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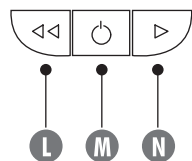
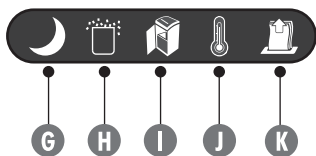
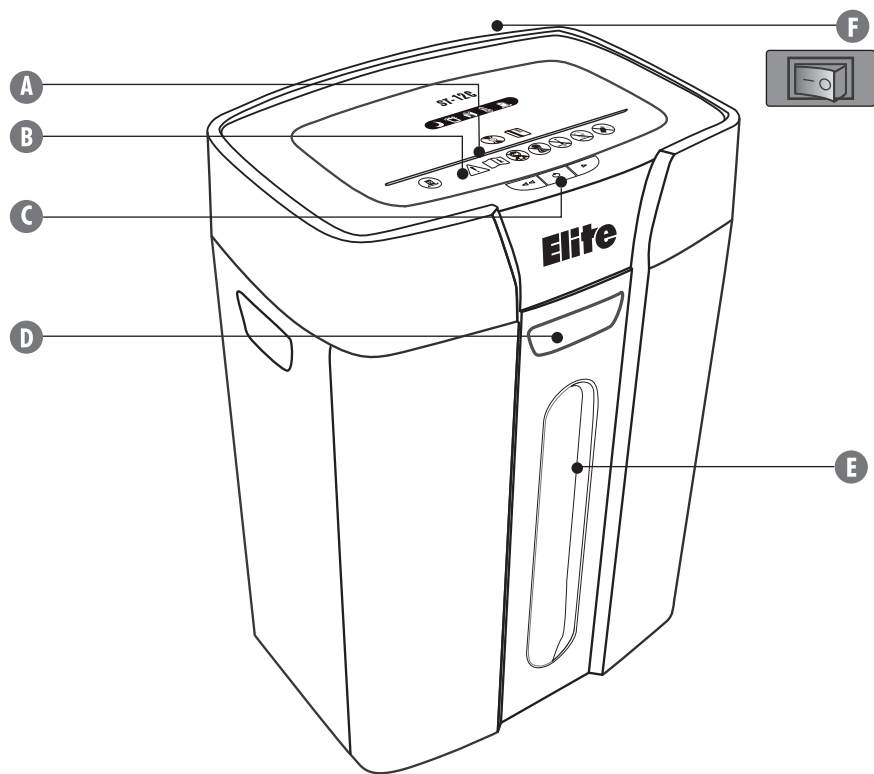
www.nu-office.com

Jiangsu New United Office Equipments Co., Ltd.

**Elite Series Shredder
ST-12C/ST-8M**

Part No. 600035

Please read these instructions before use.
Do not discard: keep for future reference.



WARRANTY

LIMITED WARRANTY NEW UNITED warrants the cutting blades of the machine to be free from defects in material and workmanship for 5 years from the date of purchase by the original consumer.

NEW UNITED warrants all other parts of the machine to be free of defects in material and workmanship for 2 years from the date of purchase by the original consumer. If any part is found to be defective during the warranty period, your sole and exclusive remedy will be repair or replacement, at **NEW UNITED**'s option and expense, of the defective part.

This warranty does not apply in cases of abuse, mishandling, or unauthorized repair.

Any implied warranty, including that of merchantability or fitness for a particular purpose, is hereby limited in duration to the appropriate warranty period set forth above.

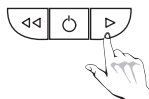
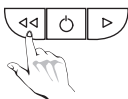
In no event shall **NEW UNITED** be liable for any consequential or incidental damages attributable to this product.

This warranty gives you specific legal rights. The duration, terms, and conditions of this warranty are valid worldwide, except where different limitations, restrictions, or conditions may be required by local law.

For more details or to obtain service under this warranty, please contact us or your dealer.

TROUBLESHOOTING

Paper jam(red): Set to OFF (⏻) and empty bin. Replace bin, close door, and follow any or all of the below procedures.



- 1 Press and hold Reverse (◀◀) for 1 second
- 2 Pull several sheets of uncut paper from entry
- 3 Press and hold Forward (▶▶) Repeat produce if still in jam mode

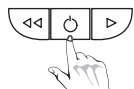
MAINTENANCE

Run regularly in reverse for one minute

Lubricate when bin is full, or immediately, if:

- Capacity decreases
- Motor sounds different, or shredder stops running

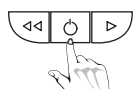
FOLLOW OILING PROCEDURE BELOW AND REPEAT TWICE



- 1 Set to OFF (⏻)



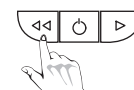
- 2 Apply oil across entry



- 3 Set to ON (⏻)



- 4 Shred one sheet



- 5 Press and hold Reverse (◀◀) 2-3 seconds

KEY

- | | | |
|--------------------------------------|-------------------------------------|----------------------------|
| A Paper/CD/Credit Cards entry | F Disconnect power switch | K Remove paper(red) |
| B See safety instructions | G Standby/Sleep mode(yellow) | L Reverse |
| C Power controls | H Bin full(red) | M On/off(blue) |
| D Pullout bin | I Bin open(red) | N Forward |
| E Window | J Overheat(red) | |

CAPABILITIES

Confetti Cut (ST-12C) will shred: Paper, credit cards, CD, staples and small paper clips.

Micro Cut (ST-8M) will shred: Paper, credit cards and staples.

Both will not shred: Adhesive labels, continuous form paper, transparencies, newspaper, cardboard, large paper clips, laminates, file folders, X-rays or plastic other than noted above.

Paper shred size:







Confetti Cut (ST-12C)	5/32" x 1-1/2" (3.9 x 38mm)
Micro Cut (ST-8M)	5/64" x 1/2" (2 x 12mm)

Maximum:

Sheets per pass (ST-12C)	12*
Sheets per pass (ST-8M)	8*
CDs per pass(ST-12C only)	1*
Paper entry width	220mm
Paper shred continuous operation (ST-12C).....	20 minutes
Paper shred continuous operation (ST-8M).....	15 minutes
CDs shred continuous operation (ST-12C only)	3 minutes
75g paper at 120V, 60Hz, 3.5A; heavier paper, humidity or other than rated voltage may reduce capacity.	
Recommended daily usage rates: 25-50 paper passes; 25 cards; 10 CDs (ST-12C only).	
Office environments ranging between 50 – 80 degrees Fahrenheit (10 - 26 degrees Celsius) and 40 - 80% relative humidity.	

! WARNING

IMPORTANT SAFETY INSTRUCTIONS-Read Before Using!

-   ■ Keep away from children and pets. Keep hands away from paper entry. Always set to off or unplug when not in use.
-   ■ Keep foreign objects-gloves, jewelry, clothing, hair, etc.- away from shredder openings. If object enters top opening, switch to Reverse (<<) to back out object.
-  ■ Never use aerosol products, petroleum based lubricants or other flammable products on or near shredder. Do not use canned air on shredder.
-  ■ Do not use if damaged or defective. Do not disassemble shredder. Do not place near or over heat source or water.
- This shredder has a Disconnect Power Switch that must be in the ON(I) position to operate shredder, In case of emergency, move switch to OFF(O) position. This action will stop shredder immediately.
- Avoid touching exposed cutting blades under shredder head.
- The grounded socket-outlet shall be installed near the equipment and shall be easily accessible.

“Warning: Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user’s authority to operate the equipment.”

“NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help.”

BASIC SET UP AND SHREDDING OPERATION

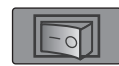
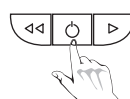




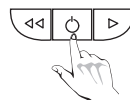

NOTE: Shredder runs briefly after each pass to clear entry.

ST-12C: Paper shred continuous operation beyond 20-minutes will trigger 30-minutes cool down period.

CDs shred continuous operation not exceed 3-minutes will trigger 20-minutes cool down period.

ST-8M: Paper shred continuous operation beyond 15-minutes will trigger 30-minutes cool down period.

PAPER OR CD/CREDIT CARD

-  1 Plug in and put disconnect power switch in ON(I) position
 -  2 Press ON (⏻) to activate(blue)
 -  3 Check for correct paper quantity
 -  4 Feed paper straight into paper entry and release
 -  5 Hold CD at edge, feed into center of entry and release
 -  6 Hold credit card at edge, feed into center of entry and release
 -  7 When finished shredding set to OFF (⏻)
- or**
-  8 Do nothing and shredder will go automatically to sleep mode(yellow indicator lights up)