

Ryman

INSTRUCTION MANUAL

**CROSS CUT SHREDDER
CC12**



Please Read the Following Instructions Carefully before Use, and Keep for Future reference.

<http://www.ryman.co.uk>

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WARNING



Please keep children away from this shredder.

The sharp blade inside the shredder may harm children.



Please keep your hair away from the shredder.
Also keep ties, necklace & hair away from the shredder, as it may cause personal injury. If they are taken into the shredder, please turn the power off immediately.



Please keep your hands out of the paper entry.

The sharp blade inside the shredder may cause injury.



If smoke or abnormal smells come from the shredder, Please stop using it immediately and remove the plug from the socket.

IMPORTANT SAFETY INFORMATION:

1. Read through these operating instructions carefully and completely before using the machine for the first time.
2. The incorrect operation may cause personal injury or damage property.
3. Place the machine on a flat and dry surface, so that it is freely accessible from all sides.
4. Do not use outdoors.
5. Please note the warnings printed on the shredder.
6. Do not pour or spill any liquid into or on the machine.
7. Please do not spray any flammable gas or oil onto the shredder, as it may cause a fire.
8. Keep out the reach of children.
9. This appliance is not intended for use by persons with reduced physical, sensory or mental capabilities, or lack of experience and knowledge, unless they have been given supervision or instruction concerning use of the appliance by a person responsible for their safety.
10. Do not cover or place any object on top of the shredder.
11. Do not operate the appliance with a damaged cord or plug.
12. Please do not open the shredder unit or try to repair it. Repairs must only be executed by a qualified tradesperson.
13. Do not operate the appliance if it has been dropped or is damaged in any manner.
14. Do not use the appliance for the other than the intended use.
15. Do not leave the shredder unattended while it is switched on.
16. Do not use near any combustible source, or in a damp or wet environment.
17. The shredder should be used close to the plug socket as the plug socket outlet should be accessible.
18. Please use the shredder with the correct power supply.

Additional Important Information:

1. The shredder is a paper shredder; please do not shred film, OHP pouches, lamination pouches, adhesive stickers, cloth or plastic as this will damage the shredder.
2. This appliance is intended for small home office use only. It is recommended to switch off the machine for 30mins, after approx 2mins of use.
3. Always unplug the appliance when emptying the waste bin or when not in use.
4. Do not insert any metal objects into the machine.

OPERATIONS



Figure 2

Setup:

1. Remove the shredder from the outer carton.
2. Place the shredder head onto the basket. If the shredder head does not make complete contact with the basket, then the device will not operate.

Shredder Capacity:

The CC12 will shred 5 sheets of A4 80gsm paper at once and will accept paper width up to 220mm. When shredding smaller items like envelopes or credit card receipts, insert them through the middle of the feed slot.

The paper sensor is located in the centre of the main feed slot. When paper is inserted, the sensor starts the cutters. When the paper has gone through the shredder, the sensor will switch the cutters off.

Operating the Shredder:

1. Prepare the paper to be shredded by removing paper clips and any other objects that may jam in the feed slot. However, please note the shredder will shred staples, though for optimal performance, the removal is advised.
2. Only feed 5 sheets of 80 gsm A4 paper at once.
3. Set the select switch on top of the shredder to REV, OFF or AUTO position for the desired operation (See Figure 2).

AUTO: Activates the auto shred function, the shredder will start automatically when an item is inserted into the paper feed slot and will stop once the paper has been shredded.

REV: Reverses the shredding direction and backs items out of the shredder in the event of a jam.

OFF: This position is recommended when emptying the shredder bin or when the shredder is not in use for a prolonged period of time.

Paper Jams:

The CC12 is equipped with a motor overload protection device; the normal short duty cycle for continuous shredding a maximum capacity is 2 minutes on & 30 minutes off. The power may terminate automatically in case of the following situations:

1. Operating the shredder at maximum capacity continuously for a prolonged period of time, e.g. more than 2 minutes without stopping.
2. Exceeding the shredding capacity e.g. inserting more than 5 sheets at one time, or if the paper is not fed squarely into the feed slot.

Both of these operations may result in the activation of the automatic motor overload protection, which terminates the power to the unit. If this occurs, you should:

1. Unplug the power cord from the AC outlet and wait at least **30 minutes** for the overload protection to reset. Tear or cut off any excess paper from the top of the shredder.
2. Plug the power cord back into the AC outlet and place the switch in REV. Pull the remaining paper out of the cutters. Place the switch back to the AUTO position if necessary.
3. With the switch in the AUTO position and the feed slot clear, you are now ready to resume normal shredding.

If the shredder overheated, it will automatically shut down and will restart again after 30 minutes.

Clearing the Cutter Heads:

If fibrous paper is being shredded the cutters may become clogged. Move the switch alternatively between AUTO and REV 2-3 times to clear any paper shreds attached to the cutters.

ALWAYS UNPLUG THE SHREDDER BEFORE ATTEMPTING TO MANUALLY REMOVE AN ITEM FROM THE PAPER ENTRY.

Shredding Credit Cards:

1. Set the operating switch to OFF.
2. Plug the shredder into the mains and switch on the power.
3. Set the operating switch to AUTO.
4. Feed credit cards into the centre of the cutting slot one at a time. Allow the machine to take them in, DO NOT force the card into the machine.
5. Place credit card in vertical position rather than horizontal to achieve better performance.
6. Do not shred more than one credit card each time.
7. Shredding performance will depend on the thickness, material & hardness of credit cards.
8. This shredder is designed primarily to shred paper. Occasional shredding of credit cards will not damage the shredder. **Excessive shredding of credit cards could reduce the life of the blades.**

MAINTENANCE

Warning:

When you want to maintain the shredder, please make sure you have switched off the shredder and removed the plug from its socket.

9. Use a dry soft cloth when you want to clean the shredder.
10. The shredder cover and waste bin are made of plastic; therefore please do not use gasoline, benzene impregnate thinner to avoid fading or scratches.
11. Do not allow water to enter the shredder head when cleaning.

■ **Waste Emptying:**

1. When you empty the waste bin, please make sure the unit is switched off and unplugged.
2. Place back the shredder head onto the bin correctly.



Paper is easily wrapped around the shredder head if the waste bin is allowed to get too full, therefore please empty the waste bin when the bin is full.

HOW TO DISPOSE:



This symbol indicates that you must seek information and follow local regulations regarding the disposal of this kind of product.

Do not dispose of this product the way you would dispose of general household waste.

Dispose of this product in accordance with the relevant local regulations.

Electrical&Electronic product contains hazardous substances that can harm the environment and human health, they should be recycled.

TROUBLE SHOOTING

Troubles	Reason	Solution
Shredder does not work after paper inserted.	<ol style="list-style-type: none"> 1. The power cord may not be properly connected. 2. The paper being shredded may be too thin to activate the sensor. 3. The motor has been over heated. 4. The paper feed may be jammed. 5. Shredder head is not placed properly on basket. 	<ol style="list-style-type: none"> 1. Check the power cord is correctly plugged in both the plug socket and the shredder. 2. Try a thicker paper or fold the paper in half & try again. 3. Wait for about 30 minutes and try the shredder again. 4. Reverse the paper feed and remove any jammed paper, then try again. 5. Place shredder head securely on basket, facing the front correctly, ensuring contact with the basket is made.
Shredder does not stop after shredding has finished	<ol style="list-style-type: none"> 1. The mechanical sensor may be jammed by paper 	<ol style="list-style-type: none"> 1. Clean the paper entry and try again.
Shredder makes a high noise	<ol style="list-style-type: none"> 1. The shredder may not be placed on a flat/stable surface. 	<ol style="list-style-type: none"> 1. Place the shredder onto a flat/stable surface.
Shredder does not shred paper	<ol style="list-style-type: none"> 1. Too much paper is inserted. 2. The paper size inserted may be larger than the paper entry. 3. The paper may be inclined when placed into the paper entry. 	<ol style="list-style-type: none"> 1. Check to see if you have exceeded the rated capacity of paper (5 sheets of 80gsm). 2. Reverse the shredder and take out the paper, fold in half and try again. 3. Re-insert the paper vertically.

SPECIFICATION

Model:	CC12
Voltage:	220-240VAC,50Hz
Current:	0.7A
BS Plug	Max 3A Fuse
Paper entry width:	220mm
Shred size:	4*36mm
Shred paper capacity:	5 sheets 80gsm
Shred speed:	2.0m/min
Waste bin Volume:	12.0L
Noise level:	73DB
Duty cycle:	2 mins on and 30 mins off
Net weight:	2.9KGs
Dimension:	290*140*360mm
Credit cards	YES
Staples	YES

Type designation:

Testing acc. to BSEN 60950-1:2006

Low Voltage Directive 2006/95/EC

EMC Directive 2004/108/EC

Test Standards:EN55014-1:2006

EN55014-2:1997+A1:2001

EN61000-3-2:2006

EN61000-3-3:2008