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› [VidaTeco 14-Sheet Micro Cut Paper Shredder Instruction Manual](#)

VidaTeco taglio trasversale 14 fogli

VidaTeco 14-Sheet Micro Cut Paper Shredder Instruction Manual

Model: taglio trasversale 14 fogli

1. IMPORTANT SAFETY INSTRUCTIONS

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

- **Keep out of reach of children and pets:** The shredder has sharp blades and moving parts that can cause injury.
- **Avoid contact with feed opening:** Keep hands, hair, and loose clothing away from the paper feed opening.
- **Unplug when not in use:** Always unplug the shredder before moving, cleaning, or emptying the waste bin.
- **Do not shred metal objects:** Avoid shredding paper clips larger than standard size, staples, or any other metal objects, as this can damage the blades.
- **Do not shred wet or adhesive materials:** Wet paper, labels, or sticky materials can cause jams and damage the shredder.
- **Use only with specified power supply:** Ensure the power outlet matches the voltage requirements of the shredder.
- **Do not open the shredder head:** There are no user-serviceable parts inside. Refer servicing to qualified personnel.
- **Do not exceed sheet capacity:** Overloading can lead to paper jams and motor overheating.

2. PRODUCT OVERVIEW

The VidaTeco 14-Sheet Micro Cut Paper Shredder is designed for secure disposal of sensitive documents, credit cards, and CDs. It features a micro-cut mechanism for enhanced security and a pull-out waste bin for easy emptying.



Image: The VidaTeco 14-Sheet Micro Cut Paper Shredder with its waste bin partially pulled out, showing micro-cut shredded paper.

Key Features:

- **Micro Cut Security (P-4):** Shreds paper into tiny 0.16 x 0.47 inch (4 x 12 mm) particles.
- **14-Sheet Capacity:** Shreds up to 14 sheets of 20-pound bond paper per pass.
- **Extended Run Time:** Up to 60 minutes of continuous shredding with patented cooling system.
- **Quiet Operation:** Operates at a low noise level of 58 dB.
- **Versatile Shredding:** Handles paper, credit cards, CDs, staples, and small paper clips.
- **5.3-Gallon Pull-out Bin:** Large capacity for less frequent emptying, includes 2 shredder bags.

- **User-Friendly Controls:** Auto Start, Stop, and Auto Reverse functions.
- **Safety Features:** Auto thermal protection and LED indicators for status (Power On, Overheated, Bin Full, Drawer Open, Paper Jam).
- **Mobility:** Equipped with 4 removable casters for easy movement.

3. SETUP

1. **Unpack the Shredder:** Carefully remove the shredder from its packaging. Retain packaging materials for future transport or storage.
2. **Position the Shredder:** Place the shredder on a flat, stable surface. Ensure there is adequate space around the unit for ventilation and access to the waste bin. The included casters allow for easy positioning.
3. **Insert Waste Bin:** Ensure the 5.3-gallon pull-out waste bin is correctly inserted into the shredder body. The shredder will not operate if the bin is not properly seated.
4. **Connect Power:** Plug the power cord into a standard electrical outlet.
5. **Activate Master Power Switch:** Locate the master power switch on the back of the shredder and switch it to the 'ON' position.



Image: Illustration of the master power switch location on the back of the shredder and the shredder's mobility with casters.

4. OPERATING INSTRUCTIONS

The shredder features a 3-mode control panel for easy operation.

User Friendly Operation



AUTO START

Press POWER button,
It starts automatically upon
paper/card/CD inserted



AUTO REVERSE

Reverse automatically if paper
get jammed or press REV



Image: Control panel layout and explanation of Auto Start and Auto Reverse features.

Control Panel Functions:

- **On/Off (Power) Button:** Press to turn the shredder on or off. When on, the shredder is in standby mode, ready for auto-start.
- **Fwd (Forward) Button:** Manually activates the shredding mechanism.
- **Rev (Reverse) Button:** Reverses the shredding mechanism, useful for clearing minor paper jams.

Shredding Documents:

1. Ensure the shredder is plugged in, the master switch is ON, and the control panel is set to 'On'. The Power On LED indicator will illuminate.
2. Insert up to 14 sheets of paper (20lb bond) straight into the paper feed slot. The shredder will automatically start and stop once shredding is complete.
3. For credit cards or CDs, insert one at a time into the designated slot.
4. Monitor the LED indicators for operational status.

Shred **4X Smaller** than Cross-Cut Shredders

Complete Shred for Paper/Card/CD



Image: Visual comparison of micro-cut shredding (4x12mm) for paper, cards, and CDs.

Continuous Operation:

The shredder is designed for up to 60 minutes of continuous operation. After this period, it requires a 60-minute cooling cycle to prevent overheating. The Overheated LED indicator will light up if the shredder exceeds its maximum working time.

60 Minutes Non-Stop Running

Patented Cooling Tech Brings Efficient Shredding Work



Image: Illustration of the patented cooling technology enabling extended shredding sessions.

5. MAINTENANCE

Regular maintenance ensures optimal performance and extends the life of your shredder.

Emptying the Waste Bin:

1. When the Bin Full LED indicator illuminates, or when the bin appears full through the viewing window, it's time to empty it.
2. Unplug the shredder from the power outlet.
3. Pull out the waste bin. The shredder will not operate if the bin is removed or not fully inserted (Drawer Open LED will light).
4. Dispose of the shredded material. Use the provided shredder bags for a cleaner emptying process.
5. Reinsert the waste bin firmly until it clicks into place.
6. Plug the shredder back in.

Less Frequent Empty: 5.3 Gal Larger Bin

Auto Stop on Bin Full / when Pull Out Bin

Less Dusty Clean Up with **Gifted Shredder Bags**



Image: The 5.3-gallon pull-out bin and the use of shredder bags for convenient disposal.

Cleaning the Shredder:

- Always unplug the shredder before cleaning.
- Wipe the exterior of the shredder with a soft, dry cloth. Do not use abrasive cleaners or solvents.
- Periodically oil the shredder blades using shredder oil sheets or liquid shredder oil applied to a sheet of paper. Follow the oil product's instructions. This helps maintain cutting performance and reduces wear.

6. TROUBLESHOOTING

Refer to this section for solutions to common issues.

| Problem | Possible Cause | Solution |
|-------------------------|--|--|
| Shredder does not start | No power; Master switch OFF; Waste bin not inserted correctly; Overheated. | Check power connection; Turn master switch ON; Reinsert waste bin; Allow 60 minutes for cooling if Overheated LED is on. |

| Problem | Possible Cause | Solution |
|---------------------------------|---|--|
| Paper Jam (Paper Jam LED on) | Too many sheets; Paper inserted incorrectly; Staples/clips too large. | Press 'Rev' button to clear; Reduce sheet count; Insert paper straight; Remove large staples/clips. If severe, unplug, remove shredder head, and manually clear. |
| Shredder stops during operation | Overheated; Waste bin full; Drawer open. | Allow cooling time; Empty waste bin; Ensure bin is fully inserted. |
| Excessive noise | Blades need oiling; Foreign object in blades. | Oil the shredder blades; Unplug and carefully inspect for foreign objects. |



Image: Icons representing LED indicators and ETL certification, relevant for troubleshooting and safety.

7. SPECIFICATIONS

| Feature | Specification |
|---------------------|--|
| Model Number | taglio trasversale 14 fogli |
| Shred Type | Micro Cut |
| Shred Size | 0.16 x 0.47 inches (4 x 12 mm) |
| Sheet Capacity | 14 sheets (20lb bond paper) |
| Continuous Run Time | 60 minutes |
| Cooling Cycle | 60 minutes |
| Waste Bin Capacity | 5.3 Gallons (20 Liters) |
| Noise Level | 58 dB |
| Shreds | Paper, Credit Cards, CDs, Staples, Small Paper Clips |
| Product Dimensions | 25.24 x 17.05 x 14.33 inches |
| Item Weight | 19.4 pounds |
| Color | Black |
| Certifications | ETL Certified |

8. WARRANTY AND SUPPORT

The VidaTeco 14-Sheet Micro Cut Paper Shredder is an ETL certified product and comes with a one-year protection period.

For any usage questions, troubleshooting assistance, or warranty claims, please refer to the contact information provided with your purchase documentation or visit the official VidaTeco support website.
