

# Instruction Manual

**Model: BRASQ® PS200**



# Paper Shredder

## With separate compartment for CD/DVD and credit cards

Dear customer,

Thank you for purchasing this quality product. Please carefully read the operating instructions prior to the initial operation and keep them handy for future reference. Please pay particular attention to the following safety information. If you have any questions or complaints about the device, please refer to the service information at the end of these instructions.

### **Setup:**

1. Place the CD/DVD & Credit card shredding plastic bin provided with your shredder, inside the appropriate rib position attached to the inside of waste bin.
2. Place the shredder securely on top of the waste basket. Be sure not to allow your fingers to get between the basket and the shredder as you are placing the shredder in place.
3. Plug the power cord into any standard 220-240 volt AC out let.

### **Operating the shredder:**

The sliding switch is located on the top side of the unit and can be set to three (3) positions.

1. **AUTO** position: the shredding operation starts automatically as soon as the paper to be shredded is inserted in the feed slot. After the shredding operation is complete, the device will automatically deactivate.

2. **REV** features the following two functions:

a) Rectifying a paper jam. In this case, the direction of the shredding operation is reversed before the work cycle ends in order to free the shredding blades. Should you determine that too much paper has been inserted and the shredding operation slows noticeably, immediately set the switch to this position, also in the event paper is accidentally inserted.

b) Shredding CDs/DVDs and credit cards: Insert an individual CD/DVD or credit card in the designated feed slot on the shredder.

3. In order to empty the waste basket or in the event the device is not used for a prolonged period of time, the switch should be set to **OFF** and the device should be disconnected from the electrical line.

This device is designed solely for private use in enclosed quarters and for brief operation not exceeding 2 minutes. Do not use the document shredder for commercial applications nor outdoors.

Furthermore, the document shredder features a “**Clear**” switch. Please press this if the shredding operation ends before the paper has been completely shredded. With the help of the clear switch, the paper is then completely ejected into the waste basket.

### **Capacity of the document shredder:**

**PS200** will shred **7** sheets of A4 size 80g/gsm paper, The paper width may comprise up to 220mm. 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.




### **Separate shredder for CD's and credit cards:**

This document shredder is equipped with a separate shredder for CDs/DVDs and credit cards. CDs/DVDs are shredded into 4 pieces. Given that such materials always present the risk of splinters, please keep your face at an acceptable distance when inserting CDs/DVDs. The shredded material is then collected in a separate tray thereby facilitating its environmentally-friendly disposal.

### **Cautions:**



1. Keep all loose articles of clothing, ties  , jewelry  , hair  or other small items away from the feed opening to prevent injury.
2. Keep in the OFF position when the shredder is not in use for prolonged periods of time.
3. Remove all paper clips  and staples from paper before shredding.
4. Do not place hands  or fingers into the shredder throat as it can result in serious injury.
5. Always turn off or unplug the shredder prior to moving, cleaning or emptying the wastebasket.
6. Empty wastebasket frequently.
7. 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.
8. Please do not leave the document shredder unattended e.g. in the event children  or pets are nearby.

9. Please do not shred credit cards, CDs/DVDs and paper at the same time.
10. The device may not be operated with a damaged power cord.
11. For indoor use only.
12. To protect the machine well, we suggest the user to operate it in this way: work 2 minutes then rest one hour.
13. Please do not spray any flammable gas or oil  onto this shredder, it may cause fire.
14. Please read the manual before operating the machine .
15. This equipment is not intended for use by children, avoid touching the media feed opening with the hands, clothing or hair, unplug this equipment when not in use for an extended period of time, hazardous moving part is in this equipment, keep body parts away from moving parts .

### ***Paper Jams and overload protection:***

The **PS200** is equipped with a motor overload guard. The normal work cycle for the shredding operation takes 2 minutes with a maximum load, after which a prolonged break must be taken. 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 2 minutes without interruption.
2. Overrunning the shredding capacity e.g. adding more than **7** 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 mains plug from the AC socket and wait at least 60 minutes until the overload guard has reset. Now tear off excess paper from the top of the shredder or remove it.
  2. Reconnect the mains plug to the AC socket and set the switch to the **REV** position. Pull the remaining paper away from the shredding blades. Afterwards, set the switch back to the **AUTO** position. If necessary, repeat this step.
  3. With the switch in the **AUTO** position and the open feed slot, you may now continue the normal shredding process.

## **Specifications:**

Shredding type:	Strip-cut
Size of cut:	7 mm (paper), 4 pieces (CD/DVD or credit card)
Input voltage:	220-240 volt alternating current, 50 Hz, 0.7 A
Shredding capacity:	7 sheets DIN A4 (80g), 1 CD/DVD or credit card
Feed width:	220 mm
Feed width for CDs/DVDs:	120 mm
Dimensions:	295 x 182x 339mm
Waste basket capacity:	13L
Security level (DIN 66399-2):	P-1



Guideline 2012/19/EU concerning the handling, collection, recycling and disposal of electrical and electronic equipment and their components ('waste electrical and electronic equipment', known as WEEE). The crossed symbol on a rubbish container indicates that the machine or device is not allowed to be disposed of but it must be handed over to a suitably equipped collection center for proper recycling or disposal.



This machine corresponds to the requirements according to EU Guideline 2014/30/EU 'Electro-Magnetic Compatibility' 2014/35/EU entitled 'Low-Voltage Guidelines'