
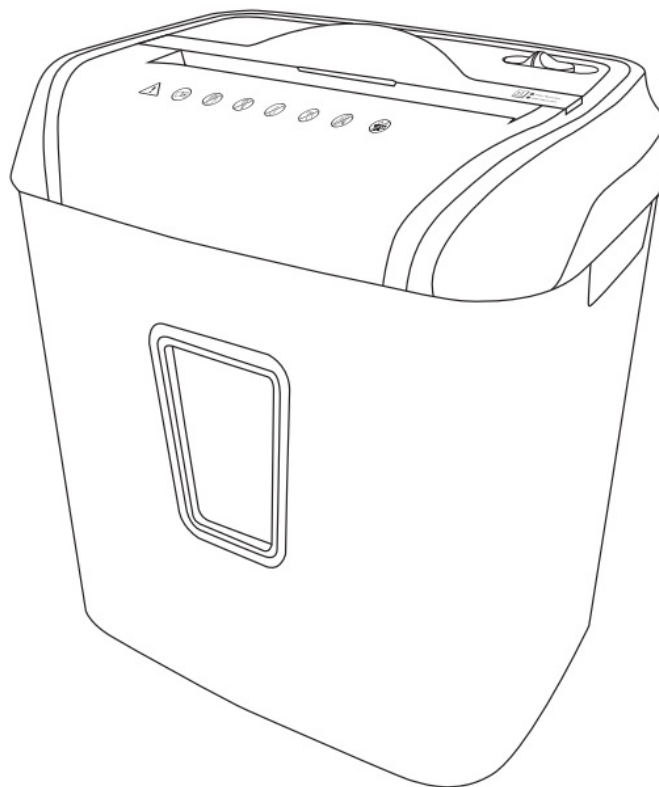




## amazon basic B07MC4L59R 2-Sheet Cross-Cut Paper and Credit Card Home Office Shredder User Manual

[Home](#) » [amazon basic](#) » amazon basic B07MC4L59R 2-Sheet Cross-Cut Paper and Credit Card Home Office Shredder User Manual 

**amazon basics**



## Contents

- 1 11~12 Sheet Cross-Cut Paper/Credit Card Shredder
- 2 BO7MC4L59R, BO7MC4LV24
- 3 Welcome Guide
- 4 IMPORTANT SAFEGUARDS
- 5 Before First Use
- 6 Installation
- 7 Operation
  - 7.1 1. Control Switch
  - 7.2 2. Paper / Credit Card Entry:
  - 7.3 3. LED Status Indicators:
- 8 Maintenance
  - 8.1 Cleaning
- 9 Troubleshooting
- 10 Disposal
- 11 Specifications
- 12 Warranty Information
- 13 Documents / Resources
- 14 Related Posts

11~12 Sheet Cross-Cut Paper/Credit Card Shredder



BO7MC4L59R, BO7MC4LV24

## Welcome Guide

### IMPORTANT SAFEGUARDS



Read these instructions carefully and retain them for future use. If this product is passed to a third party, then these instructions must be included.

When using electrical devices, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and/or injury to persons including the following:



Read the instructions before use.



Avoid touching the feed slot with hands.



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



Do not insert foreign objects into the feed slot.



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



Keep loose clothing or jewelry away from the feed slot.



Avoid getting hair near the feed slot

• **Do not shred:**



Large paper clips, CDs/DVDs



Adhesive materials



Continuous computer paper



Credit card made with metal



Window/insulated envelopes or unopened junk mail



Newspaper



Cardboard



Laminated documents and magazines

- **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 petrol) in the shredder basket.**
- A mains outlet should be near the equipment and be easily accessible. Never place the shredder near water or any heat source.

- Do not use the shredder if the mains 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.
- Remove binding from chequebook or notepad before shredding.

**⚠ WARNING**

**Bin Full:** The wastebasket will become full around 6-7 shredding passes (12 sheets per pass) of use. Empty the wastebasket when you see shredded materials fill the window to prevent paper jams.

Never let the wastebasket become full. This will lead to shredded materials being pulled back up into the shredder and cause jams.

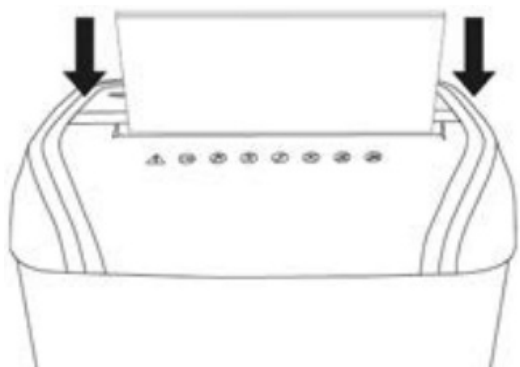


Empty wastebasket when the window is filled

**⚠ WARNING**

**Overfeeding the shredder:** Make sure you do not exceed the max. sheet count per pass (12 sheets). Insert paper as straight as possible into feed slot and release.

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.



**⚠ WARNING**

**No trash bag:** If using a plastic bag to line the wastebasket, please remove it. This may cause the shredder not to operate properly.



#### **Before First Use**

- Check for transport damages.
- Before connecting the product to the power supply, check that the power supply voltage and current rating corresponds with the power supply details shown on the product rating label.

**⚠ DANGER** **Risk of suffocation!** Keep any packaging materials away from children -these materials are a potential source of danger, e.g. suffocation.

#### **Installation**

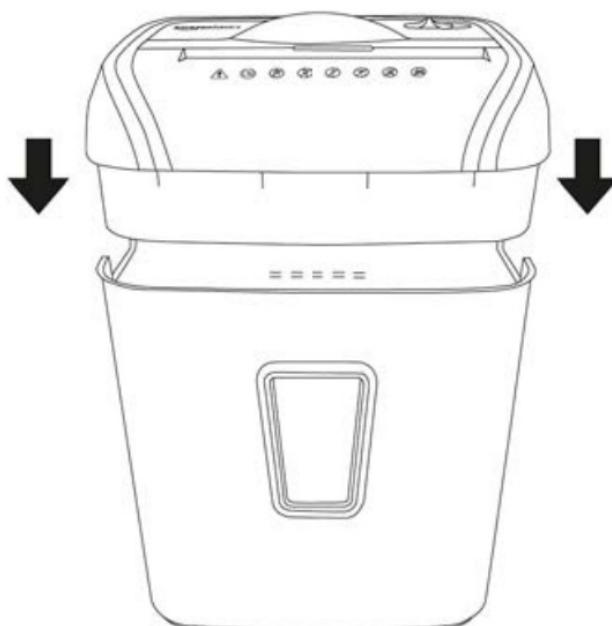
- This model includes a built-in safety interlock mechanism, which requires the shredder to be correctly mounted onto the included wastebasket. The shredder will not operate unless it is properly mounted as pictured.
- A mains outlet should be near the equipment and be easily accessible.
- Connect the mains cord to any standard 220-240 V~outlet.

**⚠ CAUTION** Shredders may have very sharp exposed blades on the underside. Use care when mounting the shredder on the wastebasket.

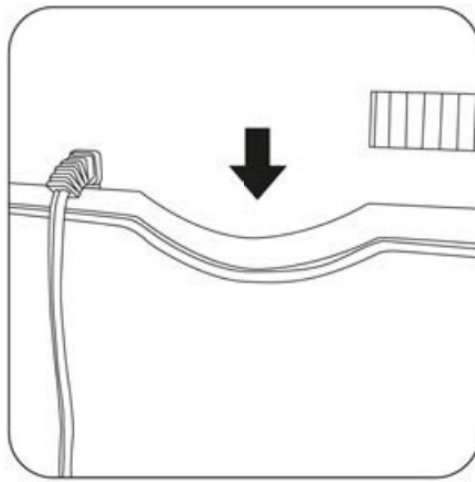


1. Front with window
2. Back with mains cord

- Carefully lift and remove the shredder head from the wastebasket.

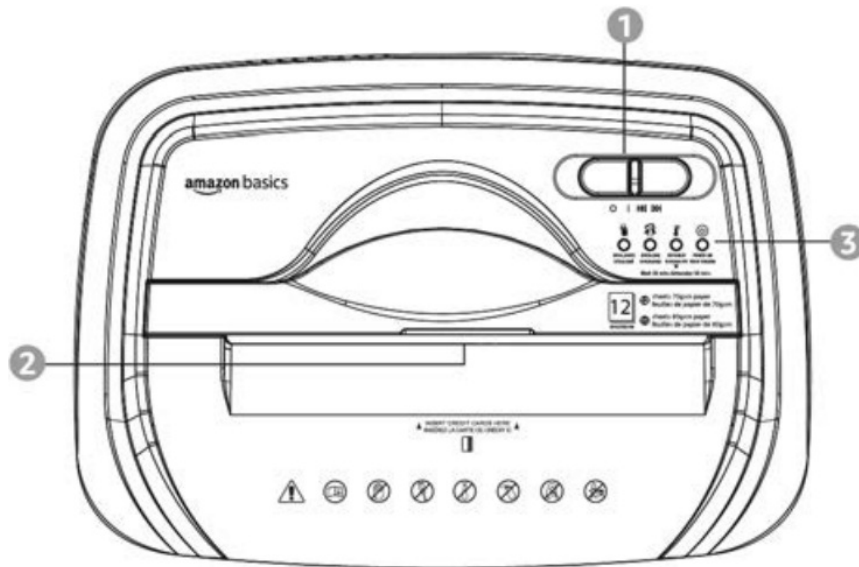


- Gently place the shredder head onto the wastebasket.



- Make sure the shredder head is correctly mounted.

## 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.

**I Auto:** 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.

**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.

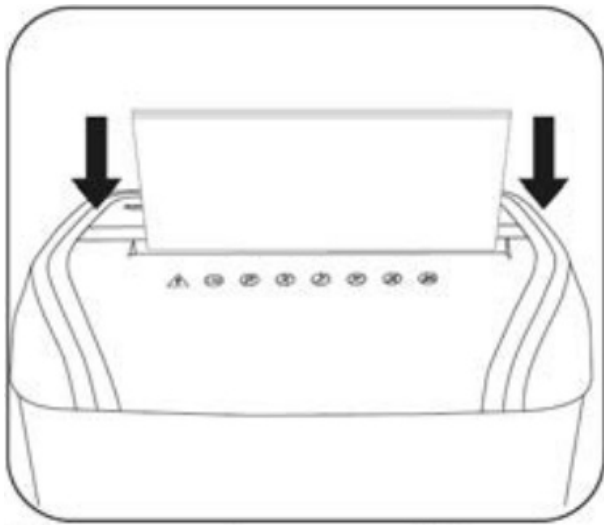
**⏮ Reverse:** In the unlikely event of a paper jam, the reverse setting can be used to help clear the cutters of paper that did not pass through. Never attempt to clear a jam by using the reverse function until you have emptied the wastebasket.

**⏭ Forward:** The forward setting can also be used to help clear the cutters in the event of a paper jam. This allows you to manually activate the shredder to cutting mode.

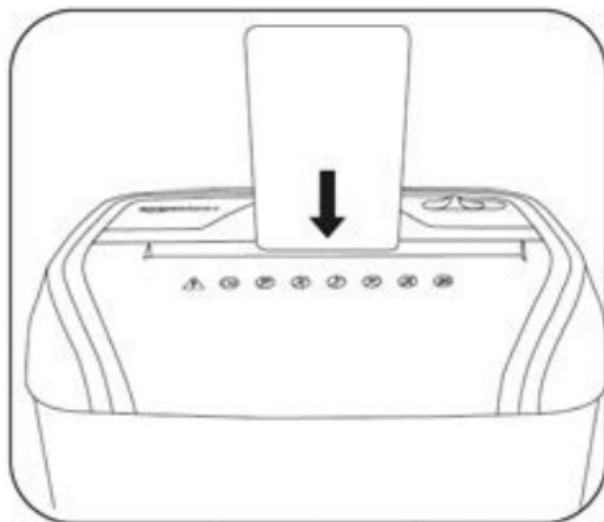
## Auto Reverse Technology

When the shredder detects over-capacity shredding, the motor will immediately stop and reject paper before actual shredding begins.

## 2. Paper / Credit Card Entry:

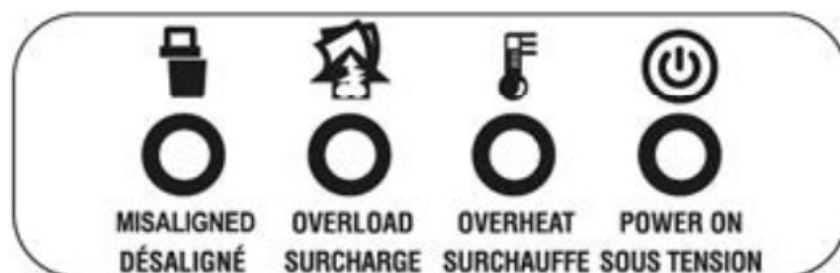


Make sure you do not exceed the max. sheet count per pass (12 sheets). Insert paper as straight as possible into feed slot and release.



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

## 3. LED Status Indicators:



- **Misaligned:** Mount the shredder securely to the rim of the wastebasket.
- **Overload:** The Red LED light indicates when too much paper is inserted. Use “Reverse” mode to back up, and



reduce number of sheets.

- **Overheat:** The Red LED light indicates the shredder has shred continuously beyond the maximum run 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.
- **Power On:** The Green LED light indicates the shredder is “On” and ready to operate when paper is inserted.

#### NOTICE

Always turn off and unplug the shredder when not in use.

#### NOTICE

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.

#### NOTICE

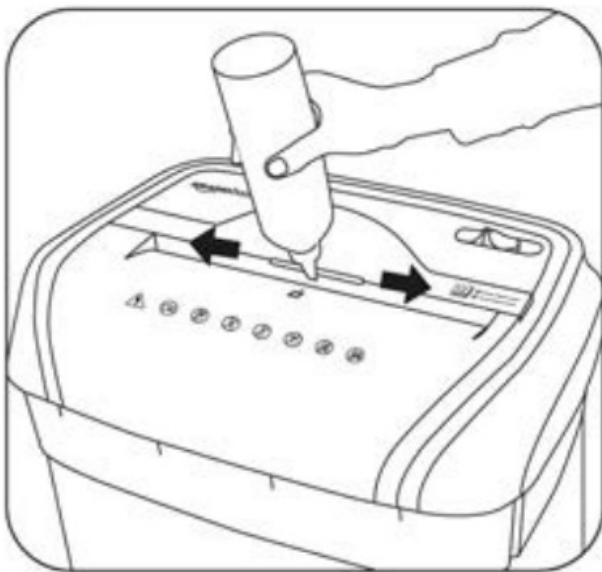
Only shred credit cards by feeding them vertically into the middle of the feed slot, releasing when shredding begins. Never feed more than one credit card at a time.

### 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 feed slot.
3. Turn on shredder in reverse mode for 3-5 seconds.

#### NOTICE

Shredder oil is not included.



Do not use aerosol products.

**⚠ CAUTION** Do not use canned air on shredder.

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

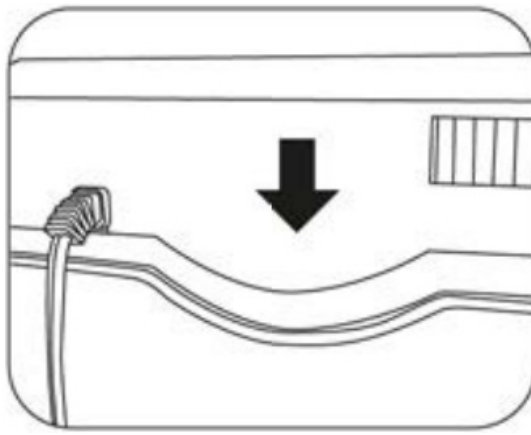
#### Cleaning

- 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 Centre. Do not attempt to repair by opening the shredder head. This will completely void the product warranty.

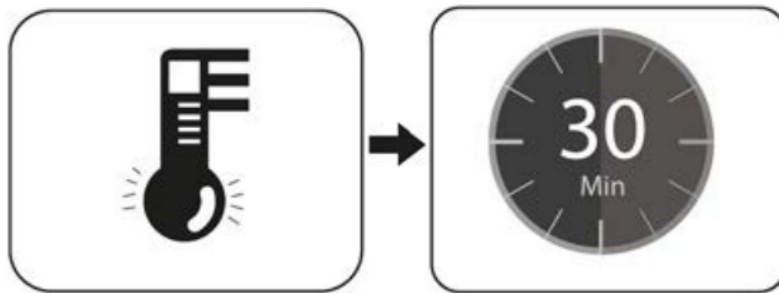
#### No power to the shredder



Shredder head correctly installed

1. Make sure mains cord is plugged into a functioning 220~240 V standard household mains outlet. Or try using a different working outlet.
2. Check if the head unit portion of the shredder is correctly seated onto the included wastebasket.

### Shredder does not feed or shred paper

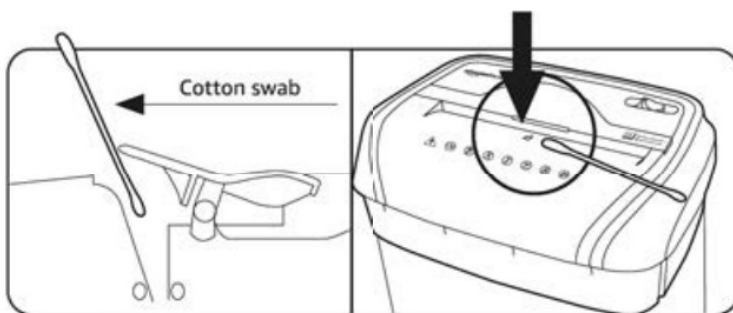


Overheat

Cool down

If the Overheat light is lit in red, turn shredder off and let it cool down for 30 minutes. Turn shredder on, check Overheat light again, and restart shredding only when light is not lit.


### Shredder runs continuously

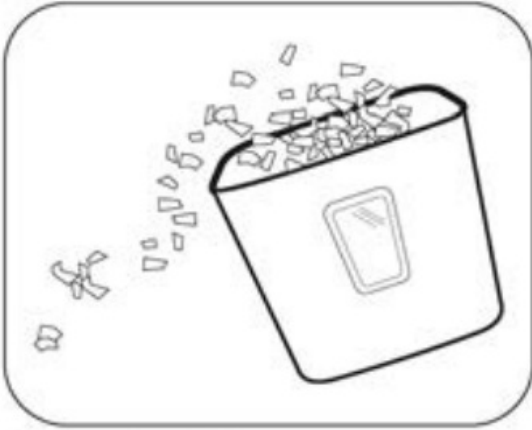


Clean sensor

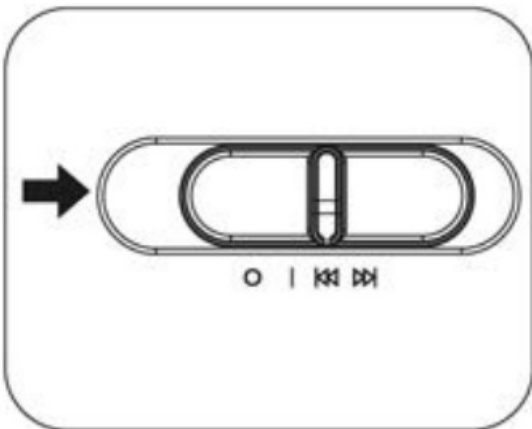
**⚠ WARNING** Do not use canned air.

1. Unplug the machine from the mains outlet.
2. Find the activation sensor in the centre of the feed slot.  
Use a cotton swab to gently wipe away any dust or debris that has collected on the sensor.

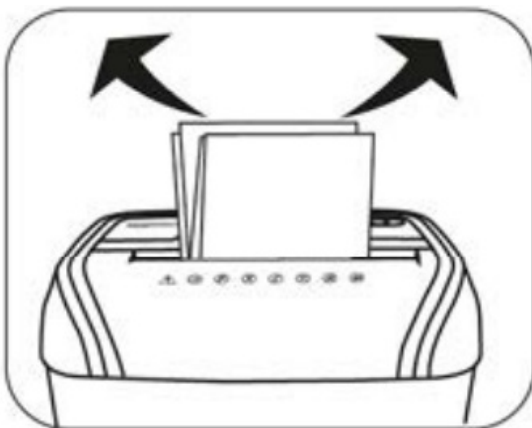
**Shredder is jammed and runs in “Reverse” mode only /  Overload icon is lit in red**



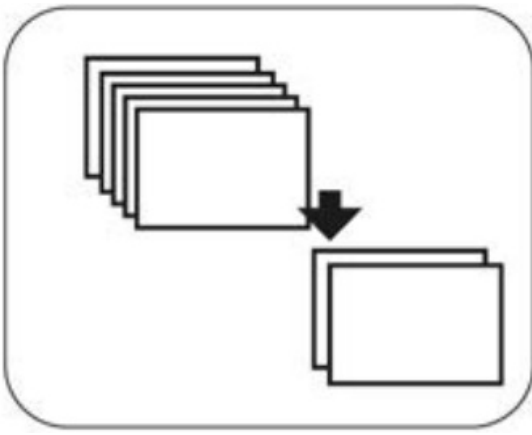
- 1 Empty bin if full.  
Carefully remove paper from shredder head bottom.



- 2 Reverse for 5 sec.



- 3 Power off then pull paper side to side.



#### 4 Reduce sheets.

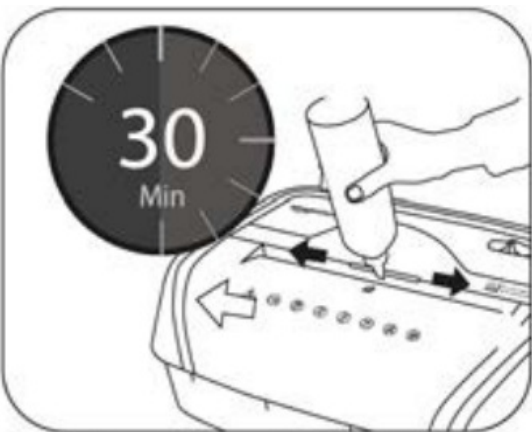
**⚠ WARNING** Do not use any spray cans or aerosols.

1. Empty basket if full. Carefully remove paper from shredder head bottom.
2. Set switch to “Reverse” for 5 sec.
3. Turn off shredder then pull paper side to side to remove jammed paper (as much as possible).
4. Reduce the number of sheets being fed (count pages to be sure not to exceed the maximum sheet count).

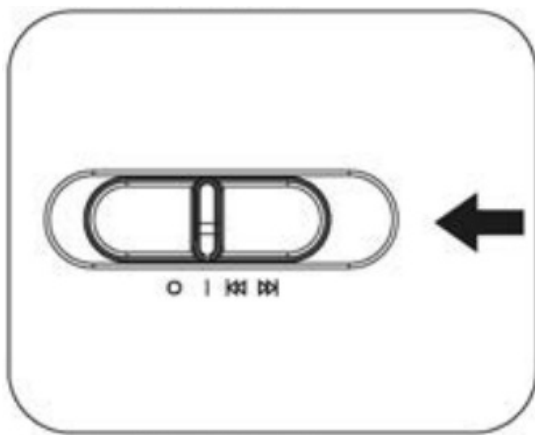
**With stubborn situations where the reverse function does not help, follow the steps below:**



#### 1 Turn off shredder.



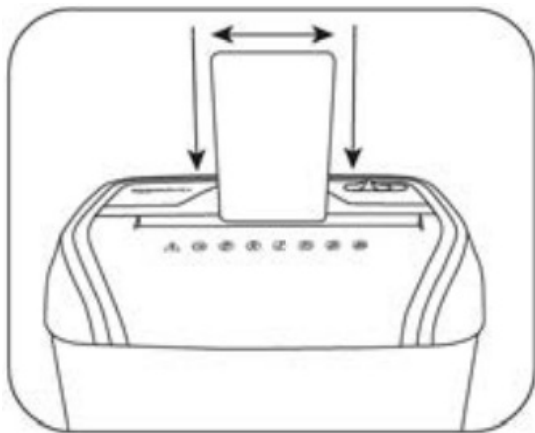
**2** Apply shredder oil and wait 30 min.



**3** Set switch to “Auto”.

1. Turn off shredder.
2. Apply shredder oil to the feed slot (shredder oil not included). Let oil soak into paper and machine for 30 minutes.
3. Set the control switch to Auto/On.

**Shredder does not feed or shred credit cards or small pieces of paper**



Feed in the centre

1. Position credit card or small piece of paper over the credit card section of the feeder (centre position).
2. Try again.

### Disposal



The Waste Electrical and Electronic Equipment (WEEE) Directive aims to minimise the impact of electrical and electronic goods on the environment, by increasing re-use and recycling and by reducing the amount of WEEE going to landfill. The symbol on this product or its packaging signifies that this product must be disposed separately from ordinary household wastes at its end of life. Be aware that this is your responsibility to dispose of electronic equipment at recycling centers in order to conserve natural resources. Each country should have its collection centers for electrical and Electronic equipment recycling. For information about your recycling drop off area, please contact your related electrical and electronic equipment waste management authority, your local city office, or your household waste disposal service.

Specifications

Sheet Capacity:	11 sheets of 80 gsm paper* 12 sheets of 70 gsm paper*
Paper shred size:	3/16 in. x 1 9/16 in. pieces 5 mm x 40 mm pieces
Paper feed slot width:	8.7 in (22 cm)
Credit card capacity:	1 at a time
Duty cycle:	7 min. on / 30 min. off
Voltage:	220-240 V~, 50/60 Hz, 2 A

- Shreds credit cards, small paper clips, staples

\* One folded sheet of paper equals 2 sheets of paper. Heavier paper, humidity or a mains voltage lower than the rated voltage may reduce shredding capacity.

Warranty Information

To obtain a copy of the warranty for this product:



Visit [amazon.co.uk/basics-warranty](https://amazon.co.uk/basics-warranty)



Contact Customer Service at 1-866-216-1072




[amazon.com/AmazonBasics](https://amazon.com/AmazonBasics)

MADE IN CHINA

V02-07/22

Documents / Resources

 <small>amazon basics B07MC4L59R, 2-Sheet Cross-Cut Paper and Credit Card Home Office Shredder, Credit Card Home Office Shredder, Home Office Shredder, 2-Sheet Cross-Cut Paper, Shredder</small>	<a href="#">amazon basic B07MC4L59R 2-Sheet Cross-Cut Paper and Credit Card Home Office Shredder [pdf] User Manual</a> B07MC4L59R, 2-Sheet Cross-Cut Paper and Credit Card Home Office Shredder, Credit Card Home Office Shredder, Home Office Shredder, 2-Sheet Cross-Cut Paper, Shredder
---	---

