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End-of-Life Solutions for Over 50 Years*

Operation and Maintenance Manual

SEM Model 1324C/3 Series



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For service, parts, and customer support, contact us:

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Safety

- Read manual and adhere to all warnings and instructions.
- Do not attempt to adjust or modify this machine. This may void warranty or cause the unit to deviate from factory specifications.
- Do not expose the unit to wet environments or those with gas in the air.
- Use unit only for its intended purpose.
- Only use the cord provided with the unit in an appropriate receptacle. Avoid damaging the cord.
- Disconnect the unit from power (remove the cord from the wall and the unit) before doing any maintenance, clean up, or if opening the cover of the unit for any reason.
- Allow new operators a 10-15 minute supervised break-in period.
- Avoid hanging long dangling objects such as hair, necklaces, or ties near the unit.

Overview and Intended Use

SEM Model 1324C/3 and 1324C/3WO are designed for the destruction of paper. Putting other items into the shredder, like discs or metal (such as staples and paper clips) can cause damage to the cutting blades and void warranty.

SEM paper shredders can be ordered at 230V 10A or 120V 15A and both voltages should be plugged into a dedicated line.

Setup

Install the shredder on a level surface, away from heat sources and direct sunlight. Once unpacked, the cutting head will need to be placed onto the unit. It is recommended that two people lift the cutting head onto the unit.

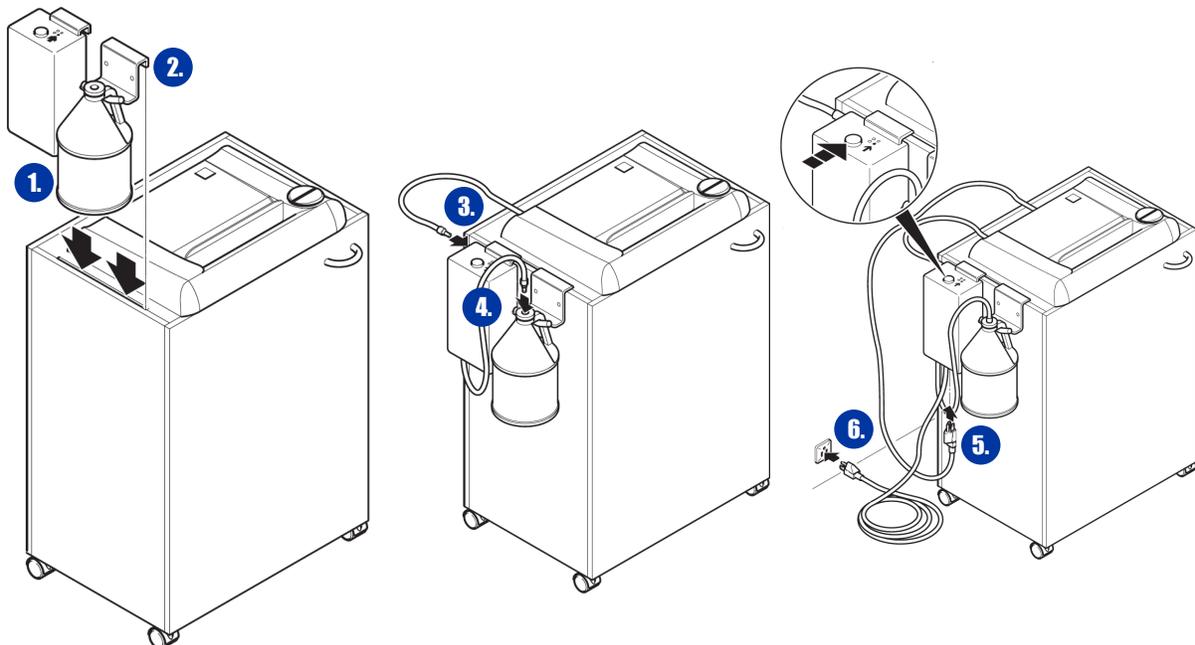
Use caution and follow procedures when placing the cutting head on top of the unit to avoid injury.

Note: All machines have a container inside the cabinet along with a small supply of plastic bags.

Setting up Model 1324C/3WO Oiler

SEM Model 1324C/3WO has an auto-oiler will need to be set up prior to running.

1. Unpack the oiler unit and hang into the cabinet.
2. Hang the oil bottle with bracket into the cabinet.
3. Connect the oil hose from the machine to the oiler unit.
4. Connect the oil hose from the oiler unit to the oil bottle.
5. Plug the power cable from the machine into the oiler unit.
6. Plug the power cable from the oiler unit into the power socket.



Priming an Oiler

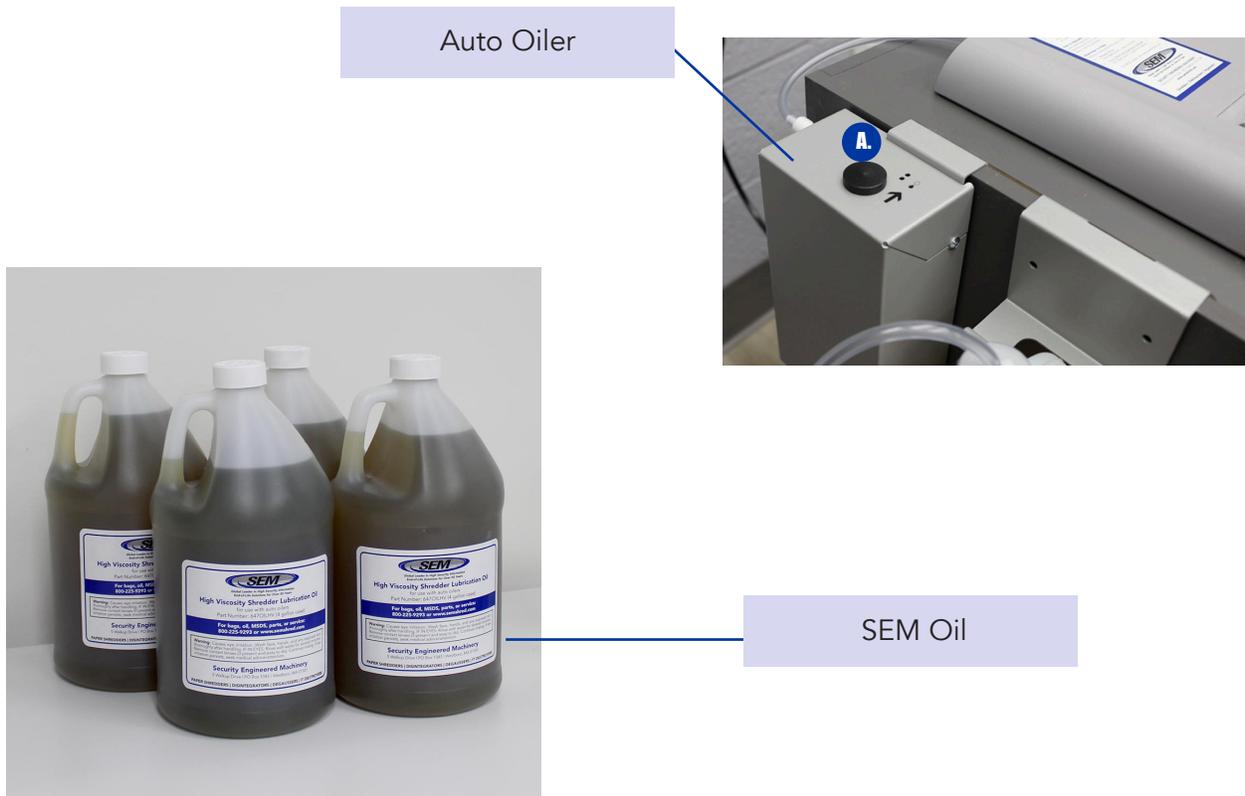
Units with an auto oiler will need to be primed when the oiler is first set up as well as every time the oil is changed. A primed oiler means that the oiler is ready to feed oil into the unit, ensuring the blades are lubricated. Lubrication is necessary for blades to efficiently shred paper without causing damage to the blades. It is very important that there is enough oil reaching the unit.

Note: When the unit is used for the first time or if the stock of oil has been consumed, the red indicator (LED low oil) on the oiler unit blinks.

To prime the oiler:

Press the black button (A) in the direction of the arrow until the red indicator goes out. Once the red low oil indicator has gone out, the oiler system is ready to use again.

Note: If the LED light is flashing yellow, the cutting shafts are being automatically oiled. If the LED is flashing red, the oil bottle is empty.



Operation

When the unit is plugged in and the oiler is primed (if applicable), the machine is ready for use. Press the **POWER** button to turn on the machine. If the green light is on, the machine is now ready for operation.

SEM Model 1324C/3 series paper shredders will automatically start running when paper is inserted and detected by the photo eyes sensor.

The machine can be switched off at any time by pressing the **POWER** button for two seconds. The green **POWER** LED control light will turn off. No power is consumed when the machine is off.

Safety Devices and Other Features

Automatic Reverse Rotation

When too much paper is inserted, the cutter stops operating and automatically rotates in reverse to discharge the jammed paper. Remove the jammed paper and reduce the size of the stack, then restart the operation. The **REVERSE** button can also be used manually.

Door Switch

If the door is open, the shredder will not operate. This can also be used as a quick or emergency stop.

Safety Flap

The safety flap will protect the operator and other items from coming in contact with the shredder. If the safety flap is opened for any reason, the shredder will stop.

Bin Full Indicator

When the waste bin is full of shredded paper, the **BIN FULL** light comes on and the cutter stops operation. Open the door, remove the waste bin, and empty paper scraps. Replace the waste bin, close the door, and continue operation.



Automatic Power Shut-Off

If the shredder has not been operated for more than 30 minutes, the power will automatically shut off.

Warning Lights



Door Open Light



Safety Flap Open



Bin Full Light

System Lubrication

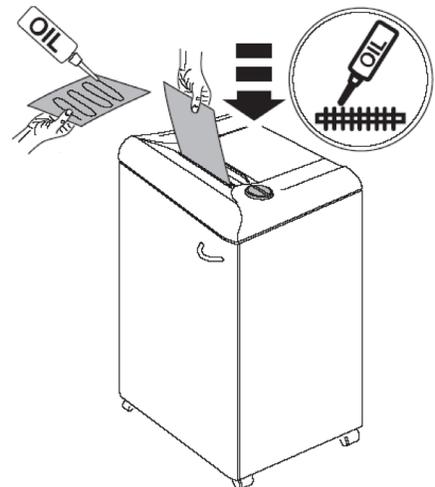
For systems that include an auto oiler, follow the instructions located in the section *Setup*. The operator can determine when the oil reservoir is empty in two ways:

1. If the oil jug is visually out of oil, it is time to change the oil. It is recommended that the operator regularly check the oil level in the jug to see how close it is to being empty.
2. When the unit stops receiving oil, the system will alert the operator with a flashing red light (A) that will illuminate on the operator control panel.



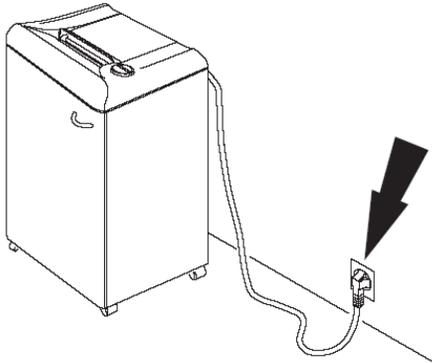
Manually Oiling

For systems that do not include an auto oiler, the operator should manually oil the cutting head. To perform this task, squirt shredder lubricant onto a piece of paper as demonstrated in the picture below. Cover the oiled sheet with a second sheet of paper, in effect creating an oil sandwich, and simply feed the paper into the system. The oil from the sheets will then be dispersed onto the cutting head. Another option is to purchase SEM lubrication sheets. (See section *Accessories*.)

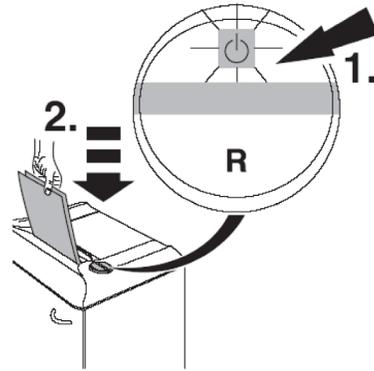


Troubleshooting

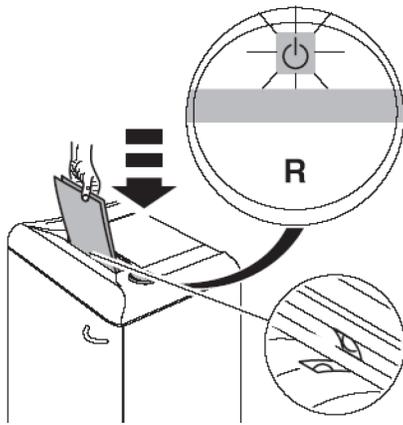
Machine Will Not Start



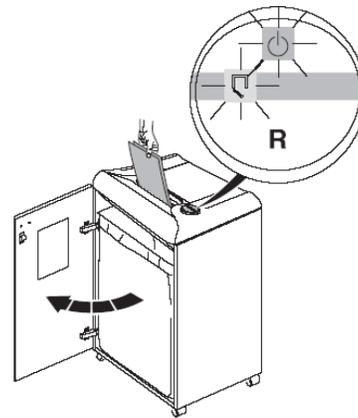
Is the machine plugged in?



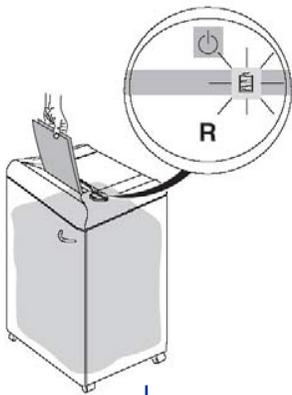
Is the machine powered on?



Is the paper being fed into the center of the machine?



Is the door ajar or not completely shut?

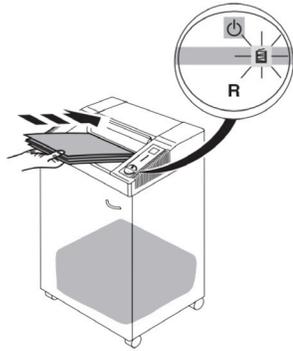


Is the waste bin full?



Is the safety flap open?

Bin Full Light is Illuminated But Not Full

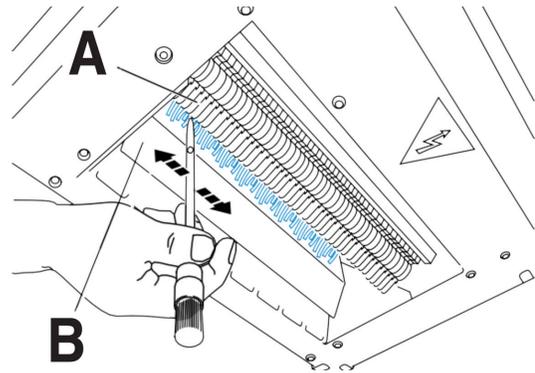


If the *BIN FULL* light is illuminated but the bag is not full, there may be a problem with the sensor.

Remove the unit from power and wear appropriate PPE before attempting any troubleshooting on the paper shredder.

Once the unit is disconnected from power, begin to remove paper debris between the cutting head (A) and flap (B) with a brush. This can be done from inside the cabinet or by removing the cutting head from the unit.

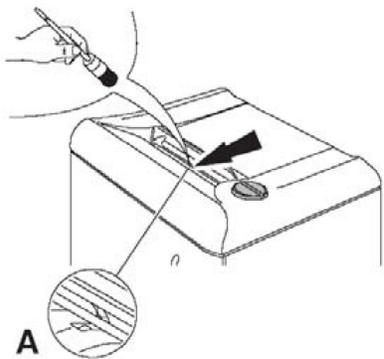
If removing the cutting head from the unit, ensure that two people lift the cutting head from the cabinet.



Machine Will Not Stop

If the machine will not stop running, there may be a problem with the photo-eyes sensor. Cleaning the photo-eyes sensor with a brush or canned air may solve this issue.

If cleaning the photo-eyes sensor doesn't work, it may need to be reset. To reset the photo-eyes sensor:



1. Turn the shredder off.
2. Ensure that the photo sensor is clear of dust and paper.
3. Open the door and press and hold the **POWER** button. The green light will be blinking on and off.
4. After holding for about five seconds, the **REVERSE** button will illuminate.
5. Release the **POWER** button and press the **POWER** button again. The green LED light will begin to blink rapidly.
6. Close the door. Photo-eyes are recalibrated.

Machine Stops Working

If the machine stops working, it may have overheated and shut down to prevent damage. When this occurs, the **POWER** and **REVERSE** buttons will alternate flashing lights. Allow the machine to cool down before running again.

Still having trouble?

Call SEM tech support at 800-225-9293 or email at service@semshred.com.

Accessories

Lubricating Oil

Description	SEM Part Number
Four Pack, 1-Gallon Oil Jugs For use with auto-oiler systems	647OILHV
Eight Pack, 1-Pint Oil Jugs For use with manually oiled systems	649OIL8HV
Ten Pack, Lubrication Sheets For use with manually oiled systems	647OILSHEET10

Waste Bags

Description	SEM Part Number
Model 1324C/3WO Pack of 50	638SB138A
Model 1324C/3 Pack of 50	637SB229A

Additional Accessories

Since there are different waste collection bins and accessories for each specific model, please contact SEM customer care at 800-225-9293 or service@semshred.com to insure that you are requesting the appropriate item. Please have the system model number and serial number available. The SEM customer care department will be able to provide the appropriate item number and cost.



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