

# ***HSM Shredstar X10 Cross-cut Shredder with CD Slot - HSM1015***

**Instruction Manual**



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**HSM**<sup>®</sup> *shredstar*<sup>®</sup>

X10 Paper Shredder  
Instruction Manual



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## IMPORTANT SAFETY NOTES



Turn off and unplug the shredder before moving, emptying the waste bin, or if the shredder will not be used for a long period of time.



Keep children and pets away from shredder.



Do not place fingers, hands or any foreign objects in the feed slot. Serious injury may result.



Shred only one credit card at a time.



Keep ties, jewelry, hair and loose clothing away from the feed slot. Serious injury may result.



Do not use canned air on shredder. Never use aerosol, petroleum based or other flammable products on or near shredder.



Do not exceed the recommended paper capacity of 10 sheets. One folded sheet of paper equals 2 sheets. An occasional paper clip or metal staple is allowed.



Shred only one CD, DVD at a time.

- Do not shred envelopes or labels with a sticky substance like glue. Do not shred wet paper, carbon paper or vinyl bags. The shred will stick in the cutters and may cause paper jams or lower shredding performance.
- Empty the wastebasket regularly to prevent paper jams.
- Do not operate if the power cord appears damaged. Do not alter this unit or cord in any way.
- Do not place this shredder near water or any heat source. Keep 6 inches away from wall.
- Do not use any oil or lubricants not clearly specified for shredder use in or around this unit. Some agents may combust causing serious injury.
- If an extension cord is used, make sure that the total ampere ratings of the products plugged into the extension cord do not exceed the extension cord ampere rating, and that the total of all products plugged into the wall outlet does not exceed 15 amps.
- This shredder should be used only with an operator in attendance. Keep shredder in the ON/OFF position and unplug from the AC outlet when not in use for an extended period of time.
- Avoid exposing the shredder to direct sunlight.

## TECHNICAL DATA

Part number:	HSM1015
Security Level:	3
Shred Size:	5/32" X 1 3/8" (4mm x 35mm)(cross cut)
Throat:	8.8" (224 mm)
Maximum Capacity:	10 sheets
Shred Bin Capacity:	5.5 gallons (21 liters)
Voltage:	115 V/60 Hz
Noise level:	58 dB
Weight:	13.2 lbs. (6 kg)
Duty cycle:	8 minutes on/60 minutes off

## INSTALLATION:

- Unpack and set the machine upright on level surface.
- Carefully place the cutting head on the container for shredded material.
- Plug in the machine. See "TECHNICAL DATA" for necessary precautions.
- The outlet should be installed near the equipment and be easily accessible.

The main connection at the machine must be freely accessible.

## MAINTENANCE INSTRUCTIONS

To ensure proper operation and function, periodic oiling of the cutting system is required. Failure to oil your cutting system could result in reduced sheet capacity performance, excess noise, paper jams and possible machine failure. Run the machine in reverse after every 15-30 minutes of continuous use while applying a thin strip of oil to the cutting head.

- Squeeze the lubricant across the full width of the cutters.
- Clean the shredder housing using a soft cloth dampened with a mild solution of detergent (such as dish washing liquid) and warm water. DO NOT use chemical cleaners or solvents.

## CLEANING PHOTO EYE SENSORS

1. Unplug your machine – for your safety
2. Lift CD Flap on machine (If no flap installed, disregard this line and continue on) Note: In the center of the paper slot, you should see (2) transparent squares - one on either side of the slot.
3. Use compressed air or take a dry tissue or paper towel and wipe back and forth a few times just to dust that area off
4. Replace flap if necessary
5. Plug machine back in

## OPERATING INSTRUCTIONS



### SHREDDER CONTROLS

- |   |                                   |
|---|-----------------------------------|
| 1 | Shredded paper container          |
| 2 | LED indicator                     |
| 3 | Sliding switch for operating mode |
| 4 | Safety notice                     |
| 5 | Feed opening for paper            |
| 6 | Feed opening for CDs and cards    |
| 7 | Cutting head                      |

### OPERATION

1. Set the sliding switch to “AUTO” for automatic mode. The “POWER” display lights up.
2. Insert paper into paper feed slot ⑤. Do not feed more than 10 sheets at one time. The shredder will stop after paper has passed through.
3. To shred a CD, DVD or credit card insert through designated slot ⑥.
4. Empty the waste bin regularly to prevent jams and damage to cutting mechanism. Empty the CD container after shredding at least 6 CDs. To do this, unplug the power plug and remove the cutting head. The separate CD container is in the shredded material container.

**Note:** You cannot use the two cutting units at the same time. Destroy paper and CDs/credit cards separately.



### BIN FULL

Notice: Empty the cut material container immediately because if it is too full malfunctions can occur in the cutting system.

- Pull out the power plug
- Move cutting head away
- Empty cut material container
- Replace cutting head

**Note:** The fill level sensor is on the underside of the cutting head. Clean the sensor if the “Bin Full” display remains on even after the container for shredded material has been emptied.

### TROUBLESHOOTING

#### SHREDDER WILL NOT OPERATE

1. Make sure shredder is plugged into power source and the main power switch is switched on.
2. Make sure the cutting head is placed correctly on the shredded material container.

#### PAPER JAM

1. Press and hold REV button to clear the jam.
2. Press power button to continue shredding.

**CAUTION:** Sharp cutter blades. Do not reach underneath the shredder head to remove jammed paper. Serious injury can result.

#### SHREDDER STOPS WHILE SHREDDING

1. Switch off the main power switch and unplug the shredder from the power source.
2. The light barrier in the paper feed is soiled with paper dust. Clean the sensor with cloth.
3. Plug shredder back in to power source and turn on.
4. For further troubleshooting, please contact product support 800-613-2110.

## **STANDARD PRODUCT WARRANTY**

Quality is part of the company philosophy and all products are manufactured to the highest quality standards. All technical data and measurements are approximate values and based upon single shift operations. All products are subject to different limits and specifications due to operation length, paper size, grain, weight, misuse/abuse and power configurations.

Prior to operation read the Manufacturers Operating Instructions included with this product. This will help ensure all precautions are taken to avoid cancellation of the manufacturer's warranty.

**The manufacturer warrants that any new products sold will be free from defects in material and workmanship when used under specified and normal operating conditions. This warranty is void if repairs are necessitated by accident, misuse, abuse, water damage or fire.**

The capabilities of all products are in each specification flier. Exceeding model specifications causing product failure is not covered by this warranty. Modifications, alterations and repairs must be performed by an authorized technician. Lubrication for cross cut shredders is required every fifteen to thirty minutes of operation, to maintain top working condition and this warranty.

### **Compact Shredders & Shredstar Models**

Failure caused by defect is limited to two (2) years from date of invoice. A maximum of one replacement unit is authorized during the warranty period. Strip and cross cut cutting rollers are warranted to be free of manufacturer defects for the life of the shredder from date of invoice.

#### **Notes:**

- Freight or transportation damage is not classified as a warranty repair in any case.
- Proof of purchase invoice is required from the end-user warranty validation or warranty registration date.
- All parts under warranty will be shipped and invoiced using standard costs and will be credited for the full amount only when the defective part is returned.

