User Guide

Cross Cut Paper Shredder

Package Includes:

1 - Shredder Head
1 - Wastebasket
1 - User Guide

Please carefully check the above list to confirm all items have been received. If any items are missing, please contact Consumer Assistance. (See page 5 for contact information).

Read and save this user guide for future reference.
If you are missing parts or have difficulty operating your paper shredder, please contact our Consumer Assistance Department by telephone. Store will not accept returned products without prior authorization. You must first contact our Consumer Assistance Department (See page 5 for contact information).

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### PRODUCT OVERVIEW

**3 FUNCTION CONTROL SWITCH**

| A - 3 Function Control Switch | B - Paper Feed Opening | C - Shredder Head | D - Plastic Waste Bin |

AUTO - Shredder in standby mode, shredding starts when paper sheets are inserted into the feed opening.

OFF - Shredder is off and will not run.

REV - Shredder will rotate in opposite direction, forcing paper to exit at top.

### PRODUCT SPECIFICATIONS

<table>
<thead>
<tr>
<th>Specification</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model #:</td>
<td>9308F</td>
</tr>
<tr>
<td>Weight:</td>
<td>8.8 lbs. / 4 kg.</td>
</tr>
<tr>
<td>Capacity:</td>
<td>8 Sheets</td>
</tr>
<tr>
<td>Shred Type:</td>
<td>Cross Cut</td>
</tr>
<tr>
<td>Avg. Shred Size:</td>
<td>0.19 in. x 1.5 in. / 5 mm x 38 mm</td>
</tr>
<tr>
<td>Feed Opening:</td>
<td>8.7 in. / 220 mm</td>
</tr>
<tr>
<td>Height:</td>
<td>12.4 in. / 315 mm</td>
</tr>
<tr>
<td>Width:</td>
<td>7.7 in. / 195 mm</td>
</tr>
<tr>
<td>Depth:</td>
<td>14 in. / 356 mm</td>
</tr>
<tr>
<td>Power Input:</td>
<td>120v ~ 60Hz</td>
</tr>
<tr>
<td>Motor Power:</td>
<td>260W</td>
</tr>
<tr>
<td>Bin Capacity:</td>
<td>3.96 gal. / 15L</td>
</tr>
<tr>
<td>Noise Level:</td>
<td>≤72dB Load</td>
</tr>
<tr>
<td>Max. Run Time:</td>
<td>2 min. on / 40 min. off</td>
</tr>
<tr>
<td>Speed:</td>
<td>7.2 ft. per min.</td>
</tr>
<tr>
<td>Can Shred:</td>
<td>Paper / Credit Cards</td>
</tr>
</tbody>
</table>
**IMPORTANT SAFETY GUIDELINES**

- Do not exceed maximum recommended number of sheets when feeding paper into shredder.
- Do not put paper clips or staples into shredder to avoid damaging the blades.
- Always unplug the shredder before cleaning the waste bin.
- Unplug the shredder if not in use for extended periods of time.
- Keep ties, jewelry, hair, etc. away from the shredder feed opening to insure personal safety.
- Avoid touching the feed opening with hands.
- Keep aerosol products away from shredder as these can damage motor.
- Do not place near heat sources or in humid environment for extended periods of time.
- Place shredder far away from areas frequented by children and pets.
- Product is not intended for use by children (product is not a toy).

**OPERATION**

1. Read and follow all safety instructions before using the shredder.
2. Make sure that shredder head is resting securely on top of waste bin.
3. Insert the power cord into electrical outlet.
4. Turn switch to “AUTO” position, putting shredder in standby mode.
5. Insert paper or credit card into feed opening and shredder should begin shredding.
6. Once paper or credit card has cleared the head, shredder should return to standby mode.

**EMPTY WASTE BIN**

1. Unplug the shredder power cord from the electrical outlet.
2. Remove the shredder head from the waste bin by lifting the handle straight up.
3. Empty the waste bin.
4. Replace shredder head on waste bin.
5. Plug shredder power cord back into outlet.

**CLEARING PAPER JAMS**

1. Turn the switch to “REV” position.
2. Shredder will rotate in opposite direction expelling any jammed paper out top of shredder head.
3. Once the Shredder head has been cleared, turn the switch back to the “AUTO” position.
4. Reduce the number of sheets to be shredded at one time.

**OVERHEAT PROTECTION**

1. Frequent or continuous use may cause motor to exceed normal operating temperature.
2. After approximately 2 minutes of continuous operation, the overheat protection feature causes motor to shut off.
3. Unplug the shredder power cord from the electrical outlet and allow shredder motor to cool (approximately 40 minutes to completely cool).
4. Once the motor has cooled it will return to normal operation.
**TROUBLESHOOTING TIPS**

<table>
<thead>
<tr>
<th>PROBLEM</th>
<th>CAUSE</th>
<th>SOLUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shredder motor continues to run after shredding is complete.</td>
<td>The waste bin is full and not allowing paper to exit shredder head.</td>
<td>Unplug the shredder and empty the waste bin.</td>
</tr>
<tr>
<td>Shredded paper does not completely exit shredder head.</td>
<td>Shredded paper is caught in the blade slots.</td>
<td>Turn switch to “REV” position to clear. You may also need to unplug shredder and manually remove paper from shredder exit.</td>
</tr>
<tr>
<td>Shredder does not run when paper is fed into feed opening.</td>
<td>Paper is not entering feed opening at a proper angle to touch activating sensor.</td>
<td>Remove and adjust the position of the paper so that activates the motor.</td>
</tr>
<tr>
<td>Paper is too thin, soft, wrinkled to activate shredder motor.</td>
<td></td>
<td>Remove paper and fold it before inserting it into shredder.</td>
</tr>
<tr>
<td>Paper is jammed and shredder does not run in “AUTO” position.</td>
<td>Too many sheets of paper are being fed into shredder at one time.</td>
<td>Turn switch to “REV” position and clear.</td>
</tr>
<tr>
<td>Shredder does not run in “AUTO” or “REV” position.</td>
<td>Motor exceeded operating temperature, overheat protection feature shut it off.</td>
<td>Unplug the shredder and allow it to cool at least 40 minutes before using again.</td>
</tr>
</tbody>
</table>

**MARKING AND INSTRUCTIONS**

- **Warning**
  
  Operation, maintenance, and service requirements are covered in the instruction manual. Read the entire instruction manual before operating shredders.

- Avoid hair touching the document feed opening.

- Avoid touching the document feed opening with hands.

- Avoid clothing touching the document feed opening.

- Avoid shredding staples and clips.

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

- Keep aerosol products away.
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CONSUMER ASSISTANCE

EMAIL: LHLPCustomerService@LHLPinc.com
WEBSITE: www.honeywellsafes.com
ADDRESS: Consumer Assistance Dept.
           LH Licensed Products, Inc.
           860 East Sandhill Avenue
           Carson, CA 90746 USA
TELEPHONE: US/Canada 1-877-354-5457 (Toll Free)
Mexico 01-800-288-2872 After English voice recording stops you must then enter 800-860-1677 to complete your call. (Toll Free)
Australia 0011-800-5325-7000 (Toll Free)
Germany/New Zealand 00-800-5325-7000 (Toll Free)
Other Countries XX*-310-323-5722 (Toll Charges Apply)
XX*- Dial U.S. Country Code first

CALL CENTER HOURS:
US/Canada 7am – 5pm (PST**) Mon – Fri (Subject to change)
CALL BACK HOURS:
Other Countries 7am – 8pm (PST**) Mon – Fri (Subject to change)
PST**- Local time in Los Angeles, CA, USA

INTERNATIONAL CALL BACK HOURS:
If you need to speak with a consumer assistant and cannot contact us during the Call Center hours above, please send an email or leave a telephone message, including your Name, Telephone Number and the best time for us to contact you during the Call Back hours above and we will make every effort to contact you and help answer any of your questions or concerns.

* Insert correct Country Code
** Local Time based on Los Angeles California USA

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