



SPL-NSC26A
**COMMERCIAL
SHREDDER
SERIES**



PRODUCT SUPPORT

Congratulations on the purchase of your new shredder!

Before returning any product to our store, call our Product Support experts from 8 am to 8 pm EST Mon-Fri: 1-866-675-4480.

Contents

Innovative Features.....	3
Technical Specifications	4
Diagram	5
Warnings.....	6-7
Installation / Safety Instructions	8
VoiceAssist™ & InfoCenter™ Features	9
Operation	10-13
Warranty.....	14
Return Instructions	14

Innovative Features

1 Vortex™ Cutting System
Ensures optimal performance.

2 VOICE Assist™ Technology
Passive, audio troubleshooting feature with volume control.

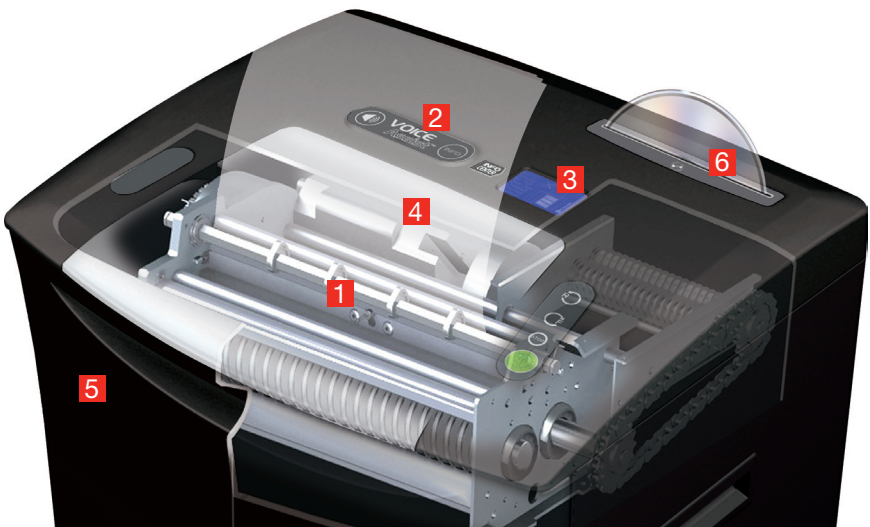
3 InfoCenter™ LCD panel
Displays visual flashing alerts.

4 zero jam™
Eliminates paper jams.

5 T-Door™ Space-Saving Design
Ergonomically designed doors for easier basket removal in tight spaces.

6 CD/DVD Throat
Separate Waste Bin
Keeps plastic waste out of your paper waste.

All-Quiet™ Operation
So you don't disturb those around you.



STAPLES

COMMERCIAL GRADE SHREDDER

26-Sheet Strip-Cut SPL-NSC26A



limited
product
warranty

More Powerful

Easily handles your heaviest shred jobs -
up to 30 minutes of continuous run time.

High Speed

Shred more in less time -
up to 26 sheets per pass at a rate of
12.01 feet (3.66m) per minute.

Ultra-Quiet

Virtually silent operation so you
do not disturb those around you.

Superior Design

Space-saving T-door design for easier
basket removal in tight spaces.

GoECO™
button

Main Power
Switch



Technical Specifications

Model	SPL-NSC26A
Cutting Style.....	Strip-Cut
Shred Size	0.24 in. (6mm)
Sheet Capacity	26 sheets
Shred Speed Max Sheet Capacity	12.01 ft/min (3.66 m/min)
Intake Throat Width	9.45 in. (240mm)
Voltage	120V/60Hz
Dimensions (L x W x H)	17.52 x 14.45 x 32.01 in. (445 x 367 x 813mm)
Weight	77.16 lbs. (35 kg)
Receptacle Volume.....	16 gallons (60.5 liters)
Noise Level (Motor)	60 dB
Run-time.....	30 minutes

Diagram





WARNINGS



CAUTION: KEEP THIS DEVICE AWAY FROM CHILDREN AND PETS!
Place the paper shredder in an area less accessible to children.



DO NOT PLACE FINGERS TOO CLOSE TO THE FEED SLOT AS SERIOUS INJURY MAY OCCUR. Paper shredders can pull children's fingers into the shredder mechanism.



AVOID GETTING LOOSE CLOTHING OR JEWELRY NEAR THE FEED SLOT.



AVOID GETTING HAIR NEAR THE FEED SLOT.



NEVER spray any aerosol-based products in or around the shredder. **NEVER** dispose of flammable chemicals, or materials that have come into contact with flammable chemicals (for example, nail polish, acetone, gasoline) in the shredder basket. **NEVER** use any petroleum based or flammable oils or lubricants in or around the machine, as some oils can combust causing serious injury. Lubricants specifically designed for shredders are acceptable.



NEVER place the shredder near water or any heat source. Avoid direct contact with water.



DO NOT SHRED PAPERS WITH PAPER CLIPS ON THEM. Please take out any paper clips from paper before shredding.



STOP USE IMMEDIATELY IF:



1. The shredder blades become jammed with paper.
 2. The shredder motor makes loud and/or irregular noises during operation.
 3. The shredder blades or paper guides become bent or compromised in any way.
- Continuing to operate your shredder with any of the above conditions present could be potentially dangerous.

WARNINGS



WARNING: Changes or modifications to this unit 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.

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Installation

- Only operate this product from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult an electrician.
- Make sure the electrical outlet is easily accessible from the shredder.
- Shredder must be operated only in upright position.
- To make sure the shredder has proper ventilation, place it a minimum distance of 2 in. (5 cm) from the wall or furniture

Safety Instructions

1. Read and follow all instructions before use. Save these instructions for later use.
2. Always turn off and unplug the machine before moving, servicing, cleaning, or anything other than normal operation. Serious injury may result. Clean shredder with a damp cloth, using a mild soap and water solution.
3. Do not use abrasives or petroleum-based cleaners.
4. Place this product as close as possible to power source for quick and easy unplugging.
5. Turn off the power switch before removing waste bin. It is advisable to disconnect the power cord before opening the shredder.
6. This product should never be placed near a radiator or other heat source.
7. Do not allow anything to rest on the power cord. Do not place the power cord where people may walk on it.
8. If an extension cord is used with this product, make sure the total ampere (amps) ratings on the products plugged into the extension cord do not exceed the extension cord's ampere rating.
9. Do not attempt to service this product yourself, as opening or removing covers may expose you to risks of getting injured. Also, doing this will void the shredder's warranty.
10. Unplug this product and contact technical support when:
 - The power cord or plug is damaged or frayed.
 - Liquid has been spilled on the product.
 - The product has been exposed to rain.
 - The product does not operate normally, even when the operating instructions are followed.
 - The product has been dropped, or the casing has been damaged.
11. This shredder should be operated only with an operator in attendance.
12. Empty the waste bin regularly so that the waste output is not impeded.
13. This machine can shred normal paper, credit cards, CDs and DVDs. However, you should shred only one type of these items at a time to avoid causing an overload.

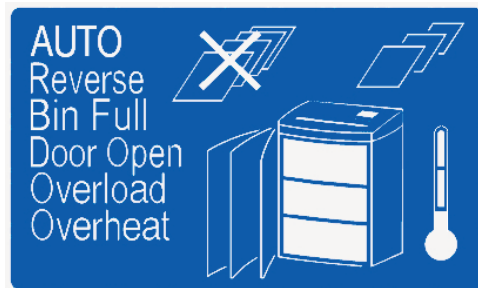
VoiceAssist™ & InfoCenter™ Features

VoiceAssist™
Volume Control



On/Off
VoiceAssist™
Button

The VoiceAssist™ feature works in conjunction with the InfoCenter™ display below. To activate, push the “INFO” button and the VoiceAssist™ system will verbally explain the status of the shredder and will help you troubleshoot the most common problems which may arise during the operation of the shredder.



InfoCenter™ LCD Panel

Control Panel Features

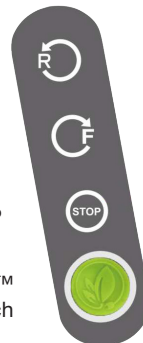
The control panel contains the main functions for operation. Please see the “Operation” section starting on page 10 for instructions on these buttons.

Reverse

Forward

STOP

GoECO™
“On” switch



Operation

Please read operating instructions before putting shredder into operation.

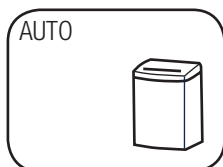
TO POWER ON:

1. Connect the power cord to any standard 120V AC, 60Hz outlet.
2. Toggle the main power switch on the rear panel to the ON position.

FOR NORMAL OPERATION:

3. Press the green GoECO™ power saving button to turn the shredder ON.

The unit will run automatically for 2 seconds, the LCD will display “AUTO” and the “STAPLES” logo will be illuminated.



4. Press the “INFO” button to activate Voice Assist™. The unit will provide assistance on 6 features in order (Auto / Reverse / Bin Full / Door Open / Overload / Overheat). To skip to the next feature press the “INFO” button. Press the “speaker” shaped button to adjust the volume.

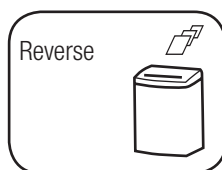


5. Feed up to the maximum allowed sheets of paper for shredding into the paper feeding throat.

Operation (cont'd)

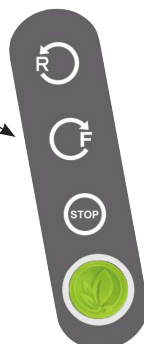
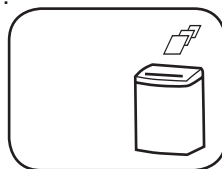
REVERSE MODE:

6. Press the "R" button on the control panel.
 - The shredder is now in Reverse mode and the motor will move in reverse to push out the paper sheets.
 - The LCD panel will look like the diagram shown.
 - For assistance activate VoiceAssist™.
 - To deactivate VoiceAssist™, press the "INFO" button again.



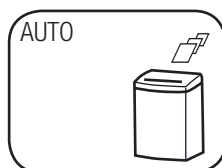
FORWARD MODE:

7. Press the "F" button on the control panel.
 - The shredder is now in forward mode and the motor will move forward to shred paper.
 - The LCD panel will look like the diagram shown.
 - For assistance activate VoiceAssist™.
 - To deactivate VoiceAssist™, press the "INFO" button again.



RETURN TO AUTO MODE:

8. Press the green GoECO™ button on the control panel.
 - The shredder is now in AUTO mode and will automatically start when paper is inserted into the paper throat.
 - The LCD panel will look like the diagram shown.
 - For assistance activate VoiceAssist™.
 - To deactivate VoiceAssist™, press the "INFO" button again.

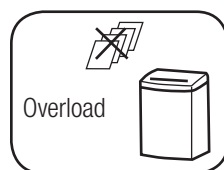


Operation (cont'd)

FOR PAPER JAMS:

9. If you insert more than the maximum allowed number of paper sheets and jamming occurs, the machine will automatically go into reverse to push out the jammed papers.

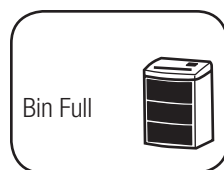
- The LCD panel will look like the diagram shown.
- The “INFO” button will flash red.
- Press the “INFO” button and VoiceAssist™ will announce the problem and solution.
- Once the jammed has been removed, the “INFO” button will stop flashing and normal operation can continue.



BIN FULL:

When the waste bin is full, the shredder will not shred any more paper until the bin has been emptied.

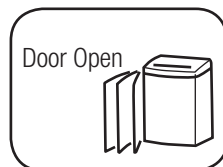
- The LCD display will look like the diagram shown.
- The Red LED light underneath the button, “INFO”, will flash to warn the user.
- Press the button, “INFO”, and the VoiceAssist™ function will announce the problem and solution.
- To deactivate the VoiceAssist™ mode, press the button “INFO” again.



Operation (cont'd)

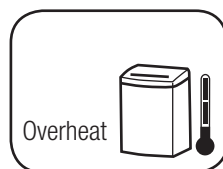
DOOR OPEN:

11. When the doors are open or ajar, the shredder will not start until the doors are completely closed.
 - The LCD panel will look like the diagram shown.
 - The “INFO” button will flash red.
 - Press the “INFO” button and VoiceAssist™ will announce the problem and solution.
 - Once the doors have been closed, the “INFO” button will stop flashing and normal operation can continue.



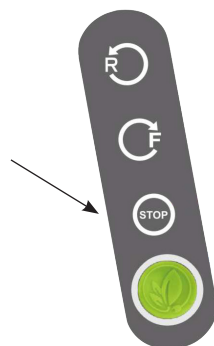
OVERHEATING:

12. During long periods of continuous shredding, the temperature of the machine will rise. When the temperature reaches the maximum allowed level, the shredder will automatically shut off the motor until it has cooled to an acceptable temperature. The shredder will resume paper shredding when the motor has sufficiently cooled.
 - The LCD panel will look like the diagram shown.
 - The “INFO” button will flash red.
 - Press the “INFO” button and VoiceAssist™ will announce the problem and solution.
 - Once the unit has cooled, the “INFO” button will stop flashing and normal operation can continue.



TO TURN OFF:

13. There are 3 ways to stop the shredder.
 - a. Press the “STOP” button on the control panel.
 - b. Toggle the main power switch on the back of the unit to OFF.
 - c. Or, do nothing, and the GoECO™ power saving technology will automatically turn the unit off after 30 minutes of idle time.



Staples® Brand Shredder 3 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 3 years 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. The 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 1-866-675-4480.

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 warnings. 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 rights 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.

