

Royal 91032T

HP Paper Shredder Micro Cut - Model 91032T User Manual

Your guide to safe and efficient document shredding.



1. INTRODUCTION

Thank you for choosing the Royal HP Paper Shredder Micro Cut, Model 91032T. This heavy-duty paper shredder is designed for home and office use, offering advanced security with micro-cut technology. It features an 80-sheet auto-feed capacity and can also handle manual feeding of up to 9 sheets, credit cards, and staples. Please read this manual thoroughly before operating the shredder to ensure safe and optimal performance.

2. IMPORTANT SAFETY INSTRUCTIONS

To reduce the risk of fire, electric shock, or injury, always follow basic safety precautions when using this product.

- Read all instructions before use.
- Keep away from children and pets.
- Keep loose clothing, hair, and jewelry away from the paper entry slot.
- Do not insert fingers or other body parts into the paper entry slot.
- Do not spray any flammable products or lubricants into the shredder.
- Always unplug the shredder when not in use or before cleaning.
- Do not operate with a damaged power cord or plug.
- Do not attempt to service the shredder yourself. Refer all servicing to qualified service personnel.

3. PRODUCT OVERVIEW

Familiarize yourself with the components of your HP Micro Cut Shredder.



Figure 3.1: Front view of the HP Paper Shredder with the 3.8-gallon waste bin pulled out, revealing the micro-cut shredded paper inside. This view highlights the shredder's compact design and the transparent window on the bin for easy monitoring of fill levels.



Figure 3.2: Top-down view of the HP Paper Shredder with the auto-feed tray lid open, showing the paper input slot and control panel. The control panel includes indicators for power, overheat, and bin full, along with symbols for safe operation.

- **Auto-Feed Tray:** For shredding up to 80 sheets automatically.
- **Manual Feed Slot:** For shredding up to 9 sheets, credit cards, and staples.
- **Control Panel:** Power switch (On/Off), Auto Start/Stop, Reverse function, and indicator lights (Overheat, Bin Full, Overload).
- **Waste Basket:** 3.8-gallon capacity with a transparent window to monitor shredded paper levels.
- **Micro-Cut Blades:** Shreds documents into tiny, virtually unreadable particles for enhanced security.

4. SETUP

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1. Unpack the shredder and all its components from the box.
 2. Place the shredder on a flat, stable surface.
 3. Ensure the waste basket is correctly inserted into the shredder unit. The shredder will not operate if the basket is not properly seated.
 4. Plug the power cord into a standard electrical outlet.
 5. Locate the power switch on the control panel and set it to the "On" position. The power indicator light should illuminate.

5. OPERATING INSTRUCTIONS

5.1. Auto-Feed Operation (Up to 80 Sheets)

The auto-feed feature allows for convenient shredding of multiple sheets without manual feeding.



Figure 5.1: The HP Paper Shredder with a stack of documents placed in the auto-feed tray, ready for automatic shredding. This illustrates the convenience of the 80-sheet auto-feed feature for bulk shredding tasks.

1. Open the auto-feed tray lid.
2. Fan out the stack of papers to prevent sticking.
3. Place up to 80 sheets of paper into the auto-feed tray. Ensure the papers are aligned properly.
4. The shredder will automatically detect the paper and begin shredding.
5. Once all papers are shredded, the shredder will stop automatically.

5.2. Manual Feed Operation (Up to 9 Sheets, Credit Cards, Staples)

For smaller quantities or specific items like credit cards.



Figure 5.2: A credit card being inserted into the manual feed slot of the HP Paper Shredder. This demonstrates the shredder's capability to securely destroy sensitive plastic cards, adding to its versatility for personal and professional use.

1. Insert up to 9 sheets of paper into the manual feed slot. The shredder will start automatically.
2. For credit cards, insert one card at a time into the designated credit card slot.
3. Staples do not need to be removed from paper before shredding.
4. The shredder will stop automatically once the item is shredded.

5.3. Reverse Function

In case of a paper jam, use the reverse function to clear the shredder.

- If paper jams, switch the power to "Reverse" (R). This will move the paper back out of the shredder.

- Once the jam is cleared, switch back to "On" (O) or "Auto" (A) to resume shredding.

6. MAINTENANCE

Regular maintenance ensures the longevity and optimal performance of your shredder.

6.1. Emptying the Waste Basket



Figure 6.1: An angled view of the HP Paper Shredder with its waste bin partially pulled out, showcasing the volume of micro-cut shredded paper. The transparent window on the bin allows users to easily see when it's full and needs emptying, ensuring continuous operation.

- When the transparent window indicates the basket is full, or the "Bin Full" indicator light illuminates, unplug the shredder.
- Carefully pull out the waste basket.
- Dispose of the shredded contents.
- Reinsert the waste basket firmly until it clicks into place.

6.2. Oiling the Shredder Blades

To maintain optimal performance and extend the life of your shredder, it is recommended to oil the cutting blades regularly, especially after emptying the waste bin 2-3 times or after heavy use. Use shredder oil specifically designed for paper shredders.

1. Unplug the shredder.
2. Apply a thin line of shredder oil across the paper entry slot.
3. Plug the shredder back in and run it in reverse for 2-3 seconds to distribute the oil.
4. Then run it forward for 2-3 seconds with no paper.

7. TROUBLESHOOTING

This section addresses common issues you might encounter with your shredder.

Problem	Possible Cause	Solution
Shredder does not turn on.	Not plugged in; power switch off; waste basket not properly inserted; overheat protection activated.	Ensure power cord is securely plugged in. Turn power switch to "On". Reinsert waste basket correctly. Allow shredder to cool down for 20-30 minutes if overheated.
Paper jam.	Too much paper inserted; paper not aligned; staples/clips causing obstruction.	Switch to "Reverse" (R) to clear the paper. If necessary, unplug and carefully remove paper manually. Do not force. Ensure paper is within capacity and aligned.
Overheat indicator light is on.	Continuous operation for too long.	Unplug the shredder and allow it to cool down for at least 20-30 minutes.
Bin full indicator light is on.	Waste basket is full.	Empty the waste basket and reinsert it properly.

8. SPECIFICATIONS

Feature	Detail
Model Number	91032T
Shred Type	Micro Cut
Auto Feed Capacity	80 Sheets
Manual Feed Capacity	9 Sheets

Feature	Detail
Shreds	Paper, Credit Cards, Staples
Waste Basket Capacity	3.8 Gallons (approx. 9 Liters)
Product Dimensions (L x W x H)	18.3 x 10.5 x 14.9 inches
Item Weight	16.94 pounds
Color	White/Black
Special Feature	Automatic Start-Stop, Overheat Sensor

9. WARRANTY AND SUPPORT

Your Royal HP Paper Shredder Model 91032T comes with a **1-year parts warranty** and **90 days labor warranty**. For technical support, troubleshooting assistance, or warranty claims, please contact Royal customer service. Refer to the contact information provided with your product packaging or visit the official Royal website for further details. For additional information and product registration, please visit the [Royal Store on Amazon](#).

