



Instruction Manual

AmazonBasics 12-Sheet High Security Micro-Cut
Paper/CD/Credit Card Shredder with Pullout Basket
ASIN# B00D7H8XB6



Customer Service 1-866-216-1072

Paper Shredder Instructions Manual

Installation

Operation

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Warning

Sheet Capacity	12 Sheets of 20 lb. bond paper*
Paper Shred Size:	5/32 in. x 15/32 in. pieces
Credit Card & CD Capacity	1 at a time
Paper Feed Entry Width	9.1 in. (23.0 cm)
Voltage	120V~60Hz / 3.0 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

Make sure the basket door is securely closed shut. This shredder features a safety power cut off and will not operate if door is open. Shredders with pull-out wastebaskets feature a safety power cut off upon bin removal. The supplied wastebasket activates this switch, which allows the shredder to be operable. (FIGURE 1)

A socket-outlet should be near the equipment and be easily accessible.
Connect the power cord to any standard 120 volt AC outlet.

Caution: Microcut shredders have very sharp exposed blades on the underside.



FIGURE 1



FIGURE 2

I

AUTO / ON:

This setting allows the shredder to be automatically started by inserting paper into the shred opening. Always feed the paper in as straight as possible. When the paper has passed through, the shredder will automatically stop. (FIGURE 2)

READY: The green LED light indicates the shredder in "On" and ready for use.

O

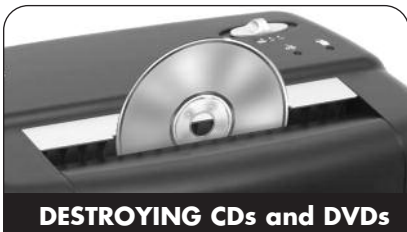
OFF:

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. (FIGURE 2)

R

REV (REVERSE):

In the unlikely event of a paper jam, the reverse setting can be used to help clear the cutters of paper that has not passed through. Never attempt to clear a jam by using the reverse function until you have emptied the wastebasket. (FIGURE 2)



DESTROYING CDs and DVDs

⚠ CAUTION! Do not hold CD/DVD with finger through the center ring while feeding into the shredder. Serious injury may occur.

- 1) Hold the CD/DVD by the edge and feed one at a time, releasing when shredding begins.
- 2) Shredder will stop when the entire disc has been destroyed.

OPERATION

LED Status indicators:



Power On
(green light)



Overheat
(red light)



Door Open
(red light)

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.

Never shred large paper clips, window or insulated envelopes, continuous forms, newsprint, transparencies, laminated documents, cardboard, any items with adhesives, hard materials or plastic (except Credit Cards and CDs).

Only shred credit cards and CDs by feeding them vertically into the middle of the entry, releasing when shredding begins. Never feed more than one credit card or CDs at a time. DO NOT ACTIVATE REVERSE FUNCTION WHILE SHREDDING CREDIT CARDS AND CDs.

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 shredded 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.

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. It helps to keep the shredder blades operating well over many years of use.



Oiling procedure:

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

■ **CLEANING:**

- 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.
- Never use anything flammable to clean the shredder. This may result in serious injury or damage to the product.



⚠ CAUTION!

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

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.

- a) Make sure the unit is plugged in and that the outlet it is plugged into is in good working order.
- b) **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.
- c) Shredders with pull-out wastebaskets feature a safety power cut off upon bin removal. Shredder will not function unless the pull-out wastebasket is pushed in all the way and properly set back into place. Make sure the pull-out wastebasket is properly set back into place and the green "Power On" indicator

TROUBLESHOOTING

is lit. Shredder will also not run if the wastebasket is full and needs to be emptied.

d) If using a plastic bag to line the wastebasket, please remove it since this may be the cause of the shredder to not operate properly.

e) 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 be shredded. 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 sensor. It is possible that the feed slot has become blocked with paper. Insert an index card or any rigid sheet of cardstock (old greeting card, file folder, or a sheet torn from a cereal box), 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.

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

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, file folder, or a sheet torn from a cereal box), 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 entry.

How to clear a paper jam in the shredder.

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

b) 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 blades 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, a rigid sheet of cardstock (old greeting card, folded file folder, or a sheet torn from a cereal box) 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

WARNING



Read instruction before use.

Avoid touching the document feed opening with hands.

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

Do not insert foreign objects into the document feed opening.



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

Avoid loose clothing or jewelry touching the document feed opening.

Avoid getting hair near the document feed opening.

• **RISK OF FIRE - Serious injury, loss or damage may occur.**

Never use any petroleum based or flammable oils or lubricants in or around the machine as some oils can combust causing serious injury.

DO NOT SPRAY OR KEEP ANY AEROSOL PRODUCTS IN OR AROUND THE SHREDDER. DO NOT USE CANNED AIR.

NEVER dispose of flammable chemicals or materials that have come into contact with flammable chemicals (for example, nail polish, acetone, gasoline) in the shredder basket.

• **Never shred plastic (except credit cards and CDs), any hard materials, continuous forms, newsprint, or anything with adhesives including labels and envelopes.**

• Never shred beyond the specified sheet capacity. May result in extensive damage to the machine.

• Do not activate reverse function while shredding credit cards.

• **Do not hold CD/DVD with finger through the center ring while feeding into the shredder. Serious injury may occur.**

• A socket-outlet should be near the equipment and be easily accessible.

• Do not use the shredder if the power cord is damaged in any way.

• Never submerge the shredder or place near water or any heat source.

• Always turn the shredder off and unplug the power cord from the AC outlet before cleaning, moving, or emptying the waste basket.

Never try to clean or clear the shredder blades.

• Never let the wastebasket become too full. Keep wastebasket emptied so that the shredder output is not impeded. This will lead to shredded material being pulled back up into the shredder and cause jams.

• 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 manufacturers warranty.

