

# SENCOR®

## SSK 482



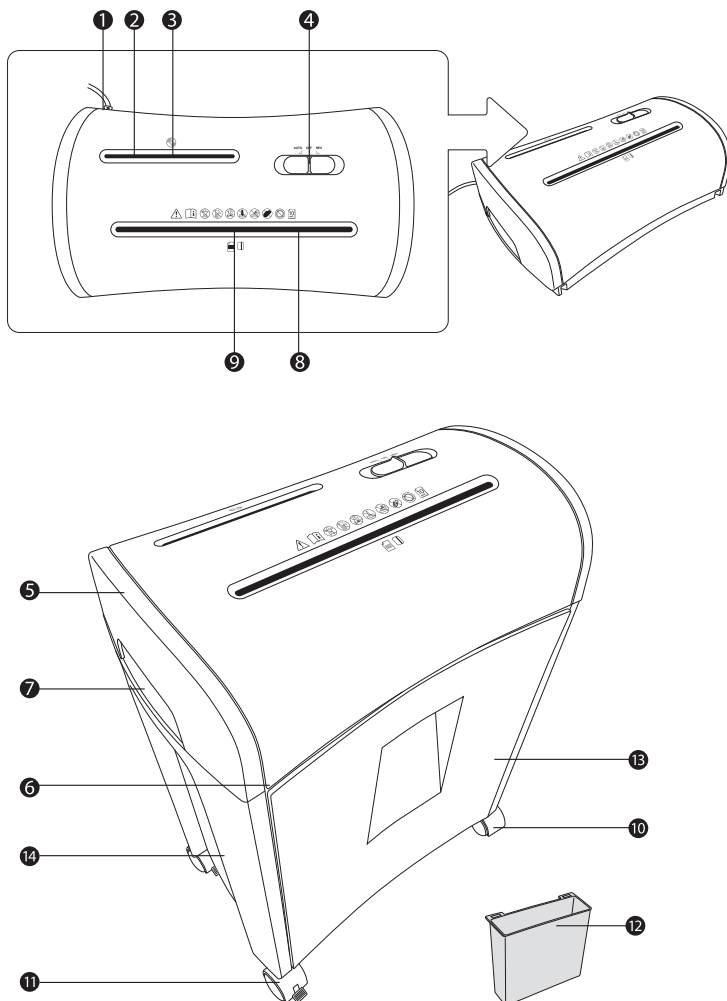
**User's manual**

**CROSS CUT CD AND PAPER  
SHREDDER**

**EN**



# 1. Overview



## 2. Product contents / device parts

- |                                   |   |
|-----------------------------------|---|
| ❶ Power cord                      | ❸ Paper / credit card feed slot                   |
| ❷ CD feed slot                    | ❹ Paper / credit card detection sensor (built-in) |
| ❸ CD detection sensor (built-in)  | ❺ Castor, 2x                                      |
| ❹ Slide switch (AUTO / OFF / REV) | ❻ Castor with locking lever, 2x                   |
| ❺ Main unit                       | ❼ CD waste bin                                    |
| ❻ Safety switch (built-in)        | ❽ Paper / credit card waste bin                   |
| ❼ Handle, 2x                      | ❾ Base unit                                       |

### 3. General information



#### Reading and storing the user manual

This user manual accompanies this paper shredder and contains important information on setup and handling.

Before using the paper shredder, read the user manual carefully. This particularly applies to the safety notes. Failure to do so may result in personal injury or damage to the paper shredder. The user manual is based on the standards and rules in force in the European Union. When abroad, you must also observe country-specific guidelines and laws. Store the user manual for further use. Make sure to include this user manual when passing the paper shredder on to third parties.

#### Explanation of symbols

The following symbols and signal words are used in this user manual, on the paper shredder or on the packaging.



This signal symbol / word designates a hazard with moderate risk, which may result in death or severe injury if not avoided.



This signal symbol / word designates a hazard with low risk, which may result in minor or moderate injury if not avoided.

#### NOTICE!

This signal word warns of possible damage to property.



This symbol provides you with useful additional information on handling and use.



Declaration of conformity (see chapter „Declaration of conformity“): Products labelled with this symbol meet all applicable provisions of the European Economic Area.



Important safety information.



Read the instruction manual carefully before using the paper shredder for the first time and keep it for later reference.



Keep children away from the paper shredder.



Never insert your fingers into the feed slot.



Keep long hair, loose clothing, jewellery, etc. away from the feed slot.



Do not spray oil or other lubricants into the feed slot. Do not use any spray cans / aerosols in the vicinity of the device!



Do not insert any paper clips or staples in the feed slot!



Do not feed more than 10 sheets of paper simultaneously into the feed slot.



Feed slot for CDs / DVDs / Blu-rays. Only insert one CD /DVD / Blu-ray into the feed slot at a time.



Feed slot for paper.



Feed slot for credit cards. Only insert one credit card into the feed slot at a time.



The symbol indicates that the product is of CLASS II (double insulated) construction. It does not require a safety connection to electrical earth (ground).



Only use the paper shredder in indoor areas.

## 4. Safety

### Proper use

The paper shredder is exclusively designed for shredding paper, CDs and credit cards. It is only intended for private use and not suitable for commercial purposes.

Only use the paper shredder as described in this user manual. Any other use is considered improper and may result in damage to property.

The manufacturer or vendor cannot be held liable for damages incurred through improper or incorrect use.

### Safety notes



#### Risk of electric shock!

A faulty electrical installation, excessive line voltage or incorrect operation may result in an electric shock.

- Connect the paper shredder only to an alternating current power supply (AC 220-240 V). Make sure that the voltage corresponds with the voltage details on the device.
- Only connect the paper shredder to an easily accessible socket so that you can quickly pull the plug in an emergency.
- Do not operate the paper shredder if it exhibits visible damages or if the power cord or plug is defective.
- If the power cord of the paper shredder is damaged, the manufacturer, its customer service team or a person with similar qualifications must replace it.
- Do not open the housing; instead, have a qualified professional perform repairs. Contact a qualified workshop for this. Liability and warranty claims are waived in the event of repairs performed by the user, improper connection or incorrect operation.
- Only parts that comply with the original device data may be used for repairs. This device contains electrical and mechanical parts which are essential for providing protection against sources of danger.
- The paper shredder must not be operated with an external timer or separate remote control system.
- Do not immerse the paper shredder or power cord in water or other liquids.
- Never touch the power plug with wet or damp hands.
- Do not use the paper shredder if you are standing on a wet floor, or if your hands or the paper shredder are / is wet.
- Do not pull the power plug out of the socket by the cord; instead, always pull it out by the plug itself.
- Never move, pull, or carry the paper shredder by its power cord.
- Keep the paper shredder and power cord away from open flames and hot surfaces.
- Lay the power cord so that it does not pose a tripping hazard.
- Do not kink the power cord and do not lay it over sharp edges.
- Do not bend the power cable and do not wrap it around the paper shredder, as this may lead to a broken cable.
- Only use the paper shredder indoors. Do not use the paper shredder in damp rooms or in the rain.
- Never store the paper shredder such that there is a risk of it falling into a tub or sink.
- Never reach to retrieve an electrical device if it has fallen into water. In such a case, immediately disconnect the power plug.
- Never insert any objects into the housing.

- Always switch the paper shredder off and unplug it when you are not using it, when you intend to clean it, or in the event of a malfunction.

### **WARNING!**

**The paper shredder and its power cord must be kept away from children. Danger for persons with impaired physical, sensory or mental capacities (e.g. partially disabled persons, older persons with reduced physical and mental capacities) or lack of experience and knowledge.**

- If they are supervised or have been instructed in how to safely use the paper shredder and have understood the risks associated with operating it, this paper shredder may be used by persons with impaired physical, sensory or mental capacities or those lacking experience and knowledge.
- Make sure children do not play with the paper shredder. It is not a children's toy.
- Do not allow children to use the paper shredder. Keep children away from the paper shredder and power cord.
- Do not leave the paper shredder unattended while in operation.
- Make sure that children do not play with the plastic wrapping. They may get caught in it when playing and suffocate.

### **WARNING!**

#### **Risk of injury!**

Handling the paper shredder improperly may result in injury.

- Do not reach into the feed slots with your hands.
- Keep long hair away from the feed slots.
- Keep ties, scarves, loose clothing, and long necklaces or bracelets well away from the feed slots.
- Keep the feed slots away from aerosols.
- Only hold the CD by the outer edge when inserting into the feed slot. Make sure that your finger is not in the CD hole; this can cause injury when the CD is drawn in.
- Set up the paper shredder in the vicinity of a properly installed socket. The socket must be freely accessible.
- Remove regularly any shredded paper, credit card and CD residue from the underside of the cutting unit using a suitable tool (e.g. a brush).
- Always switch the paper shredder off and unplug the power plug before emptying the waste bins.
- After pulling out the waste bins, sharp and pointed parts of the cutting unit become touchable. Operate carefully.
- Lay the power cord so that it does not pose a tripping hazard.
- Only use the paper shredder when it is fully and correctly assembled.
- Never disassemble the paper shredder for cleaning or storage.

### **NOTICE!**

#### **Risk of damage!**

Improper handling of the paper shredder may result in damage to the paper shredder.

- Do not operate the paper shredder for longer than 3 minutes without interruption. Allow it to cool down to room temperature first before restarting operation.
- Do not drop paper clips or staples into the feed slots.
- Both cutting units will rotate when one is activated by the respective detection sensor. Make sure that there are no objects close to the feed slot which is not in use.
- Do not compress the shredded paper in the waste bin with your hands or feet. The pressure could damage the waste bin.
- Only insert paper or credit cards, but not other items into the paper / credit card feed slot.

- Only insert CDs, but not other items into the CD feed slot.
- Do not insert more than one CD or more than one credit card into the feed slot at the same time. The cutting unit could be irreparably damaged.
- Empty the waste bins at regular intervals. If it overfills there is danger that shredded paper, credit card and CD residue will be drawn up from underneath into the respective shredding system.

## 5. Checking the paper shredder and product contents

### NOTICE!

#### **Risk of damage!**

If you are not cautious when opening the packaging with a sharp knife or other pointed objects, you may easily damage the paper shredder.

- For this reason, be very careful when opening the packaging.
  1. Take the paper shredder out of the packaging.
  2. Check to make sure that all contents have been received (see page 1).
  3. Check whether the paper shredder or individual parts exhibit damages. If this is the case, do not use the paper shredder. Contact the manufacturer using the service address specified on the warranty card.



## 6. Assembly



### CAUTION!

#### Risk of injury!

Improper handling of the paper shredder may cause injury.

- Do not connect the paper shredder to a socket during assembly.
- The main unit of the paper shredder contains sharp edges. Be very careful when assembling the paper shredder.

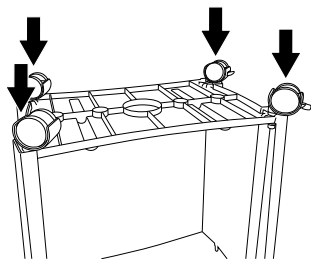


fig. A

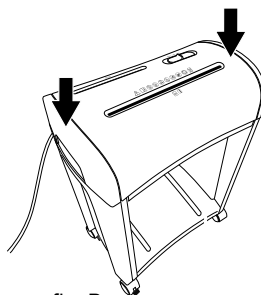


fig. B

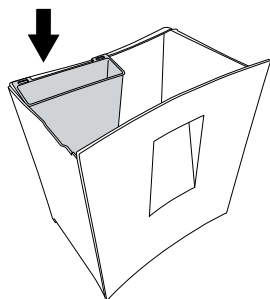


fig. C

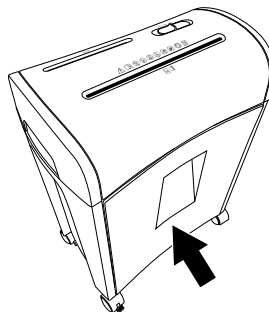


fig. D

1. Place the base unit **14** upside down so that the bottom side is facing upwards.
2. Install the castors **10** at the right side and the castors with locking levers **11** at the left side of the base unit. Push the castors downwards into the holes on the base unit until they lock into place (see **fig. A**).
3. Turn the base unit over after the installation of the castors.
4. Install the main unit **5** on top of the base unit. Firmly push the main unit downwards until it locks into place (see **fig. B**).  
A loud click sound can be heard on each side when the main unit has been securely installed.
5. Install the CD waste bin **12** in the paper / credit card waste bin **13** (see **fig. C**).
6. Slide the paper / credit card waste bin into the base unit (see **fig. D**).  
You must fully slide the paper / credit card waste bin into the base unit until a click sound is heard. This indicates that the safety switch **6** has been deactivated for normal operation.  
The paper shredder is now assembled. Please note that the base unit should not be disassembled.

## 7. Set-up

1. Make sure that the paper shredder is switched off (slide switch ④ at the **OFF** position) before plugging it into a socket.
2. Connect the power cord ① to a socket.
3. Set the slide switch to the **AUTO** position. The paper shredder is now ready for use. It is in the standby mode.

## 8. Shredding



### Risk of injury!

Handling the paper shredder improperly may result in injury.

- Hold the paper by both sides when inserting into the feed slot. Make sure that your fingers do not get too close to the feed slot.
- Only hold the CD by the outer edge when inserting into the feed slot. Make sure that your finger is not in the CD hole; this can cause injury when the CD is drawn in.
- Hold the credit card by its narrow side when inserting into the feed slot. Make sure that your fingers do not get too close to the feed slot.

### NOTICE!

### Risk of damage!

Improper handling of the paper shredder may result in damage to the paper shredder.

- Do not operate the paper shredder for longer than 3 minutes without interruption. Allow it to cool down to room temperature first before restarting operation.
- Do not feed damp paper into the feed slot. It could wrap around the cutting unit and cause a blockage.
- Do not feed paper with paper clips. This could damage the cutting unit.
- Do not feed more than 10 sheets of paper simultaneously into the feed slot. This could damage the cutting unit.



The paper shredder is equipped with a safety switch ⑥ which stops the operation of the paper shredder when it is activated. The safety switch is activated when the paper / credit card waste bin ⑫ is not fully inserted into the base unit ⑭ or when the whole paper shredder is lifted up with the handles ⑦. You will hear a click sound when the safety switch is activated or deactivated.

- The paper shredder is equipped with a paper / credit card detection sensor ⑨ and a CD detection sensor ③. The paper shredder switches on automatically only when you insert paper or credit cards at the centre of the paper / credit card feed slot ⑧. The same applies when you insert the CD at the centre of the CD feed slot ②.

The paper, credit card or CD is drawn in automatically after activating the respective detection sensor. If you feed in paper that is too thin (e.g. airmail, carbon copy or tracing paper), the paper / credit card detection sensor may not be activated. This is normal and not a defect. In this case, do not feed in single sheets, but multiple sheets. Also note that excessively thin paper is difficult to feed and can thus more easily jam in the cutting unit.

- The paper shredder will automatically switch off in case of overload to prevent damage to the motor. Disconnect the paper shredder from the power supply and let it cool down to room temperature before putting it back to use.
- Engage the levers on the castors with locking levers ⑪ to prevent the paper shredder from rolling during use.

## Paper

- Feed the paper to be shredded centrally into the paper / credit card feed slot ⑧ (see **fig. E**).

The paper shredder automatically switches on and draws in the paper.

Approx. 1-2 seconds after processing the paper, the paper shredder will automatically stop and switch to standby mode.

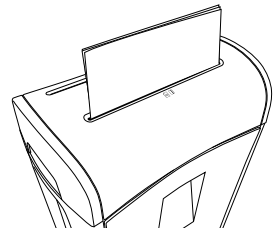


fig. E

## CDs

- Push the CD to be shredded centrally into the CD feed slot ② (see **fig. F**).

The paper shredder switches on automatically and draws in the CD.

Approx. 1-2 seconds after processing the CD, the paper shredder will automatically stop and switch to standby mode.

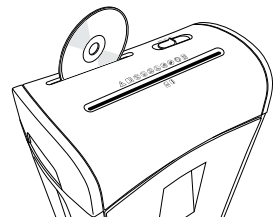


fig. F

## Credit cards

1. Hold the credit card upright.
2. Slide the credit card centrally into the paper / credit card feed slot **8** (see **fig. G**).

The paper shredder switches on automatically and draws in the credit card.

Approx. 1-2 seconds after processing the credit card, the paper shredder will automatically stop and switch to standby mode.

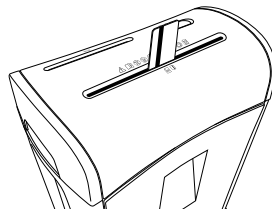


fig. G

## 9. Emptying the waste bins



**WARNING!**

### Risk of injury!

Handling the paper shredder improperly may result in injury.

- Do not touch the cutting unit with your fingers.



For proper waste disposal, shred credit cards only when there is no processed paper, and shred paper only when there are no processed credit cards in the paper / credit card waste bin.

Empty the waste bins regularly to avoid paper, credit card, or CD residues being drawn into the cutting unit from underneath.

1. Switch off the paper shredder (slide switch **4** at the OFF position) and disconnect the power cord **1**.
2. Pull the paper / credit card waste bin **13** out from the base unit **19**.
3. Remove the CD waste bin **12** from the paper / credit card waste bin.
4. Empty the paper / credit card and CD waste bins separately.
5. Replace the CD waste bin in the paper / credit card waste bin and then slide the paper / credit card waste bin back into the base unit. You must fully slide the paper / credit card waste bin into the base unit until a click sound is heard. This indicates that the safety switch **6** has been deactivated for normal operation.

## 10. Paper, CD or credit card jam



**WARNING!**

### Risk of injury!

Handling the paper shredder improperly may result in injury.

- Never use objects of any kind to clear jammed CDs, credit cards or paper. Do not insert objects such as knives, scissors etc. into the feed slots.

To clear a jam:

1. Set the slide switch **4** to the **REV** position. The paper shredder runs in reverse direction.
2. The paper, credit card, or CD is discharged through the respective feed slot.
3. Allow the paper shredder to cool down to room temperature before you restart.

## 11. When not in use

If you will not be using the paper shredder for an extended period of time, proceed as follows:

1. Set the slide switch **4** to the **OFF** position.
2. Unplug the power cord **1** from the socket.

## 12. Cleaning and maintenance



### Risk of electric shock!

An incorrect operation may result in an electric shock.

- Always switch off the paper shredder and unplug the power cord before cleaning.



### Risk of injury!

Cleaning the paper shredder improperly may result in injury.

- The paper shredder will get hot during operation. Allow the paper shredder to cool down completely before cleaning.
- Do not touch the cutting unit with your fingers.
- Never disassemble the paper shredder for cleaning or storage.

### NOTICE!

### Risk of short circuit!

Water that has penetrated the housing may cause a short circuit.

- Make sure that no water or other fluids penetrate the housing.
- Never immerse the paper shredder and power cord in water or other fluids.

### NOTICE!

### Risk of damage!

Improper handling of the paper shredder may result in damage.

- Do not use any aggressive cleaners, brushes with metal or nylon bristles, sharp or metallic cleaning utensils such as knives, hard scrapers and the like. They could damage the surfaces of the paper shredder.
1. Set the slide switch **4** to the **OFF** position and unplug the power cord **1** from the socket.
  2. To clean the exterior of the paper shredder, use a dry, or slightly moist, wellwring cloth and then thoroughly dry all parts.
  3. For trouble-free operation, regularly and carefully remove any remaining scraps of paper, credit card, or CD residues from the bottom of the main unit **5**. Use a suitable tool (e.g. brush) for this purpose. Do not touch the cutting unit with your fingers. Never disassemble the paper shredder for cleaning.

## 13. Storage

1. Clean the paper shredder (see chapter „Cleaning and maintenance“).
2. Store the paper shredder in a clean and dry location. Never disassemble the paper shredder for storage.
3. Keep the paper shredder away from children.

## 14. Troubleshooting



### Risk of electric shock!

Repairing the paper shredder yourself or using unsuitable parts for repair may increase the risk of electric shock.


- Do not open the housing of the paper shredder; instead, have qualified professionals perform any repairs. Contact a qualified workshop for this. Liability and warranty claims are waived in the event of repairs performed by the user or incorrect operation.

Some problems may be caused by minor faults that you can fix yourself. To do so, follow the instructions in the following table. If it is still not possible to resolve the problem, contact customer service. Do not repair the paper shredder yourself.

| Problem  | Cause   | Solution  |
|--|---|---|
| The paper shredder switches off during operation.        | The paper shredder is overloaded.   | Switch the paper shredder off and unplug the power cord. Let it cool down to room temperature before putting it back to use.    |
| The paper shredder does not start when feeding in paper. | The paper may have been inserted at an oblique angle; the detection sensor is thus not activated. | Correctly insert the paper into the feed slot.  |
|  | The paper is too thin, too soft or too creased to reliably activate the detection sensor.         | 1. Set the slide switch to <b>REV</b> position and pull the paper out of the feed slot.<br>2. Fold the paper and feed it again. |
| A paper jam occurs.                                      | Too many sheets may have been fed in the paper shredder at a time.                                | Set the slide switch to the <b>REV</b> position to clear the jam.   |

| Problem                            | Cause                           | Solution   |
|------------------------------------|---------------------------------|--|
| The paper shredder does not start. | The safety switch is activated. | Make sure the main unit is positioned correctly on the base unit. Make sure the paper / credit card waste bin is fully inserted into the base unit until a click sound is heard. |

## 15. Technical data

|   |  |
|---|--|
| <b>Model:</b>                           | SSK 482  |
| <b>Colour:</b>                          | black  |
| <b>Input voltage:</b>                   | AC 220-240 V / 50 Hz   |
| <b>Power rating:</b>                    | 300 W; 1.3 A   |
| <b>Protection class:</b>                | II    |
| <b>Safety class:</b>                    | 4 (to DIN 66399)   |
| <b>Weight:</b>                          | approx. 5.4 kg   |
| <b>Dimensions (W × D × H):</b>          | 340 × 210 × 445 mm   |
| <b>Working width:</b>                   | 220 mm (A4)  |
| <b>Cutting method:</b>                  | Cross cut  |
| <b>Cutting speed:</b>                   | approx. 2 m / min for one 80 g / m <sup>2</sup> sheet<br>approx. 1.5 m / min for ten 80 g / m <sup>2</sup> sheets<br>approx. 1 m / min for one credit card<br>approx. 3.5 m / min for one CD |
| <b>Bin volume:</b>                      | 14 L (Paper / credit card)   |
| <b>Max. cutting capacity per cycle:</b> | 10 sheets (80 g / m <sup>2</sup> ), 1 credit card, 1 CD  |
| <b>Strip dimensions:</b>                | 5 × 16 mm  |
| <b>Continuous operation time:</b>       | 3 min.   |
| <b>Idle time:</b>                       | 60 min.  |
| <b>Decibel:</b>                         | approx. 70 dB  |

## 16. Disposal

### Disposing of the packaging



Sort the packaging before you dispose of it. Dispose of paperboard and cardboard with the recycled paper service and wrappings with appropriate collection service.

## INSTRUCTIONS AND INFORMATION REGARDING THE DISPOSAL OF USED PACKAGING MATERIALS

Dispose of used packaging material at a site designated for waste in your municipality.

## DISPOSAL OF USED ELECTRICAL AND ELECTRONIC EQUIPMENT



This symbol on products or original documents means that used electric or electronic products must not be added to ordinary municipal waste. For proper disposal, renewal and recycling hand over these products to determined collection points. Or as an alternative in some European Union states or other European countries you may return your products to the local retailer when buying an equivalent new product.

Correct disposal of this product helps save valuable natural resources and prevents damage to the environment caused by improper waste disposal. Ask your local authorities or collection facility for more details.

In accordance with national regulations penalties may be imposed for the incorrect disposal of this type of waste.

### **For business entities in European Union states**

If you want to dispose of electric or electronic appliances, ask your retailer or supplier for the necessary information.

### **Disposal in other countries outside the European Union**

This symbol is valid in the European Union. If you wish to dispose of this product, request the necessary information about the correct disposal method from the local council or from your retailer.



This product meets all the basic requirements of EU directives that apply to it.

Changes in the text, design and technical specifications may change without prior notice and we reserve the right to make these changes.



# SENCOR®

## EN Warranty conditions

Warranty card is not a part of the device packaging.

This product is warranted for the period of 24 months from the date of purchase to the end-user. Warranty is limited to the following conditions. Warranty is referred only to the customer goods using for common domestic use. The claim for service can be applied either at dealer's shop where the product was bought, or at below mentioned authorized service shops. The end-user is obligated to set up a claim immediately when the defects appeared but only till the end of warranty period. The end user is obligated to cooperate to certify the claiming defects. Only completed and clean (according to hygienic standards) product will be accepted. In case of eligible warranty claim the warranty period will be prolonged by the period from the date of claim application till the date of taking over the product by end-user, or the date the end-user is obligated to take it over. To obtain the service under this warranty, end-user is obligated to certify his claim with duly completed following documents: receipt, certificate of warranty, certificate of installation.

### **This warranty is void especially if apply as follows:**

- Defects which were put on sale.
- Wear-out or damage caused by common use.
- The product was damaged by unprofessional or wrong installation, used in contrary to the applicable instruction manual, used in contrary to legal enactment and common process of use or used for another purpose which has been designed for.
- The product was damaged by uncared-for or insufficient maintenance.
- The product was damaged by dirt, accident of force majeure (natural disaster, fire, and flood).
- Defects on functionality caused by low duality of signal, electromagnetic field interference etc.
- The product was mechanically damaged (e.g. broken button, fall).
- Damage caused by use of unsuitable media, fillings, expendable supplies (batteries) or by unsuitable working conditions (e.g. high temperatures, high humidity, quakes).
- Repair, modification or other failure action to the product by unauthorized person.
- End-user did not prove enough his right to claim (time and place of purchase).
- Data on presented documents differs from data on products.
- Cases when the claiming product cannot be indentified according to the presented documents (e.g. the serial number or the warranty seal has been damaged).

### **Authorized service centers**

Visit [www.sencor.eu](http://www.sencor.eu) for detailed information about authorized service centers.

