



## **XC-100 DISINTEGRATOR**



## **OPERATION GUIDELINES**

## Table of Contents

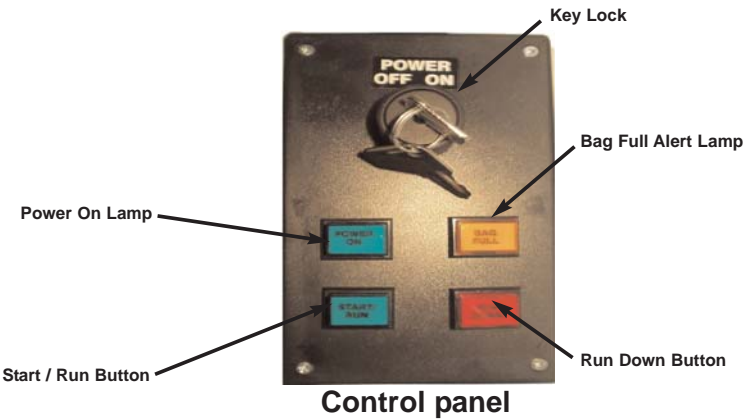
Topic	Page
Safety Guidelines	1
What is this?	2
Overview	3
Specifications	3
Installation	4
Operation	5
Changing Disposable Vacuum Bag	6
Shredder Head Operation	7
Media Feed Opening	7
Clearing a Paper Jam in the Shredder Head	8
Caring for you XC-100	8
Partial Product Destruction List	8

## Safety Guidelines

1. **YOU SHOULD READ THIS MANUAL AND FULLY UNDERSTAND THE CONTROLS, FUNCTION AND SAFETY FEATURES OF THE XC-100 BEFORE OPERATING.**
2. **ALWAYS DISCONNECT AND LOCKOUT THE MAIN ELECTRICAL POWER BEFORE ATTEMPTING TO PERFORM ANY SERVICE OR MAINTENANCE.**
3. **NEVER** bypass any of the safety features or interlocks on the XC-100. These interlocks are designed for your safety and should be checked, periodically, by a qualified technician.
  - ♦ Safety cut-out switch for front panel (key operated).
  - ♦ Safety overload switch to knife mill cutting head motor (thermal reset).
  - ♦ Safety overload switch to power supply (manual reset).
  - ♦ Safety overload switch to shredder head (manual reset).
  - ♦ Safety cut-out switch for shredder head cover.
4. **NEVER** attempt to operate the XC-100 without all covers installed and securely fastened.
5. **DO NOT** operate the XC-100 unless it is properly grounded.
6. The electrical box should **NEVER** be opened except by a qualified technician or electrician.
7. **NEVER** attempt to make any changes or modifications to the XC-100 without express written consent from Dahle North America, Inc.
8. The XC-100 should be located and operated in an area that provides adequate space for routine maintenance, service and waste bag replacement.
9. Although designed as one of the safest disintegrators on the market, it is good practice keep loose clothing, jewelry, hair, neckties, scarves, etc away from all feed openings while the machine is in operation.
10. **DO NOT** let children operate this or any other office equipment.
11. Observe all **DANGER, WARNING, CAUTION** or any other safety related labels on the XC-100.

**WORK SAFELY AT ALL TIMES**

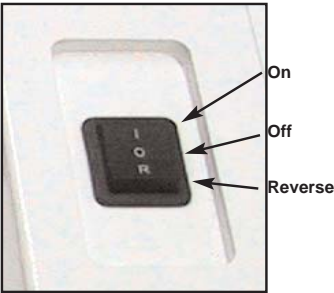
# What Is This?



**Vacuum system**



**On/off/reverse switch**



## Overview

Congratulations on your purchase of a DAHLE XC-100 Disintegrator! We here at DAHLE North America are dedicated to providing rugged and dependable products for the large, and not so large office. We are sure your new XC-100 will meet or exceed your expectations of quality and service.

The DAHLE XC-100 has been designed to give Government Agencies, Military and Private Sector Companies TOTAL CONTROL of in-house security for the destruction of Documents, Magnetic Media (CD ROMS, DVDs, Video Tapes, Floppy Disks), Credit Cards, I.D. Badges, etc. The XC-100 processes material to the latest security standards set by the Department of Defense, and has been evaluated, and meets the requirements for NSA/CSS Specification 02-02 High Security Disintegrator.

If you have any questions regarding your new DAHLE disintegrator, call your sales representative, or call DAHLE N.A. Customer Service, toll free, at (800) 995-1379 between 8:30 am and 5:00 pm Monday through Friday, EST.

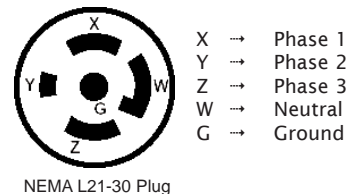
Record the serial number in the space provided for your records:

S/N: \_\_\_\_\_

## Specifications

Power Requirements:	208 VAC, 3Ø, 30 Amp, 5 Wire
Grounded Connection	
Plug:	NEMA L21-30
Shredder Voltage	110 VAC, 60 Hz
Vacuum Voltage	110 VAC, 60 Hz
Control Circuit Switching:	24 VDC
Motor	2.2 KW, 3 HP
Blades:	2 Stationary / 9 Rotating
Weight:	665 Lbs.
Bag Weight ( <i>when full</i> ):	13 - 18 Lbs.
Dimensions ( <i>h x w x d</i> ):	44½" x 43¼" x 28¾"

Consumable Items:	Vacuum Waste Bags
	Vacuum felt and paper filters
	Vacuum silencer/filter



# Installation

1. Carefully inspect the machine for damage as soon as it is delivered. If there is any damage, note the damage on the Bill of Lading, have the driver sign the bill and contact your selling dealer, or call Dahle Customer Service by calling 1-800-995-1379.
2. Carefully uncrate the XC-100 and move it into position. Be sure operating location has a solid, level surface with enough room to safely operate the XC-100.
3. Remove the Vacuum system cover and open the vacuum system by releasing the two (2) latches and removing the vacuum head. (*see figure 1*)
4. check to see that a vacuum bag is in place.
5. If not, install disposable vacuum bag in canister, close vacuum and relatch. Replace vacuum system cover.

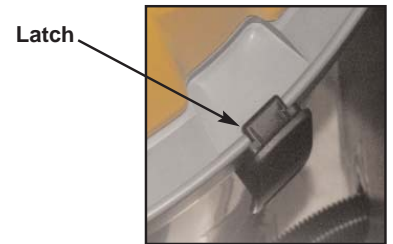



figure 1

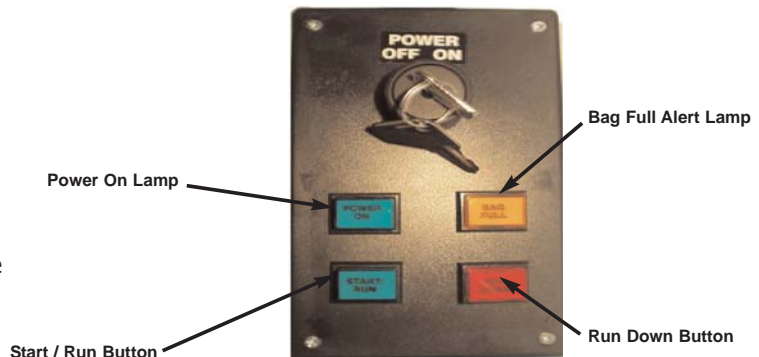
6. Connect the XC-100 to your power source.  
 **IMPORTANT - MAKE SURE POWER SOURCE MEETS THE REQUIREMENTS OF THE XC-100.**
7. After the XC-100 is connected to your power source it is **important** to make sure the XC-100 rotating blades are turning in the proper direction. This should **ONLY be performed by a qualified electrician** and can be accomplished by carefully following these steps:
  - a. Remove the 6 screws (3 on each side) from the front panel.
  - b. Remove the front panel
  - c. Remove 2 wing nuts from the disintegrator access panel.
  - d. Replace front panel being sure that the interlock key is inserted into the interlock.
  - e. Turn Power Key to the ON position.
  - f. Press the Start/Run button
  - g. Turn Power key to the OFF position.
  - h. Quickly remove front panel, raise the access panel and check that the main pulley is turning TOP TO FRONT.
  - i. If pulley is turning in the wrong direction, disconnect XC-100 from power source, open the NEMA L21-30 plug and reverse any 2 HOT leads (x, y or z). Be sure Neutral (W) and Ground (G) remain in place.
  - j. Replace all covers, nuts and screws.
8. Your XC-100 is now ready for operation



## Operation

**It is IMPORTANT that the following instructions are read and understood before attempting to operate the XC-100**

1. Connect the machine to the main power source.
2. Turn the Key Lock Switch to the "On" position.
3. Press the green Start/Run button. The button will illuminate and the knife mill cutting head will start. 3 seconds later, the vacuum will be activated and power will be available to the shredder head.



4. Turn shredder head on with the black rocker switch (position "I") to process paper, or open the spring-loaded cover to feed material into the media feed opening.
5. The amber Bag Full Warning light will illuminate when the vacuum bag is full. *Note: Power to the shredder head is suspended during this cycle. The Bag Full Warning light will remain illuminated even when the XC-100 has been shut down. The main power source must be disconnected for this light to go out.*
6. To shut down the XC-100 press the red Stop/Run Down button. The button will illuminate and power to the shredder head will be terminated immediately.  
*Run Down time is approximately 60 seconds.*



**IMPORTANT - DO NOT TURN DISINTEGRATOR OFF VIA THE ROTARY KEY LOCK SWITCH WHILE MATERIAL IS BEING PROCESSED.**

7. Turn Rotary Key Lock Switch to the "Off" position and disconnect the XC-100 from the main power source before attempting to perform any service or maintenance.

## Changing Disposable Vacuum Bag



**IMPORTANT: BE SURE XC-100 IS TURNED OFF BEFORE ATTEMPTING TO REPLACE THE DISPOSABLE VACUUM BAG**

1. Remove Vacuum system cover.
2. Release the two (2) hold down latches.
3. Remove vacuum head. The electrical supply cable is long enough to place the vacuum head either on the floor or on top of the XC-100.
4. Remove the secondary Felt Filter.
5. Disconnect disposable vacuum bag from inlet pipe being careful not to squeeze the bag. This could cause dust and debris to blow out into the air.
6. Install new disposable vacuum bag
7. Reassemble in the reverse order.
8. Pull Vacuum towards front of unit to reset bag-full sensor.
9. Once all covers are in place and the procedure is complete, the XC-100 can resume normal operation.



**BE CAREFUL THE VACUUM SWITCH IS IN THE ON POSITION.  
THE UNIT WILL NOT FUNCTION WITH THIS SWITCH IN THE OFF POSITION.**



## Shredder Head Operation

With the XC-100 running and ready to process material, turn the Shredder Head on using the black Rocker switch. The Shredder Head will run continuously until it is turned off.



**NOTE: THE SHREDDER HEAD WILL PROCESS PAPER ONLY!!!**

**MAXIMUM THROUGHPUT IS 10 SHEETS OF 20 LB. PAPER PER PASS!!!**

Periodic lubrication is necessary to ensure proper operation of the Shredder Head, and to maintain maximum throughput. Lubrication is simple if you follow these guidelines:

1. Turn Shredder Head off.
2. Run a small amount of Dahle Shredder Oil (Item #740 ) across the entire width of the feed opening.
3. Run the Shredder Head in reverse for a few seconds. This distributes the Shredder Oil evenly and aids in cleaning out residual material from the Shredder Head.
4. Turn the Shredder Head on and resume processing paper.



**LUBRICATE SHREDDER HEAD EVERY 30 MINUTES OF SHREDDER HEAD OPERATION**

**TURN SHREDDER HEAD OFF WHEN NOT IN USE**

## Media Feed Opening

With the XC-100 running and ready to process material, many types of products can be fed through the Media Feed Opening (*see Product Destruction List*)

1. Lift the Spring Loaded Cover
2. Drop material to be processed through the Feed Opening.
3. Always allow the Spring Loaded Cover to return to the closed position when not in use.
4. Remove metal screws from audio, video and ribbon cassettes prior to destruction. This will prolong the life of the blades.



**DO NOT FEED MATERIAL INTO THE MEDIA FEED OPENING  
WHEN THE XC-100 IS IN RUN DOWN MODE.**

## CLEARING A PAPER JAM IN THE SHREDDER HEAD

If too many sheets of paper are fed into shredder head at one time, it may cause a paper jam. Running the shredder head at maximum capacity increases the chance of a paper jam. If a paper jam occurs, it is easy to clear by following these simple steps:

1. Turn Shredder Head off using ON/OFF/REVERSE switch.
2. Firmly pull on paper sticking out of Feed Opening while holding ON/OFF/REVERSE switch in the REVERSE (R) position.
3. After paper has been removed from the Feed Opening, move the ON/OFF/REVERSE switch back to the ON (I) position.
4. Separate some of the sheets and continue processing paper.

## CARING FOR YOUR XC-100

Clean covers with a clean dry cloth. Do not use water or solvents. Make sure you disconnect your XC-100 from its power source before cleaning.

Repairs on your XC-100 should only be performed by qualified technicians. If you need service, contact your local dealer, or you can contact DAHLE North America Customer Support between 8:30 am and 5:00 pm EST at (800) 995-1379

---

## Partial Product Destruction List

### Top Secret Documents

R & D Documents

Bank Notes

Securities

Key Tape

Security I.D. Badges

I.D. Printer Ribbons

Smart Cards

Credit Cards

Video Tapes

Audio Cassettes

CD / CD-R / CD-RW

DVD / DVD-R

Floppy Disks

Flash Media

DAT Tapes

X-Ray Film

Micro-Fiche

Micro Film

Ribbon Cartridges

Sharps



**NOT FOR THE DESTRUCTION OF FERROUS MATERIAL**

## **Notes**



Dahle North America, inc.

375 Jaffrey Road

Peterborough, NH 03458

Tel: (603) 924-0003 • Toll free: (800) 995-1379 • Fax (603) 924-1616  
shredders@dahle.com

[www.dahle.com](http://www.dahle.com)