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# HSM®



## HSM 412.2

**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

**BRUKSANVISNING**  
MAKULERINGSMASKIN



HSM 412.2

**deutsch:** Aktenvernichter HSM 412.2 ..... 3

**english:** Paper shredder HSM 412.2 ..... 9

**français:** Destructeur de documents HSM 412.2 ..... 15

**italiano:** Distruggidocumenti HSM 412.2 ..... 21

**español:** Destrucción de documentos HSM 412.2 ..... 27

**português:** Destruída de documentos HSM 412.2 ..... 33

**nederlands:** Papiervernietiger HSM 412.2 ..... 39

**dansk:** Makuleringsmaskine HSM 412.2 ..... 45

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## 8 Technische Daten

Schnittart	Partikelschnitt
Schnittgröße (mm)	3,9 x 50
Sicherheitsstufe DIN 32757 – 1	3
Schnittleistung (Blatt), DIN A4	70 g/m <sup>2</sup> 38 - 40 80 g/m <sup>2</sup> 33 - 35
Schnittgeschwindigkeit	110 mm/s
Gewicht	85 kg
Geräuschemission (Leerlauf / Last)	60 dB(A) / 75 dB(A)
Arbeitsbreite	400 mm
Anschluss	230 V, 50 Hz 100 V, 50/60 Hz – 115 V, 60 Hz
Leistung bei max. Blattzahl	2100 W
Maße B x T x H (mm)	595 x 470 x 1245
Volumen des Schnittgutbehälters	146 l

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## EG-Konformitätserklärung

Maschinenrichtlinie 98 / 37 / EG  
EMV-Richtlinie 89 / 336 / EWG  
Niederspannungsrichtlinie 73 / 23 / EWG

Der Hersteller **HSM GmbH + Co. KG**, Bahnhofstraße 115, D-88682 Salem erklärt hiermit, dass der Aktenvernichter **HSM 412.2** mit den oben genannten EG-Richtlinien einschließlich aller zutreffenden Änderungen übereinstimmt.

Angewendete Normen und technische Spezifikationen:

- 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 - Technischer Leiter

Eine Prüfung des Maschinentyps auf Übereinstimmung mit den Anforderungen der EG-Richtlinie für Maschinen erfolgte durch den Fachausschuss Verwaltung, Prüf- und Zertifizierungsstelle, c/o Verwaltungs-Berufsgenossenschaft, Deelbögenkamp 4, D-22297 Hamburg. Diese Prüfstelle ist zuständige Stelle im Sinne von Anhang V der EG-Maschinenrichtlinie.

## 1 Proper use, warranty

The shredder is exclusively designed for destroying documents, as well as small quantities of store cards, credit cards, CDs, 3,5"discs and DAT cassettes. Its sturdy drive mechanism is not damaged by paper clips and staples.

The warranty period for the document shredder is 2 years. In addition, there is a 10 year guarantee on the solid steel blade rollers. This warranty and guarantee exclude wear and damage caused by improper handling or actions taken by third parties.

## 2 Safety instructions

- Read the operating instructions before switching on the document shredder. Save these instructions for later use.
- Observe all safety instructions on to the machine.



### ***Risk of injury!***

Do not reach into the paper feed slot.



### ***Risk of injury from being pulled 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.

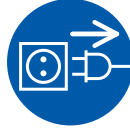


### ***Risk of injury from slivers!***

Splinter protection 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.



Keep paper shredder out of the reach of children. Do not let the shredder run if the person using it is not present.

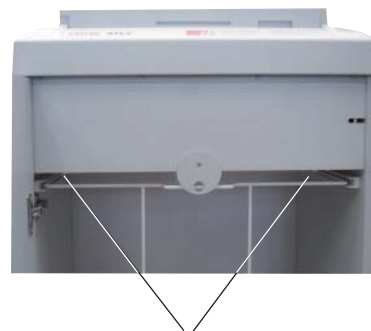


Switch the shredder off and disconnect it from the mains if it is damaged, not working correctly or before relocating or cleaning it.



Service work may only be carried out by HSM Customer Service or by the service technicians of our contractual partners.

- Make sure that the mains plug is well accessible.
- Before you insert the mains plug, make sure that the voltage and frequency of your power supply comply with the information on the name plate.
- Make sure that no liquid gets into the shredder.
- The shredder may not be placed near a heater or other heat source.
- The ventilation slots must not be blocked or covered and there must be at least 5 cm space between the shredder and any wall or furniture.



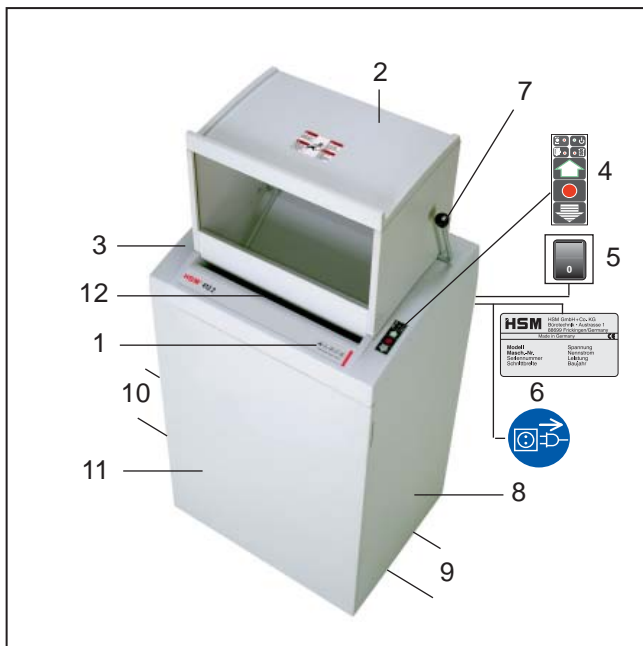
Undo the wing screws securing the unit during transportation.

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### 3 Machine components



- 1 Safety instructions
- 2 Funnel flap
- 3 Cover
- 4 Membrane keyboard
- 5 Mains switch
- 6 Name plate
- 7 Pusher lever
- 8 Bottom frame
- 9 Roller
- 10 Guide roller
- 11 Door
- 12 Paper feed opening  
Safety element / splinter protection

#### Only US-version:

Screw the document shredder to the wall tightly for better stability. The fastening kit supplied is only suitable for fitting to a stone or concrete wall.

- Screw the brackets in (short side to the document shredder) on the left and right, on the back of the machine. The holes have already been made on the back.



- Place the document shredder in the intended location and make a mark for the holes on the wall.
- Drill the holes for the plugs, insert the plugs and then screw in the document shredder tightly with the screws supplied.

#### Membrane keyboard



##### ON pushbutton

Shredder is switched on.  
Cutting system runs in feed direction.



##### Stop pushbutton

Cutting system stops.  
Shredder remains in standby function.



##### Reversing pushbutton

Cutting system runs in reverse direction.



##### Ready for operation

green LED



##### Cut material bag full

red LED



##### Paper jam – electric motor overloaded

red LED

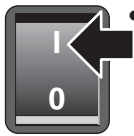


##### Front door opened

red LED

## 4 Operation

### Switching the paper shredder on



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



- Green LED lights.
- Paper shredder is ready for operation (standby)



**Notice**

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



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.



### Shredding smooth paper



- Feed paper. See „Technical data“ for sheet capacity.
- The shredding process is started by a photo-cell in the paper feeding opening.
- When the paper feed opening is free again, the cutting system automatically switches off after approx. 3 sec. and returns to standby.

### Shredding crumpled paper



- Pull back the pusher lever and put the paper into the filling funnel.

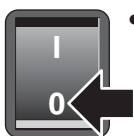


- Press the green arrow key.



- If the cutting device does not catch the paper by itself, slowly move the pusher lever forward.

### Switching paper shredder off

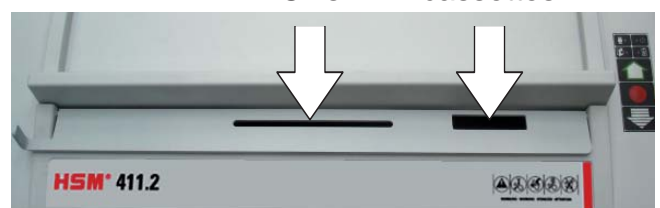


- Set mains switch at rear of paper shredder to „0“.

### Destroying credit cards, CDs, discs or DAT cassettes

Fold the safety element down, switch the machine on to continuous operation and feed the material into the insertion slot.

Discs  
Credit cards  
CDs      DAT-cassettes



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## 5 Troubleshooting

### Paper jam

You have fed in too much paper.



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

#### Notice!

Do **not** press dashed arrow button and green arrow button alternately forwards and backwards.

*Cutting unit can be damaged.*

- 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.



#### 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).

### 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 hopper flap on the top of the shredder is open



- Red LED on membrane keyboard lights.
- Paper shredder stops automatically.
- Close door and hopper flap.



#### Note

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.



#### Note

Reversing the cutting device (“Reverse” button) is also possible even when the shredded material container is full.

- Insert new bag.

#### Notice!

*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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## 6 Cleaning and maintenance

Switch off the shredder and pull out the mains plug. When cleaning only use a soft cloth and a mild soap-water solution. However, no water must enter the equipment.

**Check that the door switch is working properly:**



### **Warning!**

*If the following procedure cannot be performed, switch off the document shredder, disconnect the mains plug and contact customer service.*

- Insert the mains plug and switch on the shredder.
- Feed in a sheet of paper and open the front door while the paper is being drawn in.
  - The cutting unit must turn off immediately and the “door open” indicator must light up.
- Close the door.
  - The cutting unit must not yet restart.
- Pull the paper out of the feed opening. The light barrier must be clear.
- Switch off the machine and then switch back on.
  - The cutting unit starts when paper is fed in.



Oil the cutting unit when cutting performance decreases or the device becomes noisy, or every time you empty the waste container:

- Spray special cutting block oil through paper feed opening across the whole width of the cutting system blades.



- Run cutting system forwards and backwards several times without feeding paper.
  - Paper dust and particles are shaken off.

## 7 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
- Operating instructions

### **Accessories**

- Bag for shredded material, order No.: 1.442.995.000
- Special cutting block oil 250 ml, order No.: 1.235.997.403

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## 8 Technical data

Cutting type	Cross cut
Shred size (mm)	3.9 x 50
Safety rating DIN 32757 – 1	3
Cutting capacity (sheets), DIN A4	38 - 40
70 g/m <sup>2</sup>	33 - 35
80 g/m <sup>2</sup>	
Cutting speed	110 mm/s
Weight	85 kg
Noise level (Idle running/ load)	60 dB(A) / 75 dB(A)
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 1245
Volume of shredded material bag	146 l

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## EC Declaration of Conformity

Machinery directive 98 / 37 / EC

EMC directive 89 / 336 / EEC

Low voltage directive 73 / 23 / EEC

The manufacturer **HSM GmbH + Co. KG**, Bahnhofstrasse 115, D-88682 Salem declares herewith, that the paper shredders **HSM 412.2** correspond with the above mentioned 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, 1.7.2003

Rolf Gasteier - Technical Manager

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