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HSM®



BETRIEBSANLEITUNG
AKTENVERNICHTER

OPERATING INSTRUCTIONS
PAPER SHREDDER

NOTICE D'UTILISATION
DESTRUCTEUR DE DOCUMENTS

MANUALE OPERATIVO
DISTRUGGIDOCUMENTI

INSTRUCCIONES DE SERVICIO
DESTRUCTORA DE DOCUMENTOS

INSTRUÇÕES DE OPERAÇÃO
DESTRUIDORA DE DOCUMENTOS

GEBRUIKSAANWIJZING
PAPIERVERNIETIGER

BRUGSVEJLEDNING
MAKULERINGSMASKINE

BRUKSANVISNING
DOKUMENTFÖRSTÖRARE

KÄYTTÖOHJE
PAPERINSILPPURI

HSM 411.2



1.565.999.102 – 0603

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1. Proper use, warranty

The document shredder is to be used for shredding paper. Depending on the cutting type, small quantities of the following materials can also be destroyed:

Shred size (mm)	3.9	5.8	1.9x15	3.9x50
Credit cards	•	•	•	•
CDs	•	•	•	•
Floppy disks	•	•		•
DAT cassettes				•

Its sturdy drive mechanism is not damaged by paper clips and staples. Only on machines with safety level HS Level 6 (1 x 5 mm) can the paper not contain staples or paper clips.

We provide a warranty for the device in accordance with our general sales and delivery terms. This warranty excludes wear, damage due to improper handling, natural depreciation, and actions taken by third parties.

2. Machine components



- | | | | | |
|---|-------------------|----|--------------------------------------|-----------------|
| 1 | Caution label | 8 | Bottom frame | For More Info |
| 2 | Inspection door | 9 | Roller | |
| 3 | Cover | 10 | Guide roller | Click Here ---> |
| 4 | Membrane keyboard | 11 | Door | |
| 5 | Mains switch | 12 | Paper feed opening | |
| 6 | Name plate | | Safety element / splinter protection | |
| 7 | Caution label | | | |

3. Safety instructions

- Read all instructions before start-up of the paper shredder. Save these instructions for later use.
- Follow all warnings and instructions marked on the product!
- Make sure no liquid is spilled on or in the paper shredder.
- If the shredder is damaged or does not function properly, switch the device off, pull out the mains plug and inform our service engineers.
- Keep paper shredder out of the reach of children.
- This shredder should be operated only with an operator in attendance.



Risk of injury!

Do not reach into the paper feed slot.



Risk of injury from splinters!

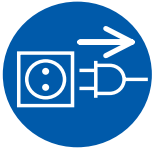
Splinter protection from the cross cut machines is only guaranteed if the safety element is covering the paper feed opening. Feed hard credit cards, CDs, discs or DAT cassettes only into the insertion slot.



Risk of injury by pulling in!

Keep long hair, loose articles of clothing, ties, scarves, jewellery etc. away from feed opening. Material with the tendency to form loops, e.g. tapes, strapping material, etc. must not be shredded.





Before taking off the cover, changing the location, cleaning or anything else other than normal operation **turn off and unplug the paper shredder!**



Maintenance and service work may be performed only by:

- HSM customer service
- specially trained staff (e.g. qualified electricians)
- service technicians from our contracting partners



Undo the wing screws securing the unit during transportation.

4. Installation

- This paper shredder should never be placed near or over a radiator or heat source.
- The ventilation slots must not be blocked or covered and they must be at a distance of at least 10 cm away from walls or furniture.
- Make sure the mains plug is easily accessible.
- Before plugging in the mains plug, check that the voltage and frequency of your local mains supply correspond to those stated on the type plate.

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Inserting the bag for shredded material



- Open front door and pull out frame with bag for shredded material.
- Fold new bag around frame and allow to overlap by approx. 20 cm.
- Push frame with guide and bag into bottom frame.
- Close front door.

5. Start-up

Switching the paper shredder on



- Set mains switch at rear of paper shredder to „I“.



- Paper shredder is ready for operation when green LED on control panel lights.



Notice

Safety switches are installed at the door and inspection door. Paper shredder can only be switched on if the door and the inspection door are both closed.

Shredding paper:



- Feed paper into the paper infeed opening (see „Technical data“ for sheet capacity)
- The shredding process is started by a photo-cell in the paper feeding opening
- Approx. 3 sec. after the last sheet of paper is pulled in the cutting system automatically switches off and returns to standby.



The document shredder can also be started by pressing the green arrow button:

• **Press briefly:**

Cutting device starts. Automatic stop approx. 3 seconds after the last piece of paper was drawn in, or manual stop when the stop button is pressed



- **Hold down for longer than 2 seconds:** constant operation without light barrier function. The cutting device runs until it is switched off with the stop button.

Destroying credit cards, CDs, discs or DAT cassettes:

Cross cut machines:

Fold the safety element down (only for cutting types 3.9 x 50 mm and 1.9 x 15 mm), switch the machine on to continuous operation and feed the material into the insertion slot.

only for cutting type

3.9x50 mm	3.9x50 mm • 1.9x15 mm
Floppy disks	Credit cards • CDs



only for cutting type

3.9x50 mm

DAT cassettes



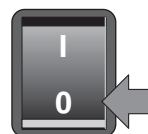
For strip cut machines, feed the CDs, credit cards or discs directly into the paper feed slot.

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Switching the paper shredder off



- Set mains switch at rear of paper shredder to „0“.

6. Troubleshooting

Paper jam



You have fed in too much paper.

- Paper shredder jammed.
- Red LED in the key pad flashes.
- Paper shredder reverses automatically.

- Pull paper out of the paper feeding opening.

If material is not completely pushed out, then



- Press dashed arrow button.
- Paper is pushed out.

- Pull paper out.
The cutting device is easily accessible once the inspection door on the top of the machine is opened.



CAUTION!

Injuries by cutting rollers are possible even when the paper shredder is idle.

Keep hands away from the cutting system!

- Separate paper stack and feed paper again.
- The shredding process is started again with the green arrow button or by the light barrier (paper feed).



CAUTION !

Do **not** press dashed arrow button and green arrow button alternately forwards and backwards. Cutting system can be damaged.

Electric motor overheated



- Red LED on membrane keyboard lights.
- Paper shredder switches off automatically.
- Allow paper shredder to cool down for approx. 15 to 20 min.

Front door or inspection door on the top of the machine is open.



- Red LED on membrane keyboard lights.
- Paper shredder stops automatically.
- Close front door and inspection door
- If the door is opened when the cutting device is running, the document shredder must be started again using the green button after the door of the document shredder has been closed.

Bag for shredded material full



- Red LED on membrane keyboard lights.
- Paper shredder stops automatically. Reversing the cutting device ("Reverse" button) is also possible even when the shredded material container is full.

- Insert new bag
Particle cutting devices are equipped with a compacting mechanism. Press the foot pedal in the lower part of the cabinet to shake up the collector sack and reduce the volume of the particles. Paper can be fed again.



CAUTION!

Empty the shredded material container after the paper shredder has been switched off, because otherwise malfunctions of the cutting system could occur when the rocker switch is pressed several times in succession

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7. Maintenance and care

Cleaning:

- Switch off the shredder, pull out the mains plug.
- When cleaning only use a soft cloth and a mild soap-water solution. Never use scouring agents, cleaning fluid, petroleum or thinners.

When the cutting capacity drops or the noise increases:

- Lift the inspection door on the top of the device and spray special cutting block oil on the blade rollers of the cutting device.
- Run cutting system forwards and backwards several times without feeding paper. Paper dust and particles are shaken off.





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8. Technical Data

Cutting type							
	Strip cut		Cross cut				
Shred size (mm)	5.8	3.9	3.9 x 50	1.9 x 15	0.78x11	1 x 5	
Safety rating DIN 32757 – 1	2	2	3	4	5	Level 6*	
Cutting capacity (sheets), DIN A4	70 g/m ²	65 - 67	48 - 50	38 - 40	26 - 28	17 - 19	9 - 10
	80 g/m ²	51 - 53	38 - 40	33 - 35	20 - 22	12 - 14	7 - 8
Weight	74 kg		82 kg				
Noise level (Idle running/ load)	60 dB(A) / 68 dB(A)		60 dB(A) / 75 dB(A)				
Cutting speed	100 mm/s		110 mm				
Loading width	400 mm						
Voltage	230 V, 50 Hz 100 V, 50/60 Hz – 115 V, 60 Hz						
Power for the maximum number of sheets	2100 W						
Dimensions W x D x H (mm)	595 x 470 x 990						
Volume of shredded material bag	146 l						

* HSM-specification
Technical and optical modifications reserved

9. Scope of delivery

- Paper shredder, ready for connection, in carton packing, carton on pallet, tied with strapping tape
- 5 bags for shredded material
- Special cutting block oil (250 ml)
- Operating instructions, information sheet on unpacking

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Accessories

- Bag for shredded material, order No.: 1.442.995.000
- Special cutting block oil 250 ml, order No.: 1.235.997.401

Declaration of Conformity

Machinery directive 98 / 37 / EG
EMC directive 89 / 336 / EWG
Low voltage directive 73 / 23 / EWG

The manufacturer **HSM Pressen GmbH + Co. KG**, Bahnhofstraße 115, D-88682 Salem declares herewith, that the paper shredders **HSM 411.2** aboved mentioned correspond with the EC Machine Directive including all relevant modifications.

Applied standards and technical specifications:

- EN 55014-1:2000 + A1:2001 + A2:2002
- EN 55014-2:1997 + A1:2001
- EN 61000-3-2:2000
- EN 61000-3-3:1995 + A1:2001
- EN 61000-4-2:1995 + A1:1998 + A2:2001
- EN 294:1992
- EN 61000-4-4:1995 + A1:2001 + A2:2001
- EN 61000-4-5:1995 + A1:2001
- EN 61000-4-6:1996 + A1:2001
- EN 61000-4-11:1994 + A1:2001
- EN 60950-1:2001

Salem, 01.07.2003

Rolf Gasteier - Technical Director

Machine type inspection for compliance with the requirements of the EC Machine Directive was carried out by the „Administration“/Inspection Authority Committee of Experts, Subject Area „Office Machines and Devices“, on the premises of the Verwaltungs-Berufsgenossenschaft, Deelbögenkamp 4, D-22297 Hamburg. This inspection authority is the authority responsible in accordance with Annex V of the EC Machine Directive.