



## **CROSS-CUT PAPER SHREDDER WITH BASKET**

**Model 93520**

### **ASSEMBLY AND OPERATING INSTRUCTIONS**



Due to continuing improvements, actual product may differ slightly from the product described herein.



**TO PREVENT SERIOUS INJURY,  
READ AND UNDERSTAND ALL WARNINGS  
AND INSTRUCTIONS BEFORE USE.**

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**For technical questions and replacement parts, please call 1-800-444-3353.**

## PRODUCT SPECIFICATIONS

Wastebasket Capacity	4 Gallons
Strip Size	1/4" x 1-1/4"
Overall Dimensions	7-1/2" x 12-1/4" w x 13" H
Sheet Capacity	5 (#70WT.)
Power Source	110/120 VAC
Amperage	1.5
Cord Length	5 Feet

## SAVE THIS MANUAL

You will need this manual for the safety warnings and precautions, assembly, operating, inspection, maintenance and cleaning procedures, parts list and assembly diagram. Keep your invoice with this manual. Write the invoice number on the inside of the front cover. Keep this manual and invoice in a safe and dry place for future reference.

## GENERAL SAFETY RULES

### WARNING!

**READ AND UNDERSTAND ALL INSTRUCTIONS**  
Failure to follow all instructions listed below may result in  
electric shock, fire, and/or serious injury.  
**SAVE THESE INSTRUCTIONS**

### WORK AREA

1. **Keep your work area clean and well lit.** Cluttered benches and dark areas invite accidents.
2. **Do not operate Paper Shredders in explosive atmospheres, such as in the presence of flammable liquids, gases, or dust.** Paper Shredders create sparks which may ignite the dust or fumes.
3. **Keep bystanders, children, and visitors away while operating a Paper Shredder.** Distractions can cause you to lose control.

## ELECTRICAL SAFETY

4. **Grounded tools must be plugged into an outlet properly installed and grounded in accordance with all codes and ordinances. Never remove the grounding prong or modify the plug in any way. Do not use any adapter plugs. Check with a qualified electrician if you are in doubt as to whether the outlet is properly grounded.** If the tools should electrically malfunction or break down, grounding provides a low resistance path to carry electricity away from the user.
5. **Double insulated tools are equipped with a polarized plug (one blade is wider than the other). This plug will fit in a polarized outlet only one way. If the plug does not fit fully in the outlet, reverse the plug. If it still does not fit, contact a qualified electrician to install a polarized outlet. Do not change the plug in any way.** Double insulation  eliminates the need for the three wire grounded power cord and grounded power supply system.
6. **Avoid body contact with grounded surfaces such as pipes, radiators, ranges, and refrigerators.** There is an increased risk of electric shock if your body is grounded.
7. **Do not expose Paper Shredders to rain or wet conditions.** Water entering a Paper Shredder will increase the risk of electric shock.
8. **Do not abuse the Power Cord. Never use the Power Cord to carry the tools or pull the Plug from an outlet. Keep the Power Cord away from heat, oil, sharp edges, or moving parts. Replace damaged Power Cords immediately.** Damaged Power Cords increase the risk of electric shock.
9. **When operating a Paper Shredder outside, use an outdoor extension cord marked “W-A” or “W”.** These extension cords are rated for outdoor use, and reduce the risk of electric shock.

## PERSONAL SAFETY

10. **Stay alert. Watch what you are doing, and use common sense when operating a Paper Shredder. Do not use a Paper Shredder while tired or under the influence of drugs, alcohol, or medication.** A moment of inattention while operating Paper Shredders may result in serious personal injury.
11. **Dress properly. Do not wear loose clothing or jewelry. Contain long hair. Keep your hair, clothing, and gloves away from moving parts.** Loose clothes, jewelry, or long hair can be caught in moving parts.

12. **Avoid accidental starting. Be sure the Power Switch is off before plugging in.** Plugging in Paper Shredders with the Power Switch on, invites accidents.


### TOOL USE AND CARE

13. **Do not force the Paper Shredders.** Allow the Shredder to work at its own speed.
14. **Do not use the Paper Shredder if the Power Switch does not turn it on or off.** Any Paper Shredder that cannot be controlled with the Power Switch is dangerous and must be replaced.
15. **Disconnect the Power Cord Plug from the power source before making any adjustments, changing accessories, or storing the Shredder.** Such preventive safety measures reduce the risk of starting the Shredder accidentally.
16. **Store idle Paper Shredders out of reach of children and other untrained persons.** Paper Shredders are dangerous in the hands of untrained users.
17. **Maintain Paper Shredders with care. Keep blades sharp and clean.** Properly maintained Shredders with a sharp cutting edge are less likely to bind and are easier to control. Do not use a damaged tool. Tag damaged tools "Do not use" until repaired.
18. **Check for misalignment or binding of moving parts, breakage of parts, and any other condition that may affect the Shredder's operation. If damaged, have the Shredder serviced before using.**

## SERVICE

20. **Service must be performed only by qualified repair personnel.** Service or maintenance performed by unqualified personnel could result in a risk of injury.
21. **When servicing a Shredder, use only identical replacement parts. Follow instructions in the “*Inspection, Maintenance, And Cleaning*” section of this manual.** Use of unauthorized parts or failure to follow maintenance instructions may create a risk of electric shock or injury.

## SPECIFIC SAFETY RULES

1. **Maintain labels and nameplates on the Paper Shredder.** These carry important information. If unreadable or missing, contact Harbor Freight Tools for a replacement.
2. **Keep Children Away.** The paper shredder is not a toy.
3. **Always keep the extension cord away from moving parts on the Shredder.**
4. **Avoid unintentional starting.** Make sure you are prepared to begin work before turning on the Paper Shredder.
5. **Do not force the Paper Shredder.** This Paper Shredder has a two minute on, four minute off cycle. If it is not observed, it may overheat or blow the fuse. Also, observe the five sheet maximum. Overloading may damage the unit.
6. **Never leave the Paper Shredder unattended when it is plugged into an electrical outlet.** Turn off the Shredder, and unplug it from its electrical outlet before leaving.
7. **Do not put paper with paperclips, staples, or folds through the Paper Shredder.** Doing so will damage the unit.
8. **Do not come in contact with the blades.** The Blades on the underside of the unit are extremely sharp and will cause extensive physical damage.
9.  **WARNING!** People with pacemakers should consult their physician(s) before using this product. Electromagnetic fields in close proximity to a heart pacemaker could cause interference to or failure of the pacemaker.

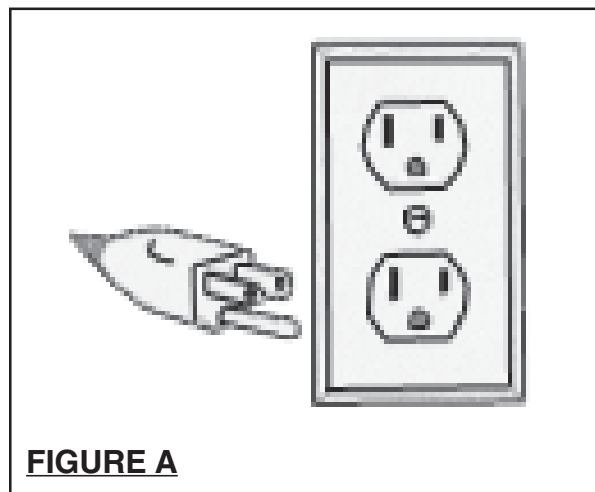
## GROUNDING

### WARNING!

Improperly connecting the grounding wire can result in the risk of electric shock. Check with a qualified electrician if you are in doubt as to whether the outlet is properly grounded. Do not modify the power cord plug provided with the tool. Never remove the grounding prong from the plug. Do not use the tool if the power cord or plug is damaged. If damaged, have it repaired by a service facility before use. If the plug will not fit the outlet, have a proper outlet installed by a qualified electrician.

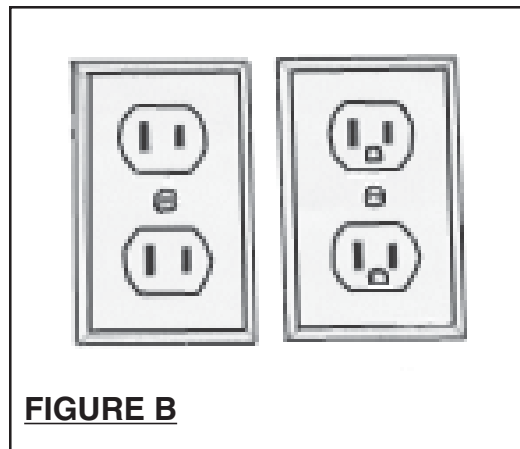
### GROUNDING TOOLS: TOOLS WITH THREE PRONG PLUGS

1. Tools marked with “Grounding Required” have a three wire cord and three prong grounding plug. The plug must be connected to a properly grounded outlet. If the tool should electrically malfunction or break down, grounding provides a low resistance path to carry electricity away from the user, reducing the risk of electric shock. **(See Figure A.)**
2. The grounding prong in the plug is connected through the green wire inside the cord to the grounding system in the tool. The green wire in the cord must be the only wire connected to the tool’s grounding system and must never be attached to an electrically “live” terminal. **(See Figure A.)**
3. Your tool must be plugged into an appropriate outlet, properly installed and grounded in accordance with all codes and ordinances. The plug and outlet should look like those in the following illustration. **(See Figure A.)**



## DOUBLE INSULATED TOOLS: TOOLS WITH TWO PRONG PLUGS

4. Tools marked "Double Insulated" do not require grounding. They have a special double insulation system which satisfies OSHA requirements and complies with the applicable standards of Underwriters Laboratories, Inc., the Canadian Standard Association, and the National Electrical Code. **(See Figure B.)**
5. Double insulated tools may be used in either of the 120 volt outlets shown in the following illustration. **(See Figure B.)**



## EXTENSION CORDS




1. **Grounded** tools require a three wire extension cord. **Double Insulated** tools can use either a two or three wire extension cord.
2. As the distance from the supply outlet increases, you must use a heavier gauge extension cord. Using extension cords with inadequately sized wire causes a serious drop in voltage, resulting in loss of power and possible tool damage. **(See Figure C, next page.)**
3. The smaller the gauge number of the wire, the greater the capacity of the cord. For example, a 14 gauge cord can carry a higher current than a 16 gauge cord. **(See Figure C.)**
4. When using more than one extension cord to make up the total length, make sure each cord contains at least the minimum wire size required. **(See Figure C.)**
5. If you are using one extension cord for more than one tool, add the nameplate amperes and use the sum to determine the required minimum cord size. **(See Figure C.)**

6. If you are using an extension cord outdoors, make sure it is marked with the suffix "W-A" ("W" in Canada) to indicate it is acceptable for outdoor use.
7. Make sure your extension cord is properly wired and in good electrical condition. Always replace a damaged extension cord or have it repaired by a qualified electrician before using it.
8. Protect your extension cords from sharp objects, excessive heat, and damp or wet areas.

<b>RECOMMENDED MINIMUM WIRE GAUGE FOR EXTENSION CORDS*</b> (120 VOLT)					
NAMEPLATE AMPERES (At Full Load)	EXTENSION CORD LENGTH				
	25 FEET	50 FEET	75 FEET	100 FEET	150 FEET
0 - 2.0	18	18	16	16	16
2.1 - 3.4	18	18	16	14	14
3.5 - 5.0	18	18	16	14	12
5.1 - 7.0	18	16	14	12	12
7.1 - 12.0	16	14	12	10	-
12.1 - 16.0	14	12	10	-	-
16.1 - 20.0	12	10	-	-	-

**FIGURE C**                      \*Based on limiting the line voltage drop to five volts at 150% of the rated amperes.

## SYMBOLOLOGY

	Double Insulated
	Canadian Standards Association
	Underwriters Laboratories, Inc.
<b>V ~</b>	Volts Alternating Current
<b>A</b>	Amperes
$n_o$ <u>xxxx</u> /min.	No Load Revolutions per Minute (RPM)



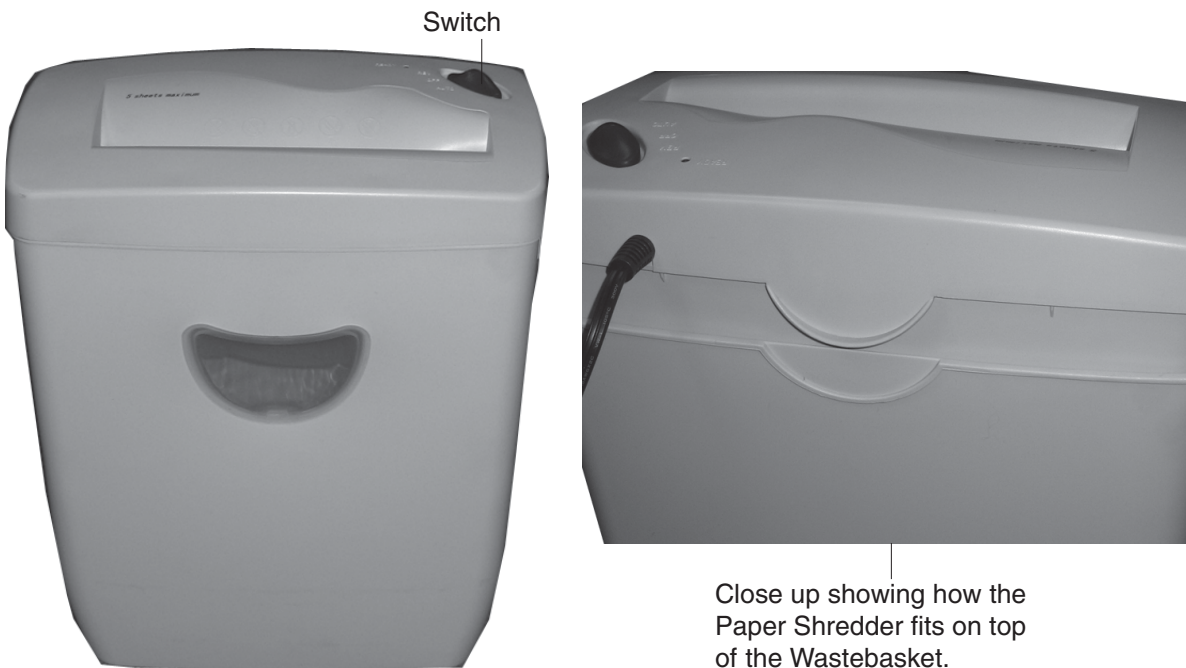
## UNPACKING

When unpacking, check to make sure that the product is intact and undamaged. If any parts are missing or broken, please call Harbor Freight Tools at the number shown on the cover of this manual as soon as possible.

## ASSEMBLY AND OPERATING INSTRUCTIONS

**CAUTION:** Always make sure the Power Cord of the Paper Shredder is unplugged from its electrical outlet *prior* to installation.

FIGURES 1 and 2



**CAUTION:** Always use this Paper Shredder with the accompanying wastebasket. Using the Paper Shredder without the wastebasket or with another wastebasket will expose the operator to very sharp blades. As a safety feature, this Shredder is designed not to operate unless it is seated on its basket.

1. Set the Paper Shredder on the Wastebasket as shown in **FIGURES 1** and **2** on page 9. Make sure not to come in contact with the blades under the plastic trap door. When the unit is on the Wastebasket, the trap door will open exposing the blades. See **FIGURE 3**.

**FIGURE 3**

Bottom View of Paper Shredder



**Caution: Do not put paper with paper clips, staples, or folds through the Paper Shredder. Doing so will damage the unit.**

**Caution!!** Make sure clothing or long hair stay clear of the unit.

2. Plug in the unit and turn the Switch to the AUTO position. The ready light must be lit to proceed. This unit has an automatic feeding feature. Insert a piece of paper into the Feed Slot until the Paper Shredder grabs the paper and draws it in. This unit will shred up to five pieces of paper at once.


**Note:** If you want to back out a piece of paper that is in the unit, turn it off, then turn the Switch to REVERSE.

**Note:** Paper jamming and the machine stopping may be an indication that too much paper has been inserted. Set the switch to reverse and remove excess paper. Turn the unit off and allow it to cool before restarting.

3. When you are finished shredding, turn off the unit and unplug it from the power outlet.

**Caution!** This Paper Shredder has a two minute on, four minute off cycle. If it is not observed, it may overheat or blow the fuse. Also, observe the five sheet maximum. Overloading may damage the unit

## INSPECTION, MAINTENANCE, AND CLEANING

1.  **WARNING!** Make sure the Power Switch of the Paper Shredder is in its “OFF” position and that the unit is unplugged from its electrical outlet before performing any inspection, maintenance, or cleaning procedures.
2. **BEFORE EACH USE**, inspect the general condition of the Paper Shredder. Check for loose screws, misalignment or binding of moving parts, cracked or broken parts, damaged electrical wiring, and any other condition that may affect its safe operation. If abnormal noise or vibration occurs, have the problem corrected before further use. **Do not use damaged equipment.**
3. Before each use make sure the vents on the bottom of the unit are clear of dirt, paper, or any other debris.
4. If the internal fuse on this unit should stop functioning, have it replaced by a qualified technician.
5. Wipe the unit clean with a dry, lint free cloth.

## Troubleshooting

- Problem:** After finishing normal shredding, the unit continues to run.  
**Cause:** Overloaded wastebasket - Shredded paper is in contact with the Shredder.  
**Solution:** Turn off the power and empty the wastebasket.
- Problem:** Paper is hanging from the Shredder exit after finishing.  
**Cause:** Paper is clogging the machine.  
**Solution:** Set the unit to "REV" (reverse) and remove the scraps.
- Problem:** Paper is not feeding properly.  
**Cause:** Paper isn't straight in the feeder.  
**Solution:** Reposition paper so that both corners enter together.
- Problem:** The paper jams and the machine stops rotating. Motor overheats.  
**Cause:** Too much paper has been inserted. Temperature protection is activated.  
**Solution:** Set the switch to "REV" and remove excess paper (make sure not to go over the 5 sheet maximum). Unplug the unit and allow it to cool before restarting.
- Important!** If the step above does not correct the problem, the unit may simply need to have its internal fuse replaced by a qualified technician.
- Problem:** Shredder will not operate.  
**Cause:** Safety mechanism stopping shredder.  
**Solution:** Check to see that the unit is properly seated on the waste bin.

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