



INSTRUCTION MANUAL

ProDevice OMS500 Shredder

MODELS:

- Basic
- Professional

ORIGINAL MANUAL

Manual version - V.OMS500.2025.4.EN

Thank you for purchasing the ProDevice OMS500 office shredder. This is a device for the final, physical destruction of magnetic, electronic and optic data carriers.



Read this instruction manual before use.

Follow safe operating procedures.



The manufacturer is not liable for any accidents or damages resulting from improper use of the product or as a result of using it in a manner inconsistent with or deviating from the principles set out in this instruction manual.

The manufacturer reserves the right to introduce changes to the design of the devices, deemed necessary by the manufacturer to improve them.

This instruction manual is an integral part of the device.

Instruction manual is protected by copyright regulations.

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1. INTRODUCTION

A product that is a machine may be referred to in the manual as: a machine, a product, a device.



- Before start-up, read the device's instruction manual.
- Keep the instruction manual.
- Store the instruction manual with the device.
- Follow all safety guidelines.
- If you have any questions about the product or the information provided with it, please contact the manufacturer for additional answers.
- Contact details can be found on the last page.
- Keep the proof of purchase for your device.
- Keep the device's operating instructions along with all additional documentation.
- The device must be registered at: <https://www.pro-device.com/en/product-registration/>

1.1. FULFILLMENT OF LEGAL REQUIREMENTS OF THE CONFORMITY ASSESSMENT SYSTEM

The manufacturer declares that the product meets the safety requirements within the scope of European Union directives:

- Directive MD 2006/42/EC together with LVD requirements, which have been incorporated into the Machinery Directive and concern units that are not machines when supplied on their own and have been built into a technological line. Electrical safety requirements are included in the harmonized standard concerning the electrical equipment of machines.
- Directive EMC 2014/30/EU

and regulations resulting from harmonized standards and other technical standards. The signed and dated declaration of conformity is a separate document, attached to each device. The declaration of conformity contains a specified list of applied standards.

The device is marked with the symbol of compliance with the essential requirements:



2. SAFETY

The information contained in this section are important for the safe operation of the device. All places in the manual that contain information of high importance are marked with an exclamation mark on a yellow background:



The manufacturer will not be liable for any damages resulting from improper use of the installation, which is a set of machines and devices, or as a result of use in a manner inconsistent with or deviating from the principles set out in this instruction manual or other materials provided by the manufacturer.

DISKUS Polska Sp. z o. o. will not be liable for any damage to the product resulting from failure to comply with the operating instructions.

The user of the device should ensure that appropriate occupational health and safety regulations are implemented for all employees who operate the device or may have any contact with it.

ATTENTION!

The product is not intended for installation in explosion hazard zones (Ex).

2.1. GENERAL SAFETY INFORMATION



- The safety guidelines described in the manual apply to all device models.
- Follow the safety guidelines described in the manual.
- Make sure you are familiar with the operation of the device.
- If the device malfunctions, discontinue work until the defect is repaired.
- Have the device serviced by the manufacturer or an authorized service technician designated by the manufacturer.
- Follow inspection and maintenance rules and schedule.
- Any unauthorized modification to the device invalidates the declaration of conformity and the warranty conditions.
- It is prohibited to connect the device using an extension cord without a grounding wire.
- It is prohibited to connect the device using a power cable without a grounding wire.
- The electrical installation to which the device is connected must be equipped with sockets with a grounding pin.
- It is recommended to equip the electrical installation to which the device is connected with a differential circuit breaker.

2.2. SAFETY SYMBOLS, PICTOGRAMS AND WARNING SIGNS

This manual contains a list of the symbols that have been used. The meaning of each of them is explained in this chapter, through a description placed next to the sign.

The rule applies:

- Round, blue signs with a white symbol – mandatory.
- Triangular signs, yellow with a black symbol – warning.
- Round, red signs with a black symbol on a white background – prohibition.



REFER TO INSTRUCTION MANUAL

Read the instructions before starting the device or starting work. Follow the rules for safe operation.



WEAR EYE PROTECTION

Wear safety glasses or other eye protection to avoid irritation, exposure to light, or mechanical damage.



WEAR HEARING PROTECTION

Wear earphones or other ear protection to avoid excessive noise and hearing damage.



USE RESPIRATORY PROTECTION

Use site ventilation or wear a face mask or other respiratory protection to avoid inhaling harmful fumes.



CONNECT AN EARTH TERMINAL TO THE GROUND

The appliance must be grounded to avoid electric shock.



MANDATORY ACCESS TO THE EMERGENCY SWITCH

Only operate the device if the emergency switch is within your reach.

Emergency shutdown switch is used wherever there is a justified need to quickly stop the operation of a device due to a threat to the life or health of users.



DISCONNECT MAINS PLUG FROM ELECTRICAL OUTLET

Disconnect the device from the mains when not in use, in the event of a fault, maintenance or repair.



MANDATORY ACCESS OF TRANSPORT EQUIPMENT

Drive the forklift or pallet truck to the designated area.

The device in the place marked in this way has a support frame adapted for transport.



GENERAL WARNING SIGN

Exercise caution, consult the manual for information.

The symbol in the manual informs about important warnings and guidelines to be followed when working with the device.



HOT SURFACE

Exercise extreme caution and follow guidelines.

The sign is used in places where personnel may be exposed to high temperatures that pose a risk of burns.



MOVING PARTS OF MACHINES

Exercise extreme caution when covers are opened or removed.



ACCESS PROHIBITION

It is prohibited to open covers and enter the area thus marked during operation, as well as to insert any part of the body while the device is operating.



LOOSE CLOTHING PROHIBITION

It is prohibited to wear loose clothing or hair that may constitute a safety hazard.

OTHER MARKINGS



CE MARKING

The marking indicates that, according to the manufacturer's declaration, the product meets the essential requirements of the European Union conformity assessment system.

The marking can be found on the nameplate.



WEEE MARKING 2012/19/EU

This symbol indicates that the product is subject to WEEE 2012/19/EU regulations. The device or any of its electrical or electronic parts may not be disposed of with household or similar waste. When disposing of waste from the device, proceed in accordance with the regulations in order to avoid negative effects on the environment and human health, which could occur due to improper handling of this waste. For further information on recycling waste from this product, contact your local municipal authorities, the relevant waste disposal service, or the supplier of the product.

The marking can be found on the nameplate.

2.3. POTENTIAL HAZARDS FROM INTENDED USE



List of potential threats

Hazard during normal use	Possible cause	Prevention
Damage during transport	Fall, impact	The device must be secured against the possibility of moving. It must be ensured that other objects do not fall on the device.
Usage errors	Failure to read the user manual	Avoid routine. Reading the instructions is mandatory, regardless of experience.
Burns and cuts	Touching the shredded material or the operating parts of the device	Do not put your hands inside the device. Do not touch shredded material with bare hands.
Inhalation of hazardous substances and dust	Failure to use personal and site protective equipment	Make sure you are wearing the appropriate personal protective equipment. Make sure your workstation has an adequate ventilation system.

2.4. POTENTIAL HAZARDS FROM MISUSE



List of potential threats

Hazard during improper use	Possible cause	Prevention
Use by unauthorized personnel	Lack of supervision by an authorized person	Have direct control over the device
Failure to follow maintenance rules	Failure to read the user manual	Read and understand the instructions.

2.5. RESIDUAL RISKS



List of potential threats

Residual Risk Type	Cause	Ways to minimize risk
Amputation injury of the hand with the cutting blades	Dismantling of covers and other activities that are incompatible with the principles of safe use	Following the rules and guidelines in this manual. Referring repairs to an authorized manufacturer service.

2.6. PEOPLE AT RISK

- **User** – often, follow the guidelines in the manual to minimize risk.
- **Service personnel** - rarely, within the scope of activities performed.
- **Cleaning staff** - contact with the device is possible due to the activities performed. Make sure that the device is not left switched on.
- **Persons visiting the site** - the risk is eliminated through supervision by a guide.

2.7. SUBSTANCES AND EMISSIONS

- Dust from shredded data carriers - the device processes data carriers, during the shredding process harmful dust is created.
- L-AN 15 machine oil – may be fatal if swallowed and enters airways – see Safety Data Sheet (SDS) for further details.

The Safety Data Sheets (SDS) for the chemical product listed above is supplied with the device and is an integral part of the operating instructions.

Noise emission – see chapter 3.3. "Technical parameters".

2.8. PERSONAL PROTECTIVE EQUIPMENT

- Use of the device requires the use of personal protective equipment specified in the Safety Data Sheets (SDS) of the chemical products supplied with the device.
- Hearing protection is required when operating this device - wear ear protection to avoid excessive noise and hearing damage.
- Eye protection is required when operating this device – wear safety glasses or other eye protection to avoid irritation, exposure to light or mechanical damage.
- The operation of the device requires the use of additional ventilation of the work station. The work station ventilation must be equipped with a class H filtration system according to EN/IEC 60335-2-69.
- If workplace ventilation is inadequate, wear appropriate respirator.

2.9. EMERGENCY SITUATIONS

- **Failure** - if you notice improper operation of the device, immediately disconnect it from the power source. Report the problem to the manufacturer's service.
- **Accident** - stop the device immediately, disconnect it from the power source immediately. Take necessary actions according to the first aid instructions.

3. GENERAL DESCRIPTION OF PURPOSE, CONSTRUCTION AND OPERATION

The device is delivered to the buyer on a pallet, in a dedicated box. Due to the weight of the device, it is necessary to use a pallet truck or forklift to unpack it and then transport it to the installation site and at least two people are required for this operation. Further guidelines on how to safely unpack the device can be found in Chapter 4.1. "Transport". Carefully remove all packaging materials and check that the contents are complete and in accordance with the product specifications for the given model. After removing the packaging materials, immediately check the device for any signs of damage incurred during transport. If the device or any accessories intended for it are damaged, report this fact to the forwarder and the manufacturer.

Before first use, wait at least 12 hours for the device to equalize in temperature with the surroundings.

3.1. DESCRIPTION AND PURPOSE

The ProDevice OMS500 - mobile, automatic, office shredder is a device for the final, physical destruction of magnetic, electronic and optic data carriers. The device is dedicated to companies and institutions that have small quantities of memory carriers to destroy. The shredder works quickly and reliably.

The device is designed for operation in closed rooms, e.g. offices, assuming that adequate ventilation is provided.

3.2. DIFFERENCES BETWEEN MODELS

The ProDevice OMS500 shredder comes in two versions:

- Basic
- Professional

List of differences between models

Parameter	Basic	Professional
Device weight [kg]	473	485
Device height [mm]	1180	1280
Built-in recording system (4 cameras)	No	Yes

3.3. PACKAGE CONTENTS

- ProDevice OMS500 Shredder
- Plastic container for shredded data carriers
- Oil can
- L-AN 15 machine oil – 500 ml
- Flash drive with manual

3.4. TECHNICAL PARAMETERS

List of technical parameters

Parameter	Value
Power supply	1~ 230 V AC 50 Hz
Rated current [A]	6,5
Inrush current [A]	20
Rated power [kW]	1,5 (2.0 HP)
Device dimensions [mm]	620 x 920 x 1180 (24.4 x 36.2 x 46.5 in) *
Device weight [kg]	473 kg (1042.8 lb) **
Safety level according to DIN 66399	H3/H5, E2/E4, T1/T5 (input 1 / input 2) ***
Sound pressure level [dB(A)]	90 ****
IP protection class	IP20
Permissible ambient temperature [°C]	15– 45 (41°F – 104°F)
Permissible ambient humidity	10 % – 70 % (no condensation)

* Depending on the model selected, the height of the device may change.

** Depending on the model selected, the weight of the device may change.

*** Media input 1 is not designed to shred 3.5" enterprise-class HDDs. Media input 2 is not designed to shred 3.5" hard drives, 2.5" enterprise-class HDDs, enterprise-class SSDs, rugged cell phones and smartphones, LTO tapes, and similar. If a satisfactory shredded media size is not obtained, the material must be passed through the machine again until the desired result is achieved.

**** The measurement was taken in operating mode, during a shredding cycle of a 3.5" HDD. Background noise level: 36.5 dB(A). Standby level: 45 dB(A). Idle level: 52 dB(A). The device emits noise with a maximum level of 90 dB(A) during each operating cycle. Due to the occurrence of noise above 85 dB(A), it is recommended to use anti-noise earmuffs or other hearing protection measures when staying near the device during operation.

3.5. PROHIBITED USAGE PATTERNS



- It is prohibited to start work without knowing the operating instructions.
- It is prohibited to have the device repaired by unqualified personnel.
- It is prohibited to interfere with the design of the device.
- It is prohibited to open the casing or modify the device.
- It is prohibited to insert objects or body parts into openings in the device.
- It is prohibited to cover the ventilation openings of the device.
- It is prohibited to connect the device to a faulty power supply network.
- It is prohibited to connect the device using an extension cord without a grounding wire.
- It is prohibited to connect the device using a power cable without a grounding wire.
- It is prohibited to bypass the device's security systems.
- It is prohibited to use liquids to clean the device.
- It is prohibited to place containers with liquids on the device housing .
- The device must not be operated by personnel whose condition indicates their incapacity for work.
- It is prohibited to use the device in a damaged condition.
- It is prohibited to start work when the covers are removed.
- It is prohibited to store or use the device in places where it may be exposed to moisture or temperatures exceeding the permitted limits.
- It is prohibited to connect or disconnect the power plug under load.
- It is prohibited to use the appliance with an unsecured power plug.
- It is prohibited to use a power cable not authorized by the device manufacturer.
- It is prohibited to operate the device by persons not equipped with appropriate personal protective equipment.
- It is prohibited to use the device in rooms without an appropriate site ventilation system.
- It is prohibited to drink or consume beverages while using the device.
- It is prohibited to smoke cigarettes or similar products while using the device.
- It is prohibited to destroy media, elements and devices equipped with batteries, capacitors and pressurized containers.

3.6. RULES FOR SAFE USAGE

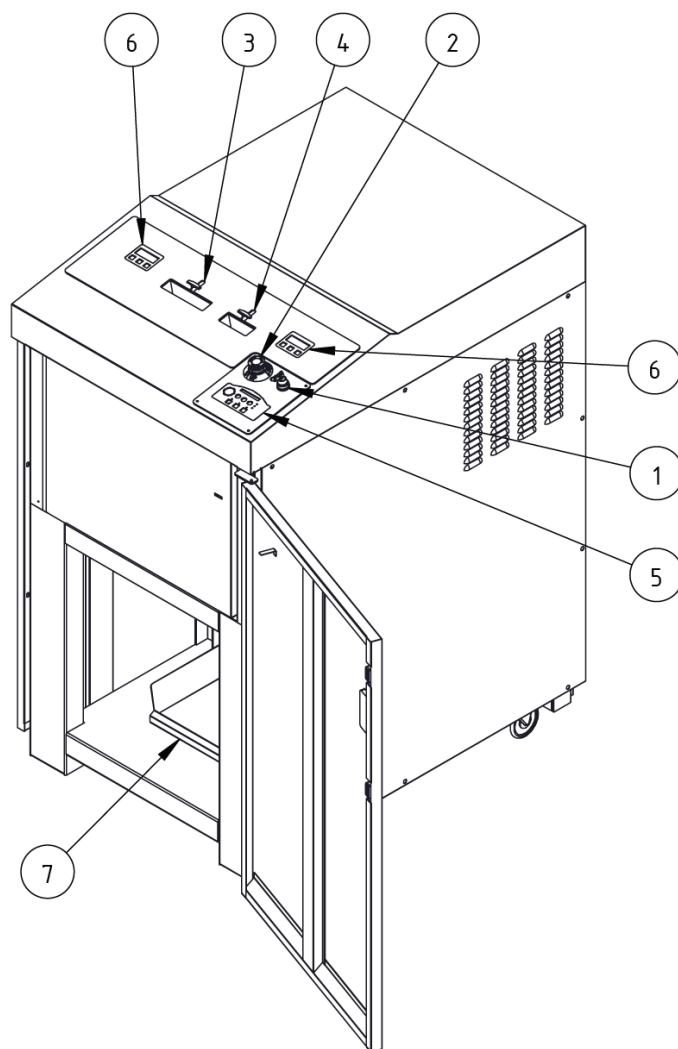


- Carry out regular checks of the technical condition of the device.
- Report any irregularities noticed to your supervisor.
- Make sure new employees are trained.
- Make sure new employees are familiar with the operating instructions.
- Use personal protective equipment.
- Secure the device against movement by placing the shredder on a hard and level surface.
- In the event of a failure or interruption in operation due to damage to the device or any of its components, contact the manufacturer's authorized service center.
- Repairs during the warranty period may only be performed by an authorized manufacturer's service center.
- During the post-warranty period, it is recommended that repairs be carried out by an authorized service center of the manufacturer or service technicians with appropriate qualifications and knowledge of the machines undergoing repairs.
- Improper handling of the device during repair may result in electric shock and death.
- Before carrying out any assembly, maintenance or inspection activities, disconnect the device from the power supply by disconnecting the power cord from the mains and then from the device and wait until the device has equalised temperature with the surroundings.
- If the power supply is disconnected, the operator must be able to see that the machine is disconnected (the power supply cord is disconnected and remains disconnected) from every point to which he has access. If this is not possible due to the design or installation of the machine, the disconnection must be provided with a locking system in the disconnected position.

3.7. FUNCTIONAL ELEMENTS AND OPERATION

3.7.1. REVIEW

3D view



1. Power key switch.
2. Emergency stop.
3. Media input 1.
4. Media input 2.
5. Operator control panel.
6. LCD counter.
7. Shredded scrap bin compartment.
8. OVERLOAD circuit breaker (in the housing on the left side of the device).

3.7.2. START-UP

- Connect the power cable to the device and then to a grounded electrical outlet.
- Insert the key into the power key switch and turn it to the right, the device will start.
- Wait until the control panel lights up. The device is ready to work.
- To properly shut down the device, after the motor has stopped, turn the key in the power key switch to the left. Remove the key and secure it in a suitable place with limited access.
- Disconnect the power cable from the power outlet and then from the device.



Only one medium can be destroyed at a time.

3.7.3. OPERATION

Media can only be loaded into the shredder through the drop-in located in the upper housing. The drop-in allows the user to quickly and safely load media into the shredding chamber, and its operation does not impact the machine's operation. The drop-in is divided into two media inputs with different dimensions and applications:

- Media input 1 – loading opening width 110 mm; Allows for the destruction of media at security levels H3, E2, and T1, as defined by the DIN 66399. Media input 1 is not suitable for shredding 3.5" enterprise-class hard drives.
- Media input 2 – loading opening width 90 mm; Allows for the destruction of media at security levels H5, E4, and T5, as defined by the DIN 66399. Media input 2 is not suitable for shredding 3.5" hard drives, 2.5" enterprise-class hard drives, enterprise-class SSDs, rugged cell phones and smartphones, LTO tapes, and similar.

The shredding cycle lasts 5 minutes in automatic mode, during which time media can be repeatedly inserted for shredding.

The ProDevice OMS500 shredder cannot be used for continuous operation.

The device is equipped with a motor temperature protection system. If the permissible motor operating temperature is exceeded, the red diode on the top of the device will light up and start flashing. Additionally, the buzzer will start, which will periodically emit a sound signal. Using the device in this state is prohibited and may damage the device. To continue the work, wait until the device cools down - the light and sound signal will go out.

This device is not intended for shredding 3.5" enterprise-class HDDs.

Control panel operation



1. POWER KEY SWITCH: switches the shredder on/off.
2. EMERGENCY STOP: stops all shredder components.
3. START BUTTON: starts the shredder.
4. STOP BUTTON: stops the shredder while running.
5. REVERSE BUTTON: switches over the sense of rotation of the shredding blades.
6. RUNNING INDICATOR: the word "RUNNING" lights up during operation.
7. CLEANING ICON: lights up when the cutting blades cleaning function is activated – after pressing the REVERSE button for 6 seconds.
8. DOOR OPEN ICON: lights up when the door of the waste bin or media compartment is open.
9. FULL ICON: lights up when the shredded scrap bin is full.
10. OVERLOAD BAR: displays the current engine load while running.

Destroyed media counter operation



1. COUNTER: Enables the display of an erasable counter.
2. RESET: when pressed for 3 seconds, resets an erasable counter.
3. TOTAL: enables the display of a non-resettable counter.
4. DISPLAY: displays the current odometer reading.

3.8. OPERATOR STATION DESCRIPTION

- The surface on which the device is installed must have sufficient load-bearing capacity to create a safe workstation.
- All devices and building elements should be located at least 1 meter away from the device to allow for adequate ventilation.
- The site must be equipped with workplace ventilation.
- Workplace ventilation must be equipped with at least class H filtration system according to EN/IEC 60335-2-69.

4. TRANSPORT, HANDLING AND STORAGE

4.1. TRANSPORT

- The device may only be transported in the packaging provided by the manufacturer on a pallet.
- The pallet must be secured during transport using transport belts or other means that ensure mechanical stability.
- To safely unload the machine from the pallet, remove the outer wooden packaging and dismantle the necessary pallet parts. The machine can now be moved to ground level using a pallet jack or forklift. The forks of the forklift should be inserted from the side of the machine, between the wheels. This is indicated by a pictogram on the machine. The machine can be moved manually (using the built-in push wheels) or with a pallet truck. At least two people are required for this operation.
- Before use after transportation, please wait at least 12 hours for the device to equalize temperature with the surrounding environment.

4.2. TRANSFER

- The device can be moved by hand (using the built-in wheels to push the device). Two people are required for this operation.
- The device can be moved using a pallet truck or forklift. The forks of the truck should be entered from the side of the device. This is indicated by an appropriate pictogram on the device.

4.3. STORAGE

- If the device will not be used for a long time, disconnect its power cord from the mains.
- Do not allow any liquids to enter the device during storage.
- Before use after long-term storage in uncontrolled climatic conditions, wait at least 12 hours for the device to equalize in temperature with the surrounding environment.

5. INSTALLATION AND OPERATION

5.1. INSTALLATION REQUIREMENTS

- After removing all packaging materials, place the device on a solid surface in the designated, sheltered installation area.
- Make sure the floor has sufficient load-bearing capacity to create a safe workplace.
- Secure the device against movement by placing the shredder on a hard and level surface and by tightening the wheel brakes.
- All devices and building elements should be located at least 1 meter away from the device to allow for adequate ventilation.
- Make sure the site is equipped with workplace ventilation.
- Make sure that the workplace ventilation is equipped with at least class H filtration system according to EN/IEC 60335-2-69.

5.2. GENERAL SET-UP CONDITIONS

5.2.1. USER'S MANUAL

Before first use, operation and maintenance of the device, please read the operating instructions carefully and keep them for future use or passing them on to subsequent users.

5.2.2. STAFF TRAINING

Training of employees assigned to operate the device is essential to ensure proper operation.

5.2.3. CONDITIONING

Before putting the machine into operation, the compliance of the following points must be confirmed:

- The device must be complete.
- All components must be installed in accordance with the documentation.
- All elements must be stable.
- The markings are applied and legible.
- The user manual is available.
- Staff have been trained.
- Everyone is aware of potential threats and how to avoid them.

6. INSPECTIONS AND MAINTENANCE

6.1. TYPES, FREQUENCY AND CRITERIA OF INSPECTIONS AND MAINTENANCE

- Repairs during the warranty period may only be performed by an authorized manufacturer's service center.
- During the post-warranty period, it is recommended that repairs be carried out by an authorized service center of the manufacturer or service technicians with appropriate qualifications and knowledge of the machines undergoing repairs.
- Improper handling of the device during repair may result in electric shock and death.
- Before carrying out any assembly, maintenance or inspection activities, disconnect the device from the supply voltage by disconnecting the power cord from the mains and then from the device and wait until the device has equalised temperature with the surroundings.
- Use L-AN 15 machine oil on the cutting blades every time while using the machine.

6.2. ESTIMATED MACHINE LIFETIME

- Warranty – the support period is specified in the warranty card.
- Usability – depends on the type of media being shredded and how the machine is being used. The ProDevice OMS500 shredder is not designed for continuous operation.

6.3. SPECIFICATION OF SPARE PARTS AND AUXILIARY SUBSTANCES

- Plastic container for damaged data carriers – 30 liters
- Oil can – unrestricted parameters
- **L-AN 15 machine oil** – May be fatal if swallowed and inhaled – see Safety Data Sheet (SDS) for details

6.4. USE OF AUXILIARY SUBSTANCES

- **L-AN 15 machine oil** – apply according to the manual, every time while using the machine. Slide open the cover protecting access to the media input. Apply a small amount of machine oil using an oil can directly to the cutting blades. Close the cover, then start the machine to distribute the oil.

6.5. INSTALLATION OF SPARE PARTS

The device does not have any spare parts for self-assembly by the user.

6.6. MOST COMMON FAULTS

Fault	Probable cause	How to fix the fault
The device does not turn on	No power at the power outlet	Check if there is power in the socket by plugging another electrical device into it.
	The plug is not properly inserted into the electrical socket	Insert the plug into the electrical outlet correctly
	Damaged power cord	Replace the power cord with a new one with the same parameters
	Power switch off	Turn on the device using the power switch
	Fuse in electrical box damaged	Replace the damaged fuse with a new one with the same parameters
	Lowered circuit breaker in the installation	Lift the fuse
The device does not start operation	The circuit breaker in the device is lowered.	Lift the OVERLOAD circuit breaker
	EMERGENCY STOP button pressed	Pull up the EMERGENCY STOP button
	START button disabled	Turn on the device by pressing the START button
Switching off the device operation while destroying the medium	The door of the media input or waste bin is not closed	Close the door and try again
	The LED "Door open" is on	
"Full" LED on	Full waste bin	Empty the waste bin and put it back into the machine.
Other error	-	Contact the service

6.7. RISK DURING MAINTENANCE WORK

- Maintenance work may only be performed by an authorized manufacturer's service center or a service technician with appropriate qualifications and knowledge of the device.
- Improper handling of the device during maintenance work can result in electric shock and death.
- Improper handling of the device during maintenance work may result in damage to the device, mechanical injury to body parts and death.

6.8. WITHDRAWAL FROM SERVICE

The product is subject to WEEE 2012/19/EU regulations. The device or any of its electrical or electronic parts may not be disposed of with household or similar waste. When disposing of waste from the device, proceed in accordance with the regulations in order to avoid negative effects on the environment and human health, which could occur due to improper handling of this waste. For further information on recycling waste from this product, contact your local municipal authorities, the relevant waste disposal service, or the supplier of the product.

CONTACT

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MANUFACTURER'S ADDRESS DETAILS

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