

**LENOXX**  
XS-510

# **HOME & OFFICE SHREDDER**

10 LITRE BASKET



## **Instruction Manual**

**Model no: XS-510**

**Batch no: PR 4392**

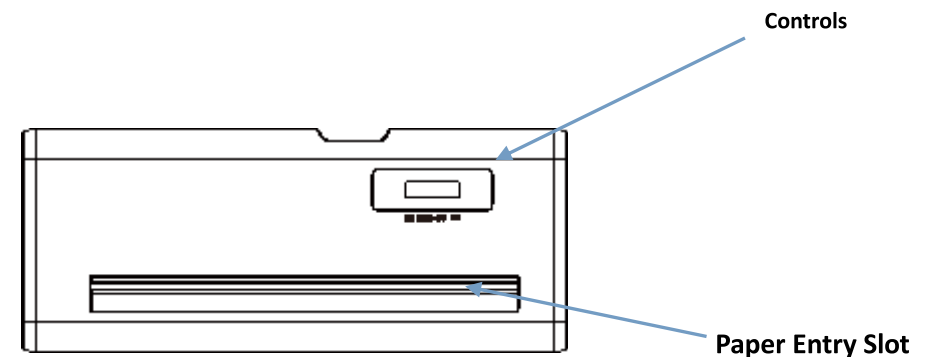
Destroy sensitive documents with speed and ease with our Home and Office Shredder.

This advanced shredder holds a 5-sheet capacity for efficient document destruction. Our shredder is powered by a strip-cut sheet shredder, producing tiny, 6.8mm paper strips – for added protection of your more sensitive documents.

Our convenient auto function will run the blades, then automatically shut off again when the paper has fully gone through. Its 10-litre capacity can hold large numbers of clippings, simply empty out the off-cuts for easy disposal, or even re-use them as a simple small pet-bedding solution.

Shred envelopes, receipts and paper up to A4 size at a rate of 2.5 meters per minute. The simple reverse switch can clear any unwanted paper jams and clean out the blades. Enjoy a low noise level of 72dB with the quiet motor– perfect for all homes and offices.

Keep your private documents private with our Home and Office Shredder.



**Figure 1**

Please read the following instructions carefully before use and retain for future reference.



**To protect this shredder correctly and avoid any damage, please ensure you understand the following icons:-**



Please do not spray any flammable gas, water or oil onto this shredder.



Please keep children away from the shredder, the sharp blades may harm them.



Please keep clothes, ties and the like away from the paper entry slot.



To prevent damage to the cutters, remove paper clips, and other fasteners before shredding.



Please keep your hands out of the paper entry slot as the sharp blades may cause injury.



Please keep your hair away from the shredder/paper entry slot.

**Please Note:** You may occasionally see dust from the shredded paper this is not smoke. Shredded paper also emits a smell, both occurrences are normal.

#### **GENERAL SAFETY**

When using electrical appliances, basic precautions should always be followed to reduce the risk of fire, electrical shock and injury to persons including the following;

The shredder is only intended for private/domestic and small office use. Any other uses not recommended by the manufacturer may result in the warranty being void. Do not use the shredder to shred Film, plastic pouches, adhesive stickers, or any Plastics, as these may cause damage.

Remove the shredder from its packaging and check to make sure it is in good condition before using. Keep the packaging for storage and transportation.

This shredder is not intended for use by persons, including children, with reduced physical, sensory or mental capabilities, or lack of experience and knowledge, unless they have been given supervision or instruction concerning the use of the shredder by a person responsible for their safety.

Extreme caution is necessary when children or persons with reduced physical, sensory or mental capabilities may come into contact with the shredder when in use.

Do not let children play with parts of the packaging, such as plastic bags.

Ensure the power supply to the socket into which the shredder is plugged, is in accordance with the rating label on the shredder and that the socket is earthed.

Do not use the shredder if the Power Cord is damaged. If the Power Cord is damaged it must be replaced by a recognized service agency or other qualified person.

Always turn the power off before unplugging the shredder and make sure your hands are dry to prevent electric shock.

Do not use outdoors.

Always unplug the shredder when not in use.

**Waste Bin Emptying:**

When you empty the waste bin, please make sure the shredder is switched off and unplugged.

If the waste bin gets too full, paper can easily become jammed in the blades, therefore please empty the waste bin after 10 A4 sheets have been shredded.

**Shredder Setup:**

Remove the shredder from the outer carton and place the shredder head on top of the waste bin.

**Shredder Capacity:**

The shredder will shred 5 sheets of A4 70gsm paper at once and will accept paper width up to 220mm. When shredding smaller items like envelopes or credit card receipts, insert them through the middle of the feed slot.

**THIS SHREDDER DOES NOT SHRED CREDIT CARDS.**

The paper sensor is located in the centre of the main feed slot. When paper is inserted the sensor starts the blades. Once the paper has gone through the shredder, the sensor will switch the blades off.

**Duty Cycle:**

Small shredding machines have duty cycles because the motors are smaller and heat up quicker. If you shred paper continuously without allowing the motor to rest and cool down, the motor will overheat and trip the safety cut out switch, this stops the shredder from working. Once the motor has rested and cooled down, the Shredder will start working again.

This shredder has a Duty Cycle of 2 mins on and 30 mins off. This means that after shredding paper for 2 mins you need to stop and switch the shredder off for 30mins to allow the motor to rest and cool down. After the 30 min cooling down period you can resume shredding paper.

**Operating the Shredder:**

Prepare the paper to be shredded by removing paper clips, staples and any other objects that may jam in the feed slot.

- Only feed 5 sheets of 70gsm A4 paper at any one time into the shredder.

- If you are shredding A4 Sheets that are thicker than 70gms, you will need to reduce the number of sheets being shredded, otherwise it will cause a paper jam.
- To start shredding ensure the switch is in the ON/AUTO position.

**FWD:** This switch allows you to clear the paper jam, together with the REV switch, which will then allow you to continue your shredding.

**ON/AUTO:** Activates the auto shred function, the shredder will start automatically when an item is inserted into the paper feed slot and will stop once the paper has been shredded.

**OFF:** This position is recommended when emptying the shredder bin or when the shredder is not in use for a prolonged period of time. Always remove the Plug from the mains power socket when emptying the waste bin.

**REV:** If the paper jams before it is fully shredded, this switch allows you to clear the paper jam by reversing the paper back out from the shredder. It can also be used together with the FWD switch to clear any paper jammed within the blades.

**Safety Switches:**

The shredder is equipped with both overload and overheat protection switches which means if you try to shred too many A4 70gms sheets at once or you run the shredder for more than 2mins, the motor will switch off.

In the event of too many sheets being shredded you need to remove the jammed paper.

**Paper Jams:**

- Move the switch to the REV position and the jammed paper should be pushed back out. Pull out the paper and move the Switch to the FWD position and any paper still left in the blade will be shredded. To ensure all the paper has been shredded move the switch between REV and FWD a few times.
- In the event that reversing the jammed paper out does not work then you may need to manually remove the paper. In this case please ensure you

move the switch to off then unplug the shredder from the mains socket.

- Once the paper has been removed, plug the shredder back into the mains socket, move the switch between FWD and REV and any paper still jammed in the blades should be shredded.
- Place the switch back to the **ON/AUTO** position and ensure that the feed slot is clear, you are now ready to resume normal shredding.

**Tips: (To prevent paper jams).**

- Never shred more than 5 A4 70gms sheets at once.
- When shredding paper, always leave a few seconds gap between the shredding of the last sheet/s and the shredding of the next sheet/s. This is to ensure that the previous sheet has been fully shredded and the blades are completely paper free.
- Once you have finished shredding paper, move the switch between REV and FWD several times. This will clear any shredded paper still remaining in the blades and will ensure the shredder is clear and paper free ready for the next time you use it.

**ALWAYS UNPLUG THE SHREDDER BEFORE ATTEMPTING TO MANUALLY REMOVE AN ITEM FROM THE PAPER ENTRY.**

**TO REMOVE ANY JAMMED PAPER DO NOT, UNDER ANY CIRCUMSTANCES INSERT METAL OBJECTS INTO THE ENTRY FEED SLOT OR THE BLADES,**

**Overheat:**

If the shredder has over-heated because it has been used longer than the recommended 2 mins, you will need to switch off the machine, pull out the mains plug and wait at least 30 mins for the shredder motor to cool down.

**Warning:**

When you want to clean the shredder, please make sure you have switched off the shredder and removed the plug from its mains power socket.

Always use a dry non-abrasive soft cloth when cleaning the shredder.

The shredder cover and waste bin are made from plastic; therefore, please do not use abrasive cleaners or solvent based liquids.

Do not allow the shredder to come into contact with water at any time.

**SPECIFICATION**

Model:	XS-510
Voltage:	220-240V AC,50/60Hz
Power:	180 W
Paper entry width:	220mm
Shred size:	6.8mm
Shred paper capacity:	5 A4 Sheets 70gsm
Shred speed:	2.5m/Min
Waste bin Volume:	10L
Noise level:	72dB
Duty cycle:	2 Mins on/30 Mins off
Net weight:	1.3Kgs
Dimension:	281mm x 150mm x 285mm

## Trouble Shooting

Fault	Reason	Solution
Shredder does not work after paper is inserted.	<ol style="list-style-type: none"> <li>1. The power cord may not be properly connected.</li> <li>2. The motor has over-heated.</li> <li>3. The paper feed may be jammed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Check the power cord is correctly plugged into the mains socket.</li> <li>2. Wait for about 30 minutes and try the shredder again.</li> <li>3. Move the switch alternatively between FWD and REV switches, 2-3 times to clear the jammed paper from the blades. During this process, paper may exit the Feed slot, this can be removed manually. Please ensure you move the switch to the OFF position and unplug from the mains power socket before manually removing the paper.</li> </ol>
Shredder does not stop after shredding has finished	<ol style="list-style-type: none"> <li>1. The mechanical sensor may be jammed by paper</li> </ol>	<ol style="list-style-type: none"> <li>1. Clean the paper entry slot and try again, first ensuring you remove the plug from the mains socket first.</li> </ol>
Shredder makes a high noise	<ol style="list-style-type: none"> <li>1. The shredder may not be placed on a flat/stable surface.</li> </ol>	<ol style="list-style-type: none"> <li>1. Replace the shredder onto a flat/stable surface.</li> </ol>

Shredder does not shred paper	<ol style="list-style-type: none"> <li>1. Too many sheets have been inserted.</li> <li>2. Paper may be thicker than 70gsm</li> <li>3. The paper size inserted may be larger than the paper entry.</li> <li>4. The paper may not be placed straight when put into the paper entry slot.</li> </ol>	<ol style="list-style-type: none"> <li>1. Check to see if you have exceeded the rated capacity of paper (5 sheets of 70 g).</li> <li>2. Reduce the amount of paper being shredded, (try 3 or 4 sheets).</li> <li>3. Reverse the shredder and take out the paper, fold in half and try again, but shred less than 5 sheets.</li> <li>4. Re-insert the paper vertically and straight.</li> </ol>
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**LENOXX**

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