

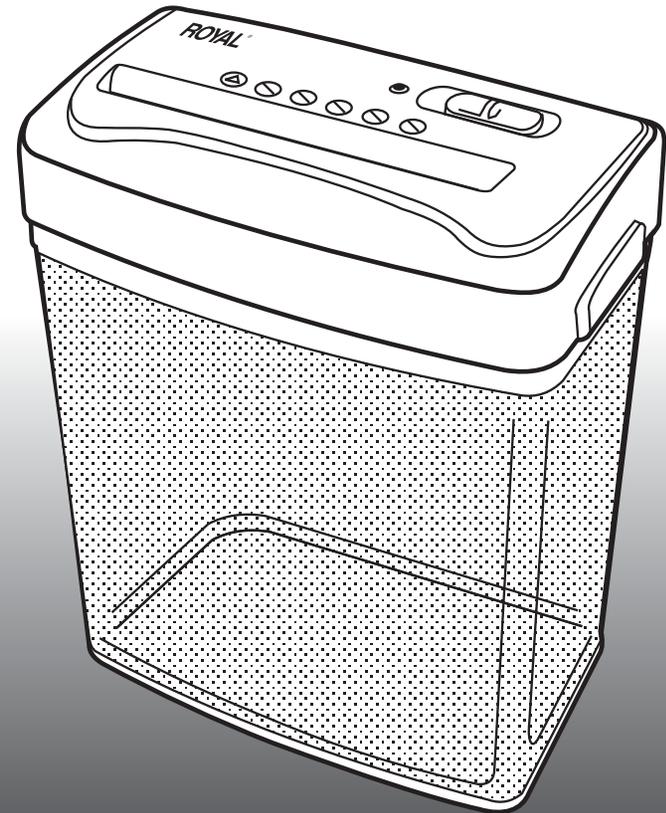
Crosscut shredder
HT88

ROYAL[®]

Crosscut shredder

HT88

Operation Manual



ROYAL[®]

Consumer Information Products, Inc.

379 Campus Dr.
Somerset, N.J. 08875

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HT88IM0209

Made in China

ROYAL Consumer Information Products

Product Registration Information

HT88

Register Your Product online at:
www.royal.com

Date of Purchase: _____ Model: _____

Place of Purchase: _____

Lot / Serial Number: _____

Customer Support: 1-800-272-6229 (US)
1-888-266-9380 (Canada)
01-800-849-4826 (Mexico)

PLEASE KEEP THIS INFORMATION FOR YOUR RECORDS.

WARRANTY, REGISTRATION & TECHNICAL SUPPORT

PLEASE FILL OUT AND RETURN THE PRODUCT REGISTRATION CARD INCLUDED WITH YOUR NEW ROYAL PRODUCT OR FILL OUT THE PRODUCT REGISTRATION FORM ON THE ROYAL WEB PAGE AT: <http://www.royal.com>.

BE SURE TO KEEP A COPY OF YOUR SALES RECEIPT!

STANDARD WARRANTY

ROYAL CONSUMER INFORMATION PRODUCTS, INC. ("Royal"), at 379 Campus Drive, 2nd Floor, Somerset, NJ 08875 USA WARRANTS that your NEW Product is free of defects of workmanship and materials. If there is a defect or malfunction of this product, Royal will repair it free of charge as follows:

PARTS: New or comparable rebuilt parts in exchange for defective parts for ONE (1) YEAR from date of customer purchase.

LABOR: Royal provides labor warranty for ONE (1) YEAR from date of end-user purchase. Product must be sent postage prepaid and insured to Royal in accordance with the warranty procedures outlined below. At completion of the repair, the consumer will be responsible for return shipping charges from Royal, and for any parts or services no longer covered under warranty.

This warranty does not apply to persons who purchased this product second-hand or used.

This warranty does not include adjustments, parts and/or repairs required by circumstances beyond the control of Royal, including but not limited to fire or other casualty, accident, neglect, abuse, misuse, abnormal use or battery leakage damages.

THERE ARE NO OTHER EXPRESSED WARRANTIES EXCEPT AS STATED HEREIN. AFTER THE PERIOD OF EXPRESSED WARRANTY SET FORTH HEREIN, THERE ARE NO EXPRESSED OR IMPLIED WARRANTIES AND THOSE EXCLUDED INCLUDE THOSE OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSE. Royal shall NOT be held liable for CONSEQUENTIAL DAMAGES resulting from any failure, defect or malfunction of this product. Some States do not allow limitations on how long an implied warranty lasts and some States do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations may not apply to you.

WARRANTY PROCEDURES

TO OBTAIN SERVICE UNDER THE TERMS OF THIS WARRANTY:

Please do the following:

1. Send a copy of your original sales receipt showing original purchase date along with your mailing address and a note describing the nature of the problem to:

Royal Consumer Information Products, Inc.
Warranty Processing
P.O. Box 6786
Somerset, NJ 08875-6786 USA

Do Not Return the Product to This Address!

2. You will receive a return authorization number within 7-12 business days from the date your return request is received if it is determined that there is a basis for a replacement product. The return authorization form you receive will list the return procedures, applicable charges, if any, and the correct shipping address for the returned product.

PRODUCT SUPPORT HOTLINE:

For questions on use of this product or this warranty call 800-272-6229 (in Canada call 1-888-266-9380 or in Mexico call +(52-55)-53-33-1333), Monday through Friday during normal business hours. You can also e-mail Royal at: hotline@royal.com

ROYAL HT88 PAPER SHREDDER

WARNING

1. **ALWAYS** keep out of the reach of children as serious injury could occur.
2. **DO NOT** place finger too close to feed slot as serious injury could occur.
3. **AVOID** getting jewelry, hair or loose clothing too close to feed slot as serious injury could occur.
4. **ALWAYS** keep shredder off and unplugged when not in use.
5. **ALWAYS** unplug shredder when moving, cleaning or emptying the waste receptacle.
6. **DO NOT** attempt to feed more sheets of paper than specified on the feeder.
7. **DO NOT** attempt to shred materials other than paper, credit cards and CD's in the provided feed slots.
8. **ALWAYS** Install shredder near the socket-outlet and have it easily accessible.
9. **ALWAYS** limit continuous shredding to the specified time as suggested in the instruction manual.
10. **ALWAYS** empty the waste receptacle prior to the receptacle becoming full.
11. **DO NOT** attempt to operate shredder if the shredder is experiencing any kind of problem.
12. **DO NOT** use flammable synthetic oil, petroleum-based or aerosol products of any kind on shredder

DO NOT attempt to repair shredder yourself.

WARNING

KEEP OUT OF REACH OF CHILDREN

WARNING ICONS:

The Icons, on top of the shredder, warn the user of the potential dangers if the shredder is used improperly



READ INSTRUCTIONS
BEFORE USE



NO
LOOSE
CLOTHING



NO
FINGERS
OR HANDS



NO
HAIR



NO AEROSOL
PRODUCTS



NO
CHILDREN

ROYAL HT88 PAPER SHREDDER

Cautions:

1. **Never allow children to shred or play with paper shredder or else serious injury could occur.**
2. **Do not place hands or fingers into the shredder throat as serious injury could result.**
3. **Never spray canned air or any type of spray lubricant into the shredder while shredder is plugged in or serious injury could result.**
4. **Never place any lubricants or cleaning solutions into the paper shredder or else serious injury could result.**
5. **Keep all loose articles of clothing, ties, jewelry, hair or other small items away from the feed opening to prevent injury.**
6. **Remove all paper clips and staples from paper before shredding. The shredder will cut staples and small paper clips; however, proper discretion is recommended.**
7. **Keep the shredder turned off or unplugged when not in use for prolonged periods of time.**
8. **When manually changing feed direction, pause long enough for the motor to stop to avoid possible damage to the motor.**
9. **Always turn off and unplug the shredder prior to moving, cleaning or emptying the wastebasket.**
10. **Empty the wastebasket frequently to avoid possible paper jams caused by shredded material being pulled back into the cutter assembly.**

Setup:

1. Place the shredder securely on top of the wastebasket. Be sure not to allow your fingers to get between the basket and the shredder as you are placing the shredder in place.
2. Plug the power cord into any standard 115-volt AC outlet.
3. Place the Main Switch in the **auto** position. The **LED** should illuminate. If the **LED** does not light up, lift the shredder out of the wastebasket and place it back in so that it sits flush inside of the wastebasket.

Operating the shredder:

The **Main Switch** is located on the top of the shredder. The **Main Switch** has four (4) settings.

1. When **auto** is selected, the shredding process is started automatically by inserting the paper into the feed opening. The shredder will stop automatically when the paper has completed its travel through the feed opening.
2. **rev** is used to assist in the removal of a paper jam, which reverses the shredding process prior to a completed cycle, thus clearing the cutters.
3. **off** position is recommended when emptying the wastebasket or when the shredder is not in use for a prolonged period of time.
4. **fwd** is used to assist in clearing any excess paper from the cutters after the completion of a shred cycle.

NOTE: The LED lights up in auto position only.

Shredder capacity:

HT88 will shred eight (8) sheets of 20-lb. bond paper and will accept paper widths up to 8 5/8". When shredding small material like envelopes or credit card receipts, insert them through the middle of the feed opening.

ROYAL HT88 PAPER SHREDDER

Paper jams and overload protection:

HT88 is equipped with a motor overload protection device. The normal short duty cycle for continuous shredding at maximum capacity is 2 minutes on and 30 minutes off. The power may terminate automatically in case of the following abnormal situations:

1. Operating the shredder at the maximum capacity continuously for a prolonged period of time, eg. more than 2 minutes without stopping.
2. Exceeding the shredding capacity, eg. inserting more than eight (8) sheets of 20-lb. paper at one pass, or if the paper is not fed squarely into the feed opening.

Both abnormal operations may result in the activation of the automatic motor overload protection, which terminates the power to the unit. If this occurs you should:

1. Unplug the power cord from the AC outlet and wait at least 30 minutes for the overload protection to reset. Tear or cut off any excess paper from the top of the shredder.
2. Plug the power cord back into the AC outlet and place the Main Switch in **rev**. Pull the remaining paper out of the cutters. Place the Main Switch back to the **auto** position and if necessary clear the feed opening of any remaining shredded pieces of paper. Keep fingers away from feed opening to avoid harm.
3. With the Main Switch in the **auto** position and the feed opening clear, you are now ready to resume normal shredding.

Specifications:

Shred Type:	Cross-Cut
Shred Width:	5/32" X 1 1/8" or 4mm x 29mm
Shredding Capacity:	8 Sheets
Feed Opening:	8 5/8" or 220mm
Input:	115 volt AC, 3.8 amp.