

WHITAKER BROTHERS

1628 CC

1628 SC

1628 MS

High Security Paper Shredder

Operating Instructions



1 Proper use, warranty

The shredder is designed exclusively for destroying paper. Depending on the cutting type, it can also handle small quantities of the following materials:

Shred width (mm)	5,8	3,9x50
Credit cards, CDs	•	•
Floppy disks	•	•
DAT cassettes		•

Its sturdy drive mechanism is not damaged by paper clips and staples. Only on machines with safety level HS Level 6 (1 x 5 mm) can the paper not contain staples or paper clips.

The warranty period for the document shredder is 2 years. In addition, there is a 10 year guarantee on the solid steel blade rollers (except for security level HS Level 6). This warranty and guarantee exclude wear and damage caused by improper handling or actions taken by third parties.

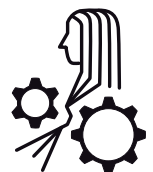
2 Safety instructions

- Read the operating instructions before switching on the document shredder. Save these instructions for later use.
- Observe all safety instructions on to the machine.



Risk of injury!

Do not reach into the paper feed slot.



Risk of injury from being pulled in!

Keep long hair, loose articles of clothing, ties, scarves, jewellery, etc. away from feed opening. Material with the tendency to form loops, e.g. tapes, strapping material, etc. must not be shredded.

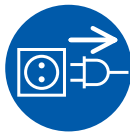


Risk of injury from slivers!

Splinter protection from the cross cut machines is only guaranteed if the safety element is covering the paper feed opening. Feed hard credit cards, CDs, discs or DAT cassettes only into the insertion slot.



Keep paper shredder out of the reach of children. Do not let the shredder run if the person using it is not present.



Switch the shredder off and disconnect it from the mains if it is damaged, not working correctly or before relocating or cleaning it.



Service work may only be carried out by Customer Service or by the service technicians of our contractual partners.

- Make sure that the mains plug is well accessible.
- Before you insert the mains plug, make sure that the voltage and frequency of your power supply comply with the information on the name plate.
- Make sure that no liquid gets into the shredder.
- The shredder may not be placed near a heater or other heat source.
- The ventilation slots must not be blocked or covered and there must be at least 5 cm space between the shredder and any wall or furniture.

3 Transport



- Undo the wing screws securing the unit during transportation.

4 Machine components



- 1 Inspection door
- 2 Paper feed opening
- 3 Safety element / splinter protection
- 4 Cover
- 5 Membrane keyboard
- 6 Mains switch
- 7 Name plate
- 8 Caution label
- 9 Bottom frame
- 10 Roller
- 11 Guide roller
- 12 Door

Membrane keyboard



ON pushbutton
Shredder is switched on.
Cutting system runs in feed direction.



Stop pushbutton
Cutting system stops.
Shredder remains in standby function.



Reversing pushbutton
Cutting system runs in reverse direction.



Ready for operation
green LED



Cut material bag full
red LED



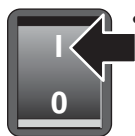
Paper jam – electric motor overloaded
red LED



Front door opened
red LED

5 Operation

Switching the paper shredder on



- Set mains switch at rear of paper shredder to „I“.



- Green LED lights.
- Paper shredder is ready for operation (standby)



Notice

Safety switches are installed at the door. Paper shredder can only be switched on if the door is closed.



The document shredder can also be started by pressing the green arrow button:

- **Press briefly:**

Cutting device starts.

Automatic stop approx. 3 seconds after the last piece of paper was drawn in, or manual stop when the stop button is pressed.



- **Hold down for longer than 2 seconds:**

constant operation without light barrier function.

The cutting device runs until it is switched off with the stop button.

Feed paper



- Feed paper. See „Technical data“ for sheet capacity.

➤ The shredding process is started by a photo-cell in the paper feeding opening.

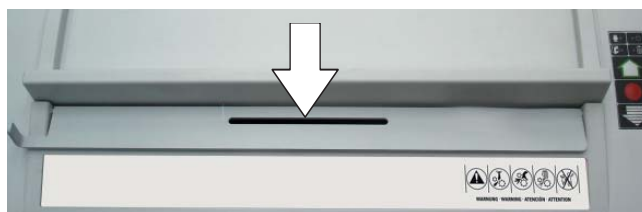
➤ When the paper feed opening is free again, the cutting system automatically switches off after approx. 3 sec. and returns to standby.

Destroying credit cards, CDs, discs or DAT cassettes:

Cross cut machines:

Fold the safety element down (only for cutting types 3.9 x 50 mm), switch the machine on to continuous operation and feed the material into the insertion slot.

floppy disks + credit cards + CDs

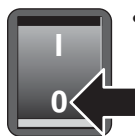


DAT cassettes



For strip cut machines, feed the CDs, credit cards or discs directly into the paper feed slot.

Switching paper shredder off



- Set mains switch at rear of paper shredder to „0“.

6 Troubleshooting

Paper jam

You have fed in too much paper.



- Paper shredder jammed.
- Red LED in the key pad flashes.
- Paper shredder reverses automatically.

Notice!

*Do **not** press dashed arrow button and green arrow button alternately forwards and backwards.*

Cutting unit can be damaged.

- Pull paper out of the paper feeding opening.

If material is not completely pushed out, then



- Press dashed arrow button.
- Paper is pushed out.
- Pull paper out.



CAUTION!

Injuries by cutting rollers are possible even when the paper shredder is idle. Keep hands away from the cutting system!

- Separate paper stack and feed paper again.
- The shredding process is started again with the green arrow button or by the light barrier (paper feed).

Electric motor overheated



- Red LED on membrane keyboard lights.
- Paper shredder switches off automatically.
- Allow paper shredder to cool down for approx. 15 to 20 min.

Front door is open



- Red LED on membrane keyboard lights.
- Paper shredder stops automatically.
- Close front door.



Note

If the door is opened when the cutting device is running, the document shredder must be started again using the green button after the door of the document shredder has been closed.

Bag for shredded material full



- Red LED on membrane keyboard lights.
- Paper shredder stops automatically.



Note

Reversing the cutting device ("Reverse" button) is also possible even when the shredded material container is full.

- Insert new bag.

Notice!

Empty the shredded material container after the paper shredder has been switched off, because otherwise malfunctions of the cutting system could occur when the rocker switch is pressed several times in succession.

Notice!

In the event that your document shredder does not start up or does not switch off automatically after the last paper infeed, paper dust may have collected on the light barrier: Switch the machine off and clean the light barrier in the paper feed with a cloth.

7 Cleaning and maintenance

Switch off the shredder and pull out the mains plug. When cleaning only use a soft cloth and a mild soap-water solution. However, no water must enter the equipment.

Check that the door switch is working properly:



Warning!

If the following procedure cannot be performed, switch off the document shredder, disconnect the mains plug and contact customer service.

- Insert the mains plug and switch on the shredder.
- Feed in a sheet of paper and open the front door while the paper is being drawn in.
 - The cutting unit must turn off immediately and the “door open” indicator must light up.
- Close the door.
 - The cutting unit must not yet restart.
- Pull the paper out of the feed opening. The light barrier must be clear.
- Switch off the machine and then switch back on.
 - The cutting unit starts when paper is fed in.



Oil the cutting unit when cutting performance decreases or the device becomes noisy, or every time you empty the waste container:

- Spray special cutting block oil through paper feed opening across the whole width of the cutting system blades.



- Run cutting system forwards and backwards several times without feeding paper.
 - Paper dust and particles are shaken off.

8 Scope of delivery

- Paper shredder, ready for connection, in carton packing, carton on pallet, tied with strapping tape
- 5 bags for shredded material
- Special cutting block oil
- Operating instructions

Accessories

- Bag for shredded material
- Special cutting block oil 250 ml

9 Technical data

Cutting type	Strip cut	Cross cut		
Shred size (mm)	5.8	3.9 x 50	1 x 5	
Safety rating DIN 32757 – 1	2	3	Level 6	
Cutting capacity (sheets), DIN A4	70 g/m ²	65 - 67	38 - 40	9 - 10
	80 g/m ²	51 - 53	33 - 35	7 - 8
Cutting speed	100 mm/s	110 mm/s		
Weight	74 kg	82 kg		
Noise level (Idle running/ load)	60 dB(A) / 68 dB(A)	60 dB(A) / 75 dB(A)		
Loading width	400 mm			
Voltage	100 V, 50/60 Hz – 115 V, 60 Hz			
Power for the maximum number of sheets	2100 W			
Dimensions W x D x H (mm)	595 x 470 x 990			
Volume of shredded material bag	146 l			

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