



# Confetti-Cut Paper Shredder

CEB31514  
Operating Instructions



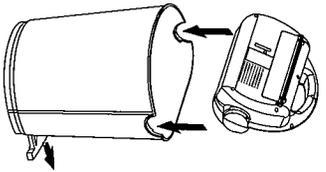
**Setup**

Place the shredder securely on top of the wastebasket included.

**WARNING:** To avoid possible serious personal injury, be sure that the power switch is in the "ON/AUTO"

position before continuing setup.

1. This machine is designed with a stabilizer bar located at the Back end of the wastebasket to prevent the machine tipping over.
2. Plug the power cord into a 120 volt AC electrical outlet.



**Operating the Shredder**

**Note:** The main switch has three settings: **ON/AUTO**, **FORWARD**, and **REVERSE**.

1. When **ON/AUTO** is selected, the shredding process begins by inserting the paper into the feed opening. The shredder will stop when the paper has moved completely through the opening.

**WARNING:** To avoid possible serious personal injury or damage to the product, do not touch the trigger switch with anything but paper (e.g., fingers, pencil, tool).

**CAUTION:** Remove all paper clips and staples from paper before shredding to avoid damage to the shredder and to prevent jamming.

2. **FORWARD AND REVERSE** are used to assist in the removal of paper if the unit becomes jammed, by changing the direction of the paper being shredded.

**Shredder Capacity**

This product will shred up to seven sheets of 8-1/2 x 11" paper. When shredding small material like envelopes or credit card receipts, insert them through the middle of the feed opening. This shredder can shred only one credit card at a time.

**Paper Jams and Motor Overload Situations**

This product is equipped with a motor overload protection device. The normal short duty cycle for continuous shredding at maximum capacity is three minutes on and thirty minutes off.

**Power may terminate due to the following abnormal situations:**

1. Operating the shredder at the maximum seven sheet capacity continuously for more than three minutes without stopping
2. Exceeding the shredding capacity (e.g., inserting more than seven sheets of 8-1/2 x 11" paper at one pass, or if the paper is not fed squarely into the feed opening)

Both abnormal operations mentioned above may cause the motor to overload or the thermal overload protection to activate. A minor paper jam may occur if the maximum shredding capacity is slightly exceeded. It could also result in the activation of the thermal motor overload protection, reducing the life of the shredder. Reset the shredder from a minor paper jam by removing the excess paper from the feed opening. A major paper jam will occur if the maximum shredding capacity is grossly exceeded. The excess paper in the feed opening could clog the motor, resulting in activation of the thermal motor overload protection, which terminates AC power to the motor.

**In case of a minor paper jam:**

1. Set the power switch to the **ON/AUTO** position and unplug the shredder from the electrical outlet.
2. Tear or cut off any excess paper from the top of the shredder.
3. Be sure the switch is in the **ON/AUTO** position. Replace the shredder onto the wastebasket and plug the shredder into a standard 120 volt AC electrical outlet.

It may be necessary to remove additional jammed paper. Place the power switch in **REV** position to remove the jammed paper. Once all the paper is cleared and the shredder is longer jammed, move the power switch to the **ON/AUTO** position.

4. **WARNING:** To avoid serious personal injury when clearing the jammed paper, do not use hands to pull or push paper into the shredder while it is plugged in. Always unplug the shredder from the electrical outlet before removing jammed paper with your hands.
5. You are now ready to resume normal shredding.

**In case of a major paper jam:**

1. Set the power switch to the **ON/AUTO** position, unplug the power cord from the electrical outlet and wait at least 30 minutes for the overload protection to reset.
2. Tear or cut off any excess paper from the top of the shredder.
3. Be sure the switch is in the **ON/AUTO** position. Replace the shredder onto the wastebasket and plug the shredder into a 120 volt AC electrical outlet.

4. It may be necessary to remove additional jammed paper. Move the power switch to the **REV** position to remove the jammed paper. Once all the paper is cleared and the shredder is longer jammed, move the power switch to the **ON/AUTO** position.

**WARNING:** To avoid serious personal injury when clearing the jammed paper, do not use hands to pull or push paper into the shredder while it is plugged in. Always unplug the shredder from the electrical outlet before removing jammed paper with your hands.

5. You are now ready to resume normal shredding.

**Care and Maintenance**

**WARNING:** To avoid the risk of electrical shock, always make sure the product is unplugged from the electrical outlet before relocating, servicing, or cleaning it.

- Clean only the exterior surfaces by wiping with a damp cloth. After cleaning, let the product dry completely before using.
- Never use liquids or abrasive cleaners to clean the product.
- Store the product in a cool, dry place.
- To avoid damaging the shredder, shred only standard office documents.

**CAUTION:** This shredder is not intended to be disassembled for cleaning of internal parts blades, motor). Disassembly may result in product damage.

**Specifications**

- Electrical: 115-volt AC, 60Hz
- Shred Style: Crosscut
- Entry Width: 8.7"
- Shred Size: 5/32" X 1-1/3"
- Sheet Capacity: 7 Sheets
- Shred Speed: 5.5 Feet/Min
- Duty Cycle: 3 minutes on 30 minutes off

## **LIMITED WARRANTY**

This item is warranted to be free from defects in materials or workmanship for a period of one year from the original date of purchase under normal conditions of intended use. Within the warranty period, we will repair/replace the product or refund your money, at our option, at the place of purchase upon presentation of sales receipt or other proof of purchase. This warranty extends only to the original purchaser, and excludes any damage to the product resulting from accident or misuse.

The above warranty is complete and exclusive. The warrantor expressly disclaims liability for any special, incidental, indirect, or consequential damages in connection with the purchase or use of this product or costs over the original purchase price.

Any implied warranties arising by operation of law shall be limited in duration to the term of this warranty.

This warranty gives you specific legal rights and you may have other rights, which vary by jurisdiction. This warranty is valid only within the United States of America (USA).

**Model #ST-308X  
Item #W91A0005**

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## BEFORE USING THIS PRODUCT, READ, UNDERSTAND, AND FOLLOW THESE INSTRUCTIONS.

Save these instructions for future reference.

### FOR INDOOR USE ONLY

## IMPORTANT SAFEGUARDS

### • Read all instructions before using.

- **WARNING:** Keep all loose articles of clothing, ties, jewelry, hair or other small items away from the feed opening to avoid serious personal injury.
  - **WARNING:** Do not place hands or fingers into the shredder feed opening, as serious injury could result.
  - **WARNING:** Always unplug the shredder prior to moving cleaning or emptying the waste basket, to avoid damage to the machine and/or serious personal injury.
  - **CAUTION:** Continuous shredding of computer paper should not exceed three minutes. If continuous use is required at the maximum sheet capacity of seven sheets, it is recommended that shredding time should be two minutes on and four minutes off, to allow for proper cooling of the motor.
  - **CAUTION:** Remove all paper clips and staples from paper before shredding to avoid damage to the shredder.
  - Empty wastebasket frequently, to keep shredder running efficiently.
  - This product is intended for shredding paper. Do not use the product for any other purpose.
  - Keep the product out of the reach of children and pets. This product is not intended for use by children.
  - Do not leave the product unattended while it is in use, especially when children are present. Always unplug the product from the electrical outlet when it is not in use.
  - Always operate the product on a flat, level, stable surface to avoid it overturning.
- Keep the power cord and product away from heated surfaces.
  - Do not plug/unplug the product into/from the electrical outlet with a wet hand.
  - Never drop or insert objects into any opening of the product.
  - Do not attempt to open any part of the Motor Housing, as a risk of electrical shock may exist.
  - Do not allow the power cord to hang (e.g., over the edge of a table or counter) where it may be tripped over or pulled.
  - Do not operate product if the cord is cut, damaged, or if the wires are exposed.
  - Do not immerse or expose the motor housing, power cord, or plug to water or other liquids.
  - To disconnect the product from an electrical outlet, pull directly on the plug; do not pull on the power cord.
  - Do not put any stress on the Power Cord where it connects to the product, as the power cord could fray and break.
  - If using an extension cord with this product, the marked electrical rating of the cord set or extension cord should be at least as great as the electrical rating of the product.
  - Do not operate the product if it has a damaged Power Cord or plug, malfunctions, is dropped, or damaged. This product has no user-serviceable parts. Do not attempt to examine or repair this product yourself. Qualified service personnel should perform any servicing.
  - This product is intended for general purpose, indoor use only. Do not use outdoors.
- WARNING:** This product is equipped with a polarized (one blade is wider than the other blade), 3-prong grounding pin plug as a safety feature to reduce the risk of electrical shock. This plug will fit into a polarized outlet only one way. This is a safety feature. If you are unable to insert the plug into the electrical outlet, try reversing the plug. If the plug still does not fit, contact a qualified electrician. Do not alter the plug. Do not attempt to defeat the safety purpose of the polarized plug.