

Step By Step Guide to Shredders

STEP 1 - INSTALLATION

Assembly instructions will vary depending on the model of your Swordfish shredder.

Carefully lift your shredder out of the box and remove all packaging.

Install the shredder head by exerting a downward force onto the top of the shredder.



Fit the castors to the base of the shredder if applicable

Ensure the waste bin is securely in place and the door is closed as your shredder will not function if the waste bin or shredder head is not installed properly. This is a safety feature present on all Swordfish shredders.

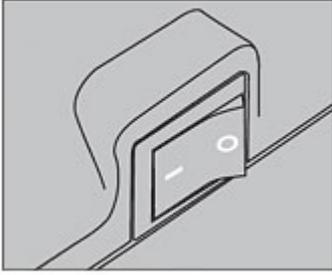


STEP 2 - OPERATION

Connect the electricity plug to any standard power socket.



Switch the power on.



Set to 'On' or 'Auto'. On this setting the shredder will be automatically started by inserting paper into the feed slot.



STEP 3 - SHREDDING

Before shredding, always check the waste bin and empty if required.

Paper:

Count the number of sheets to be shredded, removing any paperclips if necessary. Insert the paper into the feed slot. Do not exceed the maximum sheet capacity indicated by the icon.



CDs, DVDs and Credit Cards:

Check if your Swordfish shredder will shred CDs, DVDs and Credit Cards by examining the icons.



Insert CDs, DVDs and Credit Cards one at a time into the correct feed slot indicated by the icons.



After shredding, always switch your shredder off.

STEP 4 - MAINTENANCE

All Swordfish shredders require oiling. Oiling is an essential part of shredder maintenance and is necessary in order to maintain the warranty. We recommend oiling your shredder every time you empty the waste bin. You should use a non-aerosol oil specifically designed for shredders.

For further details on the Swordfish range of shredder lubricants, [click here](#).

