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› [HP](#) /

› HP OneShred 2804 Micro-Cut Paper Shredder User Manual

HP 2804

HP OneShred 2804 Micro-Cut Paper Shredder User Manual

Model: 2804

1. INTRODUCTION

Thank you for choosing the HP OneShred 2804 Micro-Cut Paper Shredder. This manual provides essential information for the safe and efficient operation, maintenance, and troubleshooting of your new shredder. Please read this manual thoroughly before using the device and keep it for future reference.



Front view of the HP OneShred 2804 Micro-Cut Paper Shredder.

2. SAFETY INSTRUCTIONS

To ensure safe operation, always follow these basic safety precautions:

- Read all instructions before use.
- Keep children and pets away from the shredder.
- Keep loose clothing, jewelry, hair, and hands away from the paper entry slot.
- Do not spray any flammable products onto the shredder or use it near flammable materials.
- Do not shred metal objects, wet paper, or adhesive materials.
- Unplug the shredder when not in use or before cleaning.
- Do not operate the shredder if the power cord is damaged.
- Ensure the shredder is placed on a stable, level surface.

3. PACKAGE CONTENTS

The HP OneShred 2804 package typically includes:

- HP OneShred 2804 Paper Shredder Unit
- Removable 20-liter Waste Bin
- Power Cable
- Instruction Manual (this document)
- HP Oil Paper Sheet (for initial cleaning)

4. PRODUCT FEATURES

The HP OneShred 2804 is designed for efficient and secure document disposal:

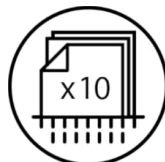
- **Micro-Cut Shredding:** Shreds documents into tiny 2 x 15 mm particles for high security (P-5 level).
- **Capacity:** Shreds up to 10 sheets of A4 paper (80 gsm) or one credit card per pass.
- **Anti-Jam Technology:** Features an automatic reverse function to clear paper jams.
- **Automatic Start/Stop:** Sensors detect paper insertion and automatically start/stop shredding.
- **Overheat/Overload Protection:** Indicators alert you to potential issues and protect the motor.
- **Continuous Operation:** Designed for 10 minutes of continuous use, followed by a cooling period.
- **20-Liter Waste Bin:** Removable bin with a viewing window for easy monitoring and emptying.
- **Mobility:** Equipped with four casters for easy movement.



P-5 Security Level



Micro-Cut Shredding



10-Sheet Capacity



20-Liter Bin Capacity

5. SETUP

1. **Unpack:** Carefully remove the shredder from its packaging. Retain packaging for future transport or storage.
2. **Position:** Place the shredder on a flat, stable surface. Ensure there is adequate space around the unit for ventilation. The shredder is equipped with casters for easy positioning.
3. **Connect Power:** Plug the power cord into a standard electrical outlet.
4. **Insert Waste Bin:** Ensure the removable waste bin is correctly inserted into the shredder housing. The shredder will not operate if the bin is not properly seated.



The HP OneShred 2804 positioned in an office setting.

6. OPERATING INSTRUCTIONS

Follow these steps to operate your HP OneShred 2804:

1. **Power On:** Locate the main power switch, usually on the top panel, and set it to the 'Auto' position. The shredder is now ready for use.

2. **Feed Documents:** Insert up to 10 sheets of A4 paper (80 gsm) or one credit card into the paper entry slot. The shredder will automatically start and stop once the material has passed through.
3. **Continuous Use:** The shredder can operate continuously for up to 10 minutes. After this period, allow it to cool down for at least 30 minutes to prevent overheating. An overheat indicator will illuminate if the shredder needs to cool.
4. **Emptying the Bin:** Monitor the waste bin through the viewing window. When full, pull out the bin, empty the shredded material, and reinsert it securely. The shredder will not operate if the bin is not correctly in place.
5. **Power Off:** When finished shredding, set the main power switch to the 'Off' position and unplug the unit from the power outlet.



A hand feeding paper into the shredder's entry slot.



The removable waste bin, open and filled with micro-cut shredded paper.



Top view of the shredder, showing the control panel with REV, STOP, and FWD buttons.

7. MAINTENANCE

Regular maintenance ensures optimal performance and extends the life of your shredder:

- **Oiling:** Regularly oil the shredder blades using specialized shredder oil or the provided HP oil paper sheet. This helps maintain cutting efficiency and reduces wear. Follow the instructions on the oil product.
- **Cleaning:** Unplug the shredder before cleaning. Wipe the exterior with a soft, dry cloth. Do not use abrasive cleaners or solvents.
- **Empty Bin:** Always empty the waste bin before it becomes completely full to prevent jams and ensure proper operation.

8. TROUBLESHOOTING

If you encounter issues with your shredder, refer to the table below:

Problem	Possible Cause	Solution
Shredder does not start.	No power; Waste bin not properly inserted; Overheat protection active.	Check power connection; Reinsert waste bin securely; Allow shredder to cool down.
Paper jam.	Too many sheets inserted; Paper folded or crumpled.	Press the 'REV' (Reverse) button to clear the jam. If unsuccessful, unplug, carefully remove paper, then plug in and try again. Reduce sheet count.

Problem	Possible Cause	Solution
Shredder stops during operation.	Overheat protection activated; Waste bin full.	Allow shredder to cool for 30 minutes; Empty the waste bin.
Shredder is noisy.	Blades need oiling; Foreign object in blades.	Oil the shredder blades; Unplug and carefully inspect for foreign objects.

9. SPECIFICATIONS

Model Number	2804
Shred Type	Micro-Cut
Security Level	P-5 (DIN 66399)
Sheet Capacity	10 sheets (A4, 80 gsm)
Shred Size	2 x 15 mm
Shreds	Paper, Credit Cards
Waste Bin Capacity	20 Liters
Continuous Run Time	10 minutes
Cool Down Time	30 minutes
Noise Level	65 Decibels
Dimensions (L x W x H)	24 x 35.4 x 53.4 cm
Weight	9.4 kg
Power Source	Electric Cord



Diagram showing the dimensions of the HP OneShred 2804.

10. WARRANTY AND SUPPORT

The HP OneShred 2804 typically comes with a 3-year limited warranty. Please refer to the warranty card included with your product or visit the official HP website for detailed warranty terms and conditions specific to your region. For technical support or service inquiries, please contact HP customer service through their official channels.

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Question

Example: How do I reset this device or fix this error?

Details

Model number, symptoms, what you tried, or the section of the manual you are using.

Submit question