

## STAPLES ST62156



# Staples 24-Sheet Cross-Cut Paper Shredder

MODEL: ST62156

### Introduction

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This manual provides essential instructions for the safe and efficient operation, maintenance, and troubleshooting of your Staples 24-Sheet Cross-Cut Paper Shredder, Model ST62156. Please read this manual thoroughly before using the shredder and retain it for future reference.



Image: Front view of the Staples 24-Sheet Cross-Cut Paper Shredder, Model ST62156, in black.

## Important Safety Instructions

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- Keep children and pets away from the shredder.
- Keep loose clothing, jewelry, hair, and hands away from the shredder opening.
- Do not spray any flammable products onto the shredder.
- Do not shred adhesive labels or materials that may stick to the cutting blades.
- Unplug the shredder before moving, cleaning, or emptying the waste bin.

- Do not attempt to service the shredder yourself. Refer all servicing to qualified personnel.

## Setup

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1. **Unpacking:** Carefully remove the shredder from its packaging. Retain packaging materials for future transport or storage.
2. **Placement:** Position the shredder on a flat, stable surface. Ensure adequate space around the unit for ventilation and access to the waste bin. The shredder is equipped with casters for easy mobility.



## Casters for easy mobility

Image: Close-up view of the shredder's base, showing the casters for mobility.

3. **Power Connection:** Plug the power cord into a standard electrical outlet.

## Operating Instructions

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The Staples ST62156 shredder is designed for secure cross-cut shredding of various materials.

- **Power On:** Ensure the shredder is plugged in. The blue LED 'Ready' indicator will illuminate when the shredder is ready for operation.
- **Shredding Capacity:** This shredder can process up to 24 sheets of standard paper (20 lb bond) at once. Avoid exceeding this capacity to prevent jams and prolong motor life.

# 24 Sheet Capacity

## SHRED MORE THAN JUST PAPER



Image: Diagram illustrating the shredder's capacity to shred paper, small paper clips, credit cards, staples, and CDs/DVDs.

- **Material Types:** The shredder is capable of destroying paper, credit cards, staples, small paper clips, and CDs/DVDs. Insert these items into the designated shredding slot.
- **Security Level:** The cross-cut mechanism reduces documents to 4.33mm x 44mm particles, providing P-3 level security for sensitive information.

# Cross-Cut P-3 Security



## MORE SECURE THAN STRIP-CUT

Image: Example of cross-cut shredded paper, demonstrating P-3 security level.

- **Automatic Operation:** The shredder features Auto Start/Stop. It will automatically begin shredding when paper is detected and stop when the shredding is complete.
- **Anti-Jam Features:** The shredder includes Auto Reverse and Overload Protection. If too much paper is inserted, the shredder will automatically reverse to clear the jam. If the motor is overloaded, it will shut off to prevent damage.



# Safety Lock & Automatic Reverse



Image: Top view of the shredder's control panel, highlighting the safety lock and automatic reverse features.

- **Quiet Operation:** The shredder operates at a low 65-decibel noise level, suitable for office and home environments.
- **Status Indicators:**
  - **Blue LED (Ready):** Indicates the shredder is powered on and ready for use.
  - **Red LED (Overheated):** Illuminates if the shredder has been used continuously for too long and needs to cool down. Allow the unit to rest until the light turns off.
  - **Red LED (Bin Full):** Indicates the waste bin is full and needs to be emptied.

## Maintenance

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1. **Emptying the Waste Bin:** When the 'Bin Full' indicator illuminates, or when the bin is visibly full, pull out the 7.4-gallon waste bin and dispose of the shredded material. Reinsert the bin securely for continued operation.
2. **Oiling the Shredder Blades:** Regularly oiling the shredder blades is crucial for optimal performance and longevity. Apply shredder oil (not included) across the paper entry slot. Run a few sheets of paper through the shredder immediately after oiling to distribute the oil evenly. Refer to the shredder oil manufacturer's instructions for frequency.
3. **Cleaning:** Disconnect the power cord before cleaning. Use a soft, dry cloth to wipe the exterior of the

shredder. Do not use abrasive cleaners or solvents.

### Troubleshooting

| Problem                                     | Possible Cause   | Solution  |
|---|--|---|
| Shredder does not turn on.                  | No power, waste bin not fully inserted, or shredder overheated.  | Check power connection. Ensure waste bin is securely in place. Allow shredder to cool down if 'Overheated' indicator is on.                       |
| Paper jam.                                  | Too much paper inserted, or material not suitable for shredding. | Utilize the Auto Reverse function. If necessary, unplug the shredder and carefully remove excess paper from the feed opening. Do not force paper. |
| Shredder stops during operation.            | Overheating, waste bin full, or motor overload.                  | Allow shredder to cool. Empty the waste bin. Reduce the amount of material being shredded.  |
| Shredder runs continuously after shredding. | Sensor obstruction.  | Unplug the shredder and carefully clean the paper entry slot to ensure no debris is blocking the sensor.  |

### Specifications

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|--------------------|---|
| Model Number       | ST62156   |
| Cut Type           | Cross-Cut   |
| Security Level     | P-3 (4.33mm x 44mm particles)                             |
| Sheet Capacity     | 24 Sheets (20 lb bond paper)                              |
| Bin Capacity       | 7.4 Gallons   |
| Shreds Materials   | Paper, Credit Cards, Staples, Small Paper Clips, CDs/DVDs |
| Noise Level        | 65 dB   |
| Product Dimensions | 11 x 23.22 x 20.9 inches                                  |
| Item Weight        | 35.4 pounds   |
| Color              | Black   |

### Warranty and Support

This Staples 24-Sheet Cross-Cut Paper Shredder (Model ST62156) comes with a **1-year limited warranty** from the date of purchase. This warranty covers defects in materials and workmanship under normal use.

# 1 year limited warranty




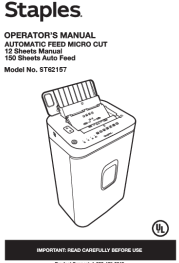


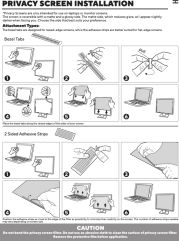
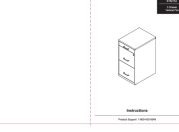
Image: Product packaging for the Staples 24-Sheet Cross-Cut Shredder, indicating a 1-year limited warranty.

For warranty claims, technical support, or inquiries, please contact Staples customer service. Proof of purchase may be required.

**Manufacturer:** Staples

**Contact Information:** Please refer to the official Staples website or your purchase documentation for the most current customer support contact details.



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|  <p>STAPLES<br/>OPERATOR'S MANUAL<br/>10 SHEET CROSS CUT<br/>Model No. SPL-BXC10ERA</p> <p>IMPORTANT: READ CAREFULLY BEFORE USE<br/>Product Support: 1-800-451-0088</p>  | <p><a href="#">Staples 10 Sheet Cross Cut Paper Shredder SPL-BXC10ERA Operator's Manual</a></p> <p>Operator's manual for the Staples 10 Sheet Cross Cut Paper Shredder, Model SPL-BXC10ERA. Provides setup, operating instructions, safety guidelines, maintenance, warranty, and FCC information.</p>    |
|  <p>Staples<br/>OPERATOR'S MANUAL<br/>AUTOMATIC FEED MICRO CUT<br/>12 Sheets Manual<br/>150 Sheets Auto Feed<br/>Model No. ST62157</p> <p>IMPORTANT: READ CAREFULLY BEFORE USE<br/>Product Support: 1-800-451-0088</p> | <p><a href="#">Staples ST62157 Automatic Feed Micro Cut Shredder Operator's Manual</a></p> <p>Operator's manual for the Staples ST62157 Automatic Feed Micro Cut Paper Shredder. Includes setup, operation, safety instructions, specifications, maintenance, warranty, and FCC information.</p>          |
|  <p>Staples<br/>OPERATOR'S MANUAL<br/>Fabric Chair<br/>Model No. ST63123</p>   | <p><a href="#">Staples Fabric Chair Operator's Manual - Model ST63123</a></p> <p>Comprehensive operator's manual for the Staples Fabric Chair, Model ST63123. Includes detailed assembly instructions, product features, parts list, and warranty information.</p>  |
|  <p>Staples<br/>OPERATOR'S MANUAL<br/>Westcliffe Chair<br/>Model No. ST63105</p>  | <p><a href="#">Staples Westcliffe Chair ST63105 Operator's Manual and Assembly Guide</a></p> <p>Comprehensive operator's manual and assembly guide for the Staples Westcliffe Chair (Model No. ST63105), detailing product features, assembly instructions, included parts, and warranty information.</p> |
|  <p>Staples<br/>PRIVACY SCREEN INSTALLATION<br/>Laptops and Monitors<br/>Model No. ST63105</p>   | <p><a href="#">Staples Privacy Screen Installation Guide for Laptops and Monitors</a></p> <p>Step-by-step installation guide for Staples privacy screen filters on laptop and monitor screens using bezel tabs or adhesive strips. Includes product features and important cautions.</p>                  |
|  <p>Staples<br/>3 DRAWER VERTICAL FILE CABINET<br/>Assembly Instructions<br/>Model No. ST52144, ST52154</p>  | <p><a href="#">Staples 3 Drawer Vertical File Cabinet Assembly Instructions</a></p> <p>Assembly instructions and warranty information for the Staples 3 Drawer Vertical File Cabinet (Models ST52144, ST52154). Includes parts list, required tools, and contact information for product support.</p>     |