



8-Sheet Cross-cut Paper and Credit Card Shredder
Destructeur de cartes de crédit et de papier 8 feuilles

coupe croisée

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amazon basics

Instruction Manual · English

English

Français

8-Sheet Cross-cut Paper and Credit Card Shredder

CONTENTS

Make sure that the package contains the following parts:



Shredder



Quick Guide



Instruction Manual

⚠ Warning: Safety Instructions, Read Before Using!



Read instructions before use.



Do not spray or keep any aerosol products in or around the shredder.



Avoid touching the feed slot with hands.



Keep loose clothing or jewelry away from the feed slot.



Product is not intended for use by children (product is not a toy).



Avoid getting hair near the feed slot.



Do not insert foreign objects into the feed slot.

- **Always turn the shredder off and unplug the power cord from the AC outlet when not in use, before cleaning, moving, or emptying the waste basket.**
- **RISK OF FIRE. Never use any petroleum based or flammable oils or lubricants in or around the machine as some oils can combust causing serious injury.**
- NEVER dispose of flammable chemicals or materials that have come into contact with flammable chemicals (for example, nail polish, acetone and gasoline) in the shredder basket.
- **Never shred large paper clips, window or insulated envelopes, continuous forms, newsprint, bound pages (for example: notepads, checkbooks, magazines, etc...), transparencies, laminated documents, cardboard, any items with adhesives, hard materials or plastic (except Credit Cards).**
- A socket-outlet should be near the equipment and be easily accessible.
- Never let the wastebasket become full. This will lead to shredded material being pulled back up into the shredder and cause jams.
- Never place the shredder near water or any heat source.
- Do not use the shredder if the power cord is damaged in any way.
- Do not attempt to service this product yourself as doing so may expose you to sharp cutting blades and/or electricity and will void the manufacturer's warranty.
- Never try to clean or clear the shredder blade.
- Never shred beyond the specified sheet capacity. This may result in extensive damage to the machine.

**Paper Shredder
Operating**

Instructions

Warning

Installation

Operation

Maintenance

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Sheet Capacity	8 Sheets of 20 lb. bond paper*
Paper Shred Size	3/16 in. x 1 27/32 in. pieces 5 mm x 47 mm pieces
Paper Entry Width	8.7 in / 220 mm
Credit Card Capacity	1 at a time
Duty Cycle	3 min. on / 30 min. off
Voltage	120V~60Hz / 2.2 A

*** One Folded Sheet Of Paper Equates To 2 Sheets Of Paper**

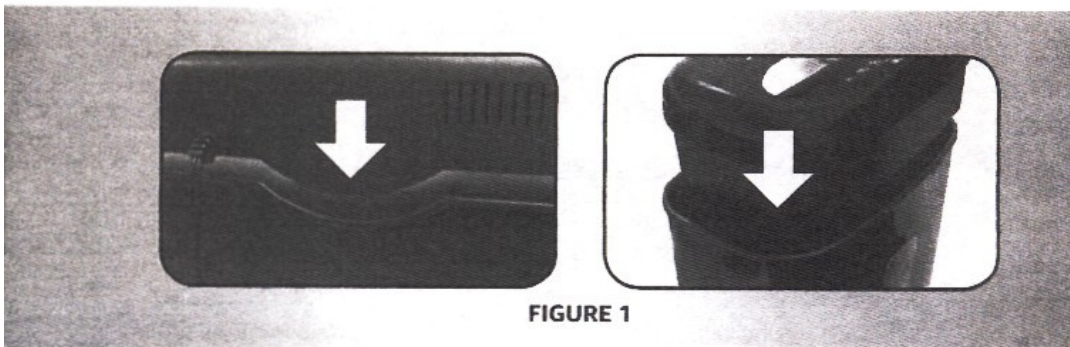
Heavier paper, humidity or other than rated voltage may reduce shredding capacity.

Installation

1. This model includes a built-in safety interlock mechanism, which requires the shredder to be correctly mounted on to the included wastebasket. **THE SHREDDER WILL NOT OPERATE UNLESS IT IS PROPERLY MOUNTED AS PICTURED. (FIGURE 1)**
2. A socket-outlet should be near the equipment and be easily accessible.
3. Connect the power cord to any standard 120 volt AC outlet.

⚠ Caution:

Crosscut shredders have very sharp exposed blades on the underside. Use care when mounting the shredder on the wastebasket.



Operation



1 Control Switch

- Using the switch located on the unit, select one of the following settings by sliding the switch either left or right. (FIGURE 2)



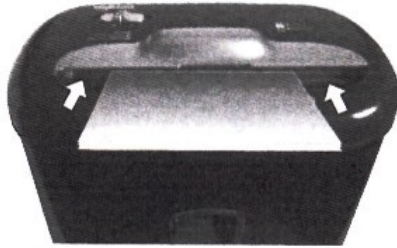
FIGURE 2

- **Auto / On:** This setting allows the shredder to be automatically started by inserting paper into the feed slot. Always feed the paper in as straight as possible. When the paper has passed through, the shredder will automatically stop.
- **Off:** This setting turns off all features of the shredder. For safety reasons, we recommend that you leave the shredder in the " off " position whenever the shredder is unattended or not in use.
- ⏪ **Reverse:** In the unlikely event of a paper jam, the reverse setting can be used to help clear the cutters of paper that did not pass through. Never attempt to clear a jam by using the reverse function until you have emptied the wastebasket.
- ⏩ **Forward:** The forward setting can also be used to help clear the cutters in the event of a paper jam. This allows to manually activate the shredder into cutting mode.

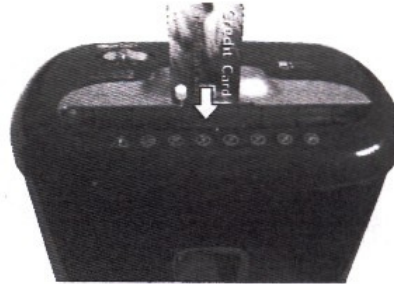
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Operation

2 Paper / Credit Card Entry:



- 1 Make sure you do not exceed sheet count per pass (8 sheets max). Insert paper as straight as possible into feed slot and release.



- 2 Insert one credit card at a time into the middle of the feed slot.

LED Status Indicator:

• Ready (Power On):

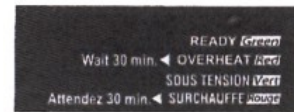
The Green LED light indicates the shredder is "On" and ready to operate when paper is inserted.

• Overheat:

Red light – Shredder has shred continuously beyond the maximum shred time and needs to cool down before operation can restart. If this happens, switch the shredder off for 30 minutes or longer before resuming normal operation.

■ Note:

- Always turn off and unplug the shredder when not in use.
- This shredder will shred staples and small paper clips. It is recommended that you remove paper clips whenever possible to extend the lifespan of your shredder.
- Only shred credit cards by feeding them vertically into the middle of the feed slot, releasing when shredding begins. Never feed more than one credit card at a time.
- Overfeeding the shredder: Shredding beyond the specified sheet capacity can result in extensive damage to the shredder. Overfeeding will strain the machine and quickly wear and break the cutting blades and internal components.
- Overheating with extended use: In the event that the shredder has shred continuously beyond the maximum running time and overheating, the unit will automatically shut off. If this happens, switch the shredder off for 30 minutes or longer before resuming normal operation.



Ready (Power On) /
Overheat

Maintenance

- **Warning: Failure to properly maintain your shredder will void the warranty.**
- Oil the shredder blades every month with basic vegetable, cooking oil or shredder oil. Follow oiling procedure below (FIGURE 3). It helps to keep the shredder blades operating well over many years of use.

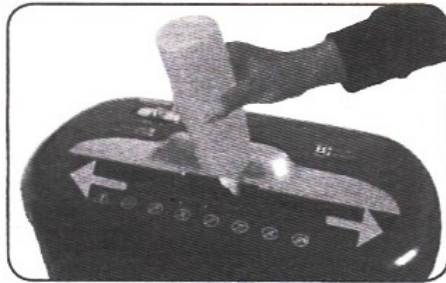


FIGURE 3

◀ **Oiling procedure:**

1. Turn off shredder.
2. Apply shredder oil across feed slot.
3. Turn shredder in reverse mode for 3~5 seconds.

Note: Shredder oil is NOT included.



⚠ **Caution:**

- Do not spray or keep any aerosol products in or around shredder.
- DO NOT USE CANNED AIR ON SHREDDER.

■ **Cleaning:**

- Never use anything flammable to clean the shredder. This may result in serious injury or damage to the product.
- ALWAYS UNPLUG THE SHREDDER BEFORE CLEANING!
- Only clean the shredder by carefully wiping the unit with a dry soft cloth or towel.
- Do not clean or immerse shredder in water. Having the unit wet may result in damage or malfunction to the electrical components. If the shredder happens to get wet, be sure to completely dry the unit immediately with a cloth or towel.

Troubleshooting

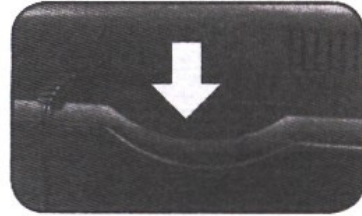
If there is a problem with your shredder, check below for the symptoms and steps to resolve. If you continue to have problems, contact customer support at our Service Center.

DO NOT ATTEMPT TO REPAIR BY OPENING THE SHREDDER HEAD. This will completely void the product warranty.

■ The shredder does not work at all.

- 1) Make sure the unit is plugged in and that the outlet is in good working order.
- 2) **Overheating with extended use:** In the event that the shredder has shred continuously beyond the maximum running time and overheated, the unit will automatically shut off. If this happens, **switch the shredder off for 30 minutes** or longer before resuming normal operation.

- 3) Make sure the shredder head is correctly seated onto the included wastebasket, with all the words and icons facing towards you. The head unit is particularly designed to work only with the integrated wastebasket. The shredder is equipped with a safety interlocking mechanism, which prevents the shredder from working when the head unit is lifted, removed, or accidentally knocked over. The shredder will not function unless the head unit is properly mounted as pictured.



- 4) If using a plastic bag to line the wastebasket, please remove it. This may cause the shredder not to operate properly.
- 5) The activation sensor of the shredder is located near the center of the feed slot. Be sure to feed directly into the center area to activate the machine (especially applies to smaller pieces of paper or credit cards).

■ The shredder runs in "Rev (Reverse)" mode but not in "Auto (On)" mode.

While in "Auto" mode, the motor will not start running until paper is inserted into the feed slot. Set the unit to "Auto" and insert paper to shred. The sensor that activates the shredder in Auto mode is located directly in the center of the slot. If the paper you are inserting is narrow, it may not be activating the optical sensor. It is also possible that the feed slot has become blocked with paper. Insert an index card or any rigid sheet of card-stock (old greeting card or folded file folder), directly in the center of the feed slot, while applying force to help push the jammed paper through. This will usually clear any paper blockage.

■ How to clear a paper jam in the shredder.

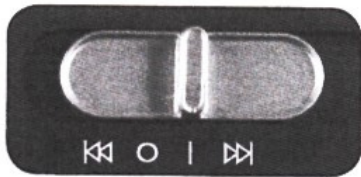
- 1) Switch the shredder over into Reverse (REV) mode. While in Reverse, the shredder will back up and loosen the jammed paper. If required, you may need to tug and remove several sheets to effectively clear the machine. When jammed paper is loosened or removed,

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Troubleshooting

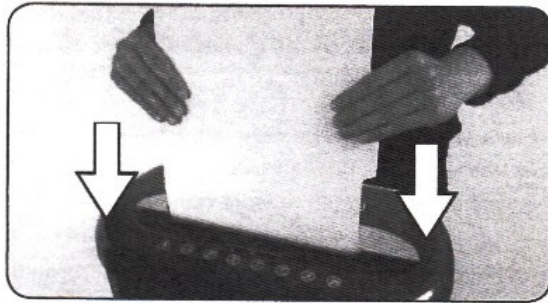
switch back to the Auto-On mode to continue shredding. Repeat steps if needed.

- 2) With stubborn situations where the reverse function does not help, you may loosen the jammed paper with shredder oil (cooking oil is acceptable, nothing aerosol). Start by drizzling oil into the feed slot where the paper is jammed. **Let it soak for about 30 minutes to completely saturate. Return the shredder back to Auto-On mode. If required, an index card or a rigid sheet of cardstock (old greeting card or folded file folder) can be fed into the shredder to help push the jammed paper through.**



▲ Power switch in auto position

Use thick paper stock or greeting card ►
to push the jam through



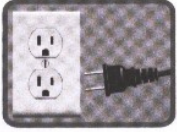
■ The shredder is constantly running while in "Auto (On)" mode.

- 1) It is possible that the activation sensor, which starts the shredder, has become blocked with paper. Insert an index card or any rigid sheet of cardstock (old greeting card or folded file folder), directly in the center of the feed slot, while applying force to help push the jammed paper through. This will usually clear any paper blocking the activation sensor and feed slot.
- 2) The activation sensor is being triggered by dust, debris, or oil. A cotton swab may be used to clean the sensor. **DO NOT USE CANNED AIR.** The activation sensor of the shredder is located around the center of the feed slot.

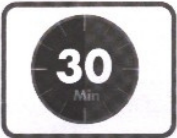
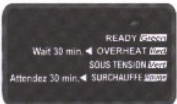
⚠ WARNING: DO NOT ATTEMPT TO REPAIR BY OPENING THE SHREDDER HEAD. THIS WILL COMPLETELY VOID THE PRODUCT WARRANTY.

No power to the shredder or does not shred paper

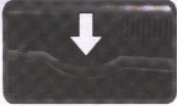
1 Check power outlet



2 Cool down time



3 Check control button is in Auto mode



1) Make sure power cord is plugged into a functioning 120V standard household power outlet.

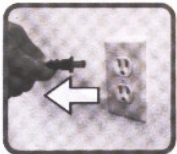
Or, try using a different working outlet.

2) Overheating with extended use: In the event that the shredder has shred continuously beyond the maximum running time and overheated, the unit will automatically shut off. If this happens, switch the shredder Off for 30 minutes or longer before resuming normal operation.

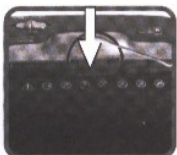
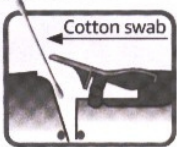
3) • Check if the control button is in Auto position.
• Check if the head unit portion of the shredder is correctly seated onto the included wastebasket.

Shredder runs continuously

1 Unplug power



2 Clean sensor



⚠ Warning:
DO NOT USE CANNED AIR.

1) Unplug the machine from the wall socket.

2) • Find the activation sensor in the center of the feed slot.
• Use a cotton swab to gently wipe away any dust or debris that has collected on the sensor.

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Shredder is Jammed or runs in "reverse" mode only

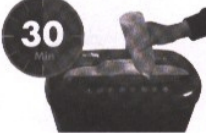
1 Reverse to remove paper



2 Turn off shredder



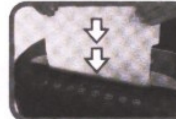
Apply shredder oil and wait for 30 min



3 Set switch to Auto.



Use thick paper to push jam through



4 Reduce sheets to resume shredding



⚠ Warning:
RISK OF FIRE. Never use any petroleum based or flammable oils or lubricants in or around the machine as some oils can combust causing serious injury.

- 1) • Set the control switch to reverse.
• Pull the paper to remove jammed paper (as much as possible).
- 2) • Turn off shredder.
• Apply shredder oil to the feed slot.
• Let oil soak in to paper and machine for 30 minutes.

Note: 1. Repeat 1 & 2 steps if needed
2. Shredder oil not included.

- 3) • Set the power switch to turn on shredder.
• Use thick paper stock or a greeting card to push the jam through.
- 4) • Reduce the number of sheets being fed (count pages to be sure not to exceed the maximum sheet count).
• Refeed the paper.

Shredder does not feed or shred credit card or small piece of paper



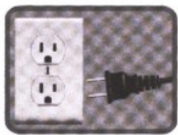
Feed in the center

- Position credit card or small piece of paper over the credit card section of the Feeder (center position).
- Try again.

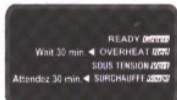
⚠ AVERTISSEMENT : NE PAS TENTER DE RÉPARER EN OUVRANT LA TÊTE DE LA DÉCHIQUETEUSE. Cela annulera complètement la garantie du produit.

La déchiqueteuse n'est pas alimentée

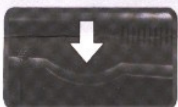
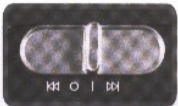
1 Vérifiez la prise électrique



2 Refroidissement



3 Mettre la déchiqueteuse sous tension



1) Assurez-vous que le cordon d'alimentation est branché dans une prise électrique domestique fonctionnelle de 120 V. Sinon, tentez d'utiliser une autre prise de courant en état de fonctionnement.

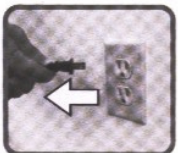
2) Surchauffe suite à une utilisation prolongée : Si la déchiqueteuse fonctionne de manière continue pendant une durée supérieure à la durée de fonctionnement maximale et surchauffe, l'appareil se met automatiquement à l'arrêt. Si cela se produit, mettez la déchiqueteuse hors tension pour une durée de 30 minutes ou plus avant de reprendre l'utilisation normale.

3) Vérifiez que l'interrupteur d'alimentation est en position auto.

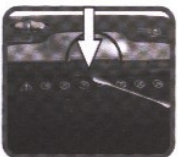
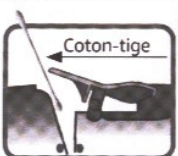
- Assurez-vous que la portion tête déchiqueteuse de la déchiqueteuse est adéquatement posée sur le bac.

La déchiqueteuse tourne sans arrêt

1 Débranchez le cordon d'alimentation



2 Nettoyez le capteur



⚠ Mise en garde :
NE VOUS SERVEZ PAS D'AIR COMPRIMÉ.

1) Débranchez l'appareil de la prise murale.

2) Recherchez le capteur d'activation au centre de la fente d'alimentation.

- Servez-vous d'un coton-tige pour essuyer en douceur la poussière ou les débris accumulés sur le capteur.

La déchiqueteuse est bloquée ou ne fonctionne qu'en marche arrière

1 Marche arrière pour retirer le papier



2 Mettez la déchiqueteuse hors tension



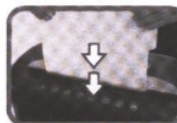
Appliquez de l'huile lubrifiante et attendez 30 minutes



3 Mettre la déchiqueteuse sous tension



Utilisez du papier épais pour défoncer le bouchage



4 Réduisez le nombre de feuilles pour reprendre le déchiquetage



⚠ Avertissement :

RISQUE D'INCENDIE. N'utilisez jamais d'huiles inflammables ou à base de pétrole dans ou autour de la machine : certaines huiles peuvent s'enflammer et causer de graves blessures.

1) Sélectionnez la marche arrière sur la touche de commande.

- Tirez le papier pour retirer le papier coincé (autant que possible).

2) Mettez la déchiqueteuse hors tension.

- Appliquez de l'huile lubrifiante le long de la fente d'alimentation.
- Laissez la feuille et l'appareil absorber l'huile durant 30 minutes.

Remarque :

1. Répétez les étapes 1 et 2 au besoin.

2. Huile pour déchiqueteuse non incluse.

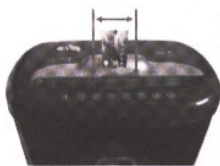
3) Appuyez sur la touche de commande pour le mode Auto sous tension.

- Utilisez du papier d'impression épais ou une carte de vœux pour défoncer le bouchage.

4) Réduisez le nombre de feuilles chargées (comptez les pages pour vous assurer de ne pas dépasser le nombre maximal de feuilles).

- Réalimentez le papier.

La déchiqueteuse n'alimente pas le papier ou ne déchiquète pas les cartes de crédit ou un petit morceau de papier



Alimentez par le centre

- Positionnez la carte de crédit ou un petit morceau de papier sur la fente à carte de la fente d'alimentation (au centre).
- Essayez à nouveau.