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Royal 14MC

Royal 14MC Micro-Cut Paper Shredder User Manual

Model: 14MC

INTRODUCTION

This manual provides essential information for the safe and efficient operation of your Royal 14MC Micro-Cut Paper Shredder. Please read this manual thoroughly before using the shredder and retain it for future reference.

The Royal 14MC Micro-Cut Paper Shredder is designed for personal and home office use, offering a high level of security for your confidential documents. It features a 14-sheet capacity, micro-cut shredding, a pull-out waste bin, and casters for easy mobility. The shredder operates quietly and includes auto start/stop functionality, a 20-minute continuous run time, and LED indicators for Ready, Overheat, Overload, and Bin Full status.

SAFETY INSTRUCTIONS

- Keep loose clothing, jewelry, and long hair away from the shredder opening.
- Keep children and pets away from the shredder.
- Do not insert fingers or other body parts into the shredder opening.
- Unplug the shredder before moving, cleaning, or emptying the waste bin.
- Do not shred metal objects, large paper clips, or adhesive labels.
- Avoid continuous operation beyond the specified run time to prevent overheating.
- Ensure the shredder is placed on a stable, level surface.

SETUP

1. **Unpacking:** Carefully remove the shredder from its packaging. Retain packaging for future transport or storage.



Image: The Royal 14MC Micro-Cut Paper Shredder, showcasing its compact design and the transparent window on the waste bin to monitor shredded paper levels.

2. **Positioning:** Place the shredder on a flat, stable surface near a power outlet. Ensure adequate ventilation around the unit.



Image: The shredder is shown in an office setting, highlighting its small footprint and the convenience of its casters for easy movement.

3. **Power Connection:** Plug the power cord into a standard electrical outlet. The shredder is now ready for operation.

OPERATING INSTRUCTIONS

Controls and Indicators:

- **Power Button:** Turns the shredder on/off.
- **Forward Button:** Engages the shredding mechanism.
- **Reverse Button:** Reverses the shredding mechanism to clear jams.
- **Ready LED:** Indicates the shredder is powered on and ready to shred.
- **Overheat LED:** Illuminates when the shredder has exceeded its continuous run time and needs to cool down.
- **Overload LED:** Indicates too many sheets have been inserted, causing a potential jam.
- **Bin Full LED:** Signals that the waste bin is full and needs to be emptied.

Shredding Paper:

1. Ensure the shredder is plugged in and the Ready LED is illuminated.
2. Insert up to 14 sheets of paper (8.5" x 11", 20 lb bond) straight into the paper entry slot. The shredder will automatically start shredding.



Image: Demonstrates the correct way to feed paper into the shredder for optimal performance.

3. For credit cards, insert one card at a time into the designated credit card slot.



Image: Illustrates the separate slot for shredding credit cards, ensuring secure disposal of sensitive information.

4. The shredder will stop automatically once shredding is complete.

MAINTENANCE

1. **Emptying the Waste Bin:** When the Bin Full LED illuminates, or when the bin is visibly full, pull out the waste bin from the front of the shredder. Dispose of the shredded material. Reinsert the bin securely.



Image: Illustrates the process of removing and emptying the pull-out waste bin, showcasing the micro-cut paper particles.

2. **Cleaning:** Wipe the exterior of the shredder with a soft, dry cloth. Do not use abrasive cleaners or solvents.
3. **Oiling (Recommended):** To maintain optimal performance and extend the life of your shredder, oil the cutting blades regularly, especially after emptying the waste bin multiple times or after heavy use. Use shredder oil specifically designed for paper shredders. Apply a thin line of oil across the paper entry slot and then run a few sheets of paper through the shredder to distribute the oil.

TROUBLESHOOTING

Problem	Possible Cause	Solution
Shredder does not turn on.	Not plugged in; power switch off; waste bin not properly inserted.	Ensure power cord is securely plugged in. Turn power switch to ON. Reinsert waste bin correctly.

Problem	Possible Cause	Solution
Shredder stops during operation (Overheat LED on).	Continuous operation exceeded 20 minutes.	Allow the shredder to cool down for at least 30 minutes. The Overheat LED will turn off when ready.
Paper jam (Overload LED on).	Too many sheets inserted; paper not inserted straight.	Press the Reverse button to clear the jam. If necessary, unplug, remove excess paper, and then plug back in. Reduce the number of sheets per pass.
Bin Full LED is on, but bin is not full.	Sensor obstruction or dust.	Clean the bin full sensor located near the top of the waste bin opening.

SPECIFICATIONS

- **Model:** 14MC
- **Shred Type:** Micro-Cut
- **Sheet Capacity:** 14 sheets (20 lb bond paper)
- **Continuous Run Time:** 20 minutes
- **Cool Down Time:** Approximately 30 minutes
- **Waste Bin Capacity:** 12.75 Liters
- **Dimensions (L x W x H):** 12.75" x 8.5" x 19"
- **Weight:** 21.60 lbs
- **Color:** Black/White
- **Features:** Auto start/stop, Ultra quiet operation, LED indicators (Ready, Overheat, Overload, Bin Full), Pull-out waste bin, Casters for mobility.

WARRANTY AND SUPPORT

For warranty information and customer support, please refer to the warranty card included with your product or visit the official Royal website. Keep your purchase receipt as proof of purchase for any warranty claims. For further assistance, contact Royal customer service through their official channels.