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## Operation and Maintenance Manual

### SEM Model 8730HS Paper/Optical Shredder



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

**SECURITY ENGINEERED MACHINERY**

5 Walkup Drive | Westborough, MA 01581

508-366-1488 | [info@semshred.com](mailto:info@semshred.com)

[www.semshred.com](http://www.semshred.com)



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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 your 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

The Model 8730HS is a unique cross-cut shredder that can shred both paper and optical media in two separate feed chutes. The shredder can meet DIN level P-6 for paper and DIN level 0-5 for optical media.

**Unit Size:** (WxDxH, lbs.): 28" x 24" x 43", 319 lbs.

**Power Required:** 110V AC, 50/60Hz, 15 Amp outlets

**Shred Size:** (LxW): Paper - 3/16" x 1/32", Optical - 1/16" x 5/32"

**Shred Capacity:** Paper - 14-15 Sheets, Optical - 1 CD

**Speed** Paper - 23 sheets per minute, Optical - 2,000 CDs per hour

**Feed Opening:** Paper - 9-3/8", Optical - 4-7/8"

**Bin Capacity:** Paper - 31 Gallons, Optical 18.5 Gallons

## Setup

1. Install the shredder on a level surface, away from heat sources and direct sunlight.
2. Insert plug into 110V wall outlet. If the outlet is shared with another electronic device, the total current should not exceed 30A (at 110V).

## Control Panel Functions



1. **AUTO:** The shredder will operate in auto mode after pressing the **START** button.
2. **MANUAL:** By pressing the **START** button a second time, the shredder can be operated in manual mode. The shredder will begin running, and will stop automatically after three minutes.
3. **ECO MODE:** When the shredder is in standby, the ECO Mode LED will be lit.
4. **REV LIGHT:** The shredder will automatically reverse cutter direction if too many sheets of paper are inserted at one time.
5. **FULL:** The shredder automatically stops when the waste bin is full.
6. **LOAD INDICATOR:** This multi-colored indicator shows the load during shredding.
7. **OPEN:** The shredder will stop automatically if the cabinet door is open. Simply close the door and press **START** to resume operation.
8. **STOP BUTTON:** Pressing this button stops operation.
9. **REV. BUTTON:** Pressing this button reverses the cutting blades.
10. **START BUTTON:** Pressing this button starts the cutting blades.

**Note:** The control panel may vary depending on serial number and year purchased.

## Operation

Flip the power switch **ON** located on the right side of the shredder.

### Auto Start/Auto Stop

When the **START** button is pushed, the signal lamp **AUTO** will light. Insert paper to shred. The shredder will start and stop automatically when using this function.

### Manual Operation

If paper is too small for the shredder's sensors to detect, shred it manually. Push the **START** button once more and the **MANUAL** lamp will light. Insert paper to be shredded. Three minutes after shredding, the cutter automatically stops rotating.

### Reverse Operation

Push the **REV** button and the signal lamp **REV** will light and cutters will operate in reverse. If too much paper is inserted at one time in standard modes, the shredder will automatically operate in reverse. If this occurs, remove the inserted paper and shred in smaller amounts.

**NOTE:** The maximum amount of paper to be shredded differs according to paper quality, humidity, and voltage. If the shredder is to be used continuously, do not insert more than half of the maximum capacity.

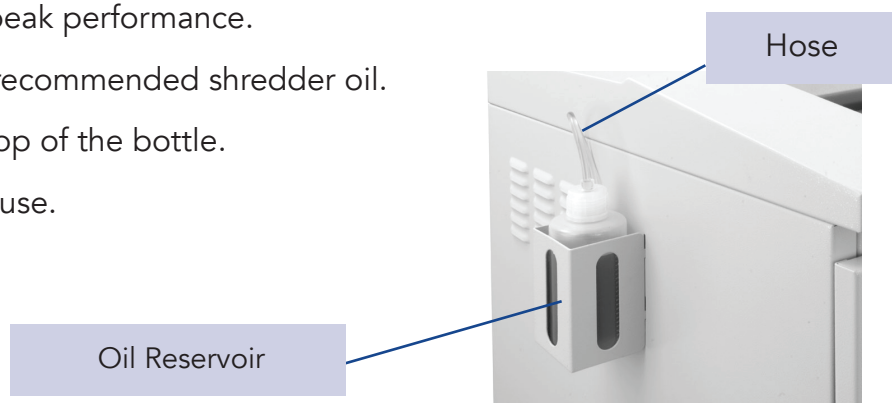
### Full Sensor

If the waste bin is full, the **FULL** lamp will light and the cutter will stop automatically. Open the door, empty the waste bin of paper scraps, replace the waste bin, close door, and continue to shred.

### Auto Oiler

The auto oiler pumps 20 ml of oil onto the cutting head every 30 minutes to help keep the 8730HS working at peak performance.

1. Fill oil reservoir with recommended shredder oil.
2. Insert hose into the top of the bottle.
3. The oiler is ready for use.



## 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 while an alert sounds. Remove the jammed paper and reduce the size of the stack, then restart the operation.

### Door Switch

If the door is open, the shredder will not operate.

### Automatic Stop

When the waste bin is full of shredded paper, the FULL LED 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 operates continuously for more than 30 minutes, the power is automatically shut off.

If the motor is overloaded, the STOP LED will flash until it cools down. When the flashing stops, the shredder is ready to be used again.

## Operating Safety Precautions

To avoid personal injury and damage to the shredder, observe the following safety precautions. Please keep these instructions for future reference.

**Note:** In case of emergency, flip the circuit breaker to cut off power and/or pull the plug out of the wall outlet.

- Keep hands, long hair, clothing, ties, jewelry and loose items away from the feed opening and shred outlet.
- Do not use the shredder for anything other than its intended purpose. Never use it to shred cloth, plastic, cardboard or any hard material that will cause damage to the shredder blades.
- Do not allow children to use the machine.
- Do not operate with a damaged power cord or plug, or when the machine is damaged in any manner.
- Unplug the shredder when it is being moved or if it is not in use for an extended period of time.



- Do not disconnect the power by pulling only the cord. Hold the plug when disconnecting.
- Keep the shredder away from direct sunlight.
- Do not sit on the shredder or place anything on top of it.
- Never open the fixed switch or cover.

## Maintenance

### Daily Maintenance

- Disconnect power by removing the power cord plug from wall outlet.
- To clean the exterior, wipe the surface with a soft cloth. If the surface is very dirty, use a neutral detergent, then wipe again with a soft cloth.

#### **Caution:**

- Never put water directly on the surface of the shredder.
- Never clean the case with benzene or thinner, since it will cause discoloration.
- Do not dismantle the shredder. Contact SEM for service.

### Auto-Cleaning Function

Use the auto-cleaning function when sheet capacity is decreased.

1. Prior to using the auto-cleaning function, spread shredder oil onto the cutters through the feed opening, and allow the oil to sit for a few minutes to permeate the cutting blades.
2. Press the **REV** button and hold for five seconds. **MANUAL** and **REV** LED indicators on control panel will light.
3. The shredder will operate in reverse for one minute, then the **AUTO** LED will light.

### Sensor Sensitivity Recovery Function

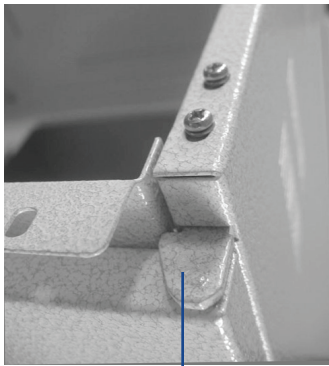
Over time, the shredder photo eye may lose its sensitivity. Use the following steps to reset the sensor's sensitivity.

- If the sensor cannot detect paper, press the **STOP** button for five seconds.
- If the shredder is operating without paper in the feed opening, press **STOP**, then insert paper into the feed opening and press the **STOP** button for five seconds.

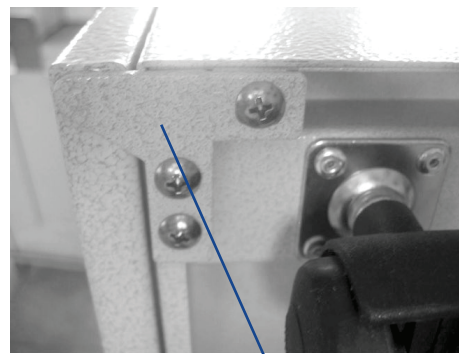
After following either of these steps, all LED lamps should be off, and the shredder will make a beep sound. Sensitivity is recovered and the shredder is ready to operate.

### Replacing Door Hinges

If the door is separated from the body housing, replace the upper and/or lower hinge.



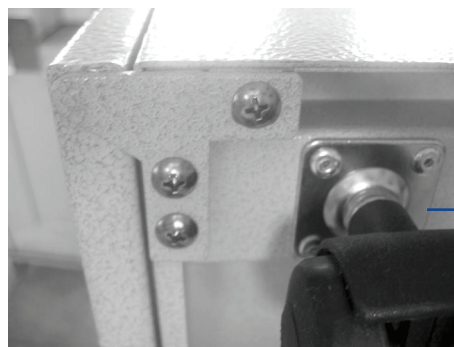
Top Hinge



Bottom Hinge

### Replacing Casters

If casters are damaged, remove rivets and attach new casters with screw bolts.



Caster

## Replacing Oil Reservoir Bottle

When the oiler bottle is empty, follow one of these two procedures.

### Using same oil bottle:

1. Unscrew cap and remove hose and cap from bottle.
2. Fill oil bottle with recommended shredder oil.
3. Replace cap and hose.

### Using replacement oil bottle:

1. Unscrew cap and remove hose and cap from bottle.
2. Remove empty bottle from bracket.
3. Insert new filled bottle into bracket, remove cap.
4. Replace cap and hose into new bottle.



## Troubleshooting

Always disconnect power before opening the machine.

### Shredder will not operate

- Check that the power cord is plugged into an appropriate outlet.
- Check that the voltage of power outlet is correct.
- Check and ensure that the wiring is correct between the fuse connector on the PCB. Reconnect if necessary.

### Shredder capacity is decreased

- Follow directions for auto cleaning in the *Maintenance* section.

### Main power is functioning but shredder won't operate

- Check main power cable to see if it is properly connected. Reconnect if necessary.
- Check the electrical contacts on the main control switch. Reconnect if necessary.

### **Main power is functioning but shredder is not working (electrical)**

- Check that the voltage of power outlet is correct.
- Ensure the photo sensor is not dirty. Clean with a soft cloth.
- Check the wire connection between the photo sensor and main PCB. If there is no output signal from main PCB, the shredder will not operate. Reconnect the main PCB to the sensor.
- Photo sensor sensitivity may need to be reset. The measurement should be 0.4". If the distance is less than 0.4", replace the photo sensor.

### **Main power is functioning but shredder is not working (mechanical)**

- Shredder may have overheated. Wait 5-10 minutes for motor to cool down.

### **Shredder motor and blades continue to rotate**

- Check control panel lights to see if AUTO lamp is flashing. If so, follow instructions in section *Sensor Sensitivity Recovery*.
- Check control panel lights to see if MANUAL lamp is on. If so, press the **START** button. AUTO lamp should light and shredder should operate in AUTO mode.
- Photo sensor could be dirty. Try cleaning with a soft cloth.
- Photo sensor sensitivity may need to be reset. The measurement should be 0.4". If the distance is less than 0.4", replace the photo sensor.

### **Reverse function will not work**

- Check power relay contacts. If damaged, replace power relay.
- Check printed circuit for damage. If damaged, replace the main PCB.

### **Shredder makes an unusual or metallic noise**

- Check cutters for materials lodged between cutting blades. Remove any objects that are stuck then follow auto-cleaning instructions.
- Check guides and cutters for damage. If broken, the cutting head should be replaced.
- Check bearing, space rings and cutting shafts for damage. If damaged, the motor may need to be replaced.

### **Motor makes a "tick tick" noise**

- Check the reduction gears for damage. If damaged, replace the motor.



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