

Thank you for buying a Black & Decker paper shredder. **Black & Decker paper shredders** have become the benchmark for innovation, performance and quality to protect against identity theft. We have taken great care in designing and engineering a product to meet and exceed your needs.

To ensure years of safe, efficient performance, please read these important product usage and safety instructions.

If you have any questions regarding the product, please feel free to **call toll-free 1-800-297-5028.**

The Following are Important Safety Instructions. Read All Instructions Before Using.

! WARNING

- WARNING:** Hazardous moving parts. Keep fingers and other body parts away.
 - WARNING:** To reduce risk of fire, electrical shock or injury: **NEVER** allow children to operate a paper shredder, even under adult supervision. A paper shredder is **NOT** a toy.
 - DO NOT** use flammable synthetic oil, petroleum-based products or aerosols of any kind on or near product at any time.
 - DO NOT** operate any electrical product with a damaged cord.
 - ALWAYS** keep the power cord clear of the shredder opening.
 - AVOID** getting jewelry, hair or loose clothing too close to feed slot as serious injury can occur.
 - DO NOT** handle plug or product with wet hands.
 - ALWAYS** keep children and pets away from the shredder.
 - ALWAYS** unplug shredder when not in use.
 - DO NOT** attempt to feed more sheets of paper than specified on the feeder.
 - DO NOT** attempt to shred materials other than paper, credit cards and CD's.
 - DO NOT** hold CD or DVD with finger through the center ring while feeding into shredder.
 - ALWAYS** empty the wastebasket prior to becoming full.
 - DO NOT** place shredder near heat or water source.
 - DO NOT** open shredder head to attempt repair: It could expose you to electric shock and will void your warranty.
- The socket-outlet shall be installed near the equipment and shall be easily accessible.

! WARNING ALWAYS KEEP OUT OF REACH OF CHILDREN

WARNING ICONS:
The icons on top of the shredder warn the user of the potential dangers if the shredder is used improperly.



Limited Warranty

HoMedics warrants the cutting cylinders of the machine against defects of workmanship and material for a period of **5 years** from the original purchase date to the original consumer. HoMedics warrants all other parts of the machine against defects of workmanship and material for a period of **1 year** from the original purchase date to the original consumer.

Should there be a defect or malfunction of this product, HoMedics will replace the product free of charge. Customer is responsible for all shipping charges to return the defective product to HoMedics. A copy of the proof of purchase showing original purchase date is required. This warranty is void if the product has been subject to damage, unreasonable use, improper service, or other causes not arising from defects in original material or workmanship. This warranty is void if factory seal is broken or removed from the product. This warranty does not include adjustments, parts or repairs required by circumstances beyond the control of HoMedics.

There are no expressed warranties other than those stated herein.

Any expressed or implied warranties, including but not limited to merchantability and fitness for a particular purpose are limited to the above warranty period. HoMedics shall not be liable for any incidental or consequential cost, expenses or damages resulting from any failure defect or malfunction of this product.

Some states do not allow the exclusion of limitations of implied warranties or consequential damages, therefore, the above limitations may not apply to you.

This warranty grants you specific legal rights, and you may also have other rights that vary from state to state.

Please contact us with any questions.

Distributed by
HoMedics®
HoMedics, Inc.
3000 Pontiac Trail
Commerce Township, MI
48390

Black & Decker and the Black & Decker logo are trademarks of The Black & Decker Corporation and are used under license. All rights reserved.



PROTECT YOUR IDENTITY WITH THE BRAND YOU TRUST™



SKU #BD-680A

Please read these instructions before use

Installation

Mount the shredder securely to the rim of the waste basket. (FIGURE 1) A socket-outlet should be near the equipment and be easily accessible. Connect the power cord to any standard 120 volt AC outlet.

This shredder includes a built-in safety mechanism that requires the shredder to be correctly mounted on the supplied wastebasket. It is not designed to operate with any other wastebaskets. An activation switch located on the head unit automatically shuts off the shredder when it is lifted or removed. The supplied wastebasket activates this switch, which allows the shredder to be operable. Lining the wastebasket with a plastic bag will interfere and may keep the shredder from functioning.

Caution: MicroShred shredders have very sharp exposed blades on the underside. Use care when mounting the shredder on the wastebasket.



FIGURE 1



FIGURE 2



FIGURE 3



FIGURE 4



FIGURE 5

Operation

ShredSafe™ technology is an added safety feature incorporated in this particular model. It is a new technology where the shredder is able to detect forced entry and automatically cuts the power off, preventing further shredding.

To begin shredding, locate the switch on the unit and select the "Auto" mode (FIGURE 2). The Green LED light indicates the shredder is "On" and ready to use. Press the designated "push open" area on cover to tilt open and expose the paper feed slot (FIGURE 3).

The cover will click into a preset position for safe shredding.*

Paper feeds from both left and right sides. With the feed slot now open, you can shred sheets of paper or 1 credit card per pass (FIGURE 4).

When shredding is completed, you can press the designated "push close" area on the cover to tilt shut the paper feed slot (FIGURE 5). It is recommended to have the paper feed slot closed when shredder is not in use. This will prevent any objects from getting into the feed slot and accidentally shredded.

***Be sure to not tilt open the cover completely beyond the preset position, otherwise the ShredSafe™ power cut off feature will be activated and the shredder will be inoperable.**

I Auto: This setting allows the shredder to be automatically started by inserting paper into the shred opening. Always feed the paper in as straight as possible. Paper feeds from both left and right sides. When the paper has passed through, the shredder will automatically stop. (FIGURE 2)

O Off: This setting turns off all features of the shredder. For safety reasons, we recommend that you leave the shredder in the "Off" position whenever the shredder is unattended or not in use. (FIGURE 2)

R Rev: In the unlikely event of a paper jam, the reverse setting can be used to help clear the cutters of paper that has not passed through. Never attempt to clear a jam by using the reverse function until you have emptied the wastebasket. (FIGURE 2)

Never shred plastic (except credit cards), any hard materials, continuous forms, newsprint, or anything with adhesives including labels and envelopes.

While this shredder will shred staples, it is recommended that you remove them whenever possible in order to extend the life of your shredder.

Only shred credit cards by feeding them vertically within the designated area. Never feed more than one credit card at a time.

Cleaning

- ALWAYS UNPLUG THE SHREDDER BEFORE CLEANING!
- Only clean the shredder by carefully wiping the unit with a dry soft cloth or towel.
- Do not clean or immerse shredder in water. Having the unit wet may result in damage or malfunction to the electrical components. If the shredder happens to get wet, be sure to completely dry the unit immediately with a cloth or towel.
- Never use anything flammable to clean the shredder. This may result in serious injury or damage to the product.

Customer Service

Black & Decker has a toll-free help line for customers living in the United States and Canada. Our customer service phone number is **1-800-297-5028** or visit our website at **www.blackanddeckershredders.com**.

Maintenance

It is important to empty the waste bin regularly to ensure the smooth operation of the cutting cylinders. The shredder will not operate when the bin is full. Regular oiling is also necessary for proper performance. It is recommended to use the shredder oil every few weeks.

Troubleshooting

If you have a problem with your shredder, check the symptoms and remedies below. If you cannot solve the problem this way, contact Black & Decker paper shredders Customer Service. **Do not open shredder head to attempt repair: It could expose you to electric shock and will void your warranty.**

Symptom	Remedy
Shredder does not work at all.	a) Make sure that the unit is plugged in and that the outlet it is plugged into is in good working order. b) Be sure to not tilt open the cover completely beyond the preset position, otherwise the ShredSafe™ power cut off feature will be activated and the shredder will be inoperable. c) In the event that the shredder is running continuously for too long and the motor overheats, a thermal overload switch will automatically shut the power off. If this happens, move the switch to the off position for 20 minutes or more before continuing.
Shredder runs in "Rev" mode but not in "Auto" mode.	The shredder will not start running until paper, CD/DVD, or credit card is inserted into the appropriate feed slot. It is normal for the motor to run for a moment after the shredder is powered on but it should stop until paper is inserted. The trigger that activates the shredder is located directly in the center of the feed slot. If the paper you are inserting is narrow, it may not be hitting the switch. It is possible that the trigger, which activates the shredder, has become blocked with paper. Insert an index card, directly in the center of the feed slot, and apply force. This will usually clear any paper blocking the switch or force the switch closed.

Sheet Capacity	6 sheets of 20lb. bond paper
Credit Card Capacity	1 at a time
Paper Shred Size	1/8" x 11/32" pieces 3.3 mm x 9 mm pieces
Voltage	120V-60Hz 3.0A