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OPERATOR'S MANUAL

SEM Shredder Model F65

Thank you for purchasing a SEM Shredder.
 To fully understand the features of your shredder, please read this manual thoroughly before use.
 Keep this manual handy so that you can refer to it at anytime.

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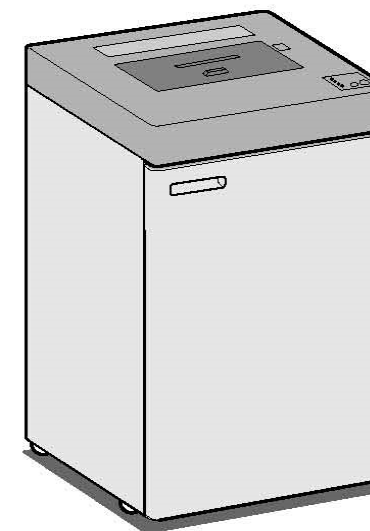
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1. Before Use

1-1. For Safety and Proper Use

Warning Symbols:

In this manual and on the shredder we have provided the following warning symbols to help prevent any injuries or damages to you or your property. Each symbol is defined below:

 Warning	Serious injuries may result if this symbol is ignored and the shredder is used improperly.
 Caution	Injury or damage may result if this symbol is ignored and the shredder is used improperly.











Example of Symbols:



This symbol represents something that is prohibited. A specific definition of what is being prohibited will be described inside or near the symbol. (i.e., the symbol to the left prohibits dismantling)



Some symbols are used to direct a specific action or instruction. (i.e., the symbol to the left instructs the user to unplug the power cord from the power outlet)

 Warning	
<p>1. Keep out of reach of infants and children. Sharp cutters inside may cause injury.</p> 	<p>6. Do not insert and shred any type of battery. A fire may result.</p> 
<p>2. Never insert hands or foreign objects into the feed opening or waste opening. Sharp cutters are inside and serious injury may result.</p> 	<p>7. Do not damage, deform, break or rest heavy objects on the power cord. Do not pull or bend the power cord with force. A damaged power cord may cause a fire or electric shock.</p> 
<p>3. Keep all loose articles of clothing, ties, jewelry, long hair or any other loose objects away from the feed opening. Injury may result.</p> 	<p>8. Immediately stop the shredder if the following situations occur. Turn off the power and unplug the cord. <ul style="list-style-type: none"> • If smoke is emitting • If there is an unusual odor • If abnormal heat is generating Contact your nearest dealer for service. Injury, fire or electric shock may result if improperly handled.</p> 
<p>4. Do not disassemble or modify the machine in anyway. Injury, fire or electric shock may result.</p> 	<p>9. Do not handle the power cord with wet hands. Electric shock may result.</p> 
<p>5. Do not use oils or sprays on the shredder. A fire or explosion may result.</p> 	

Specifications

Model	F65
Feed opening/Loading width	310mm
Shred size	3.9 mm X 45 mm
Cutting Type	Cross Cut
Automatic paper particle leveling function	Fan Press
Maximum sheet capacity (A4PPC)	65 sheets
Cutting Speed	1.1 - 5.8 meter per min.
Rated Use time	continuous
Input Voltage	120V
Rated power consumption	720W
Stand-by power consumption	0W (5min. after operation)
Dimensions (W×D×H)	500mm X 530mm X 943m
Weight	89 kg
Features	Frequency drive power unit (variable speed control) No power consumption during stand-by mode Paper jam prevention mechanism LCD display with backlight Automatic start/Automatic stop/Automatic reverse/ Automatic cut/Automatic-power-cut-off/Cabinet door switch Circuit breaker (used as power switch) Safety alarm, Error message, Caster ※Shred capacity dependent upon paper weight.

V1.0.0



4. User Maintenance Instructions









4-1. Malfunctions

Symptom	Possibilities	Refer to pages
1. Insert paper into the machine but the machine does not respond.	■ Check the power supply.	—
	■ Unplugged?	—
	■ Breaker turned off?	—
	■ The indicator AUTO RUN SUSPENDED is flashing?	7
	■ Overflow Stop is activated?	7
	■ Feed opening switch is activated?	7
	■ Cabinet Door is open?	7
	■ Power save mode is on?	4
2. The shredder continues to operate. Does not stop.	■ Check for any error message's displayed.	8
	■ Check to see if paper is stuck in the feed opening. If yes, 1) Press the STOP/REVERSE/RESTART button. 2) Unplug the shredder. 3) Remove the paper.	—
3. Shredder automatically reverses when paper is fed.	■ Confirm the papers being fed does not exceed maximum sheets allowed for shredding.	—

4-2. Daily Maintenance

1. Be sure to UNPLUG THE SHREDDER from its power source before cleaning or performing maintenance.
2. For your safety, maintenance work should be limited only to cleaning the exterior and or the inside of the shredder cabinet.
3. Use a dry soft cloth to clean the shredder cabinet. In case of heavy stains, use a light cleanser suitable for counter tops. Make sure to squeeze the excess cleaner from the cloth before wiping to avoid electrical shock.

⚠ CAUTION

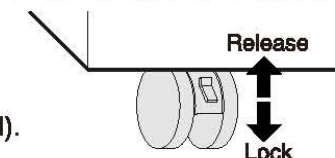
- | | |
|--|---|
| <p>1. Do not place the shredder on an unstable, uneven or tilted floor. Should the shredder fall, it may result in injuries.</p>  | <p>5. Do not use polishing compounds, cleaners, petroleum-based products or aerosols of any kind on or near the shredder at anytime. It may cause damage, deformation and or discoloration.</p>  |
| <p>2. Do not place objects on top of the shredder. Do not sit or stand on top of the shredder. Injuries may result.</p>  | <p>6. Always unplug the shredder before relocating. If the power cord is damaged, a fire or electric shock may result.</p>  |
| <p>3. Do not place the shredder in a humid or dusty area. Do not install the shredder near a radiator or heat source. A fire or electric shock may result.</p>  | <p>7. After using the shredder remember to turn off the breaker switch. If it is not used for an extended period of time, disconnect the plug from the outlet. A fire may result.</p>  |
| <p>4. Do not use water to clean the shredder. Electric shock may result.</p>  | <p>8. Do not pull on the power cord when unplugging the machine. Disconnect from the plug. If the cord is damaged, A fire may result.</p>  |

IMPORTANT:

Disconnect Device - The socket-outlet shall be installed near the equipment and shall be easily accessible.

1-2. Installation

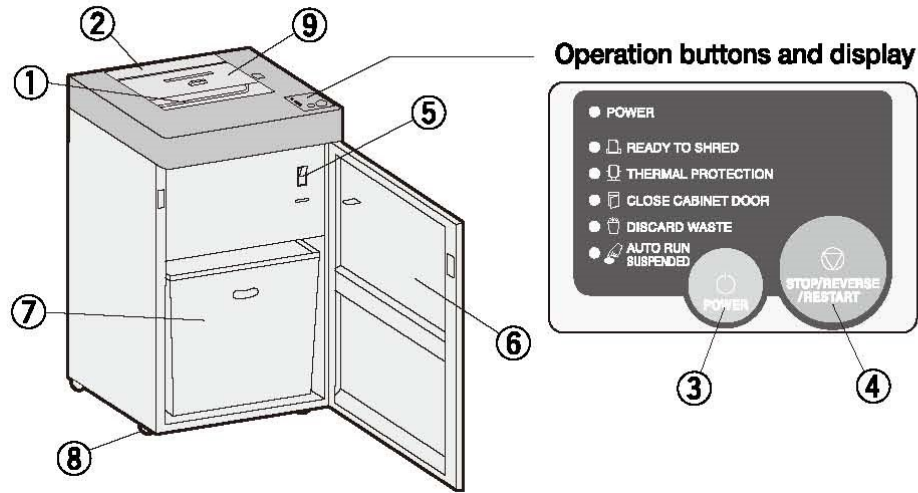
- 1) Decide where to locate the shredder.
 1. Do not install the shredder in any area close to sources of heat such as radiators and heating ducts.
 2. Do not install the shredder in any area where the floor is not level or stable.
- 2) Once the location is decided.
 1. Lock the two front casters.
 - ※When moving the shredder, be sure the caster lock is set in the up position (unlocked).
- 3) Connect the power supply cord to a dedicated building outlet. Handle the power supply cord as stipulated in "For Safety and Proper Use"
- 4) Line a plastic bag firmly inside the waste basket for easy disposal of paper chips.



NOTE: Be sure to remove the air between the plastic bag and the basket. Leaving too much air between the bag and the waste basket may cause the waste sensor to accidentally respond.



1-3. Identification and Functions of Parts



PART	FUNCTION
① Feed opening	Insert documents to be shredded.
② Gradation lamp	Through various colors, the lamp will respond to various functions.
③ POWER Button	Press this key after turning on the main power source. The display will indicate READY TO SHRED while the gradation lamp will illuminate blue. After approximately 5 minutes the shredder will go into a power save mode. To restore power press this key again.
④ STOP/REVERSE/RESTART	To stop the shredding process press this key. After stopping the process, if paper is detected in the feed chute the gradation lamp will flash blue as an alarm will sound. If you wish to continue shredding press this key again. Continuously holding this key down will cause the cutters to reverse (gradation lamp illuminates pink) allowing you to remove your documents.
⑤ Main power switch	Used as the main ON/OFF switch. Also functions as a circuit breaker. It works in case of circuit failure or motor lock in order to protect the motor from overloading.
⑥ Door	Open to set and remove the waste basket.
⑦ Waste receptacle	Collects shredded materials.
⑧ Caster	Used for mobility and easy relocation of the shredder. The front casters have stoppers that can be locked once the shredder's location has been determined.
⑨ Safety cover	To prevent media (CD/FD/MO) chips from scattering be sure to close the safety cover when media is shredded.

3-2. Error Messages

Error messages are displayed through a combination of lamps and buzzers.

1. Error 1			
Cause	If paper or any foreign objects are left in the feed chute (without shredding) for approximately 3 minutes, the shredder will temporarily cease operation and display an Error 1 message.	<p>[Operation Display]</p>	<p>[Operation Display]</p>
Corrective action	1) Turn OFF the breaker and unplug the machine 2) Remove the paper or foreign object from the feed chute 3) Plug in the shredder, turn ON the breaker and restore power.		
2. Error 2			
Cause	After the auto-reverse function is activated and paper continues to remain in the feed chute for over 2 minutes, the machine will temporarily cease operation and display an error 2 message.	<p>[Operation Display]</p>	<p>[Gradation Lamp]</p>
Corrective action	1) Turn OFF the breaker and unplug the machine 2) Remove the paper or foreign object from the feed chute 3) Plug in the shredder, turn ON the breaker and restore power.		
3. Error 3			
Cause	If the shredder is operated continuously for over 30 minutes, the shredder will cease operation temporarily and display an error 3 message.	<p>[Operation Display]</p>	<p>[Gradation Lamp]</p>
Corrective action	1) Turn OFF the breaker 2) Turn ON the breaker and restore power		
4. Error 4			
Cause	If the fan press motor is locked and unable to rotate, the machine will temporarily cease operation to protect the motor from burn out. An error 4 message will be displayed.	<p>[Operation Display]</p>	<p>[Gradation Lamp]</p>
Corrective action	1) Turn OFF the breaker 2) Check the waste basket. If full, empty the basket. 3) Turn ON the breaker (if the error persists, please call for maintenance)		

3. Safety functions

3-1. Safety devices

1. Auto-Cut (motor thermal protection)

When the motor is locked or overloaded for an extended period of time, the motor thermal protection is activated to cut off power.

The indicator THERMAL PROTECTION flashes and the gradation lamp is off. Please wait until the THERMAL PROTECTION indicator goes off to resume shredding. (Wait time could be approximately 30 minutes)



2. Cabinet Door Switch

When you open the cabinet door, the power will shut off. To restore power, flip the breaker switch to the ON position, close the door and press the POWER Button.

3. Overflow Stop

When the waste basket becomes full, the indicator DISCARD WASTE will flash and cutting operation will cease. The display will indicate DISCARD WASTE and the gradation lamp will shut off. Discard the waste and place the waste bin back into the shredder cabinet. Flip the breaker switch to the ON position, close the door and push the POWER button.



4. Auto-Reverse

The shredder will stop operation if paper over the maximum capacity is fed into the feed chute. The cutter unit will automatically reverse so you can remove the paper. During this time the READY TO SHRED display lamp will flash while the gradation lamp flashes red.



When this happens, remove the paper from the feed opening and reduce the number of the sheets. Resume shredding with the reduced sheets of paper.

5. Breaker

In the event an electrical problem occurs or the motor is locked for an extended period of time, the breaker switch will activate to prevent any damage to the motor and/or electrical circuits.

6. Feed Opening Switch

The feed opening switch will activate if the feed chute is expanded due to excessive paper feeding or a paper jam. The activation of the feed opening switch causes the shredder to cease operation while the paper jam is being removed. The reverse function is operable.



7. Auto Cleaning

To prevent from paper jam, the cutter rotates in the reverse direction after shredding paper or when the waste basket becomes full. At this time the indication lamp READY TO SHRED will turn off and gradation lamp will illuminate green. Resume shredding when the indication lamp READY TO SHRED illuminates and the gradation lamp illuminates blue.





2. Operating Instructions

2-1. Shredding Method



	Procedure	Display
1	Turn ON the breaker and press the POWER button. The indicator POWER will illuminate. If idle for more than 5 minutes the shredder will commence power save mode and shut down all power. To restore power, simply press the POWER key. If paper is placed into the feed chute then the POWER key is pressed, the gradation lamp will flash blue and an alarm will sound. To shred the document press the STOP/REVERSE key or remove and insert the paper again.	
2	The indicator READY TO SHRED will illuminate when power is turned on and the status is ready. The gradation lamp will illuminate blue.	
3	Feed the paper into the center of the feed opening in a straight and neat batch. The Auto-Start will activate and shredding operation will commence. Remove your hands immediately from the paper. According to the shredding conditions the gradation lamp will change colors from green to gradually red and ultimately flash red if the cutting unit and motor is overloaded (engaging auto-reverse). For the most efficient and pro-longed use of your shredder it is best to shred paper so the gradation lamp operates in the green range. DO NOT exceed the maximum shred capacity. If maximum shred capacity is exceeded, the shredder will stop and automatically reverse (gradation lamp will flash red). Remove the batch of paper, reduce the sheets to within shred capacity and try again. If the indicator AUTO RUN SUSPENDED flashes while the gradation lamp is flashing blue, paper or a foreign object is being detected in the feed chute. To commence shredding press the STOP/REVERSE button or remove and insert the paper again.	<p>Quantity of sheets of paper being fed</p> <p>Gradations of colors</p> <p>Green Yellow Orange Red Flashes Red</p> <p>overload Auto Reverse</p>
4	After the paper has been shredded and gone through the cutting unit, the cutting unit will continue to rotate for approximately 10 seconds. For continuous shredding insert the next desired material to be shredded within 10 seconds of the previous material.	

<p>5 To stop the shredding process, press the STOP/REVERSE/RESTART button. The cutting unit will cease operation.</p> <p>If the paper has gone through the cutting unit the display should indicate READY TO SHRED with the gradation lamp illuminated in blue. If paper remains in the chute, the display should indicate AUTO RUN SUSPENDED, the gradation lamp flashes blue and an alarm sounds every 5 seconds. If the throat opens during the shredding process the indicator lamp READY TO SHRED flashes and the gradation lamp flashes red. Remove the paper in the feed chute, confirm the display is READY TO SHRED and the gradation lamp is blue. Reduce the amount of paper to be shredded and resume shredding.</p>	 
<p>6 Turn off the breaker after using the machine and pull out plug from outlet.</p>	

2-2. Reverse Operation

<p>1 Reverse operation is possible while one of the following 3 screens displays.</p> <p>a. READY TO SHRED and Gradation lamp : blue</p> <p>b. AUTO RUN SUSPENDED and Gradation lamp : blue (flashing)</p> <p>c. READY TO SHRED and Gradation lamp : red (flashing)</p>	  
<p>2 Press the STOP/REVERSE/RESTART button. While you are pressing the button the cutter will rotate in the reverse direction. The gradation lamp will illuminate pink.</p>	

2-3. Discarding Waste

<p>1 When the waste basket is full, the display DISCARD WASTE will flash while an alarm sounds and the gradation lamp flashes green. The shredder will level the paper chips automatically for about 10 seconds.</p> <p>CAUTION: Do not open the cabinet door during this operation.</p>	
<p>2 After leveling the paper chips, the indicator DISCARD WASTE will illuminate and the gradation lamp will shut off. Open the cabinet door and shake the waste basket carefully by hand to further level off the paper chips. (be careful not to scatter the paper chips)</p>	
<p>3 When the light indicates the waste basket is full, Remove the waste basket and discard the waste.</p>	

2-4. CAUTION: DO NOT SHRED

The F65 shredder is capable of shredding small staples and paper clips (28mm or less) Do not shred the following materials as it may deteriorate shredding capacity.

- carbon paper
- chemical paper
- cardboard
- tape
- paper with adhesive
- film
- plastic bag
- gum, leather, cloth