

Model	50320
Throat width	220mm
Shred capacity	6 sheets
Shred credit card/ CD	No
Shred speed	2.2m/s
Shred type	Strip cut
Shred size	6mm
Bin volume	7L
Unit dimension	314*133*300mm
Noise level	72dB

Qoltec®

**USER'S MANUAL
SHREDDER**

Model: 50320 | 50321 | 50322

Model	50321
Throat width	220mm
Shred capacity	5 sheets
Shred credit card/ CD	No
Shred speed	2.5m/s
Shred type	Cross-cut
Shred size	4*40mm
Bin volume	10L
Unit dimension	325*155*305mm
Noise level	72dB

Model	50322
Throat width	220mm
Shred capacity	10 sheets
Shred credit card/ CD	1 CD / 1 Credit card
Shred speed	1.6m/s
Shred type	Cross-cut
Shred size	5*18mm
Bin volume	21L
Unit dimension	351*220*433mm
Noise level	72dB

ntec declares this complies with the Directives as listed in this document:
EMC 2014/30/UE, LVD 2014/35/UE

Producent: ntec
Chorzowska 44B
44-100 Gliwice
Poland
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More information
available on the website:
www.qoltec.com

Setup:

1. Place the shredder securely on the top of the wastebasket.
2. Plug the power cord into any standard 220~240volt AC outlet.
3. Place the Main Switch in the AUTO position.

Operating the shredder:

The main Switch is located on the top of shredder. This Switch have three (3) settings.

1. When **AUTO** is selected, the shredding process is started automatically by inserting the paper into the feed opening. The shredder will stop automatically when the papper has completed it way through the feed opening.
2. **REV** is used to assist in the removal of pape jam, which reverses the shredding process prior to a completed cycle, thus clearing the cutters.
3. When **OFF** is selected, the shredder stop shredding accordingly. **OFF** position is also recommended when emptying the wastebasket or when the shredder is not use for a prolonged period of time.

Shredder capacity

Cross cut shredder will shred 5 sheets at once and will accept widths up to 220mm. For thicker types of paper, the numbers of sheets to be inserted is reduced accordingly. Please ensure that never more than the above-mentioned maximum quantity is inserted in the shredder. Otherwise the device may sustain damage. When shredding small material like envelopes or credit card receipts, insert them through the middle of the feed opening.

While setting up shredder

- Check shredder for damage or defects; some paper particles in the basket are normal due to product testing and does not indiccate a defect.
- If the cord is damaged do not replace the cord or use the machine. Return machine for a replacement.
- Avoid touching exposed blades on underside of confetti-cut shredder head.
- Plug power cord in an outlet that can easily be reached. The plug is the primary electrical power source.
- Make sure the electrical rating listed on the serial label (located inside, just below top of shredder) matches the available electric power.
- Do not place shredder near heat or water source.

While operating shredder

- Keep fingers and hanging objects (jewelry, ties, loose clothing, long hair, etc.) away from paper entry..
- Keep children and pets away from the shredder.

- Remove all paper clips and staples before inserting the paper.
- Attention: the paper shredder is not suitable for shredding of cassettes and disks.

When not in use.

- Always turn off and unplug shredder.
- Unplug the shredder before emptying the basket.
- Do not open the shredder head: Danger of electric shock.
- Opening the shredder head will void the warranty.

Paper jams and overloads protections:

Cross cut shredder is equipped with a motor overload protection device. For optimum results and protect the machine, we suggest the user to operate it for 2 minutes and then rest 60 minutes. The power may terminate automatically in case of following abnormal situations:

1. Operating the shredder at the maximum capacit continuously for a prolonged period of time, e.g. More than 2 minutes without stopping.
2. Exceeding the shredding capacity, e.g. Inserting more than 6 sheets at one pass, or if the paper is not fed squarely into the paper feed opening.

Both abnormal operations may result in the activation of the automatic motor overload protection, which terminates the power to the unit. If this occurs you should:

1. Unplug the power cord from the AC outlet and wait about 15 minutes for the overload protection to reset. Tear or cut off any excess paper from the top of the shredder.
- 2 Plug the power cord back into the AC outlet and place the Switch in **REV**. Pull the remaining paper out of the cutters. Place the Switch back to the Auto position if necessary.
3. With the Switch in the **AUTO** position and the feed opening clear, you are now ready to resume normal shredding.

Cleaning and Maintenance of the equipment shredder:

1. Paper shredder: The cutting part of the shredder is maintenance-free. Please do not apply shredder or any other oils to this shredder. The equipment should be wiped with a dry cloth. Do not use abrasive or inflammable cleaning agents.
2. Waste-paper basket: Please regulary clear the waste paper basket. A full basket distrubs the finctions of the equipment. The waste paper basket can be easily cleaned with damp cloth.

Note. Please disconnect the power plug from power supply before cleaning.