

1 Proper use, warranty

Check the name plate on the back of the machine to find out the cutting width and mains voltage for your document shredder and observe the applicable instructions in the operating manual.

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

Shred width (mm)	3.9	5.8	1.9x15	4.5x30
Credit cards	•	•	•	•
CDs	•	•		•
Floppy discs	•	•		


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.

Note: You can also shred CDs, diskettes and credit cards in the separate CD cutting unit (optional) without using the paper cutting unit.

The warranty period for the document shredder is 2 years. There is a special warranty for the HSM solid steel cutting rollers in the document shredder, which is provided independently of the guarantee, and remains valid for the entire service life of the machine (HSM Lifetime Warranty). Exceptions to this are document shredders with security levels 5 and HS level 6. This warranty and guarantee exclude wear and damage caused by improper handling or actions taken by third parties.

2 Safety instructions

Classification

Safety notice	Explanation
 WARNING	Failure to observe this warning can lead to serious or fatal injury.
Notice	Failure to observe this instruction can cause damage.



Before using the machine for the first time, read the operating manual, and keep it for later use and to pass on to any subsequent users. Observe all safety instructions on to the machine.



WARNING

Dangerous for children and others!



The machine may not be used by persons (including children under 14 years of age) with limited physical, sensory or mental capabilities or with a lack of experience and knowledge, unless they are supervised by a responsible person or are instructed by them on the use of the machine. Children must be supervised to ensure they do not play with the machine. Do not leave the document shredder switched on when it is unattended.



WARNING
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.



Beware of injury when using the CD splitter

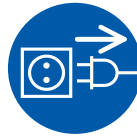
Wear goggles when destroying CDs in machines without a separate CD cutting unit.



WARNING
Dangerous mains voltage!

Improper handling of the machine can lead to an electric shock.

- Before you insert the power plug, make sure that the voltage and frequency of your power supply comply with the information on the name plate.
- Make sure that the power plug is easily accessible.
- Make sure that no water gets into the shredder. Do not immerse the power cable or the power plug in water.
- Never touch the power plug with wet hands.
- Never pull the plug out of the socket using the power cable. Always pull out the plug directly.
- Only use the machine in a dry room indoors. Never operate the machine in damp rooms or in the rain.



Check the machine and cable regularly for damage. Switch the shredder off if it is damaged or not working correctly or before relocating or cleaning it and disconnect it from the mains.

- Keep the machine, the plug and cable away from open fire and hot surfaces. 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.



Service work may only be carried out by HSM Customer Service or by the service technicians of our contractual partners. See page 92 for our customer service addresses.

Notice **Danger from improper use**
Only operate this machine in accordance with the instructions outlined in “Proper use”.

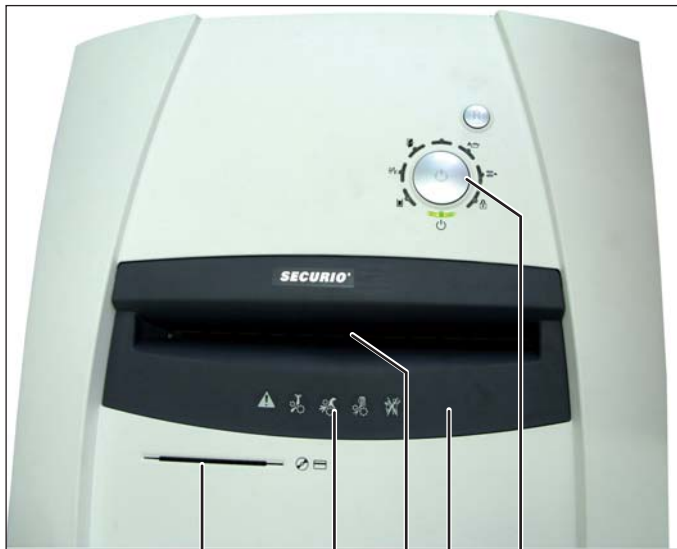
3 Commissioning



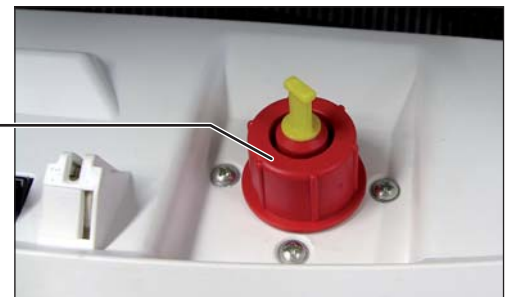
Before starting up the machine for the first time, open the door and remove the three wing nuts of the transport locks from the base plate under the cutting unit.

4 Machine components

Note: Depending on the version, your machine may not include all the assemblies.

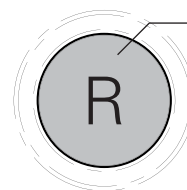


- 1 Feed slot for CDs, floppy discs and credit cards (optional)
- 2 Safety instructions
- 3 Light barrier in the paper feed
- 4 Safety element
- 5 Operating and display unit
- 6 Holder for operating manual and oil bottle
- 7 Shredded material for CDs, floppy discs and credit cards (optional)
- 8 Filler opening for cutting apparatus oil (cross cut only)

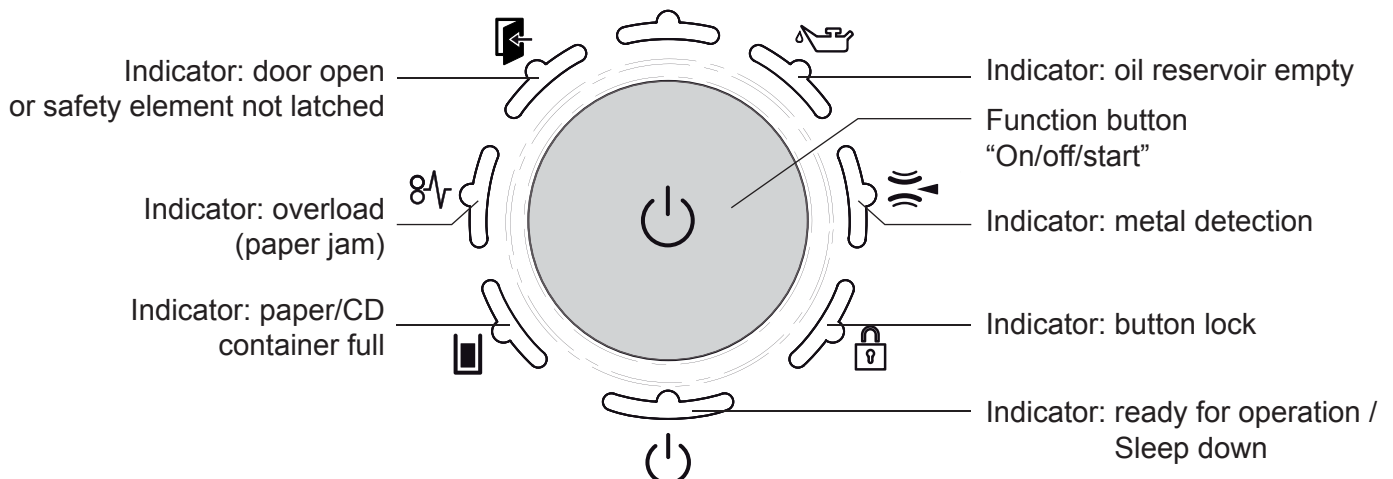


Operating and display elements

Note: depending on the machine version, not all functions may be available.



- R button:
- Cutting unit runs in reverse
 - Error acknowledgement
 - Software version display (for service technicians only)



5 Operation



WARNING

Before switching the machine on, make sure that you observe all safety instructions.

Switching on the shredder

- **Only US-version:** Set mains switch at rear of paper shredder to „I“.
- Check that no paper is in the paper feed slit.
- Press the on/off button.
- The “Ready for operation” indicator lights up.

Shredding paper

- Feed the paper to the middle of the paper slot. The light barrier starts the cutting unit automatically. Therefore, with thin paper strips, make sure the light barrier detects them.

Note: Do not shred paper in the CD cutting unit. This can cause damage.

- 3 seconds after the light barrier in the paper feed opening is free again, the cutting unit is switched off automatically and the shredder switches to standby.

Destroying CDs, credit cards and floppy disks

- Check whether your machine is certified for destroying these materials (see “Proper use”).
- For machines with a separate CD cutting unit (optional), put the material in the feed slot of this cutting unit. This protects you from splinters. Otherwise, use the paper cutting unit.

Switching off the shredder

- Press the on/off button.
- The “Ready for operation” indicator goes out.
- **Only US-version:** Set mains switch at rear of paper shredder to „0“.

Other function modes:

- **Permanent mode**

Application: Destroying large quantities of CDs and paper

Function: Cutting unit runs continuously.

If no material is fed in within a period of 3 minutes, the cutting unit shuts down and the shredder switches to standby.

Start: Press the on/off button for at least 4 seconds.

To cancel: Press the on/off button.

- **Sleep mode**

Function: Two minutes after the last paper feed operation, all consumers that are not required are switched off automatically.

The “Ready for operation” indicator goes out briefly at regular intervals.






The shredder starts automatically when paper is fed in.



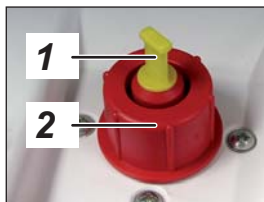

- **Automatic shutdown**

Function: If the shredder is not used for one hour, it shuts down completely and therefore does not consume any more electricity (at night, at the weekend).

Restart: Press the on/off button.

Fault and function indicators

Display	Problem	Measure
 Continuous lamp	Paper jam Overload	You have fed in too much paper. <ul style="list-style-type: none"> ➤ The cutting unit runs in reverse for a few seconds and pushes the paper back out again. • If necessary, press the reverse button "R" to remove the stack of paper. • Take half the stack of paper. • Feed the paper in portions. <p>Note: You can lift up the safety element in order to better remove paper. To do this, press the middle section of the front of the safety element and lift up the flap.</p>  <p>Note: This indicator lamp also lights up when the motor is overloaded. In this case, let the shredder cool down for 20 minutes before using it again.</p>
Flashing light	Paper and CD fed at the same time	<ul style="list-style-type: none"> • Do not use both cutting units at the same time, but rather shred paper and CDs/diskettes/credit cards separately.
	Press safety element	<ul style="list-style-type: none"> • The LED also flashes if you press the safety element or open the door while there is a paper jam.
 Continuous lamp	Paper/ shredded material container full	<ul style="list-style-type: none"> • Empty the paper/shredded material container. <p>Note: If you press the reverse button briefly before opening the door, part of the material is pulled back into the cutting apparatus.</p>
Flashing light	CD container full	<ul style="list-style-type: none"> • Empty the CD container. To do so, lift it upwards out of the bracket.
	Door is open or safety element not latched	<ul style="list-style-type: none"> • Close the door or latch in the safety element. <p>Note: Movement of the safety element was detected during the shredding procedure. If your machine switches off without signalling an error, pull the paper out of the paper slit and feed it back in again.</p>
	Metal detection	<ul style="list-style-type: none"> • Press the reverse button and pull the paper out of the feed slot. • Remove any metal which is in the paper or on the safety element. • Acknowledge the error by pressing the R button.

Problem		
Cutting unit runs continuously even though the machine is not in the permanent mode.		The light barrier is soiled with paper dust. <ul style="list-style-type: none"> Clean the light barrier in the paper feed using a dry brush or cloth.
Display		Indicator
Several indicators are lit		The R button was pressed for more than 20 s.: Software version display (for service technicians only)
Display	Problem	Measure
	Oil reservoir empty	<ul style="list-style-type: none"> Fill the reservoir with cutting apparatus oil. <div style="border: 1px dashed black; padding: 5px; margin: 5px 0;">  <p>Nur Hersteller-Öl verwenden! Exclusive use with manufacturer oil!</p> </div> <div style="margin: 5px 0;">  </div> <p>Only use HSM special oil. Reservoir volume: 250 ml</p> <p>Press the safety element and lift up the flap. The oil filling opening is to the right of the feed chute. You can fill the oil either through the small opening 1 (take out the yellow plug) or the normal opening 2 (unscrew the red cap).</p>
Display	Function	Activate/deactivate
	Button lock is activated	<p>To activate or deactivate the button lock</p> <ul style="list-style-type: none"> Press and hold the reverse button Press the on/off button Release the on/off button and then the R button

Notes

Manual reversing

If you press the reverse button, the cutting unit runs in reverse and switches off after 2 seconds, even if you keep the button pressed. To reverse manually, release the button and press it again.

If the shredder is already running forward, pressing the button immediately reverses it.

Shredded material container

Both cutting units stop when the paper or CD container is full.

On machines with a separate CD cutting unit, the level in the CD container (see overview, item 7) is monitored. Empty the container after there is a signal on the operating and indicator element.

Automatic oiler (cross cut only)

The cutting units are oiled for 1.5 seconds after:

- The cutting unit is in operation for 200 seconds (corresponding to 50 paper shreds)
- The cutting unit runs forwards after the reverse button has been pressed

The “Oil reservoir empty” signal is automatically deactivated after the reservoir is filled. The shredder remains operational even when the oil reservoir is empty.

Metal detection (optional)

The document shredder can be optionally equipped with a metal detector. The automatic switch-off allows damage to the cutting unit by paper clips or other metal objects to be avoided.

Safety element monitoring

Movement of the safety element was detected during the shredding procedure. If your machine switches off without signalling an error, pull the paper out of the paper slit and feed it back in again.

6 Cleaning and maintenance



WARNING

Dangerous mains voltage!

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.

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.



Strip cut only:

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

Only use HSM special lubricating oil for the cutting unit to do this:



- Spray special cutting apparatus oil through the paper feed opening along the entire width on to the cutting rollers.
- Let the cutting unit run in the permanent mode for about 10 seconds without any paper.
- Paper dust and particles are shaken off.

7 Disposal / Recycling



Electrical and electronic old devices contain a variety of valuable materials, but also hazardous substances which were required for function and safety. Incorrect disposal or handling can be dangerous to your health and the environment. Never dispose of old devices in the household waste. Observe the current applicable regulations and use the collection points for returning and recycling electric and electronic devices. Dispose of all the packaging materials also in an environmentally-responsible way.

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 (cross cut)
- Operating instructions

Accessories

- 10 bags for shredded material, order No.: 1.442.995.110
- Special cutting block oil 250 ml, order No.: 1.235.997.403

See page 92 for our customer service addresses.

9 Technical data

Cutting type	Strip cut		Cross cut				
Cut size (mm)	5.8	3.9	4.5 x 30	1.9 x 15	0.78 x 11	1 x 5	
Security level DIN 32757 - 1	2	2	3	4	5	Level 6*	
Cutting capacity** (sheets), A4	70 g/m ²	47 - 49	37 - 39	29 - 31	18 - 20	11 - 12	9
	80 g/m ²	39 - 41	31 - 33	25 - 27	15 - 17	9 - 10	7
Weight	64 kg		68 kg				
Cutting speed	90 mm/s		100 mm/s				
Intake width	330 mm						
Power supply	230 V, 50 Hz						
Power consumption with max. number of sheets	1.800 W						
Operating mode	Continuous operation						
Ambient conditions in operation: Temperature Relative humidity Height above sea-level (MSL)	-10 °C to +25 °C max. 90%, without condensation max. 2,000 m						
Dimensions W x D x H (mm)	580 x 550 x 936						
Volume of the shredded paper container	145 l						
Sound pressure level emissions (Idle running/ load)	58 - 59 dB(A) / 60 - 61 dB(A)						
Cutting size of the separate CD cutting unit (optional)	Order number +C, E ***			Order number +M, N ***			
	3.9 x 40 mm			2.2 x 2.0 mm			

* HSM-specification

** The maximum number of sheets (DIN A4, 70 g/m² or 80 g/m²), fed lengthways, which can be cut in one cycle. The performance data is determined when the motor is cold and the cutting device is freshly oiled. A weaker mains voltage or a different mains frequency to the one specified could result in less sheet capacity and increased noise during operation. The sheet capacity can vary depending on the structure and properties of the paper and on the way it enters. The performance data in 80 g/m² is calculated.

*** Identified by the letter after the 7-digit order number on the name plate on the back of the machine.
e.g. 1873111C >> cutting size 3.9 x 40 mm

EC Declaration of Conformity

The manufacturer **HSM GmbH + Co. KG**, Austraße 1 - 9, 88699 Frickingen / Germany hereby declares that the machine, referred to here as

document shredder **Securio P36**

corresponds to the health and safety requirements of the following EC directives listed below due to its conception and design of the version in which it was put into circulation by us:

Low voltage directive 2006 / 95 / EEC

EMC directive 2004 / 108 / EC

Applied standards and technical specifications:

- EN 55014-1:2006
- EN 55014-2:1997 + A1:2001
- EN 61000-3-2:2006
- EN 61000-3-3:1995 + A1:2001 + A2:2005
- EN 60950-1:2006 +A11:2009
- EN 61000-4-2:1995 + A1:1998 + A2:2001
- EN 61000-4-4:1995 + A1:2001 + A2:2001
- EN 61000-4-5:1995 + A1:2001
- EN 61000-4-6:1996 + A1:2001
- EN 61000-4-11:1994 + A1:2001

Frickingen, 01.03.2010

Rolf Gasteier - Technical Director