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› Amazon Basics 12-Sheet Micro Cut Paper and Credit Card CD Shredder User Manual

Amazon Basics C218-D

Amazon Basics 12-Sheet Micro Cut Shredder User Manual

Model: C218-D | Brand: Amazon Basics

1. IMPORTANT SAFETY INFORMATION

Please read all instructions carefully before using the shredder. Keep this manual for future reference.

- **Keep children and pets away:** The shredder has sharp blades. Always supervise children and keep pets away from the shredder, especially during operation.
- **Keep hands, hair, and loose clothing away:** Do not place hands, fingers, hair, or loose clothing near the paper entry slot to avoid injury.
- **Unplug when not in use:** Always unplug the shredder before moving, cleaning, or emptying the waste bin.
- **Do not shred metal objects:** Avoid shredding metal objects such as paper clips (large), staples (large), or any other hard materials that are not specified for shredding.
- **Avoid overloading:** Do not exceed the maximum sheet capacity to prevent jams and motor damage. Refer to the 'Operating Instructions' section for capacity limits.
- **Proper ventilation:** Ensure the shredder is placed in a well-ventilated area. Do not block ventilation openings.
- **Indoor use only:** This shredder is designed for indoor use only.



Image: Top view of the shredder head showing various safety warning symbols, including warnings for keeping hands, hair, and loose clothing away from the feed opening, and not shredding metal objects. Product dimensions are also indicated.

2. PRODUCT OVERVIEW

The Amazon Basics 12-Sheet Micro Cut Shredder is designed for secure disposal of sensitive documents, credit cards, and CDs/DVDs. It features a micro-cut shredding mechanism for enhanced security.



Image: Front-side view of the Amazon Basics 12-Sheet Micro Cut Shredder, showing a sheet of paper being fed into the top slot and shredded paper visible through the bin window.



Image: Top view of the shredder head, highlighting the control panel with buttons for Reverse, Auto/On, Off, and Forward, along with LED indicators for Overheat, Overload, Bin Full, and Door Open. Also visible are the paper and CD/credit card entry slots.

Key Features:

- Micro-cut shredding (0.16 x 0.5 inches; 4 x 12 mm) for P-4 security.
- Shreds up to 12 sheets of 20-pound bond paper at a time.
- Capable of shredding staples, small paper clips, CDs/DVDs, and credit cards.
- 8.7-inch wide paper entry slot.
- 4-mode control switch: Auto/On, Off, Reverse, Forward.

- LED indicators for Overheat, Overload, Bin Full, and Door Open.
- 20-minute continuous run time with a 20-minute cool-down period.
- Automatic sleep mode after 30 minutes of idle time.
- Easy-to-empty 6-gallon pull-out bin.
- Equipped with casters for smooth mobility.

Same Product, New Look



Image: A detailed view of the shredder with callouts pointing to its key features: the 4-mode power switch, 8.7-inch paper-entry width, capacity for 12 sheets of paper at a time, and a 6-gallon bin capacity.

3. SETUP

1. **Unpack:** Carefully remove the shredder from its packaging. Retain packaging for future storage or transport.
2. **Position:** Place the shredder on a flat, stable surface. Ensure there is adequate space around the unit for ventilation and for pulling out the waste bin. The integrated casters allow for easy positioning.
3. **Connect Power:** Plug the power cord into a standard 120V AC outlet.
4. **Check Bin:** Ensure the pull-out waste bin is fully and correctly inserted into the shredder. The 'Door Open' LED indicator will turn off when the bin is properly seated.

4. OPERATING INSTRUCTIONS

Control Switch Modes:

- **AUTO/ON (I):** This is the normal operating mode. The shredder will automatically start when paper is inserted into the feed opening and stop when shredding is complete.
- **OFF (O):** The shredder is powered off.
- **REVERSE (<):** Use this mode to clear paper jams. The shredder will run in reverse, pushing the paper back out of the feed opening.
- **FORWARD (>):** The shredder will continuously run forward. This can be used for continuous shredding or to clear minor jams.

LED Indicators:

- **OVERHEAT:** Illuminates when the shredder has been used continuously for too long and needs to cool down. Allow the shredder to cool for 20 minutes before resuming operation.
- **OVERLOAD:** Illuminates when too many sheets of paper are inserted at once, causing the motor to strain. Remove excess paper and try again.
- **BIN FULL:** Illuminates when the waste bin is full and needs to be emptied.
- **DOOR OPEN:** Illuminates when the waste bin is not properly inserted or the shredder head is not correctly seated. Ensure the bin is fully pushed in.

Shredding Documents:

1. Set the control switch to **AUTO/ON**.
2. Insert up to 12 sheets of 20-pound bond paper (or one credit card/CD/DVD) straight into the appropriate feed opening. The shredder will automatically start.
3. Once shredding is complete, the shredder will stop automatically.
4. For higher security, credit cards can also be shredded through the paper slot.

Continuous Run Time: The shredder can operate continuously for up to 20 minutes. After this period, it will automatically shut off to prevent overheating. Allow it to cool down for 20 minutes before resuming use.

Sleep Mode: To conserve power, the shredder will enter sleep mode after 30 minutes of idle time. It will wake up automatically when paper is inserted.

5. MAINTENANCE

Emptying the Waste Bin:

When the 'BIN FULL' LED indicator illuminates, the waste bin needs to be emptied.

1. Set the control switch to **OFF** and unplug the shredder from the power outlet.
2. Carefully pull out the 6-gallon waste bin from the front of the shredder.
3. Dispose of the shredded material.
4. Slide the waste bin back into the shredder until it clicks into place. Ensure it is fully inserted to allow the shredder to operate.
5. Plug the shredder back into the power outlet.

Cleaning and Lubrication:

- **Exterior Cleaning:** Wipe the exterior of the shredder with a soft, dry cloth. Do not use abrasive cleaners or solvents.

- **Blade Lubrication:** To maintain optimal performance and extend the life of the shredder, regularly lubricate the cutting blades with shredder oil (specifically designed for shredders). Follow the instructions provided with your shredder oil.

6. TROUBLESHOOTING

If you encounter issues with your shredder, refer to the following common problems and solutions:

Problem	Possible Cause	Solution
Shredder does not operate.	No power; Bin not properly inserted; Overheat protection activated.	Ensure power cord is securely plugged in. Push bin fully into place (check 'DOOR OPEN' LED). Allow shredder to cool down for 20 minutes (check 'OVERHEAT' LED).
Shredder stops during operation.	Overload; Bin full; Overheat protection.	Reduce number of sheets (check 'OVERLOAD' LED). Empty waste bin (check 'BIN FULL' LED). Allow shredder to cool down (check 'OVERHEAT' LED).
Paper jam.	Too much paper inserted; Paper not inserted straight.	Set switch to REVERSE to clear the jam. If unsuccessful, unplug, carefully remove paper, then plug in and try FORWARD or REVERSE again. Do not force paper.
Shredder runs continuously in AUTO mode without paper.	Sensor obstruction.	Unplug the shredder and carefully clean the paper entry sensor with a soft cloth.

7. SPECIFICATIONS

Feature	Detail
Model Number	C218-D
Shred Type	Micro Cut
Shred Size	0.16 x 0.5 inches (4 x 12 mm)
Security Level	P-4
Sheet Capacity	12 sheets (20 lb bond paper)
Entry Width	8.7 inches
Bin Capacity	6 Gallons
Run Time	20 minutes continuous
Cool Down Time	20 minutes
Product Dimensions (LxWxH)	14.5 x 10.4 x 20.3 inches (approx.)

Feature	Detail
Item Weight	21.6 pounds
Special Feature	Casters for mobility

8. WARRANTY & SUPPORT

For detailed warranty information, please refer to the official warranty document provided with your product or available online.

For customer support, technical assistance, or to inquire about replacement parts, please visit the Amazon Basics support page or contact Amazon customer service directly.

You can access the official Warranty PDF [here](#).