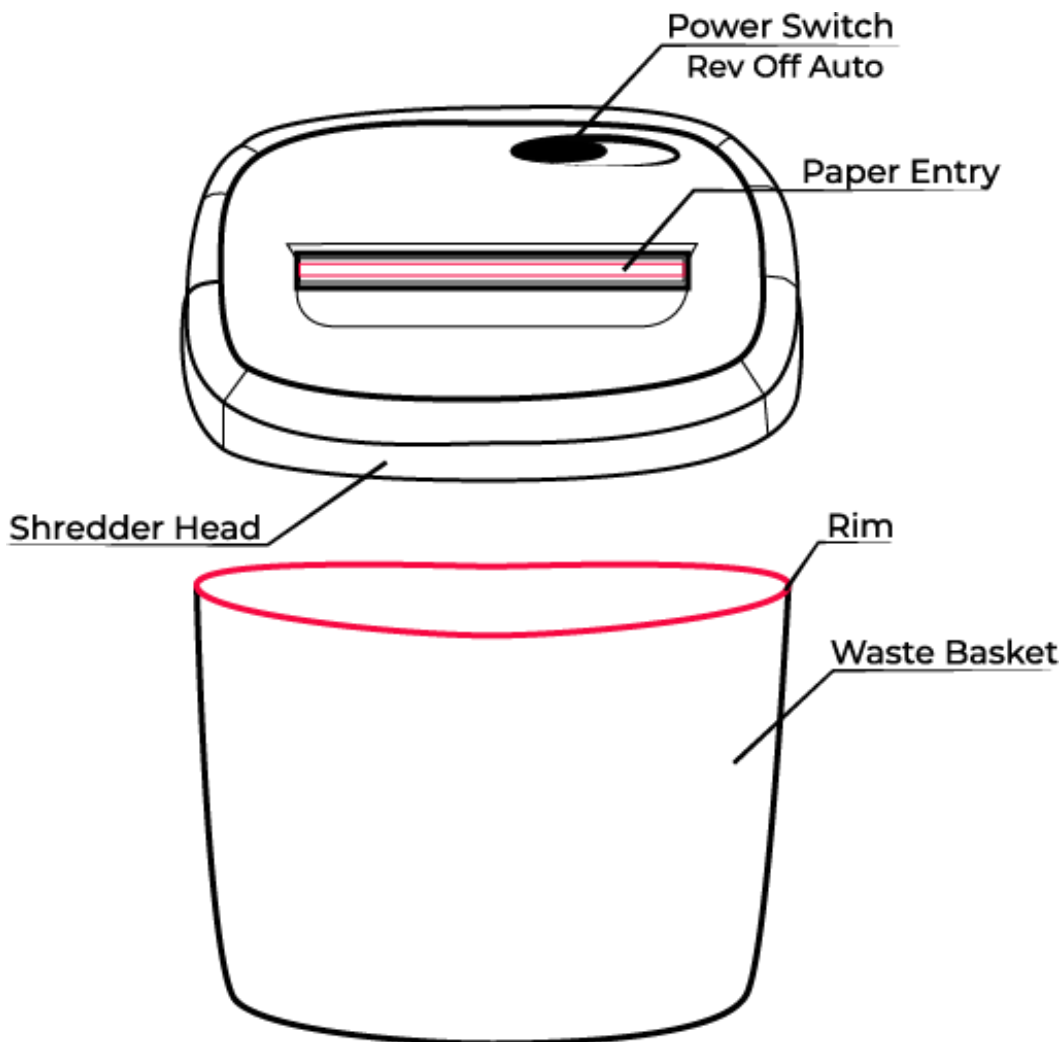


Paper Shredder 2021 Quick-Start User Guide

Hi and welcome to your new Paper Shredder 2021. You'll find this product easy to use with the help of this *Quick Start Guide*, as it will provide a brief overview of your shredder's functionality and step-by-step instructions for a quick setup. We're sure you will find your new Paper Shredder 2021 easy to use and benefit in terms of saving you time and energy... not to mention keeping the destruction of your personal and private information safe while reducing your carbon footprint. If you need additional guidance, you can find the complete user manual and help site online at:

www.papershreddingpros.com/papershredder2021.

The Paper Shredder 2021



Setting up the Paper Shredder 2021

1. Place the shredder head securely into the rim of the wastebasket provided.
2. Connect the attached power cord to a power outlet.
3. Slide the power button on top of the shredder head from **Off** to **Auto**.
4. Place paper into the paper entry for shredding.
5. Empty waste basket when full.

Frequently Asked Questions (FAQs)

1. What can I shred?

The Paper Shredder 2021 shreds up to 4 sheets of paper at a time, card stock, single filing folders, irregular sheets of paper, paper clips, staples, individual credit cards, CDs, DVDs, and floppy disks.

Note. One folder sheet of paper equals two sheets of paper, and two folded sheets of paper equal four.

2. How long can I run my Paper Shredder?

Your Paper Shredder 2021 can withstand up to 5 minutes of continuous shredding before a cool-down period is needed.

3. What is Reverse, and how do I use it?

Reverse or **Rev** is located on the left-hand side of your power button and is used to back up or remove a stuck paper item. See also **how to clear a shredder jam** for more information.

4. How can I avoid a jam?

Do not exceed the specified sheet capacity. Emptying your waste basket regularly can help also help to avoid jams.

Note. Do not attempt to clear a jam by inserting fingers or metal objects into the paper shredder entry at any time.

5. How to clear a shredder jam?

- a) Insert a rigid sheet of card stock or filing folder into the center of the shredder's entry and apply pressure to help push the jam through.
- b) Use the **Reverse** mode to try and back up the jam, and if possible, pull on the jammed item to help remove it. Once the jam is clear, return the power button to **Auto** mode.
- c) If neither of these options clears the jam, and you need additional guidance, please refer to our website: www.papershreddingpros.com/papershredder2021 for the full user manual and our contact information.

For additional FAQs, please visit us at:

www.papershreddingpros.com/papershredder2021