



Security Engineered Machinery Co., Inc

OPERATIONAL & MAINTENANCE MANUAL

For

SEM Model 266/3 w/Built-in Automatic Oiler

(For S/N: 6130813 & Up)



As of January 1, 2008

Security Engineered Machinery Co., Inc.

NATIONWIDE SERVICE

Phone Toll Free: 1(800)225-9293

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Website: WWW.SEMSHRED.COM

IMPORTANT SAFETY PROCEDURES

Your new paper shredder incorporates powerful, heavy duty cutting mechanisms, **serious and permanent injury may result** if proper precautions are not followed.



1. This equipment should never be operated by children or individuals that are untrained or incapable of understanding these safety precautions!



2. Do not reach into the feed opening for any reason! Never insert fingers, hands, other extremities, or objects not meant to be shredded into the feed opening!



3. Do not operate or come in close proximity to this equipment wearing long hair, necktie, loose clothing, or jewelry which may activate a photoelectric on/off switch and/or be pulled into the shredder.



4. Maintenance or repair of this equipment should be performed only by trained, authorized service personnel.

5. Always disconnect electrical power (unplug) before removing or opening the cover or other panels providing access to internal mechanisms.

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READ CAREFULLY BEFORE USING

Proper care of your new paper shredder will ensure many years of trouble free operation, with minimum of maintenance or repair.

CAUTION: Before operating the shredder, remove the red shipping tabs and screws. These should be retained in the event of re-shipping, to avoid damages. These are located in two areas: within the front panel inside the door there are (2) screws, (2) washers, and (2) red tabs, there is an additional (2) screws, (2) washers, and (2) red tabs located at the cutting head opening inside of the cabinet above the waste bin. *Please note that all packaging should be retained by the customer for (30) days from the time of receipt. In the event that this unit needs to be sent back for replacement or repair this packaging will be required to do so. Should the packaging have been discarded before the (30) day requested period, packaging costs will be incurred by the customer.*

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Customer Service

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GSA Customers: www.fedshred.com

Commercial Customers: www.semshred.com

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INSTALLATION AND SET-UP

After removing the shredder from the packaging, please remember to retain this packaging for minimum of (30) days from the date of receipt. This packaging will be required in the event that the shredder must be shipped or returned to SEM for replacement or repair.

The model 266/3 must be installed in a room equipped with a 120V/1/60Hz, dedicated electrical service. The shredder is equipped with a 20 amp, (3) prong plug on the power cord. **The shredder must be operated on a dedicated 20 amp circuit to assure adequate power for the shredder controls.**

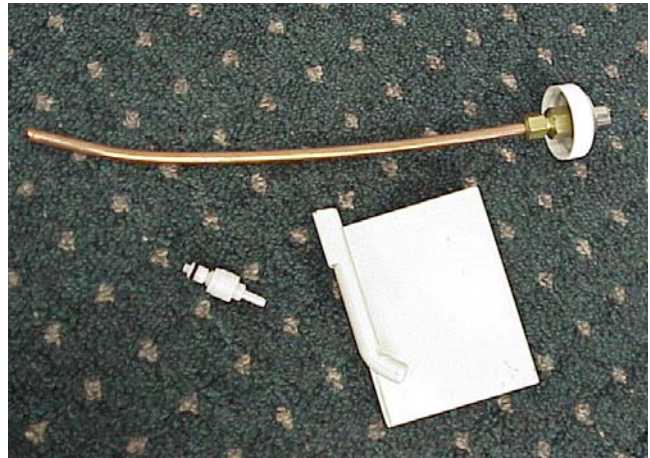
Open the cabinet door by pulling the handle on the upper right corner. Pull the waste container forward and out of the cabinet. Place a plastic waste bag inside of the container, folding the excess over the sides. Remove the shipping tabs as described on the table of contents page of this manual. Slide the container back into the cabinet. Lubricating the cutters is essential as described in the lubrication section of this manual, follow the preceding directions for setting up the oil jug for the automatic oiler.

Instructions for setting up the automatic (built-in) Oiler

Before beginning you should have received a bag with the following items within the shredder packaging:

- (1) Oil Jug Bracket
- (1) Cap and Straw Assembly
- (1) 1/8" Quick Disconnect

With all items accounted for you are now ready to set-up your auto-oiler.



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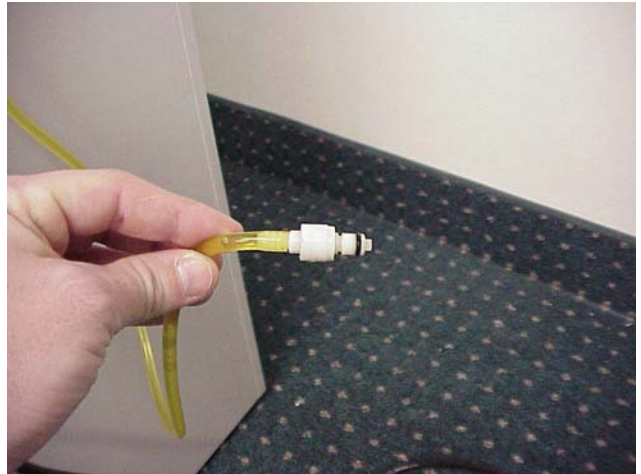
Step 1

Place the Oil Jug Bracket so that it hangs off the side of the shredder cabinet as shown.



Step 2

Take the 1/8" Quick Disconnect and insert the narrow end into the end of the yellow tubing coming out of the back of the shredder cabinet, push the Quick Disconnect on as far as it will go. (Note: The Quick Disconnect will fit very snugly into the tubing.)



Step 3

Unscrew the cap from the 1-Gallon Oil Jug and insert the Cap and Straw Assembly into the Oil Jug. Tighten the Cap and Straw Assembly onto the Oil Jug and plug the Quick Disconnect into the top of the Cap and Straw Assembly, this will snap into place.



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Step 4

You can now hang your Oil Jug from the bracket that you installed on the shredder cabinet.

You are now ready to prime your oiler.



Step 5

Locate the forward button for the shredder and the plus (+) and minus (-) buttons for the auto-oiler on the top cover of the shredder.

Depress and hold both the plus (+) and minus (-) buttons of the auto-oiler and the forward shredding button simultaneously. This will begin priming the auto-oiler, you will then see the oil going through the yellow tubing; continue to hold these buttons down until oil has gone through the entire length of the tubing. Once completed, your oiler is primed and ready to go.



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OPERATION

The model 266/3 shredder features automatic on/off for simple and convenient operation. Simply insert paper into the feed opening, the electronic sensors turn the shredder on. Once paper has completely passed through the cutting head, there will be a (3-4) second waiting period, prior to the shredder shutting itself off.

The shredder can also be operated manually using the “start”, “stop”, and “reverse” pushbutton controls.

1. Green “Start” pushbutton – when this is pressed, the shredder is turned on and ready to shred. A green light will come on to indicate that the shredder is running in the forward mode.
2. Red “Stop” pushbutton – when this is pressed, the shredding unit stops.
3. Yellow “Reverse” pushbutton – when this is pressed and held down, the cutting head will run in reverse. The reverse is used when cleaning the cutting unit, and also to clear jammed material in the event that the shredder should become overfed.

FEEDING

To start shredding, simply insert paper into the feed slot or press the “Start” pushbutton. Begin by feeding one or two sheets of paper into the cutting unit. Gradually increase the amount of paper up to a maximum of (11) sheets at a time. This procedure allows the operator to become familiar with basic operation techniques, and will insure uninterrupted, efficient shredding. **Be sure to remove staples and paper clips from the materials to be destroyed.**

OVERLOADING

Should too much material be fed into the shredder, it will switch off automatically. Following a brief pause, it will automatically run in reverse for a short time after which the material can easily be removed. Thin out the quantity of material that caused the jam, proceed shredding with smaller amounts.

BAG FULL INDICATOR

If the red “bag full” indicator on the control panel is illuminated, the waste container is full. The shredder will automatically shut off. To resume shredding, the plastic waste bag must be changed.

DOOR OPEN INDICATOR

If the red “door open” indicator on the control panel is illuminated, the cabinet door is open or the clear safety flap on the top of the shredder is lifted and the shredder will not operate. This is for safety reasons. To resume shredding, simply push the cabinet door closed, or close the clear safety flap.

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THERMAL OVERLOAD CUT-OUT

The shredder is protected against excessive current draw with a built-in circuit breaker. Should the shredding unit overheat; the thermal overload device will automatically de-energize the machine. Should this occur, allow a brief cool down period, then press the red reset button on the back of the machine. When this button stays in without popping out, you are again ready to start shredding.

- ⊞ For shredders that have an automatic oiler, the shredder will automatically draw shredder oil during the operation of the shredder.

LUBRICATION

Important: To prevent jamming and/or clogging of the shredder cutting head, it is necessary to periodically lubricate the cutting unit. The following procedure is simple and only takes about (30) seconds.

Locate the forward button for the shredder and the “plus” (+) and “minus” (-) buttons for the auto-oiler on the top cover of the shredder.

Depress and hold the “plus” (+) and “minus” (-) buttons of the auto-oiler and the forward shredding button simultaneously. This will begin priming the auto-oiler, you will then see the oil going through the yellow tubing; continue to hold these buttons down until oil has gone the entire length of the tubing. Once completed, your oiler is primed and ready to go.

MAINTENANCE

Two to three preventative maintenance calls per year are recommended. Only authorized service personnel should be allowed to service the shredder.

Important: Always unplug the shredder prior to performing any maintenance. If the shredding capacity drops or should the shredder jam easily, clean and lubricate the cutting system as outlined in the “Lubrication” section of this manual.

Preventative Maintenance Contracts: Check with your SEM sales representative for the maintenance requirements to fit your needs at 800-225-9293.

SPECIFICATIONS

Shred Size: 0.7 mm x 4.2 mm
No. of Sheets: Up to 16 Sheets
Speed: 40 FPM
Throat Width: 13-3/4”
Power: 1-1/2 Hp @ 16 Amps

Voltage: 120V/1/60Hz, 20 amp dedicated line required.
Controls: Manual or automatic start, stop, and reverse by electronic sensors.
Dimensions: 35-1/2” H x 27-1/2” W x 19-1/4” D
Weight: 300 lbs.

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USING AND ORDERING SPARE PARTS

- Only use original SEM spare part replacements.
- We guarantee their quality and functional reliability.
- Warranty claims on parts and/or service must be approved by SEM's Customer Service Manager.

Hints for Ordering Spare Parts

The spare parts shown on the following pages contain part numbers for all of the items that make up the shredder. This spare parts list shows the following information with respect to the spare parts to be ordered:

- Part number
- Quantity
- Description/Dimensions

In order to avoid errors and the delivery of wrong parts, each parts order should contain the following information:

1. Machine Model Number
2. Machine Type
3. Part Number and Description of desired spare parts
4. Quantity of desired spare parts
5. Desired mode of shipment (e.g. post, freight)
6. Full address of purchaser

Recommended Spare/Optional Items Available

Replacement Plastic Waste Bags	Part Number: 640SB130A
Shredder Lubricating Oil, Case of (4) gallons	Part Number: 647OILHV

MICROGRAPHICS "TIP"

Your SEM Model 266/3 shredder is capable of destroying micrographic material as well as paper documents.

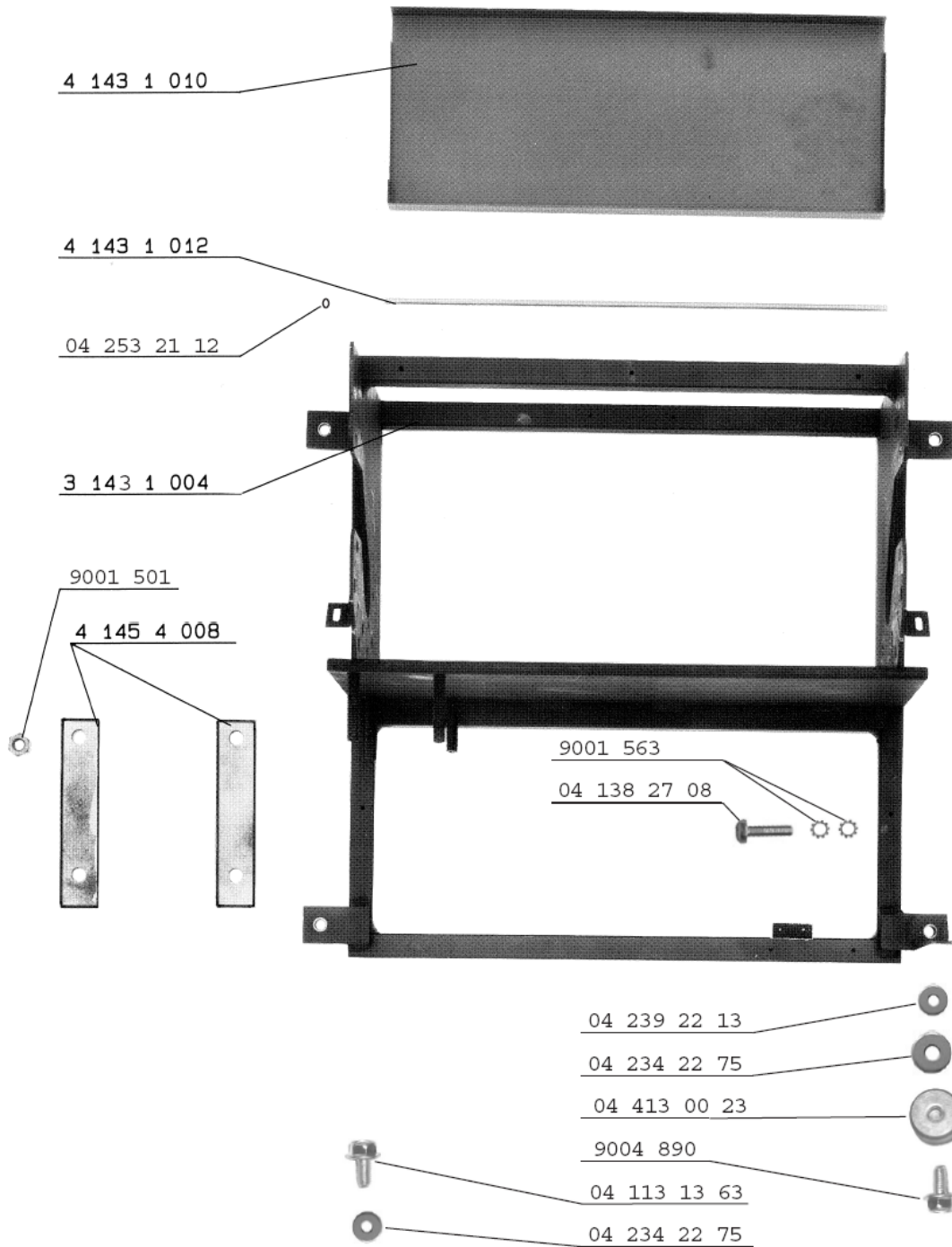
When shredding micrographics, follow these tips for best results:

1. Shred micrographics ONLY when the shredder is cool, such as early in the day.
2. Always oil the cutters well before shredding micrographics. Always reverse the cutters after shredding is complete in order to clean the cutting head unit. Shredding paper with micrographics will help to keep the shredder clean and also prevent sticking of the micrographics to the cutting head unit.
3. After (10) minutes of continuous shredding, stop and allow the shredder to cool before continuing. Avoid shredding for more than (10) continuous minutes at a time. If the micrographics are fed into a hot cutting head unit, the micrographics will melt to the cutting head, causing severe damage.
4. Feed Rates:

Microfiche	1-10 Sheets per Feed
View-Graphs	1-4 Sheets per Feed
Microfilm on Reels	1-12 Film Strips per Feed
Paper Documents	1-16 Sheets per Feed

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Machine Frame Diagram



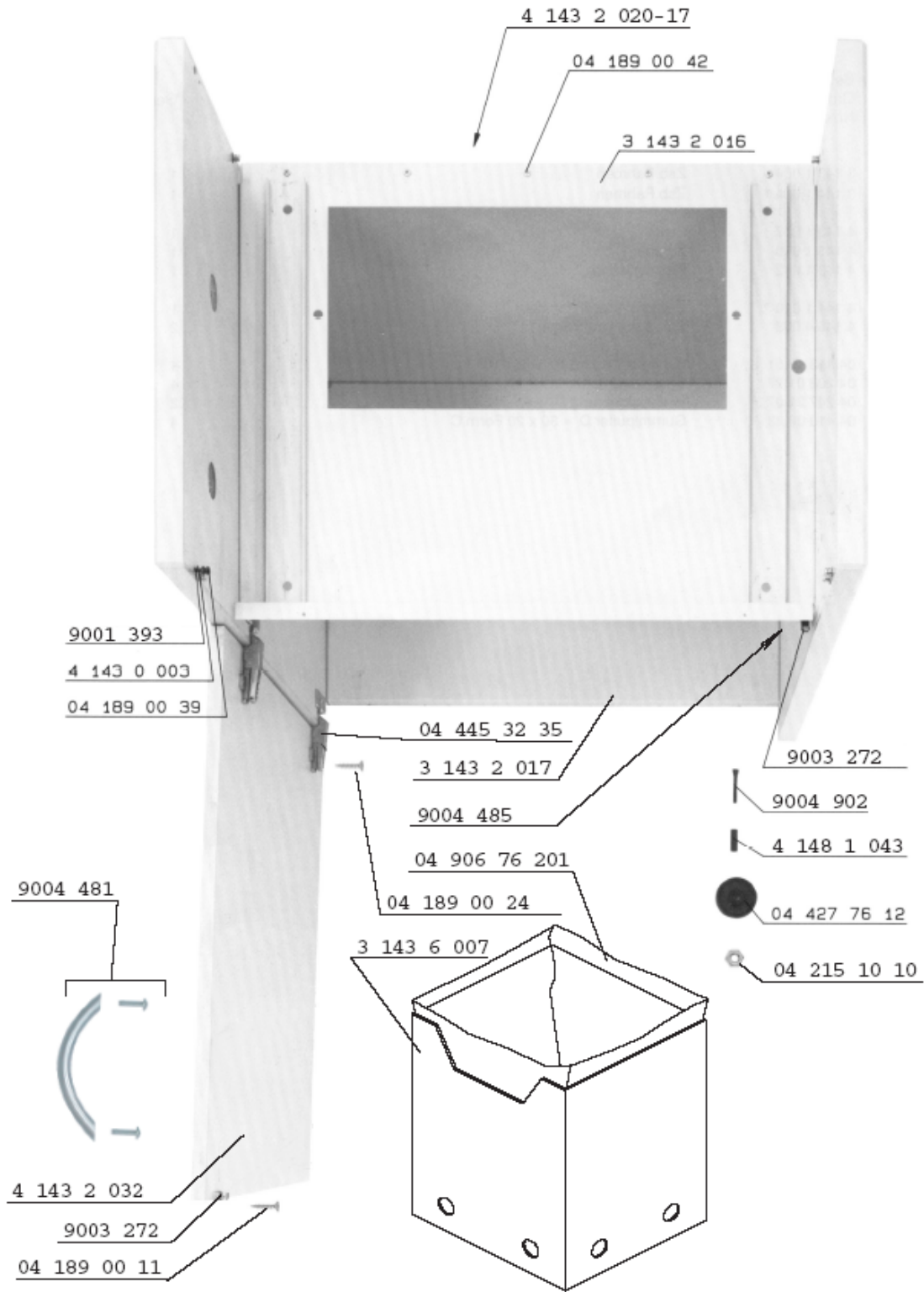
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Machine Frame Parts List

Part Number	Qty.	Description
9001501	8	Hexagon Nut M8
9001563	2	Spring Tooth Disc A 4.3 DIN6797
9004890	4	Hexagon Head Cap Screw M8 x 16
31431004	1	Frame
41431010	1	Flap
41431012	1	Wheel Shaft
41454008	2	Fastening
041131363	4	Hexagon Head Cap Screw M8 x 16
041382708	1	Lens Screw
042342275	8	Washer D=8.4
042392213	4	Shim Ring 8 x 14 x 1 DIN988
042532112	2	Stop Washer D=4
044130023	4	Rubber Buffer D=30 x 20 form C

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Cabinet Diagram



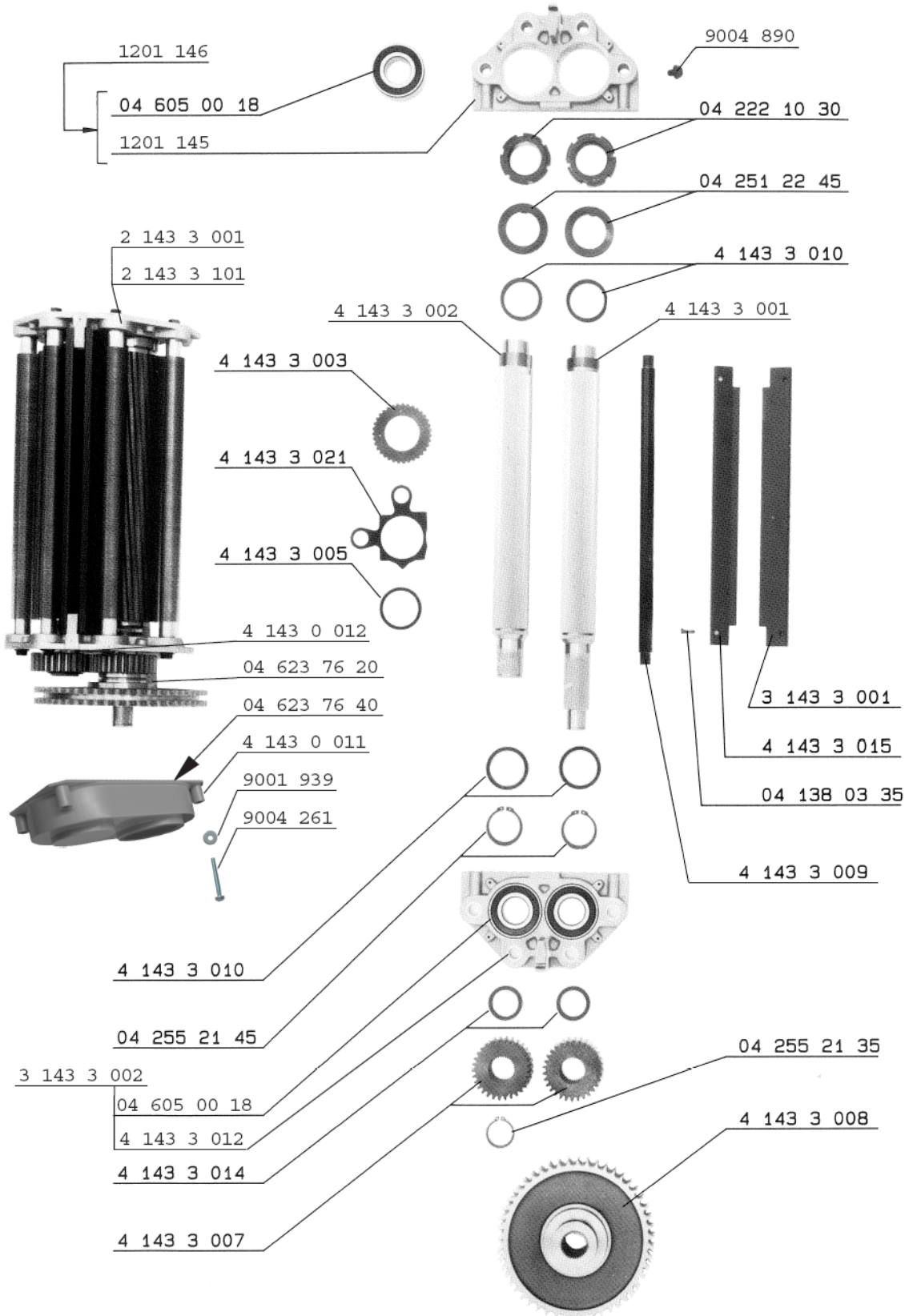
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Cabinet Parts List

<u>Part Number</u>	<u>Qty.</u>	<u>Description</u>
9001393	6	Washer for M4
9003272	1	Latch
9004481	1	Handle Large
9004485	10	Wooden Screw 5 x 25
9004902	4	Hexagon Head Cap Screw M6 x 45
3143202017	1	Cabinet Complete
31432016	1	Shelf
31432017	1	Bottom Plate Complete
31436007	1	Waste Container
41430003	6	Ring
41432032	1	Door
41481043	4	Tube
041890011	3	Wooden Screw 3 x 14
041890024	8	Wood Screw 3.5 x 15
041890039	10	Screw 4 x 20
041890042	13	Screw 4 x 30
042151010	4	Nut DIN 985 M6
044277612	4	Casters D=58 x 30
044453235	2	Door Closing Mechanism D=35
0490676201	50	Plastic Bag 110 Liter

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Cutting Head Diagram



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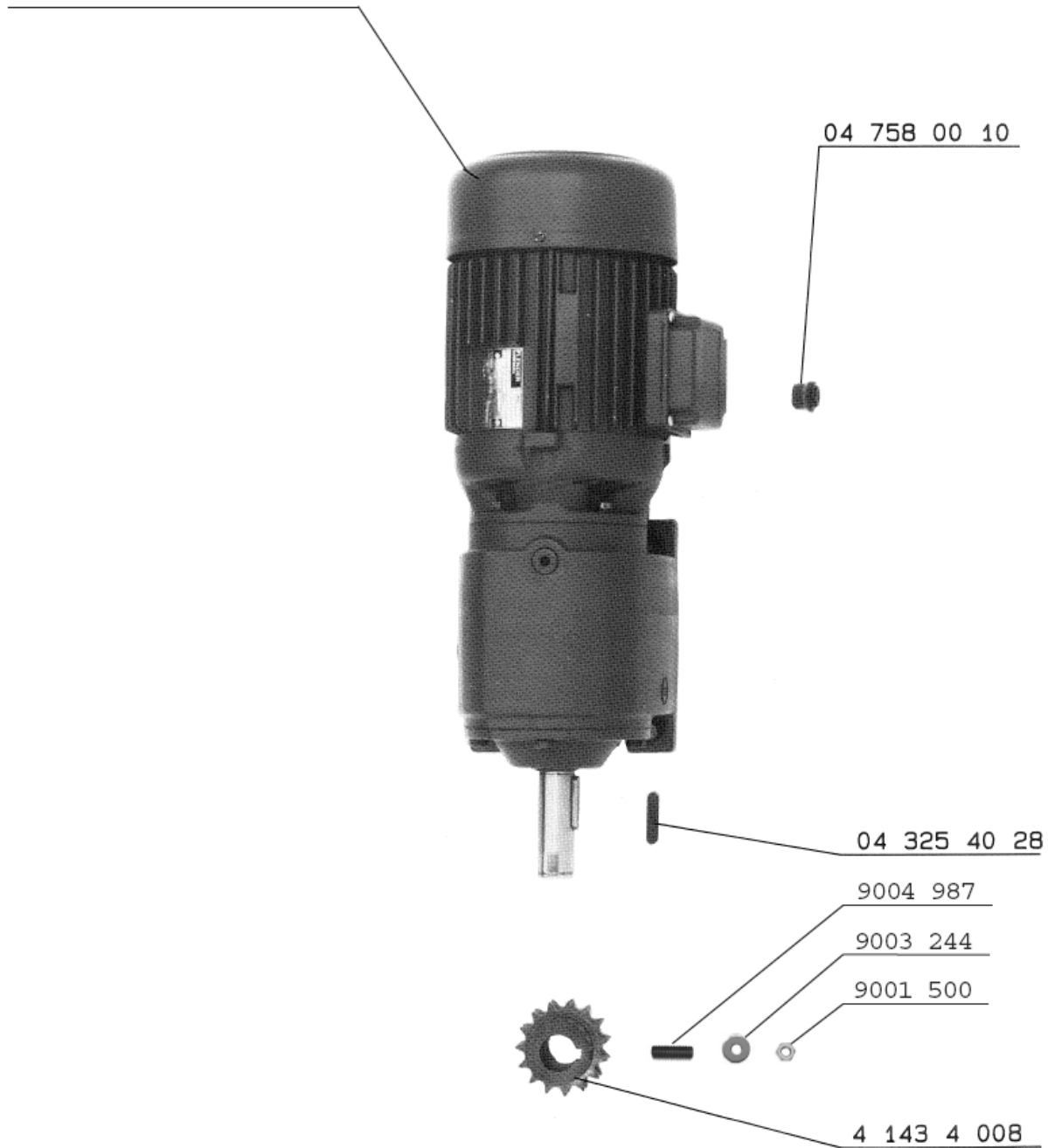
Cutting Head Parts List

Part Number	Qty.	Description
1201145	1	Bearing Block with Hole
1201146	1	Bearing Block Assembly with Hole
9001393	4	Washer for M4
9004261	4	Screw DIN7985 M4 x 30
9004890	8	Hexagon Head Cap Screw M8 x 16
21433001	1	Cutting Head Complete
21433101	1	Exchange Cutting Head Complete
31433001	1	Lower Guiding Plate
31433002	1	Bearing Block Assembly
41430012	1	Sealing Plate 3 x 30 x 55
41430011	1	Gear Cap
41433001	1	Shaft I
41433002	1	Shaft II
41433003	550	Cutter 0.6 x 7
41433005	550	Distance Disc 0.6mm
41433007	2	Toothed Wheel Z50
41433008	1	Sprocket Wheel Z50
41433009	4	Bar
41433010	4	Pressure Ring 6mm
41433012	1	Bearing Block
41433014	2	Distance Ring D=45 x 7 x 6mm
41433015	1	Upper Guiding Plate
41433021	550	Stripper 0.5mm
041380335	2	Oval Head Screw M5 x 20
042221030	2	Slotted Round Nut M45 x 1.5 DIN1840
042512245	2	Safety Plate Gr45 DIN462
042552135	1	Locking Ring 35 x 1.5 DIN471
042552145	2	Locking Ring 45 x 1.5 DIN471
046050018	4	Ball Bearing 6207 2 RS
046237620	1	O-Ring Gr. 54 x 3
046237640	1	O-Ring Gr. 134 x 2

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Electrical Equipment (Gear Box) Diagram

14 751 00 33 220-240V 50Hz
14 751 00 36 115V 60Hz
14 751 00 42 115V 50Hz



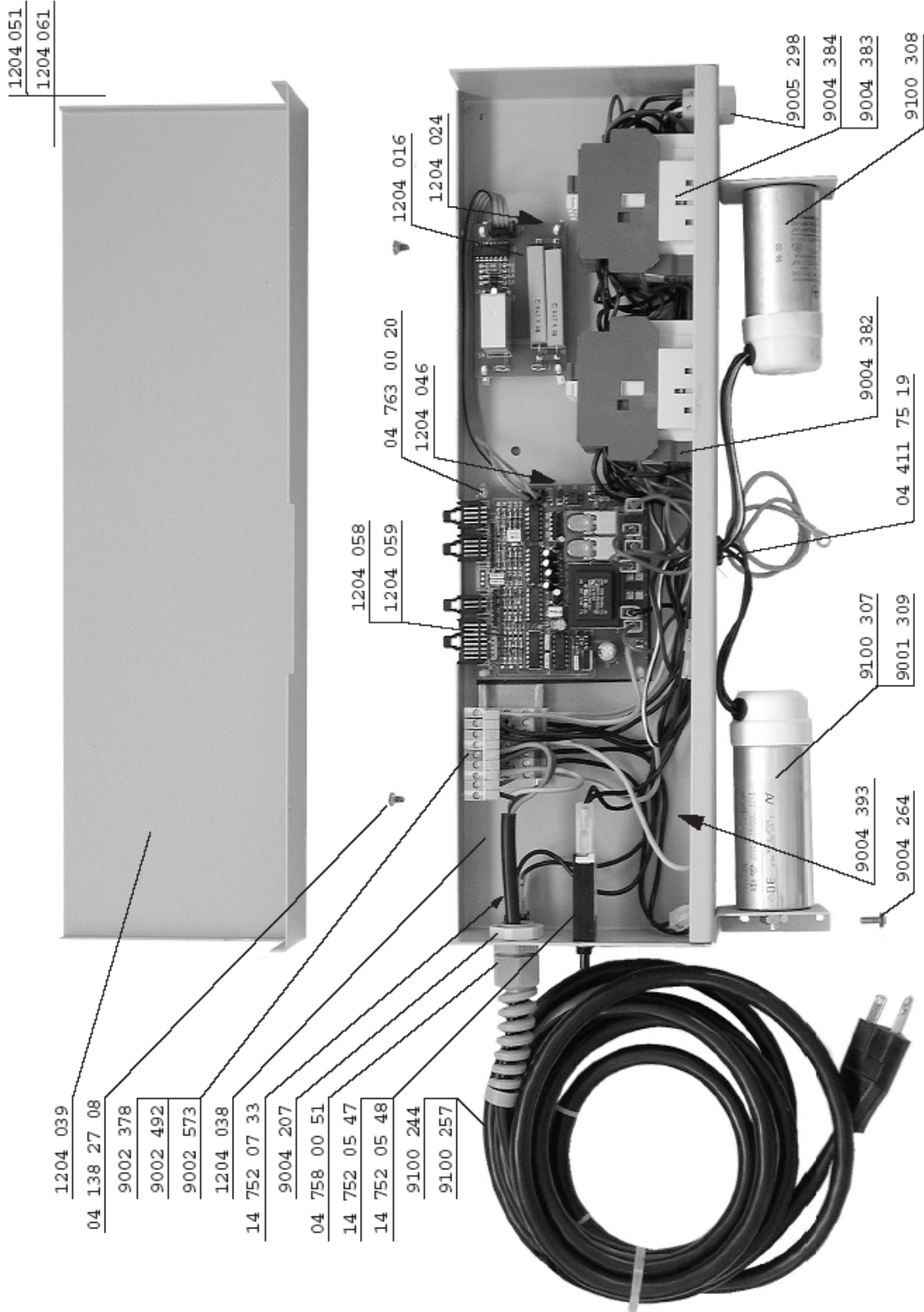
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Electrical Equipment (Gear Box) Parts List

<u>Part Number</u>	<u>Qty.</u>	<u>Description</u>
9001500	1	Hexagon Nut DIN934 M6
9003244	1	Schnorr-Fuse for M6
9004897	1	Pin M6 x 12 DIN913
41434008	1	Sprocket Wheel Z=15
043254028	1	Feather Key 8 x 7 x 35 DIN6885A
047580010	1	Nippel
147510033	1	Geared Motor 200V/50Hz 220V
147510036	1	Geared Motor 115V/60Hz 115V
147510042	1	Geared Motor 115V/50Hz 115V

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Electrical Equipment (Control Panel) Diagram



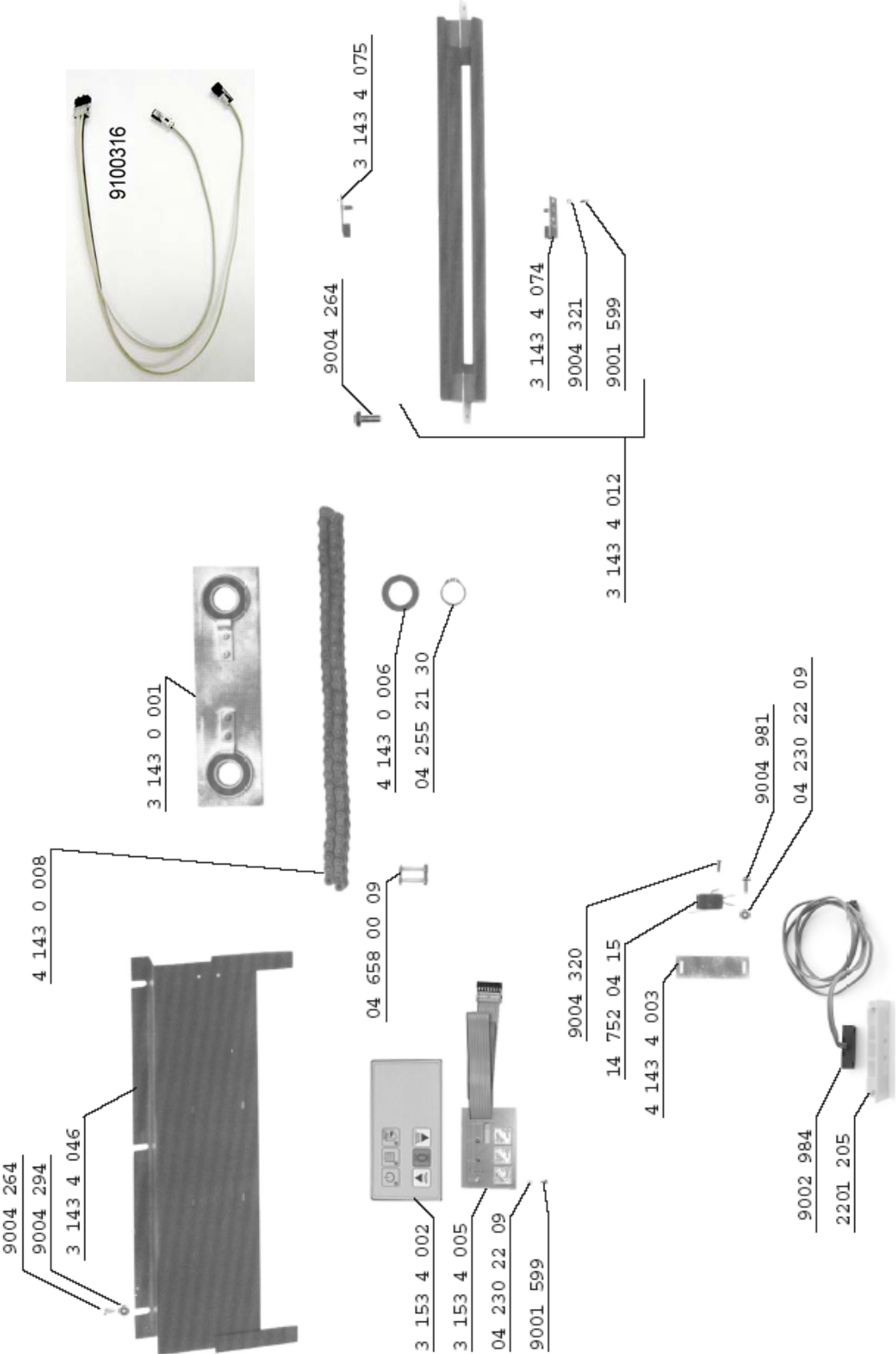
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Electrical Equipment (Control Panel) Parts List

<u>Part Number</u>	<u>Qty.</u>	<u>Description</u>
1204016	1	Capacitor Board Complete
1204024	1	Insulator Plate
1204038	1	Connecting Terminal
1204039	1	Cover
1204046	1	Insulating Plate
1204051	1	Connecting Terminal Unit 115V UL
1204058	1	PC Board 230V
1204059	1	PC Board 115V
1204061	1	Connecting Terminal Unit 220-240V
9001309	1	Capacitor 30pF for 230V
9002378	6(3)	Clamp UK3 Return (Grey)
9002492	1	Clamp UK3 Return BU (Blue)
9002573	2(3)	Clamp UK3 Return PE
9004207	1	Nut Pg 13.5
9004264	5	Lens Screw DIN7985 M4 x 10
9004382	2	RC-Filter RC5-1/250
9004383	2	Contactora A 12-30-01 115V
9004384	2	Contactora A 12-30-01 230V
9004393	1	Filter FLMB 0151 for 230V
9005298	1	Pin Connector 6
9100244	1	Mains Cable 3 x 1.5mm for 230V
9100257	1	Mains Cable 3 x AWG12 for 115V
9100307	1	Capacitor 110pF for 115V
9100308	1	Capacitor 60pF for 115V
041382708	2	Lens Screw DIN7500 M4 x 6
044117519	2	Cable Duct Socket D=10mm
047580051	1	Cable Screw Connection Pg 13.5
047630020	8	Distance Holder 6.35mm
147520547	1	Circuit Breaker 17A for 115V
147520548	1	Circuit Breaker 10A for 230V
147520733	1	Switch

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Electrical Equipment (Miscellaneous) Diagram



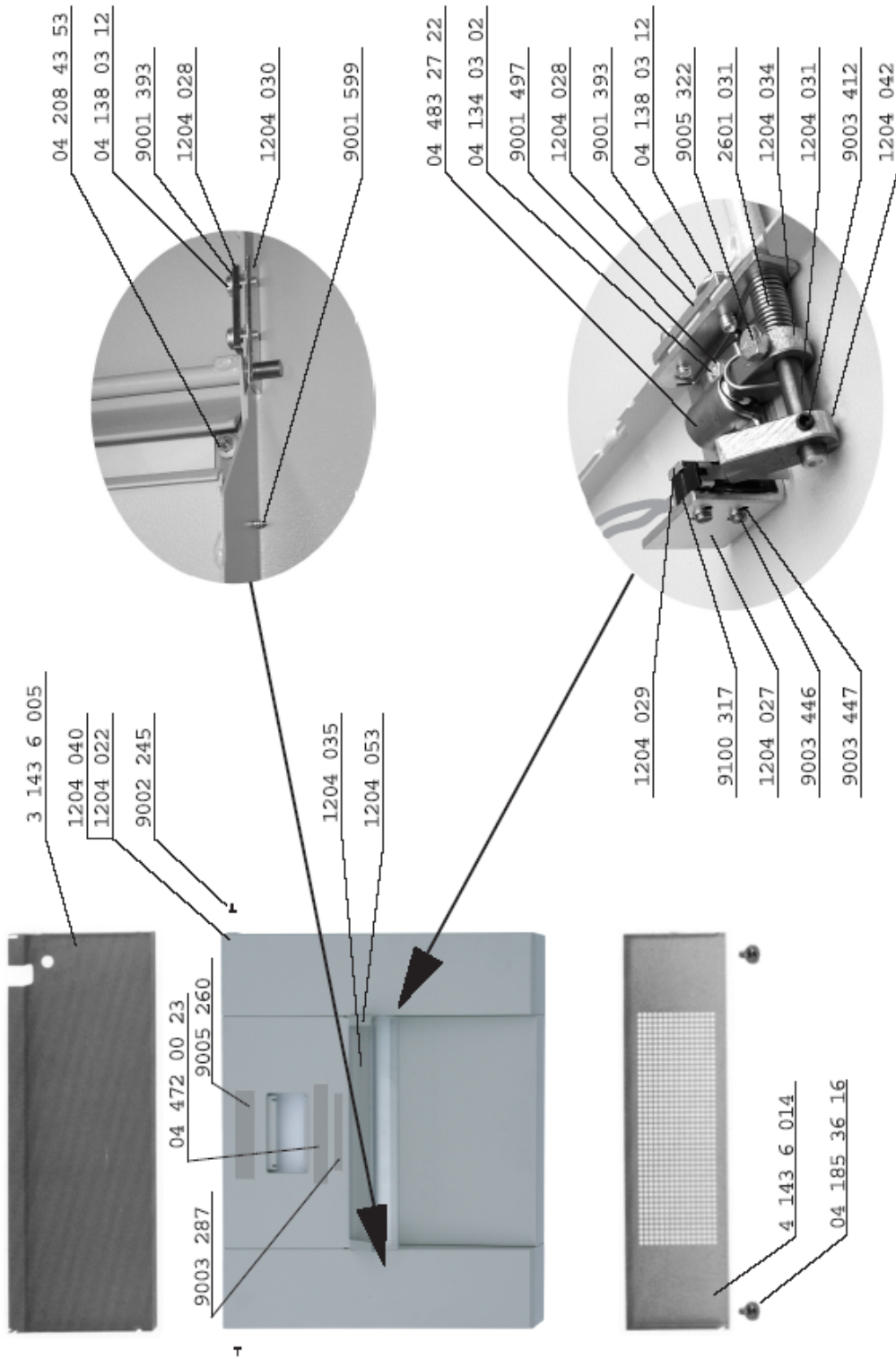
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Electrical Equipment (Miscellaneous) Parts List

<u>Part Number</u>	<u>Qty.</u>	<u>Description</u>
2201205	1	Switch Surround
9001599	6	Oval Head Screw B 2.9 x 6.5
9002984	1	Switch Complete
9004264	5	Oval Head Screw M4 x 10
9004294	3	Washer 6.4 DIN134ST
9004320	2	Lens Screw DIN7985 M3 x 12
9004321	2	Stop Washer for M3
9004981	2	Lens Screw DIN7500 M3 x 6
9100316	1	Photo Cell Cable
31430001	1	Distance Stabilizer
31434012	1	Support Bar Complete
31434046	1	Keyboard Support
31434074	1	Sender Board (Dark)
31434075	1	Transmitter Board (Light)
31534002	1	Keyboard Housing
31534005	1	PC Board
41430006	1	Distance Ring for MW I D=40 x 8 x 7
41430008	1	Chain with Lock
41434003	1	Plate
042302209	6	Washer 3.2 DIN134
042552130	2	Locking Ring 25 x 1.2 DIN471
046580009	1	Chain Lock 1/2" x 5/16"
147520415	1	Micro Switch E33-80 HG

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Paneling Diagram



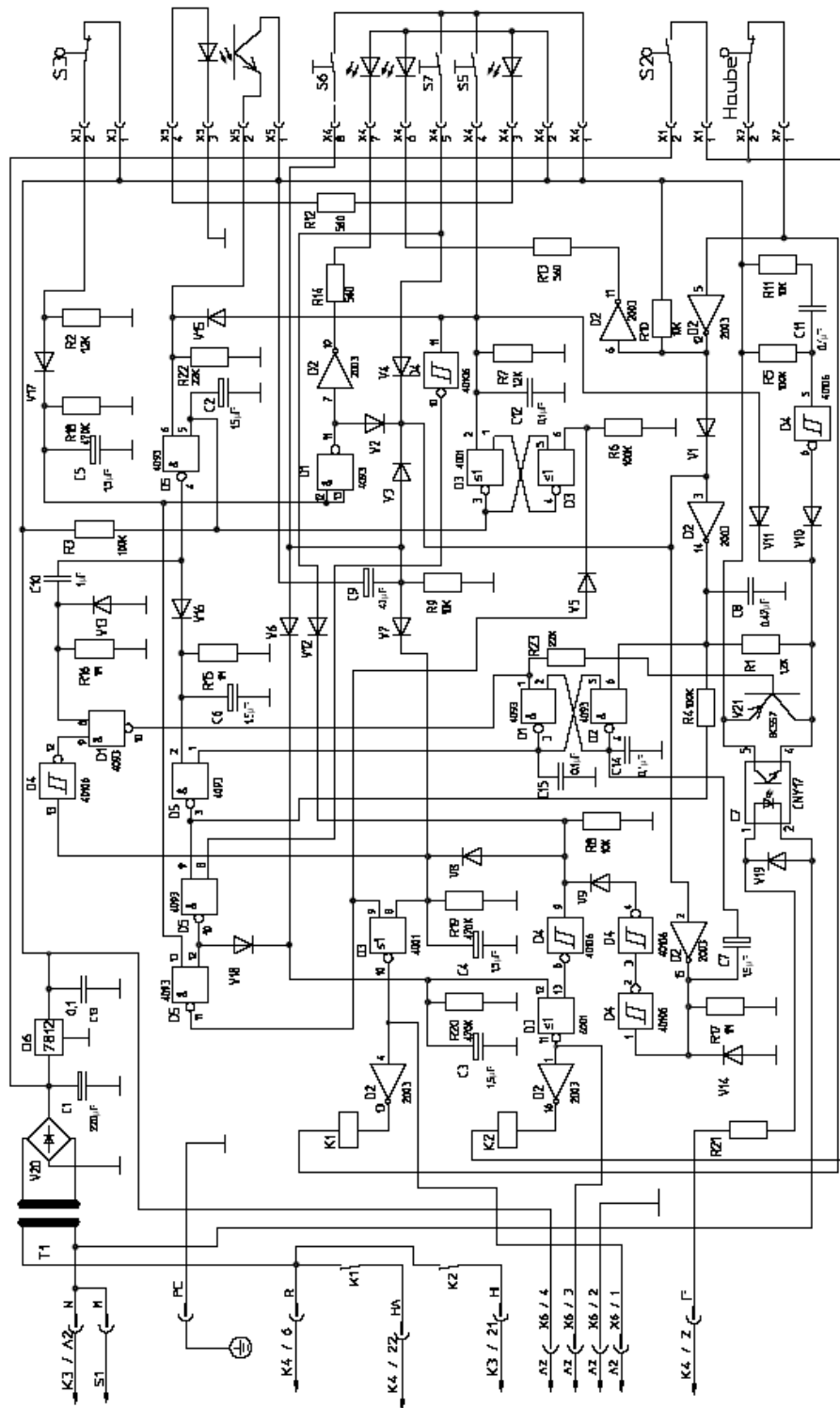
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Paneling Parts List

Part Number	Qty.	Description
1204022	1	Top Cover
1204027	1	Axle Strap II
1204028	2	Clamping Strap
1204029	1	Mounting Plate
1204030	1	Axle Strap
1204031	1	Axle Switch Shaft
1204034	1	Control Cam
1204035	1	Safety Flap
1204040	1	Top Cover Complete
1204042	1	Control Cam II
1204053	1	Axle Complete
2601031	1	Spring Right
9001393	4	Washer 4.3 DIN134-ST
9001497	2	Hexagon Nut DIN934 M3
9001599	2	Parker Screw DIN798 1 B 2.9 x 6.5
9002245	2	Lens Screw DIN7985 M4 x 12
9003287	1	Safety Precautions Label
9003412	1	Screw DIN913 M4 x 4
9003446	2	Screw DIN7985 M2 x 10
9003447	2	Washer 2.2 DIN433
9005260	1	Information Label Children
9005322	1	Screw DIN933 M4 x 6
9100317	1	Switch with Cable
041340302	2	Countersunk Screw DIN965 M3 x 5
041380312	4	Lens Screw DIN7985 M4 x 10
041853616	2	Lens Screw DIN7981 BZ4.2 x 9.5 SHB
042084353	2	Hexagon Nut DIN934 M3
044720023	1	Information Label Metal Objects
044832722	1	Door Closing Mechanism with Catch
31436005	1	Rear Panel
41436014	1	Front Cover

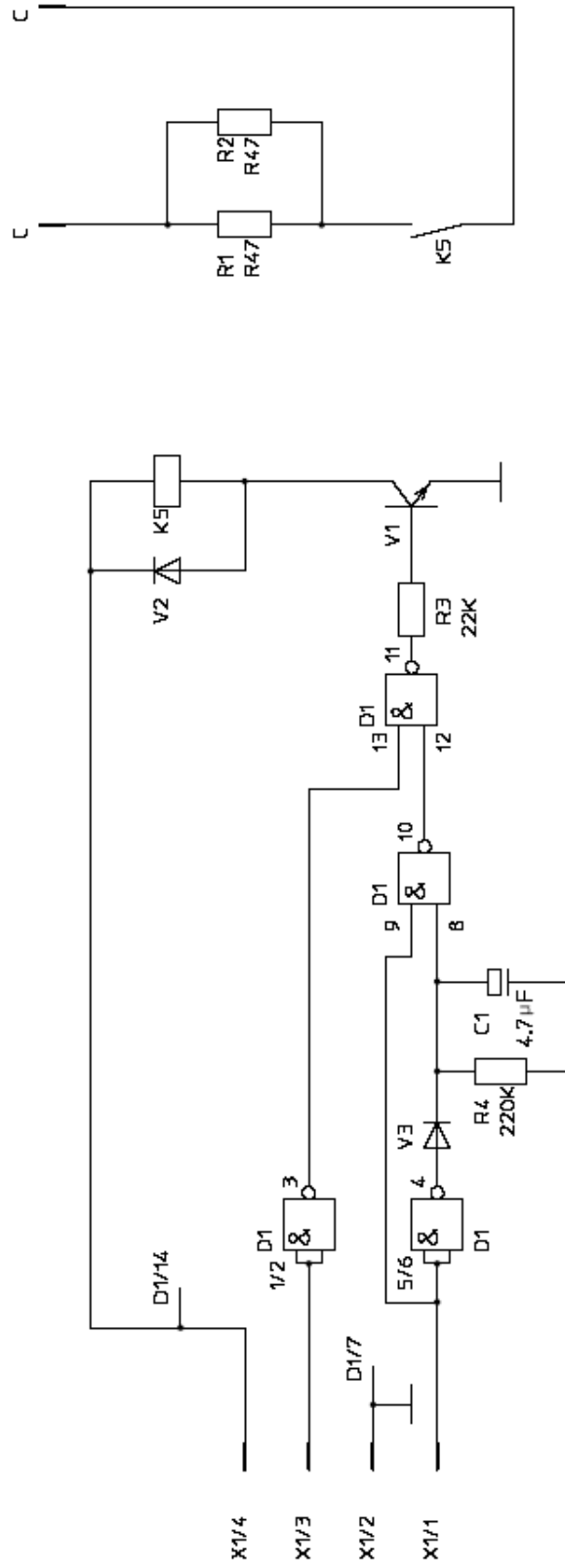
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Electrical Schematics



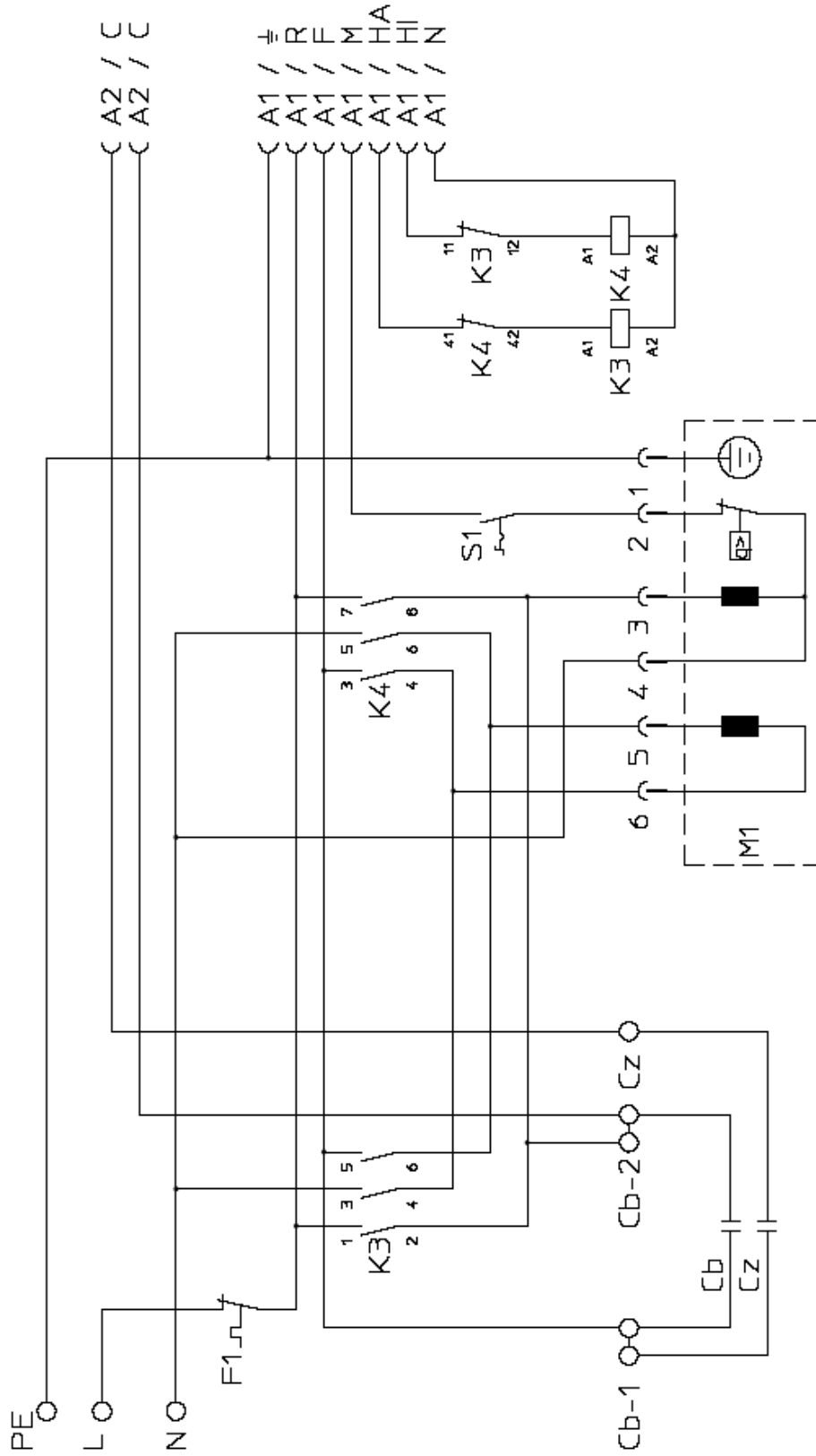
Stromlaufplan Steuerung
 Wiring diagram controls
 Schéma électrique de commande

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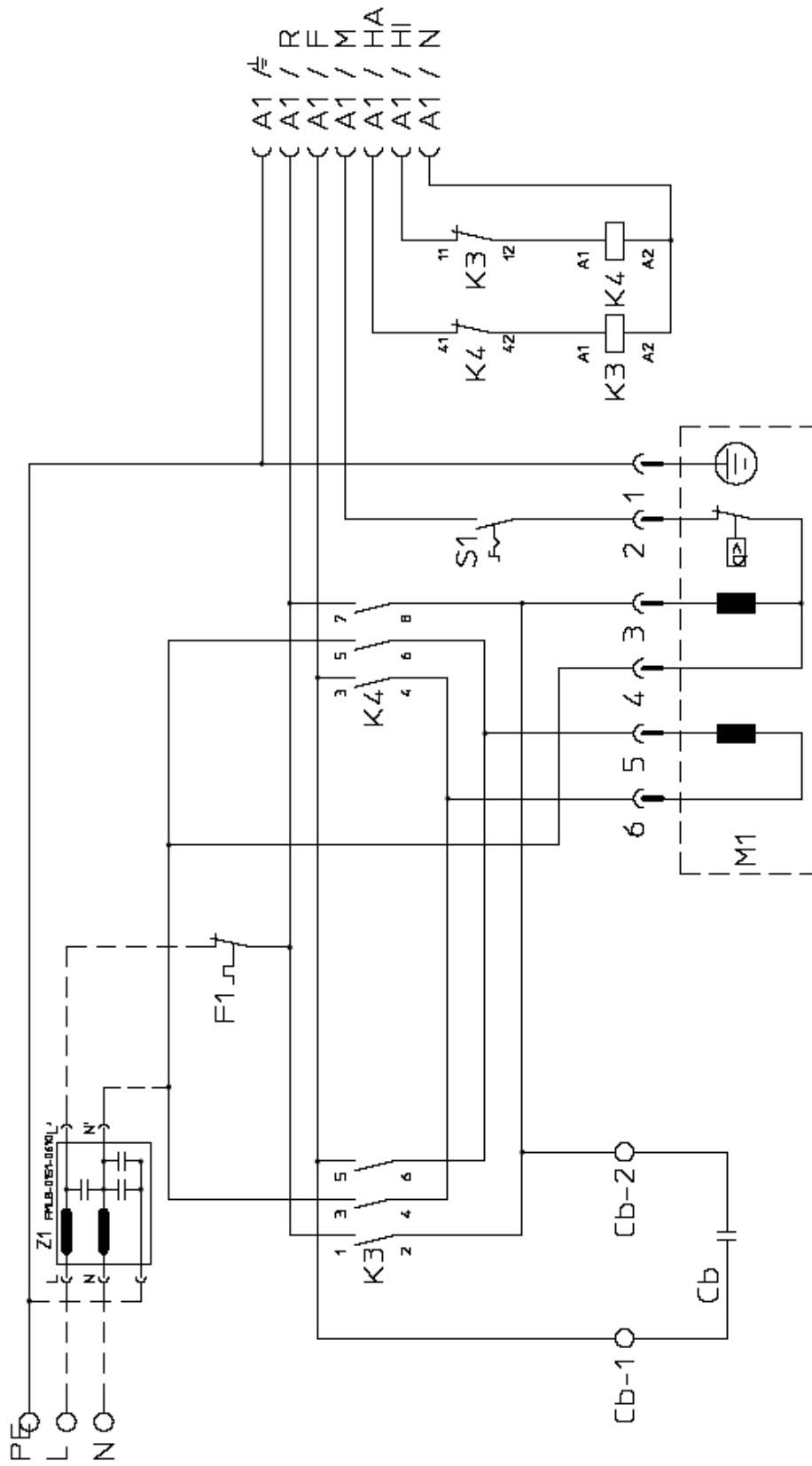
Stromlaufplan Zusatzplatine
 Wiring diagram additional PC board
 Schéma électrique platine additionnelle

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Stromlaufplan Leistungsteil 115 V
 Wiring diagram capacity 115 V
 Schéma électrique de puissance 115 V

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Stromlaufplan Leistungsteil 230 V
 Wiring diagram capacity 230 V
 Schéma électrique de puissance 230 V

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Security Engineered Machinery Co., Inc. Product Information



Paper Shredders, Disintegrators/Industrial Shredders

Contract Number: GS-02F-0111P
 Contract Period: October 1, 2006 to September 30, 2011
 C3615 Shredders
 C3615 Accessories/Attachments for Shredders and Disintegrators
 C3615 Spare Parts for Shredders and Disintegrators
 C3615 Disintegrators
 C3615 Remanufactured Disintegrators



Information Technology

Contract Number: GS-35F-0297J
 Contract Period: March 17, 1999 to May 15, 2009
 132-8 Purchase of Equipment, FSC Class 7010, (IT)
 132-12 Maintenance, Repair Service/Spare Parts, FPDS Code J070



Recycling Collection Containers Specialty Waste Receptacle

All types of Destruction Services

Open Market

Consult Factory

For detailed product information including all application and specifications, contact our Customer Service Department at 1-800-225-9293 or visit us on line at www.semshred.com for commercial customers and www.fedshred.com for government customer.