

# Hejny Rentals, Inc.

Contractor, Lawn & Garden, and Party Equipment Rentals  
1829 White Bear Ave. - Maplewood, MN 55109  
Phone: 651-770-3841 – Fax: 651-770-1725  
[www.hejnyrental.com](http://www.hejnyrental.com)

## OZTEC PAPER SHREDDER

### IMPORTANT SAFETY PRECAUTIONS

PAPER MACHINES ARE SAFE MACHINES TO OPERATE, BUT SOME BASIC SAFETY PRECAUTIONS SHOULD BE FOLLOWED:

- NEVER INSERT HAND, FINGERS OR ANY INAPPROPRIATE MATERIAL OR OBJECTS INTO OPENING. SERIOUS INJURY COULD RESULT.
- MAKE SURE TO KEEP ALL LOOSE ARTICLES OF CLOTHING, TIES, LONG HAIR OR OTHER LOOSE OBJECTS AWAY FROM OPENING. SERIOUS INJURY COULD RESULT.
- ALWAYS TURN OFF SHREDDER WHEN TAMPING DOWN SHREDDED MATERIAL INTO WASTE BAG.
- ALWAYS TURN OFF AND UNPLUG SHREDDER BEFORE MOVING, SERVICING, OR WHEN REACHING INTO DISCHARGE CHUTE TO CLEAN.
- ONLY QUALIFIED TECHNICIANS SHOULD SERVICE THIS SHREDDER

### POWER SUPPLY

MODEL 1050 SHREDDER RUNS ON A STANDARD ELECTRICAL CURRENT (115V-60HZ SINGLE PHASE). THEY ARE EQUIPPED WITH A GROUNDED PLUG (3 PRONG) THAT CAN BE PLUGGED INTO ANY REGULAR U.S. DOMESTIC 115 VOLT AC OUTLET. THE ELECTRICAL OUTLET YOU USE SHOULD HAVE AT LEAST A 15 AMP CIRCUIT BREAKER (20 AMP PREFERRED). CHECK YOUR ELECTRIC SERVICE BOX. IF AN EXTENSION CORD IS REQUIRED USE A HEAVY DUTY TYPE (12 GAUGE) AND THE SHORTEST LENGTH POSSIBLE.

### SECURITY LOCK FEATURE

THE OZTEC SHREDDER HAS A SECURITY LOCK TO PREVENT UNAUTHORIZED USE OF THE SHREDDER. IT ALSO PROVIDES AN ADDITIONAL MEASURE OF SAFETY. THE KEY CAN BE REMOVED IN EITHER THE "ON" OR "OFF" POSITION. MODEL 1050 SHREDDER WILL SHRED 26 SHEETS AT ONE TIME (20LB. BOND). THIS IS JUST A GUIDELINE. MANY TIMES A MIX OF DIFFERENT WEIGHTS OF PAPER-FROM ONION SKIN TO FILE FOLDERS (AS WELL AS PAPER CLIPS AND STAPLES) ARE SHREDDED AT ONE TIME. YOU WILL QUICKLY DEVELOP A "FEEL" FOR THE RIGHT AMOUNT TO FEED AT ONE TIME.

### SHREDDING

1. TO START SHREDDER, PRESS THE TOP ARROW ON THE GREEN FORWARD/REVERSE SWITCH. THE INDICATOR LIGHT WILL TURN ON TO INDICATE THAT THE SHREDDER IS OPERATING.
2. TO STOP SHREDDER, PRESS THE RED STOP BUTTON. TO SHRED, FEED PAPER INTO THE "THROAT" OF THE SHREDDER. BE CAREFUL NOT TO EXCEED CAPACITY. TO SHRED AN OVERSIZED DOCUMENT, SIMPLY FOLD THE ENDS OVER SO THE DOCUMENT FITS INTO THE THROAT OF THE SHREDDER AND CAN BE PULLED IN BY THE CUTTERS. THE BUILT-IN FORM FEED FUNNEL WILL CONTINUE TO FOLD THE REST OF THE DOCUMENT WHILE SHREDDING. TO INCREASE THE CAPACITY OF THE WASTE BAG, TAMP DOWN THE SHREDDED MATERIAL PERIODICALLY. MAKE SURE TO TURN OFF THE SHREDDER WHEN YOU DO THIS.

### PAPER JAM

A PAPER JAM RESULTS WHEN TOO MUCH PAPER IS FED INTO THE SHREDDER AT ONE TIME. IF THIS OCCURS:

1. PRESS THE RED STOP BUTTON TO TURN OFF THE SHREDDER.
2. PRESS THE BUTTON ARROW ON THE FORWARD/REVERSE SWITCH UNTIL THE PAPER IS BACKED OUT.
3. REDUCE THE AMOUNT OF PAPER, RESTART THE SHREDDER AND RESUME SHREDDING.

### RESET BUTTON

IF THE SHREDDER JAMS AND THE RED STOP BUTTON IS NOT PRESSED WITHIN 5 SECONDS, THE RESET BUTTON WILL POP OUT. WAIT 10-15 SECONDS, THEN PUSH THE RESET BUTTON BACK IN. IT WILL BE RESET WHEN YOU FEEL IT "CLICK IN".

**Need It. Rent It!**