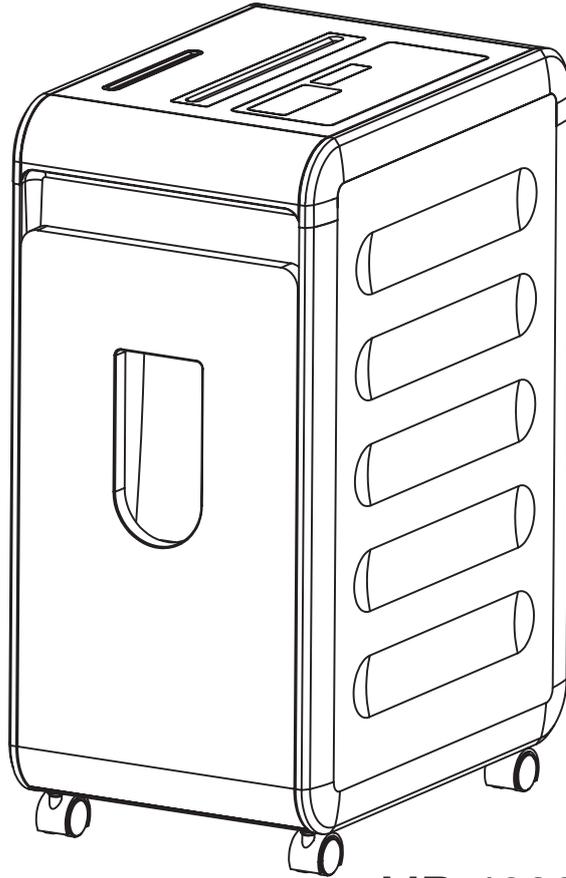


Operating Instructions

[406003] Office shredder

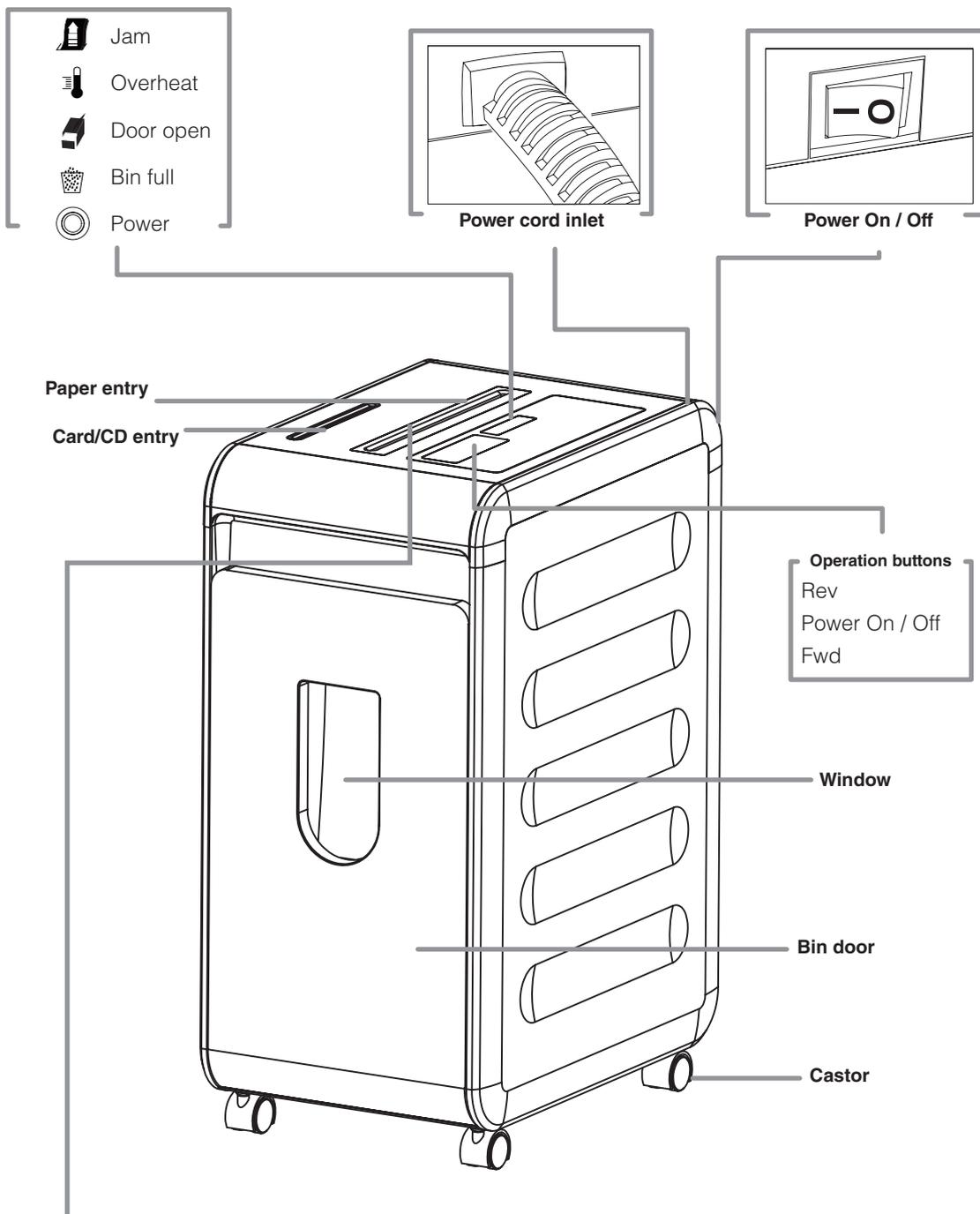


MR-4020MD

Note: The owner and user MUST read and understand these operating instructions before using this product.



Parts and function



Warning signs



Do not exceed the maximum capacity of sheets per pass



Avoid hair touching the document feed opening



Keep aerosol products away



Read and learn the warnings written in this document



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



Do not shred paper clips



Avoid touching the document feed opening with hands



Avoid clothing touching the document feed opening



Keep body parts away from moving parts



1. Avoid touching exposed blades under Micro-cut shredder head.
2. The grounded socket outlet should be installed near the equipment and be easily accessible.
3. This equipment is not suitable for use in locations where children are likely to be present.

Capabilities

Will shred:

Paper, CD/DVD's, credit cards, staples

Will not shred:

Continuous forms, adhesive labels, transparencies, newspaper, paper clips, cardboard, wet paper, laminates or plastics other than noted above

Paper shred size:

Micro-cut 2x10mm

Maximum:

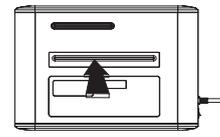
Sheets per pass 20 (70g)
 Passes per day: 50-100
 Cards per pass 1
 Cards per day 50
 Paper width 230mm
 Duty cycle 25 minutes
 (⚠ Heavier paper, humidity or other than rated voltage may reduce capacity)

Maintenance

⚠ Lubricate when or immediately, if:
 - Capacity decreases
 - The motor sounds different, or shredder stops running



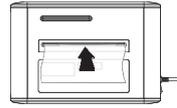
Set to "Power ON/OFF"



Apply oil across entry.



Press "Fwd".



Shred one sheet.



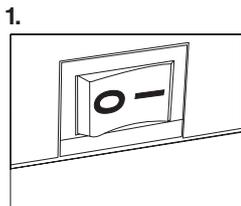
Set to "Rev" for 2-3 seconds.



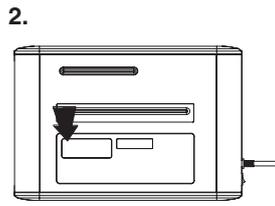
Only use a non-aerosol vegetable oil in long nozzle container

Operation

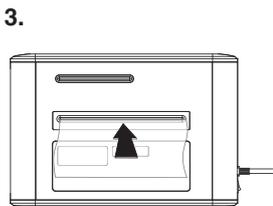
For paper:



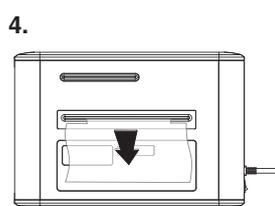
1. Please check the voltage of your shredder carefully before using and then plug in the cable, set the switch to "I" position.



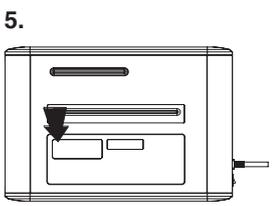
2. Press "Power ON/OFF", the Power LED lamp should be turned on green and indicate standby mode.



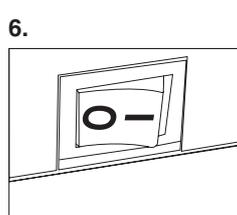
3. Feed the paper into the entry and release. The machine will start the shredding process automatically.



4. If you want to stop the shredding process, press the "Rev" button for 2-3 seconds. The machine will reverse and eject the papers.

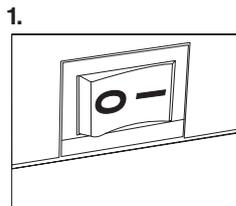


5. Press "Power ON/OFF", the power LED lamp should be turned off and indicate sleep mode.

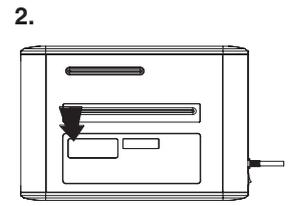


6. Set to "O" and unplug the cable after use.

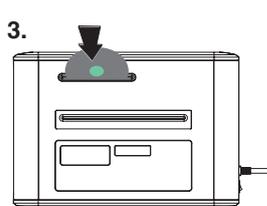
For credit cards/CD:



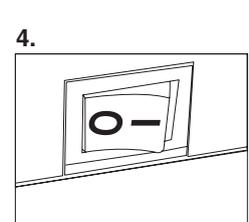
1. Please check the voltage of your shredder carefully before using and then plug in the cable, set the switch to "I" position.



2. Press "Power ON/OFF", the Power LED lamp should be turned on green and indicate standby mode.



3. Feed the credit cards/CD into the marked entry and the machine will start the shredding process automatically.



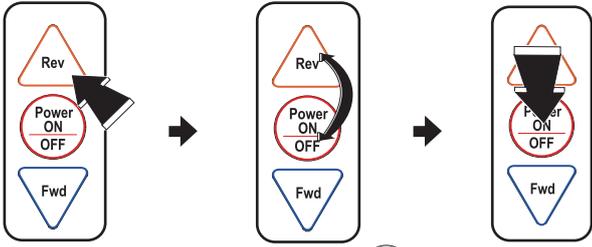
4. Set to "O" and unplug the cable after use.

Troubleshooting

1. Paper jam

Symptom: Indicator light

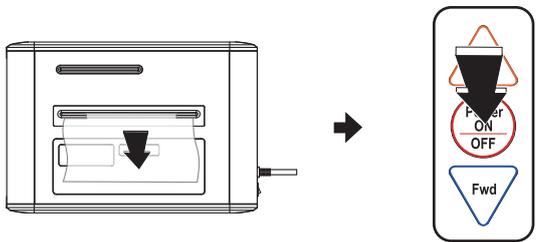
Solution:



Press "Rev" for 2-3 seconds.

Press "Rev" and alternately back and forth.

Press and unplug.



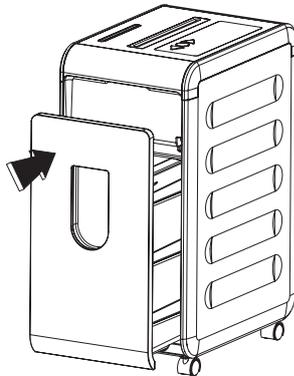
Gently pull uncut paper from the paper entry, then plug in the machine again.

Press to restart the shredder.

2. Bin open

Symptom: red light indicates door open.

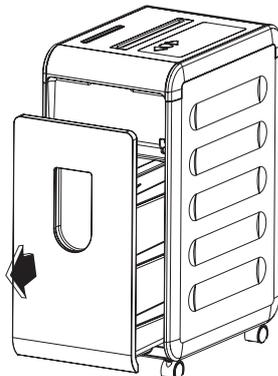
Solution: Check the bin and make sure it's closed correctly.



3. Bin full

Symptom: red light indicates bin full.

Solution: Take out the bin and empty it. Put the bin in place until the light goes out.



Recycling

The crossed-out wheellie bin symbol indicates that the item must not be disposed of with normal, unsorted general waste. The item must be sent to separate collection facilities for recovery and recycling in accordance with local waste disposal regulations.



By separating electronic equipment and batteries from general waste, you help reduce the volume of waste sent to incineration or landfill and minimise any potential negative effects on the environment and human health.

The information in this document is subject to change without notice.
Please visit our website for the latest version.

ajproducts.com



Continuous operation beyond 25 minutes may trigger cool down period for over 30 minutes due to overheat. Turn off the unit after use.