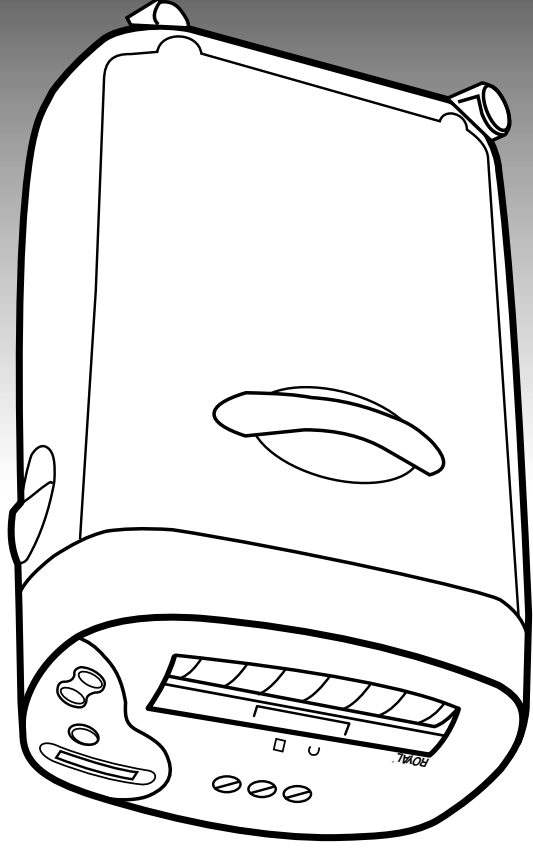


160mx  
crosscut shredder

**ROYAL**<sup>®</sup>

**160mx** crosscut shredder

# OPERATIONAL MANUAL



**ROYAL**<sup>®</sup>  
Consumer Information Products, Inc.  
379 Campus Dr.  
Somerset, NJ 08873-1125  
Made in China

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160MXIM0105JH

## 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 379 Campus Drive, 2nd Floor, Somerset, NJ 08875 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:** Royal provides a SEVEN (7) YEAR warranty on the cutter blades.

**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  
P.O. Box 6786  
Somerset, NJ 08875-6786 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 1-800-277-6229 (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)

LCD MESSAGE CENTER

DISPLAY	STATUS	SOLUTION
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READY AUTO	Shredder is ready for use	No action required
FORWARD	Assists in the removal of paper jams; clear feed opening; paper continues forward through the cutters	A single depression of the fwd button will run for approx. 2 seconds; refer to manual; clearing paper jams
REVERSE	Assists in the removal of paper jams; clear feed opening; paper continues in reverse through the feed opening	A single depression of the rev button will run for approx. 2 seconds; refer to manual; clearing paper jams
BLANK DISPLAY, ON/OFF, BUTTON NOT LITE	The power cord is unplugged; power button is not depressed;	Plug in power cord; depress power button
BLANK DISPLAY, ON/OFF, BUTTON LITE	The wastebasket is not fully inserted or is inserted incorrectly	Reinsert wastebasket correctly
BIN FULL	Wastebasket is full; audible alarm is beeping	Empty wastebasket and reinsert basket correctly
OVERLOAD	Paper jam caused by 16 sheets in a single pass or paper was not fed squarely into the feed opening	Remove the paper jam from the feed opening; make sure feed opening is clear before shredding is resumed; keep fingers and other objects out of feed opening while shredder is running
OVERHEAT	The running time of the motor has reached its maximum temperature	Turn off the shredder and let the motor cool down for at least 30 minutes; depress the power button and resume normal shredding

**WARNING**

- ALWAYS** keep out of the reach of children as serious injury could occur.
- DO NOT** place finger too close to feed slot as serious injury could occur.
- AVOID** getting jewelry, hair or loose clothing too close to feed slot as serious injury could occur.
- ALWAYS** keep shredder off and unplugged when not in use.
- ALWAYS** unplug shredder when moving, cleaning or emptying the waste receptacle.
- DO NOT** attempt to feed more sheets of paper than specified on the feeder.
- DO NOT** attempt to shred materials other than paper, credit cards and CD's in the provided feed slots.
- ALWAYS** remove paper clips, staples and other fasteners from paper before shredding.
- ALWAYS** limit continuous shredding to the specified time as suggested in the instruction manual.
- ALWAYS** empty the waste receptacle prior to the receptacle becoming full.
- DO NOT** attempt to operate shredder if the shredder is experiencing and kind of problem.
- DO NOT** use flammable synthetic oil, petroleum-based or aerosol products of any kind on shredder

**DO NOT attempt to repair shredder yourself.**

**WARNING**

- Cutting and entanglement hazard. Avoid serious injury.
- Always keep shredder off and unplugged when not in use.
- Always keep out of reach of children.
- Always unplug shredder when emptying waste basket.
- Do NOT place fingers too close to feed slot.
- Do NOT operate with exposed long hair, jewelry or loose clothing.
- Read user manual before operating.

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**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



NO FASTENERS



NO LOOSE CLOTHING



NO FINGERS OR HANDS



NO HAIR

The normal running time for continuous shredding at maximum capacity is 10 minutes. The shredder will either automatically reverse the paper out of the shredder throat or power may terminate automatically in the following abnormal situations:

1. Operating the shredder at the maximum 16-sheet capacity continuously for a prolonged period of time, eg. more than 10 minutes without stopping. In this situation the LCD Message Center will display OVERHEAT. Turn the shredder off to allow the motor to cool down to a normal operating level. Normal cool down is approximately 30 minutes.
2. Exceeding the shredding capacity, eg. inserting more than sixteen (16) sheets of 20-lbs. bond paper in one pass, or if the paper is not fed squarely into the feed opening. In this situation the LCD Message Center will display OVERLOAD. Refer to the minor and major paper jam instructions below.

Both abnormal operations may result in the activation of the automatic reversal of the paper or the thermal motor overload protection, which terminates the power to the shredder. A minor paper jam may cause the paper to feed in the opposite direction and be ejected from the feed opening. OVERLOAD would be displayed. A major paper jam could cause the thermal motor overload protection to terminate AC power to the motor. OVERHEAT would be displayed. **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. The automatic paper reverse feature should eject the minor paper jam from the feed opening. Remove the unshredded portion of paper and any excess shreds of paper from the top of the feed opening. OVERLOAD will remain on the display until the jam has been cleared from the feed opening. **Be sure to keep fingers and any personal effects away from the throat of the feed opening while the shredder cutters are in motion.**

#### In case of a major paper jam:

1. Depress the On/Off Button or unplug the power cord from the AC outlet and wait at least 30 minutes for the thermal overheat protection circuit to reset.
2. Plug in the AC power cord and depress the On / Off Button . If paper was left inside the feed opening prior to the overload, grasp the excess paper from the top and pull it out as you depress the Rev Button. **Be careful not to place your fingers near the feed opening or serious harm could result.**
3. You are now ready to resume normal shredding.

#### Specifications:

Shred Type:	Cross-Cut
CD Capacity:	1 CD at a time
Shred Width:	5/32" X 1" (4mm x 25mm)
Shredding Capacity:	16 Sheets 20lbs. bond
Feed Opening:	8 3/4" (220mm)
Dimension:	16 3/8" (416mm)W x 12 9/32" (312mm)D x 24 13/16" (630mm)H
Weight:	29 lbs. (13.2 kg.)
Input:	115 volt AC, 5 amp.

#### Setup:

1. The shredder and wastebasket housing comes pre-assembled.
2. Slide the wastebasket fully into the wastebasket housing.
3. Plug the power cord into any standard 115-volt AC outlet.
4. Depress the On / Off button. The On / Off button LED should light up.

#### Operating the shredder:

The shredder will not run if the wastebasket is not inserted properly into the waste basket housing. With the power cord plugged in, the wastebasket properly in place, and the On / Off button depressed, the On / Off button LED will light up. The LCD Message Center Display will read READY AUTO. This means the shredder is ready for use. 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 Royal 160mx On/Off button is located on the top of the shredder. Also located on top of the shredder is the fwd and rev buttons. Their purpose is:

1. When the fwd button is depressed, FORWARD is displayed on the LCD Message Center and the shredding process will start. The fwd (forward) shred cycle last approximately 2 seconds. This allows the feed opening to be cleared in the event of a paper jam or if excess paper is left in the feed opening.

2. The rev button is used to assist in the removal of a paper jam. The reverse button reverses the shredding process prior to the completion of the forward cycle, thus clearing the cutters. When the rev button is depressed, REVERSE is displayed on the LCD Message Center. The reverse cycle will last for approximately 2 seconds. This should be enough time to remove any excess paper from the cutters and limit any paper from the wastebasket being fed back into the shredder cutters.
3. The On/Off Button 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.**

#### Shredding CDs, DVDs and Credit Cards

When shredding CDs, DVDs or Credit Cards, these items should be inserted one at a time into the designated CD / Credit Card slot only. To avoid personal injury or possible damage to the shredder, do not place CDs or Credit Cards directly into the paper feed opening. **Never allow children to shred or play with the shredder.**

#### Shredder capacity:

The 160MX will shred up to sixteen (16) sheets of 20-lb bond paper and will accept widths up to 8 3/4". When shredding small material such as envelopes or credit cards receipts, insert them in 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 the shredder turned off or unplugged when not in use for prolonged periods of time.
3. Do not place hands or fingers near or into the shredder throat as serious injury could result.
4. Do not allow children to shred or play with the paper shredder or serious injury could result.
5. When manually changing feed direction, fwd to rev, pause long enough for the motor to stop before resuming.
6. Continuous shredding of computer paper should not exceed 10 minutes. If continuous use is required at the maximum sheet capacity (16 sheets), it is recommend that shredding time should be 10 minutes on and 30 minutes off to allow for proper cooling of the motor.
7. Always turn off or unplug the shredder prior to moving, cleaning or emptying the wastebasket to prevent possible injury.
8. Empty wastebasket frequently.



