

## SAFETY INSTRUCTIONS/WARNINGS

Your safety and the safety of others are important to us. Please follow all safety instructions and warnings outlined in this manual in its entirety before attempting to operate the shredder.

1. KEEP CHILDREN AND PETS AWAY FROM THE SHREDDER SERIOUS INJURY COULD OCCUR.
2. Read all instructions before use. Save these instructions for future reference.
3. Always follow all warnings and instructions outlined in the manual on the shredder and shredder packaging.
4. Never insert your hand or fingers into the shredder feed openings. Keep personal and loose objects such as jewel, hair, neckties, fingers, etc. away from the feed opening. Serious injury could occur.
5. This shredder is intended to shred paper, CD/DVD, credit card, staples only. Do not shred paper clips or other hard materials. Do not shred labels envelopes. Doing so will damage the cutting system.
6. Do not use for heavy, commercial usage. Do not exceed recommended shred capacity. Do not shred continuous forms. Do not operate for extended periods of time. Cycle time:5 minutes on,60 minutes off.
7. The shredder should never be placed near or over radiator, heat register, or water.
8. Always turn off and unplug the shredder prior to moving, cleaning, servicing, or any other action other than normal operation.
9. The housing may be cleaned with a soft, damp cloth. Do not use solvents, degreaser or any other chemical to clean the shredder. Unplug before cleaning!
10. Do not alter or deface the shredder or shredder housing in any way. Doing so could cause injury and/or void the warranty.
11. Do not remove warning stickers/labels from the shredder.
12. Only operate the shredder from a power source indicated on the marking label. If you are unsure of the power source, consult your dealer or local power company.
13. Do not rest any objects on the power cord. Do not place shredder in an area where persons may walk on the power cord.
14. If an extension cord is used, ensure 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 items plugged into the wall outlet does not exceed 15 amperes.
15. Socket outlet should be installed near the machine and should be easily accessible.
16. The power cord serves as the disconnect function for the shredder. Please be sure the cord is easily accessible at all times. The power cord cannot be replaced. If the cord is damaged in any way the shredder should be discarded immediately.
17. Do not attempt to service the shredder yourself. Opening and/or removing covers could expose you to dangerous voltage points and/or other serious risks. This action will also void the shredder warranty.
18. Use only approved shredder lubricant and cleaning products. Do not use common household cleaners lubricants or alcohol on or near the shredder. Do not use aerosols or any product marked flammable. Some agents may combust causing serious injury.
19. Never use any type of compressed air or air dusters to clean the shredder housing basket, feed entry, or shredder head. Serious injury could occur. Do not use any product that is marked flammable.
20. This shredder should only be operated with a operator in attendance.
21. Empty the waste receptacle frequently for smooth, trouble-free operation.
22. The wastebasket should not be tilted more than 10 degrees when.

**THIS SHREDDER MUST BE USED WITH THE SUPPLIED BASKET THE SAFETY INTERLOCK SWITCH MUST ENGAGED OR THE SHREDDER WILL NOT OPERATE**

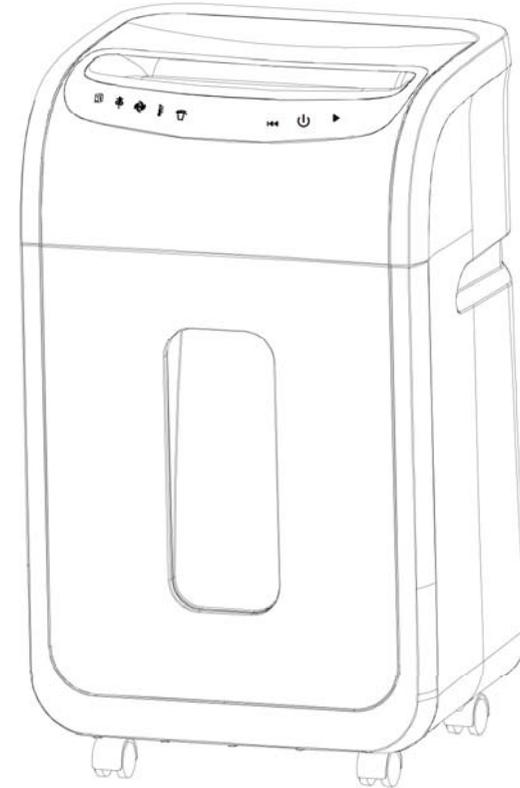
### Disposal instructions

This recycling logo informs the final user that it's forbidden to put your product on garbage. If they don't want this product anymore they should return it to the distributor.

Ningbo Ofitech Business Manufacture Co., Ltd  
Address: Kaifat Group, Qiming Road, Yinzhou Industrial Zone,  
Ningbo 315105, P.R. China

# HIGH SPEED SHREDDER

## OS1605Mi

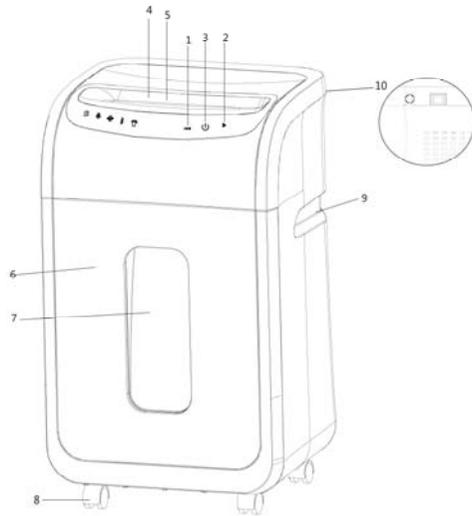


## USER MANUAL

## SPECIFICATIONS

Model No:OS1605Mi Cutting Style: Micro cut Entry Width: 220 mm Shred Size: 5×14mm Shred Capacity: 16 sheets (A4 Paper) 1 PC CREDIT CARD	Waste bin for paper: 28 liter credit card: 1.0 liter Input: 230VAC,50Hz,570W 2.5A Machine Size: 360×286×602 mm Net Weight: 13.34kg
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## NAMES OF COMPONENTS



- |                       |                       |
|-----------------------|-----------------------|
| 1. REV                | 2. FWD                |
| 3. OFF/ON             | 4. Credit card intake |
| 5. Paper intake       | 6. Indicator          |
| 7. Transparent window | 8. Bottom wheel       |
| 9. Handle             | 10. Switch            |

## OPERATION

- Prepare paper or card to be shredded by removing labels or any other foreign matter.
- Shred capacity per pass
 

Paper:	16 Sheets Maximum
Credit Card:	1 Pc. Maximum
CD:	1 Pc. Maximum
- Press the switch to REV/FWD/ECS position for your desired setting:
  - REV: Reverses shredding direction and backs item out of the shredder in the event of a jam.
  - FWD: Forward shredding direction and clear jammed paper in the shredder.
  - POWER: Power switch. After the power supply is connected to the machine, press the button, and then press the shutdown, it can be used for emergency stop.

ALWAYS UNPLUG THE SHREDDER BEFORE ATTEMPTING TO REMOVE AN ITEM MANUALLY

- Insert item to be shredded into the appropriate feed opening.
- The solid basket is for convenient disposal of content.

## SAFETY SYMBOLS



**Warning:** Please pay more attention to the safety instruction, before operate the machine otherwise wrong operation will result in damage to users.



Product is not intended for use by children (product is not a toy)



Avoid hair touching the document feed opening.



Avoid touching the document feed opening with hands.



Do not insert paper clips or staples into the infeed slot.



Avoid clothing and long necklaces or bracelets touching the document feed opening



Keep aerosol products away (for products incorporating a universal (brush) motor).

## INSTALLATION

- When no paper in the throat, the shredder will be always cut off, and will not be turned on by pressing any switch on the panel except the ON/OFF switch. Potential injuries can be prevented.
- When inserting paper into the slot, the shredder will be turned on automatically, no need to press the ON/OFF switch at the back of the shredder again.
- Plug into a power of 230V/50Hz, press the power switch, the green power light (  ) will illuminate, the shredder is standby for 5 seconds, when shredding is finished, the shredder will be turned off automatically, power consumption is almost zero.
- When paper is jammed, the paper can be cleared automatically or by pressing REV/FWD switch to turn on the shredder to clear the jammed paper.



## IMPORTANT NOTES

- If the paper is wider than the feed entry and is folded to fit, the paper thickness increases and the recommended capacity may be exceeded.
- If the basket is removed or ajar, the shredder will the safety interlock
- If the basket does not make complete contact with the safety interlock switch that is built into the basket frame, the machine will not operate
- When the paper is shredding, the LED light (  ) blinking, that means the paper is shredding.
- When the LED light (  ) illuminate, means the basket is open or not in the right position.
- If the shredder is overload, it will automatically shut down and the Red LED light (  ) will illuminate until it is safe to resume shredding again. Please set the switch to "REV" to back the paper out of the unit, then clear redundant paper and press switch on "FWD", the machine can work normally.
- If the shredder is overheat, it will automatically shut down and the Red LED light (  ) will illuminate until it is safe to resume shredding again.
- The Red LED light (  ) will illuminate when the basket is full of paper, and the basket will show blue light.
- Do not shred labels or paper with labels affixed to them. By doing so will void your warranty. Also this will gum the cutting blades and cause the shredder to malfunction.