and pets.
14. To protect the machine well, we suggest the user to operate it in this way: work 4 minutes then rest one hour.
15. Please do not spray any flammable gas or oil  onto this shredder, it may cause fire.
16. Please do not shred too soft paper and the paper with plastic material.

## Setup:

1. Place the CD/DVD & Credit card shredding plastic bin provided with your shredder, inside the appropriate rib position attached to the inside of waste bin.
2. Place the shredder securely on top of the waste basket. Be sure not to allow your fingers to get between the basket and the shredder as you are placing the shredder in place.
3. Plug the power cord into any standard 230V~240volt AC outlet.

## Operating the shredder:

The Main Switch and POWER (OVERHEAT) LED are located on the top of the shredder. The Main Switch has three (3) settings.

1. When **AUTO** is selected, the POWER (OVERHEAT) LED will be light, the shredding process is started automatically by inserting the paper, a credit card or a CD/DVD into the feed opening. When inserting papers, please do not shred CD/DVD and credit card at the same time. When inserting CD/DVD and credit card, also please do not shred paper at that time. The shredder will stop automatically when the paper, a credit card or a CD/DVD has completed its travel through the feed opening.
2. **REV** is used to assist in the removal of a paper jam, which reverses the shredder process prior to a completed cycle, thus clearing the cutters.
3. **OFF** is used to terminate the power to the shredder. The mode is recommended when emptying the wastebasket or when the shredder is not in use for a prolonged period of time.

## Shredder capacity:

C156-D will shred twelve (12) sheets of A4 size 80g/m<sup>2</sup> paper, a CD/DVD or credit card at once and will accept paper widths up to 223mm. When shredding small material like envelopes or receipts, insert them through the middle of the feed opening.

## Paper Jams and overload protection:

C156-D is equipped with a motor overheat and overload protection device, and with a POWER (OVERHEAT) Indicator. The normal short duty cycle for continuous shredding at maximum capacity is 4 minutes. The power may terminate automatically and in the case of the following abnormal situations :

1. Operating the shredder at the maximum capacity continuously for a prolonged period of time, under this situation, the shredder may occur overheat, and the POWER(OVERHEAT) Indicator will be flash. e.g. More than 4 minutes for computer paper and CD/DVD or credit card without stopping.
2. Exceeding the shredding capacity, under this situation, the shredder may occur overload, e.g. inserting more than eight (8) sheets at one pass, or if the paper is not fed squarely into the feed opening.

Both abnormal operations may result in the activation of the automatic motor overheat/overload protection, which terminates the power to the unit .If this occurs, you should:

1. Unplug the power cord from the AC outlet to allow shredder to cool down. Tear or cut off any excess paper from the top of the shredder.
2. Plug the power cord back into the AC outlet and place the Switch in **REV**. Pull the remaining paper out of the cutters. Place the Switch back to the Auto position if necessary clear the feed opening of any remaining shredded pieces of paper, Keep fingers away from feed opening to avoid harm.
3. With the Main Switch in the **AUTO** position and the feed opening clear, you are now ready to resume normal shredding .

### **Delivery:**

Shredder  
Instruction manual

### **Specifications:**

Shred type:	Cross cut
Shred Size:	5*45 mm
Noise Level:	72dB
Shredding Capacity:	12 Sheets or 1pc CD/DVD, or 1pc credit card
Feed Opening:	223mm for paper
Feed Opening for CD/DVDs:	120mm
Input:	220V~240VAC,50Hz
Shredding speed:	1.5m/min (12 sheets)
Basket capacity:	21 L

### **Warranty**

The warranty for this appliance is for 12 months from the date of purchase from an authorized dealer. The appliance has been manufactured with care and meticulously examined before delivery. Please retain your receipt as proof of purchase. In the case of a warranty claim, please make contact with our Customer Service.

#### **Notice**

The warranty covers only claims for material and manufacturing defects, but not for transport damage, wearing parts or for damage to fragile components, e.g. buttons or batteries.

This product is for domestic use only and is not intended for commercial use. The warranty is void in the case of abusive and improper handling, use of force and internal tampering not carried out by our authorised service branch.

Your statutory rights are not restricted in any way by this warranty. The warranty period is not extended by repairs made under the warranty. This applies also to replaced and repaired parts.