

HSM HSM16604

HSM 390.3 HS BDL (L6) Cross-Cut Shredder User Manual

Model: HSM16604

INTRODUCTION

This manual provides essential information for the safe and efficient operation, setup, and maintenance of your HSM 390.3 HS BDL (L6) cross-cut shredder. Please read these instructions carefully before using the device and retain them for future reference.

The HSM 390.3 HS BDL (L6) is designed for shredding paper, CDs, and credit cards, providing high-security cross-cut destruction for sensitive documents and media.

SAFETY INSTRUCTIONS

WARNING: Failure to follow these safety instructions may result in injury or damage to the shredder.

- Keep hands, loose clothing, jewelry, and long hair away from the paper entry slot.
- Do not insert metal objects such as paper clips, staples, or binders into the paper entry slot, unless explicitly stated by the manufacturer for specific models. This model is designed for paper, CDs, and credit cards.
- Unplug the shredder from the power outlet before moving, cleaning, or performing any maintenance.
- Do not allow children or pets near the shredder during operation.
- Operate the shredder only on a stable, level surface.
- Do not operate the shredder if the power cord is damaged or if the machine is malfunctioning.
- Ensure the waste bin is properly inserted before operation.
- Avoid overloading the shredder beyond its specified sheet capacity (12 sheets per pass for paper).

SETUP

1. **Unpacking:** Carefully remove the shredder from its packaging. Retain packaging materials for future transport or storage.
2. **Placement:** Position the shredder on a stable, level surface near a grounded electrical outlet. Ensure

adequate ventilation around the unit.

3. **Waste Bin Installation:** Ensure the 39-gallon waste bin is correctly seated within the shredder cabinet. The shredder will not operate if the bin is not properly closed or full.
4. **Power Connection:** Plug the power cord into a standard electrical outlet.



Figure 1: A typical HSM cross-cut shredder, similar to the HSM 390.3 HS BDL (L6) model. This image shows the main unit with the paper entry slot and control panel visible on top, and a handle on the side for accessing the waste bin.

OPERATING INSTRUCTIONS

Powering On/Off

- To turn on the shredder, locate the main power switch (usually on the back or side) and set it to the "ON" position.
- The shredder typically has a standby mode. To activate shredding, ensure the control panel is set to "AUTO".
- To turn off the shredder, set the main power switch to the "OFF" position.

Shredding Paper

1. Ensure the shredder is powered on and in "AUTO" mode.

2. Insert up to 12 sheets of paper (80 gsm) straight into the paper entry slot. The automatic start/stop feature will detect the paper and begin shredding.
3. Once the paper has passed through, the shredder will automatically stop.
4. Avoid feeding crumpled or folded paper, as this can reduce capacity and increase the risk of jams.

Shredding CDs and Credit Cards

- Locate the dedicated slot for CDs/credit cards (if separate from the paper slot).
- Insert one CD or credit card at a time into the designated slot. The shredder will automatically engage and destroy the media.
- Do not attempt to shred multiple CDs or credit cards simultaneously.

Automatic Start/Stop and Overload Protection

- The shredder features an automatic start/stop function, activating when paper is detected and stopping when shredding is complete.
- If too much paper is inserted, the overload protection system will activate, and the shredder may stop or reverse to prevent damage. Reduce the amount of paper and try again.



Figure 2: Close-up view of the control panel on an HSM shredder. This panel typically includes indicators for power, waste bin full, and overload, along with buttons for auto, reverse, and forward operation.

Emptying the Waste Bin

- When the waste bin is full, the shredder will typically indicate this and cease operation.
- Unplug the shredder from the power outlet.
- Carefully pull out the waste bin. Dispose of the shredded material.
- Reinsert the waste bin securely until it clicks into place.

Oiling the Shredder

Regular oiling is crucial for maintaining the shredder's performance and extending its lifespan, especially for cross-cut models. Use only shredder oil specifically designed for paper shredders.

1. With the shredder in "AUTO" mode, apply a thin, continuous line of shredder oil across the entire paper entry slot.
2. Feed a few sheets of paper through the shredder to distribute the oil evenly across the cutting cylinders.
3. Repeat this process after every 30 minutes of continuous shredding or at least once a week for moderate use.

Cleaning the Exterior

- Unplug the shredder before cleaning.
- Wipe the exterior surfaces with a soft, damp cloth. Do not use abrasive cleaners or solvents.
- Ensure no liquids enter the shredder mechanism.

TROUBLESHOOTING

Problem	Possible Cause	Solution
Shredder does not turn on.	No power. Waste bin not properly inserted. Overheat protection activated.	Check power cord and outlet. Ensure waste bin is fully closed. Allow shredder to cool down for 20-30 minutes.
Paper jam.	Overloaded with too much paper. Paper inserted incorrectly. Cutting cylinders are dull or dirty.	Press the "Reverse" button to clear the jam. Remove excess paper. Feed paper straight. Oil the shredder. If persistent, contact support.
Shredder runs continuously.	Sensor obstructed.	Clean the paper entry sensor (usually a small optical sensor).

SPECIFICATIONS

Model Number	HSM16604
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Brand	HSM
Cut Type	Cross Cut
Sheet Capacity (Paper)	Up to 12 sheets (80 gsm)
Waste Capacity	39 Gallons
Shreds	Paper, CDs, Credit Cards
Special Features	Cross-Cut, Automatic Start-Stop
Item Weight	141 pounds
Product Dimensions	1 x 1 x 1 inches (Note: These dimensions appear to be placeholder values and may not reflect the actual size of a 141lb shredder.)

WARRANTY AND SUPPORT

For warranty information, technical support, or service inquiries, please refer to the official HSM website or contact your authorized HSM dealer. Keep your purchase receipt as proof of purchase for warranty claims. You can typically find contact information and detailed warranty terms on the manufacturer's official website: www.hsm.eu