



# hp MC145 Slide Top Microcut Shredder User Manual

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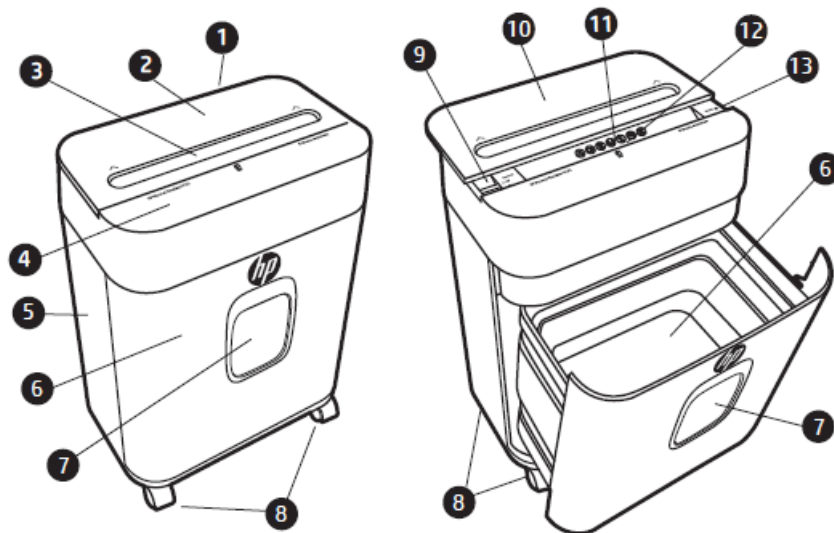
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**hp MC145 Slide Top Microcut Shredder**



## Shredder overview



1. Power cord located in back
2. Slide top cover in closed position
3. Slide top cover recessed finger grip area
4. Shredder head
5. Shredder cabinet
6. Pull-out 3.4 gal waste bin
7. Clear window for shred inspection
8. Casters for easy mobility
9. Slide switch for power On, Off, Reverse
10. Slide top cover in open position
11. Paper feed entry slot for up to 8 sheets
12. Credit card entry
13. Power on Ready LG light
14. Overheat LED light

Sole remedies/No incidental or consequential damages

To the extent allowed by local law, the remedies provided in this Limited Warranty are your sole and exclusive remedies. These terms and conditions supersede any prior agreements or representations, including statements made in sales literature or advice given in connection with your purchase.

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### **Locate your authorized service center**

If you need support during the warranty period, locate the Authorized Service Center for this product at:

[www.hp.com/officeequipment](http://www.hp.com/officeequipment)

Or use the following contact information:

USA:833-523-0800

### **Limited warranty**

Your HP Product is warranted to be free from defects in materials or workmanship under normal use for one year, with an additional 2 years on the cutting blades starting on your date of purchase. Your dated sales or delivery receipt is your proof of purchase. You may be required to provide proof of purchase as a condition of receiving warranty service.

During the warranty period, if a defective HP Product covered by this Limited Warranty is returned to the designated Service Center, it will be repaired or replaced or, at the option of the Service Center, its purchase price will be refunded. No repair, replacement or refund will be provided unless the defective HP Product is returned to the Service Center at your expense; for

some HP Products, no return will be accepted unless the Service Center first provides you with a Return Material Authorization (RMA). If your HP Product has recurring failures, at the option of the Service Center, either you will be furnished with a different product that is equivalent in performance or you will receive a refund of your purchase price. Service Center support may be provided by an HP subcontractor or other third parties. Please see the Service Center information provided.

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This Limited Warranty does not include technical assistance. This Limited Warranty does not cover cosmetic damage, loss or damage in transit, or damage resulting from

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2. product elements not supplied by HP;
3. improper site preparation or maintenance; or
4. modification or service by anyone other than HP, an HP Service Center or another HP-authorized service provider.

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## Warning

- ALWAYS keep out of the reach of children as serious injury could occur.
- DO NOT place fingers too close to feed slot as serious injury could occur.
- AVOID getting jewelry, hair or loose clothing too close to feed slot as serious injury could occur.
- ALWAYS keep shredder off and unplugged when not in use.
- ALWAYS unplug shredder when moving, cleaning or emptying the waste receptacle.
- DO NOT attempt to feed more sheets of paper than specified on the shredder.
- DO NOT attempt to shred materials other than paper, credit cards.
- ALWAYS use a power outlet or socket near the shredder so it is easily accessible.
- ALWAYS limit continuous shredding to the specified time as suggested in the instruction manual.
- ALWAYS empty the waste receptacle prior to the receptacle becoming full.
- DO NOT attempt to operate the shredder if it is experiencing any kind of problem.
- DO NOT use flammable synthetic oil, petroleum-based or aerosol products of any kind on shredder.
- DO NOT touch exposed cutting blades under the shredder head.
- DO NOT attempt to repair shredder yourself.

## Warning icons:

The icons, on top of the shredder, warn the user of the potential dangers if the shredder is used improperly.



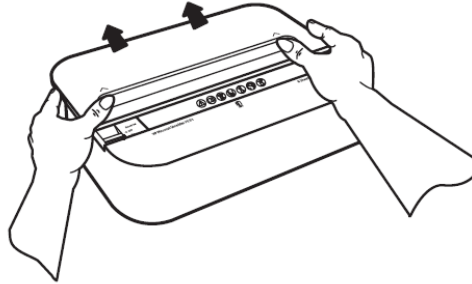
## Important information:

A few pieces of shredded paper may be found inside the shredder and the wastebasket. This is normal. All HP shredders are tested at the factory to ensure quality.

## Setup

1. The MC83 shredder should be placed on a flat level surface.
2. To install the casters, carefully lay the shredder on its back. Place the long post of each caster inside the hole located in each corner on the bottom of the shredder. Push each caster into place until you hear or feel it snap and lock into place. Place the shredder in an upright position. Make sure the shredder stands evenly and that all four casters fit squarely on the floor.

3. Place the shredder head securely on the top of the shredder cabinet.
4. Make sure that the waste bin is completely inserted into the shredder cabinet and that it fits flush with the shredder cabinet.
5. Plug the power cord into any standard 115-volt AC outlet. We recommend that you do not plug your shredder into the same outlet as other electronic devices.
6. To operate the shredder, slide the top cover towards the rear of the shredder by placing both thumbs in the recessed area located on the top of the shredder. Directional arrows will indicate the direction to open the cover. The sliding top in the open position will reveal the power On, Off and Reverse switch. T



## Operation

Plug in the electrical cord and move the slide top cover into the open position. Make sure the pull-out waste bin is properly secured. Slide the Power On, Off, Reverse switch to the On position. The Ready LED will light up. The shredder is now ready for operation.

**Shredding:** A maximum of 8 sheets at one pass or a single credit card is recommended.

Exceeding the maximum 8 sheet or multiple credit card insertions could result in unnecessary paper jams. When the paper is inserted into the feed opening, the shredding process will start automatically and stop when the paper has completed its travel through the feed opening.

## Electronic features

- The Ready LED lets you know the shredder is working and ready to shred.
- Mechanical sensor allows auto start, stop feature.
- Motor overload and overheat protection circuit will protect the shredder motor.

### Sheet capacity:

The MC83 will shred up to eight (8) sheets and will accept paper widths up to 8 3/4 inches. When shredding small material like credit cards, envelopes, or receipts, insert them through the middle of the feed opening.

### Paper jams and motor overload situations:

The MC83 is equipped with an automatic motor overload and an overheat protection circuit. Power will terminate in case of the following abnormal situations.

1. Operating the shredder at the maximum 8-sheet capacity continuously for a prolonged period of time. A running time of 3 minutes on and 40 minutes off is recommended.
2. Exceeding the shredding capacity by inserting more than eight (8) sheets of 20-lb. paper in one pass, or if the paper is not fed squarely into the feed opening.

Both abnormal operations may result in the activation of the automatic thermal motor overload protection circuit, which terminates the power to the shredder. A paper jam could cause the thermal motor overload protection to

terminate AC power to the motor. Never allow the shredder to remain in a jammed condition with the AC power turned on.

### In case of a minor paper jam:

1. Place the slide switch in the Reverse position and pull the remaining sheets of paper out of the feed opening. Be careful not to place your fingers near the feed opening or else serious harm could result.
2. Make sure that all of the excess paper has been removed from the feed opening and place the slide switch back in the On position.
3. You are now ready to resume normal shredding.


### In case of a major paper jam:

1. Turn off or unplug the power cord from the AC outlet and wait at least 40 minutes for the thermal overload protection to reset.
2. Plug in the AC power cord. If paper was left inside the feed opening prior to the overload, place the slide switch in the Reverse position and grasp the excess paper from the top and pull it out. Be careful not to place your fingers near the feed opening or serious harm could result. Place the slide switch back into the On position.
3. You are now ready to resume normal shredding.

## Specifications

- Shred type: Microcut
- Shred width: 4.3mm x 13mm
- Shredding capacity: 8 Sheets (20 lb. bond paper) or 1 Credit Card
- Duty cycle: 3 min on/ 40 min off
- Feed opening: 8 3/4 inches
- Dimensions ( w x D x H ): 12.52" X 7.68" X 17.40"
- Weight 13.67 lbs. (6.2 Kg)
- Input 115 volt AC, 4.7 Amp, 60Hz
- Ambient Operating Temp: Maximum 86°F (30°C)

## Documents / Resources

	<p><a href="#">hp MC145 Slide Top Microcut Shredder</a> [pdf] User Manual MC145 Slide Top Microcut Shredder, MC145, Slide Top Microcut Shredder, Top Microcut Shredder, Microcut Shredder, Shredder</p>
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