



# PAPER SHREDDER Q14MCC



CROSS CUT



NUMBER OF SHEETS



SECURITY LEVEL



SHRED SIZE



SHREDDED PIECES PER SHEET



BIN SIZE



DOCUMENT WIDTH



CONSUMPTION POWER



MACHINE WEIGHT



READ MANUAL BEFORE USE

## USER MANUAL FOR THE Q14MCC Q-CONNECT SHREDDER

### IMPORTANT!

#### READ ALL INSTRUCTIONS BEFORE USING

Thank you for purchasing the Q14MCC Paper Shredder. This product is designed to shred paper and small staples. It will also accept small paper clips, credit cards and CD/DVD's. It does not shred adhesive labels, self-seal envelopes, transparencies, fabrics, glossy paper, newspaper, plastic (other than credit cards), cardboard or continuous forms. Please note that using it for these purposes is likely to cause damage and will invalidate your warranty. This paper shredder is not designed to shred large volumes so please refer to the recommended usage capacity quoted below. You may find paper particles in the bin when first opening the shredder this is a result of QC testing procedures.

Recommended Daily Usage = 50 passes per day. (5 minutes on/ 45 minutes off)

### ASSEMBLY INSTRUCTIONS

1. Make sure the basket door is securely closed shut. This shredder features a safety power cut off and will not operate if door is open. Shredders with pull-out wastebaskets feature a safety power cut off upon bin removal. The supplied wastebasket activates this switch, which allows the shredder to be operable.
2. Attach all 4 caster wheels to the bottom of the wastebasket.
3. A socket-outlet should be near the equipment and be easily accessible.



**CAUTION: CROSSCUT SHREDDERS HAVE VERY SHARP EXPOSED BLADES ON THE UNDERSIDE. USE CARE WHEN MOUNTING THE SHREDDER ON THE WASTEBASKET.**

### SAFETY INSTRUCTIONS

- 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.
- Never shred large paper clips, window or insulated envelopes, continuous forms, newsprint, bound pages (for example: notepads, checkbooks, magazines, etc...), transparencies, laminated documents, cardboard, any items with adhesives, hard materials or plastic (except Credit Cards and CDs).
- Do not hold CD/DVD with finger through the center ring while feeding into the shredder. Serious injury may occur.

- A socket-outlet should be near the equipment and be easily accessible.
- Never let the wastebasket 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.

### OPERATIONAL INSTRUCTIONS

1. Using the switch located on the unit, select one of the following settings by sliding the switch either left or right.



**I or 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 or 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:** 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.

**FW:** 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.



2. Make sure you do not exceed sheet count per pass (14 sheets max). Insert paper as straight as possible into feed slot and release.
3. The shredder will start automatically when paper is fed into the paper entry slot.
4. Ensure paper entry is straight so to avoid curling as it enters the shredder.
5. Do not enter more than 14 sheets of 75gsm of paper at a time. If shredding a heavier weight of paper the maximum sheet capacity will be reduced, as this is based on paper thickness. The presence of staples/paperclips will reduce the maximum sheet capacity. Shredding capacity is also affected by temperature and humidity.
6. Do not operate continuously for more than 5 minutes.
7. Prolonged shredding will cause the unit to overheat and shut down. This is not a fault and indicates the unit has reached its maximum temperature tolerance, turn the unit off at the power supply and allow it to cool down for 60 minutes before resuming normal operation.
8. If the amount of paper inserted is too much or is not fed in straight then the shredding speed will slow or even stop. If the paper starts to fold over itself, then this will increase the thickness significantly and potentially cause a jam. If this happens stop shredding immediately and use the reverse function, then reinsert the paper using a straight paper path.

**DO NOT HOLD A CD/DVD WITH YOUR FINGER THROUGH THE CENTRE RING WHILE FEEDING IT INTO THE SHREDDER AS SERIOUS INJURY MAY OCCUR.**

9. To shred a credit card or CD – Insert one credit card at a time into the middle of the feed slot.
10. Never feed more than one credit card or CD/DVD at a time. Hold the CD/DVD by the edge and feed one at a time, releasing when shredding begins. Shredder will stop when the entire disc has been destroyed.



## LED STATUS INDICATORS



- **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 shred continuously beyond the maximum running time and overheating, the unit will automatically shut off. If this happens, switch the shredder Off for 45 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.
- **Door Open:** The Red LED light indicates the shredder basket is not pushed in properly. Shredders with pull-out wastebaskets feature a safety power cut off upon bin removal. Make sure the pull-out wastebasket is properly set back into place and the green "Power On" indicator is lit.

## 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. It helps to keep the shredder blades operating well over many years of use.



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

## FAQ & TROUBLESHOOTING

### PROBLEM 1 - THE SHREDDER DOES NOT WORK AT ALL.

1. Make sure the unit is plugged in and that the 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 45 minutes or longer before resuming normal operation.
3. Shredders with pull-out wastebaskets feature a safety power cut off upon bin removal. Shredder will not function unless the pull-out wastebasket is pushed in all the way and properly set back into place.
4. If using a plastic bag to line the wastebasket, please remove it. This may cause the shredder not to operate properly.
5. 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).

### PROBLEM 2 – THE SHREDDER RUNS IN “REV (REVERSE)” MODE BUT NOT IN “AUTO (ON)” MODE.

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 optical 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.

### PROBLEM 3 – THE SHREDDER HAS JAMMED WHILST SHREDDING

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 shredder oil (cooking oil is acceptable, 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 card stock (old greeting card or folded file folder) can be fed into the shredder to help push the jammed paper through.

### PROBLEM 4 – 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.
2. The activation sensor is being triggered by dust, debris, or oil. A cotton swab may be used to clean the sensor. DO NOT USE CANNED AIR. The activation sensor of the shredder is located around the center of the feed entry.

## WARNING SYMBOL EXPLANATIONS



Read instructions before use.



Do not insert fingers into the shredder and avoid touching the feed opening with your hands.



Do not let children use or play near the shredder, keep unplugged when not in use.



Do not insert any object into the shredder opening other than the material to be shredded.



Do not spray ANY aerosol products on or in the vicinity of the shredder as this might lead to combustion, do not shred any materials which may have come into contact with any combustible chemicals.



Avoid loose clothing like ties or jewellery touching the shredder as they might be drawn into the shredder.



Avoid hair dangling over or touching the shredder as it might be drawn into the shredder.