

amazonbasics



AmazonBasics 12-Sheet Cross-Cut Paper/ CD/ Credit Card Shredder

Customer Service 1-844-303-4244

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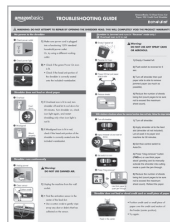
AmazonBasics 12-Sheet Cross-Cut Paper/ CD/ Credit Card Shredder

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Make sure that the package contains the following parts:



Shredder



Quick Guide



Instruction Manual

⚠ Warning: Safety Instructions, Read Before Using!



Read instructions before use.



Do not spray or keep any aerosol products in or around the shredder.



Avoid touching the feed slot with hands.



Keep loose clothing or jewelry away from the feed slot.



Product is not intended for use by children (product is not a toy).



Avoid getting hair near the feed slot.



Do not insert foreign objects into the feed slot.

Do not shred:



Large paper clips



Window, insulated envelopes or unopen junk mails



Adhesive materials



Newspaper



Continuous computer paper



Cardboard



Credit card made by metal



Laminated document and magazines

- Always turn the shredder off and unplug the power cord from the AC outlet when not in use, before cleaning, moving, or emptying the waste basket.
- **RISK OF FIRE.** Never use any petroleum based or flammable oils or lubricants in or around the machine as some oils can combust causing serious injury.
- **NEVER** dispose of flammable chemicals or materials that have come into contact with flammable chemicals (for example, nail polish, acetone and gasoline) in the shredder basket.
- Do not hold CD/DVD with finger through the center ring while feeding into the shredder. Never try to clean or clear the shredder blade. Serious injury may occur.
- A socket-outlet should be near the equipment and be easily accessible. Never place the shredder near water or any heat source.

⚠ Warning: *Safety Instructions, Read Before Using!*

- Do not use the shredder if the power cord is damaged in any way.
- Do not attempt to service this product yourself as doing so may expose you to sharp cutting blades and/or electricity and will void the manufacturer's warranty.
- Remove binding from checkbook or notepad before shredding.

⚠ WARNING:

1. Bin Full:

The wastebasket will become full around 6~7 shredding passes (12 sheets per pass) of used. Empty the wastebasket when you see shredded materials fill the window to prevent paper jams.

Never let the wastebasket become full. This will lead to shredded materials being pulled back up into the shredder and cause jams.



Empty wastebasket when the window is filled

2. Overfeeding the shredder:

Make sure you do not exceed sheet count per pass (12 sheets max). Insert paper as straight as possible into feed slot and release.

Shredding beyond the specified sheet capacity can result in extensive damage to the shredder. Overfeeding will strain the machine and quickly wear and break the cutting blades and internal components.



3. No Trash bag:

If using a plastic bag to line the wastebasket, please remove it. This may cause the shredder not to operate properly.



No Trash bag

Paper Shredder Operating Instructions

Instructions

Installation

Operation

Maintenance

Troubleshooting

Sheet Capacity	12 Sheets of 20 lb. bond paper*
Paper Shred Size:	7/32 in. x 2 5/32 in. pieces 5.6mm x 55mm pieces CD: 4 pieces (1 3/8 in)
Paper Feed Entry Width	8.7 in. (22.0 cm)
Credit Card & CD Capacity	Only one per pass
Duty Cycle	5 min. on / 30 min. off
Voltage	120V~60Hz / 3.0 A

• **Shreds Credit cards, small paper clips, staples and CDs/DVDs**

* One Folded Sheet Of Paper Equates To 2 Sheets Of Paper

Heavier paper, humidity or other than rated voltage may reduce shredding capacity.

Installation

1. This model includes a built-in safety interlock mechanism, which requires the shredder to be correctly mounted on to the included wastebasket. **THE SHREDDER WILL NOT OPERATE UNLESS IT IS PROPERLY MOUNTED AS PICTURED.**
2. A socket-outlet should be near the equipment and be easily accessible.
3. Connect the power cord to any standard 120 volt AC outlet.

⚠ Caution:

Shredders may have very sharp exposed blades on the underside. Use care when mounting the shredder on the wastebasket.

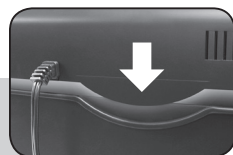
- 1 Carefully lift and remove shredder head from the wastebasket.



- 2 Gently place the shredder head onto the wastebasket.



- 3 Make sure the shredder head is correctly mounted.



Operation



1 Control Switch

- Using the switch located on the unit, select one of the following settings by sliding the switch either left or right. (FIGURE 2)



FIGURE 2

I AUTO:

This setting allows the shredder to be automatically started by inserting paper into the feed slot. Always feed the paper in as straight as possible. When the paper has passed through, the shredder will automatically stop.

O OFF:

This setting turns off all features of the shredder. For safety reasons, we recommend that you leave the shredder in the “Off” position whenever the shredder is unattended or not in use.

R REV (REVERSE):

In the unlikely event of a paper jam, the reverse setting can be used to help clear the cutters of paper that did not pass through. Never attempt to clear a jam by using the reverse function until you have emptied the wastebasket.

2 Clog Remover / FWD >>>:

The forward setting can also be used to help clear the cutters in the event of a paper jam. This allows to manually activate the shredder into cutting mode.

Operation

3 Paper / Credit Card Entry:



- 1 Make sure you do not exceed sheet count per pass (12 sheets max). Insert paper as straight as possible into feed slot and release.



- 2 Insert one credit card at a time into the middle of the feed slot.

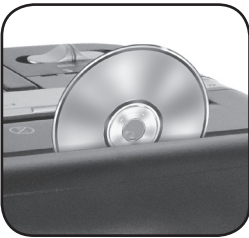
4 LED Status Indicators:



**Misaligned / Overload
Overheat / Power On**

- **Power On:** The Green LED light indicates the shredder is "On" and ready to operate when paper is inserted.
- **Overheat:** The Red LED light indicates the shredder has shredded continuously beyond the maximum running time and overheating, the unit will automatically shut off. If this happens, switch the shredder Off for 30 minutes or longer before resuming normal operation.
- **Overload:** The Red LED light indicates when too much paper is inserted. Use the "Reverse" mode to back up and reduce number of sheets.
- **Misaligned:** Mount the shredder securely to the rim of the waste basket.

5 Features a CD/DVD destroyer:



⚠ Caution: Do not hold CD/DVD with finger through the center ring while feeding into the shredder. Serious injury may occur.

Never feed more than one credit card or CD/DVD at a time.

- 1) Hold the CD/DVD by the edge and feed one at a time, releasing when shredding begins.
- 2) Shredder will stop when the entire disc has been destroyed.

■ Note:

- Always turn off and unplug the shredder when not in use.
- This shredder will shred staples and small paper clips. It is recommended that you remove paper clips whenever possible to extend the lifespan of your shredder.
- Only shred credit cards by feeding them vertically into the middle of the feed slot, releasing when shredding begins. Never feed more than one credit card at a time.

Maintenance

■ **Warning: Failure to properly maintain your shredder will void the warranty.**

■ Oil the shredder blades every month with basic vegetable, cooking oil or shredder oil. Follow oiling procedure below (FIGURE 3). It helps to keep the shredder blades operating well over many years of use.



FIGURE 3

◀ **Oiling procedure:**

1. Turn off shredder.
2. Apply shredder oil across feed slot.
3. Turn shredder in reverse mode for 3~5 seconds.

Note: Shredder oil is NOT included.



⚠ **Caution:**

- Do not spray or keep any aerosol products in or around shredder.
- DO NOT USE CANNED AIR ON SHREDDER.

■ **Cleaning:**

- Never use anything flammable to clean the shredder. This may result in serious injury or damage to the product.
- ALWAYS UNPLUG THE SHREDDER BEFORE CLEANING!
- Only clean the shredder by carefully wiping the unit with a dry soft cloth or towel.
- Do not clean or immerse shredder in water. Having the unit wet may result in damage or malfunction to the electrical components. If the shredder happens to get wet, be sure to completely dry the unit immediately with a cloth or towel.

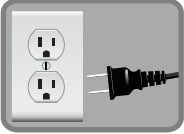
Troubleshooting

If there is a problem with your shredder, check below for the symptoms and steps to resolve. If you continue to have problems, contact customer support at our Service Center.

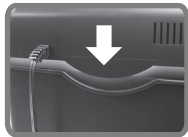
DO NOT ATTEMPT TO REPAIR BY OPENING THE SHREDDER HEAD. This will completely void the product warranty.

No-power to the shredder

1 Check power outlet



2 Shredder head correctly installed



1) Make sure power cord is plugged into a functioning 120V standard household power outlet.

Or, try using a different working outlet.

2) Check if the head unit portion of the shredder is correctly seated onto the included wastebasket.

Shredder does not feed or shred paper

Overheat



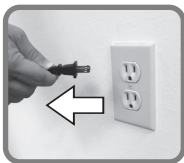
Cool down



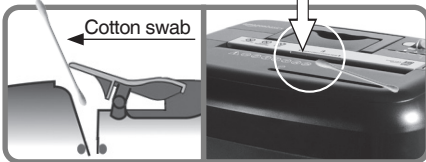
If Overheat light is lit in red, turn shredder off and let it cool down for 30 minutes. Turn shredder on, check Overheat light again, and restart shredding only when light is not lit.

Shredder runs continuously

1 Unplug power



2 Clean sensor



Warning: DO NOT USE CANNED AIR.

1) Unplug the machine from the wall socket.

2) • Find the activation sensor in the center of the feed slot.
• Use a cotton swab to gently wipe away any dust or debris that has collected on the sensor.

CONTINUED NEXT PAGE

Troubleshooting

Shredder is jammed and runs in "Reverse" mode only /



Overload icon is lit in red

1 Empty if bin full.
Carefully remove paper
on shredder
head bottom



2 Reverse for 5 sec



3 Power Off then pull
paper side to side



4 Reduce sheets



**Warning: DO NOT USE ANY
SPRAY CANS OR AEROLSOLS.**

- 1) Empty if basket full. Carefully remove paper on shredder head bottom.
- 2) Set switch to reverse for 5 sec.
- 3) Turn off shredder then pull paper side to side to remove jammed paper (as much as possible).
- 4) Reduce the number of sheets being fed (count pages to be sure not to exceed the maximum sheet count).

With stubborn situations where the reverse function does not help, follow the steps below:

1 Turn off shredder



3 Set switch to Auto



2 Apply shredder oil and
wait for 30min.

4 Press "Clog-remover"



Or



Use thick paper to
push jam through

- 1) Turn off shredder.
- 2) Apply shredder oil to the feed slot (shredder oil not included). Let oil soak in to paper and machine for 30 minutes.
- 3) Set the control switch to Auto/On.
- 4) Press "Clog-remover" button (FWD>>) or use thick paper stock/ greeting card to manually activate the shredder into cutting mode or push the jam through.
- 5) Reduce the number of sheets being fed (count pages to be sure not to exceed the maximum sheet count). Refeed the paper.

Shredder does not feed or shred credit card or small piece of paper



Feed in the center

- Position credit card or small piece of paper over the credit card section of the Feeder (center position).
- Try again.

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