

Shredder

Déchiqueteuse

SH39

Operator Guide
Guide d'utilisation

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Due to publication lead times and continuing product development, this manual may not reflect final product release configurations and recommended service procedures. Equipment and material specifications as well as performance features are subject to change without notice. Available product features may vary, depending on machine model, system software level and system setup. Some product features may be country specific.

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Important Safety Notes

Follow the normal safety precautions for all office equipment.

- Use only Pitney Bowes approved supplies, in particular aerosol dusters. Improper storage and use of aerosol dusters or flammable aerosol dusters, can cause an explosive-like condition that could result in a personal injury and/or property damage. Never use aerosol dusters labeled flammable and always read instructions and safety precautions on the duster container label.
- To obtain Pitney Bowes supplies, please contact our Supply Line™ to place orders. Material Safety Data Sheets can be obtained on the web or from our Supply Line™.
- Use the power cord supplied with the system and plug it into a properly grounded wall outlet located near the system and easily accessible. Failure to properly ground the system can result in severe personal injury and/or fire.
- Do not remove covers or defeat safety interlock switches. Covers enclose hazardous parts that should only be accessed by properly trained service personnel. Immediately report to Pitney Bowes Service any damaged or non-functioning components that renders the unit unsafe.
- Place the unit in an accessible location to allow for proper venting of the equipment and to facilitate servicing.
- The power cord wall plug is the primary means of disconnecting the machine from the AC supply.
- Do not use an adapter plug on the line cord or wall outlet.
- Do not remove the ground pin from the line cord.
- Avoid using wall outlets that are controlled by wall switches, or shared with other equipment.
- Do not route the power cord over sharp edges or trapped between furniture.
- Insure there is no strain on the power cord where it becomes jammed between the equipment, walls or furniture.
- Be certain the area in front of the wall receptacle into which the machine is plugged is free from obstruction.
- Read all instructions before attempting to operate the equipment.

NOTE: Always follow the specific occupational safety and health standards for your workplace.

Important Safety Notes



WARNING! The machine may not be operated by more than one person at any given time. The machine was designed for safe operation by one person only.



WARNING! During the shredding process no other work may be performed on the machine (for example cleaning, etc.).



WARNING! The machine is not a toy, and is not suitable for use by children.

The overall technical safety concept of this machine (dimensions, feed openings, emergency shutdown devices etc.) does not provide for any guarantee regarding hazard-free operation by children.



WARNING! Danger of injury. Keep all loose articles of clothing, ties, jewelry, long hair or other loose objects away from opening!



WARNING! Danger of injury. Never insert fingers into opening.



WARNING! In case of danger switch the machine off by the power switch, or unplug the machine.



WARNING! Always unplug the machine from the AC outlet before opening the machine!. Repairs may only be performed by trained personnel.

Compliance Information

United States

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.



CAUTION: Changes or modifications to this equipment not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Canada

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Purpose of Machine

The SH39 shredder is a machine used for shredding general documents and data media such as CD's, DVD's, credit cards and 3.5" diskettes.



CAUTION: This machine was designed to shred paper, credit cards and CD's, DVD's and 3.5" diskettes. Shredding other sorts of media may cause damage to the machine.



WARNING! Do not use the shredder as a step ladder or as a seat. This may cause severe injury and/or damage to the machine.

Specifications

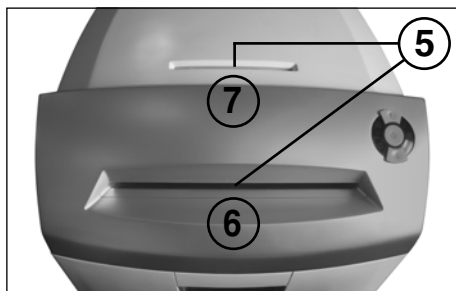
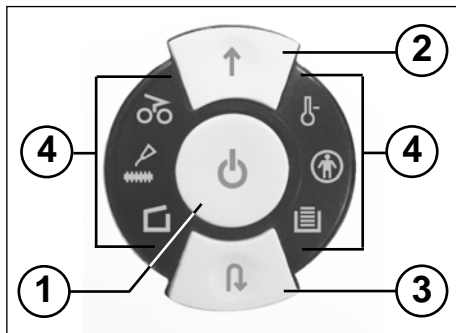
Model	Shredded Piece Size	Feeding Capacity	Max. Material Feed Width	Noise Level	Use Time	Machine Dimensions	Weight	Power Consumption
SH39	0.16" x 1.10" (paper) 0.32" strip (CD/DVD)	12 paper sheets (18 lb. bond) or 1 piece of media fed at a time	9-1/2" (paper) 5" (CD/DVD)	app. 55 dB(A)	10 min. ON, 45 min. OFF	15-3/8" width 14-1/4" depth 23-2/3" height	86 lbs.	120VAC 60Hz 3.5 Amps 420 W








Servicing

This product is serviceable. Contact the appropriate service number for your country.

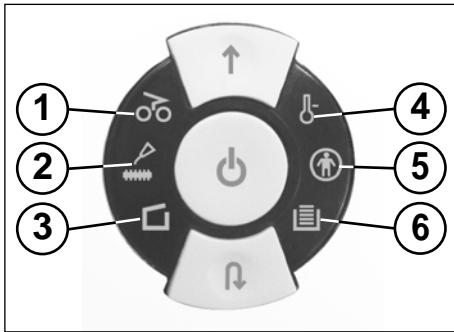
Country	Service Number	Availability	Website	Responsible Party
United States	1-800 522-0020 and follow the telephone prompts	Monday through Friday, 8:00 AM - 8:00 PM ET	www.pb.com	Pitney Bowes 1 Elmcroft Road Stamford, CT 06926
Canada	1-800-672-6937 and follow the telephone prompts	Monday through Friday, 8:00 AM - 8:00 PM ET	www.pitneybowes.ca	Pitney Bowes Canada 5500 Explorer Drive Mississauga, ON L4W 5C7

Parts of the Machine














Item	Part	Description
1	 ON/Sleep/Stop button	<ul style="list-style-type: none"> When pressed (if the machine is off), the  icon lights up and machine turns ON. When pressed and held for about three seconds (if the machine is on), the machine turns OFF. <i>NOTE:</i> The machine turns off automatically if it is not used after 30 minutes. When pressed if the cutter mechanism is running, the machine stops.
2	 Forward Button	<ul style="list-style-type: none"> When pressed briefly, the  icon lights up and the cutting mechanism runs forwards for a few seconds so remaining material can be cleared from the machine. When pressed and held for about two seconds, the  icon lights up and the cutting mechanism runs forward continually so you can feed material into the machine.
3	 Reverse Button	When pressed, the  icon lights up and the cutter mechanism runs in reverse for a short time.
4	Control Panel Icons	Indicates status or condition of machine (see next page for details)
5	Material Sensors	Detects when material is fed into any of the feed slots, prompting the cutter mechanism to start shredding.
6	Paper Feed Slot	Allows you to feed paper for shredding
7	CD/DVD Feed Slot	Allows you to feed CDs/DVDs/floppy disks for shredding
8	CD/DVD Collection Section	Collects and stores shredded CDs/DVDs/floppy disks
9	Paper Collection Section	Collects and stores shredded paper
10	Bottle of Lubricating Oil	Stored on the inside of the collection bin housing and used to lubricate the cutter mechanism when required

Control Panel Icons



Item	Icon	Meaning	Description
1		Operation Error	Lights when one of the following occurs: <ul style="list-style-type: none"> • Material jam in machine (too much material has been fed into the cutters) - the cutters jam, run in reverse for a short time, and stop. The motor turns off. • Simultaneous material feed (material has been fed into both slots at the same time) - the cutter mechanism stops, runs in reverse for a short time, and stops. The motor turns off. • Material sensors blocked when collection bin is pulled out (there is material left in one of the two feed slots when the bin is opened) - the cutter mechanism stops and the motor turns off. • Material sensors blocked when machine is turned on (there is material left in one of the two feed slots when the machine is switched on) - the cutter mechanism does not start.
2		Lubrication Needed	Lights when the cutter mechanism needs lubricating. See Maintenance section for procedure.
3		Collection Bin Open/ Fault	Lights when one of the following occurs: <ul style="list-style-type: none"> • Collection bin is pulled out - the machine turns off and cannot be started as long as the bin remains open. • Electrical fault (there is an electrical fault in the bin open sensor) - the light flashes and the machine turns off. Call for servicing.
4		Motor/ Electrical Fault	Lights when one of the following occurs: <ul style="list-style-type: none"> • Motor protection (motor has been overloaded) - the machine turns off and cannot be started until the motor has cooled down. • Electrical fault (an electrical fault occurred inside the control board) - the light flashes and the machine turns off. Call for servicing.
5		Interlock Engaged	Lights when the operator interlock is enabled. The machine won't run when in this state.
6		Collection Bin Full	Lights when the collection bin is full and needs emptying. The machine stops.

Operation

1. Press the **ON/Sleep/Stop**  button to turn on the machine.
 - If the  button lights up, the machine is ready to be fed material. Go to step 2.
 - If the  icon lights up, it indicates that the operator interlock feature is enabled (see next page). In this state, you can't feed material to shred. However, if you want to use the machine but still keep the operator interlock feature enabled, you can *temporarily* disable the operator interlock feature by doing the following:
 - a. Make sure the  icon is lit (if necessary, press the **ON/Sleep/Stop**  button again).
 - b. Press and hold the **forward**  and **reverse**  buttons simultaneously for two seconds. The ON/Sleep/Stop  button flashes, indicating the machine is not ready to run.
 - c. Press the **ON/Sleep/Stop**  button. The  button lights up and the interlock engaged  icon goes out, indicating the machine is ready to be fed material.


NOTE: If the machine goes into “sleep” mode after this temporary use, the operator interlock feature will again be enabled.

2. Load material by using one of the following methods:



WARNING! Moving parts can crush and cut fingers.

- a. Feed paper into the paper feed slot.

NOTE For shredding transparent films, the machine must be manually switched to forward running mode by pressing and holding the **forward**  button for approximately two seconds.





CAUTION: Do not feed the shredder with more than 12 pages at a time. This will cause a jam and/or machine overload.

- b. Feed data media (CDs/DVDs, etc.) *individually* into the separate CD/DVD feed slot.



CAUTION: Do not shred paper and CD/DVDs using both slots at the same time. This will cause a jam and/or machine overload.

4. The machine automatically switches to forward running, drawing the material in and automatically switching off after shredding. To stop the shredding process, briefly press the **ON/Sleep/Stop**  button. To continue, press and hold the **forward**  button for approximately two seconds.
5. Material is collected in two different collection bins to ensure that waste is properly separated.














NOTE: The machine turns off automatically if it is not used after 30 minutes.

Operator Interlock Feature


















The operator interlock feature, when enabled, prevents use of the machine. This can be useful in home office environments where there are young children present.

NOTE: When the machine is first shipped, the operator interlock feature is disabled.


Enable Operator Interlock Feature

1. Make sure machine is turned on (the  button is lit) with no error conditions. Pull out collection bin (the collection bin open  icon lights up).
2. Press and hold the **forward**  button until the forward button  flashes.
3. Press and hold the **forward**  and **reverse**  buttons simultaneously until the ,  and  icons flash.
4. Push back in the collection bin. The icons stop flashing and  button stays lit.
5. Press **ON/Sleep/Stop**  button to turn off the machine (the  button goes out). Then next time you turn on the machine, the  icon will light, indicating the operator interlock feature is enabled.

Disable Operator Interlock Feature




1. Make sure machine is turned on (the  icon is lit) with no error conditions.
2. Press and hold the **forward**  and **reverse**  buttons simultaneously until the  icon flashes.
3. Press **ON/Sleep/Stop**  button briefly. The  icon stays lit and the  icon goes out.
4. Pull out collection bin (the collection bin open  icon lights up).
5. Press and hold **forward**  button until the  icon flashes.
6. Press and hold the **forward**  and **reverse**  buttons simultaneously until the  and  icons flash.
7. Push back in the collection bin. The  and  icon lights go out. The  icon stays lit. The operator interlock feature is disabled.

Emptying the Collection Bin

When the collection bin becomes full of *paper*, the collection bin full  icon lights up and the machine turns off.



CAUTION: There is no sensor to indicate when the CD/DVD bin section is full. Therefore, check the CD/DVD bin section regularly (for example, after shredding 25 pieces) and empty the bin accordingly.

1. Pull out the collection bin and empty the contents.
2. Push back in the emptied collection bin all the way.
3. If the operation error  icon lights up, press the **forward**  button briefly. The remaining material in the feed slot is shredded and the operation error  icon light goes out.

NOTE: The machine will only run if the collection bin is properly pushed in.

Maintenance


Cleaning the Material Sensor Photocells



At some point, paper shreds or dust may accumulate on material sensor photocells that may impair their function. For example, after a paper jam, if paper particles should come to rest in the feed slot, the machine may not turn off because the sensors are detecting “paper” in the machine that it thinks it needs to move through the shredder.

To remove these paper strips and clean the photocells, you can:


- pass another sheet of paper through the feed slot and switch the machine to reverse
- wipe the top and bottom photocells with a small brush or cotton swab

Lubricating the Cutter Blades

The cutter blades must be lubricated after a specific operating time (you will know this when the lubrication needed  icon lights up). Follow these steps to lubricate the cutter blades:

1. Pull out the collection bin.
2. Remove the lubrication oil bottle from the inside of the collection bin housing and push in collection bin.
3. Pour a little oil onto a sheet of paper and feed this through the paper feed slot onto the cutters. The paper is drawn in and the oil is distributed to the cutter blades.
4. When finished, pull out the collection bin.
5. Press the **reverse**  button and keep it held down until the lubrication needed  icon goes out.
6. Push in the collection bin.
7. The cutters does a cleaning cycle automatically (runs forward and reverse) and switches off. The machine is ready for use again.

Automatic Energy Saving


If the machine is not used after 30 minutes, it automatically turns off. Press the **ON/Sleep/Stop**  button to turn it on again.


Disposing Of The Machine

Dispose of the machine in an environmentally friendly fashion at the end of its useful service life. Do not dispose of any of the parts included in the machine or its packaging with household waste.


Troubleshooting

Simultaneous Material Feed

If material is fed into the two feed slots at the same time, the cutters jam, run in reverse for a short time (material is released), and stop. The motor turns off and the operation error  icon lights up.

Take the material out of one of the slots. Press the **forward**  button briefly. The material in the other slot is fed to the cutters and shredded.


Motor Overload

If the motor becomes overloaded, the machine turns off and motor/electrical fault  icon lights up.

Wait about 25 to 40 minutes until the machine cools down before trying to restart.

Troubleshooting

Material Jam

When too much material is being fed in either feed slot, the cutters jam, run in reverse for a short time (material is released), and stop. The motor turns off and the operation error  icon lights up. To fix:

Paper

1. Remove the paper that has been fed back.
2. The cutter starts running forwards automatically and shreds the remaining paper.
3. Continue shredding with less paper.

CD/DVD Media


1. Remove the media that has been fed back.




WARNING! Remove the material carefully as there is the risk of being injured by the sharp cut surfaces.




2. The cutter starts running forwards automatically and shreds the remaining media. If necessary, switch the cutters manually from forward to reverse until the material has gone through completely and been shredded
3. Continue shredding by feeding *one piece in at a time*.

Material Sensors Blocked When Collection Bin Opened

If there is material in one of the two feed slots when the collection bin is opened, the motor turns off and the cutters stop. The operation error  icon lights up.

Push in the bin and press the **forward**  button briefly. The existing material is fed to the cutters and shredded.

Electrical Fault

If the motor/electrical fault  icon flashes together with the ON/Sleep/Stop  button being lit, or only the collection bin open/fault  icon flashes, there is an electrical fault. The machine cannot be started. Call for servicing.

Check List

If the machine isn't working, check the following:

- Is the plug connected to the AC outlet?
- Is the operator interlock enabled?
- Is the collection bin properly pushed in?
- Is the collection bin full?
- Is there a material jam in the machine?
- Is there a motor overload condition?

If you can't resolve the issue, please call for servicing.