



TG-168
Instruction Manual
8 SHEET CROSS CUT SHREDDER



Dear customer,

Thank you for buying this high-quality product. Please carefully read through these operating instructions before using the device for the first time. In particular, please comply with the safety notices. Our service information is located at the bottom of these instructions.







Intended Use:

The shredder is only suitable for shredding of paper. Any other use or modification shall be deemed to be improper and involves substantial risk of accidents.



IMPORTANT safety measures:



1. Always be sure to keep all loose objects such as e.g. clothing, ties , jewellery , hair  and all other small objects away from the feed slot in order to avoid injury.
2. Disconnect the mains plug in the event the document shredder is not be used for a longer period of time.
3. Remove all paper clips and staples  before inserting the paper.
4. Always be sure to keep your fingers and hands  away from the feed slot in order to avoid serious injury.
5. The device should be setup as close as possible to an easily accessible wall socket.
6. The document shredder must always be deactivated and disconnected from the electrical line prior to moving, transporting and cleaning the device and prior to emptying the waste basket.
7. Empty the waste basket frequently. Otherwise the shredder may jam. Please disconnect the mains plug in order to empty the basket.
8. Attention: The document shredder is not suitable for CDs/DVDs , shredding cassettes resp. diskettes.

9. Please do not leave the document shredder unattended e.g. in the event children



or pets are nearby.

10. The document shredder is only suitable for shredding paper, please do not insert any other materials, the paper must be dry and clean.


11. Never open the casing. In the event of problems with the device, please contact our hotline.

12. The device may not be operated with a damaged power cord.

13. Please read the manual before operating the machine



14. For indoor use only.

15. Please do not spray any flammable gas or oil  onto this shredder, it may cause fire.



WARNING: Hazardous moving part is in this equipment, keep body parts away from moving parts



WARNING: Sharp edges in the cutting unit. Keep fingers and other body parts away from the cutting unit.

Remark: For optimum results and to protect the machine, we suggest the user to operate it for 3 minutes and then rest 40 minutes.

ELECTRICAL SAFETY GUIDELINES

- Please disconnect the mains plug before not using the unit for a prolonged period of time!
- In the event of damage to the mains cord, the mains plug or the device itself, please cease operating the device (risk of injury)!
- Please do not attempt to repair the unit yourself!
- Please do not overload the capacity of the socket!
- The mains connection of the device must be freely accessible!
- Do not modify the mains cord as it complies with the prescribed grid voltage!

Delivery:

Shredder TG-168
Paper waste basket
Manual

Setting up the document shredder:

1. Securely mount the document shredder on a waste basket. **In the process, ensure that you do not catch your fingers between the top edge of the waste basket and the shredder.**
2. Connect the main plug to a standard 220-240 volt AC socket.

Starting the document shredder:

Important note:

This device is designed solely for private use in enclosed quarters and for brief operation not exceeding 3 minutes. Do not use the document shredder for commercial applications nor outdoors. Improper use poses risk of accidents.

1. Plug in and move "control panel" from OFF to AUTO position, "Indicator light" in green. (Feed papers, staple or credit card to shred). Continuous operation around 4 minutes.
2. When finished shredding or no need to use it, please set to OFF.
3. Jam: Please move "control panel" from "Auto" to "REV" position and pull out the jammed paper.
4. Move "control panel" from "REV" to FWD position for 3-5 seconds staying (repeat the operation around 2-3 times if get a very serious jam)
5. Overheat (indicator light is in red, need to wait for cooling down).
6. Max.8 sheets: If it is over the capacities, please take out the excess papers.

Capacity of the document shredder:

The TG-168 shreds up to 8 sheets of paper (DIN A4, 80g). The paper width may comprise up to 21.8 cm. When shredding small paper sizes such as letters or credit card receipts, please insert them into the middle of the shredding slot.

Please ensure that never more than the above-mentioned maximum quantity is inserted in the shredder. Otherwise the device may sustain damage.

Protection against paper jams and overloading:

The TG-168 is equipped with a motor overload guard. To protect the machine well, we suggest the user to operate it in this way: work 3 minutes then rest 40 minutes. Under the following conditions, the current feed to the unit's motor is interrupted:

1. Continual operation of the document shredder with maximum capacity for a prolonged period of time, e.g. longer than 3 minutes without interruption.
2. Overrunning the shredding capacity e.g. adding more than 8 sheets of paper (80g) in one operation or in the event the paper is not inserted length-wise into the feed slot.

Under the above-mentioned conditions, the automatic overload guard of the motor is triggered, whereupon the current feed to the device is interrupted. In such a case, please take the following steps:

1. Disconnect the main plug from the AC socket in order to avoid the risk of serious injuries and wait at least 40 minutes until the overload guard has reset. Now tear off excess paper from the top of the shredder or remove it.
2. Reconnect the main plug to the AC socket and press the REVERSE button. Pull the remaining paper away from the shredding blades. If necessary, repeat this step.
3. With pressing the FORWARD button and the open feed slot, you may now continue the normal shredding process.

Technical data:

Shredding type:	Cross-cut
Size of cut:	5x18 mm (paper)
Shredding capacity:	8 pages DIN A4 (80g)
Feed width:	approx. 220 mm
Input voltage:	220~240 VAC, 50 Hz, 1,5 A
Dimensions:	approx. 312 x 185 x 380 mm
Waste basket:	ca. 16 l capacity
Noise level:	approx. 72 dB

Cleaning and maintenance:

Danger! Unplug the power cord before cleaning. There is a risk of electric shock!

Warning! The blades of the device are very sharp! Danger of injury!

Empty the waste bin regularly.

Do not use any aggressive cleaning agents. Never use any chemicals (e.g. cleaning solvent, alcohol) to clean the housing.

To ensure your shredder enjoys a long working life, we recommend to clear residual material from the cutting units at regular intervals and apply special oil for paper shredders to the cutting unit. You can purchase lubricant sheets from our website or directly from our retailers and wholesalers across Pakistan. This will extend the service life of the device.

Attention: It is forbidden to use oil spray bottles containing CFC!