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› [VidaTeco 6-Sheet Cross-Cut Paper Shredder Instruction Manual \(Model: Cross Cut-6 sheets\)](#)

VidaTeco Cross Cut-6 sheets

VidaTeco 6-Sheet Cross-Cut Paper Shredder Instruction Manual

Model: Cross Cut-6 sheets

1. IMPORTANT SAFETY INSTRUCTIONS

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

- Keep children and pets away from the shredder.
- Keep loose clothing, jewelry, hair, and other foreign objects away from the paper entry slot.
- Do not insert fingers or hands into the paper entry slot.
- Do not spray any flammable products or lubricants into the shredder.
- Do not shred wet or sticky materials.
- Unplug the shredder when not in use or before cleaning.
- Do not operate the shredder if the power cord is damaged.

2. PRODUCT OVERVIEW

The VidaTeco 6-Sheet Cross-Cut Paper Shredder is designed for secure disposal of sensitive documents, credit cards, and other materials in home and small office environments.



Image: Front view of the VidaTeco 6-Sheet Cross-Cut Paper Shredder, showing the paper entry slot, control panel, and transparent waste bin window.

Key Features:

- **P-4 Security Level:** Cross-cuts paper into small particles (0.16 x 1.26 inches / 4 x 32 mm) for enhanced security.
- **6-Sheet Capacity:** Shreds up to 6 sheets of 20-pound bond paper per pass.
- **Multi-Material Shredding:** Capable of shredding paper, credit cards, small paper clips, and staples.
- **5-Minute Continuous Run Time:** Designed for efficient shredding tasks with a 40-minute cooling cycle.
- **3.04-Gallon Waste Bin:** Provides ample capacity for shredded materials, reducing emptying frequency.
- **User-Friendly Controls:** Features Auto, Off, Reverse (Rev), and Forward (Fwd) modes.
- **Overheat Protection:** Equipped with an LED indicator to signal overheating.

3. SETUP

1. **Unpack the Shredder:** Carefully remove the shredder from its packaging. Retain packaging for potential future transport or returns.
2. **Position the Shredder:** Place the shredder on a flat, stable surface. Ensure there is adequate space around the unit for ventilation and operation.
3. **Insert the Waste Bin:** Ensure the 3.04-gallon waste bin is correctly seated within the shredder housing. The shredder will not operate if the bin is not properly inserted.
4. **Connect Power:** Plug the power cord into a standard electrical outlet.

4. OPERATING INSTRUCTIONS

Control Switch Functions:



Image: Close-up of the shredder's control panel, illustrating the 'FWD', 'AUTO', 'OFF', and 'REV' switch positions.

- **AUTO:** This is the normal operating mode. The shredder will automatically start when paper is detected in the entry slot and stop when shredding is complete.

- **OFF:** The shredder is powered off. Always switch to OFF when emptying the bin or when the shredder is not in use.
- **REV (Reverse):** Moves the shredder blades in reverse. Useful for clearing paper jams.
- **FWD (Forward):** Manually activates the shredder blades in the forward direction.

Shredding Documents:

1. Ensure the shredder is plugged in and the control switch is set to **AUTO**.
2. Insert up to 6 sheets of paper (20-pound bond) into the paper entry slot. The shredder will automatically begin shredding. For credit cards, insert one card at a time into the designated slot. Small paper clips and staples do not need to be removed from paper.



Image: The shredder actively processing 6 sheets of A4 paper, illustrating its capacity and continuous working time of 5 minutes.

3. Allow the shredder to complete the shredding process. The motor will stop automatically.
4. The shredder has a continuous run time of 5 minutes. After 5 minutes of continuous use, the shredder will automatically shut off to prevent overheating. Allow it to cool down for approximately 40 minutes before resuming operation. An overheat LED indicator will illuminate if the unit is too hot.

5. MAINTENANCE

Emptying the Waste Bin:

1. Always switch the control to **OFF** and unplug the shredder before emptying the waste bin.
2. The transparent window on the front of the bin allows you to monitor the fill level. When the bin is full, carefully lift the shredder head off the bin.



Image: A person demonstrating how to lift the shredder head to easily empty the 3.04-gallon (11.5 liters) waste bin, which can hold up to 120 sheets of shredded paper.

3. Dispose of the shredded material.
4. Replace the shredder head securely onto the waste bin.

Cleaning:

- Wipe the exterior of the shredder with a soft, dry cloth. Do not use abrasive cleaners or solvents.
- **No Lubricants Needed:** This shredder does not require oiling of the blades.

6. TROUBLESHOOTING

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



Image: Close-up of the shredder's control panel, highlighting the blue Power indicator and red Overheat indicator lights.

- **Shredder Does Not Turn On:**

- Ensure the power cord is securely plugged into a working outlet.
- Check that the control switch is set to **AUTO** or **FWD**.
- Verify the waste bin is correctly seated. The shredder has a safety mechanism that prevents operation if the bin is not properly in place.

- **Paper Jam:**

- Switch the control to **REV (Reverse)** to attempt to clear the jam by backing out the paper.
- If the paper does not clear, switch to **OFF**, unplug the shredder, and carefully remove any visible paper from the entry slot.
- Avoid exceeding the maximum sheet capacity (6 sheets) to prevent jams.

- **Overheating:**

- If the red Overheat LED indicator illuminates, the shredder has exceeded its continuous run time (5 minutes).
- Switch the shredder to **OFF** and allow it to cool down for approximately 40 minutes before resuming operation.

7. SPECIFICATIONS

Powerful Shredder for Home Office



Covered Less Footprint Than A4 Sheet

Image: The VidaTeco shredder positioned in a home office, with its dimensions (13.5" H x 12.4" W x 6.3" D) overlaid, demonstrating its compact footprint.

Brand	VidaTeco
Model Number	Cross Cut-6 sheets(US)
Cut Type	Cross Cut
Security Level	P-4
Sheet Capacity	6 sheets (20-pound bond paper)
Shred Size	0.16 x 1.26 inches (4 x 32 mm)
Shreds Materials	Paper, Credit Cards, Small Paper Clips, Staples, Junk Mail
Continuous Run Time	5 minutes
Cooling Cycle	40 minutes
Waste Bin Capacity	3.04 Gallons (11.5 Liters)
Product Dimensions	6.18 x 12.6 x 13.98 inches

Item Weight	6.3 pounds
Color	Black

8. WARRANTY AND CUSTOMER SUPPORT

This VidaTeco Paper Shredder comes with a **1-Year Protection** warranty from the date of purchase.

For any usage questions, troubleshooting assistance, or warranty claims, please contact VidaTeco Customer Service:

- **Email:** service@vidateco.com

Please have your model number (Cross Cut-6 sheets) and purchase information ready when contacting support.