

micro cut  
paper shredder

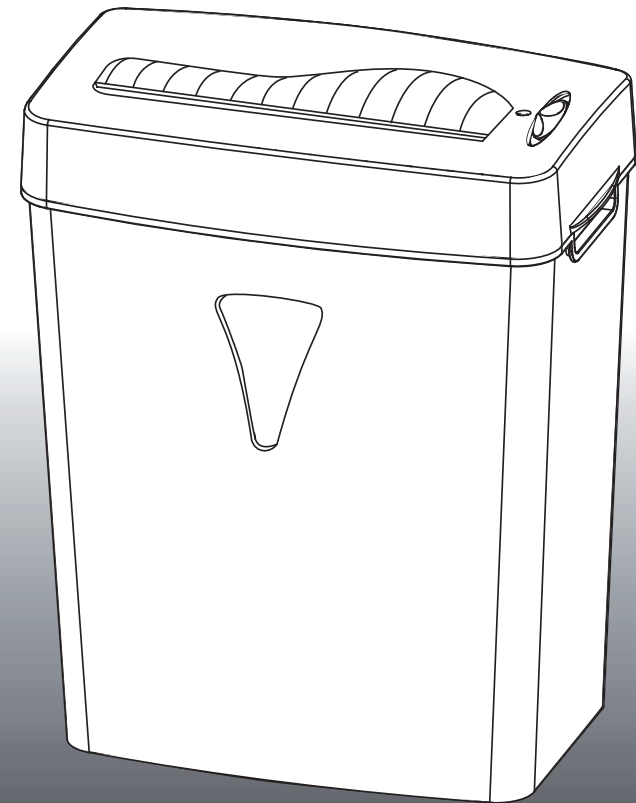
MC500

**ROYAL<sup>®</sup>**

micro cut  
paper shredder

**MC500**

## OPERATIONAL MANUAL



**ROYAL<sup>®</sup>**

Consumer Information Products, Inc.  
1160 U.S. Highway 22 East  
Suite 301  
Bridgewater, NJ 08807

*Made in China*

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MC500IM1014

**ROYAL** Consumer Information Products

Product Registration Information

MC500

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](http://www.royal.com).

### BE SURE TO KEEP A COPY OF YOUR SALES RECEIPT!

#### STANDARD WARRANTY

ROYAL CONSUMER INFORMATION PRODUCTS, INC. ("Royal"), at 1160 U.S. Highway 22 East, Suite 301 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.

**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 18042-7391 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](mailto:hotline@royal.com)

## ROYAL MC500 Paper Shredder

### 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 emptying 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



WARNING



READ INSTRUCTION  
BEFORE USE



NO CHILDREN



NO FINGERS  
OR HANDS



NO LOOSE  
CLOTHING



NO HAIR



NO AEROSOL  
PRODUCTS

## ROYAL MC500 Paper Shredder

### Setup:

1. Plug the power cord into any standard 115-volt AC outlet.
2. Place the shredder head securely on top of the wastebasket. Make sure that the shredder head sits flush on top of the wastebasket or else the shredder will not turn on.
3. Place the switch in the **auto** ( I ) position. If the wastebin is not placed correctly on top of the shredder basket the **power** LED will not light up.
4. If the **power** LED does not light up, the shredder head is not correctly installed and the shredder will not run.

### Operating the shredder:

The MC500 mode of operation switch is located on the top of the shredder.

MC500 has four (4) modes of operation:

1. By placing the switch in the **auto** ( I ) position, the shredding process is started automatically by inserting the paper into the feed opening. The shredder will stop automatically when the paper has completed its travel through the feed opening.
2. By placing the switch in the **off** ( O ) position the AC power is terminated. ***This mode is recommended when the shredder is not in use for a prolonged period of time.***
3. The **rev** position is used to assist in the removal of a paper jam which reverses the shredding process prior to a completed cycle, thus clearing the cutters.
4. The  **fwd** position is used to clear any excess paper left in the paper feed opening.

### Shredder capacity:

The MC500 will shred up to five (5) sheets of 20-lb. bond paper and will accept paper widths up to 8 5/8". When shredding small material like credit cards, envelopes, or receipts, insert them through the middle of the feed opening.

### 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 shredder turned Off or unplugged when not in use for prolonged periods of time.
3. Remove all paper clips from paper before shredding.
4. ***Do not place hands or fingers into the shredder throat as serious injury could result.***
5. If continuous use is required at the maximum sheet capacity (5 sheets), it is recommend that shredding time should allow for proper cooling of the motor.
6. Always turn off or unplug the shredder prior to moving, cleaning or emptying the wastebasket.
7. Empty 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 occur.***

## ROYAL MC500 Paper Shredder

### Paper jams and motor overload situations:

The MC500 is equipped with a motor overload protection device.

1. Operating the shredder at the maximum 5-sheet capacity continuously for a prolonged period of time.
2. Exceeding the shredding capacity, eg. inserting more than five (5) sheets of 20 lbs. paper at one pass, or if the paper is not fed squarely into the feed opening.

Abnormal operations may result in the activation of the thermal motor overload protection, which terminates the power to the shredder. A minor paper jam can be removed without terminating power to the motor. A major 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:

1. Grasp the excess paper from the top and pull it out as you place the switch in **rev**. ***Be careful not to place your fingers near the feed opening or else serious harm could result***
2. Make sure that all the excess paper has been removed from the feed opening and place the switch back into the **auto** ( I ) position.
3. You are now ready to resume normal shredding.

### In case of a major paper jam:

1. Turn off the shredder or unplug the power cord from the AC outlet and wait approximately 20 minutes for the thermal overload protection to reset.
2. Grasp the excess paper from the top and pull it out as you press the **rev** button. ***Be careful not to place your fingers near the feed opening or else serious harm could result.***
3. Make sure that all the excess paper has been removed from the feed opening and place the switch back into the **auto** ( I ) position.
4. You are now ready to resume normal shredding.

### Specifications:

Shred Type:	Micro-Cut
Shred Width:	1/8" x 3/8" or 3.3 mm x 9.5 mm
Shredding Capacity:	5 Sheets
Feed Opening:	8 5/8" (220 mm)
Weight:	7.5 lbs. or 3.4 kgs.
Input:	115 volt AC, 4.7 amp.