

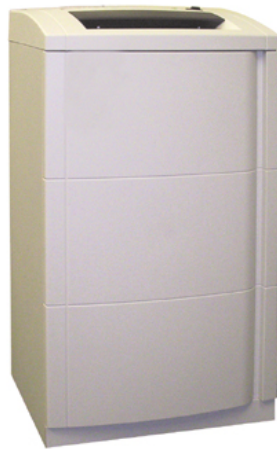


**Security Engineered Machinery Co., Inc**

## **OPERATIONAL & MAINTENANCE MANUAL**

### **SEM Model 126C/2**

Rev. 0



**As of January 1, 2008**

**Security Engineered Machinery Co., Inc**

**NATIONWIDE SERVICE**

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# **TABLE OF CONTENTS**

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Index-----	1
Safety Procedures & Instructions-----	2-4
Technical Data/Installation-----	5-6
Malfunctions-----	7-9
Using and Ordering Parts-----	9
Housing Diagram and Parts Breakdown-----	10-11
Cutting Head Diagram and Parts Breakdown-----	12-13
Drive Diagram and Parts Breakdown-----	14-15
Electrical Diagram and list-----	16-17
Wiring Diagram-----	18

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# \*\*\*IMPORTANT SAFETY PROCEDURES\*\*\*

Your new paper shredder incorporates powerful, heavy duty cutting mechanisms. Serious and permanent injury may result if proper precautions are not followed.



1. This equipment should never be operated by children or individuals untrained in or incapable of understanding the safety precautions!



2. Do not reach into the feed opening for any reason! Never insert fingers, hands, other extremities or objects not meant to be shredded into the feed openings!



3. Do not operate or come in close proximity to this equipment wearing long hair, necktie, loose clothing or jewelry, which may activate a photoelectric on/off switch and/or be pulled into the machine!



4. Maintenance or repair of this equipment should be performed only by trained, authorized service personnel.
5. Always disconnect electric power (unplug) before removing or opening the cover or other panel giving access to internal mechanisms.

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# **SAFETY INSTRUCTIONS**

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1. Read all instructions before start-up of the paper shredder.
2. Save these instructions for later use.
3. Follow all warnings and instructions marked on the products!
4. Before cleaning the paper shredder:
  - a. Switch paper shredder off, unplug it from the power source
  - b. Clean with a damp cloth using a mild soap and water solution, the use of abrasives, petroleum ether, benzine or diluting agent is forbidden.
5. Place this paper shredder as close as possible to power source for quick and easy unplugging.
6. Do not use this paper shredder near water.
7. This paper shredder should never be placed near or over a radiator or heat source.
8. Operation from the type of power source indicated on the name plate. If you are not sure of the type of power available, consult your local electricity supplier.
9. Do not allow anything to rest on the power cord.
10. Do not place this paper shredder where people may walk on the cord.
11. If an extension cord is used with this paper shredder, make sure that the total of the ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating.
12. Make sure no liquid is spilled on or in the paper shredder.
13. Do not attempt to repair this paper shredder yourself.
14. Switch this paper shredder off and unplug it and ask for customer service:
  - a. When the power cord or plug is damaged or frayed
  - b. If liquid has been spilled on/in the paper shredder
  - c. If the paper shredder has been exposed to rain
  - d. If the paper shredder does not operate normally when the operating instructions are followed
  - e. If the paper shredder has been dropped or the casing has been damaged
15. Keep paper shredder out of reach of children.
16. This shredder should be operated only with an operator in attendance

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## **SAFETY INSTRUCTIONS Cont.....**



### **Risk of injury!**

Never insert hand, fingers or any foreign object into the paper feed opening



### **Risk of injury by pulling in!**

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



Before taking off the cover, changing the location, cleaning or anything else other than normal operation turn off and unplug the paper shredder!



**Maintenance and service** work may be performed only by an authorized SEM Service Representative.

## **USE ACCORDING TO INSTRUCTIONS**

The paper shredder is intended only for shredding normal paperwork.

Using the shredder in a different way or beyond the scope described here, is regarded as not being in accordance with the instructions.

Use according to instructions also includes following of the operating instructions.



### **For example; shredding of the following is not allowed:**

Plastics bags of any kind, plastic film, adhesive tape, sheet metal or plastic signs, plywood or balsa wood, staples or paper clips.

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## **TECHNICAL DATA**

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Shred Size:	1 x 5 mm
Max. No. of Sheets:	Up to 5 Sheets
Shredding Speed:	27 FPM
Throat Width:	10"
Power:	5/8 HP @ 7 Amps
Voltage:	115V/1/60 HZ
Dimensions:	33"H x 18"W x 14"D
Weight:	70 lbs.

## **INSTALLATION**

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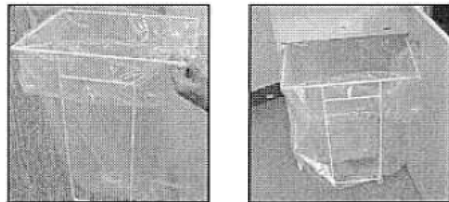
1. Connect plug to 115 Volt wall outlet
2. Paper shredder must only be operated in upright position
3. Set up paper shredder so that the ventilation slots are free
4. To ensure sufficient ventilation of the shredder a clearance of at least 10cm must be maintained from the walls or any furniture



### **Before start-up:**

Undo the wing screws securing the unit during transportation

### **Inserting the bag for shredded material:**



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# **INSTALLATION Cont....**

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Open front door and pull out frame with bag for shredded material. Fold new bag around frame and allow to, overlap by approximately 20cm. Push frame with guide and bag into bottom frame, close front door.

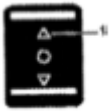


Read operating instructions before pulling shredder into operation.



Insert main plug in power socket.

## **Switching the paper shredder ON**



Press rocker switch position 1

- Rocker switch locks in
- Paper shredder is ready for operation (standby)

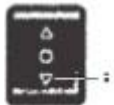
Green LED on control panel lights

Feed paper (see "Technical Data" for sheet capacity)

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

When the paper feeding opening is free again, the cutting system automatically switches off after approximately 3 seconds and returns to standby.

## **Switching the paper shredder OFF**



Press rocker switch position 2

- Rocker switch resets to zero position

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# TROUBLESHOOTING

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## If the paper shredder does not work properly, please check the following:

1. Is the main plug inserted into the main power outlet?
2. Is the paper shredder turned on?
3. Is the paper shredder front door closed?
4. Is the front door closed?
5. Is the bag full?
6. Is there a paper jam?
7. Is the motor overloaded(motor should cool down approximately 15-20 minutes)

If none of the above applies and the paper shredder still does not run, please contact our Customer Service Department at **1(800)225-9293**.

## Malfunctions:

### Paper Jam (too much paper input)

Red LED on control panel lights

- Paper shredder switches off automatically



Paper shredder is blocked

### Caution!

Do not press rocker switch alternately forwards/backwards (pos.1/2)

- Cutting unit can be damaged



### Instead

Press and hold down rocker switch pos.2

- Paper is pushed out



Separate paper stack



Press rocker switch pos. 1

Feed paper successively



Red LED on control panel lights

- Paper Shredder switches off

Paper shredder blocked



Press and hold down rocker switch pos.2

- Paper is pushed out



Paper must be pulled out of paper feed opening

Photo-cell becomes free

Separate paper stack

Press rocker switch pos.1

Feed paper successively

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# TROUBLESHOOTING Cont...

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## Electric Motor Overheated



Red LED on Control panel lights

- Paper shredder switches off automatically



Tap rocker switch pos.2

- Rocker switch resets to zero position

Allow paper shredder to cool down for approximately 15 to 20 minutes



Press rocker switch pos. 1

## Shredder Material Container Full

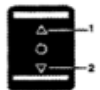


Red LED on control panel lights

- Paper shredder switches off

Remove full shredded material bag and insert new bag

Close front door of paper shredder



Tap rocker switch pos. 2

Press rocker switch pos. 1

Paper shredder is ready for operation again



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

## Door Contact Interrupted



Red LED on control panel lights

- Paper shredder switches off

Check whether front door is closed properly

Tap rocker switch pos.2

Press rocker switch pos.1

Paper shredder is ready for operation again

## When the cutting capacity drops or the noise increases:



Switch paper shredder off

- Tap rocker switch pos. 2
- The rocker switch jumps to position 0

Squirt SEM shred oil in a figure 8 motion onto a sheet of paper and feed it into the shredder.

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## **TROUBLESHOOTING Cont...**

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Run cutting system forwards and backwards (pos.1-pos. 2) several times without feeding paper.

Paper dust and particles are shaken off.

## **USING AND ORDERING SPARE PARTS**

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Only use original SEM spare part replacements

We guarantee their quality and functional reliability

Warranty claims on parts and/or service must be approved by SEM's Customer Service Manager

### **HINTS FOR ORDERING SPARE PARTS**

The spare parts shown on the following pages have part numbers. This spare parts list shows the following information with respect to the spare parts to be ordered.

Part No.      • Dimensions • Quantity  
Designation • Item No.

In order to avoid errors and the delivery of wrong parts, each parts order should contain the following information.

- Machine Type and Serial No. (See nameplate)
- Part No. and designation of desired spare parts
- Quantity of desired spare parts
- Desired mode of shipment (e.g. post, freight, express)
- Full address of purchaser

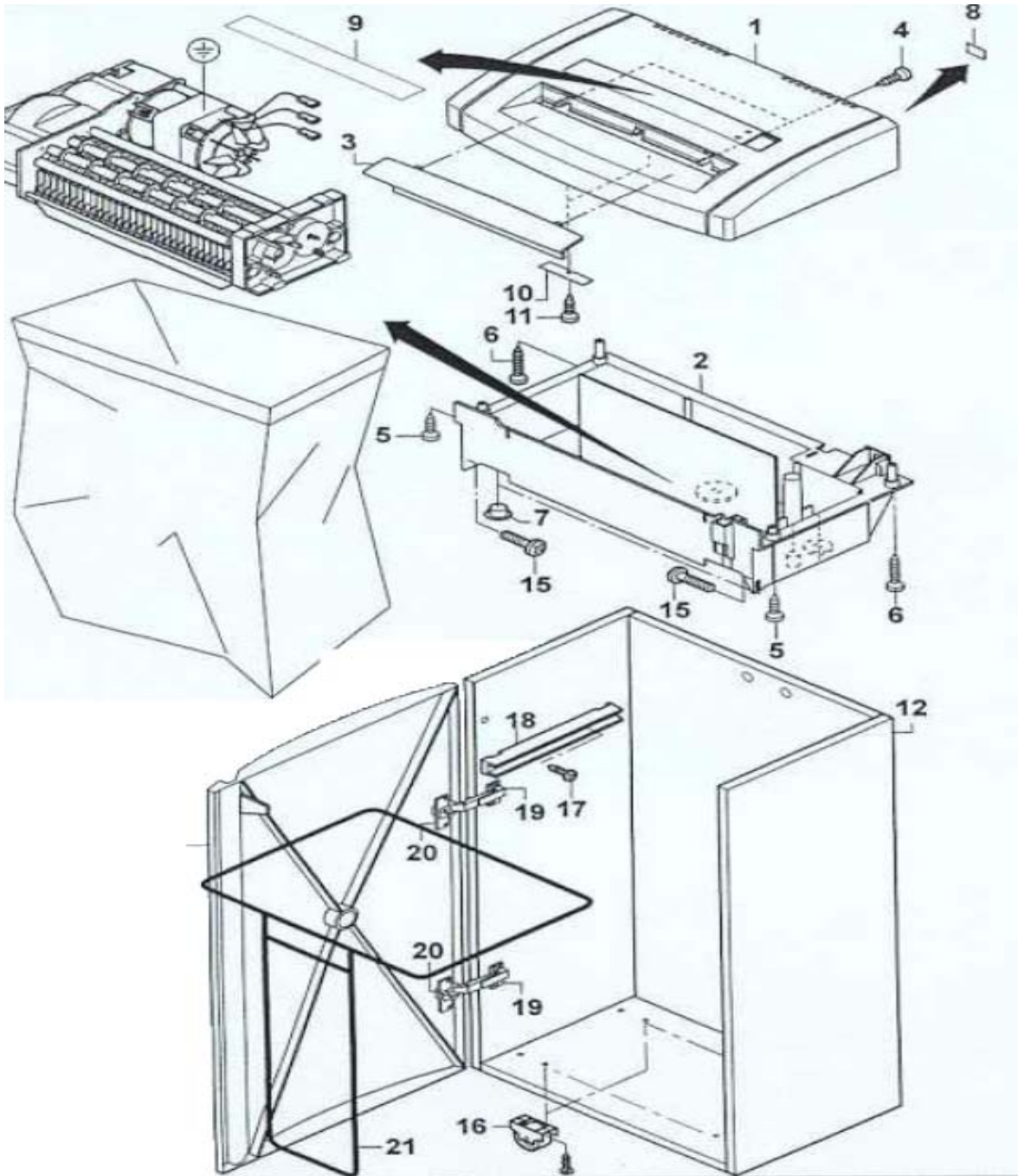
### **RECOMMENDED SPARES/OPTIONAL ITEMS AVAILABLE**

Replacement Plastic Waste Bags #130 Part No. 640SB130

Shredder Lubricating Oil, Case of 8 pints, Part No. 6490IL8 HV

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# CABINET/HOUSING



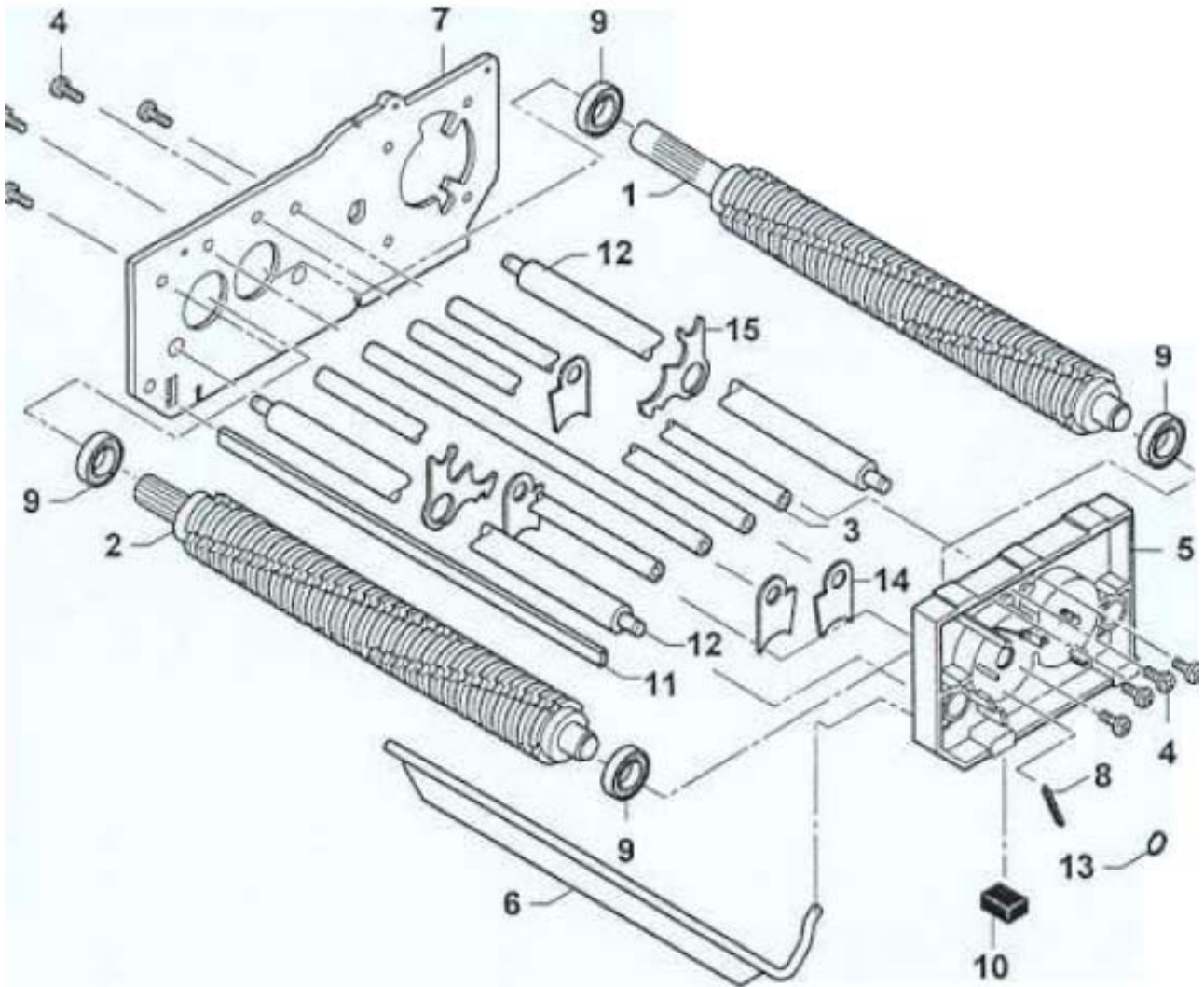
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# **CABINET /HOUSING PARTS BREAKDOWN**

<b>ITEM</b>	<b>PART NO.</b>	<b>DESCRIPTION</b>	<b>DIMENSION</b>	<b>DIN</b>	<b>QTY</b>
1	SH1133050113	Housing top	448		1
2	SH1562999010	Label	32 x 270		1
3	SH1133050158	Safety Element	295 x CA.70 x 70		1
4	SH1116050210	EJOT Screw	D=4 L=25		2
5	SH1133050400	EJOT Screw	D=3 L=25		1
6	SH1442999300	Label	20x48		1
7	SH1270050052	Housing Bottom	400 x 300(310) x 153		1
8	SH1116050220	EJOT Screw	D=14 L =18		2
9	SH1271150101	Bottom Frame			1
10	SH1133070101	Fixed Roler	D=14, 5 H=18		4
11	SH1271070400	Frame	300(283) x 391 x 406		1
12	SH1212450900	Screw	M4 x 12		2
13	SH1133050070	Cap Black	D=8 DK=9, 5 C=8		1
14	SH1271070530	Cup Hinge			2
15	SH1271070540	Mounting Plate			2
16	SH1250070030	Guide Rod	20 x 20 x 200		2
17	SH1250070920	Screw	4 x 15	96	4
18	638SB138A	Plastic Bag	440/370 x 850 x 0, 06		1
19	SH1133050122	Housing Top Complete			1
20	SH1270070200	Door cpl.			1
21	SH1271070101	Bottom Unit			1

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# CUTTING HEAD



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# **CUTTING HEAD PARTS BREAKDOWN**

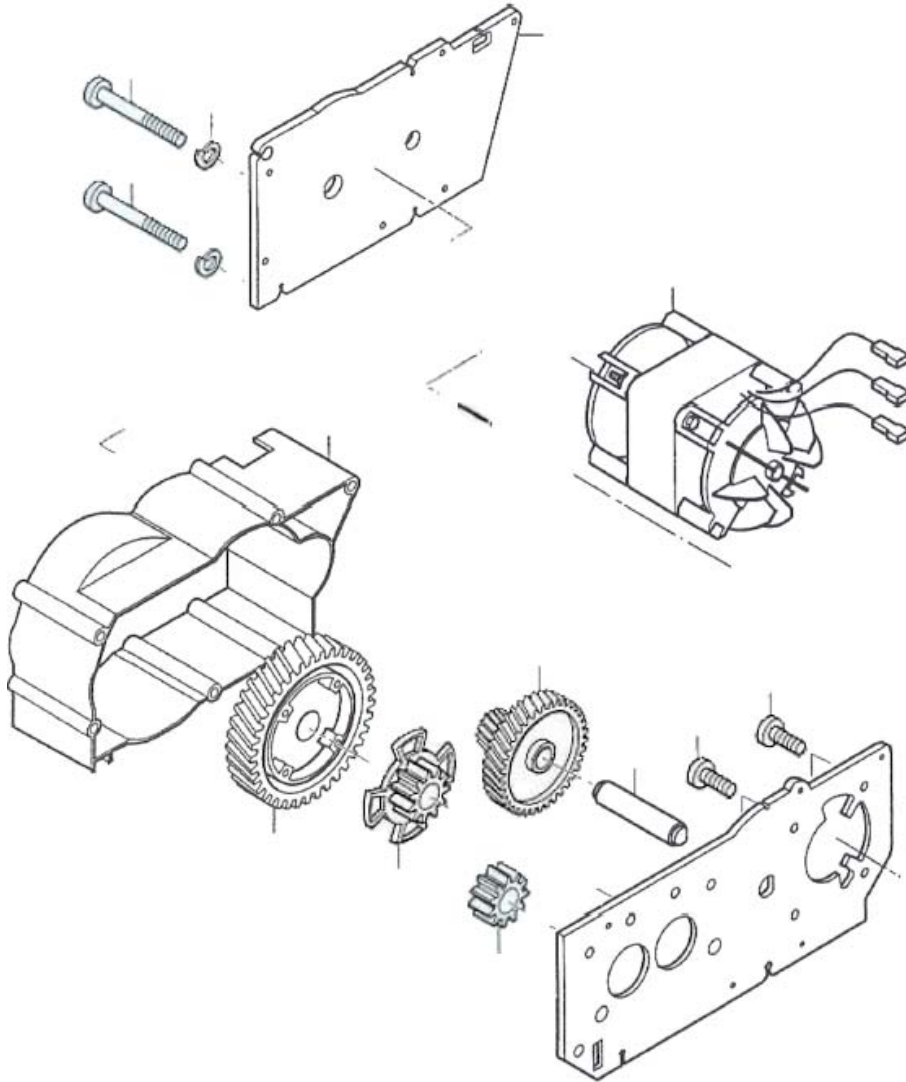
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<b>ITEM</b>	<b>PART NO.</b>	<b>DESCRIPTION</b>	<b>DIMENSION</b>	<b>DIN</b>	<b>QTY</b>
1	SH1562020450	Cutter roll long 0, 86x5 mm			1
2	SH1562020400	Cutter roll short 0,86x5 mm			1
3	SH1273020600	Distance Rod	RD12x268,1	669	2
4	SH9917985033	Cheese head screw	M 5x12	985	4
5	SH1275020700	Bearing plate, right side	140x103x15		1
6	SH1270020600	Flap			1
7	SH1275020650	Bering plate metal left	BL 3x113,45x251,31		1
8	SH1116020610	Tension spring	L=28 D=6 DD=0.4	223	1
9	SH9926003001	Deep groove ball bearing	DI=17 DA=35 B=10		4
10	SH1270020900	Rubber bumper	8x10x15		4
11	SH1273020500	Flat	FL 16x4x275+-0,5	174	1
12	SH1273020500	Stripper rod	RD 18x292,5	668	2
13	SH9910471008	Locking Ring	8x0,8	471	2
14	SH1275020080	Stripper, top	BL 0,6-0,05		32
15	SH1275020090	Stripper bottom	BL 0,6 53x60	624	334
16	SH117202100	Guide black	19x13,5x268,1		1
17	SH1172050400	EJOT Screw	D=3 L=10		4
18	SH1180550100	Distance tube	83056 M3, L5,0 AD6, 0 MM		2
19	SH1172020565	Stripper rod	RD 12x289	668	2
20	SH9910471012	Locking ring	12x1	471	4

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# DRIVE

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## **DRIVE PARTS BREAKDOWN**

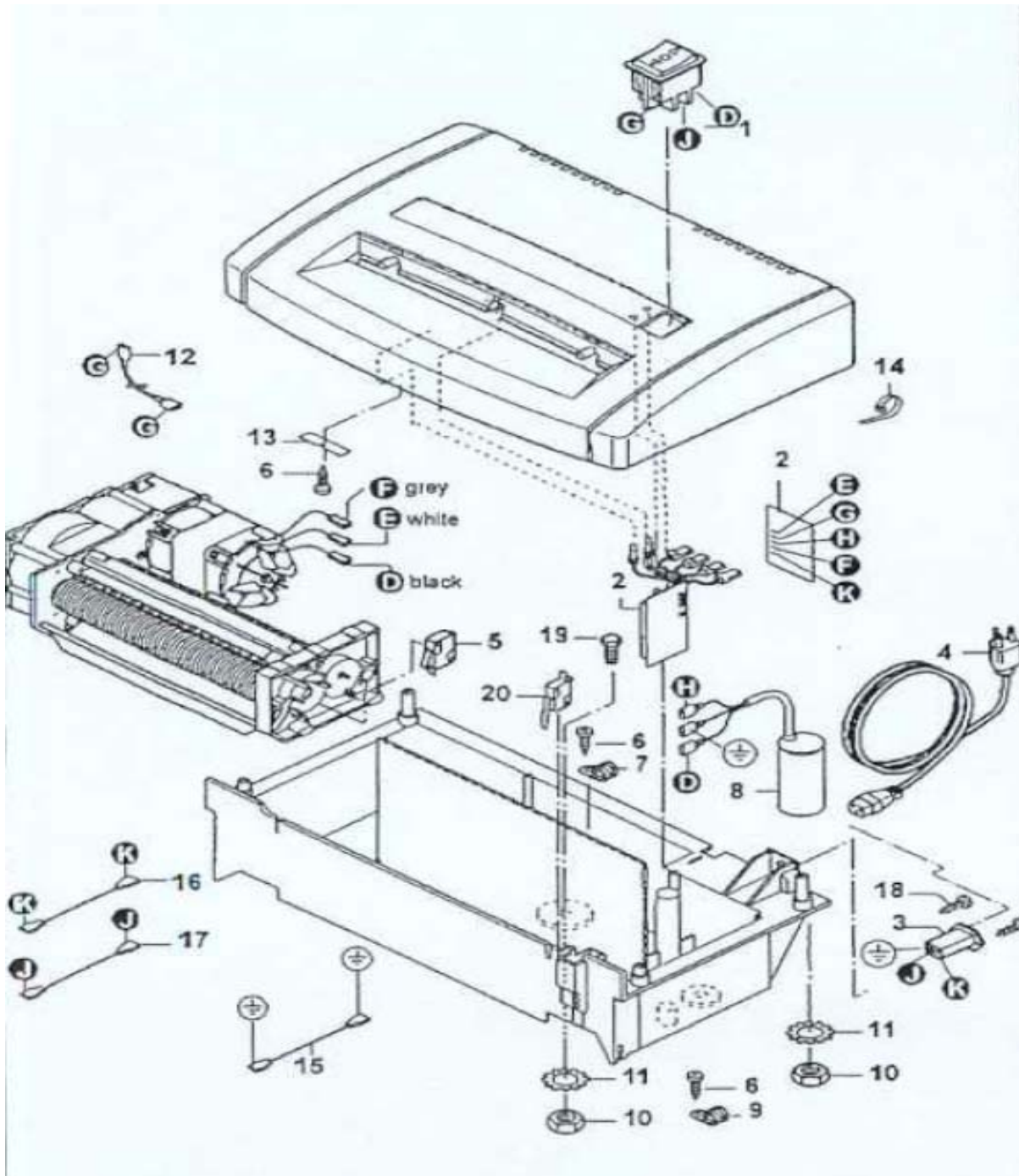
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<b>ITEM</b>	<b>PART NO.</b>	<b>DESCRIPTION</b>	<b>DIMENSION</b>	<b>DIN</b>	<b>QTY</b>
1	SH1710500010	Capacitor motor			1
2	SH9917985032	Oval head cap screw	M 5x10	985	4
3	SH1270030010	Toothed wheel z=65 m=1,25/z=13 m=2	D=92,1 B=47		1
4	SH1270030020	Bolt	RD 16x53,25		1
5	SH1270030055	Toothed wheel z=13 m=2,75	D=42 B=19,7		1
6	SH1270030045	Toothed wheel z=13 m=2,75	D=70 B=27,2		1
7	SH1270030030	Toothed wheel z=50 m=2	D=110 B=20		1
8	SH1270030060	FRAME	234,5X118X47		1
9	SH9917500003	Screw	M 4X55	500	6
10	SH9910127004	Spring washer	A 4	127	6
11	SH1270030070	Cover Plate	BL 1,5x118,4228,5		1

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# ELECTRIC



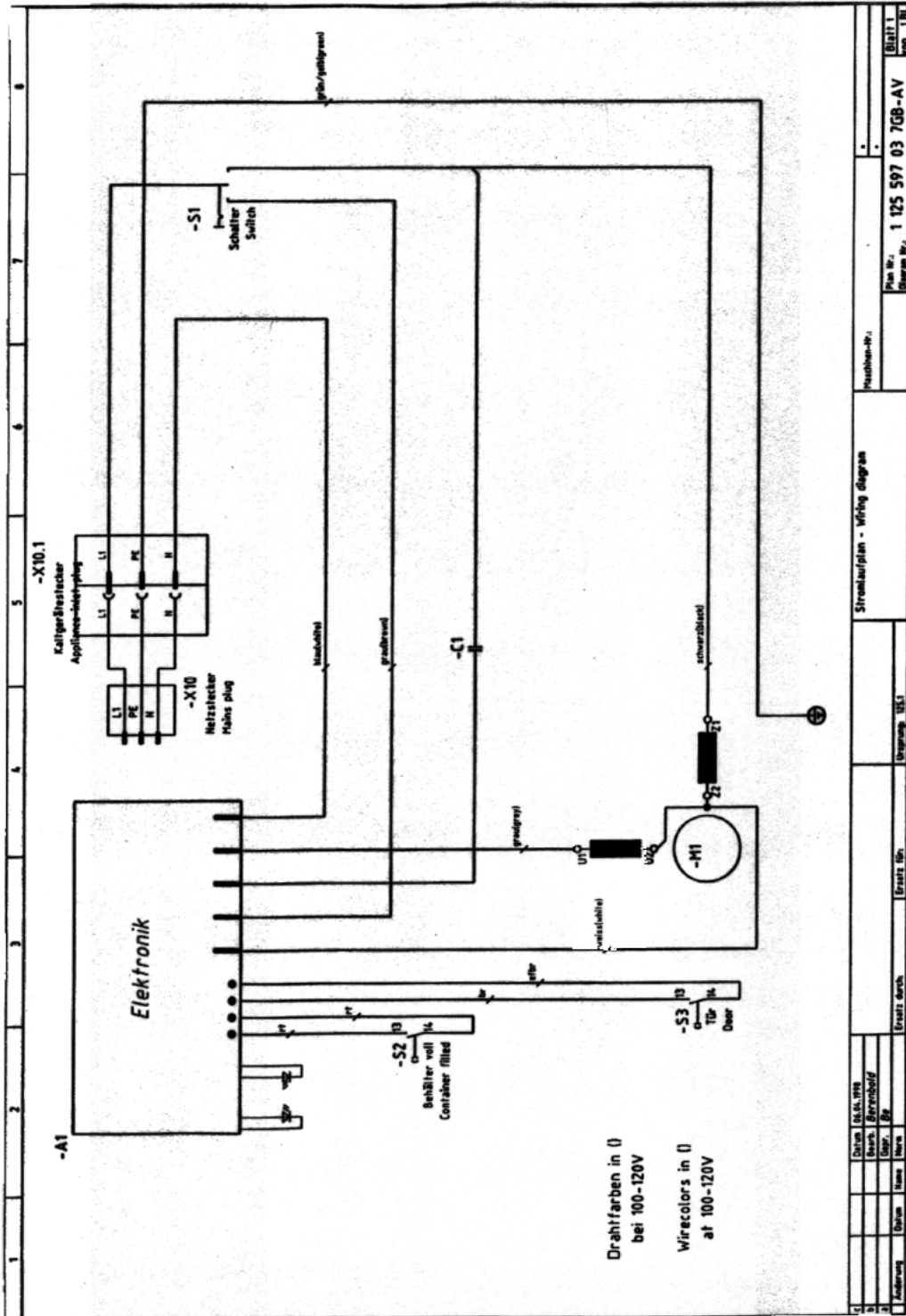
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# **ELECTRIC PARTS BREAKDOWN**

<b>ITEM</b>	<b>PART NO.</b>	<b>DESCRIPTION</b>	<b>DIMENSION</b>	<b>DIN</b>	<b>QTY</b>
1	SH1110520010	Rocker switch			1
2	SH1212505010	Light barrier			1
3	SH1212505080	LED display	300 MM		1
4	SH1100540220	Cable assembly w/US-plug	2000 MM		1
5	SH1108515200	Appliance inlet plug	6,3 MM		1
6	SH1438505050	Electronic circuit board			1
7	SH1133560120	Capacitor 45 uF 240V			1
8	SH9910936008	Hexagon nut	M8	936	1
9	SH9916797004	Toothed lock washer	18,4	797	1
10	SH1212540050	Cable	190 MM		1
11	SH1110550100	Cable clip 8mm	Polyamid 6.6		2
12	SH1284540070	Cable	240 MM		1
13	SH1212540031	Cable	270 MM		1
14	SH1250540020	Cable	230 MM		1
15	SH1212505070	Rotation sensor	300 MM		1
16	SH1400020950	O-ring	DI=10 D=2		1
17	SH9910471010	LOCKING RING	10x1	471	1
18	SH1400505101	Magnet	NR.0075-08		1
19	SH1212520000	Snap Switch			1
20	SH1100550250	Cable clip 5 mm	Polyamid 6.6		1
21	SH1100550140	Cable tie small			3
22	SH148754010	Cable	300 MM		1
23	SH1133540160	Cable	440 MM		1
24	SH1212520011	Snap-action switch D374-VGAC	SCHLIEßER 10(4)A 250V		1
25	SH1456540110	Cable	200 MM		1
26	SH1111050010	Plate	PL 2x14x55		2
27	SH1116050215	EJOT Screw	D=4 L=10		4

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# WIRING DIAGRAM



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