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> [VidaTeco 14-Sheet Micro Cut and 6-Sheet Strip Cut Paper Shredder Instruction Manual](#)

VidaTeco B0FGQW2WGV

VidaTeco Paper Shredder Instruction Manual

Models: 14-Sheet Micro Cut Shredder, 6-Sheet Strip Cut Shredder

1. INTRODUCTION

This manual provides essential instructions for the safe and efficient operation, maintenance, and troubleshooting of your VidaTeco Paper Shredder. Please read this manual thoroughly before using the shredder and retain it for future reference.



Image 1: The VidaTeco paper shredder unit, showing both the main micro-cut shredder with its pull-out bin full of shredded paper and a separate strip-cut shredder head. The micro-cut shredder features a transparent window on its bin to monitor shredded waste levels. The strip-cut shredder head is depicted with its control panel and an extendable handle.

2. SAFETY INSTRUCTIONS

- Keep hands, hair, and loose clothing away from the paper entry slot.

- Do not allow children or pets near the shredder.
- Unplug the shredder when not in use or before cleaning.
- Do not shred wet or adhesive materials.
- Do not exceed the specified sheet capacity to prevent jams.
- Ensure the shredder is placed on a stable, level surface.

3. SETUP

1. **Unpacking:** Carefully remove all components from the packaging. Retain packaging for potential future transport or returns.
2. **Placement:** Position the shredder on a flat, stable surface. The unit is equipped with 4 removable casters for easy movement and parking. Ensure adequate space around the unit for ventilation.
3. **Bin Installation:** For the 14-sheet micro-cut shredder, ensure the 5.3-gallon pull-out bin is correctly inserted and closed. For the 6-sheet strip-cut shredder, ensure it is securely placed over a suitable wastebasket (not included).
4. **Power Connection:** Plug the power cord into a standard electrical outlet.

4. OPERATING INSTRUCTIONS

4.1 Control Panel Overview

The control panel typically features a power switch, auto mode, reverse (REV) function, and indicators for power, overheat, and bin full.

4.2 14-Sheet Micro Cut Shredder Operation

- **Power On:** Set the main switch to the "AUTO" position. The shredder is now ready for operation.
- **Shredding Documents:** Insert up to 14 sheets of 20-pound bond paper into the paper entry slot. The shredder will automatically start and stop once shredding is complete. This shredder can also handle credit cards, CDs, and junk mail (one at a time) without needing to remove staples or clips.
- **Security Level:** This shredder provides a P-4 security level, reducing documents to 0.16 inches by 0.47 inches (4 by 12 mm) micro-cut particles.

4.3 6-Sheet Strip Cut Shredder Operation

- **Power On:** Set the main switch to the "AUTO" position.
- **Shredding Documents:** Insert up to 6 sheets of 20-pound bond paper into the paper entry slot. The shredder will automatically start and stop. This shredder can also handle credit cards (one at a time).
- **Important: Remove all paper clips** before shredding with the strip-cut shredder to prevent damage.
- **Security Level:** This shredder provides a P-2 security level, reducing documents to 0.23 inches (6 mm) wide strips.

4.4 Jam Prevention and Overload Protection

- Both shredders are equipped with patented jam-proof technology to reduce paper jams by up to 99%.
- If the shredder becomes overloaded or overheats, it will automatically shut off. Allow the unit to cool down for approximately 30-45 minutes before resuming operation.

5. MAINTENANCE

1. **Emptying the Bin:** Regularly check the waste bin through the transparent window (for micro-cut shredder) or by observing the waste level. When full, pull out the bin and dispose of the shredded material. The included shredder bags can assist with less frequent and less dusty emptying.
2. **Cleaning:** Unplug the shredder before cleaning. Use a soft, dry cloth to wipe the exterior. Do not use abrasive cleaners or solvents.
3. **Blade Lubrication (Recommended):** For optimal performance and longevity, periodically lubricate the shredder blades with shredder oil sheets or liquid shredder oil. Follow the oil product's instructions.

6. TROUBLESHOOTING

Problem	Possible Cause	Solution
Shredder does not operate.	No power; bin not properly closed; overheat protection activated.	Ensure power cord is securely plugged in. Close the bin completely. Allow shredder to cool down for 30-45 minutes if overheated.
Paper jam.	Too many sheets inserted; paper folded or crumpled; foreign object.	Press the "REV" (Reverse) button to clear the jam. Reduce the number of sheets. Remove any foreign objects.
Shredder stops during operation.	Overheat protection activated; bin full.	Allow shredder to cool down. Empty the waste bin.
Excessive noise during shredding.	Blades require lubrication; foreign object in blades.	Lubricate blades with shredder oil. Unplug and carefully inspect for and remove any foreign objects.

7. SPECIFICATIONS

- **Micro Cut Shredder Capacity:** 14 sheets (20lb bond paper)
- **Micro Cut Shred Size:** 0.16 x 0.47 inches (4 x 12 mm)
- **Micro Cut Security Level:** P-4
- **Strip Cut Shredder Capacity:** 6 sheets (20lb bond paper)
- **Strip Cut Shred Size:** 0.23 inches (6 mm) wide strips
- **Strip Cut Security Level:** P-2
- **Bin Capacity:** 5.3 gallons (pull-out bin)
- **Noise Level:** 58 dB
- **Additional Features:** Patented jam-proof technology, 4 removable casters, ETL certified.

8. WARRANTY AND SUPPORT

This VidaTeco Paper Shredder is covered by a one-year protection plan. For warranty claims, technical support, or service inquiries, please refer to the contact information provided with your purchase

documentation or visit the official VidaTeco website.