

## **amazon basics B07PR17XV4 High-Security Micro-Cut Paper CD and Credit Card Shredder with Pullout Basket User Manual**

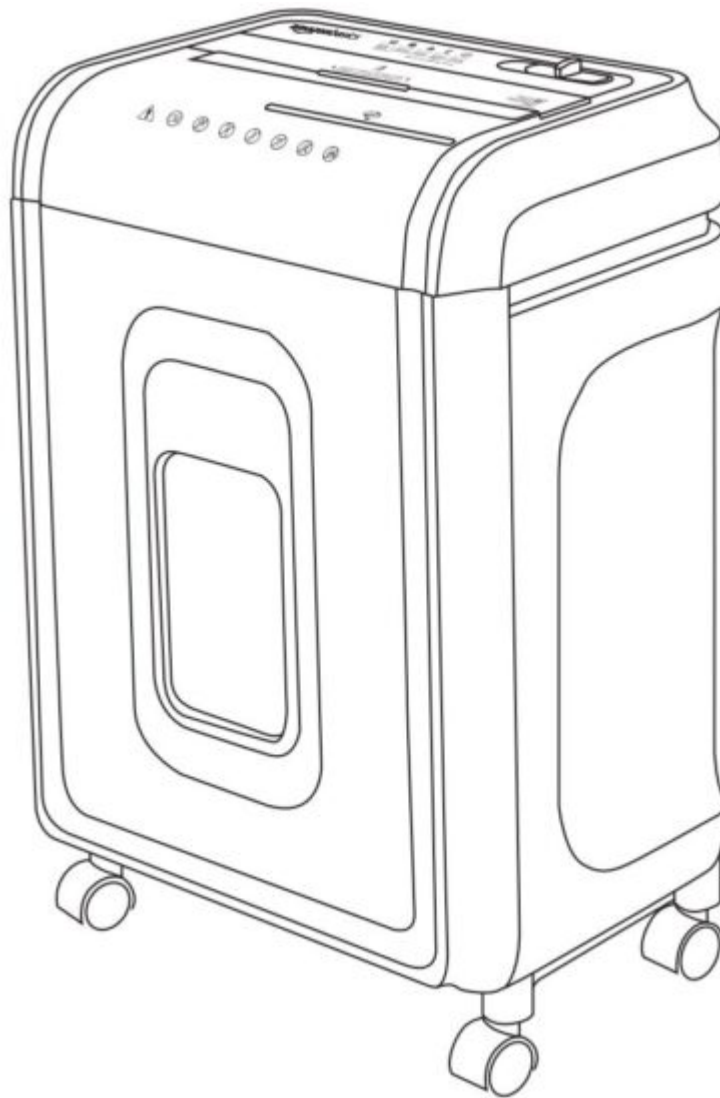
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**amazon basics**

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## **amazon basics B07PR17XV4 High-Security Micro-Cut Paper CD and Credit Card Shredder with Pullout Basket User Manual**



7-8-Sheet High-Security Micro-Cut Paper, CD, and Credit Card Shredder with Pullout Basket

**B07PR17XV4, B07PNQZ98V**

## 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 the product, basic safety precautions should always be followed to reduce the risk of injury; including the following:

- Always turn the shredder off and unplug the power cord from the socket outlet when not in use, before cleaning, moving or emptying the waste basket
- 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.
- Never shred large paper clips, window or insulated envelopes, continuous forms, newsprint, bound pages (for example, notepads, cheque books, magazines, etc.), transparencies, laminated documents, cardboard, any items with adhesives, hard materials or plastic (except credit cards and CDs). Do not hold a CD/DVD with your finger through the centre ring while feeding into the shredder. Serious injury may occur.
- A mains outlet should be near the equipment and be easily accessible.
- Never let the waste basket 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 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.
- 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.



### **WARNING**

Risk of fire! Never use any petroleum-based, flammable oils or lubricants in or around the machine as some oils can combust, causing serious injury.



Read all 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 jewellery away from the feed slot.



Avoid getting hair near the feed slot.



This product is classified as protection class II. This means the product is equipped with reinforced or double insulation between the mains supply circuit and the output voltage or the casing. Therefore it does not require a safety connection to an electrical earth (ground).

## 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

- Make sure the basket door is securely closed shut. This shredder features a safety power cut-off and will not operate if the door is open. Shredders with pull-out waste baskets feature a safety power cut-off upon bin

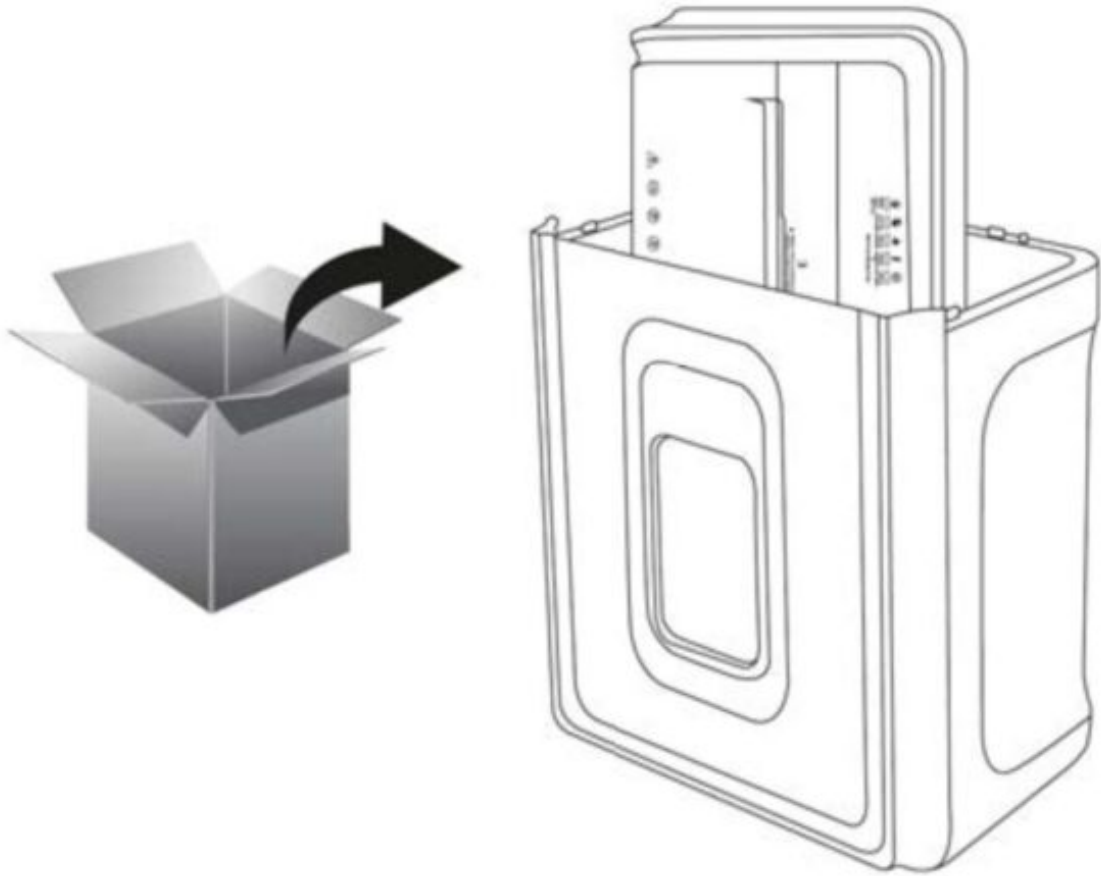
removal. The supplied waste basket activates this switch, which allows the shredder to be operable.

- Attach 4 caster wheels to the bottom of the shredder body.
- A mains outlet should be near the equipment and be easily accessible.
- Connect the power cord to any standard 220-240 V— outlet.

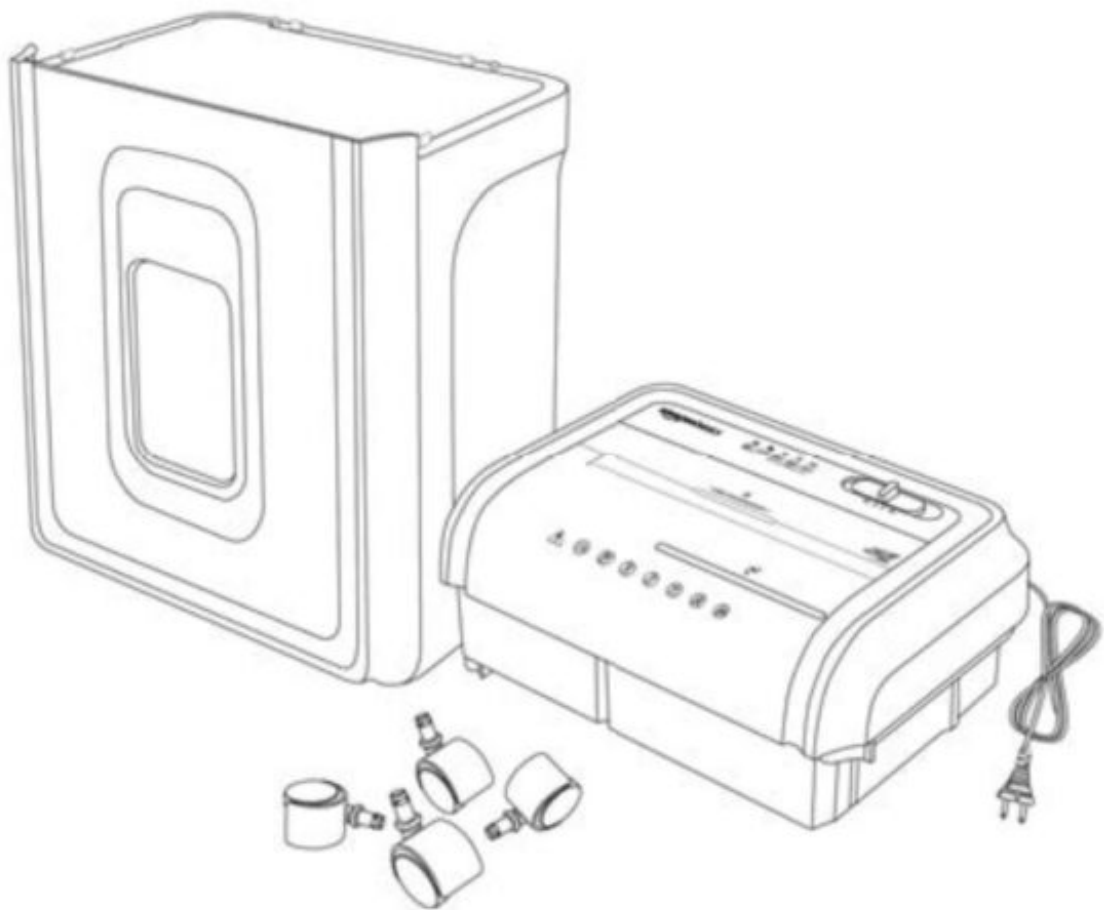


### **CAUTION**

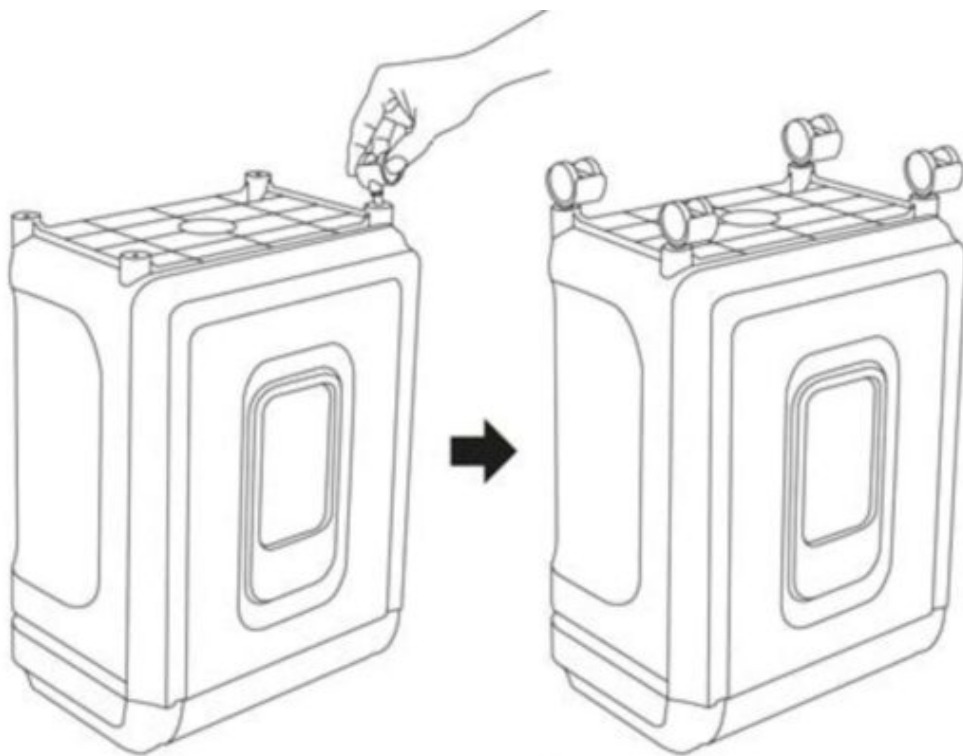
Microscut shredders have very sharp exposed blades on the underside.



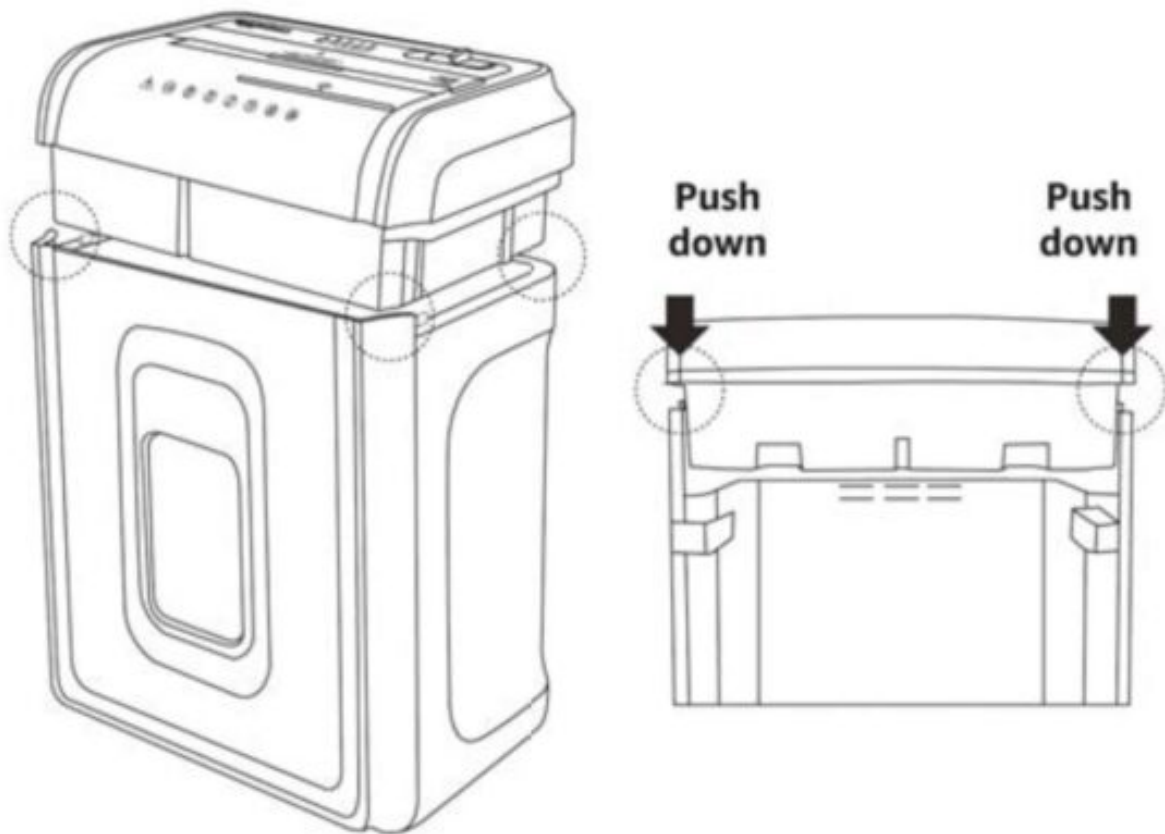
- Remove the shredder from the box.



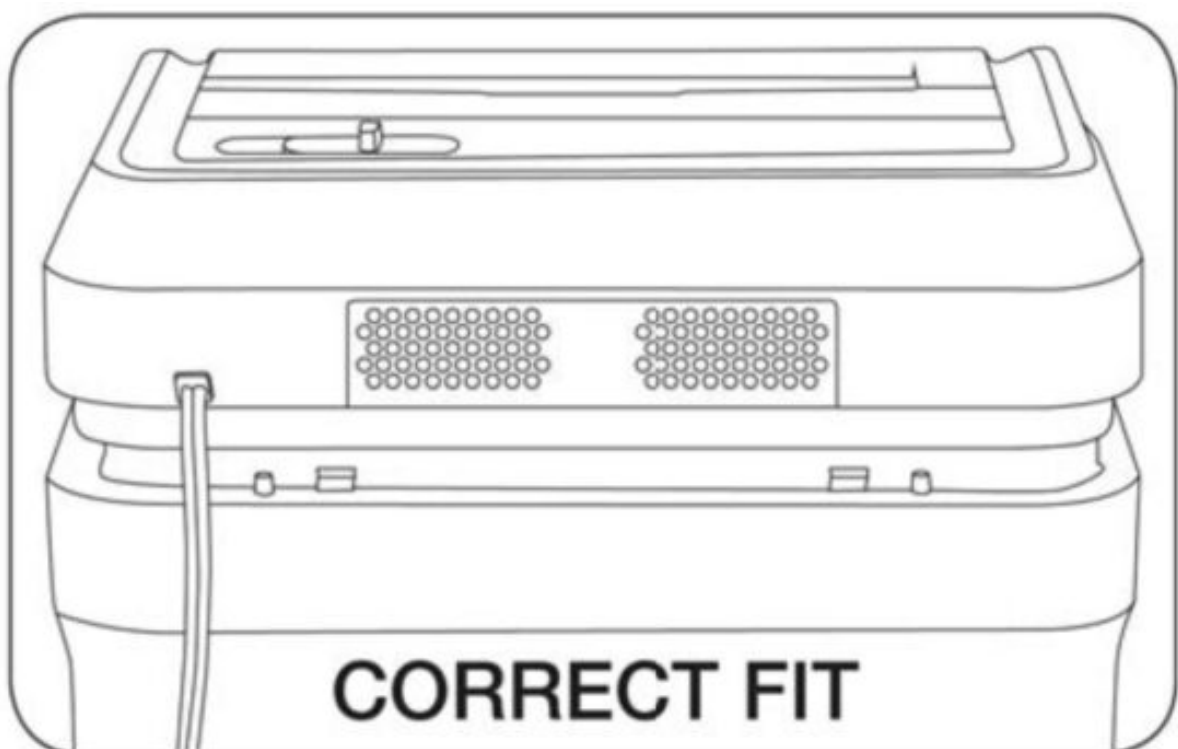
- Carefully lift and remove shredder head and casters from the shredder body.



- Attach 4 caster wheels to the bottom of the shredder body.

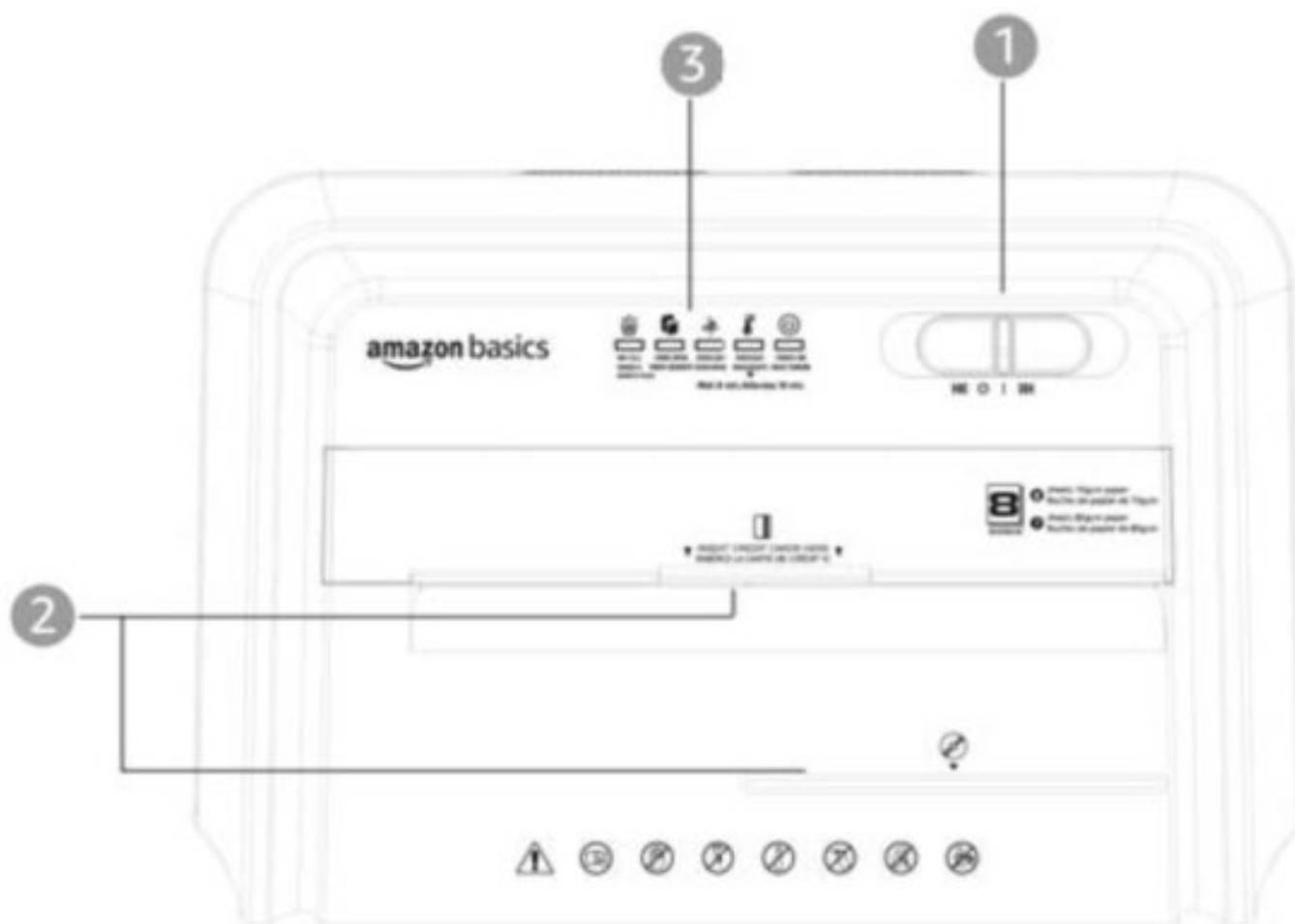


- Gently place the shredder head onto the shredder body.



- Make sure the shredder head is correctly mounted.

## Operation

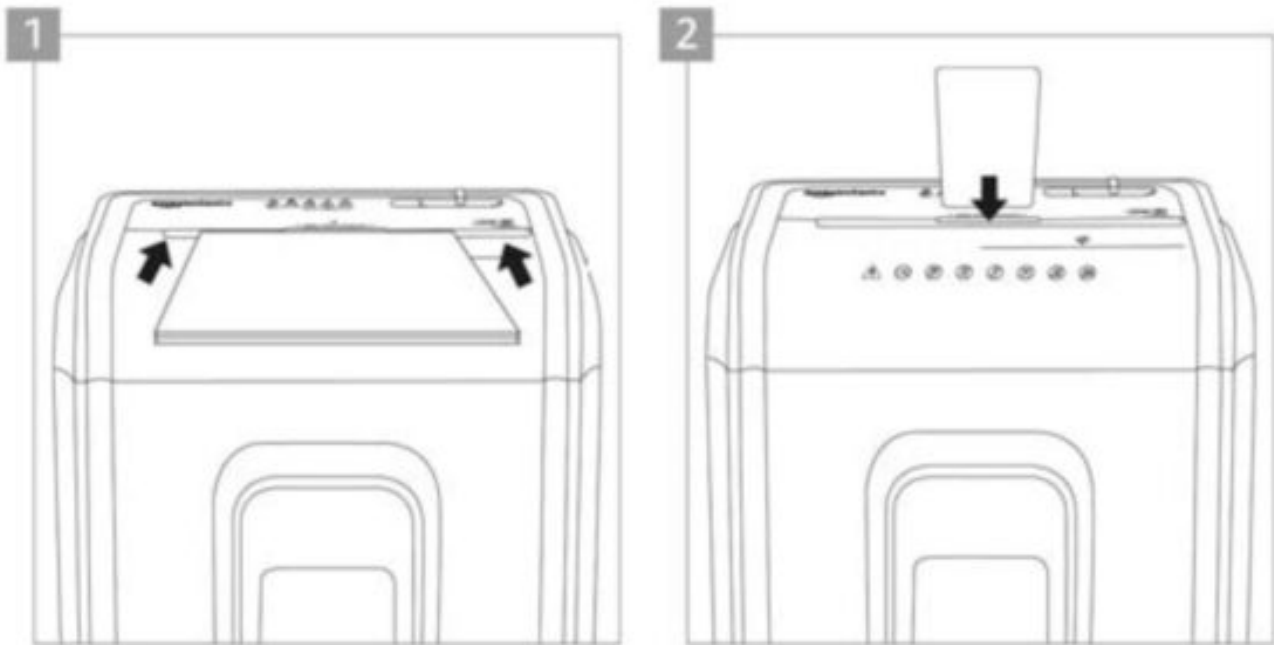


## 1. Control switch

Using the switch located on the unit, select one of the following settings by sliding the switch either left or right.

- I AUTO (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.
- 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 waste basket.
- ⏭ 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.

## 2. Paper/ Credit card/ CD Entry



1. Make sure you do not exceed the max. sheet count per pass (8 sheets). 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.

**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.

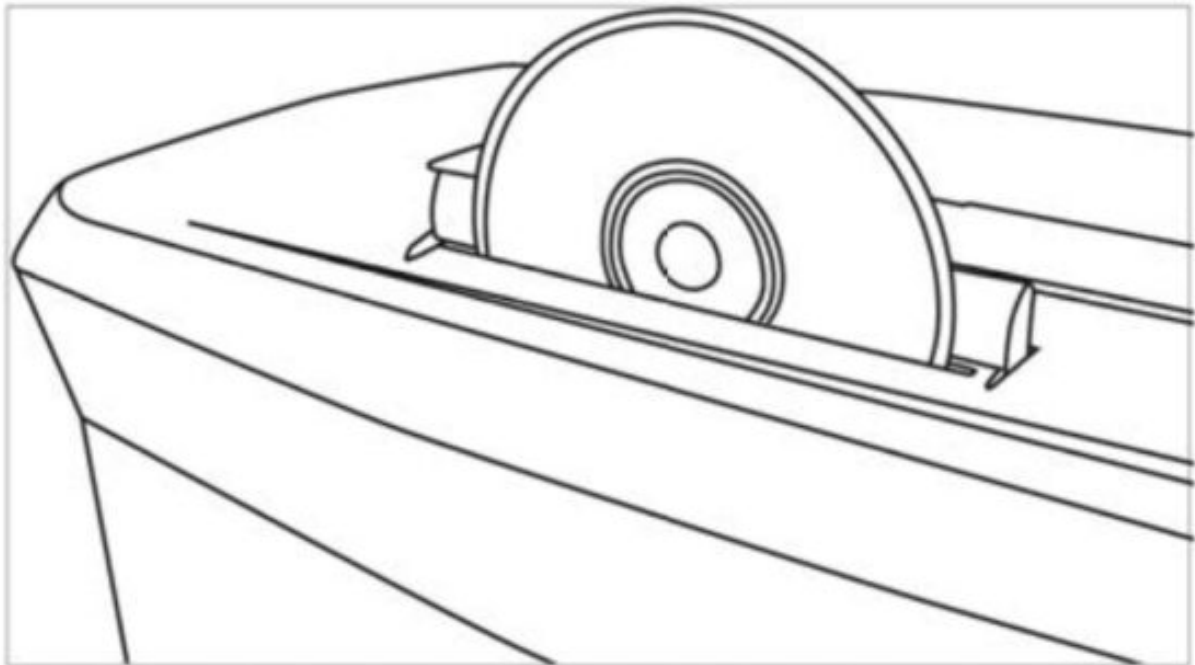
**NOTICE** Only shred credit cards by feeding them vertically into the middle of the entry, releasing when shredding begins. Never feed more than one credit card at a time.

**NOTICE** 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.

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

**Features a CD/DVD, destroyer**

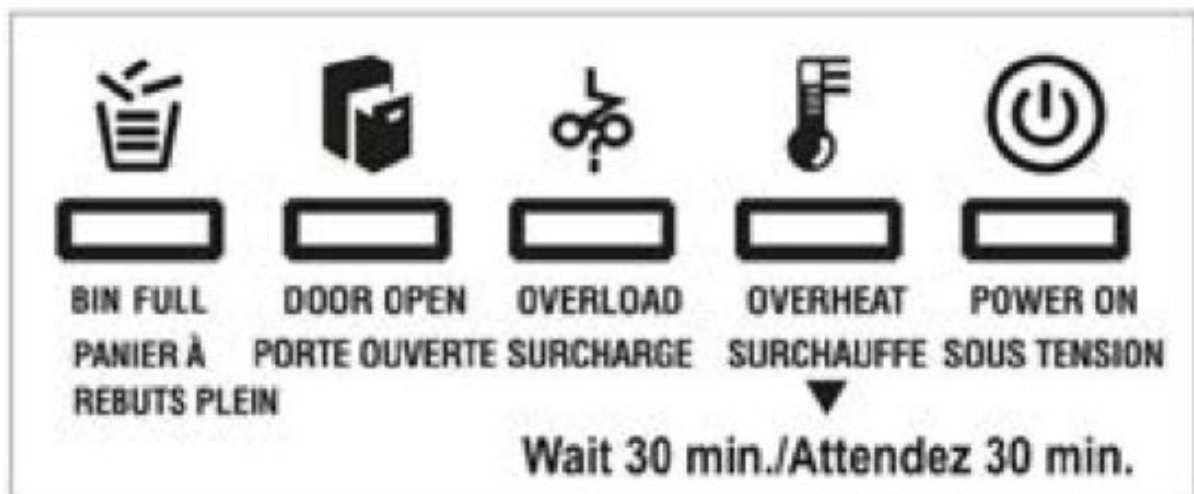


### **CAUTION**

Do not hold a CD/DVD with your finger through the centre ring while feeding into the shredder. Serious injury may occur. Never feed more than one credit card or CD/DVD at a time.

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.

### **3. LED Status Indicators**



- **POWER ON:** The green LED light indicates the shredder is on and ready to operate when paper is inserted.
- **OVERHEAT:** The red LED light indicates the shredder has shredded continuously beyond the maximum running time and is overheating; the unit will automatically shut off. If this happens, switch the shredder off for 30 minutes or longer before resuming normal operation.
- **OVERLOAD:** The red LED light indicates when too much paper is inserted, Use 'Reverse' mode to back up, and reduce number of sheets.
- **DOOR OPEN:** The red LED light indicates the shredder basket is not pushed in properly. Shredders with pull-

cut waste baskets feature a safety power cut-off upon bin removal. Make sure the pull-out waste basket is properly set back into place and the green “POWER ON” indicator is lit.

- **BIN FULL:** When the basket is full, the red LED light will indicate it needs to be emptied. While lit, the shredder is inoperable until the waste basket is cleared.

## Cleaning and Maintenance

### Cleaning

- To clean, wipe with a soft, slightly moist cloth.
- 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.

### 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 on next page. 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.



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

Problem	Solution
The shredder does not work at all.	<ul style="list-style-type: none"> <li>• Make sure the unit is plugged in and that the outlet is in good working order.</li> <li>• 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.</li> <li>• Shredders with pull-out waste baskets feature a safety power cut-off upon bin removal. The shredder will not function unless the pull-out waste basket is pushed in all the way and properly set back into place.</li> <li>• If using a plastic bag to line the waste basket, please remove it. This may cause the shredder not to operate properly.</li> <li>• The activation sensor of the shredder is located near the centre of the feed slot. Be sure to feed directly into the centre area to activate the machine (especially applies to smaller pieces of paper or credit cards).</li> <li>• When the basket is full, the LED status indicator will indicate it needs to be emptied. While on, the shredder is inoperable until the waste basket is cleared.</li> </ul>

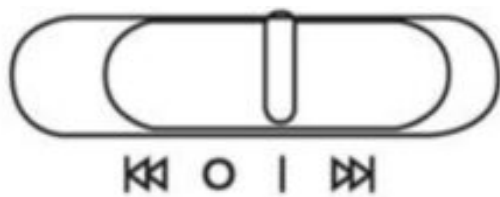
The shredder runs in "Reverse" mode but not in "AUTO (on)" mode.

- 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 centre 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 centre of the feed slot while applying force to help push the jammed paper through. This will usually clear any paper blockage.

Problem	Solution
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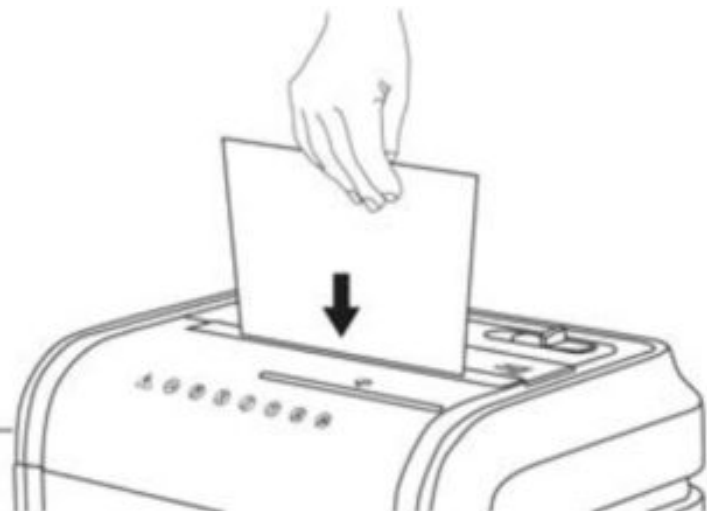
How to clear a paper jam in the shredder.

- Switch the shredder over into "Reverse" mode. While in reverse, the shredder will back up and loosen the jammed paper. If necessary, 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.
- 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 necessary, an index card or a rigid sheet of card stock (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.

- 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 card stock (old greeting card or folded file folder) directly in the centre 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.
- 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 near the centre of the feed slot.

## Disposal



The Waste Electrical and Electronic Equipment (WEEE) Directive aims to minimise the impact of electrical and electronic goods on the environment and human health, 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 centres in order to conserve natural resources. Each country should have its collection centres 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	7 sheets of 80 gsm paper * 8 sheets of 70 gsm paper *
Paper shred size:	4 x 12 mm pieces
Paper feed entry width:	22 cm
Credit card & CD capacity:	1 at a time
Duty cycle:	5 min. on / 30 min. off
Voltage:	220-240 V~, 50/60 Hz, 1.5 A

\* One Foldecl Sheet Of Paper Equals 2 Sheets Of Paper. Heavier paper, humidity or other than rated voltage may reduce shredding capacity.

## Warranty Information

To obtain a copy of the warranty for this product:

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

0 +44 (0) 800-279-7234

## Feedback and Help

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