



Shredder Paper 400 Sheets - Auto Feed - S1400AF

User Manual



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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.

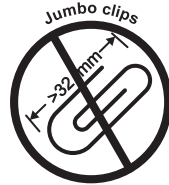


Avoid getting hair near the paper entry slot.



Keep away from moving parts.

Do Not Shred:



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 waste 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 bin 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.
- Auto feed function is not staple friendly. Ensure all staples are removed from stacked paper.
- Manual feed function is staple friendly. Maximum of 10 staples sheets/pages

Paper Shredder Operating Instructions

• Warning • Installation • Operation • Maintenance • Troubleshooting

	Auto Feed Tray:	Manual Feed Slot:
Sheet Capacity	400 Sheets of A4	10 Sheets of A4
Paper Shred Size	4 x 12mm Mini Cross cut	4 x 12mm Mini Cross cut
Paper Tray Size:	A4	A4
Paper Entry Width	240 mm	240 mm
Duty Cycle	60 minutes	30 minutes
Voltage	120-V~60Hz / 4.0 A	120-V~60Hz / 4.0 A

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 waste bin 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 bin activates a safety switch, which allows the shredder to operable (**Figure 1**)..
2. The socket-outlet should be near the equipment and easily accessed.
3. Connect the power cord to any standard 120-V AC outlet.

Caution ▲

Micro-cut shredders have very sharp exposed blades on the underside.



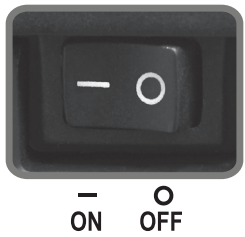
Figure 1

Operation



Main Power Switch (at back of machine)

The Main Power Switch must be “ON” to operate. In an emergency, immediately stop the shredder and turn switch to “OFF” mode. This completely disconnects all power to the machine.



Control Panel:



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 shredder features. 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 waste bin.



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 waste 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 bin is properly inserted back into place and the blue "Power On" indicator is lit.



BIN FULL

Bin Full:

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

Top Lid Security Lock:



- **To lock the top lid:** Enter any 4-digit code during shredding



- **To open the top lid:** Enter the same 4-digit code to unlock

Operation Continued

Top lid unlocks automatically when:

1. Shredding is complete.
2. Shredder is inactive for 30 minutes when documents remain in the paper tray or shredding error occurs.

Features:

Auto-Reverse Technology:

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

Energy Saving Auto Power-Sleep:

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

Top Lid Security Lock:

To lock the top lid: Enter any 4-digit code during shredding

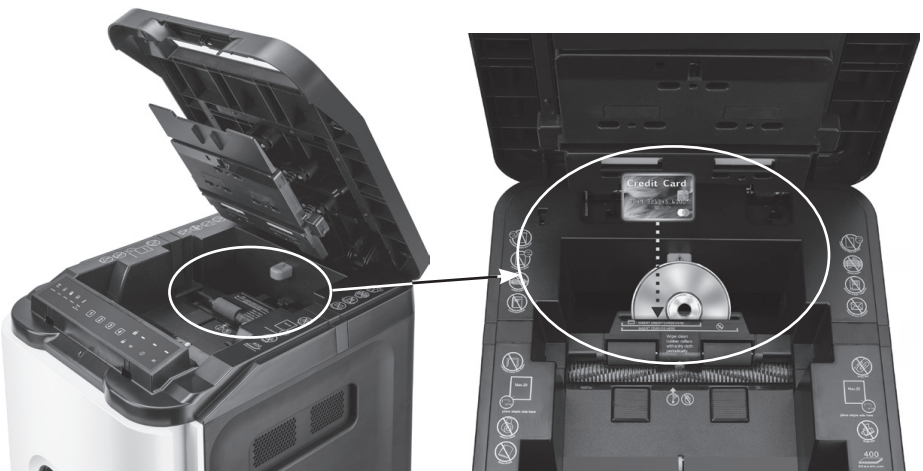
To open the top lid: Enter the same 4-digit code to unlock

Top lid unlocks automatically when:

1. Shredding is complete.
2. Shredder is inactive for 30 minutes when documents remain in the paper tray or shredding error occurs.

Features a CD / DVD and Credit Card destroyer:

1. Lift up the top lid.
2. Insert CD's / DVD's or credit cards into the CD / DVD / Credit Card slot. Only shred credit cards by feeding them horizontally into the middle of the entry, releasing when shredding begins. Never feed more than one credit card at a time.
3. Close the top lid.
4. Shredder will stop when the entire disc or credit card has been destroyed.



Operation

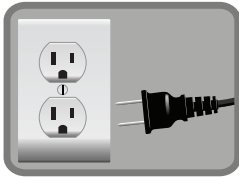
Auto-Feed Shredding Operation:

- **Auto-Feed Shredding Capacity:**

Shreds:

- Maximum 400 sheets of letter size (8-1/2" x 11") 20 lb bond paper per load
- Up to 20 sheets stapled paper stacks
- Up to 20 sheet clipped paper stacks

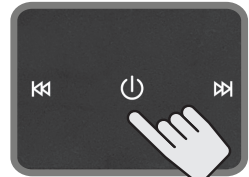
- **Switching on power supply**



Plug into ground standard household power outlet (120-V).



Put main power switch in **ON** (–) position.



Select the power button.

- **Open lid and load paper**



To open the lid: Press the lift button



Paper should be flat and aligned with paper tray.

- **Close lid:**

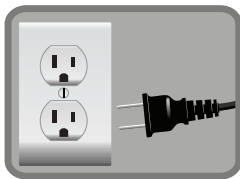
The shredder automatically starts when you close the lid.



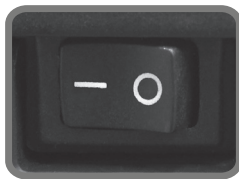
Operation

Manual-Feed Shredding Operation:

- Power on shredder



Plug into ground standard household power outlet (120-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 slot and release.**



Only shred credit card by feeding it vertically into the middle of the entry, releasing when shredding begins. Never feed more than one credit card at a time.

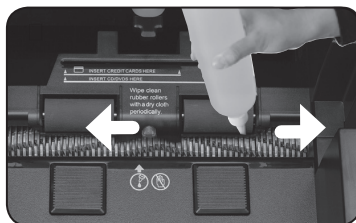
Important Notes:

- 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. Never feed more than one credit card at a time.
- Overfeeding the shredder: 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.
- Overheating with extended use: In the event that the shredder has shred 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.

Maintenance

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

To maintain with shredder oil (shredder oil not included): Oil the shredder blades every month with Parrot Products shredder oil. Follow oiling procedure below to ensure shredder blade lifespan is maintained.



Oiling procedure:

1. Open lid.
2. Carefully apply Parrot Products shredder oil across feed slot

3. Close lid and turn shredder in reverse mode for 3-5 seconds.

To maintain with a shredder sheet (shredder sheet not included):

- Simply insert shredder sheet into the manual-feed slot the same way you would a piece of paper.
- Turn shredder in reverse mode for 3-5 seconds.



Note: Shredder oil and lubricant sheet are 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. Exposing the shredder to water, 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.
- Never use anything flammable to clean the shredder. This may result in serious injury or damage to the product.

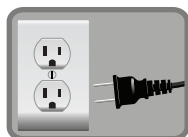
Trouble shooting

If there is a problem with your shredder, check below for the errors and steps to resolve. If you continue to have problems, contact Parrot Products.

Do not attempt to repair by opening the shredder head. This will completely void the product warranty.

No-power to the shredder

Check power outlet



Check main power switch located at back of machine



- 1) Make sure power cord is plugged into a functioning 120-V standard house hold power outlet.
- 2) Check if the blue Power On icon is lit.
- 3) Check that the lid and waste bin are properly closed.

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 45 minutes. Turn shredder on, check Overheat light again, and restart shredding only when light is not lit.

Auto-Feed mode:

If feed error icon is lit



FEED ERROR

RED light indicates paper in paper tray cannot be grabbed into shredding slot. Open lid to make sure papers are unfolded and positioned properly.

Shredder is jammed or runs continuously



folded sheets



jumbo clips



stapled papers



stapled papers



unopened mail/envelopes



no staples in center

- Open lid, remove the remaining stack of paper and carefully pull the jammed paper out of the cutters.
- Remove folded papers, staples and clips.
- Remove any materials with adhesive labels.
- Make sure papers are positioned properly. Staples must be placed in either lower left or lower right of paper tray.

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).

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

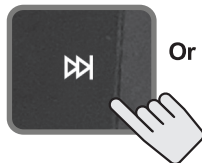
Turn off shredder



Turn on shredder

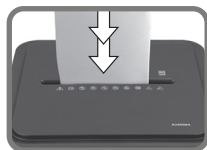


Press "Forward"



Or

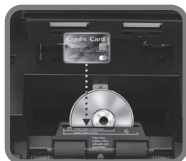
Apply shredder oil and
wait for 30min.



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). 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.

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.