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Safety First

- Shredders are safe to use as long as you follow some simple safety guidelines.
- Ensure shredder is plugged into an easily accessible power outlet and that the cord is not likely to trip a passer by.
- Ensure the shredder is not positioned against any walls so that ventilation and cooling are not restricted.
- Ensure shredder is positioned on a flat surface
- Never attempt to remove the machine top covers to gain access to the mechanism.
- Any attempt to repair this unit by unqualified / unauthorised personnel will invalidate the warranty.
- Empty the bin at regular times.
- On model fitted with CD / CREDIT card facility always ensure the flap (I on diagram) is positioned correctly to ensure any sharp cuttings are contained within the shredder.
- Do not use cleaning solutions on the surface of the shredder, clean with a damp cloth and soap only.

1. Operation

- Push the rocker switch to I position (A on diagram) auto position and the LED I (E on diagram) will light up
- Feed paper into the entry slot to activate the auto start sensor
- The shredder will start and will feed paper automatically into the shredding mechanism
- Cutters will stop after the paper has been shredded
- Empty the waste basket regularly
- When not in use return the rocker switch to 0 (B on diagram)

Note: this unit will not operate when door is open and LED (G on diagram) is illuminated.

2. CD shredding on CD models only

- Push the rocker switch to I position (A on diagram) auto position and the LED I (E on diagram) will light up
- Rotate the CD shredding flap (I on diagram) positioned over the paper feeding entry so that the CD / credit card slots cover the paper entry slot.
- Press the run forward button (D on diagram) and hold down
- Put 1 CD at a time or 1 credit card into the appropriate slot in flap (I)
- The CD or credit card will be shredded
- Release button (D on diagram)
- After shredding return the flap (I on diagram) to its original position to expose paper shredding slot.
- When not in use return the rocker switch to 0 (B on diagram)

3. Clearing Jams

- When too many sheets are fed into the shredding it will jam
- The LED lights (H on diagram) will indicate a jam
- To clear the jam push the rocker switch to reverse position R (C on diagram)
- Reverse out the paper and reduce the quantity of sheets to the recommended amount.
- If the sheets remain in the machine press the forward run switch (D on diagram) to shred the materials and then reverse on rocker switch R (C on the diagram) and repeat until all paper is cleared.
- In the case of a series Jam please return the shredder to the authorised service dealer.
- Warning: do not under any circumstances use any metal objects to clear the paper entry.

Warranty

- This product is guaranteed for 24 months from the date of purchase. Please return the unit to your supplier if you experience any serious problems. This does not affect your statutory rights.

Technical data – subject to change without notification

Model	CD shredding	Type		Cut size in mm	Sheet capacity		Bin size in litres	Shredding duty cycle in minute	
		Straight cut	Cross cut		80gsm	70gsm		On time	Off time
P180		•		3.9	16	18	35	10	20
P180CD	•	•		5.8	20	22			
P185			•	4 x 40	9	11			
P210		•		3.9	16	18	40	15	20
P210CD	•	•		5.8	20	22			
P215			•	3.8 x 40	9	11			
P270		•		3.9	18	20	50	15	20
P270CD	•	•		5.8	22	24			
P275			•	3.8 x 40	11	13			
P330		•		3.9	20	22	70	15	20
P330CD	•	•		5.8	25	27			
P335			•	3.8 x 40	12	14			

SERVICE

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