**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 shredder Customer Service.

**Symptom**

**Remedy**

Shredder does not start or stops while shredding.

- Make sure shredder is plugged in and Power Switch is in the “On” position. Wait 30 minutes for the shredder to cool down before trying again.
- Make sure that the shredder is properly mounted to the base and that the door is closed with the bin inside. The shredder has a safety power cut off if the door is not fully closed.

Paper jam.

- In case of a paper jam, which may occur if the sheet capacity is exceeded or if the paper is not put in straight. To clear a jam:
  1. Move the Power Switch (5) to the “Reverse” position. The shredder will reverse to clear the jam.
  2. If the shredder jams in “Reverse” move the Power Switch (5) to the “Auto” position and allow it to run for about 5 seconds.
  3. If the jam still does not clear, unplug the shredder and carefully grasp the paper and pull it out slowly.
  4. Once the jam is cleared, plug in and move the Power Switch to “Auto” or “On” for continued shredding or “Off” if shredding is complete.

Shredder squeaks, grinds or runs below capacity.

- Oil cutting cylinder.
- Check to see if bin is full. If bin is full, follow instructions under maintenance.
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Shredder continues to run for 2 or 4 seconds after shredding has been completed.

- No action required.
- This is a self-cleaning function.

Shredder does not work at all.

- Make sure the outlet that the shredder is plugged into is in a good working order.
- Make sure the outlet and the door is closed. The shredder has a safety power cut off if it is not properly closed.
- In the event that the shredder is running continuously the too long and the motor overheats, a thermal overload switch at the exclusion or limited capacity stops the shredder. If this happens, move the switch to the “Off” position for 30 minutes or more before continuing.
- When the “Bin is full”, the red LED light will indicate it needs to be emptied. While the shredder is impaired until the bin is emptied.
- Make sure that the brake-away power cord is plugged in at the back of the shredder and at the outlet.

**WARNING**

To clear the debris, wipe up the debris using a non-abrasive cleaning solution. To avoid dry eye, be sure to clean your shredder. This may result in serious injury or damage to the shredder.

**Maintenance**

Regular emptying of the bin is important 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 shredder oil every few weeks. Apply across shredder entry and run a single sheet through.

**Cleaning**

Always unplug the shredder before cleaning!

- Only dry-erase markers should be used on this whiteboard. Markers use a non-abrasive cleaning solution. Allow to dry before using the dry erase surface.
- Never use anything flammable to clean the shredder. This may result in serious injury or death.
- Only clean the shredder by wiping the unit with a dry soft cloth or towel.
- Always unplug the shredder before cleaning!
- Paper jam.
- 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 shredder Customer Service. **WARNING**

To clean the debris, wipe up the debris using a non-abrasive cleaning solution. To avoid dry eye, be sure to clean your shredder. This may result in serious injury or damage to the shredder.
WARNING: Hazarded moving parts. Keep fingers and other body parts away. 

NEVER allow children to operate a paper shredder, even under adult supervision. 

Paper shredders are NOT toys.

DO NOT use flammable synthetic oil, petroleum-based products or aerosols of any kind.

DO NOT operate any electrical product with a damaged cord.

NEVER grease or oil a cutting mechanism.

DO NOT handle product with wet hands.

ALWAYS keep all children and pets a safe distance away.

ALWAYS keep the shredder head securely locked when not in use.

DO NOT attempt to feed materials other than paper or card stock.

DO NOT use flammable synthetic oil, petroleum-based products or aerosols of any kind.

DO NOT attempt to feed materials other than paper or card stock.

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 dangers if the shredder is used improperly.

A paper shredder is NOT a toy.

allow children to operate a paper shredder, even under adult supervision.

To reduce risk of fire, electrical shock or injury:

WARNING:

HAIR

NO FINGERS

OR HANDS

NO LOOSE

CLOTHING

A TOY

NOT

AEROSOL CANS

FASTENERS

NO

To ensure years of safe, efficient performance, please read

WARNING

Read All Instructions Before Using.

Setup

The Black & Decker® Paper Shredder & Messaging Center can be wall mounted or set up on a desk or floor surface.

1. Place bracket (face up) on flat surface.
2. Locate the wall studs using a stud finder.
3. Attach the mounting bracket to the wall using the six enclosed mounting screws. (fig. 2)
4. Hang the shredder to the mounting bracket using the hooks on the front of the bracket.
5. Close the sliding locks on the sides of the mounting bracket; this will lock your shredder at a maximum height of 5-feet (152 cm).

To begin shredding, locate the power switch (5) on the unit and select the “Auto” mode.

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 when the shredder is unattended or not in use. Recommend that you leave the shredder in the “Off” position whenever the shredder door is ajar. Simply close the shredder door with the bin in place and the shredder will automatically stop.

Never shred plastic (except credit cards), any hard materials, continuous forms, non-paper, or anything with adhesives including labels and envelopes. While this shredder will shred dough, it is recommended that you remove them whenever possible to extend the life of the shredder.

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

To use the Black & Decker paper shredder:

1. Place desk (1) on flat surface.
2. Rotate the safety shield (1) to the open position.
3. Place the bin (3) inside the shredder and close the front door.

To begin shredding, close the safety shield (1) up until it clicks into place and expose the paper feed slot.

5. Close the sliding locks on the sides of the mounting bracket; this will lock your shredder at a maximum height of 5-feet (152 cm).

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