



## SEM Model 0303

POP-0044 Rev. 0

Created: 8/21/18 – ECN: 00213



This manual covers:

All Model 0303 configurations listed below– Serial Number 2606114-A and up

.75", 1.5" HDD Shred Width

.375 SSD Shred Width

.375"/.75", .375"/1.5" Combo Shred Widths

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SSD UNITS AND THE COMBO SSD CHUTE ARE INTENDED FOR THE DESTRUCTION OF SOLID STATE MEDIA ONLY. ATTEMPTING TO SHRED ROTATIONAL DRIVES WILL VOID WARRANTY.



SHREDDING OF ROTATIONAL HDDs BY USING AN SSD UNIT OR THE COMBO SSD CHUTE COULD CAUSE CATASTROPHIC DAMAGE TO THE UNIT, VOIDING THE WARRANTY.

## Safety Considerations

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- ✓ Read and understand instruction manual and be aware of all warning stickers
- ✓ Make sure that all guards and access panels are in place at all times, **EXCEPT** when the power is locked off for maintenance work or cleaning
- ✓ **Always** know where emergency stop buttons are located
- ✓ **Always** know or have quick access to emergency phone numbers
- ✓ **Always** ensure that all maintenance and operating personnel read and understand this manual, including those personnel working second or third shift
- ✓ **Always** have a standard break-in time for a new operator - a minimum of two hours suggested
- ✓ **Always** wear safety glasses when operating shredder
- ✓ **Always** “lock-out” power at the disconnect when shredder is not in use, when servicing shredder, or when performing routine shredder maintenance including cleaning
- ✓ **Never** operate this or any other machine while under the influence of drugs, alcohol, or medications
- ✓ **Never** wear loose fitting clothing, ties, or jewelry while in the vicinity of this shredder
- ✓ **Never** allow long hair to be worn in the vicinity of the machine without use of a protective hair net
- ✓ **Never** place any part of your body in or on any part of the machine while in operation
- ✓ **Never** allow tools, rags, lunch pails, or debris to be placed on the input conveyor or on top of the machine
- ✓ **Never** change machine direction without first allowing machine to come to a complete stop
- ✓ **Never** allow other personnel within ten feet of this machine while in operation
- ✓ **Never** remove guards, perform maintenance, or clear jam up debris without first locking out power disconnect
- ✓ **Never** allow horse play around machine
- ✓ **Never** bypass or interfere with any safety limit switches or guards - they are safety devices and serious injury can result if bypassed

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# About Your Shredder

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## Overview and Intended Use

The SEM Model 0303 is capable of destroying regular hard disk drives and solid state drives, as well as tapes, phones, and various other forms of electronic media **depending on cutting head configuration chosen at purchase**. Solid state media can be destroyed with an HDD unit or a combo HDD chute but SEM recommends using an SSD unit or the combo SSD chute for higher security destruction. Do not use both feed chutes at the same time. Doing so may damage the unit and will void the warranty.

**Size and Weight:** When fully assembled, the SEM Model 0303 is approximately 43" (109.2 cm) tall by 48" (121.9 cm, SSD or HDD) to 54" (137.2 cm, Combo) wide, and 20.5" (52.1 cm) deep without a conveyor.

**Note:** The images shown in this manual may appear different than your device based on the age of the machine and the features with which it was ordered. All functionality and locations remain the same or very similar to your device. Contact SEM customer service with any questions.

## Shredder Differences – HDD/SSD/Combo Units

SEM offers three different cutter configurations at various sizes discussed below.

- Hard drive shredders at 1.5" and 0.75" shred widths – can shred SSDs but it is not recommended
- Solid state only shredders at 0.375" shred width – cannot shred HDDs
- HDD/SSD combo units – have two cutting heads allowing destruction of both types of media
  - HDD chamber at 1.5" or 0.75", SSD chamber at 0.375"

## Specifications for CE Marking

This machine may also be purchased with a CE marking for export from the US. Below are the features required on such devices. Only devices ordered with CE marking may be considered as such.

- Extended length or "mailbox style" feed chute
- CE standard button configuration/colors
- Requires air filtration system
- Additional safety labels and safety rated switches conforming with CE standards
- Emergency stop button



## Acceptable Media – HDD Shredders & HDD Combo Chute

The SEM Model 0303 is designed to destroy approximately 750 standard rotational hard drives or 250 solid state drives per hour at DIN 66399 Level H-4 for HDDs/E-3 for SSDs. It can also shred up to 2,000 pieces of electronic media (phones, flash drives, etc.) per hour to the same security level, dependent on cutting head configuration and other factors.



**HDD**

Rotational Hard Drive



**SSD  
HDD**

PDA & Cell Phone

## Acceptable Media – SSD Shredders & SSD Combo Chute

The following media may be destroyed with SEM Model 0303 SSD shredder or SSD combo chute. Please note that all material destroyed using the SSD chute will be reduced to a width of 0.375". This media may also be destroyed using an HDD unit or HDD combo chute but will not meet the same DIN standards as using an SSD unit or SSD combo chute.



Solid State Drives



Phones & PDAs

## DO NOT SHRED ROTATIONAL HARD DRIVES USING THE SSD CHUTE

Standard HDD (rotational/spinning) can only be destroyed using an HDD unit or the combo HDD feed chute. Failure to comply can result in damage to the machine.

\*Rotational hard drives are comprised of different materials than solid state drives. Feeding a standard rotational hard disk drive into an SSD unit or the combo SSD chute will jam the machine and could result in permanent damage.

## Unacceptable Media

The following materials should never be destroyed using an SEM Model 0303 shredder:



Batteries\*\*



Capacitors\*\*

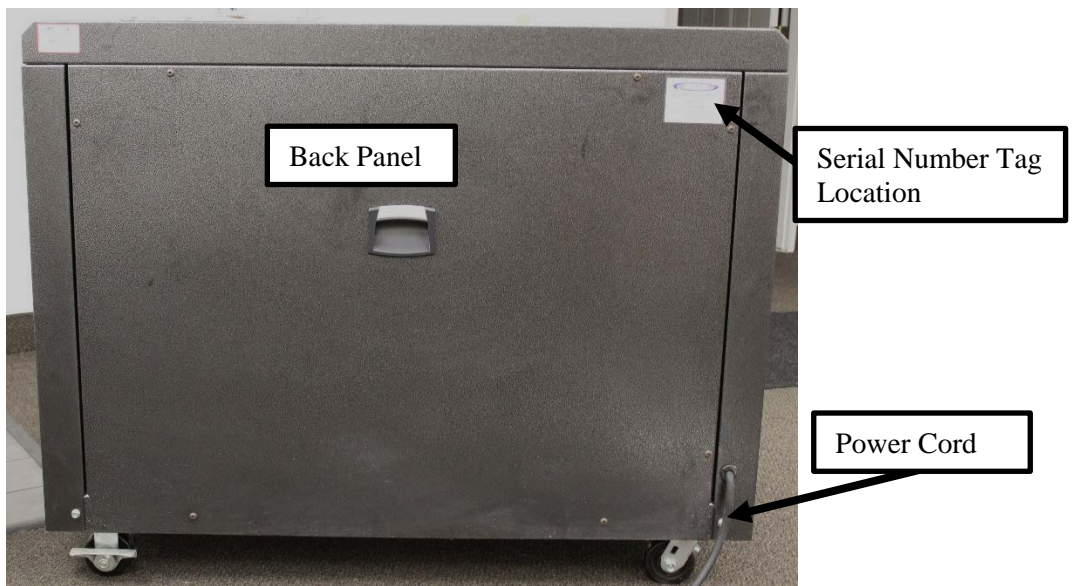
Batteries and capacitors should never be destroyed using this machine. Both can be found inside of cell phones, tablets, etc. They must be removed from all devices before shredding.

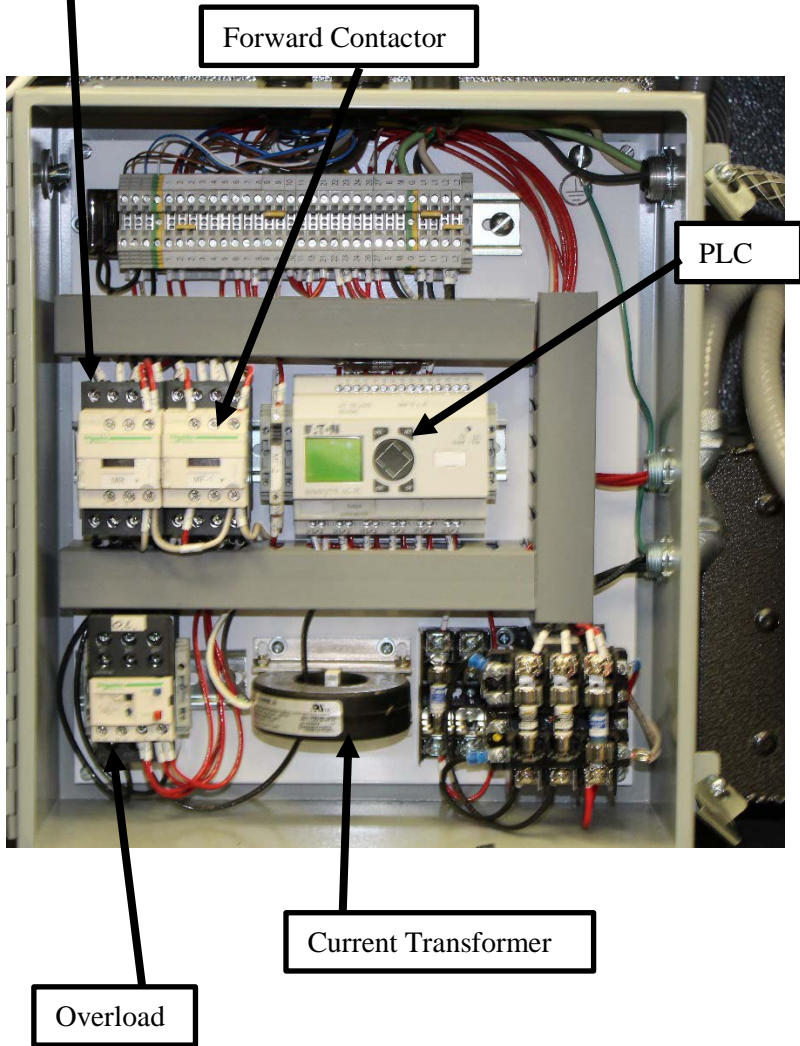
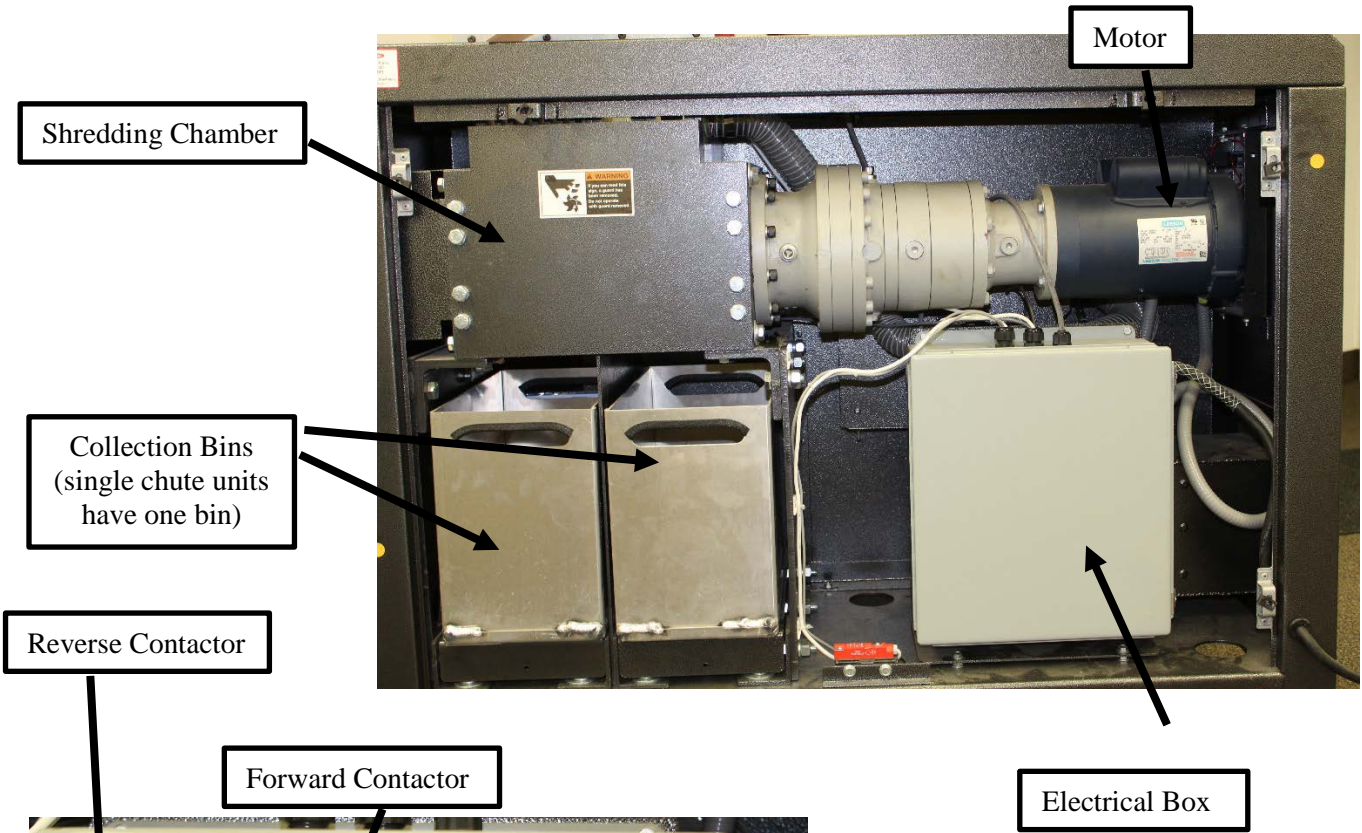
\*\*Destruction of batteries could lead to safety hazards and cause damage to the machine. All batteries must be removed from cell phones, PDAs, tablets, etc. prior to destruction.

**Recommended:** Shown below are rotational hard drives which will require additional disassembly before shredding. Disassemble drives that have thick steel parts or multiple steel plates covering platters as they may cause jams or accelerated wear.



# General Assembly Drawing





# Uncrating and Installation

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Your new SEM shredder has been secured to a pallet for shipping. Please inspect equipment immediately for shipping damage.

- **Important Note:** Prior to and after unpacking, check for any damage to the packaging or unit on the Bill of Lading and contact customer service and the shipping party by phone immediately.
- Retain packaging for 90 days.
- Using a lift truck with a minimum capacity of 2,500 lbs. (crated device weighs up to 1,750 lbs.), remove the machine from the carrier and transport to operation site. Remove pallet and discard responsibly.
- SEM shredders are equipped with casters for ease of handling.
- Inspect the machine for any damages prior to installation and operation. Check the oil level and check for any oil leaks.
- After inspection make certain that all guards and safety devices are installed properly.
- If an optional discharge conveyor was ordered with your machine, it **MUST** be installed prior to shredding.
- Be sure belt is tracking properly after installation.

## Uncrating

Tools and PPE needed:

- Lift truck with minimum lifting capacity of 2,500 lbs.
- Pry bar and hammer
- Power drill with Phillips head bit
- Gloves and safety eyewear
- Strap cutters

Uncrating:

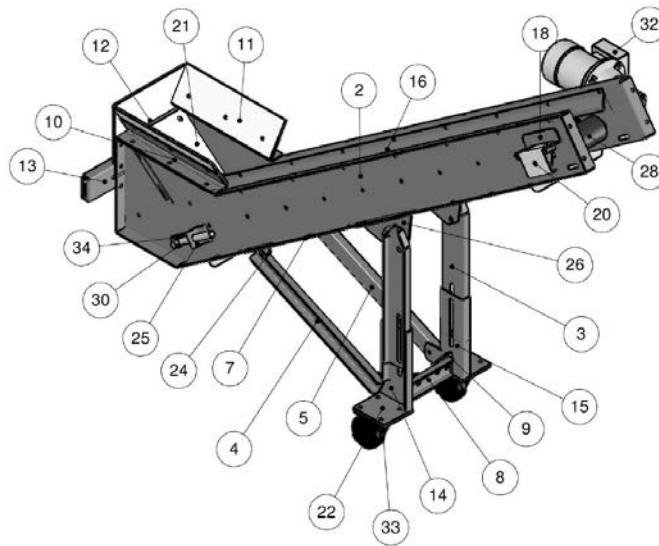
- Remove sides of crate – hammer and pry bar
- Cut straps holding Model 0303 – strap cutters
- Remove the Model 0303 from the pallet and bring as close to installation point as possible – lift truck

## General Installation

- This unit may be installed in an office or warehouse setting within six feet of an appropriate electrical receptacle.
- Keep the left side of the unit four inches from any walls or obstructions for proper ventilation.
- **Note:** These units are top heavy - use care when moving them and stay clear if they begin to tip.
- **Note:** It is recommended to move the unit as close to the installation unit as possible using a fork lift, particularly if it requires traversing uneven surfaces.
- **Transport:** This device is equipped with casters for ease of handling after the device is lifted off the pallet. Ensure casters are unlocked and push only on flat surfaces. To prevent personal injury or damage to equipment, **DO NOT** push the device on inclined or declined surfaces as control of the device may be lost.
- **Storage:** If the device requires storage, it may be stored in its shipping crate or unpackaged. If unpackaged, ensure that the wheel caster locks are engaged to prevent unwanted movement of device.

## Modular Output Conveyor (optional)

- If the optional modular conveyor was purchased, unpack and inspect it for any damage. This item must be ordered at time of purchase and cannot be added retroactively.
- After shredder is in position, remove the four bolts that hold the access panel on the back of the shredder.
- On the front of the shredder, open the access door beneath the cutting chamber and remove the two bolts that are partially threaded in holes in the side plates. See item 13 below.
- Move the modular conveyor to the back of the shredder and slide it into the access panel opening. Plug it into the provided receptacle.
- Go to the front of the shredder and replace the two bolts through the channel that is on the conveyor to secure the conveyor to the shredder.
- Electrical schematic including conveyor outlet available upon request – contact SEM customer service.



ITEM	QTY	DESCRIPTION	ITEM	QTY	DESCRIPTION
1	1	CONVEYOR SIDE FRAME OPP	18	1	BEARING MOUNT ANGLE
2	1	CONVEYOR SIDE FRAME	19	1	BEARING MOUNT ANGLE
3	2	CONVEYOR LEG	20	1	DRIVE SHAFT GUARD
4	1	CROSSMEMBER	21	1	END GUARD UHMW COVER
5	1	CROSSMEMBER OPP	22	2	CASTER PAD
6	1	CONVEYOR BED	23	1	END GUARD
7	1	BOTTOM GUARD	24	2	PIVOT BRACKET
8	1	FOOT CROSSMEMBER	25	2	TAKE UP ANGLE
9	2	FOOT CROSSMEMBER MOUNT	26	2	LEG MOUNT BRACKET
10	2	SIDE SLIDE HOLDER BRACKET	27	1	DRIVE SHAFT
11	2	ANGLED SIDE SLIDE	28	1	DRIVE PULLEY
12	1	VERTICAL END GUARD	29	1	TAIL PULLEY
13	1	CONVEYOR MOUNT BRACKET	30	1	TAIL SHAFT
14	1	FOOT OPPOSITE	31	2	PILLOWBLOCK BEARINGS
15	1	FOOT	32	1	GEAR MOTOR
16	1	BELT SIDE GUIDE	33	2	CASTERS
17	1	BELT SIDE GUIDE OPP	34	2	TAKE UP WELDMENT

## Electrical (refer to licensed electrician)

- Be sure to follow proper “Lock Out Tag Out” (LOTO) procedures.
- **Power:** This unit is equipped to run 3-phase power, depending on the chosen voltage at purchase.
- **Panels:** All panels contained within this unit carry a rating of IP65.
- All electrical installation and service must be done by a qualified electrician. Follow all national and local electrical codes and ordinances.
- All internal wiring has been factory installed and tested prior to shipping. Electrical installation consists of providing adequate machine power only.
- Check building service to ensure correct voltage is available and that the electrical current requirements can be met.
- **Motor Rotation:** Ensure area is clear and turn the key switch on. Check for proper motor rotation.
  - Feed a single drive into the appropriate chute; if it does not take the drive, the rotation is wrong.
  - A licensed electrician should be able to fix this by swapping two leads on the plug.
- A customer supplied disconnect switch should be mounted on a wall within one to two feet of the device.
- Electrical installation is complete. **Replace all guards and safety devices.**
- SEM recommends a less than 3% voltage drop for on the receptacle/disconnect for optimal performance. This is critical on 208V devices.
- 3-phase units are supplied with an open-ended cord - see the voltage/amperage chart below. SEM recommends a minimum 125% safety factor on the disconnects, and no more than a 3% voltage drop for best performance.

Voltage/Frequency	Full Load Amps (FLA) [w/ AFS]	Apparent Power kVA (Line to Line)	Recommended Disconnect [w/ AFS]
208 Volts/60 Hz	11 [11.9]	4.0 [4.3]	20 Amp [20 Amp]
230 Volts/60 Hz	9.6 [10.5]	3.8 [4.2]	20 Amp [20 Amp]
460 Volts/60 Hz	4.8 [5.7]	3.8 [4.5]	20 Amp [20 Amp]
380 Volts/50 Hz	6.1[7.0]	4.2 [4.9]	20 Amp [20 Amp]
400 Volts/50 Hz			
415 Volts/50 Hz			

## Electrical Schematic

The table below lists important information on the electrical schematic for the following voltages to compare with the following schematic. Voltage specific schematics available in PDF format upon request.

- 208V / 3PH / 60Hz
- 230V / 3PH / 60Hz
- 460V / 3PH / 60Hz
- 380-415V / 3PH / 50Hz

Detail		Unit Voltage / Phase / Frequency			
Incoming Power (IP)		208/3/60	230/3/60	380-415/3/50	460/3/60
Shredder Motor (Mot A)	HP	3			
	FLA	11.0	9.6	6.1	4.8
	RPM	1725			
Fan Motor (Mot B)	HP	1/8 (120/1/60)			
	FLA	0.9			
	RPM	1725			
Current Transformer (CT)		SQ'D 4210-5NR-151			

Replace fuses FU-1 and FU-2 with identical time delay fuses if possible. Contact customer support if unavailable.



# Operation

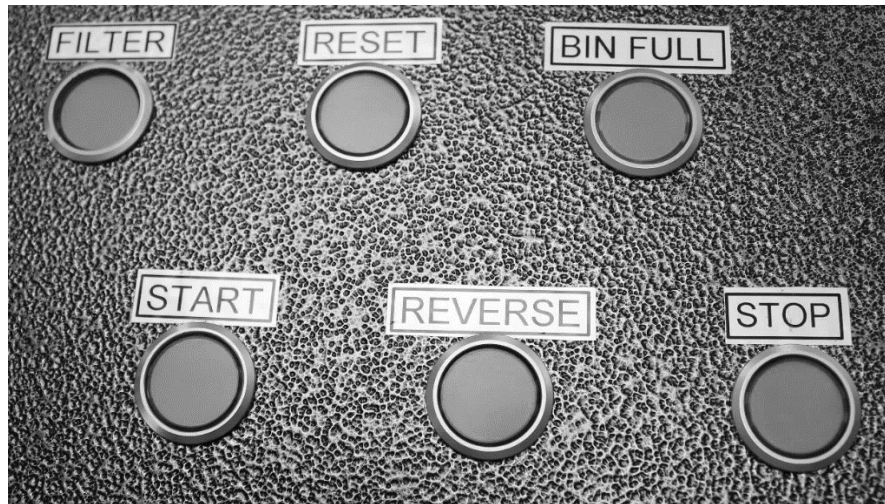
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## Pre-Start-Up

### Pre-start-up procedure:

- ✓ Familiarize yourself with all controls and button locations.
- ✓ Ensure that all guards and covers are in place.
- ✓ Ensure the area is clean.
- ✓ Check input area for debris, discarded tools, etc.
- ✓ A certified SEM service technician is available over the phone or on site for startup instruction and training. Contact SEM customer service for details - [service@semshred.com](mailto:service@semshred.com).

### Controls:



- **Base Model:** The base model of this equipment is only equipped with start, reverse, stop, and reset. The start button will be in the same location as the bin full light, with the two leftmost buttons removed.
- **Start** – Activates the cutting chamber
- **Reverse** – Reverses the rotation of the cutting chamber
  - Must be held down
- **Stop** – Deactivates the cutting chamber and stops the unit
- **Filter** – Activates air filtration system if available (only on premium units)
  - Will stay depressed
- **Reset** – Resets the unit after jamming
- **Bin Full** – Indicator light will illuminate when the bin is full (only on premium units)
- **Emergency Stop:** Immediately shuts down device. Use only in emergency situations. Located on the left side of the device above the current relay panel. Some devices may have a key-switch instead that serves solely as an on/off switch.
- **Hour Meter:** Displays the number of hours the device has been running. Located on the left side of the device above the current relay panel.

## Start Up

**PPE:** SEM recommends wearing safety glasses, gloves, and a mask while operating this device.

Turn key switch on and press the forward pushbutton.

**For Units with E-Stop:** Insert key into e-stop, actuate the e-stop, and remove the key.

**For Combo Units with Chute Block:** Place the chute block over whichever chute is not being used.

**For Normal Stop Situations:** Wait 30 seconds for cutting chamber to empty itself before pressing stop button. **In case of emergency**, simply use the stop button or emergency stop.

Begin feeding material to be shredded into the appropriate feed chute. Reference “capability” section to determine appropriate media for each chute. Contact SEM customer service for media not listed in the “capability” section.

**New Operators:** New operators should be given a minimum two to three hour training period, beginning with a slow feed rate. The operator will soon be able to judge how quickly they can feed the shredder.

**Bin Full:** The bin full indicator will light up when there are approximately 20 lbs. of material in the bin. It is recommended to empty this out before and after each shift as well. This will be lower for combo units.

**For Combo Units:** *Never use both feed chutes at the same time.*

## Clearing a Jam

In the event of a jam, ensure that all personnel are clear of both the input chute and the cutter head.

Hold the reverse pushbutton for three to five seconds. This will cause the cutters to run backwards for as long as the reverse button remains pressed.

Release the reverse button and the machine will come to a stop. After the machine has completely stopped, press the forward button and try to shred material. **NEVER** hold the forward button in to clear a jam. Damage to the machine may occur.

If machine jams again, reverse shredder again, **de-energize the unit using proper LOTO procedures**, and manually remove the jammed material. Restart machine in the forward direction to resume operation.

To access the cutting chamber, remove the two screws at the front of the unit on the feed chute cover and lift it up to gain access. Will require a 5/32 allen wrench.

## Shut-Down Procedure

- Allow cutting chamber to clear all material before shutting down.
- Press the stop pushbutton.
- If equipped with an e-stop or key-switch, engage the e-stop or turn the key-switch to the “off” position
- Turn off the disconnect switch and/or unplug the power cord from the receptacle
- Open feed chute cover and inspect cutters for damage
- Open the front door and empty the bin/bins (recommended)
- Clean any remaining debris from the machine and from the immediate area
  - SEM recommends heavy, cut resistant gloves

# Maintenance

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## Cleaning

**Always** de-energize the unit using proper LOTO procedures before cleaning, lubricating, maintaining, removing any guards and after shredding operation is complete.

SEM recommends wearing cut resistant gloves while performing any maintenance on this unit.

### Daily cleaning (after each eight hours of operation)

- Remove debris and any magnets that have built up on cutters and combers (use a screwdriver or needle-nose pliers).
- Visually inspect cutters for damage and clear air inlet.
- Remove side guards and visually inspect drive components for leaks or damage.
- Replace all guards.
- Empty waste collection bin.

### Weekly cleaning (after each 40 hours of operation)

- Repeat all daily cleaning steps.
- Remove side guards and end guards.
- Remove debris buildup from base.
- Wipe entire machine clean being careful to observe any evidence of oil leaks. Should leakage be observed, bring to the attention of maintenance personnel or SEM customer service.
- Check for loose hardware on the reducer collars, the crusher paddles, etc.
- Remove all tools, rags, solvents from machine.
- Replace all guards.

Under Top Cover



Below the Shredder Chamber



Remove Shredded Material

# Lubrication

Always de-energize the unit using proper LOTO procedures before cleaning, lubricating, maintaining, removing any guards and after shredding operation is complete.

## Daily Lubrication (after eight hours of operation)

- Grease wear parts.
- Grease main bearings (see lube schedule below).
- Remove rear guard.
- Apply light machine oil to cutters.
- Replace all guards.

## Monthly Lubrication (after each 160 hours of operation)

- Repeat steps from daily lubrication.
- Remove guards.
- Check reducer oil level. **DO NOT OVERFILL.**
- Check oil level in spur gear oil bath.
- Grease output conveyor bearings. See lube schedule on bottom of page.
- Replace all guards.

## Annual Lubrication (after 2,080 hours of operation) (PM visit recommended)

- Repeat steps from monthly lubrication.
- Drain oil from reducer. Oil drains better when warm.
  - Place a container under the drain plug; remove filler and drain plugs.
    - Wait for oil to drain out; change plug seal.
- Clean magnetic drain plug.
- Replace drain plug and refill to proper level using a high-grade petroleum based rust and oxidation inhibited gear oil (85W-140 or equivalent).
- Remove spur gear oil bath and clean bottom oil pan. Refill with 85W-140 gear oil until oil level reaches middle of sight glass.
- Replace all guards.

### CAUTION:

Too much oil will cause overheating and too little oil will result in gear failure. Check oil level monthly. Also, under extreme operating conditions, such as rapid rise or fall of temperatures, dust, dirt, chemical particles, chemical fumes, or oil temperatures above 200°F, the oil should be changed every one to three months depending on the severity of conditions.

ITEM	FREQUENCY	TYPE
Spur Gears	Check weekly - fill when needed	85W-140 Gear Oil/ <b>Spray-On # S00201</b>
Reducer	Check weekly - flush yearly (2,080 hrs)	85W-140 Gear Oil
Cutters	Every 20 hrs.	WD40 or equivalent
Main Bearings	Every 8 hrs.	Multi-Purpose Grease (2 oz. per bearing)
Wear Plates	Every 8 hrs.	Multi-Purpose Grease

## Current Relay Adjustment

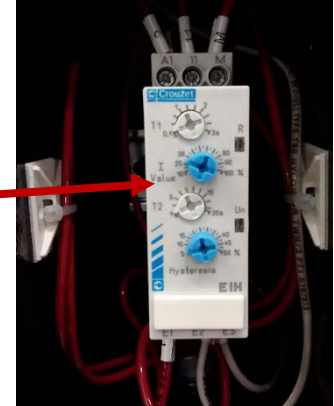
### Tools and PPE Required:

- 5/32 allen wrench
- Small philips head screwdriver

**About the Current Relay:** This device is designed to automatically reverse if it jams while shredding. The electrical current relay controls this feature and is preset by the factory prior to shipping. However, power variations can cause the device to jam and not reverse. To correct this problem, the current relay may require a small adjustment.

### Accessing and Adjusting:

- **Note:** Press the STOP pushbutton before making any changes to the current relay. The power does not need to be off for this adjustment.
- Remove cover on left side of device below the hour meter to expose current relay.
- Turn the knob labeled “I Value” clockwise to the next tick mark.
- Test by running a drive through the device.
- Important note: if the device does not automatically reverse after three adjustments, check the incoming power and voltage drop. This may require an electrician to verify.
- Older units may have an orange version with two knobs. Use the knob labelled “threshold.”

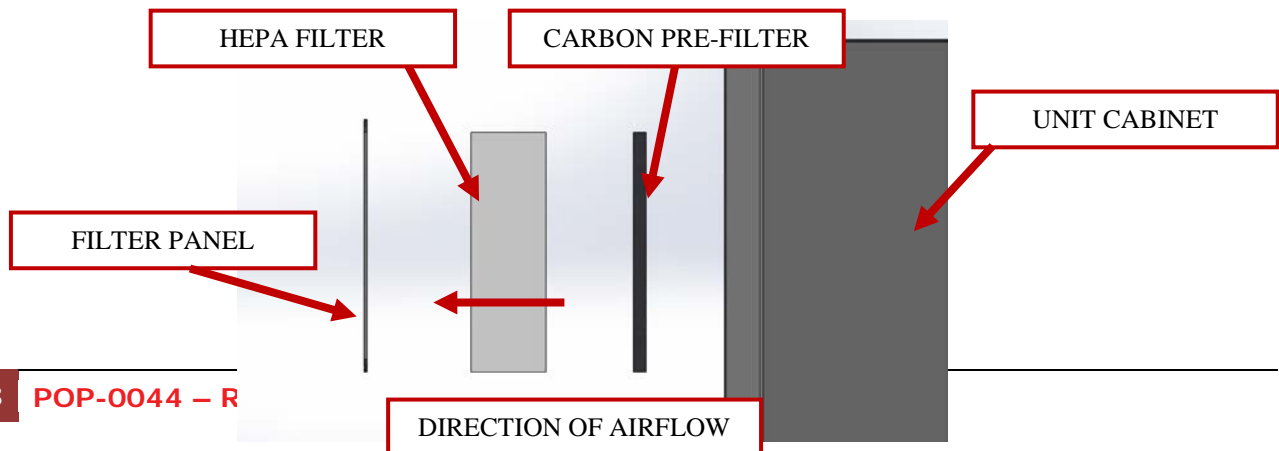


**Warning:** Overadjustment can cause the overload to trip, which will not allow the device to start until the overload is reset. The overload will automatically reset once it has cooled down this may take several minutes.

## Filter Change

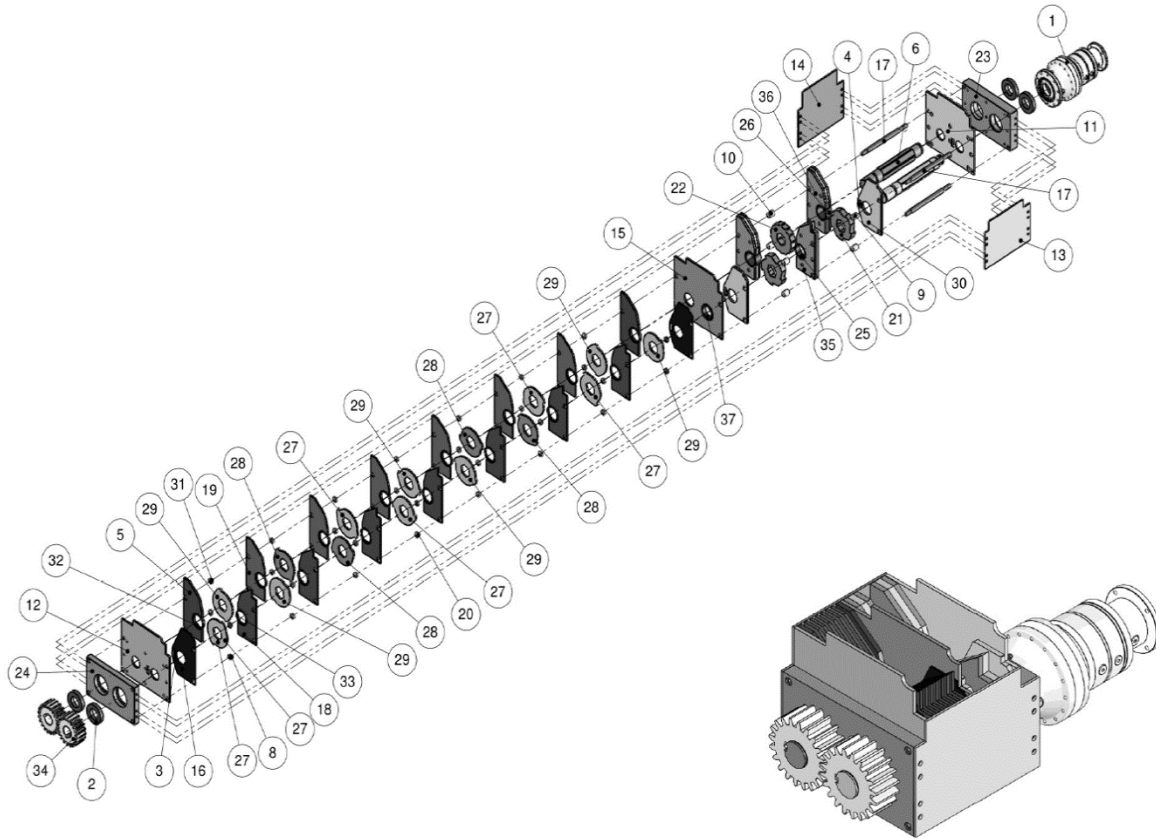
The optional air filtration system on this unit is designed to help reduce possible odors and contaminants from escaping into the atmosphere during the destruction process. This system requires periodic inspection, occasional cleaning, and filter changes.

- Inspect and clean pre-filter – every 40 hours
  - Pre-filter should be changed four to six times per year depending on use.
- Inspect and clean HEPA filter – every 40 hours
  - HEPA filter should be changed yearly depending on use and prefilter upkeep.
- **Note:** Filter and prefilter change times above are recommendations only. They may need to be changed more or less frequently depending on the amount and types of media destroyed.
- The filter cover panel can be found on the left side of the unit at the base - see the general assembly drawing section.
- Panel access requires 5/32 allen wrench.



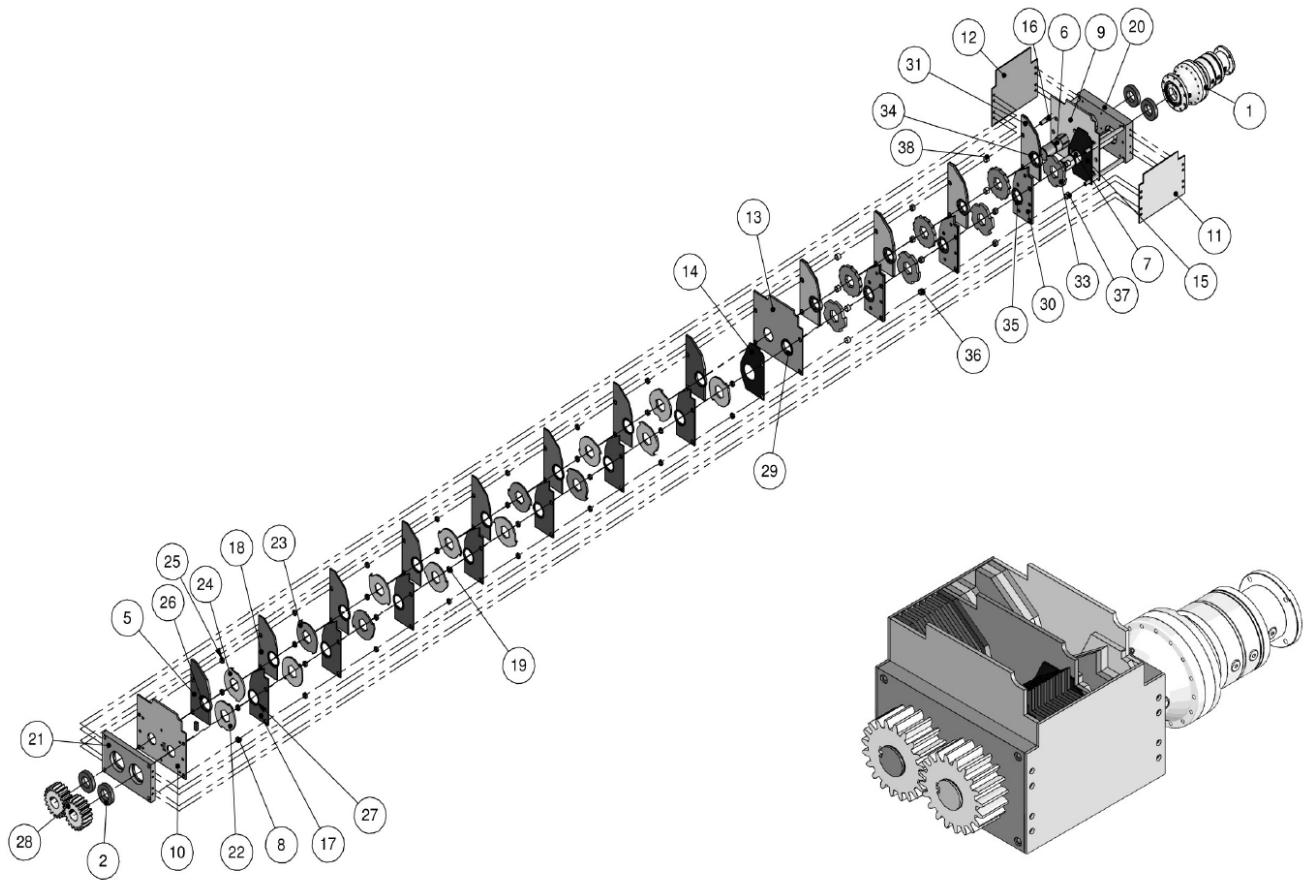
# Maintenance Diagrams

## - 1-1/2" HDD - 3/8" SSD Combo Cutting Head



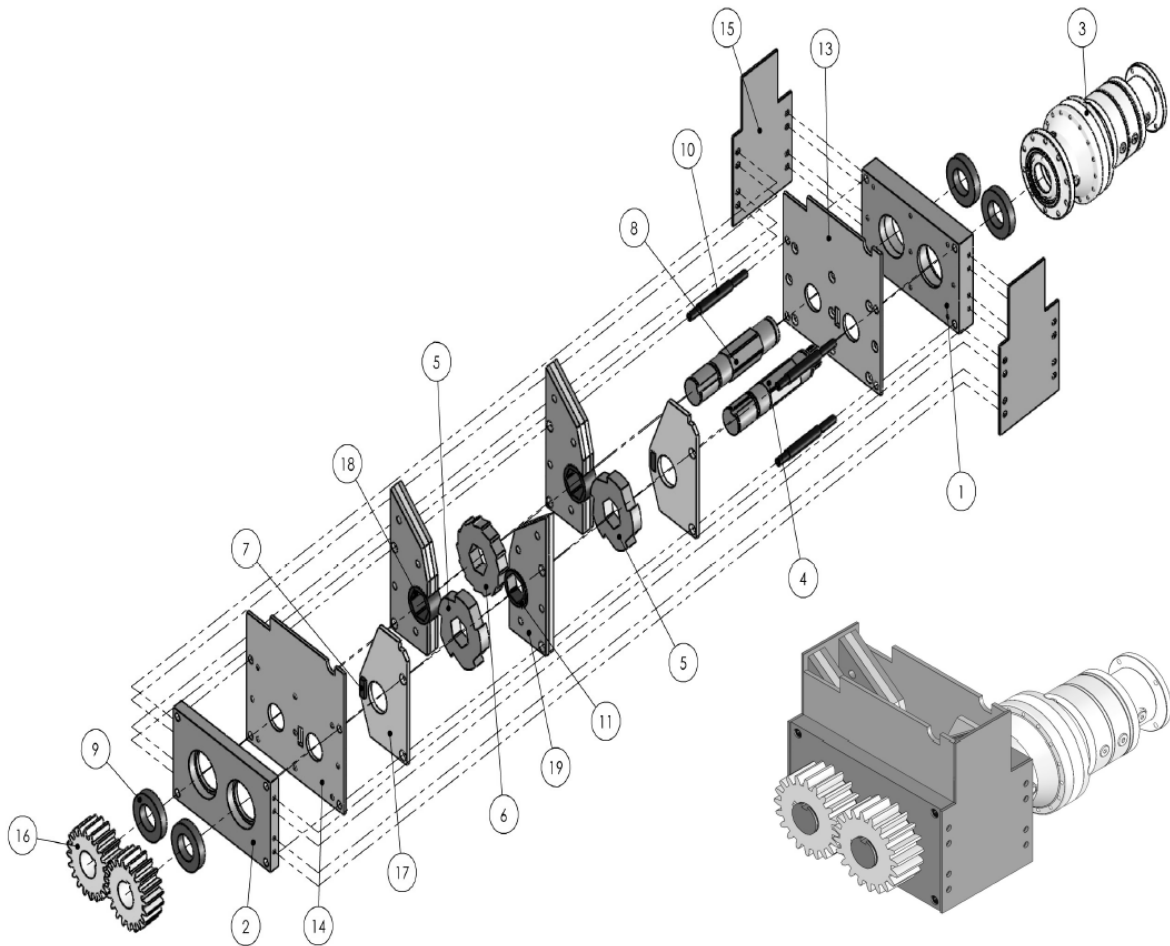
ITEM	QTY	PART #	DESCRIPTION	ITEM	QTY	PART #	DESCRIPTION
1	1	N/A	GEAR BOX: CONSULT FACTORY	20	22	34575	SSD TIE BAR SPACERS
2	4	111907	BEARING	21	2	33616	DRIVE SHAFT CUTTER
3	1	34592	WEAR BLOCK	22	1	33617	IDLE SHAFT CUTTER
4	1	34591	WEAR BLOCK	23	1	33584	DRIVE BEARING BLOCK
5	2	34590	SSD OUTSIDE COMBER	24	1	33585	IDLER BEARING BLOCK
6	1	34589	IDLER SHAFT	25	1	33587	HD SINGLE SHAFT SPACER
7	1	34588	DRIVE SHAFT	26	2	33663	HD DOUBLE SHAFT SPACER
8	4	34586	SSD TIE BAR OUTSIDE SPACER DRIVE SIDE	27	5	34267	SSD CUTTER STYLE 1
9	4	34584	HD TIE BAR SPACER DRIVE SIDE	28	4	34268	SSD CUTTER STYLE 2
10	2	35483	HD TIE BAR SPACER IDLER SIDE	29	6	34269	SSD CUTTER STYLE 3
11	1	34463	SIDE PLATE DRIVE SIDE	30	2	34464	HD OUTER COMBER
12	1	34462	SIDE PLATE SPUR GEAR SIDE	31	4	34272	SSD OUTSIDE TIE BAR SPACERS IDLER SIDE
13	1	34582	END PLATE REDUCER SIDE	32	2	34275	SSD OUTSIDE SHAFT SPACER
14	1	34581	END PLATE IDLER SIDE	33	13	34276	SSD SHAFT SPACER
15	1	34580	DIVIDER SIDE PLATE	34	2	110016	SPUR GEAR
16	2	34579	SSD OUTSIDE COMBER	35	1	34460	HD SINGLE COMBER
17	4	34578	COMBER TIE BARS	36	2	34459	HD DOUBLE COMBER
18	7	34576	SSD REDUCER SIDE COMBER	37	1	34845	DIVIDER SPACER
19	6	34577	SSD IDLER SIDE COMBERS				

## - 3/4" HDD - 3/8" SSD Combo Cutting Head



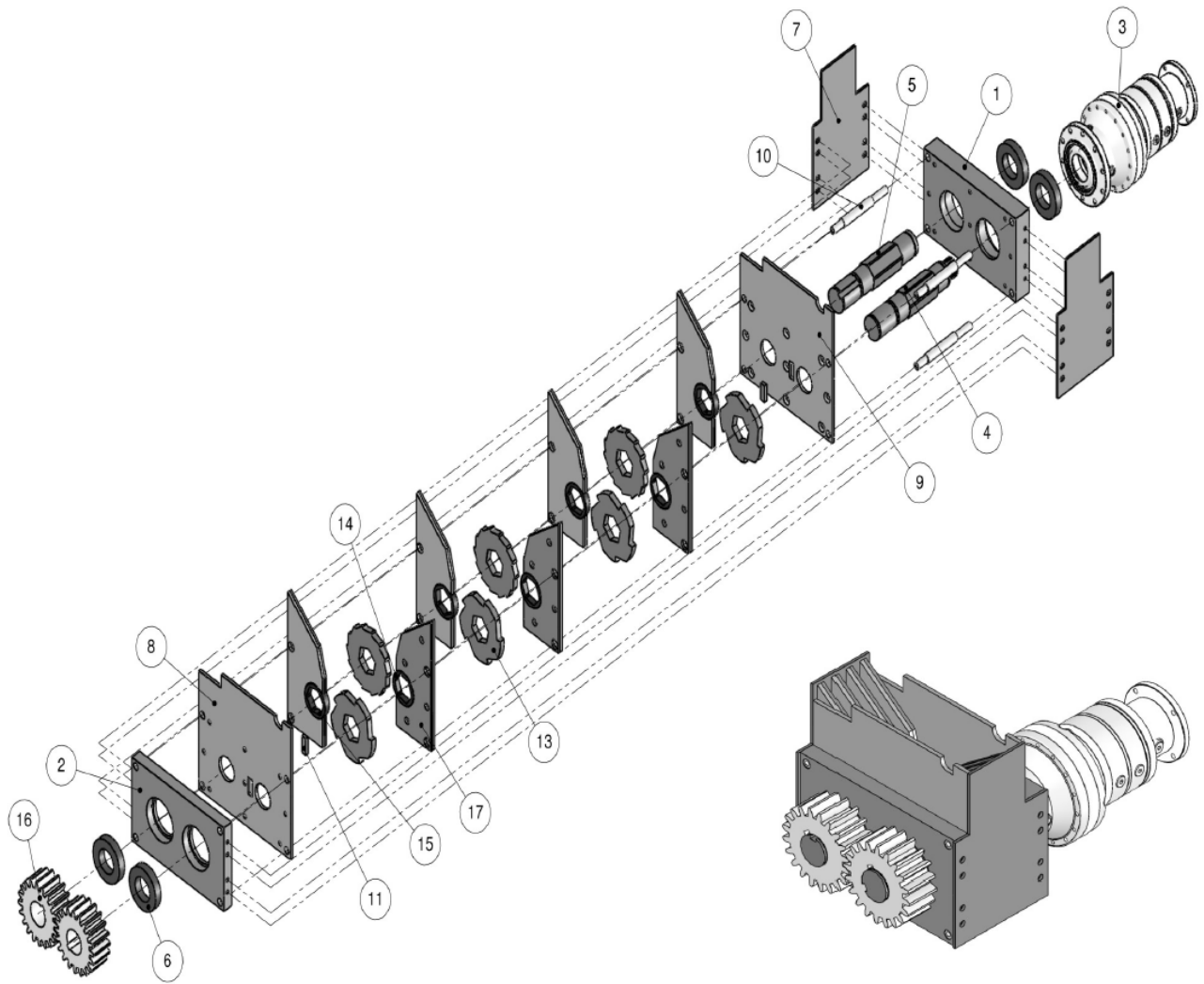
ITEM	QTY	PART #	DESCRIPTION	ITEM	QTY	PART #	DESCRIPTION
1	1	N/A	GEAR BOX: CONSULT FACTORY	20	1	33584	DRIVER BEARING BLOCK
2	4	111907	BEARING	21	1	33585	IDLE BEARING BLOCK
3	1	34592	WEAR BLOCK	22	5	34267	SSD CUTTER STYLE 1
4	1	34886	WEAR BLOCK	23	4	34268	SSD CUTTER STYLE 2
5	2	34590	SSD OUTSIDE COMBER	24	6	34269	SSD CUTTER STYLE 3
6	1	34589	IDLER SHAFT	25	4	34272	SSD OUTSIDE TIE BAR SPACERS IDLER SIDE
7	1	34588	DRIVE SHAFT	26	2	34275	SSD OUTSIDE SHAFT SPACER
8	4	34586	SSD TIE BAR OUTSIDE SPACER DRIVE SIDE	27	13	34276	SSD SHAFT SPACER
9	1	34463	SIDE PLATE DRIVE SIDE	28	2	110016	SPUR GEAR
10	1	34462	SIDE PLATE SPUR GEAR SIDE	29	1	34887	DIVIDER SHAFT SPACER
11	1	34582	END PLATE REDUCER SIDE	30	3	344580	REAR COMBER
12	1	34581	END PLATE IDLER SIDE	31	4	34457	FRONT COMBER
13	1	34580	DIVIDER SIDE PLATE	32	3	33617	IDLER SHAFT CUTTER
14	1	34872	SPACER PASS THRU COMBER	33	4	33616	DRIVE SHAFT CUTTER
15	1	34579	SSD OUTSIDE COMBER	34	2	33663	HD DOUBLE SHAFT SPACER
16	4	34578	COMBER TIE BARS	35	5	33587	HD SINGLE SHAFT SPACER
17	7	34576	SSD REDUCER SIDE COMBER	36	6	34983	TIE BAR SPACER
18	6	34577	SSD IDLER SIDE COMBERS	37	4	34984	TIE BAR SPACER
19	22	34575	SSD TIE BAR SPACERS	38	4	34985	TIE BAR SPACER

## - 1 1/2" HDD Cutting Head



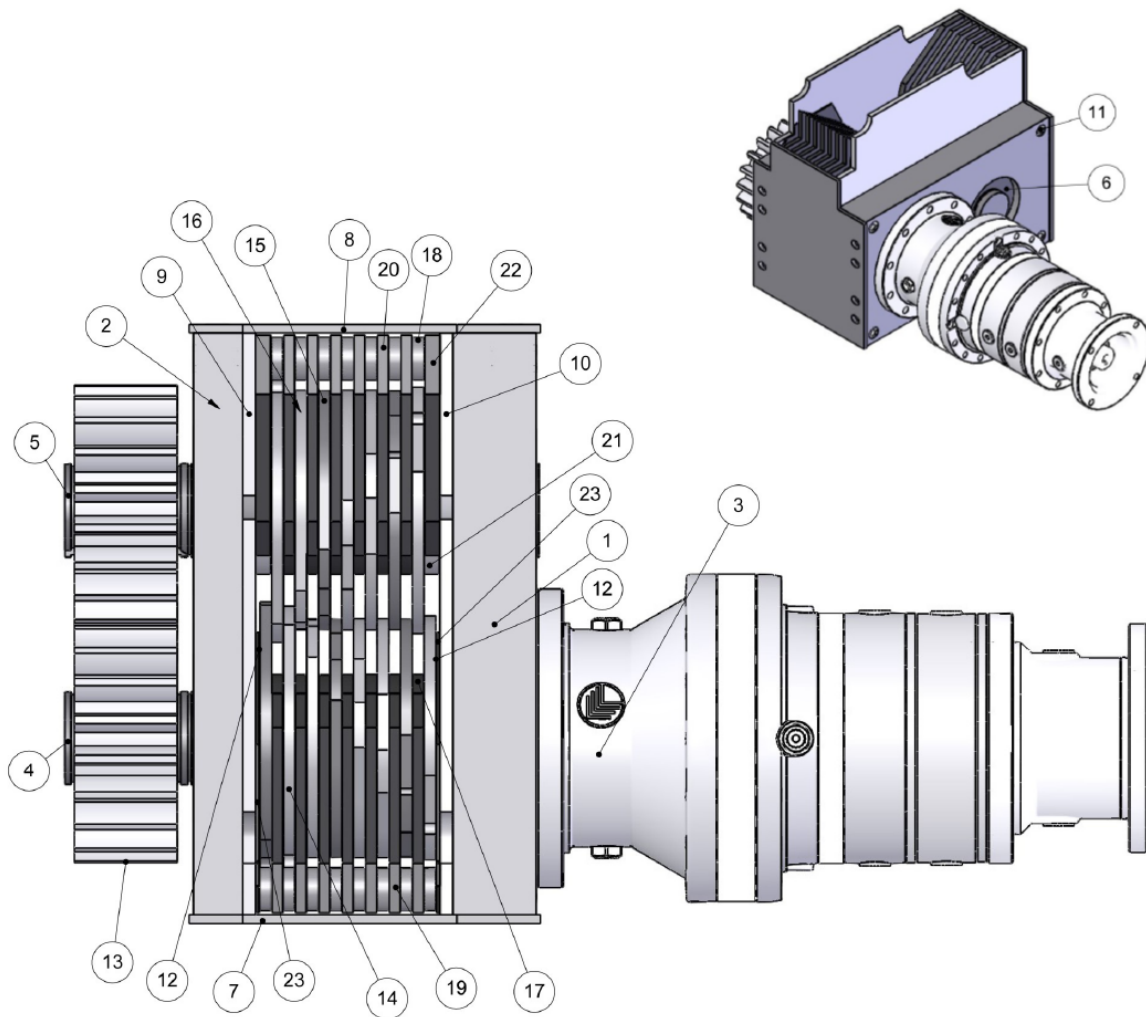
ITEM	QTY	PART #	DESCRIPTION	ITEM	QTY	PART #	DESCRIPTION
1	1	33584	DRIVE BEARING BLOCK	11	1	33587	SPACER
2	1	33585	IDLE BEARING BLOCK	12	2	33663	SPACER
3	1	N/A	REDUCER: CONSULT FACTORY	13	2	33772	SIDE PLATE
4	1	33615	DRIVE SHAFT	14	1	33772	SIDE PLATE
5	2	33616	DRIVE SHAFT CUTTER	15	2	33625	END PLATE
6	1	33617	IDLE SHAFT CUTTER	16	2	110016	SPUR GEAR
7	2	33619	WEAR BLOCK	17	2	34464	WEAR BLOCK COMBER
8	1	33618	IDLER SHAFT	18	2	33740	COMBER WELDMENT
9	4	111907	BEARING	19	1	33739	COMBER WELDMENT
10	4	33620	COMBER TIE BARS				

# - 3/4" HDD Cutting Head



ITEM	QT Y	PART #	DESCRIPTION	ITE M	QT Y	PART #	DESCRIPTION
1	1	33584	DRIVE BEARING BLOCK	10	4	33620-.75	COMBER TIE BARS
2	1	33585	IDLE BEARING BLOCK	11	2	33619-.75	WEAR BLOCK
3	1	N/A	REDUCER: CONSULT FACTORY	12	3	33617-.75	IDLE SHAFT CUTTER
4	1	33615	DRIVE SHAFT	13	4	33616-.75	DRIVE SHAFT CUTTER
5	1	33618	IDLER SHAFT	14	5	33616-.75	SHAFT HEX SPACER
6	4	111907	BEARING	15	2	33663-.75	SHAFT HEX SPACER
7	2	33625	END PLATE	16	2	110016	SPUR GEAR
8	1	33772	SIDE PLATE	17	7	33925	COMBER WELDMENT
9	1	33772	SIDE PLATE OPTIONAL				

## - 3/8" SSD Cutting Head



ITEM	QTY	PART #	DESCRIPTION	ITEM	QTY	PART #	DESCRIPTION
1	1	33584	DRIVE BEARING BLOCK	13	2	-	SPUR GEAR
2	1	33585	IDLE BEARING BLOCK	14	6	34267	CUTTER STYLE 1
3	1	N/A	REDUCER: CONSULT FACTORY	15	5	34268	CUTTER STYLE 2
4	1	33615	DRIVE SHAFT	16	4	34269	CUTTER STYLE 3
5	1	33618	IDLER SHAFT	17	13	34276	INSIDE SHAFT SPACER
6	4	111907	BEARING	18	30	34575	INSIDE TIE BAR SPACER
7	1	34449	CUTTERHEAD END PLATE REAR	19	7	34576	REAR COMBER
8	1	34448	CUTTERHEAD END PLATE FRONT	20	6	34577	FRONT COMBER
9	1	34462	SIDE PLATE SPUR GEAR SIDE	21	2	34513	OUTSIDE SHAFT SPACER
10	1	34463	SIDE PLATE DRIVE SIDE	22	2	34498	OUTSIDE COMBER
11	4	33620	TIE BARS	23	2	33598	WEAR BLOCK COMBER
12	2	34514	WEAR BLOCKS				

# Troubleshooting

**Warning: De-energize the unit using proper LOTO procedures** before performing any cleaning, lubrication, maintenance, or trouble shooting.

Problem	Cause	Solution
Machine will not stop when stop button is activated	Defective stop button	Check continuity (N.C), replace if bad
	Malfunctioning reverse contactor	Check each leg of forward side of contactor for continuity. There should be no continuity. If there is, consult factory for replacement part.
Machine will not run in forward or reverse	No Power	Check power supply
	Key-switch off/e-stop actuated	Turn on
	Overload tripped in panel	Reset, wait for it to cool down
	Control transformer fuse blown	Remove fuse and check for continuity, replace if bad
	Stop button stuck "in"	Check buttons
	Loose wire in panel	Check terminal strip for disconnected or loose wires. Reconnect and tighten loose wires to proper location on strip
Machine not running forward or reverse + power light is not illuminated	Defective contact block on stop button	Check block for continuity, replace if bad
Overload tripping	Motor overheating	Check motor cooling fan for objects obstructing air flow
	Dirty or unlubricated cutting head	Thoroughly clean and lubricate machine
	Low voltage/voltage drop >3%	Check voltage at power supply
	Defective motor	Conduct amperage test, contact factory for replacement if necessary
Shred capacity low	Unlubricated cutting head	Clean and lubricate cutting head
	Low voltage / voltage drop >3%	Check voltage at power supply
	Current relay set too low	See maintenance section, contact factory
Machine will only run in forward OR reverse	Defective button	Check contact blocks and continuity
	Loose wire	Check buttons for loose/disconnected wires and reattach
	Current Relay	Check for continuity or disconnected wires and replace if necessary
Motor hums or buzzes but doesn't run	Contactors malfunctioning	Check contactors and replace if faulty
	Defective motor	Check motor and replace if faulty
	Single phasing (on 3-phase units only)	Check each leg and fuse of incoming power

# Options and Spare Parts

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Below is a list of options offered for the Model 0303

1. Premium Upgrade Bundle
  - P/N: 0300KIT
  - Includes scale, keylock, and HEPA air filtration system
  - Must order at time of purchase
2. Steel Fork Pockets
  - P/N: AM301FORKPOCK
  - Loading and unloading machine with fork truck
  - Must order at time of purchase
3. Discharge Conveyor – 11”
  - P/N: 0300CONVEYOR
  - Freestanding discharge conveyor in rear of unit
  - Must order at time of purchase
4. Caster Mounting Brackets (set of four)
  - P/N: 600HDDCASBRACK
  - For mounting in a fixed position, good for vehicles
5. iWitness
  - P/N: iWitness
  - Software and barcode scanning system for easily logging and tracking media
  - Comes with laptop, scanner, and software

Below is a list of spare parts and extras offered for the Model 0303

Replacement HEPA Filter	HF-2SSD
Replacement Carbon Pre-Filter	CF-2SSD
Combo Cart Tipper/Steel Sort Table	CT-5000
4 Gallon Dual Stage Vacuum w/ HEPA	9272410
Bags for Vacuum (2/pk)	9196400
Replacement Vacuum Filter	9034100
Metal Waste Collection Bin for Combo	SA34835
Toolkit for 0300 Series Shredders	553TK0300

Preventative maintenance contracts and extended warranties available at purchase. For service, parts, or any questions regarding your SEM shredder, contact SEM customer service at the number below.



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