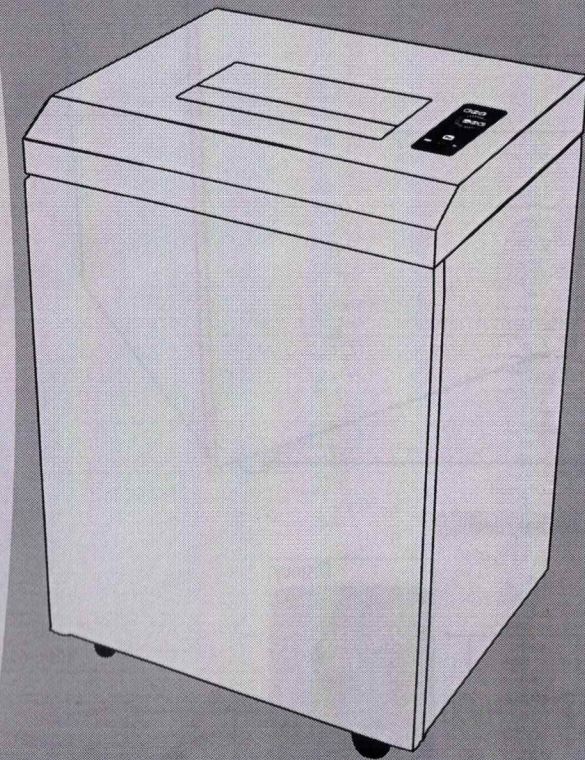




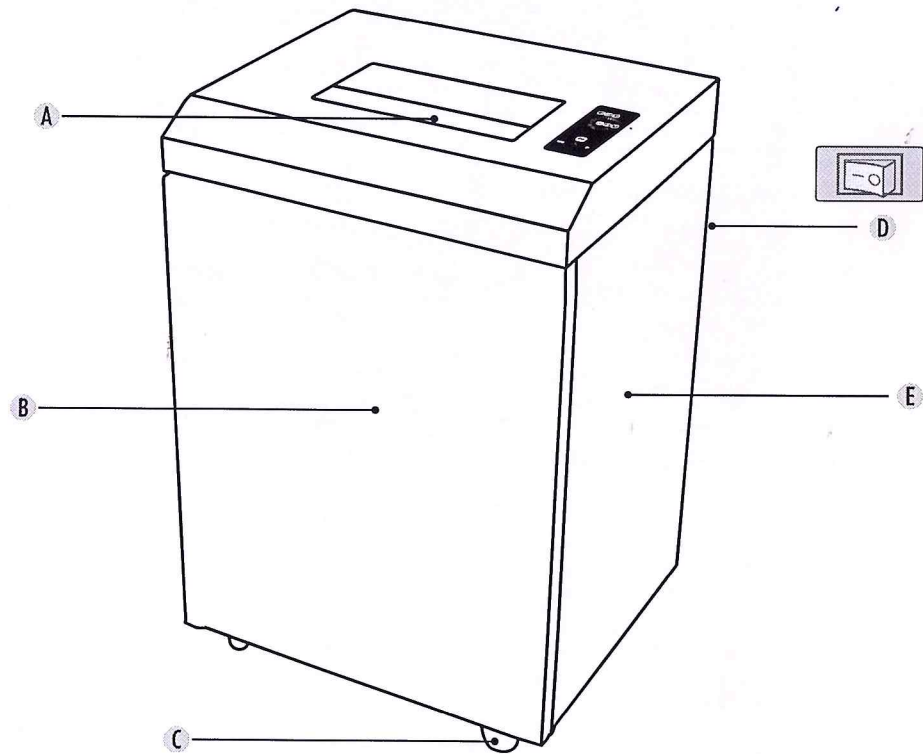
**NEW UNITED**

**PAPER SHREDDER**

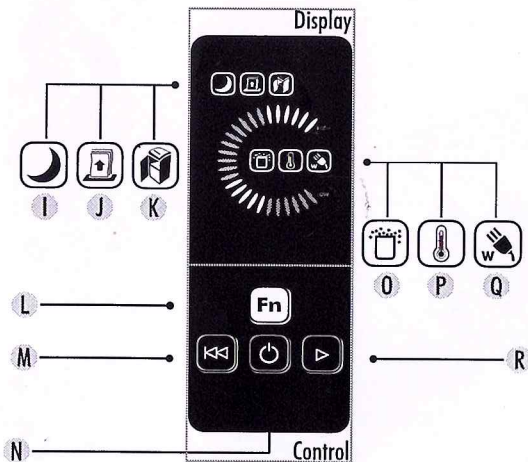


Please read these instructions before use.  
Do not discard: keep for future reference.

Part No.: 601539  
REV.B00



**Control Panel**



**KEY INSTRUCTION**

- A Credit Card/CD/DVD paper entry
- B Door
- C Casters
- D Disconnected power switch
- E Cabinet

**Control Panel**

- I Sleep mode(yellow)
- J Remove paper(red)
- K Bin open(red)
- L Function(blue)
- M Reverse
- N On/Off(blue)
- O Bin full(red)
- P Overheat(red)
- Q Load Power
- R Forward

**CAPABILITIES**

Micro Cut will shred: Paper, credit cards, staples.  
 Cross Cut will shred: Paper, credit cards, CD, staples and small paper clips.  
 Strip Cut will shred: Paper, credit cards, CD, staples and small paper clips.

Both will not shred: Adhesive labels, continuous form paper, transparencies, newspaper, cardboard, large paper clips, laminates, file folders, X-rays or plastic other than noted above.

**SPECIFICATIONS**











Model Name	M3165M/M3120M	M3165C/M3120C	M3165S/M3120S
Cut Type	Micro Cut	Cross Cut	Strip Cut
Sheet Capacity(70g/80g)	17"/15"	25"/20"	31"/26"
Particle Size(inch/mm)	5/64"x1/3"/2x8mm	5/32"x1-1/2"/3.9x38mm	5/32"/3.9mm
Security Levels-DIN/BIL*	DIN 4/BIL 4	DIN 3/BIL 3	DIN 2/BIL 2
Paper entry width(inch/mm)	12.1"/310mm	12.1"/310mm	12.1"/310mm
Credit card/CD/DVD per pass	1* (only for card)	1*	1*
Running Time (no load)	0.5 hours	0.5 hours	0.5 hours
No Load Noise Level	55 dB	55 dB	55 dB
Bin Capacity(Litres/Gallons)	165L/43.6Gal/120L/31.7Gal	165L/43.6Gal/120L/31.7Gal	165L/43.6Gal/120L/31.7Gal
Rated Voltage/Frequency/Current	200V-240V/50/60Hz/3.5A	200V-240V/50/60Hz/2.5A	200V-240V/50/60Hz/2.5A

\* Heavier paper, humidity or other than rated voltage may reduce capacity.

\* Office environments ranging between 50-80 degrees Fahrenheit(10-26 degrees Celsius) and 40-80% relative humidity.

IMPORTANT SAFETY INSTRUCTIONS-Read Before Using!






**WARNING**

-   Keep away from children and pets. Keep hands away from paper entry. Always set to off or unplug when not in use.
-   Keep foreign object-gloves, jewelry, clothing, hair, etc.- away from shredder openings. If object enters top opening, switch to Reverse(◀◀) to back out object.
-  Never use aerosol products, petroleum based lubricants or other flammable products on or near shredder. Do not use canned air on shredder.
-  Do not use if damaged or defective. Do not disassemble shredder head. Do not place near or over heat source or water.
-  This shredder has a Disconnect Power Switch that must be in the ON(I) position to operate shredder. In case of emergency move switch to OFF(O) position. This action will stop shredder immediately.
-  Avoid touching exposed cutting blades under shredder head.
-  Use only designated entry for cards and CD/DVDs. Keep finger away from cards and CD/DVDs hole.
-  The grounded socket-outlet shall be installed near the equipment and shall be easily accessible.



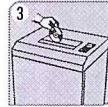


BASIC SHREDDING OPERATION

NOTE: Disconnect power switch must be in ON(I) position to operate shredder. Shredder runs briefly after each pass to clear entry.

**PAPER**

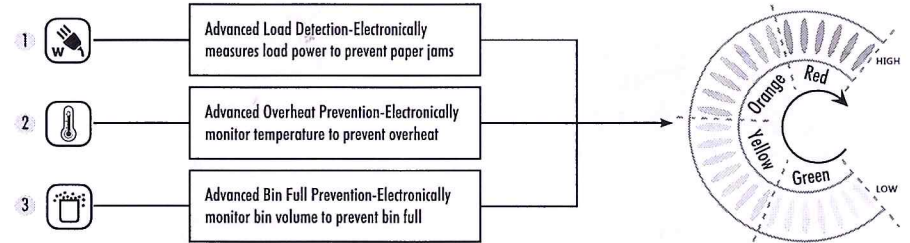
-  Plug in and set to On(⏻)
-  Check for correct paper quantity
-  Feed paper straight into paper entry and release
-  Set to OFF(⏻) and unplug
-  Do nothing and shredder will go automatically to sleep mode

**CREDIT CRAD OR CD/DVD**

-  Plug in and set to On(⏻)
-  Hold card or CD/DVD at edge
-  Feed into card/CD/DVD entry and release
-  Set to OFF(⏻) and unplug
-  Do nothing and shredder will go automatically to sleep mode



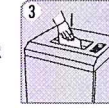
INNOVATIVE PRODUCT FEATURES

**Fn** Function button switch below three indicator lights.





SLEEP MODE

WHEN IN SLEEP MODE


-  In sleep mode, yellow indicator illuminate
-  To get out of sleep mode, press On (⏻)
-  Insert paper




DEEP SLEEP MODE

TIMED SHUT OFF

-  In deep sleep mode, no yellow indicator illuminate, over 30 minutes, shredder will shut off
-  Press On (⏻) to activate shredder

BASIC TROUBLESHOOTING

 (Red) - Paper jam: Set to Off(O), open door and empty bin. Replace bin, close door, and follow any or all of the below procedures.

-  Press and hold Reverse(◀◀) for 2-3 seconds
-  Press Reverse(◀◀) and Forward(▶▶) back and forth
-  Pull several sheets of uncut paper from entry

## BASIC MAINTENANCE

\*Run regularly in reverse(←←) for one minute.

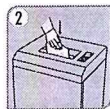
\*Lubricate when bin is full, or immediately, if:

- Capacity decrease.
- Motor sounds different, or shredders stops running.

### FOLLOW OILING PROCEDURE BELOW AND REPEAT TWICE



Apply oil across entry





Shred one sheet



Press and hold Forward(→) for 2-3 seconds

## MISCELLANEOUS TROUBLESHOOTING

- Self Cleaning Cycle: Shredder periodically cycles in forward and reverse lasting 3-6 seconds.
-  (Red)-Empty wastebasket when bin full indicator lights up.
-  (Red)-Shredder won't run if the door is open, or bin needs to be emptied. Bin must be in machine, with door closed, in order for machine to operate properly.
- Maintenance is an important part of protecting your investment. Don't forget our oil and shredder bags.