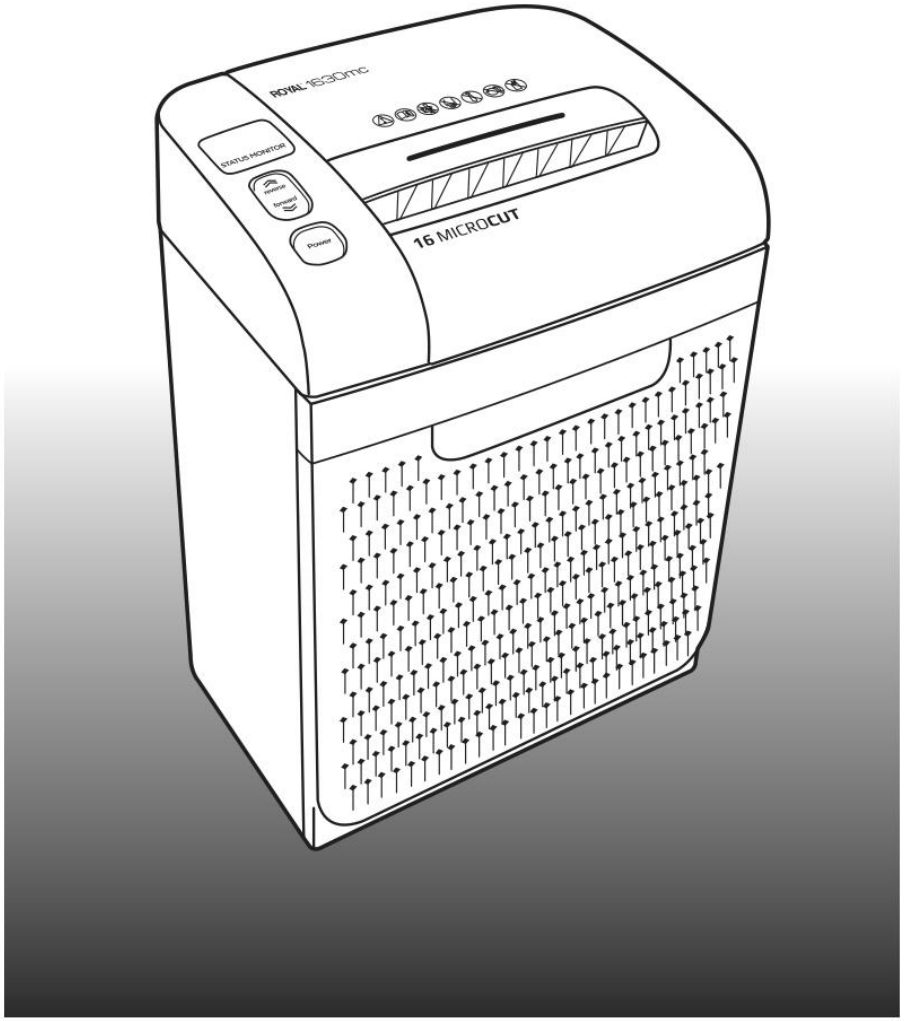
Microcut shredder
1630mc

ROYAL®

Microcut shredder

1630mc

Operation Manual



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1630mcIM0517

ROYAL®
Consumer Information Products, Inc.
1011 U.S. Highway 22 West
Suite 202
Bridgewater, NJ 08807

Made in China

FEDERAL COMMUNICATIONS COMMISSION (FCC) RADIO FREQUENCY INTERFERENCE STATEMENT INFORMATION TO THE USER

CAUTION: Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

1. Reorient or relocate the receiving antenna.
2. Increase the separation between the equipment and receiver.
3. If applicable, connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for assistance.

Connection of peripherals to this unit requires the use of grounded, shielded cables to ensure compliance with the Class B FCC limits.

IN CANADA:

This digital apparatus does not exceed the Class limits for radio noise emissions from digital apparatuses set forth in the Radio Interference Regulations of the Canadian Department of Communications.

State of California Proposition 65 Warning

The following statement is required by the State of California.

Warning: This product may contains chemicals known to the State of California to cause cancer, birth defects, or other reproductive harm. Wash hands after handling.

ROYAL Consumer Information Products Product Registration Information **1630mc**

Register Your Product online at:
www.royal.com

Date of Purchase: _____ Model: _____

Place of Purchase: _____

Lot / Serial Number: _____

Customer Support: 1-800-272-6229 {US}
1-888-266-9380 {Canada}
01-800-849-4826 {Mexico}

PLEASE KEEP THIS INFORMATION FOR YOUR RECORDS.

WARRANTY, REGISTRATION & TECHNICAL SUPPORT

PLEASE FILL OUT AND RETURN THE PRODUCT REGISTRATION CARD INCLUDED WITH YOUR NEW ROYAL PRODUCT OR FILL OUT THE PRODUCT REGISTRATION FORM ON THE ROYAL WEB PAGE AT: http:// www.royal.com.

BE SURE TO KEEP A COPY OF YOUR SALES RECEIPT!

STANDARD WARRANTY

ROYAL CONSUMER INFORMATION PRODUCTS, INC. ("Royal"), at 1011 U.S. Highway 22 West, Suite 202, Bridgewater NJ 08807 USA WARRANTS that your NEW Product is free of defects of workmanship and materials. If there is a defect or malfunction of this product, Royal will repair it free of charge as follows:

PARTS: New or comparable rebuilt parts in exchange for defective parts for ONE (1) YEAR from date of customer purchase.

CUTTING BLADES & MOTOR: Royal provides a FIVE (5) YEAR warranty on the cutter blades and motor.

LABOR: Royal provides labor warranty for ONE (1) YEAR from date of end-user purchase. Product must be sent postage prepaid and insured to Royal in accordance with the warranty procedures outlined below. At completion of the repair, the consumer will be responsible for return shipping charges from Royal, and for any parts or services no longer covered under warranty.

This warranty does not apply to persons who purchased this product second-hand or used. This warranty does not include adjustments, parts and/or repairs required by circumstances beyond the control of Royal, including but not limited to fire or other casualty, accident, neglect, abuse, misuse, abnormal use or battery leakage damages.

THERE ARE NO OTHER EXPRESSED WARRANTIES EXCEPT AS STATED HEREIN. AFTER THE PERIOD OF EXPRESSED WARRANTY SET FORTH HEREIN, THERE ARE NO EXPRESSED OR IMPLIED WARRANTIES AND THOSE EXCLUDED INCLUDE THOSE OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSE. Royal shall NOT be held liable for CONSEQUENTIAL DAMAGES resulting from any failure, defect or malfunction of this product. Some States do not allow limitations on how long an implied warranty lasts and some States do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations may not apply to you.

WARRANTY PROCEDURES

TO OBTAIN SERVICE UNDER THE TERMS OF THIS WARRANTY:

Please do the following:

1. Send a copy of your original sales receipt showing original purchase date along with your mailing address and a note describing the nature of the problem to:

Royal Consumer Information Products, Inc.
Warranty Processing
50 Hilton Street
Easton, PA 18042 USA

Do Not Return the Product to This Address!

2. You will receive a return authorization number within 7-12 business days from the date your return request is received if it is determined that there is a basis for a replacement product. The return authorization form you receive will list the return procedures, applicable charges, if any, and the correct shipping address for the returned product.

PRODUCT SUPPORT HOTLINE:

For questions on use of this product or this warranty call +1-800-272-6229 (in Canada call 1-888-266-9380 or in Mexico call +(52-55)-53-33-1333), Monday through Friday during normal business hours. You can also e-mail Royal at: hotline@royal.com

⚠WARNING

1. **ALWAYS** keep out of the reach of children as serious injury could occur.
2. **DO NOT** place finger too close to feed slot as serious injury could occur.
3. **AVOID** getting jewelry, hair or loose clothing too close to feed slot as serious injury could occur.
4. **ALWAYS** keep shredder off and unplugged when not in use.
5. **ALWAYS** unplug shredder when moving, cleaning or empting the waste receptacle.
6. **DO NOT** attempt to feed more sheets of paper than specified on the feeder.
7. **DO NOT** attempt to shred materials other than paper, and credit cards in the provided feed slots.
8. **ALWAYS** install shredder near the socket-outlet and have it easily accessible.
9. **ALWAYS** limit continuous shredding to the specified time as suggested in the instruction manual.
10. **ALWAYS** empty the waste receptacle prior to the receptacle becoming full.
11. **DO NOT** attempt to operate shredder if the shredder is experiencing any kind of problem.
12. **DO NOT** use flammable synthetic oil, petroleum-based or aerosol products of any kind on shredder

DO NOT attempt to repair shredder yourself.

⚠WARNING KEEP OUT OF REACH OF CHILDREN

WARNING ICONS:
The Icons, on top of the shredder, warn the user of the potential dangers if the shredder is used improperly.



Setup:

1. Make sure that the wastebasket is completely inserted into the shredder cabinet and that it fits flush with in the cabinet.
2. Plug the power cord into any standard 115-volt AC outlet.
3. Depress the **power** (⏻) button. The **ready** LED should light up. You are now ready to start shredding.

Operating the shredder:

With the electrical cord plugged in, with the **Power** (⏻) button depressed, and with the shredder wastebasket properly in place, the **ready** LED will light up. This means that the shredder is now ready for operation. When paper is inserted into the feed opening, the shredding process will start automatically and stop when the paper has completed its travel through the feed opening. The **Power** (⏻) button is located on the top of the shredder. Also located on top of the shredder is the **forward** (⩔) and **reverse** (⩓) buttons. Their purposes are:

1. When the **Power** (⏻) button is pressed, the shredding process will start when paper is inserted into the feed opening and will continue until it has passed through the feed opening.
2. The **reverse** (⩓)button is used to assist in the removal of a paper jam, which reverses the shredding process prior to a completed forward cycle, thus clearing the cutters. When switching from **reverse** (⩓)to **forward** (⩔), always allow the motor to stop to prevent possible damage to the motor.
3. The **Power** (⏻) position is used to terminate the AC power to the shredder. It is recommended to turn the shredder off when the shredder is not being used for a prolonged period of time.
4. When the **ready** LED is lit, it lets the user know that the wastebasket is inserted correctly and that the shredder is turned on and ready for use. If the **ready** LED does not light up, make sure that the plug is plugged in, the basket is inserted correctly and the **Power** (⏻) is depressed.

Shredder capacity:

The Royal 1630mc will shred up to sixteen (16) sheets of 20-lb. bond paper and will accept paper widths up to 8 5/8" (219.075mm). When shredding small material like envelopes, receipts or a credit card insert them in the middle of the feed opening. CD's. DVD's should be placed in the designated slot marked for CDs and DVDs.

Basket full alarm:

When the basket becomes full, an alarm will beep (3) times and the binfull LED will light up **RED** continuously. The shredder will remain inoperable until the wastebasket is emptied.

Cautions:

1. **Keep all loose articles of clothing, ties, jewelry, hair or other small items away from the feed opening to prevent injury.**
2. **Keep the shredder turned off or unplugged when not in use for prolonged periods of time.**
3. **Remove all paper clips and staples from paper before shredding. The Royal 1630mc will cut staples, small paper clips and credit cards; however, proper discretion is recommended.**
4. **Do not place hands or fingers into the shredder throat as serious injury could result.**
5. **When manually changing feed direction, pause long enough for the motor to stop.**

6. **Always turn off or unplug the shredder prior to moving, cleaning or emptying the wastebasket.**
7. **Empty the wastebasket frequently to avoid possible paper jams caused by shredded material being pulled back into the cutter assembly.**
8. **Never allow children to shred or play with paper shredder or else serious injury could result.**

Paper jams and motor overload situations:

The Royal 1630mc is equipped with an automatic motor overload protection circuit. The duty cycle for the 1630mc is rated for 30 Min. ON / 40 Min. OFF. The 1630mc will automatically terminate power in case of the following abnormal situations:

1. Operating the shredder at the maximum 16-sheet capacity continuously for a prolonged period of time.
2. Exceeding the shredding capacity, eg. Inserting more than sixteen (16) sheets of 20-lbs. paper in one pass, or if the paper is not fed squarely into the feed opening.

Both abnormal operations may result in the activation of the automatic thermal motor overload protection circuit, which terminates the power to the shredder. A paper jam could cause the thermal motor overload protection to terminate AC power to the motor. Never allow the shredder to remain in a jammed condition with the AC power turned on. If this occurs you should:

In case of a minor paper jam the overload LED will light up:

1. Grasp the excess paper from the top and pull it out as you depress the **reverse** (⩓) button. Be careful not to place your fingers near the feed opening or else serious harm could result.
2. Make sure that all of the excess paper has been removed from the feed opening.
3. You are now ready to resume normal shredding.

In case of a major paper jam the overheat LED will light up:

1. Turn off or unplug the power cord from the AC outlet and wait at least 40 minutes for the thermal overload protection to reset.
2. Plug in the AC power cord and depress the **power** (⏻) button. If paper was left inside the feed opening prior to the overload, press the reverse position and grasp the excess paper from the top and pull it out. Be careful not to place your fingers near the feed opening or serious harm could result. Clear any excess paper shreds from the feed opening.
3. You are now ready to resume normal shredding.

Specifications:

Shred Type:	MicroCut
Shred Width:	17/100" X 15/32" (4.3mm x 12mm)
Shredding Capacity:	16 Sheets
Duty Cycle:	30 min. ON / 40min. OFF
Feed Opening:	8 5/8" (219.075 mm)
Weight:	35.5 lbs (16.10 Kgs)
Input:	115 volt AC, 9.0 amp.