

Shredder

Déchiqueteuse

SH2A

Operator Guide
Guide d'utilisation

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©2012 Pitney Bowes Inc. SV62781 Rev. B (January, 2012)

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 SH2A shredder is a machine used for shredding general documents.



CAUTION: This machine was designed to shred paper documents. Shredding other sorts of material 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

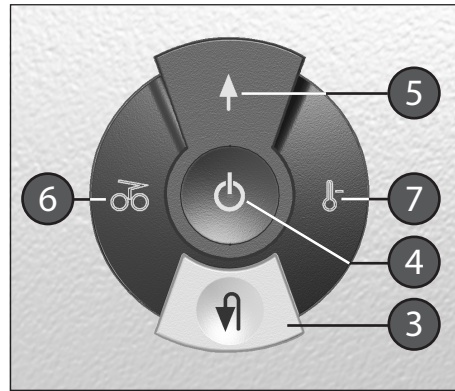
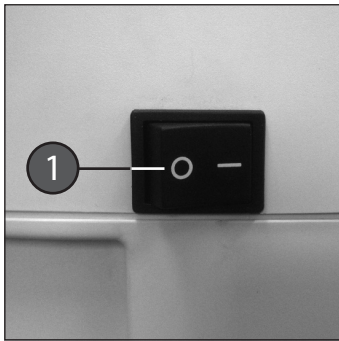
Model	Shredded Piece Size	Feeding Capacity	Max. Material Feed Width	Noise Level	Use Time	Machine Dimensions	Weight	Power Consumption
SH2A	0.157" x 1.102"	7 sheets (18 lb. bond) at a time	9"	app. 55 dB(A)	8 min. ON, 30 min. OFF	13-3/4" width 10-2/3" depth 18-7/8" height	22 lbs.	120VAC 60Hz 1.1 Amps 150 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	Power Switch	Turns machine ON or OFF
2	<ul style="list-style-type: none"> • Paper Feed Slot • Material Sensors 	<ul style="list-style-type: none"> • Allows you to feed paper for shredding • Detects when material is fed into the paper feed slot, prompting the cutter mechanism to start shredding.
3	 Reverse Button	When pressed, the  icon lights up and the cutter mechanism runs in reverse for a short time.
4	 Power On Icon	Lights up when the power switch is turned to ON
5	 Forward Icon	Lights up when the cutting mechanism starts running forward after it detects paper in the paper slot.
6	 Material Jam Icon	Lights up when 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.
7	 Motor Fault Icon	Lights when the motor has been overloaded. The machine turns off and cannot be started until the motor has cooled down.
8	<ul style="list-style-type: none"> • Collection Bin • Collection Bin Window 	<ul style="list-style-type: none"> • Collects and stores shredded paper • Allows you to see how full the collection bin is

Operation


1. Turns machine ON by the power switch. The power on  icon lights up.
2. Feed paper into the paper feed slot.



WARNING! Moving parts can crush and cut fingers.



CAUTION: Do not feed the shredder with more than 7 pages at a time. This will cause a jam and/or machine overload.

3. The machine automatically switches to forward running, drawing the material in and automatically switching off after shredding. To run the cutter mechanism in reverse, press the reverse  button.
4. Shredded material is collected in a bin.

Emptying the Collection Bin

When the collection bin becomes full (as seen in the collection bin window), pull out the collection bin and empty the contents. Push back in the emptied collection bin all the way.

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

Maintenance

Cleaning the Material Sensor Photocells

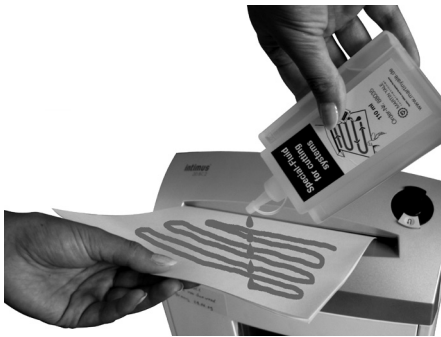
At some point, paper shreds or dust may accumulate on material sensor photocells that may impair their function. For example, after a paper jam, if paper particles should come to rest in the feed slot, the machine may not turn off because the sensors are detecting “paper” in the machine that it thinks 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 should be lubricated regularly. Locate the appropriate lubrication bottle and 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.




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

Material Jam

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

To fix, remove the paper that has been fed back. The cutter starts running forwards automatically and shreds the remaining paper. Continue shredding with less paper.

Motor Overload

If the motor becomes overloaded, the machine turns off and motor fault  icon lights up. Wait about 25 to 40 minutes until the machine cools down before trying to restart.

Check List

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

- Is the plug connected to the AC outlet?
- Is the power switch set to ON?
- Is the collection bin properly pushed in?
- 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.