



NT-PS12DC09
12-sheet diamond-cut shredder
QUICK START GUIDE

Setting up the shredder

- 1 Mount the shredder head securely to the rim of the wastebasket. This paper shredder includes a built-in safety mechanism that requires the shredder to be correctly mounted on the supplied wastebasket.
- 2 Connect the power cord to a standard 120V AC power outlet. The shredder is now ready to be used.



Using your shredder

- 1 Slide the power button from **OFF** to **AUTO**.
- 2 Insert paper or one credit card into the paper slot, or one optical disc (CD/DVD) into the optical disc slot.

Caution: Do not insert more than 12 pages, 1 disc or 1 credit card at a time.



Emergency stop switch (ESS)

READY	Lights up when the shredder is turned on and ready to shred.
AUTO	This setting allows the shredder to start automatically when an item is inserted into the feed slot. When the paper/credit card/CD/DVD has passed through the slot, the shredder will stop. Caution: Always feed paper in as straight as possible. Caution: Insert no more than twelve sheets of paper or one credit card or optical disc at a time.
REV	Use the reverse setting to clear a paper jam or to pull out unshredded paper. Caution: Never try to clear a jam by using REV when the wastebasket is full, or the jam could be made worse.
OFF	This setting turns off the shredder. For safety reasons, leave the shredder in the OFF position whenever the shredder is unattended or not in use.
Door Open	Lights blue if shredder wastebasket is opened or incorrectly mounted.
Basket Full	Lights yellow when the wastebasket is full and needs to be emptied.
Overheat	Lights red when shredder has been run for too long. Stop shredding until light turns off.
Overload	Lights orange when shred capacity has been exceeded and shredder is jammed.
Emergency stop switch	Press to stop the shredder.

Specifications

Sheet capacity	12 sheets of 20 lb. bond paper
Credit card capacity	1 at a time
Optical disk capacity	1 at a time
Paper shred size	0.28" x 2.09" (0.72 cm x 5.3 cm) pieces
Voltage	120V - 60 Hz 1.1A

Troubleshooting

- If a jam occurs and the cutter stops, slide the power button to **REV** and pull out the jammed paper.
- If paper is jammed in the shredder blades, please slide the power button to **OFF**, unplug the power cord, and remove all paper from the entrance and exit of the feed slot.
- If the shredder is run continuously for long periods of time and the motor overheats, a thermal safety switch automatically turns off the shredder. If this occurs, slide the power button to **OFF** and do not use the shredder for 50 minutes.

Maintenance

Once a month, drizzle vegetable oil or cooking oil (nothing petroleum based) on a few pieces of paper and feed them through the shredder.

Cautions

- Repairs must be made by a qualified technician. Do not attempt to repair the shredder yourself.
- Do not alter the shredder or power cord in any way.
- Do not operate the shredder if it or the power cord appears damaged in any way.
- Always unplug the shredder when moving it or not using it for a long period of time.
- Do not shred wet paper, carbon paper, or vinyl or plastic bags. Shredding these items may reduce the shredder's performance or cause shock or injury.
- Empty the wastebasket regularly to ensure that the paper slot does not become blocked.
- Do not use garbage bags with this shredder. Garbage bags could prevent the shredder wastebasket from being correctly mounted, which would prevent the shredder from functioning properly.



One-year limited warranty

Init Products ("Init") warrants to you, the original purchaser of this new product, that the product shall be free of defects in the original manufacture of the material or workmanship for a period of one (1) year from the date of your purchase of the product ("Warranty Period"). This product must be purchased from an authorized dealer of Init brand products and packaged with this warranty statement. This warranty does not cover refurbished product. If you notify Init during the Warranty Period of a defect covered by this warranty that requires service, terms of this warranty apply.

How long does the coverage last?

The Warranty Period lasts for one year (365 days) from the date you purchased the product. The purchase date is printed on the receipt you received with the product.

What does this warranty cover?

During the Warranty Period, if the original manufacture of the material or workmanship of the Product is determined to be defective by an authorized Init repair center or store personnel, Init will (at its sole option): (1) repair the Product with new or rebuilt parts; or (2) replace the Product at no charge with new or rebuilt comparable products or parts. Products and parts replaced under this warranty become the property of Init and are not returned to you. If service of Products and parts are required after the Warranty Period expires, you must pay all labor and parts charges. This warranty lasts as long as you own your Init Product during the Warranty Period. Warranty coverage terminates if you sell or otherwise transfer the Product.

How to obtain warranty service?

If you purchased the Product at a retail store location, take your original receipt and the Product to the store you purchased it from. Make sure that you place the Product in its original packaging or packaging that provides the same amount of protection as the original packaging. If you purchased the Product from an online web site, mail your original receipt and the Product to the address listed on the web site. Make sure that you put the Product in its original packaging or packaging that provides the same amount of protection as the original packaging.

Where is the warranty valid?

This warranty is valid only to the original purchaser of the product in the United States, Canada, and Mexico.

What does the warranty not cover?

This warranty does not cover:

- Customer instruction
- Installation
- Set up adjustments
- Cosmetic damage
- Damage due to acts of God, such as lightning strikes
- Accident
- Misuse
- Abuse
- Negligence
- Commercial use
- Modification of any part of the Product, including the antenna

This warranty also does not cover:

- Damage due to incorrect operation or maintenance
- Connection to an incorrect voltage supply
- Attempted repair by anyone other than a facility authorized by Init to service the Product
- Products sold as is or with all faults



- Consumables, such as fuses or batteries
- Products where the factory applied serial number has been altered or removed

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Contact Init:

For customer service please call 1-800-573-2860

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