

I'm not a robot

































Home / News / Paper Shredder Frequently Asked Questions Answered | PBS Office Maintain all safety measures when operating a paper shredderYou will want to be sure you buy a shredder that meets your needs. You will want to ensure it handles your current volume of shredding, but also future amounts of shredding. These are a few questions you will consider before purchasing a shredder: What security level shredder should I buy?Shredders are designed to destroy paper. Various shredders cut paper into various sized pieces. If you will be shredding key material, that includes your social security number, account information, name, address and more, I would recommend buying at least a security-level three paper shredder. You will eventually need to determine how sensitive the material you are cutting up is before purchasing a shredder. Most companies that sell shredders have representatives that can help you with your ultimate choice.Can a paper shredder shred all kinds of paper?Most paper shredders can dispose all types of paper. Some home-office paper shredders will have a hard time shredding card stock. Some strip-cut shredders will experience difficulty shredding glossy paper. Be sure you are running paper through the shredder. Most shredders do not handle plastic, wood or metal.How frequently should I oil my shredder?If you use your shredder only a few times a week, it is better that you only oil your shredder once a month. If you use your shredder daily, it is recommended that you oil your shredder every four hours. It is a good idea to oil your shredder as you change your bag.Can a paper shredder injure me? Do not put your hand into the paper shredder blades!Most paper shredders contain safety features built into them that avoid injury. Most paper shredders have an opening miniature enough that you cannot get your fingers caught. You will want to be cautious when shredding if you have long hair, put on a tie or wear a necklace. The only type of shredder that you really should worry about, when it comes to being hurt, are the industrial paper shredders. Although industrial paper shredders have safety options built into them, they are very powerful and have huge cutting blades. How do I oil my paper shredder?There are a few methods you can go about oiling your shredder. The most common way is to put oil on a sheet of paper and run it through the shredder. Immediately the paper has gone through, put the shredder in reverse to oil all the parts.Resources and References:Paper Shredder Security Home Paper Shredders Pose Risk for Injuries Older Post Newer Post October of last year, the results of my midterms came in. I had performed poorly would be an understatement. Envisioning my parents being disappointed, and to save them from this misery, I decided to give the new paper shredder a test run.To fix a shredder that wont turn off, wipe away any dust or debris covering the sensors. Locating the sensors on your shredder can take effort, but once you do that and the sensor is clean, the shredder will be set in most cases.In the remainder of this article, I will cover questions related to this scenario. This includes why your paper shredder keeps running after usage, the types of sensors, locating the sensor, how to clean a shredder sensor, and how to prevent damage to a sensor. Youre having a problem with your shredder; the machine is behaving in a haunted manner and wont stop after devouring your precious paper. It is only human to worry and consider sending it back to the manufacturer.A shredder that keeps running has sensor-related issues. This usually does not indicate mechanical or electronic problems. 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After turning off the machine, you can use a flashlight to locate the sensor.The sensor location is identified using the user manual. The mechanical type of sensor is located at the top of the shredder. In contrast, the photosensor can be found in the center of the paper entry throat.Suppose your model has safety flaps over its cutters, in that case, you will have to remove them before the sensor can be located safely.Read: How To Fix A Paper Shredder That Wont Turn On?Once the sensor has been successfully located using a flashlight, it can be cleaned using a variety of objects.This YouTube video will give you a fundamental understanding of how to clean your shredder sensor:A cotton swab, straw, or soft fiber cloth can easily clean the sensor. However, the exact method to clean it will be different for both the photo and mechanical sensor.To clean a photo sensor do the following:Unplug and remove your device from the power source.Locate the sensor.Dip the cotton swab or the soft fiber cloth in isopropyl alcohol or propanol (it should be damp, not dripping).Clean all sensor parts carefully, removing the dust, oil, and debris, without damaging any sensor part.However, accessing the sensor in some shredding machines might be challenging. After unplugging and removing the appliance from the source, you should take the paper catch bin out and turn the shredder upside down. Then, use a screwdriver to unscrew the machine, flip the unit with the right side facing up and the top piece held firmly.One side of the top piece will be looser than the other end thus you can carefully remove it without damaging any parts.The shredder sensor should not be easily visible.The above procedure will fix the problem in most cases, and your shredder should be back up and running.If it doesnt work, the sensor has a technical issue, and you need to contact the manufacturer.Read: Why Do Paper Shredders Overheat? Troubleshooting GuideUnfortunately, a mechanical sensor doesnt have as simple a fix as cleaning it with a piece of cotton. This is because, in most cases, the issue lies in the sensitivity of the tray that signals the machine to start/stop shredding.A mechanical sensor that wont stop after shredding might have dust, food, or a definite article forcing down the tray. Paper parts are commonly found forcing down the sensor in this type of shredder. You need to carefully examine the paper tray in your device, and if stuck, disassemble and then reassemble it. You can also try inserting a pointed object (a toothpick or needle) into the sensors hole to see if there is any difference in the machines behavior.Finally, if all else fails, replace the part.Sensors are subject to wear and tear like all electrical and mechanical equipment.The most common cause of your shredder not stopping is if the sensor becomes cloudy due to dust or excessive light exposure over time.Thankfully, all the issues mentioned in this article can be prevented by doing the following:Clean the auto-start/off sensor and related parts thoroughly in case of a photo sensor.A mechanical sensor is rarely fixed by simply cleaning it. However, it can be repaired or replaced.Clean the paper detection sensors.Ensure that the shredder is not placed directly under excessive sunlight; this can easily damage the sensors.Make sure to maintain your shredder thoroughly and regularly.Use soft cloths, vacuum, and cotton swabs dampened with alcohol for cleaning.The shredder blades work by cutting the paper. The dust eventually builds up, which wears them down. Thus you should regularly oil the blades as instructed in the manual.In case of any issues, place a service call or contact your manufacturers customer support. A shredder can bring up a lot of problems, the sensor being one of them. In this case, it is necessary to consult the user guide provided with your machine for optimum performance. All companies also offer helplines for customer support and satisfaction.Document Dynamix has also provided an online guide to troubleshooting problems related to your shredder machine.Read: Why HP Printer Not Communicating With Computer?A paper shredder, an essential office appliance also found in homes, is used to eliminate useless paper. Like all machines, it is susceptible to faults and problems.Its vital to maintain and take care of your shredder. Hopefully, the methods mentioned here will solve your problem of a continuous running shredder in most cases, if not all.However, you may need to consult a professional if your issue persists.So, next time you decide to get rid of classified papers or academic results that your parents shouldnt see, consider hiding them instead of feeding them to a malfunctioning shredder! October of last year, the results of my midterms came in. I had performed poorly would be an understatement. Envisioning my parents being disappointed, and to save them from this misery, I decided to give the new paper shredder a test run.To fix a shredder that wont turn off, wipe away any dust or debris covering the sensors. Locating the sensors on your shredder can take effort, but once you do that and the sensor is clean, the shredder will be set in most cases.In the remainder of this article, I will cover questions related to this scenario. This includes why your paper shredder keeps running after usage, the types of sensors, locating the sensor, how to clean a shredder sensor, and how to prevent damage to a sensor. Youre having a problem with your shredder; the machine is behaving in a haunted manner and wont stop after devouring your precious paper. It is only human to worry and consider sending it back to the manufacturer.A shredder that keeps running has sensor-related issues. This usually does not indicate mechanical or electronic problems. 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The licensor cannot revoke these freedoms as long as you follow the license terms. Attribution You must give appropriate credit, provide a link to the license, and indicate if changes were made. You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use. ShareAlike If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original. No additional restrictions You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits. You do not have to comply with the license for elements of the material in the public domain or where your use is permitted by an applicable exception or limitation . No warranties are given. The license may not give you all of the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material. By Susan Revermann Updated July 21, 2017 Only shred credit cards and CDs in the slot designated for those items. If you attempt to dismantle and fix the SPL-1506X shredder, it will void the product warranty. Always unplug the unit when you are placing your hands near the shredding section of the SPL-1506X. Be careful when wearing loose clothing, jewelry or neckties while you are shredding paper. Do not use flammable cleaners on this device. I paper image by max blain from Fotolia.com The SPL-1506X paper shredder, manufactured by the Staples office chain, can shred 15 sheets of paper at one time, as well as cutting unwanted credit cards, DVDs, and CDs to pieces. There are times when you may need to troubleshoot problems including paper jams, overheating, a full waste basket, electrical outlet issues or lubrication. Knowing how to fix your shredder will save you the expense of having a professional do it for you. Paper JamFind the power switch on the shredder and push the button to the reverse (REV) setting.Pull the paper that was jammed out of the shredding section. Release the REV button when the paper jam is cleared. Make sure to put smaller amounts of paper through the shredder at one time and remove any staples that are in the paper you are shredding. Also make sure to empty the paper basket frequently to allow for a clear shredding path. Unplug the shredder if the previous steps have not worked to remove the paper jam. Manually remove any paper that is stuck in the shredding section.OverheatingLook at the overheat/overload LED light indicator light to see if it is illuminated. This light will come on if the motor overheats/overload circuit is tripped when the unit gets too hot.Turn the shredder off and allow the unit to cool down for 25 minutes or longer.Push the power button to the "on" setting and continue to shred your items. Remember to let the unit cool down periodically to prevent this from happening.LubricationPurchase Staples shredder lubricant sheets from your local Staples store.Use shredder lubrication as a part of regular maintenance. Lubricants should be used for every 30 minutes of shredding or at least twice a month.Insert lubricating sheets into shredder and allow them to shred as normal paper would.Power IssuesLook to see if the power switch is turned to the on position. Check your electrical connection to see if the plug is properly inserted into the outlet. Make sure that the outlet you use is accessible in case you need to disconnect during an emergency.Remove the plug and reinsert it. Try to power up the shredder again.Try a different outlet if the unit still does not work. October of last year, the results of my midterms came in. I had performed poorly would be an understatement. 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