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Royal Sovereign RAF-M150P

Royal Sovereign 150 Sheet Auto-Feed Micro-Cut Shredder

Model: RAF-M150P

Introduction

The Royal Sovereign RAF-M150P Auto-Feed Shredder is designed to provide a secure and efficient document destruction solution for home or office environments. This manual provides essential information for the safe and effective operation and maintenance of your shredder.



Figure 1: Royal Sovereign RAF-M150P Auto-Feed Micro-Cut Shredder.

Key Features:

- **Efficiency:** Auto-feed mechanism shreds up to 150 sheets automatically.
- **Manual Feed:** Accommodates up to 10 sheets for manual shredding.
- **Security:** P-5 level micro-cut shredding ensures high security for confidential documents.
- **Quiet Operation:** Operates at under 62 dB for minimal disruption.
- **Safety Features:** Automatic shut-off when the bin is open, auto-reverse for jams, and overheat protection.
- **Easy Maintenance:** Bin full indicator and a 6.6-gallon (25L) basket for convenient emptying.
- **Continuous Run-time:** Capable of 30 minutes of continuous operation.

Safety Information

Please read and understand all safety instructions before operating the shredder. Failure to follow these instructions may result in injury or damage to the unit.

- Keep hands, loose clothing, jewelry, and long hair away from the paper entry slot.
- Do not allow children or pets near the shredder.
- Do not insert aerosol cans or flammable materials into the shredder.
- Always unplug the shredder before moving, cleaning, or emptying the waste bin.
- Do not operate the shredder if the power cord is damaged.
- Avoid overloading the shredder beyond its specified sheet capacity.

What's in the Box

Upon unpacking, ensure all items are present:

- Royal Sovereign RAF-M150P Shredder Unit
- Waste Bin
- Caster Wheels (pre-installed or to be attached)
- Instruction Manual

Setup

1. **Unpack:** Carefully remove the shredder from its packaging.
2. **Position:** Place the shredder on a flat, stable surface. Ensure there is adequate space around the unit for ventilation and access to the power outlet.
3. **Attach Caster Wheels (if not pre-installed):** If the caster wheels are not already attached, gently tilt the shredder and insert the wheels into the designated slots at the bottom of the unit until they click into place.



Figure 2: Caster wheels for easy mobility.

4. **Connect Power:** Plug the power cord into a standard electrical outlet.

Operating Instructions

The RAF-M150P offers both auto-feed and manual feed options for shredding.

1. Power On/Off

- Locate the ON/OFF button on the control panel.
- Press the ON/OFF button to power on the shredder. The power indicator light will illuminate.
- To turn off, press the ON/OFF button again.

2. Auto-Feed Operation

For shredding stacks of paper up to 150 sheets:

1. Lift the auto-feed tray cover.
2. Place the stack of paper (up to 150 sheets) neatly into the auto-feed tray. Ensure the paper is aligned and free of folds or creases that could cause jams.



Figure 3: Paper loaded in the auto-feed tray.

3. The shredder will automatically detect the paper and begin feeding and shredding.
4. Once all paper in the auto-feed tray has been shredded, the unit will stop automatically.

3. Manual Feed Operation

For shredding smaller quantities of paper (up to 10 sheets), credit cards, staples, or paper clips:

1. Insert paper or other shreddable items into the manual feed slot.



Figure 4: Paper being inserted into the manual feed slot.

2. The shredder will automatically start when paper is detected and stop once shredding is complete.
3. The shredder is capable of shredding staples, paper clips, and credit cards through the manual feed slot.



Figure 5: The shredder can handle stapled documents.

4. Control Panel Indicators

- **BINFULL:** Illuminates when the waste bin is full and needs to be emptied.
- **OVERHEAT:** Illuminates if the shredder has been used continuously for too long and needs to cool down. The unit will automatically shut off to prevent damage.
- **POWER:** Indicates the shredder is powered on and ready for operation.

5. Reverse Function

- If a paper jam occurs, the shredder has an automatic reverse function.
- You can also manually press the REVERSE button to clear a jam or retrieve an item.

Maintenance

1. Emptying the Waste Bin

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

1. Ensure the shredder is turned off and unplugged.
2. Carefully pull out the waste bin from the front of the shredder.



Figure 6: Waste bin showing shredded paper.

3. Dispose of the shredded material.
4. Slide the waste bin back into the shredder until it is securely in place.

2. Oiling the Shredder (Recommended)

Regular oiling helps maintain the shredder's performance and extends its lifespan. Use shredder oil (not included) specifically designed for paper shredders.

1. Apply a thin line of shredder oil across the paper entry slot.
2. Run the shredder in manual forward mode for a few seconds to distribute the oil.
3. Repeat this process after every 30 minutes of continuous use or when you notice a decrease in performance.

Troubleshooting

Problem	Possible Cause	Solution
Shredder does not turn on.	No power, bin not properly inserted, overheat protection active.	Check power connection, ensure bin is fully closed, allow unit to cool down.
Paper jam.	Overloaded, paper inserted incorrectly.	Press REVERSE button, remove excess paper, reduce sheet count.
BINFULL indicator is on.	Waste bin is full.	Empty the waste bin.
OVERHEAT indicator is on.	Continuous operation for too long.	Turn off the shredder and allow it to cool for at least 30 minutes.

Specifications



Figure 7: Product dimensions for placement planning.

- **Model:** RAF-M150P
- **Shred Type:** Micro-Cut
- **Security Level:** P-5
- **Auto-Feed Capacity:** 150 sheets
- **Manual Feed Capacity:** 10 sheets
- **Waste Bin Capacity:** 6.6 Gallons (25 Liters)
- **Continuous Run Time:** 30 minutes
- **Noise Level:** < 62 dB
- **Shreds:** Paper, Staples, Paper Clips, Credit Cards

- **Product Dimensions:** 10.24 x 14.17 x 20.87 inches (D x W x H)
- **Item Weight:** 17 pounds
- **Manufacturer:** Royal Sovereign

Warranty and Support

For warranty information, technical support, or service inquiries, please refer to the warranty card included with your product or contact Royal Sovereign customer service directly. Contact details can typically be found on the manufacturer's official website or on the product packaging.

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