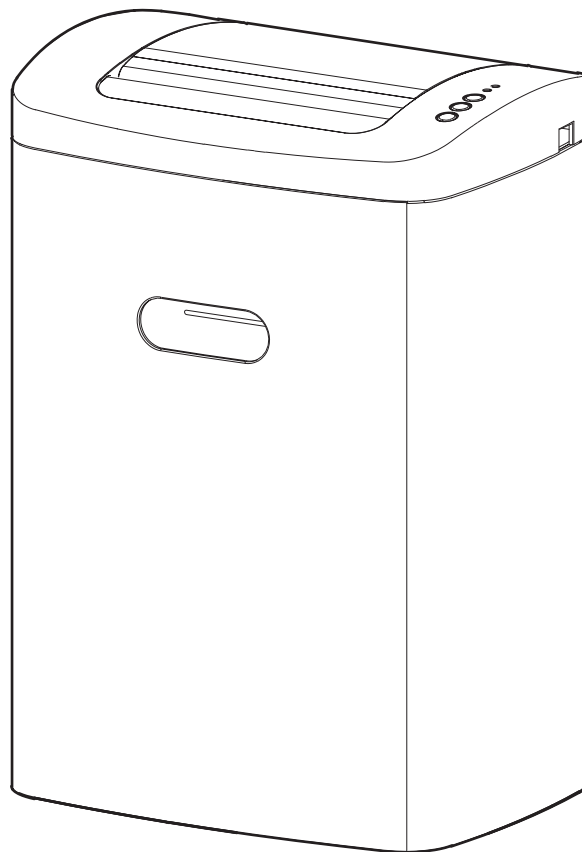


Operating Instructions

[406001] Deskside shredder

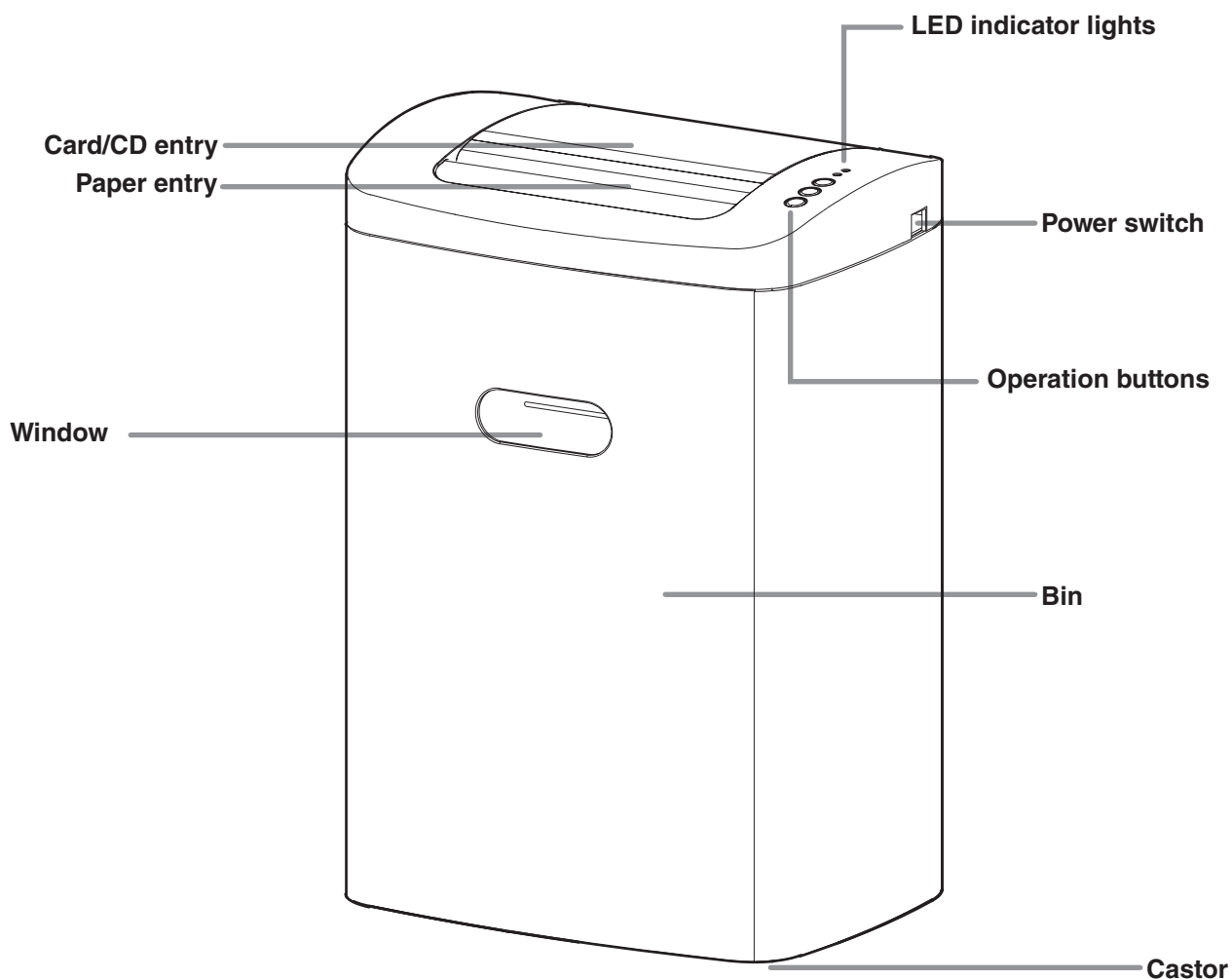


JP-3712CD

Note: The owner and user **MUST** read and understand these operating instructions before using this product.



Parts and function



Warning signs



Do not exceed the maximum capacity of sheets per pass



Avoid hair touching the document feed opening



Keep aerosol products away



Read and learn the warnings written in this document



Product is not intended for use by children (product is not a toy)



Do not shred paper clips



Avoid touching the document feed opening with hands



Avoid clothing touching the document feed opening



Keep body parts away from moving parts



1. Avoid touching exposed blades under Cross-cut shredder head.
2. The grounded socket outlet should be installed near the equipment and be easily accessible.
3. This equipment is not suitable for use in locations where children are likely to be present.

Capabilities

Will shred:

Paper, CD/DVD's, credit cards

Will not shred:

Continuous forms, adhesive labels, transparencies, newspaper, paper clips, cardboard, wet paper, laminates or plastics other than noted above

Paper shred size:

Cross-cut 4x27mm

Maximum:

Sheets per pass 12 (70g)

Passes per day:..... 50-100

Cards per pass..... 1

Cards per day 50

Paper width 230mm

Duty cycle..... 10-15 minutes

(⚠ Heavier paper, humidity or other than rated voltage may reduce capacity)

Maintenance

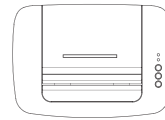


Lubricate when or immediately, if:

- Capacity decreases

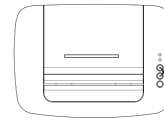
- The motor sounds different, or shredder stops running

1.



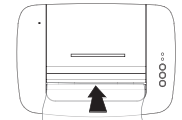
Apply oil to the entry.

2.



Repeatedly set to "F" and "O", alternately for 5-10 seconds.

3.



Feed the paper into the shredder.



It is forbidden to use flammable aerosol sprays.

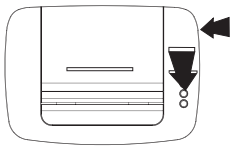
Use soft cloth to clean the exterior of the shredder from oil stains.

Note: Unplug the machine before cleaning.

Operation

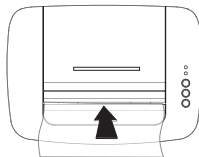
FOR PAPER:

1.



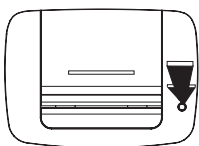
Turn the Power switch ON. Press button "O". Green light will indicate that the shredder is in standby mode.

2.



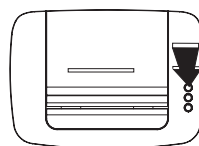
Feed paper into the entry, the machine will start shredding automatically.

3.



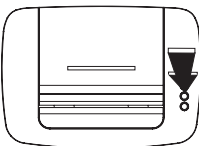
If you want to stop the shredding process, press the "R" button for 2-3 seconds. The machine will reverse automatically and eject the paper.

4.



Press "F" to shred remaining papers.

5.



After work, press "O" to set the machine in sleep mode. The power light should be turned off.

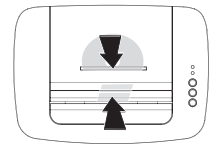
FOR CREDIT CARD/CD:

1.



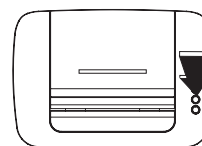
Turn the Power switch ON. Press button "O". Green light will indicate that the shredder is in standby mode.

2.



Feed the card/CD into the entry, the machine will start shredding automatically.

3.



After work, press "O" to set the machine in sleep mode. The power light should be turned off.

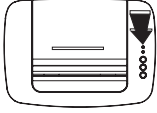
Troubleshooting

1. Paper jam

Symptom: Red indicator light

Solution:

1.



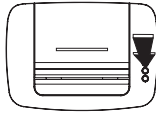
If the red indicator lamp is lit, press "R" and reverse the paper out.

2.




Press "F" and "R", the machine will shred the remaining papers.

3.

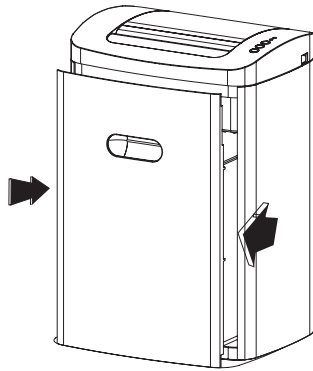


Press "O" to set the machine into sleep mode.

2. Bin full

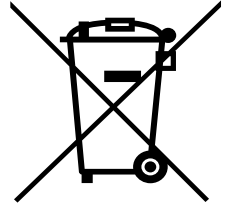
Symptom: The red indicator lamp for symbol  is on. Check if the bin is full, seen from the clear window.

Solution: Take out the bin and empty it. Push the bin in place.



Recycling

The crossed-out wheellie bin symbol indicates that the item must not be disposed of with normal, unsorted general waste. The item must be sent to separate collection facilities for recovery and recycling in accordance with local waste disposal regulations.



By separating electronic equipment and batteries from general waste, you help reduce the volume of waste sent to incineration or landfill and minimise any potential negative effects on the environment and human health.

The information in this document is subject to change without notice.
Please visit our website for the latest version.

ajproducts.com



Continuous operation beyond 10-15 minutes may trigger cool down period for 30 minutes due to overheat. Turn off the unit after use.