PARROT PRODUCTS

Paper Shredder 8 Sheets
5 x 38mm Cross Cut
- S200

User Manual

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Safety Instructions

Read instructions before use.

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

Avoid touching the document feed opening with hands.

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

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

Avoid getting hair near the paper entry slot.

Do not insert foreign objects into the paper entry slot.

This shredder does not shred paper clips.

- **Always turn the shredder off and unplug the power cord from the AC outlet when** not in use, before cleaning it, moving it, 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 may combust causing serious injury.

- **Never shred large paper clips, window or insulated envelopes, continuous forms, newsprint, bound pages (e.g: notepads, magazines, etc...), transparencies, laminated documents, cardboard, any items with adhesives, hard materials or plastic (except Credit Cards).**

- Do not allow wastebasket to become full. This will lead to shredded material being pulled back up into the shredder and cause paper 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 manufacturers warranty.

- Never try to clean or clear the shredder blades.

- Never shred beyond the specified sheet capacity. This may result in extensive damage to the machine.

*** ONE FOLDED SHEET OF PAPER EQUATES TO 2 SHEETS OF PAPER**
Heavier paper, humidity or other than rated voltage may reduce shredding capacity.

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Specifications

Security level	Medium Security (P4)	**Continuous run time**	2 minutes
Cut size	5 x 3mm	**Dimensions**	320 x 190 x 366mm
Cut type	Cross cut	**Auto start/stop**	Yes
Paper feed width	220mm	**Manual forward / reverse**	Yes
Shred capacity	8 sheets	**Overheat protection**	Yes
Waste basket capacity	16Litres	**Shreds cd's / dvd's**	No
Speed per minute	2.5m per minute	**Shreds credit cards**	Yes
Cool down time	30 minutes	**Castor wheels**	No

Installation

1. Mount the shredder securely to the rim of the waste basket. (FIGURE 1)
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.

FIGURE 1

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

AUTO/ON:
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.

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.

REV(REVERSE):
In the 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 Paper Entry:

Never shred plastic, any hard materials, continuous forms, newsprint, or anything with adhesives including labels and envelopes.
It is recommended that you remove staples from paper whenever possible in order to extend the life of your shredder.
Only shred credit cards by feeding them vertically within the designated area.
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 Parrot Products shredder oil. Follow oiling procedure below (FIGURE 3). This ensures the cutting blades run smoothly.

FIGURE3

◀ **Oiling procedure:**

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

Note: lubricating 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:

- 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.
- Never use anything flammable to clean the shredder. This may result in serious injury or damage to the product.

Troubleshooting

If there is a problem with your shredder, check below for the troubleshooting and steps to resolve. If you continue to have problems, contact customer support. **DO NOT ATTEMPT TO REPAIR BY OPENING THE SHREDDER HEAD. This will completely void the product warranty.**

• The shredder does not work at all.

1) Make sure the unit is plugged in and that the power outlet is in good working order.

2) Overheating with extended use: In the event that the shredder has shred continuously beyond the maximum running time and overheated, the unit will automatically shut off. If this happens, switch the shredder Off for 15 minutes or longer before resuming normal operation.

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

4) The activation sensor of the shredder is located near the center of the feed slot. Be sure to feed directly into the center area to activate the machine (especially applies to smaller pieces of paper or credit cards).

• The shredder runs in "Rev (Reverse)" mode but not in "Auto (On)" mode.

1) While in "Auto" mode, the motor will not start running until paper is inserted into the feed slot. Set the unit to "Auto" and insert paper to shred. The sensor that activates the shredder in Auto mode is located directly in the center of the slot. If the paper you are inserting is narrow, it may not be activating the sensor. It is also possible that the feed slot has become blocked with paper. Insert an index card or any rigid sheet of cardstock (old greeting card or folded file folder), directly in the center of the feed slot, while applying force to help push the jammed paper through. This will usually clear any paper blockage.

• How to clear a paper jam in the shredder.

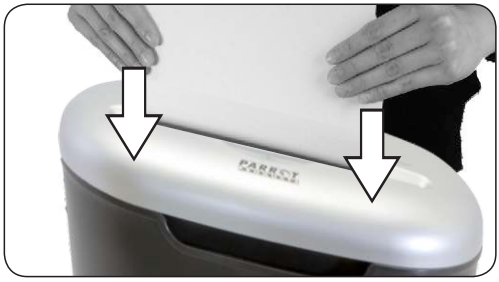
1) Switch the shredder over into Reverse (REV) mode. While in Reverse, the shredder will back up and loosen the jammed paper. If required, you may need to tug and remove several sheets to effectively clear the machine. When jammed paper is loosened or removed, switch back to the Auto-On mode to continue shredding. Repeat steps if needed.

2) With stubborn situations where the reverse function does not help, you may loosen the jammed paper with Parrot Products shredder oil (nothing aerosol). Start by drizzling oil into the feed slot where the paper is jammed. Let it soak for about 30 minutes to completely saturate. Return the shredder back to Auto-On mode. **If required, an index card or a rigid sheet of cardstock (old greeting card or folded file folder) can be fed into the shredder to help push the jammed paper through.**

Troubleshooting

▲ **Power switch in auto position**

Use thick paper stock or greeting card to push the jam through ▶



- **The shredder is constantly running while in “Auto(On)” mode.**

1) It is possible that the activation sensor, which starts the shredder, has become blocked with paper. Insert an index card or any rigid sheet of cardstock (old greeting card or folded file folder), directly in the center of the feed slot, while applying force to help push the jammed paper through. This will usually clear any paper blocking the activation sensor and feed entry.