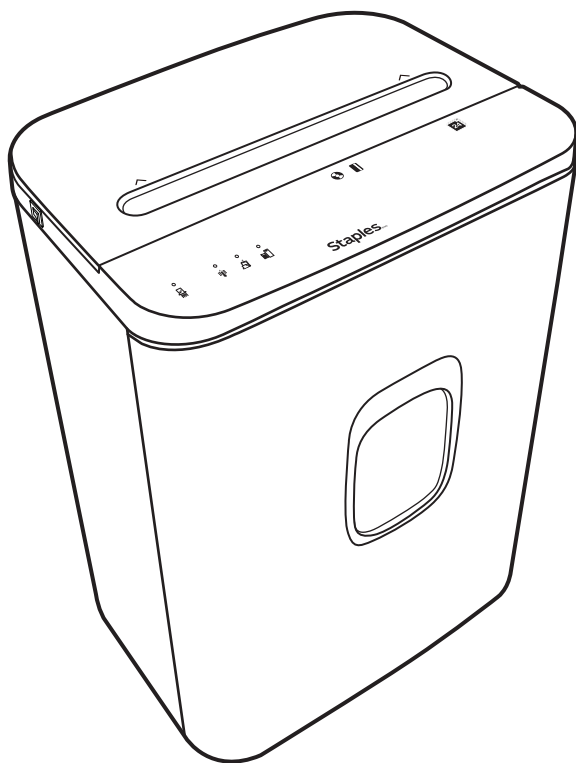


# Staples®

## OPERATOR'S MANUAL

24 SHEET CROSS CUT

Model No. ST62156



**IMPORTANT: READ CAREFULLY BEFORE USE**

Product Support: 1-800-425-0049

## PRODUCT SUPPORT

### ***Congratulations on the purchase of your new shredder!***

Before returning any product to our store, call our Product Support experts: 1-800-425-0049.

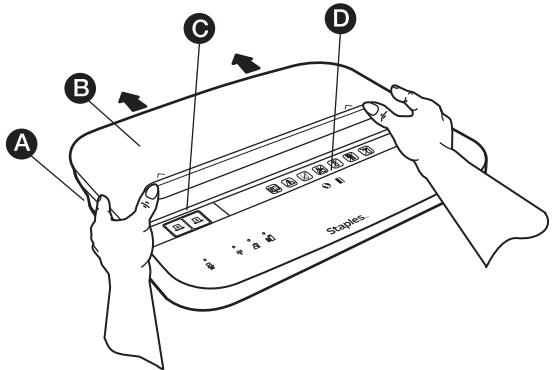
During initial use of a shredder, you may notice an odor that has an oily or burning smell. This odor is considered normal during initial use and may be emitted as the oils from the manufacturing process burns off during initial operation.

## SPECIFICATIONS

Cut Type .....	Cross Cut
Shred Size .....	.17 x 1.73 inch (4.3 mm x 44 mm)
Will Shred .....	Paper, Standard Staples, Credit Cards, CDs
Sheets Per Pass .....	24
Cards and CDs Per Pass .....	1
Continuous Operation .....	40 minutes
Cool Down Time .....	50 minutes
Bin Size .....	7.4 gallons (28 liter)
Unit Dimensions .....	14.81 x 11.03 x 20.95 inch (37.6 x 28 x 53.2 cm)

## SETUP

1. The ST62156 shredder should be placed on a flat level surface.
2. Make sure that the waste bin is completely inserted into the shredder cabinet and that it fits flush with the shredder cabinet.
3. Plug the power cord into any standard 120-volt AC outlet. We recommend that you do not plug your shredder into the same outlet as other electronic devices.
4. Press the main power switch **A** to ON. To operate the shredder, slide the top cover **B** towards the rear of the shredder by placing both thumbs in the recessed area located on the top of the shredder. Directional arrows will indicate the direction to open the cover. This will power the unit on. On position will reveal the Reverse and Forward switch **C**. The paper feed area will now be visible **D**. To power off the unit, slide the top closed.



# IMPORTANT SAFETY INSTRUCTIONS



## WARNING:

Read and understand all instructions before using this product. Save these instructions for later use, and follow all warnings and instructions marked on the product.

## WARNING:

### IMPORTANT SAFETY GUARDS TO AVOID SERIOUS INJURY

- ◆ Please read the entire manual carefully before operating this shredder.
- ◆ **DO NOT** place fingers too close to feed slot as serious injury could occur.
- ◆ **ALWAYS** keep out of the reach of children as serious injury could occur.
- ◆ **AVOID** getting jewelry, hair or loose clothing too close to feed slot as serious injury could occur.
- ◆ **DO NOT** use flammable synthetic oil, petroleum-based or aerosol products of any kind on shredder.



## CAUTION:

- ◆ **BE ADVISED** this unit has moving parts which could be harmful.
- ◆ **BE ADVISED** this unit contains sharp objects which could be harmful.
- ◆ **Never** allow children to operate paper shredder, even under adult supervision. Paper shredders can pull children's fingers into the shredder mechanism.
- ◆ **ALWAYS** keep shredder off and unplugged when not in use.
- ◆ **ALWAYS** unplug shredder when moving, cleaning or emptying the waste receptacle.
- ◆ **DO NOT** attempt to feed more sheets of paper than specified on the feeder.
- ◆ **DO NOT** attempt to shred materials other than paper, credit cards and CDs in the provided feed slots.
- ◆ **ALWAYS** install shredder near the socket-outlet and have it easily accessible.

- ◆ **ALWAYS** limit continuous shredding to the specified time as suggested in the instruction manual.
- ◆ **ALWAYS** empty the waste receptacle prior to the receptacle becoming full.
- ◆ **DO NOT** attempt to operate shredder if the shredder is experiencing any kind of problem.
- ◆ **DO NOT** attempt to repair shredder yourself.
- ◆ **DO NOT** open the cover for any reason. Doing so can expose you to dangerous voltages and will void your warranty.
- ◆ **DO NOT** shred plastic (except credit cards and CDs), continuous forms, adhesive labels, transparencies, newsprint, or cardboard.
- ◆ This shredder is intended for indoor use only.
- ◆ Shredder should never be placed near water, over a radiator, or near a heat register.
- ◆ **DO NOT** use this product if it or the cord has been damaged in any way (See Power Cord Care.)
- ◆ This shredder should be used only with an operator in attendance.

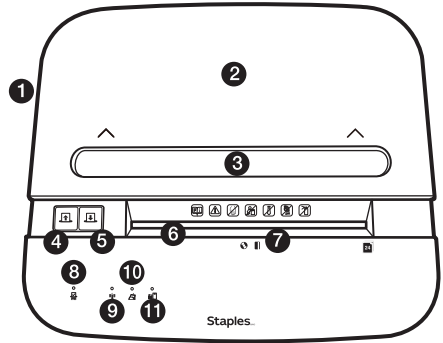
## POWER CORD CARE:

- ◆ Operate shredder from the power source indicated on the serial label. If you are unsure of the power source, consult your dealer or local power company.
- ◆ Since the power cord serves as the disconnect switch, make sure the shredder is plugged into an easily accessible wall outlet. The power cord cannot be replaced. If the power cord is damaged, the shredder should be discarded.
- ◆ Do not rest anything on the power cord.
- ◆ Do not place machine where persons may trip over or walk on the power cord.
- ◆ If an extension cord is used, make sure that the total ampere ratings of the products plugged into the extension cord do not exceed the extension cord ampere rating, and that the total of all products plugged into the wall outlet does not exceed 15 amp.
- ◆ Do not pick the unit up by the power cord.

# OPERATING INSTRUCTIONS

## INDICATORS:

- 1 Main power switch ON/OFF
- 2 Safety slide top.
- 3 Slide top cover recessed finger grip area.
- 4 Reverse switch and indicator.
- 5 Forward switch and indicator.
- 6 Paper feed entry slot for up to 24 sheets.
- 7 Credit card and CD entry and icon
- 8 Power ready LED light indicator.
- 9 Overheat LED light indicator
- 10 Overload LED light indicator
- 11 Bin Full LED light indicator



## IMPORTANT INFORMATION:

A few pieces of shredded paper may be found inside the shredder and the wastebasket. This is normal. All Staples shredders are tested at the factory to ensure quality.

## OPERATION:

Plug in the electrical cord. Turn the main power switch ON. Make sure the pull-out waste bin is properly secured. Slide the top away from you, to reveal the shredder opening. The Ready LED will light up. The shredder is now ready for operation.

## SHREDDING:

A maximum of 24 sheets at one pass or a single credit card or single CD is recommended. Exceeding the maximum 24 sheets or multiple credit card or CD insertions could result in unnecessary paper jams. When the paper is inserted into the feed opening, the shredding process will start automatically and stop when the paper has completed its travel through the feed opening.

## ELECTRONIC FEATURES:

- ◆ The Ready LED lets you know the shredder is working and ready to shred.
- ◆ The Overheat LED lets you know when the unit has reached its maximum allowed temperature and will shut off the power to the motor. When the motor cools down, the shredder will be ready to resume shredding.
- ◆ The Overload LED will light up when the shredder has exceeded the maximum sheet capacity which is 24 sheets.
- ◆ The Bin Full LED lets you know when the

bin is full and is time to empty which will cause the unit to stop.

- ◆ Photo sensor allows auto start, stop feature.

## SHEET CAPACITY:

The ST62156 will shred up to twenty four (24) sheets and will accept paper widths up to 8 2/3 inches. When shredding small material like credit cards, CDs, envelopes, or receipts, insert them through the middle of the feed opening.

## PAPER JAMS AND MOTOR OVERLOAD SITUATIONS:

The ST62156 is equipped with an automatic motor overload and an overheat protection circuit. Power will automatically terminate in case of the following abnormal situations.

1. Operating the shredder at the maximum 24 sheet capacity continuously for a prolonged period of time. A running time of 40 minutes on and 50 minutes off is recommended.
2. Exceeding the shredding capacity by inserting more than twenty four (24) sheets of 20-lb. paper in one pass, or if the paper is not fed squarely into the feed opening.

Both abnormal operations may result in the activation of the automatic thermal motor overload protection circuit, which terminates the power to the shredder. A paper jam could cause the thermal motor overload protection to terminate AC power to the motor. Never allow the shredder to remain in a jammed condition with the AC power turned on.

## **AUTO REVERSE FUNCTION:**

When overload occurs, the shredder will automatically stop and reverse for 5 seconds. Wait until the shredder has finished reversing and pull the remaining sheets of paper out of the feed opening. If jam does not clear, press the reverse switch and pull the remaining sheets of paper out of the feed opening.

## **IN CASE OF A MINOR PAPER JAM:**

If the Auto Reverse Function does not clear the paper jam do the following:

1. Press the Reverse switch and pull the remaining sheets of paper out of the feed opening. Be careful not to place your fingers near the feed opening or serious harm could result.
2. Make sure that all of the excess paper has been removed from the feed opening. Press the Forward switch to reset the unit.
3. You are now ready to resume normal shredding.

## **IN CASE OF A MAJOR PAPER JAM:**

If the Auto Reverse Function does not clear the paper jam do the following:

1. Unplug the power cord from the AC outlet and wait at least 50 minutes for the thermal overload protection to reset.
2. Plug in the AC power cord. If paper was left inside the feed opening prior to the overload, press the Reverse switch and grasp the excess paper from the top and pull it out. Be careful not to place your fingers near the feed opening or serious harm could result. Press the Forward switch to reset the unit.
3. You are now ready to resume normal shredding.

## **BAG MANAGEMENT SYSTEM:**

1. Place box of shredder bags in slot in the bottom of the paper bin.
2. Lock the box into place.
3. Pull a bag from the box and secure the top of the bag to the rim of the paper bin.

## **MAINTENANCE:**

To keep your Staples® shredder running smoothly and dispose of shreds quickly, use Staples® lubricant sheets (SKU: 708147) and Staples® bags (SKU: 424154). Apply lubricants after 30 minutes of shredding or a minimum of twice per month.

# **WARRANTY**

## **STAPLES® BRAND SHREDDER LIMITED 1 YEAR WARRANTY**

Staples the Office Superstore, LLC ("Staples"), warrants to the original purchaser that this Staples® brand shredder shall be free of defects in design, assembly, material, or workmanship for 1 year from the date of purchase. Staples will repair any defective Staples® brand shredder or replace any defective Staples® brand shredder with the same or equivalent product free of charge, at Staples' option.

This warranty is limited to repair or replacement, at Staples option, of defective parts. This purchaser is responsible for all shipping charges to return the machine to Staples after Staples has approved for the machine to be returned. The shredder must be sent with the original sales receipt to the address provided by product support. No shredder will be accepted without first obtaining a Return Authorization Number from Staples customer service. Customer accepts all responsibility for the proper packaging as well as any and all damage resulting from shipping.

**To claim your repair or replacement under this warranty, contact product support at 1-800-425-0049.**

This warranty does not apply to normal wear or damage from misuse, abuse, improper storage and handling, installation, accident, repair or alteration, fire, negligence, improper cleaning or other circumstances not directly attributable to manufacturing defects. This warranty does not apply if the product has been used pursuant to any verbal or written rental, lease or loan agreement, or to modifications of the product, attachments to the products not approved by Staples, or to shredders that were not installed, used or maintained in accordance with product instructions and warning. THIS WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHERS, WHETHER ORAL OR WRITTEN, EXPRESS OR IMPLIED, STAPLES SPECIFICALLY DISCLAIMS ANY AND ALL IMPLIED WARRANTIES, INCLUDING WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT WILL STAPLES BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES (SUCH AS BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS, BUSINESS, SAVINGS, DATA OR RECORDS) RELATED TO THIS PRODUCT. This warranty gives you specific legal rights, and you may also have other right that vary depending upon the state, province, territory or country. Some states, provinces and territories do not allow the exclusion or limitation of incidental or consequential damages or limitation on how long an implied warranty lasts.

**Except as stated herein, no other warranties shall apply.**

## **FCC INFORMATION**

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

**CAUTION:** The user that 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)**