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End-of-Life Solutions for Over 50 Years*

Operation and Maintenance Manual

SEM Model 0205MICRO



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Safety

Your new electronic media crusher 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 that are untrained or incapable of understanding these safety precautions.
2. Do not reach into the feed opening for any reason. Never insert fingers, hands or

objects not meant to be shredded into the feed opening.

3. Do not operate this equipment with long hair, a necktie, loose clothing, or jewelry which may activate a photoelectric on/off switch and/or be pulled into the shredder.
4. Maintenance or repair of this equipment should be performed only by trained, authorized service personnel.
5. Always disconnect electrical power (unplug) before providing any maintenance to the 0205MICRO.

WARNING: Do not eat or drink near the unit. Accidental exposure of shredded batteries to moisture could cause fire.

Safety features should be checked after 500 drives or 10 hours of use. Perform each safety check below.

1. Plug in to proper rated receptacle and plug power cord into unit. Wait five seconds to see the user screen.
2. Open the waste bin door. DOOR OPEN icon should appear in display. Close waste bin door.
3. Remove securing screw and attempt to open the unjam door. The unjam door should be unable to be opened (internally locked). Close unjam door and re-install securing screw.
4. Push feed flap open and then release. After 4-5 seconds of running, open waste bin door. Motor should brake and stop in ~1 second (listen audibly).
5. Press open feed flap and hold open. Display screen should show .
6. Release feed flap.  should extinguish.

Introduction

The SEM 0205MICRO is a robustly designed unit and incorporates hardened steel cutting shafts for sharpness longevity. It also features a touch screen color LCD interface for ease of use and extended capabilities. The 0205MICRO is capable of running on 120V power at 60Hz.

Items and Packaging

The SEM 0205MICRO package includes the following items:

- 1 SEM 0205MICRO Electronic Media Destroyer
- 1 metal waste bin (MPN: 0205GBIN)
- 3 plastic bags for waste bin
- 1 U.S. style cord (NEMA 5-20P to IEC60320-C19) for use with 120V 60Hz
- 1 Unjam access door 5/32" security Allen wrench

NOTE: A 230V 50Hz version is available with the CE model.

NOTE: Some pictures in this manual may have a different color than the model received based on production year.

Unpacking

Upon receipt of your SEM 0205MICRO, be sure to inspect the unit for damage and note any such items on the Bill of Lading, and contact SEM customer service. Retain packaging for at least 90 days.

1. Cut wrapping and straps. Remove ramps and any items strapped on top of the package. Remove the cardboard and foam top.
2. Remove the four bolts holding the front board in place using a 9/16" socket and place the ramps into the holes in the front. It may help to step on them so they are fully seated
3. Be mindful not to stand in the path of the machine and have someone stand on each side of the 0205NANO. Slide the 0205NANO down the ramps, with each person on both sides to ensure it does not tip over.
4. Replace the four bolts holding the front board in place using a 9/16" socket. Place the ramps inside the frame so they're leaning on each other and place the foam and cardboard sleeve over all of it. Store packaging for 90 days.
5. Open the front door and remove the contents of the bin, except for the presently installed bag. Keep items with unit. Move unit to its final location. Once there, apply the two front caster brakes by stepping on the brake lever.

Operation

The SEM 0205MICRO Electronic Media Destroyer has been designed for secure destruction of solid state media, phones, tablets (disassembled/board only), flash drives, and more. Phones, PDAs and small tablets can be destroyed only after removing the battery and LCD screens.

This unit is not designed to accept whole server/enterprise SSDs in housing and requires removal of the housing. Commercial/consumer grade SSDs can be destroyed whole with no disassembly required.

Unacceptable Media

Rotational hard drives, batteries, and capacitors should never be destroyed using this unit. **ALWAYS** remove batteries and capacitors as well as large screws and thick metal parts before attempting to destroy media. It is also recommended to remove LCD screens.

WARNING: Attempting to insert rotational hard drives or other thick metal parts may cause damage to the unit and/or void the warranty.

Set Up

Before using the unit, ensure that the waste bin and a bag have been installed in the unit. Open waste bin door and pull waste bin forward. Remove power cord and extra waste bin bags. Power up unit using power cord. Supplied/included power requires 120V 60Hz/20A receptacle.

Powering On

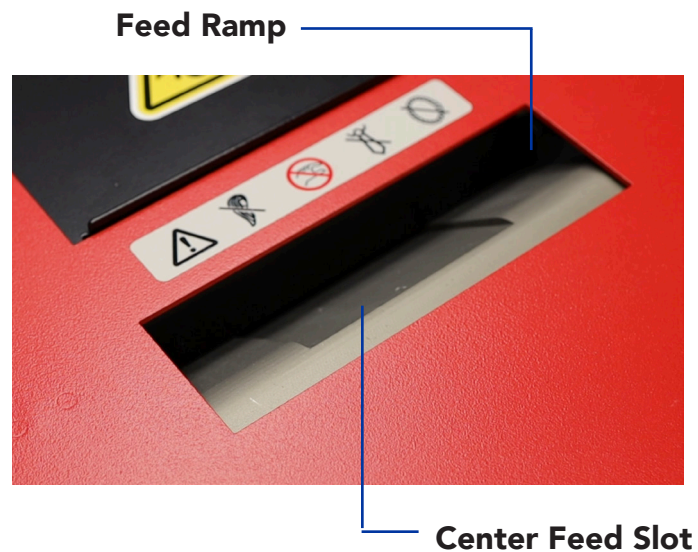
Upon powering up, the display screen will immediately illuminate. The initial SEM splash screen will appear for several seconds. When the SEM splash screen disappears, the main user screen will now be displayed. The unit is now ready for use.

The **READY TO FEED** message is displayed. Anytime this message is displayed the unit is ready to accept media for shredding. NEVER feed media if this message is not displayed as the previous shred cycle may not be complete and the unit may jam if overfed.



Feeding Media

- Media may be fed any time **READY TO FEED** is displayed.
- Media can be fed by sliding it through the feed flap or by holding the feed flap open with your hand, letting the media slide down the ramp and then closing the feed flap.
- **NOTE:** **FEED FLAP <OPEN>** will be displayed when the feed flap is held open.
- The unit will only begin shredding as soon as the feed flap closes.
- Media should be inserted into the center slot in the feed ramp, if it can fit.
- **All SSDs should be fed into the center slot.**



Display Messages

The shred cycle will run for 10 seconds. Once the shred cycle starts, the message will be displayed.



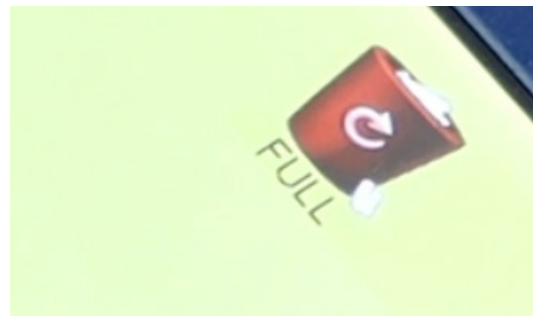
NEVER feed media while this message is displayed, as the unit is busy shredding or not ready to accept media. Feeding additional media before the unit has not completed the shred cycle may result in jamming the unit.

The green direction arrow is also displayed, indicating that the unit is running in the forward direction.

If the waste bin door, unjam door, or feed flap is opened by the user during a shred cycle, the unit will stop shredding and the **CONTINUE** button will be displayed. When ready to continue, press the **CONTINUE** button. The unit will now run for an additional 10 seconds since the previous cycle was interrupted and the media may not have fully passed through the shredder.



DOOR Symbol



BIN FULL Symbol

NOTE: The **CONTINUE** button will also appear anytime the waste bin door or unjam door are opened.

Any time the waste bin door or unjam door is opened, the DOOR icon will appear indicating that either of these doors is opened.

The unit is designed with a braking feature that will bring the cutting head to a stop quickly if that the waste bin door or unjam door is opened. This is an added safety feature that reduces the risk of injury to the user if the unit is used improperly.

Jams

In the event of a jam, the unit will automatically go into reverse mode and then forward again for several seconds to try to clear the jam. It will attempt to do so three times. The **AUTO** icon will appear, indicating that the unit is auto unjamming. If the jam is cleared, the cycle will complete and the **READY TO FEED** icon will appear.

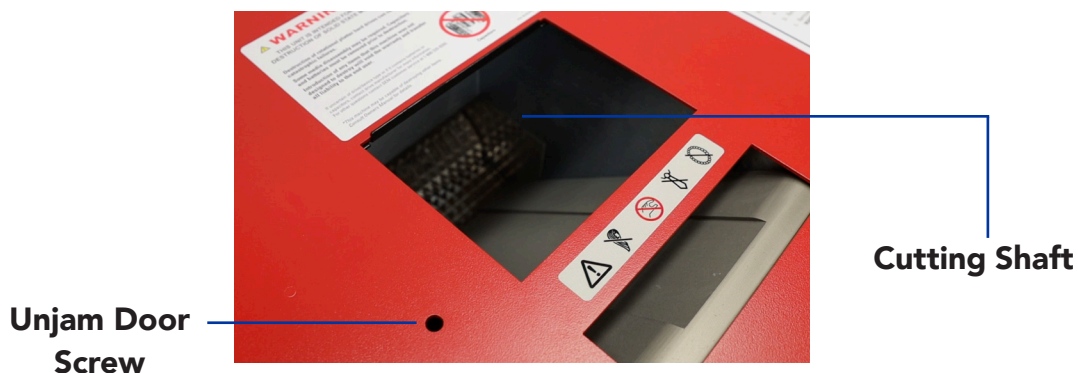
If the jam does not clear, then the unit will show the **JAM** icon telling the user that the unit remains jammed. The **OPEN ACCESS DOOR TO CLEAR JAM** icon is displayed instructing the user to open the unjam access door and remove any media from the unit.

The unjam door screw will need to be removed to allow the unjam door to open. A special tamper-proof 5/32" Allen wrench will be required to remove it.

The unit is equipped with safety sensors to disallow operation while the unjam door is open. However, still always de-energize the unit by unplugging the power cord.

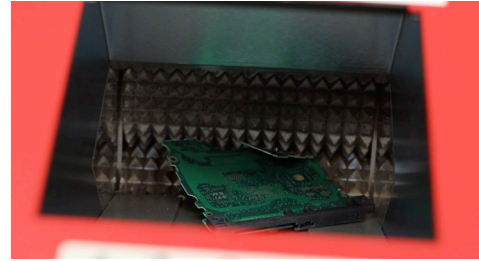
After unplugging -the unit:

- Using a pair of pliers, reach into the cutting head and manually pull out the jammed material. **CAUTION:** partially shredded material may be sharp. SEM recommends cut resistant gloves.
 - NEVER REACH INTO THE UNIT WITH YOUR HAND.
 - NEVER PLACE YOUR HAND NEAR THE CUTTING SHAFT.
- Close the unjam door and replace the screw. This screw **MUST** remain in place while the unit is operational. It is a safety guard.
- After clearing a jam and replacing unjam door screw, plug power cord into unit.



Power Saver Mode

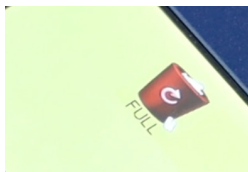
If the unit is not used and the LCD interface display is untouched for several minutes, the unit will go into low power mode and the display will revert to the SEM splash screen with a dimmed screen. If the unit is further untouched for several more minutes, the screen will turn fully black. In either mode the unit may be put back into full power mode by simply pressing anywhere on the display, activating any of its photo-sensors, or opening and closing the door.



Remove Jammed Media

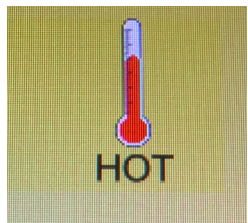
Maintenance

Waste Bin Full



If the unit becomes full of waste, the **FULL** indicator will appear. Remove the waste bin bag and install a new one.

Overheat Sensor



The unit is equipped with a thermal switch for safety to ensure that the motor does not overheat. If the unit is run continuously for longer than one hour, the switch will engage and disallow the unit to run unless the temperature has dropped to safe levels. If this occurs, the **HOT** indicator will appear and the user must wait for it to automatically reset.

Service Needed Symbol



If the unit encounters many errors or an unsafe condition is detected, the **SERVICE NEEDED** screen and symbol is displayed. If this occurs, please contact SEM customer support.

Important: If the **SERVICE NEEDED** symbol is displayed, there will be a number displayed along with it. Please record this number as it will help identify the cause of the fault.

Contact and Accessories

Customer Service: 508.366.1488 or service@semshred.com

Two to three preventive maintenance calls per year are recommended. Only

Part Number	Description
640ASB0202	Case of 50 Anti-Static Waste Collection Bags
EMD500018	Spare Waste Collection Boxes
4300202230PC	European Power Cord for 230V @ 50 Hz
4300202120PC	US Power Cord for 120V @ 60 Hz
0205KEY	Unjam Door Wrench for 0205



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