



Shredder Paper 140 Sheets - Auto Feed - S1140AF

User Manual



Tel: (RSA) 010 140 4900 / Email: sales@parrot.co.za
www.parrot.co.za

Safety instructions



Read instructions before use.



Avoid touching the document feed opening with hands.



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



Do not insert foreign objects into the paper entry slot.



Sharp blade edges!
Do not touch!



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



Keep loose clothing or jewellery away from the paper entry slot.



Avoid getting hair near the paper entry slot.



Keep away from moving parts.

Do Not Shred:



adhesive labels



unopened mail / envelopes



stapled papers



stapled papers



>1/4" (6mm) heavy duty staples



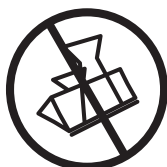
bound documents



folded sheets



jumbo clips



binder clips



credit cards



CDs/ DVDs



laminated sheets / magazines



no staples in center



avoid placing staple side here



avoid placing staple side here

Note: Do not open the lid if the shredder machine is in use

Safety instructions continued

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 bin.

Do not use any petroleum based inflammable oils and lubricants in or around the machine, as oil can combust causing serious injury.

Do not 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 / bin.

Do not shred metal or credit cards, larger paper clips, window or insulated envelopes, continuous forms, newsprint, bond pages (for example note pads, check books, magazines, etc), transparencies, laminated documents, cardboard, any items with adhesive, hard materials or plastic (except credit cards).

- A socket-outlet should be near the equipment and be easily accessible.
- Never let the waste basket become full. This will lead to shredded material being pulled back up into the shredder and cause jams.
- Never place the shredder near water or any heat source.
- 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.
- Never try to clean or clear the shredder blade.
- Never shred beyond the specified sheet capacity, this may result in extensive damage to the machine.

Safety instructions continued

- Warning
- Installation
- Operation

	Auto Feed Tray:	Manual Feed Slot:
Sheet Capacity	140 Sheets of A4	10 Sheets of A4
Paper Shred Size	4 x 12mm Mini Cross Cut	4 x 12 mm Mini Cross Cut
Paper Tray Size:	A4	A4
Paper Entry Width	220 mm	220 mm
Credit Card Capacity	N/A	Only one per pass
Duty Cycle	60 minutes	20 minutes
Voltage	AC220-240V, 50/60Hz, 1.5A	AC220-240V, 50/60Hz, 1.5A

Manual feed

- Shred credit cards, small paper clips, staples
- One folded sheet of paper is equivalent to 2 sheets of paper
- Heavier paper, humidity or electrical voltage other than the rated voltage may reduce shredding capacity

Installation

1. Make sure the basket is securely closed. This shredder features a safety power cut off and will not operate if door is open. Shredders with pull-out waste bin will switch off when waste bin is removed. The supplied waste basket activates a safety switch, which allows the shredder to operate.
2. Attach all four castor wheels to the bottom of the waste basket (**Figure 1**).
3. A socket-outlet should be near the equipment and be easily accessible.
4. Connect the power cord to any standard 220volt AC outlet.

Caution ⚠

Micro-cut shredders have very sharp exposed blades on the underside. Do not touch or unplug the shredder before clearing paper jams.

Use care when mounting the shredder on the wastebasket.



Figure 1

Operation



Main Power Switch

Switch the main power “ON” to resume operation. In an emergency, stop the shredder immediately and turn “OFF” power switch. This completely disconnects all power to the machine.



Control Button



Auto-On (Green)

The setting automatically starts the shredder by loading paper into the paper tray or inserting paper into the manual-feed slot. When the paper has passed through, the shredder automatically stops.

Operation Continued



Off :

This setting turns off all features of the shredder. For safety reasons, we recommend that you leave shredder in the "OFF" position when it is unattended or not in use.



REV

Reverse:

In the unlikely event of a paper jam, use the reverse setting to help clear the cutters of paper that did not pass through. **IMPORTANT:** Never attempt to clear a jam using the reverse function until you have emptied the wastebasket.



FWD

Forward

The forward setting can be used to help clear the cutters in the event of paper jam, allowing you to manually activate the shredder into cutting mode.

LED Status Indicators:



OVERHEAT

Overheat

Red LED light indicates the shredder has shredded continuously beyond the maximum running time, has overheated, and will automatically shut off. If this happens, switch the shredder Off for 45 minutes or longer before resuming normal operation



OVERLOAD

Overload:

Red LED light indicates when too much paper is inserted, use the "Reverse" mode to back up and reduce loaded sheets.



DOOR OPEN

Door Open:

Red LED light indicates the shredder basket / bin or top lid is not closed properly. Shredders with pull-out waste bin, feature a safety power cut off upon bin removal. Make sure the pull-out waste basket is properly inserted back into place and the blue "Power On" indicator is lit.



BIN FULL

Bin Full:

When basket is full, RED light will indicate it needs to be emptied. While lit, the shredder will not operate until the waste basket is emptied.



FEED ERROR

Feed Error:

RED light indicates paper in the paper tray cannot be grabbed by the feeders, Open lid to make sure papers are unfolded and positioned properly.

Operation continued

Features:

Auto-Reverse Technology

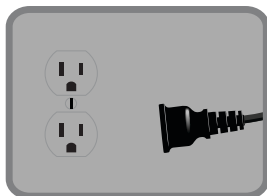
When shredder detects over-capacity shredding, the motor will immediately stop and reject paper before actual shredding begins.

Auto-Feed Shredding Operation

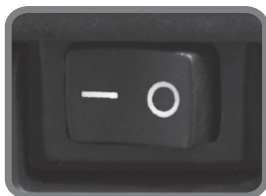
Shreds:

- Maximum 140 sheets of A4
- Up to 10 sheets stapled stacks
- Up to 10 sheets clipped paper stacks

Power on shredder



Plug into ground standard house hold power outlet (220-V)



Put main power switch in ON (-) position



Select the power button

Open lid and load paper



Press push button to open the lid



Paper should be flat and aligned with paper tray

Operation continued

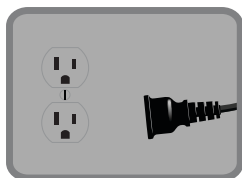
Close Lid

The shredder automatically start when you close the lid



Manual-Feed Shredding Operation

Power on shredder



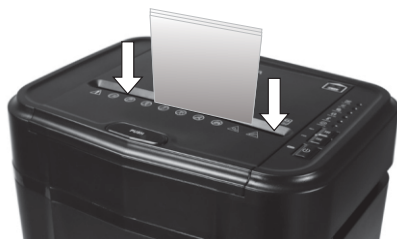
Plug into ground standard house hold power outlet (220-V)



Put main power switch in ON (-) position



Select the power button



Make sure you do not exceed sheet count per pass (10 sheets max).

Insert paper as straight as possible into feed and release.



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

Important Notes

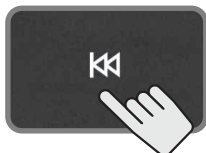
- Always turn off and unplug the shredder when not in use.
- This shredder will shred staples and small paper clips. It is recommended that you remove paper clips whenever possible to extend the lifespan of your shredder
- Only shred credit cards by feeding them vertically into the middle of the entry, releasing when shredding begins. Do not feed more than one credit card at a time.
- Overfeeding the shredder, 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.
- Overheating with extended use: In the event that the shredder has shredded continuously beyond the maximum running time and overheating, the unit will automatically switch off. If this happens, switch the shredder off for 45 minutes or longer before resuming normal operation.

Trouble shooting

Manual-Feed mode:



Shredder is jammed and runs in "Reverse" mode only/
Overload icon is lit in red



Reverse for 5 sec


Power Off then pull
paper side to side



Reduce sheets



Warning: Do Not use any spray cans
or Aerosol.

- 1) Press the reverse button () for 5 sec.
- 2) Turn off shredder then pull paper side to side to remove jammed paper (as much as possible).
- 3) 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:

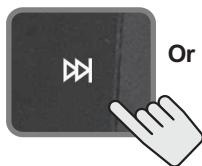
Turn off shredder



Turn on shredder

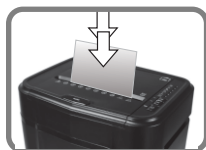


Press "Forward"




Or

Apply shredder oil and
wait for 30min.



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 Power button to Auto/On.
- 4) Press forward button () 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). Re-feed 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.

Service Center

If you have any questions in regards to the operation of this shredder or in need of a spare part, please contact our service center at:

Parrot Products (Pty) Ltd

Telephone: **(010 140 4900)**

Business hours: **Monday to Friday 8:00am - 5:00pm**

Email: **sales@parrot.co.za**

Or for more information, please visit our website at: **www.parrot.co.za**

Limited product warranty

Parrot Products warrants the cutting cylinders of the machine against defects of workmanship and material for a period of 5 years from the original purchase date to the original consumer. Parrot Products warrants all other parts of the machine against defects of workmanship and material for a period of 1 year from the original purchase date to the original consumer.

Should there be a defect or malfunction of this product, Parrot Products will repair or replace the product free of charge. Customer is responsible for all transport charges to return the defective product to Parrot Products.

A copy of the proof of purchase showing original purchase date is required. This warranty is void if the product has been subject to damage, unreasonable use, improper service, or other causes not arising from defects in original material or workmanship. This warranty is void if factory seal is broken or removed from the product. This warranty does not include adjustments, parts or repairs required by circumstances beyond the control of Parrot Products. There are no expressed warranties other than those stated herein.

Any expressed or implied warranties, including but not limited to merchantability and fitness for a particular purpose are limited to the above warranty period. Parrot Products shall not be liable for any incidental or consequential cost, expenses or damages resulting from any failure defect or malfunction of this product.