



Security Engineered Machinery Co., Inc

OPERATIONAL & MAINTENANCE MANUAL

SEM Model 126C/2

Rev. 0



As of January 1, 2008

Security Engineered Machinery Co., Inc

NATIONWIDE SERVICE

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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 untrained in or incapable of understanding the 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 openings!



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 machine!



4. Maintenance or repair of this equipment should be performed only by trained, authorized service personnel.
5. Always disconnect electric power (unplug) before removing or opening the cover or other panel giving access to internal mechanisms.

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SAFETY INSTRUCTIONS

1. Read all instructions before start-up of the paper shredder.
2. Save these instructions for later use.
3. Follow all warnings and instructions marked on the products!
4. Before cleaning the paper shredder:
 - a. Switch paper shredder off, unplug it from the power source
 - b. Clean with a damp cloth using a mild soap and water solution, the use of abrasives, petroleum ether, benzine or diluting agent is forbidden.
5. Place this paper shredder as close as possible to power source for quick and easy unplugging.
6. Do not use this paper shredder near water.
7. This paper shredder should never be placed near or over a radiator or heat source.
8. Operation from the type of power source indicated on the name plate. If you are not sure of the type of power available, consult your local electricity supplier.
9. Do not allow anything to rest on the power cord.
10. Do not place this paper shredder where people may walk on the cord.
11. If an extension cord is used with this paper shredder, make sure that the total of the ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating.
12. Make sure no liquid is spilled on or in the paper shredder.
13. Do not attempt to repair this paper shredder yourself.
14. Switch this paper shredder off and unplug it and ask for customer service:
 - a. When the power cord or plug is damaged or frayed
 - b. If liquid has been spilled on/in the paper shredder
 - c. If the paper shredder has been exposed to rain
 - d. If the paper shredder does not operate normally when the operating instructions are followed
 - e. If the paper shredder has been dropped or the casing has been damaged
15. Keep paper shredder out of reach of children.
16. This shredder should be operated only with an operator in attendance

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SAFETY INSTRUCTIONS Cont.....



Risk of injury!

Never insert hand, fingers or any foreign object into the paper feed opening



Risk of injury by pulling in!

Keep long hair, loose articles of clothing, ties scarves, jewelry, etc. away from feed opening. Material with the tendency to form loops, eg. 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 an authorized SEM Service Representative.

USE ACCORDING TO INSTRUCTIONS

The paper shredder is intended only for shredding normal paperwork.

Using the shredder in a different way or beyond the scope described here, is regarded as not being in accordance with the instructions.

Use according to instructions also includes following of the operating instructions.



For example; shredding of the following is not allowed:

Plastics bags of any kind, plastic film, adhesive tape, sheet metal or plastic signs, plywood or balsa wood, staples or paper clips.

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TECHNICAL DATA

| | |
|---------------------|--------------------|
| Shred Size: | 1 x 5 mm |
| Max. No. of Sheets: | Up to 5 Sheets |
| Shredding Speed: | 27 FPM |
| Throat Width: | 10" |
| Power: | 5/8 HP @ 7 Amps |
| Voltage: | 115V/1/60 HZ |
| Dimensions: | 33"H x 18"W x 14"D |
| Weight: | 70 lbs. |

INSTALLATION

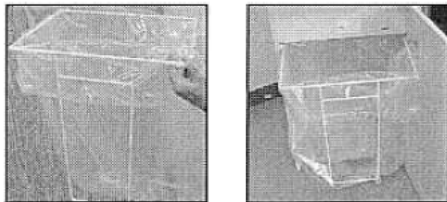
1. Connect plug to 115 Volt wall outlet
2. Paper shredder must only be operated in upright position
3. Set up paper shredder so that the ventilation slots are free
4. To ensure sufficient ventilation of the shredder a clearance of at least 10cm must be maintained from the walls or any furniture



Before start-up:

Undo the wing screws securing the unit during transportation

Inserting the bag for shredded material:



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INSTALLATION Cont....

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

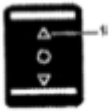


Read operating instructions before pulling shredder into operation.



Insert main plug in power socket.

Switching the paper shredder ON



Press rocker switch position 1

- Rocker switch locks in
- Paper shredder is ready for operation (standby)

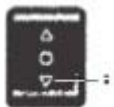
Green LED on control panel lights

Feed paper (see "Technical Data" for sheet capacity)

- The shredding process is stated by a photo cell in the paper feeding opening.

When the paper feeding opening is free again, the cutting system automatically switches off after approximately 3 seconds and returns to standby.

Switching the paper shredder OFF



Press rocker switch position 2

- Rocker switch resets to zero position

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TROUBLESHOOTING

If the paper shredder does not work properly, please check the following:

1. Is the main plug inserted into the main power outlet?
2. Is the paper shredder turned on?
3. Is the paper shredder front door closed?
4. Is the front door closed?
5. Is the bag full?
6. Is there a paper jam?
7. Is the motor overloaded(motor should cool down approximately 15-20 minutes)

If none of the above applies and the paper shredder still does not run, please contact our Customer Service Department at **1(800)225-9293**.

Malfunctions:

Paper Jam (too much paper input)

Red LED on control panel lights

- Paper shredder switches off automatically



Paper shredder is blocked

Caution!

Do not press rocker switch alternately forwards/backwards (pos.1/2)

- Cutting unit can be damaged



Instead

Press and hold down rocker switch pos.2

- Paper is pushed out



Separate paper stack



Press rocker switch pos. 1

Feed paper successively



Red LED on control panel lights

- Paper Shredder switches off

Paper shredder blocked



Press and hold down rocker switch pos.2

- Paper is pushed out



Paper must be pulled out of paper feed opening

Photo-cell becomes free

Separate paper stack

Press rocker switch pos.1

Feed paper successively

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TROUBLESHOOTING Cont...

Electric Motor Overheated



Red LED on Control panel lights

- Paper shredder switches off automatically



Tap rocker switch pos.2

- Rocker switch resets to zero position

Allow paper shredder to cool down for approximately 15 to 20 minutes



Press rocker switch pos. 1

Shredder Material Container Full

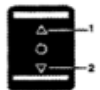


Red LED on control panel lights

- Paper shredder switches off

Remove full shredded material bag and insert new bag

Close front door of paper shredder



Tap rocker switch pos. 2

Press rocker switch pos. 1

Paper shredder is ready for operation again



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

Door Contact Interrupted



Red LED on control panel lights

- Paper shredder switches off

Check whether front door is closed properly

Tap rocker switch pos.2

Press rocker switch pos.1

Paper shredder is ready for operation again

When the cutting capacity drops or the noise increases:



Switch paper shredder off

- Tap rocker switch pos. 2
- The rocker switch jumps to position 0

Squirt SEM shred oil in a figure 8 motion onto a sheet of paper and feed it into the shredder.

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TROUBLESHOOTING Cont...



Run cutting system forwards and backwards (pos.1-pos. 2) several times without feeding paper.

Paper dust and particles are shaken off.

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 have part numbers. This spare parts list shows the following information with respect to the spare parts to be ordered.

Part No. • Dimensions • Quantity
Designation • Item No.

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

- Machine Type and Serial No. (See nameplate)
- Part No. and designation of desired spare parts
- Quantity of desired spare parts
- Desired mode of shipment (e.g. post, freight, express)
- Full address of purchaser

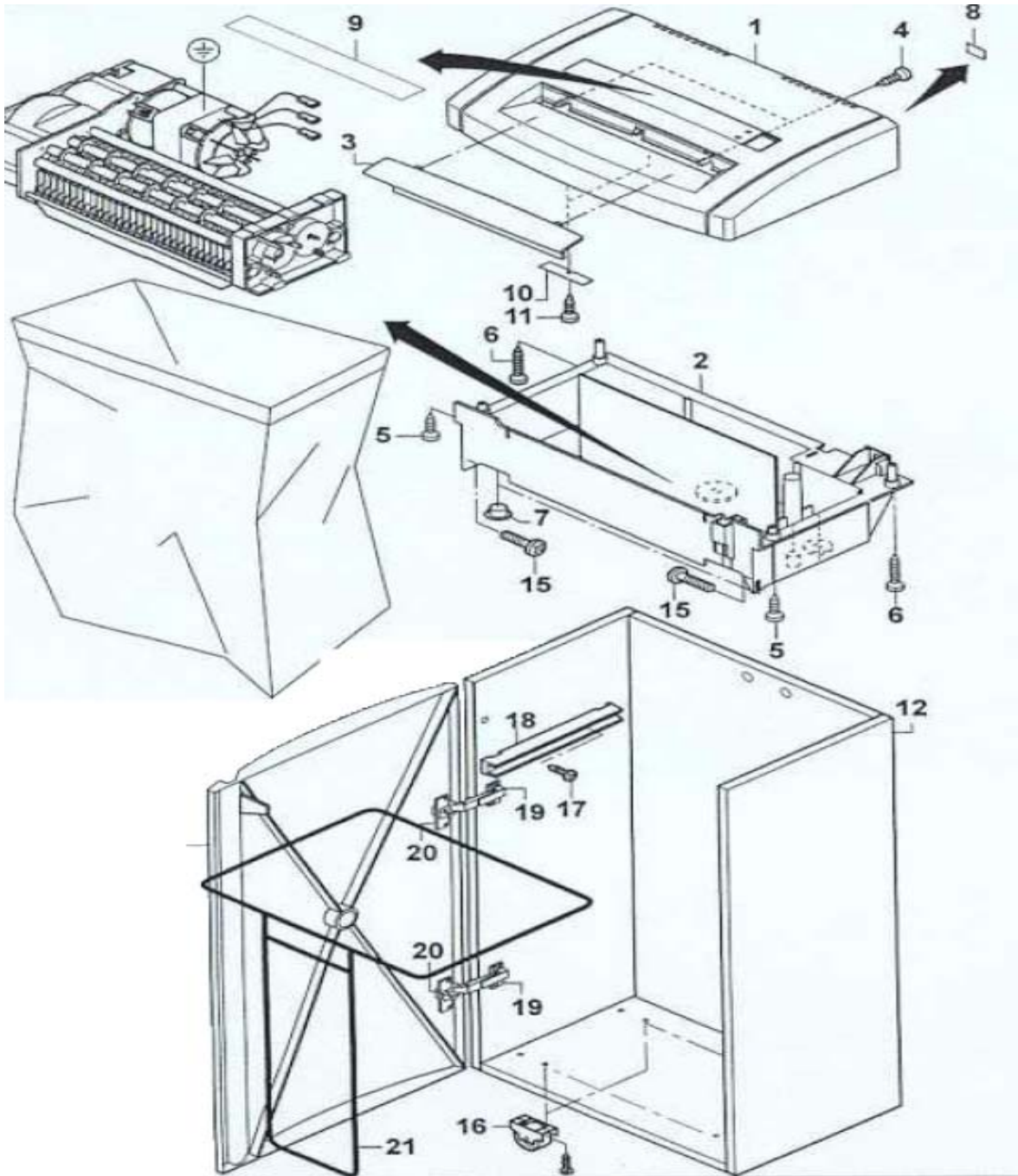
RECOMMENDED SPARES/OPTIONAL ITEMS AVAILABLE

Replacement Plastic Waste Bags #130 Part No. 640SB130

Shredder Lubricating Oil, Case of 8 pints, Part No. 6490IL8 HV

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CABINET/HOUSING



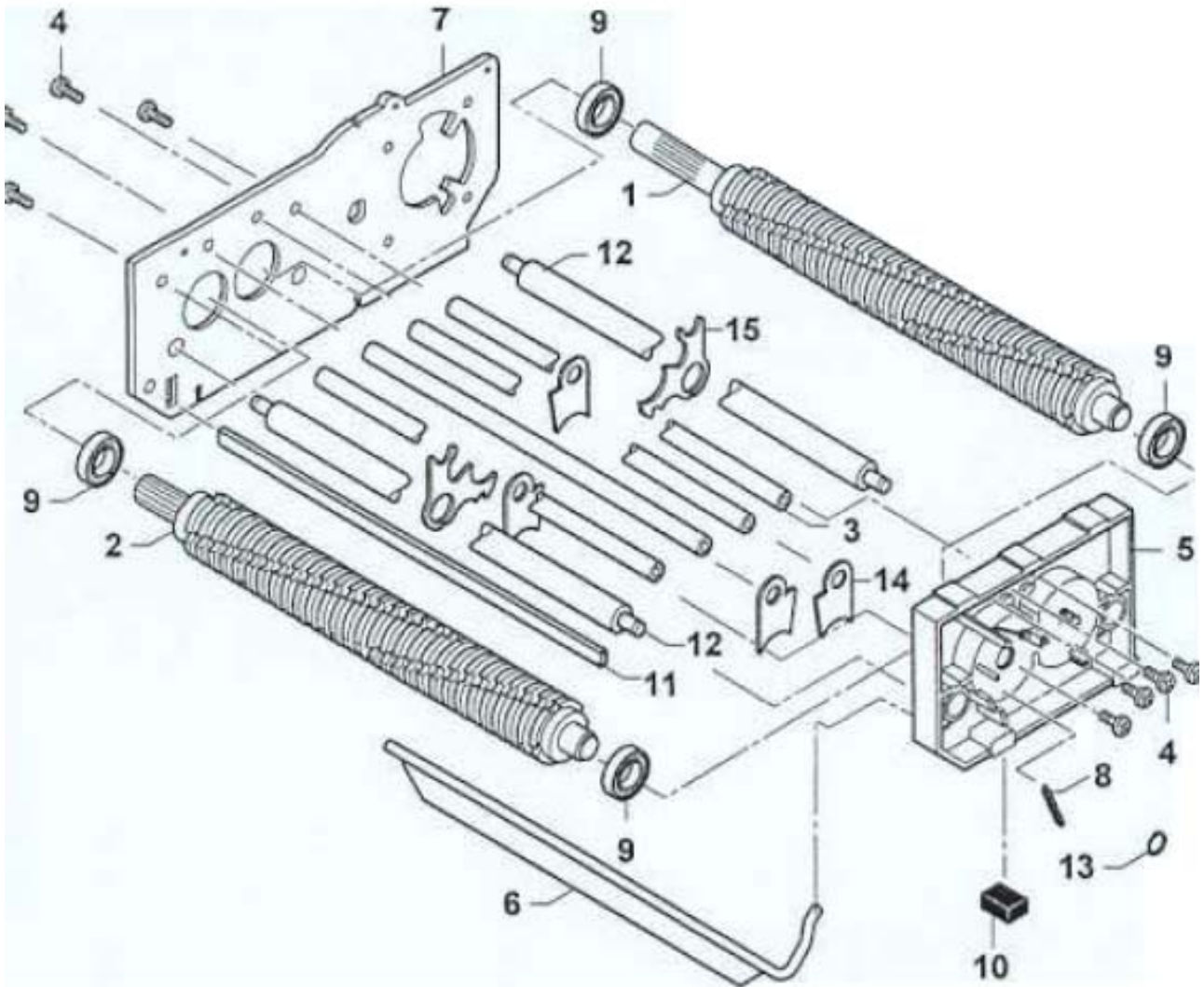
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CABINET /HOUSING PARTS BREAKDOWN

| ITEM | PART NO. | DESCRIPTION | DIMENSION | DIN | QTY |
|-------------|-----------------|----------------------|-----------------------|------------|------------|
| 1 | SH1133050113 | Housing top | 448 | | 1 |
| 2 | SH1562999010 | Label | 32 x 270 | | 1 |
| 3 | SH1133050158 | Safety Element | 295 x CA.70 x 70 | | 1 |
| 4 | SH1116050210 | EJOT Screw | D=4 L=25 | | 2 |
| 5 | SH1133050400 | EJOT Screw | D=3 L=25 | | 1 |
| 6 | SH1442999300 | Label | 20x48 | | 1 |
| 7 | SH1270050052 | Housing Bottom | 400 x 300(310) x 153 | | 1 |
| 8 | SH1116050220 | EJOT Screw | D=14 L =18 | | 2 |
| 9 | SH1271150101 | Bottom Frame | | | 1 |
| 10 | SH1133070101 | Fixed Roler | D=14, 5 H=18 | | 4 |
| 11 | SH1271070400 | Frame | 300(283) x 391 x 406 | | 1 |
| 12 | SH1212450900 | Screw | M4 x 12 | | 2 |
| 13 | SH1133050070 | Cap Black | D=8 DK=9, 5 C=8 | | 1 |
| 14 | SH1271070530 | Cup Hinge | | | 2 |
| 15 | SH1271070540 | Mounting Plate | | | 2 |
| 16 | SH1250070030 | Guide Rod | 20 x 20 x 200 | | 2 |
| 17 | SH1250070920 | Screw | 4 x 15 | 96 | 4 |
| 18 | 638SB138A | Plastic Bag | 440/370 x 850 x 0, 06 | | 1 |
| 19 | SH1133050122 | Housing Top Complete | | | 1 |
| 20 | SH1270070200 | Door cpl. | | | 1 |
| 21 | SH1271070101 | Bottom Unit | | | 1 |

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CUTTING HEAD



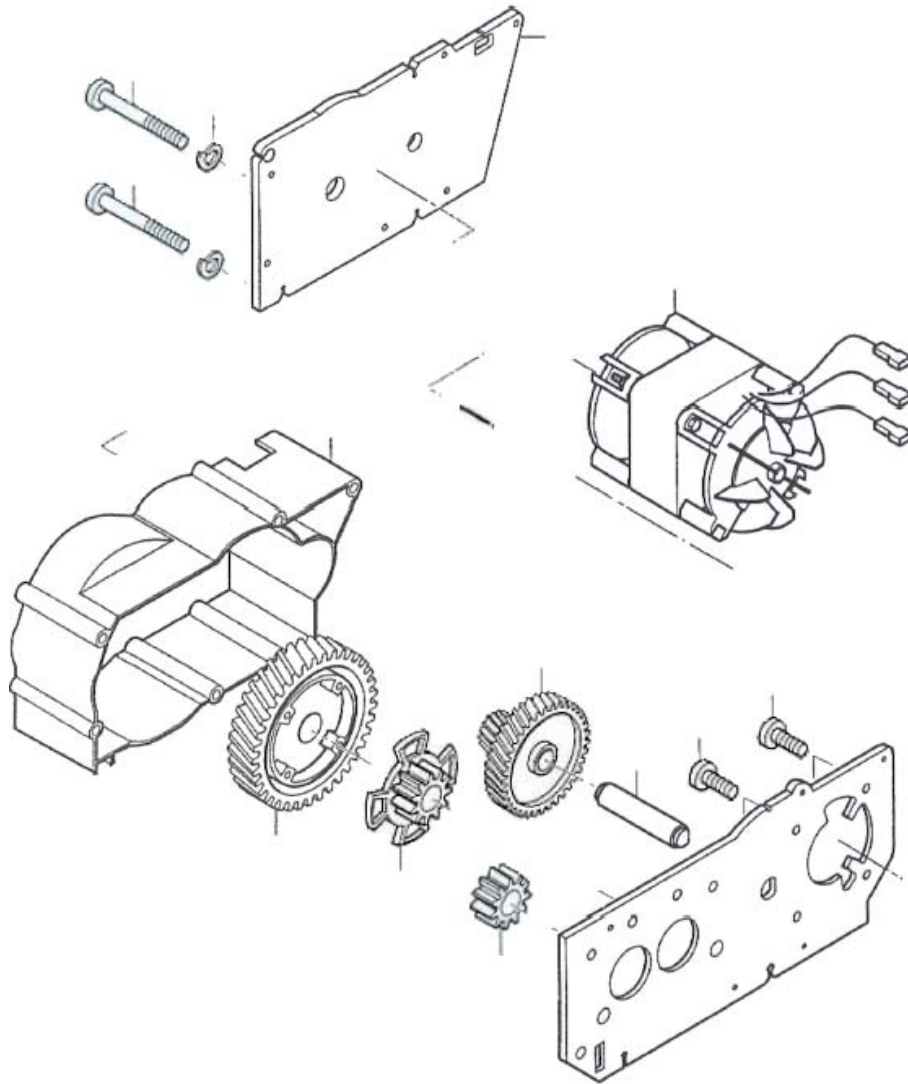
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CUTTING HEAD PARTS BREAKDOWN

| ITEM | PART NO. | DESCRIPTION | DIMENSION | DIN | QTY |
|-------------|-----------------|-----------------------------|--------------------------|------------|------------|
| 1 | SH1562020450 | Cutter roll long 0, 86x5 mm | | | 1 |
| 2 | SH1562020400 | Cutter roll short 0,86x5 mm | | | 1 |
| 3 | SH1273020600 | Distance Rod | RD12x268,1 | 669 | 2 |
| 4 | SH9917985033 | Cheese head screw | M 5x12 | 985 | 4 |
| 5 | SH1275020700 | Bearing plate, right side | 140x103x15 | | 1 |
| 6 | SH1270020600 | Flap | | | 1 |
| 7 | SH1275020650 | Bering plate metal left | BL 3x113,45x251,31 | | 1 |
| 8 | SH1116020610 | Tension spring | L=28 D=6 DD=0.4 | 223 | 1 |
| 9 | SH9926003001 | Deep groove ball bearing | DI=17 DA=35 B=10 | | 4 |
| 10 | SH1270020900 | Rubber bumper | 8x10x15 | | 4 |
| 11 | SH1273020500 | Flat | FL 16x4x275+-0,5 | 174 | 1 |
| 12 | SH1273020500 | Stripper rod | RD 18x292,5 | 668 | 2 |
| 13 | SH9910471008 | Locking Ring | 8x0,8 | 471 | 2 |
| 14 | SH1275020080 | Stripper, top | BL 0,6-0,05 | | 32 |
| 15 | SH1275020090 | Stripper bottom | BL 0,6 53x60 | 624 | 334 |
| 16 | SH117202100 | Guide black | 19x13,5x268,1 | | 1 |
| 17 | SH1172050400 | EJOT Screw | D=3 L=10 | | 4 |
| 18 | SH1180550100 | Distance tube | 83056 M3, L5,0 AD6, 0 MM | | 2 |
| 19 | SH1172020565 | Stripper rod | RD 12x289 | 668 | 2 |
| 20 | SH9910471012 | Locking ring | 12x1 | 471 | 4 |

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DRIVE



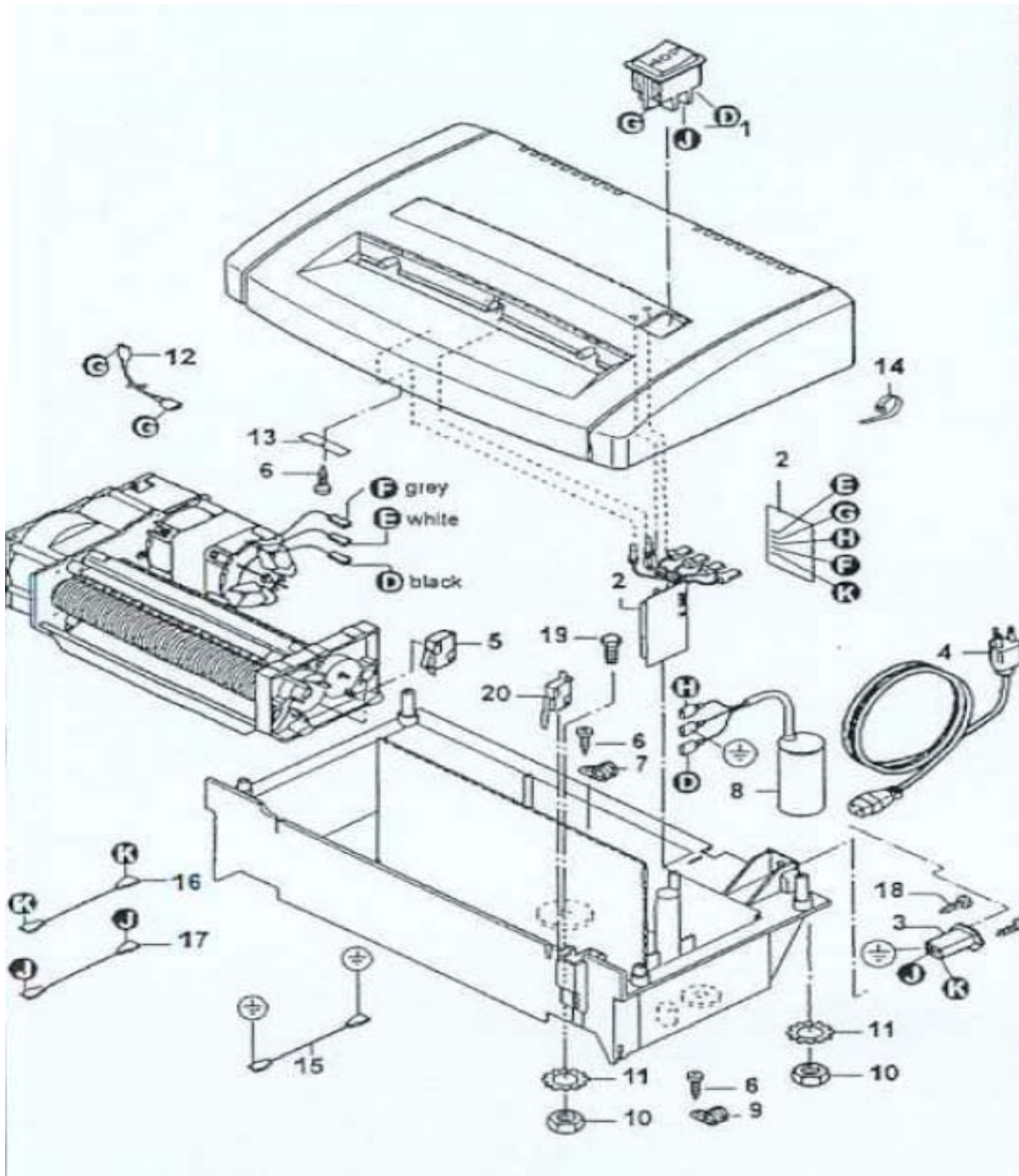
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DRIVE PARTS BREAKDOWN

| ITEM | PART NO. | DESCRIPTION | DIMENSION | DIN | QTY |
|-------------|-----------------|------------------------------------|-------------------|------------|------------|
| 1 | SH1710500010 | Capacitor motor | | | 1 |
| 2 | SH9917985032 | Oval head cap screw | M 5x10 | 985 | 4 |
| 3 | SH1270030010 | Toothed wheel z=65 m=1,25/z=13 m=2 | D=92,1 B=47 | | 1 |
| 4 | SH1270030020 | Bolt | RD 16x53,25 | | 1 |
| 5 | SH1270030055 | Toothed wheel z=13 m=2,75 | D=42 B=19,7 | | 1 |
| 6 | SH1270030045 | Toothed wheel z=13 m=2,75 | D=70 B=27,2 | | 1 |
| 7 | SH1270030030 | Toothed wheel z=50 m=2 | D=110 B=20 | | 1 |
| 8 | SH1270030060 | FRAME | 234,5X118X47 | | 1 |
| 9 | SH9917500003 | Screw | M 4X55 | 500 | 6 |
| 10 | SH9910127004 | Spring washer | A 4 | 127 | 6 |
| 11 | SH1270030070 | Cover Plate | BL 1,5x118,4228,5 | | 1 |

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ELECTRIC



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ELECTRIC PARTS BREAKDOWN

| ITEM | PART NO. | DESCRIPTION | DIMENSION | DIN | QTY |
|-------------|-----------------|------------------------------|-----------------------|------------|------------|
| 1 | SH1110520010 | Rocker switch | | | 1 |
| 2 | SH1212505010 | Light barrier | | | 1 |
| 3 | SH1212505080 | LED display | 300 MM | | 1 |
| 4 | SH1100540220 | Cable assembly w/US-plug | 2000 MM | | 1 |
| 5 | SH1108515200 | Appliance inlet plug | 6,3 MM | | 1 |
| 6 | SH1438505050 | Electronic circuit board | | | 1 |
| 7 | SH1133560120 | Capacitor 45 uF 240V | | | 1 |
| 8 | SH9910936008 | Hexagon nut | M8 | 936 | 1 |
| 9 | SH9916797004 | Toothed lock washer | 18,4 | 797 | 1 |
| 10 | SH1212540050 | Cable | 190 MM | | 1 |
| 11 | SH1110550100 | Cable clip 8mm | Polyamid 6.6 | | 2 |
| 12 | SH1284540070 | Cable | 240 MM | | 1 |
| 13 | SH1212540031 | Cable | 270 MM | | 1 |
| 14 | SH1250540020 | Cable | 230 MM | | 1 |
| 15 | SH1212505070 | Rotation sensor | 300 MM | | 1 |
| 16 | SH1400020950 | O-ring | DI=10 D=2 | | 1 |
| 17 | SH9910471010 | LOCKING RING | 10x1 | 471 | 1 |
| 18 | SH1400505101 | Magnet | NR.0075-08 | | 1 |
| 19 | SH1212520000 | Snap Switch | | | 1 |
| 20 | SH1100550250 | Cable clip 5 mm | Polyamid 6.6 | | 1 |
| 21 | SH1100550140 | Cable tie small | | | 3 |
| 22 | SH148754010 | Cable | 300 MM | | 1 |
| 23 | SH1133540160 | Cable | 440 MM | | 1 |
| 24 | SH1212520011 | Snap-action switch D374-VGAC | SCHLIEßER 10(4)A 250V | | 1 |
| 25 | SH1456540110 | Cable | 200 MM | | 1 |
| 26 | SH1111050010 | Plate | PL 2x14x55 | | 2 |
| 27 | SH1116050215 | EJOT Screw | D=4 L=10 | | 4 |

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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 / Degaussers
 C3615 Accessories/Attachments for Shredders and Disintegrators
 C3615 Spare parts for Shredders and Disintegrators
 C3615 Disintegrators
 C3615 Remanufactured Disintegrators



**Paper Shredders • Disintegrators • Security Containers • Optical Media Declassifiers
Shredding / Destruction Services**

For detail 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 customers.