

QUICK SETUP GUIDE

# 10-sheet Cross Cut Shredder

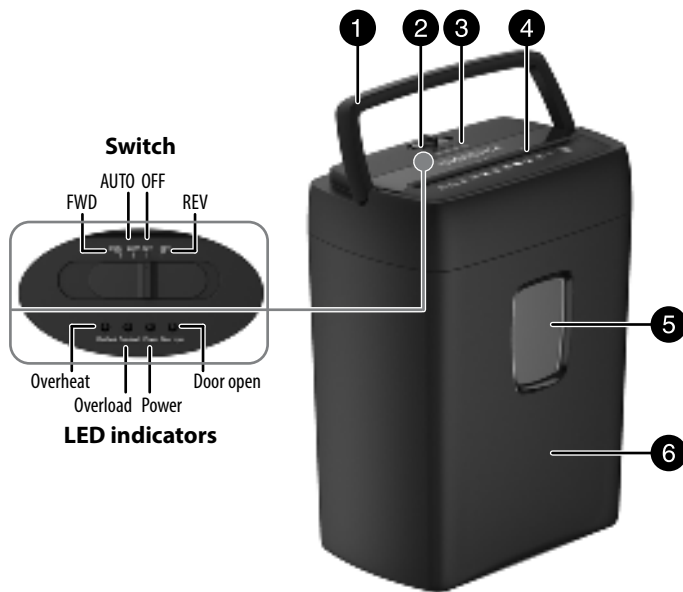
NS-S10CCBK / NS-S10CCBK-C

PACKAGE CONTENTS

- Cross cut shredder with wastebasket
- Quick Setup Guide

FEATURES

- Shreds up to 10 sheets of paper at one time
- Destroys credit cards, compact discs, small staples, and small paper clips
- Cross-cut size .2 x 1.4 in. (4 x 35 mm) protects sensitive data
- 5.6 gal (21 L) capacity basket holds shredded waste and is easy to empty



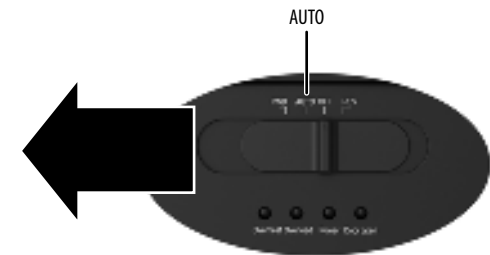
#	ITEM	DESCRIPTION
1	Handle	Lets you easily lift up the shredder head to empty the paper inside the waste basket. Make sure that your shredder is turned off before you move it.
2	Switch	<b>FWD:</b> Sends an item through your shredder. The POWER indicator lights green. <b>Note:</b> When you slide the power switch to <b>FWD</b> , the cutters run forward continuously. To stop the cutters, you have to move the switch to a different position. We recommend that you only use <b>FWD</b> to make sure that the remaining paper in slot gets shredded or you want you clear the slot. <b>AUTO:</b> Automatically shreds an item when inserted into the shredding slot. The POWER indicator lights green. After shredding, the shredding stops automatically. <b>OFF:</b> Turns off your shredder. <b>REV:</b> Reverses the paper in the slot to clear a jam or remove unshredded paper.
3	LED indicators	<b>Overheat:</b> Lights when your shredder has overheated. If this indicator is on, the machine stops shredding, and recovers when the indicator is off. The cool down time is at least 30 minutes. <b>Overload:</b> Lights when trying to shred over the maximum 10 sheets or when the paper is folded. In overload, the cutter turns off automatically. <b>Power:</b> Lights when your shredder is in use. <b>Door open:</b> Lights when the shredder head is not on the wastebasket or when the head is not in the correct position on the wastebasket.
4	Shredding slot	Insert up to 10 sheets of paper at a time or one credit card or disc at a time.
5	Window	Lets you see how much shredded material is in the wastebasket.
6	Wastebasket	Holds the paper, cards, and discs that you have shredded. Empty the basket when it is 2/3 full.

SETTING UP YOUR SHREDDER

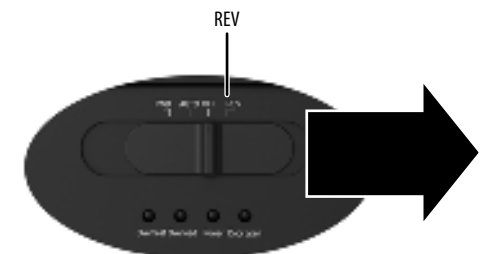
- 1 Place the wastebasket upright on a level surface.
- 2 Attach the shredder head to the basket. Make sure that it fits properly.
- 3 Place the wastebasket securely in the shredder.  
**Note:** Do not use plastic bags to line the wastebasket.
- 4 Connect the power cord to a power outlet. Do not use an extension cord.

USING YOUR SHREDDER

- 1 Unpack your shredder, then place it upright on a level surface.
- 2 Make sure that the shredder head is correctly fitted onto the basket.
- 3 Plug the power cord into a standard (120 V AC) outlet. Do not use an extension cord.
- 4 Slide the power switch to **AUTO**.



- 5 Insert paper (up to 10 pages) or one credit card or disc into the shredding slot. Your shredder automatically shreds what you insert.  
**Note:** Don't put envelopes, adhesive material, newsprint, transparencies, laminated documents, continuous forms, cardboard, or hard and plastic materials (except credit cards) through the shredder. You can shred small staples and small paper clips.
- 6 If the shredder jams, slide the switch to **REV** to return the paper, then slide the switch to **AUTO**. The shredder can be used again if the jam is cleared.



- 7 When the wastebasket is 2/3 full, slide the switch to **OFF**, unplug the cord from the power outlet, then lift up and empty the wastebasket.

## TROUBLESHOOTING

### My shredder isn't working

- Make sure that the power cord is plugged into a working power outlet. If the power cord is damaged, replace it.
- Make sure that the shredder head and wastebasket are positioned correctly.
- If the Overheat indicator is on, let it cool at least 30 minutes. When the indicator is off, you can use your shredder again.
- Change the position of the paper as you insert it.
- The paper may be too thin or crumpled for your shredder to recognize it. Fold the paper, then reinsert it.
- Slide the switch to **FWD**.
- Make sure that you only send 10 sheets of paper, one credit card, or one disc through your shredder at a time.

### My shredder is jammed

- Slide the switch to **REV**, remove the paper from the cutter, then slide the switch to **AUTO**, and try again.

### The cutter won't stop

- Slide the switch to **OFF**, unplug your shredder from the power outlet, then push the shredded paper down to make sure that it is away from the shredder head.
- Slide the switch to **REV** to remove extra paper, disc, or credit card from your shredder.

### My shredder is too noisy

- Make sure that your shredder is on a flat, level surface.
- Make sure that the shredder head and wastebasket are positioned correctly.

### The Overheat indicator is lit.

- Let your shredder cool at least 30 minutes. When the indicator turns off, you can use your shredder again.

### The Overload indicator is lit.

- Make sure that you haven't put too much paper into your shredder at one time. Slide the switch to **REV**, remove the paper from the cutter, then try again with less paper.











## SPECIFICATIONS



- **Dimensions:** 12.7 × 8.3 × 16.8 in.  
(32.2 × 21.2 × 42.6 cm)
- **Cutting style:** Cross cut
- **Entry width:** 8.6 in. (22 cm)
- **Shred capacity:** 10 sheets (75 g/m<sup>2</sup> A4 paper)  
1 disc or credit card
- **Shred size:** .2 × 1.4 in. (4 × 35 mm)
- **Shred speed:** 3 m/1 min.
- **Duty cycle:** 3 mins ON / 30 mins OFF
- **Input:** AC 120 V, 60 Hz, 4.5 A
- **Net weight:** 12 lbs. (5.5 kg)
- **Basket capacity:** 5.6 gal (21 L)

## IMPORTANT SAFETY INFORMATION

Please read thoroughly

Before using the shredder, please read the guide and become familiar with the safety information, operating instructions, and maintenance requirements. Following all warnings and instructions in the guide and as marked on the shredder. Do not attempt to service this unit by yourself. Doing so will void the manufacturer's warranty and may expose you to sharp cutting blades and/or high voltage electric shock that could cause serious injury. Any repairs must be performed by qualified service personnel.

 1. Read instructions before use	 2. Avoid loose clothing or jewelry touching the document feed opening	 3. Avoid touching the document feed opening with hands	 4. Do not spray or keep any aerosol products in or around shredder	 5. Product is not intended for use by children (product is not toy)
 6. Avoid getting hair near the document feed opening	 7. Shredder oil only	 8. Sharp edges, do not touch	 9. This equipment is not intended for use by children. Avoid touching the media feed opening with the hands, clothing or hair. Unplug this equipment when not in use of an extended period of time.	 10. Warning! Before switching the machine on, make sure that you observe all safety instructions

11. Keep in the OFF position when the shredder is not in use for prolonged periods of time.
12. Empty wastebasket frequently.
13. The document shredder must always be deactivated and disconnected from the electrical line prior to moving, transporting and cleaning the device and prior to emptying the waste basket.
14. The device may not be operated with a damaged power cord.
15. For indoor use only.
16. To protect the machine well, we suggest the user to operate it in this way: work 3 minutes then rest 30 minutes.
17. The machine allowed max shred 10 sheets paper (75gsm) or 1 credit card  or 1 CD  at one time.
18. The socket-outlet must be installed near the equipment and must be easily accessible during use.

## LEGAL NOTICES

### FCC statement:

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

**Note:** This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

### CAN ICES-3(B)/NMB-3(B)

## ONE-YEAR LIMITED WARRANTY

Visit [www.insigniaproducts.com](http://www.insigniaproducts.com) for details.

## CONTACT INSIGNIA:

For customer service, call 1-877-467-4289 (U.S. and Canada) or 01-800-926-3000 (Mexico)  
[www.insigniaproducts.com](http://www.insigniaproducts.com)

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