



PRODUCT OPERATION and MAINTENANCE MANUAL

POP-0023 Rev. 0
Created 01/11/2016

This Operations Manual is in reference to the Security Engineered Machinery Paper Shredders referenced below:

REFERENCE SEM MODEL NUMBERS

SERIES	STRIP CUT 4 mm	CROSS CUT 4 mm x 40 mm	CROSS CUT 2 mm x 15 mm	HIGH SECURITY CROSS CUT .8 mm x 5 mm
1324	1324S	1324P	1324PSP	1324C/3
2125	2125S	2125P	2125PSP	



SERVICE / SUPPORT CONTACT INFORMATION

Email service@semshred.com
Web Site www.semshred.com

DEFINITION OF NORMAL USE:

1. This paper shredder is suitable for the destruction of paper.
2. The cutting shafts, which are made of special hardened steel, are unaffected by small quantities of paper clips and staples. This does not apply to paper shredders with a particle size of 0.8 mm x 12 mm or smaller. In this event paper clips or staples have to be removed from the paper before it is shredded.
3. Depending on the shred size produced by the cutting head, small quantities of CDs, DVDs, credit cards, customer cards and disks can be partially destroyed. To determine whether your shredder is capable of shredding these kinds of data carriers, please check at www.semshred.com

SAFETY PRECAUTIONS:



Please read these operating instructions before putting the machine into operation and observe the safety precautions. The operating instructions must always be available.



CAUTION



Children must not operate the machine!



Do not reach into the feed-opening of the cutting head!



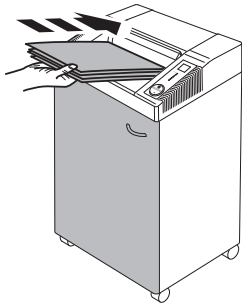
Long hair can become entangled in cutting head!



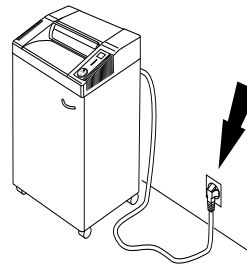
Take care of ties and other loose pieces of clothing!



Be careful of loose jewellery!

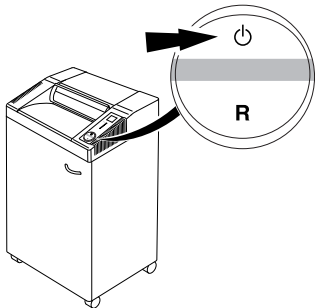


The door must be closed when operating the document shredder!



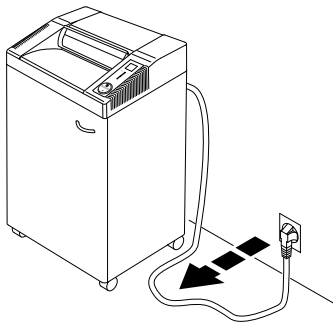
230V / 10A min.
120V / 15A min.

Ensure free access to main power supply.

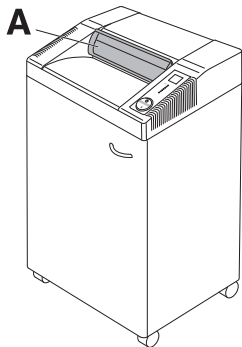


Automatic standby that switches off after 30 minutes. The machine can be switched off at any time by pressing the switch for 2 seconds. Green LED control light is off. There will be no power consumption any more. Within these 30 minutes the paper shredder uses the following Wh energy.

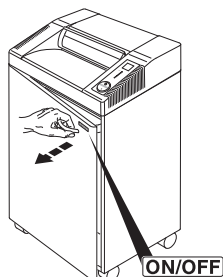
<i>Model</i>	<i>Wattage Use</i>
1324	1,815
2125	1,770



Remove the plug before cleaning the machine!
Do not perform any repairs on the document shredder!



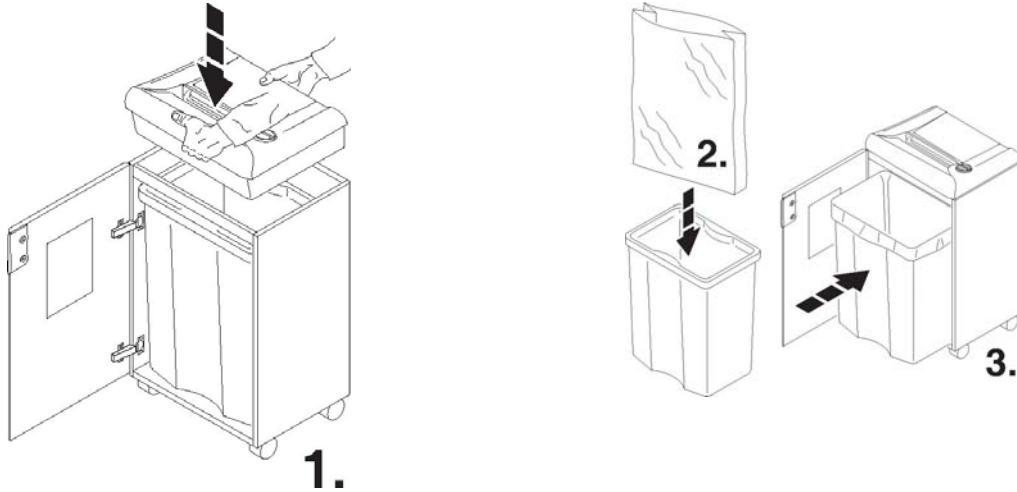
Do not operate the machine without the safety flap (A).



ON/OFF → Quick stop → Open the door!

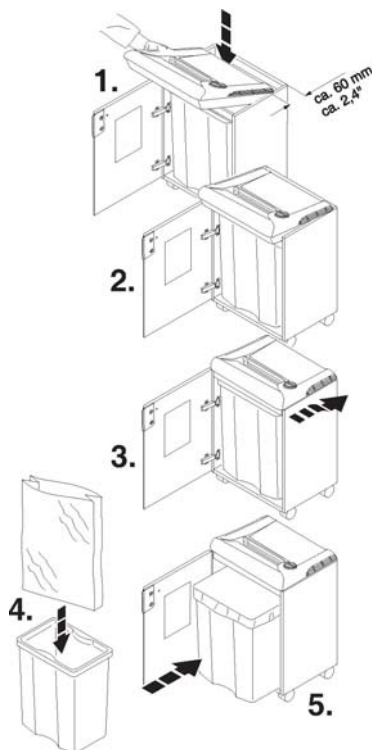
INSTALLATION

For a variety of Shredder "set-Up" videos, visit the SEM Web Site at <http://www.semshred.com/videos>



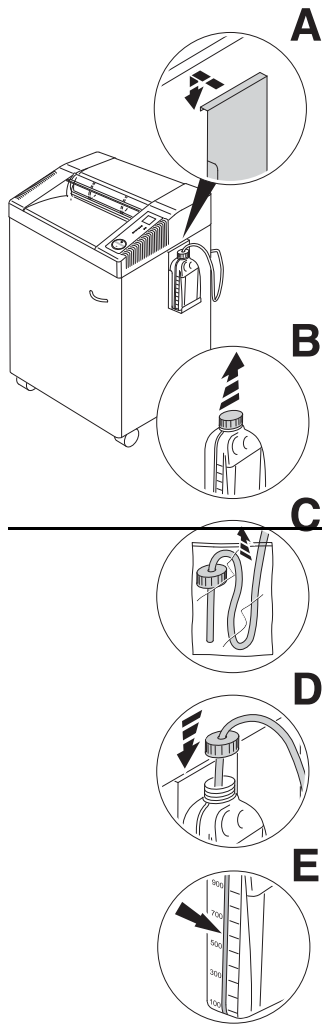
FOR MODEL 1324 SERIES

Open the door and put the machine onto the cabinet so that the control panel is facing the door. Beware of fingers. Risk of injury! Insert the enclosed plastic bag.



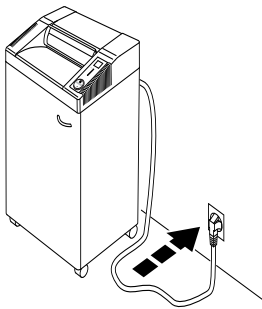
FOR MODEL 2125 SERIES

Open the door, put the machine onto the cabinet and release. (See picture on the left). Beware of fingers! Risk of injury! Insert the enclosed plastic bag.

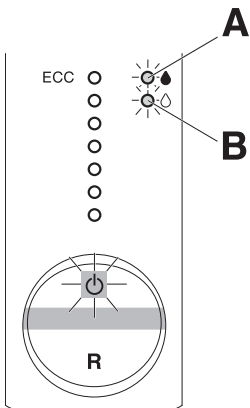


**INSTALLING THE OILER for
Model 1324 series
WITH OILER**

- Take the oiler holder out of the cabinet and hook it into the side of the cabinet (A).
- Remove the lid from the oiler (B).
- Remove the plastic bag from the oil tube (C).
- Put the oil tube into the oiler and screw on (D).
- The oil bottle has a fill level indication (E)



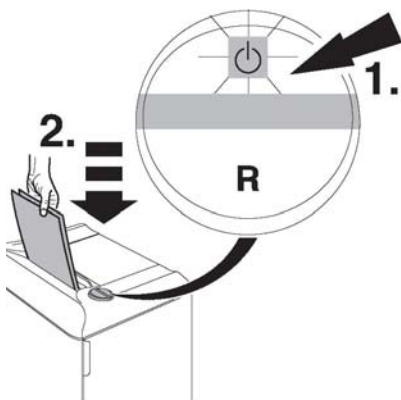
Close the door. Plug into the wall socket.



When using for the first time and/or when the oil bottle (B) is changed:

- Press the rocker switch
- Press, **and hold** the rocker switch "R", until the LED (A) no longer blinks red.
- **Flashing LED (A)**: cutting shafts are automatically oiled.
- **Flashing LED (B)**: Oil bottle is empty.

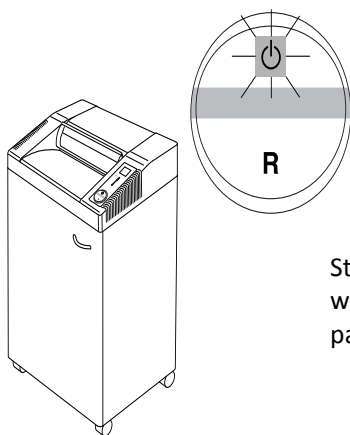
OPERATION



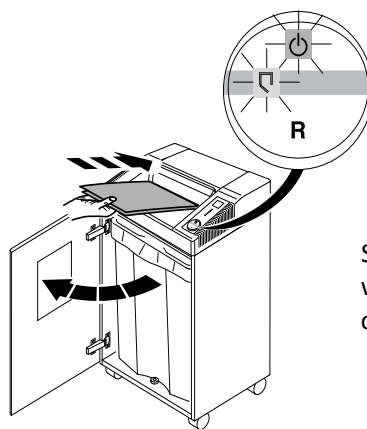
Press the rocker switch (1) : green light is on, the machine is now ready for operation.

Starts automatically when paper is inserted.

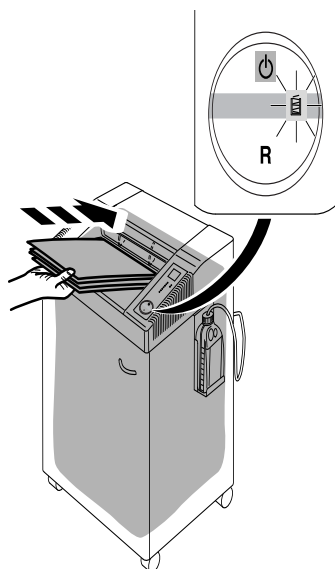
Automatic standby that switches off after 30 minutes. The machine can be switched off at any time by pressing the (1) switch for 2 seconds. Green LED (1) control light is off. There will be no power consumption any more



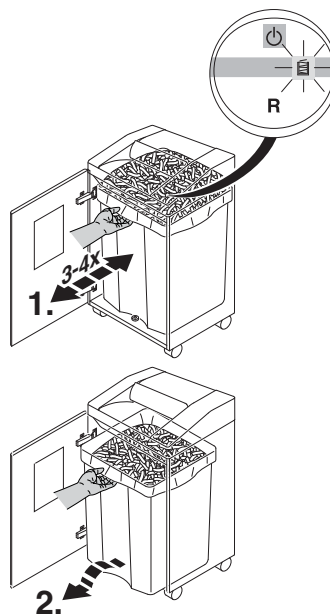
Stops automatically when no further paper is inserted



Stops automatically when Front door is opened

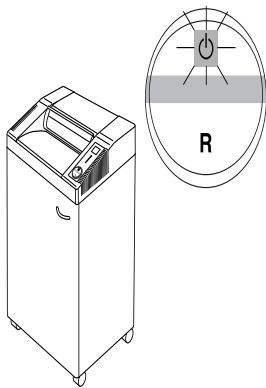


Stops automatically when plastic bag is FULL

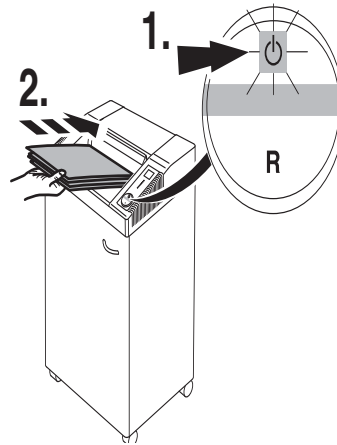


Empty the bag when "bag full" indicator illuminates. Shake the container several times to ensure a clean removal

Operation - Continued



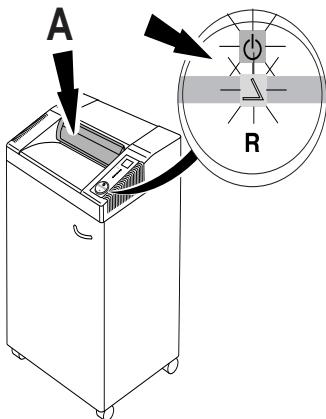
Stops automatically if too much paper is inserted. Automatic reverse if paper jams (Symbol "ON/OFF" flashes)



If required: Press the rocker switch "R" and remove paper.

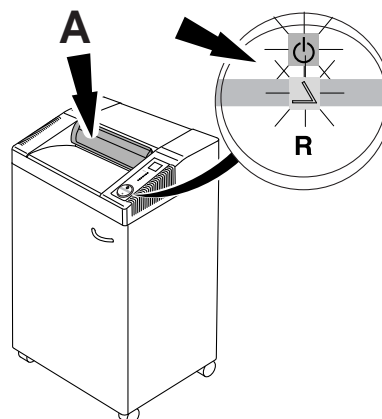
(Machine runs for a short time in reverse, if required repeat several times)

Reset by pressing the rocker switch .
Re-feed the paper in smaller quantities



Automatic stop if safety flap (A) is opened (symbols and flash alternatively).

Close the safety flap and press the rocker switch, paper is shredded.



To remove any paper debris from a paper jam, the machine runs for a short Time, reverse with open safety flap.

If required press the rocker switch "R" several times.

SYSTEM LUBRICATION

For systems that **INCLUDE an AUTO OILER**, follow the instructions located on page 5.

The operator can determine when the oil reservoir is empty in two ways:

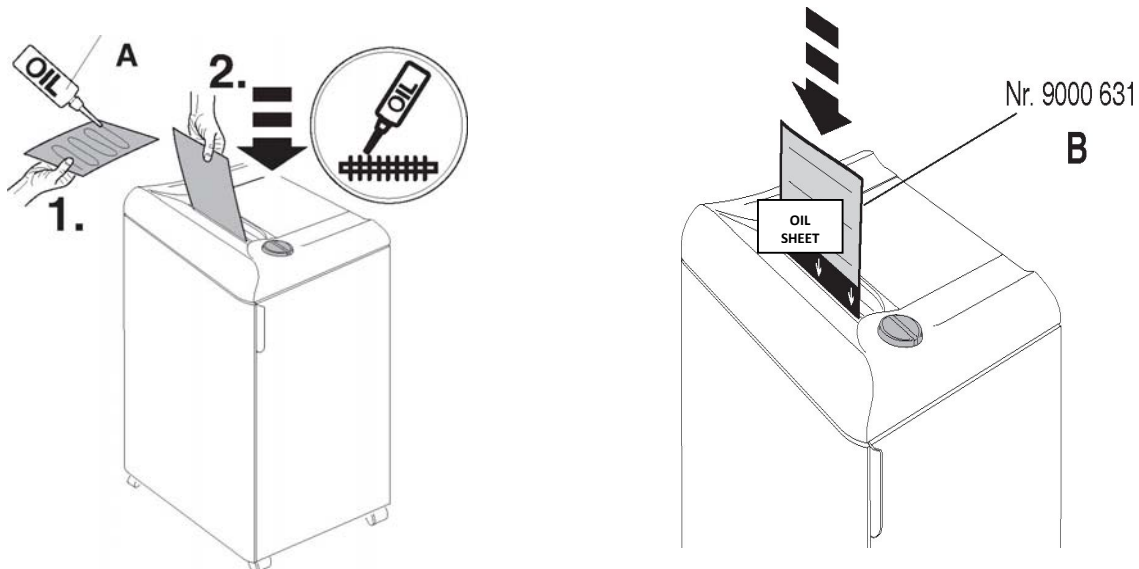
1. **VISUAL** Because the plastic oil jug is hanging from the side of the unit and is visually available, the operator can simply see that the oil has been exhausted and recognize that it is time to change the oil jug.
2. **SYSTEM ALERT** The System will alert the operator with a “Flashing” yellow light that will illuminate on the operator control panel.

For systems that **DO NOT INCLUDE an AUTO OILER**, the operator can “Manually” oil the cutting head.

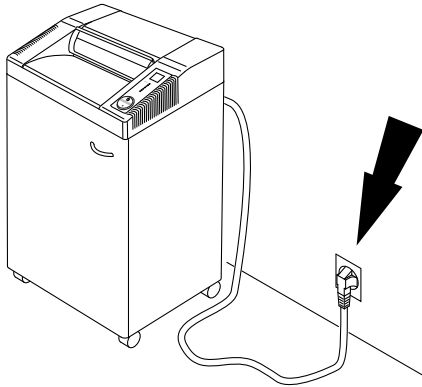
To perform this task, “Squirt” shredder lubricant on a piece of paper as demonstrated in the picture below.

Cover the oiled sheet with a second sheet of paper (in effect creating an “oil sandwich”) and simply feed the paper into the system. The oil from the sheets will then be dispersed onto the cutting head.

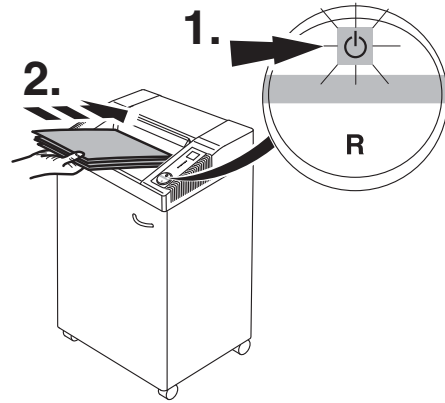
For added convenience, SEM offers “lubricant sheets” as an option and are noted in the accessories page in this operators manual.



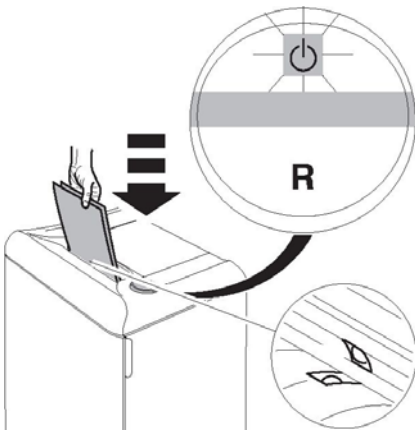
POSSIBLE MALFUNCTIONS : Machine will not start



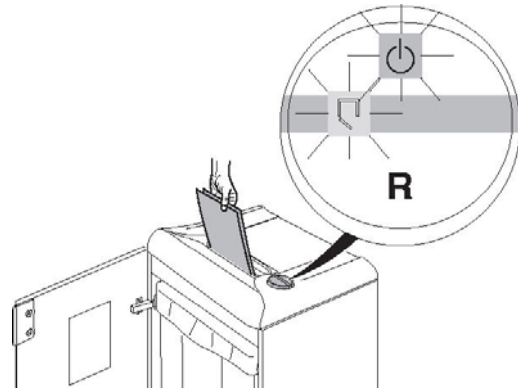
Is the machine plugged in?



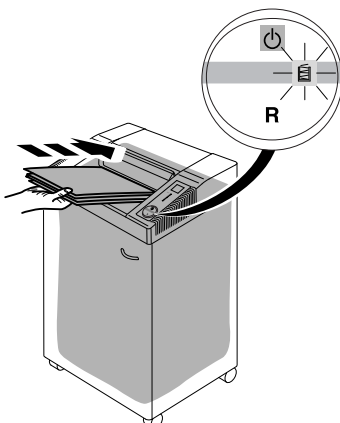
Is the rocker switch pressed?
The green light rocker switch is ON? (1.).
Insert paper (2.).



Feed the paper into the centre of the
feed opening? (photo cell) (A)



Door open?

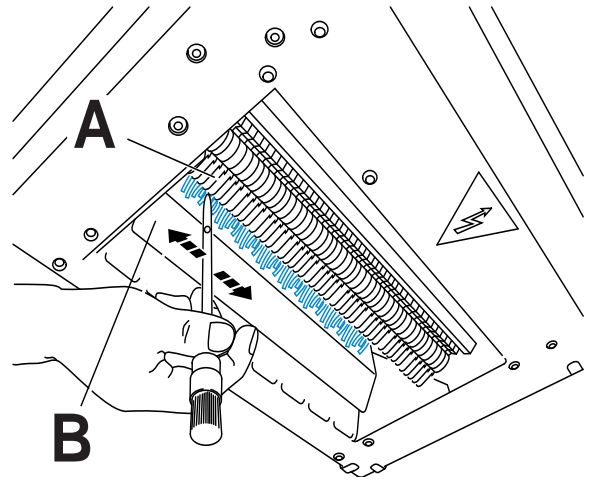
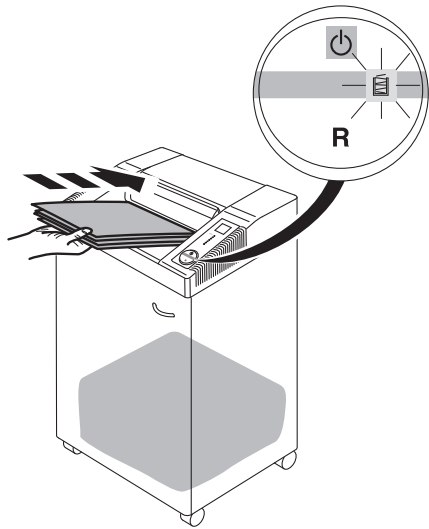


Plastic bag full?



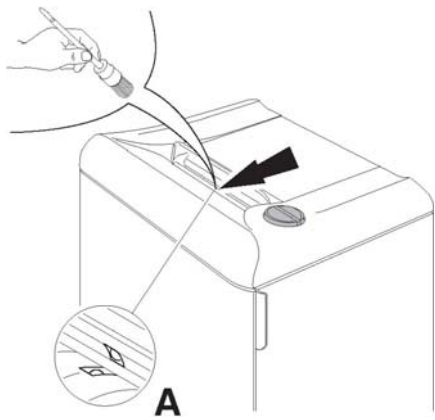
Safety flap open?

Malfunctions – Continued

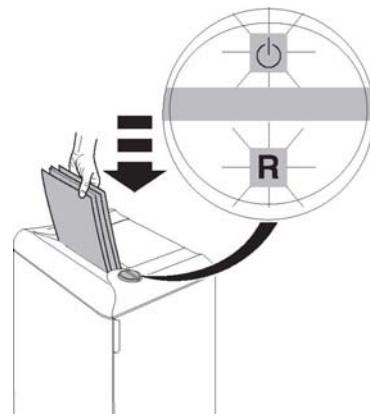


"Bag full" indicator illuminates but bag is not full.

- Disconnect from the main power source.
- Remove paper debris between the cutting head (A) and flap (B) with a brush. Picture above shows the machine from underneath.

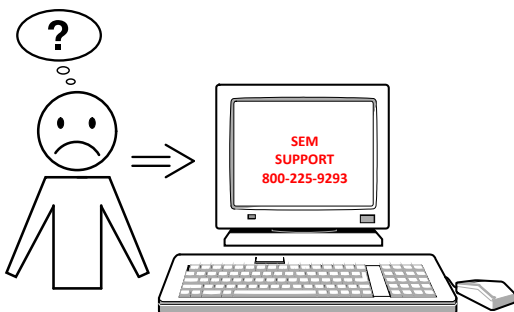


Machine will not stop.
Remove plug. Clean the photo cell (A) with a small brush.



Machine stops.
Overload protection. **Please let the machine cool down.**

- Symbols and "R" flash alternatively.
- Symbol lights green, machine is ready for operation.



Still having trouble: Call SEM Tech Support at 800-225-9293 or email at info@semshred.com

ACCESSORIES

LUBRICATING OIL

<i>SEM ITEM</i>	<i>Oil per Case or Packet</i>	<i>SEM Shredders Supported</i>
647OILHV	4 GALLONS For use with systems with Auto Oilers	FOR USE with systems that INCLUDE an AUTO OILER Specially formulated CONVENTIONAL Shredder Oil.
647OIL-ECO4	4 GALLONS For use with systems with Auto Oilers	FOR USE with systems that INCLUDE an AUTO OILER Specially formulated ECO-FRIENDLY (BIO-BASED) Shredder Lubricant.
649OIL8HV	8 PINTS For use with "Manually" Oiled Systems	FOR USE with systems that DO NOT INCLUDE an AUTO OILER Specially formulated CONVENTIONAL Shredder Oil
647OILSHEET10	10 SHEETS For use with "Manually" Oiled Systems	FOR USE with systems that DO NOT INCLUDE an AUTO OILER Specially formulated Bio-Based LUBRICANT SHEETS

WASTE COLLECTION BAGS

<i>SEM ITEM</i>	<i>Bags per Case</i>	<i>SEM Shredders Supported</i>
637SB229A	100	<i>1121, 1125, 1324 S and 1324P Series</i>
640SB130A	50	<i>1324PWO, 2125, 2226, 244, 344 and 1201 Series</i>
639SB140A	50	<i>2331, 3130, 3140, 4140, 266, 5140, 5141, 5146 Series</i>
642SB190A	25	<i>6040, 800 and 7050 Series</i>
638SB138A	50	<i>Disintegrator Models 200 and DS200 and 2125, 1324C/3wo</i>
755BAG3MILA	50	<i>Disintegrators with F-Series Air System</i>
638ASB0201	50	<i>0201 OMD</i>
640ASB0202	50	<i>0202 OMD</i>

OTHER SHREDDER ACCESSORIES:

- REPLACEMENT CAP and STRAW for Auto Oiler Systems.
- REPLACEMENT Oil Brackets
- REPLACEMENT Waste Collection Bins

Since there are different waste collection bins and accessories for each specific model, to insure that you are requesting the appropriate item, please contact SEM Customer Care at 800-225-9293 or service@semshred.com. Please have the system model number and serial number available. The SEM Customer Care dept will be able to provide the appropriate item number and cost.

TECHNICAL INFORMATION



Do not shred paper clips and/or CD/DVD with any of the HIGH SECURITY MODELS as noted below.

Strip Cut and/or Cross Cut (4mm x 40 mm) systems can destroy staples and paper clips as well as CD/DVD.

NOTE: It is very important to oil frequently when shredding CD/DVDs in any of the strip cut and/or 4 x 40 mm Cross Cut systems.

SERIES	STRIP CUT 4 mm	CROSS CUT 4 mm x 40 mm	CROSS CUT 2 mm x 15 mm	HIGH SECURITY CROSS CUT .8 mm x 5 mm
1324	1324S	1324P	1324PSP	1324C/3
2125	2125S	2125P	2125PSP	

REGULATORIES



These machines are approved by independent safety laboratories and is in compliance with the EC-regulations 2014/35/EU and 2014/30/EU.



The Manufacturer of these shredders, Krug + Priester has a certified quality management system according to DIN EN ISO 9001:2008 and a certified environmental management system

Sound Level Information:

SOUND LEVELS

The sound level at the work place is less than the ISO 7779 standard's maximum permissible level of < 70 db (A) (L_{PA}). Exact value in idling running, L_{PA} and L_{WAd} (guaranteed A-rated sound power level). See below for the exact level.

The exact technical specifications can be found on the technical specifications sticker on the machine.

To claim under guarantee, the machine must still carry its original identification label. Subject to alterations without notice.

<i>MFG Model</i>	SEM MODEL	<i>Particle Size</i>	<i>L_{PA} (dB)A</i>	<i>L_{WAd} (dB)A</i>
1324 S	1324S	4 mm	54	62.8
1324 C	1324P	4 x 40 mm	54	63.9
1324 C	1324PSP	2 x 15 mm	54	62.8
1324 CCC	1324C/3	.8 x 5 mm	54	61.5
2127 S	2331S	4 mm	54	64.2
2125 C	2331P	4 x 40 mm	54	60.7
2125 C	2331PSP	2 x 15 mm	54	62.5

The sound level at the work place is less than the ISO 7779 standard's maximum permissible level of < 70 db (A) (L_{PA}). Exact value in idling running, L_{PA} and L_{WAd} (guaranteed A-rated sound power level). See below for the exact level.

The exact technical specifications can be found on the technical specifications sticker on the machine.

To claim under guarantee, the machine must still carry its original identification label. Subject to alterations without notice.

EC- DECLARATION of CONFORMITY

	SEM Model	GS- IDENT. Nr.	UL-IDENT. Nr.
1324 S, 1324C, 1324 CC, 1324 CCC	1324 Series	ID Nr. 10236001	ID Nr. 10236001
2326 S; 2326 C; 2326 CC; 2326 CCC	2226 Series	ID Nr. 11240402	ID Nr. 10240401

Complies with the following provisions applying to it **2014/30/EU**:

EMV Richtline, EMV Electromagnetic compatibility directive, Low voltage directive, RoHS directive Applied harmonised standards in particular.

IEC 60950-1; IEC 61000-3-2; IEC 61000-3-3; EN 60950-1; EN 55014-1; EN 55014-2; EN 61000-3-2; EN 61000-3-3;EN ISO 12100-1; EN ISO 12100-2; EN ISO 13857; EN ISO 77

COMMITMENT TO THE ENVIRONMENT

RECYCLING

As demonstrated by our ISO 14001 Certification and the attainment of the world recognized prestigious BLUE ANGEL Certification, both SEM and our Manufacturing Partners are committed to the environment.

We want to remind you to please remember to respect your local regulations and return your non-working electrical equipment to an appropriate waste disposal centre. To assist in this, the packaging material used in our shredders is recyclable. Dispose of the packaging in an environmentally friendly manner and make it available for the recyclable material collection-service. To help with the disposal of an end-of life shredder, it is designed so that it can be dismantled with any standard tool kit. All joining points are easily accessible and as such clearly visible.

Please think of the environment and dispose shredded CDs, cards and other data medium separately from shredder paper. Thank you!



Blue Angel Certified: Signifies that this shredder includes Energy Conservation, Noise, Dust and Emission features that are of considerable benefit to the environment. For more information on Blue Angel visit us www.semshred.com/angel



ISO 14001 Certified: SEM strives for 0% landfill waste by reusing or recycling all destroyed items. For more information on ISO 14001 visit us at www.semshred.com/iso14001_news