

# EMBASSY<sup>®</sup>

## E L I T E

*Your secret's safe with us.*

USER  
MANUAL

LF1400 Series

**MODERN ID SECURITY  
FOR YOUR HOME.**

## Installation

- Only operate this product from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult an electrician.
- Make sure the electrical outlet is easily accessible from the shredder.
- Shredder must be operated only in upright position.
- To make sure the shredder has proper ventilation, place it a minimum distance of 2 in. (5 cm) from the wall or furniture.

## Safety Instructions

1. Read and follow all instructions before use. Save these instructions for later use.
2. Always turn off and unplug the machine before moving, servicing, cleaning, or anything other than normal operation. Serious injury may result. Clean shredder with a damp cloth, using a mild soap and water solution.
3. Do not use abrasives or petroleum-based cleaners.
4. Place this product as close as possible to power source for quick and easy unplugging.
5. Turn off the power switch before removing waste bin. It is advisable to disconnect the power cord before opening the shredder.
6. This product should never be placed near a radiator or other heat source.
7. Do not allow anything to rest on the power cord. Do not place the power cord where people may walk on it.
8. If an extension cord is used with this product, make sure the total ampere (amps) ratings on the products plugged into the extension cord do not exceed the extension cord's ampere rating.
9. The machine contains no serviceable parts. Do not attempt to service this product yourself, as opening or removing covers may expose you to risk of injury. The manufacturer disclaims all liability for injuries resulting from opening the machine. Mechanical damage resulting from opening the machine may void the warranty.
10. Unplug this product and contact technical support when:
  - The power cord or plug is damaged or frayed.
  - Liquid has been spilled on the product.
  - The product has been exposed to rain.
  - The product does not operate normally, even when the operating instructions are followed.
  - The product has been dropped, or the casing has been damaged.
11. This shredder should be operated only with an operator in attendance.
12. Empty the waste bin regularly so that the waste output is not impeded.
13. This machine can shred normal paper and credit cards. However, you should shred only one type of these items at a time to avoid causing an overload.



## WARNING



CAUTION: KEEP THIS DEVICE AWAY FROM CHILDREN AND PETS! Place the paper shredder in an area less accessible to children.



DO NOT PLACE FINGERS TOO CLOSE TO THE FEED SLOT, AS SERIOUS INJURY MAY OCCUR. Paper shredders can pull children's fingers into the shredder mechanism.



AVOID GETTING LOOSE CLOTHING OR JEWELRY NEAR THE FEED SLOT.



AVOID GETTING HAIR NEAR THE FEED SLOT.



NEVER spray any aerosol-based products in or around the shredder. NEVER dispose of flammable chemicals, or materials that have come into contact with flammable chemicals (for example, nail polish, acetone, gasoline) in the shredder basket. NEVER use any petroleum-based or flammable oils or lubricants in or around the machine, as some oils can combust causing serious injury. Lubricants specifically designed for shredders are acceptable.



NEVER place the shredder near water or any heat source. Avoid direct contact with water.

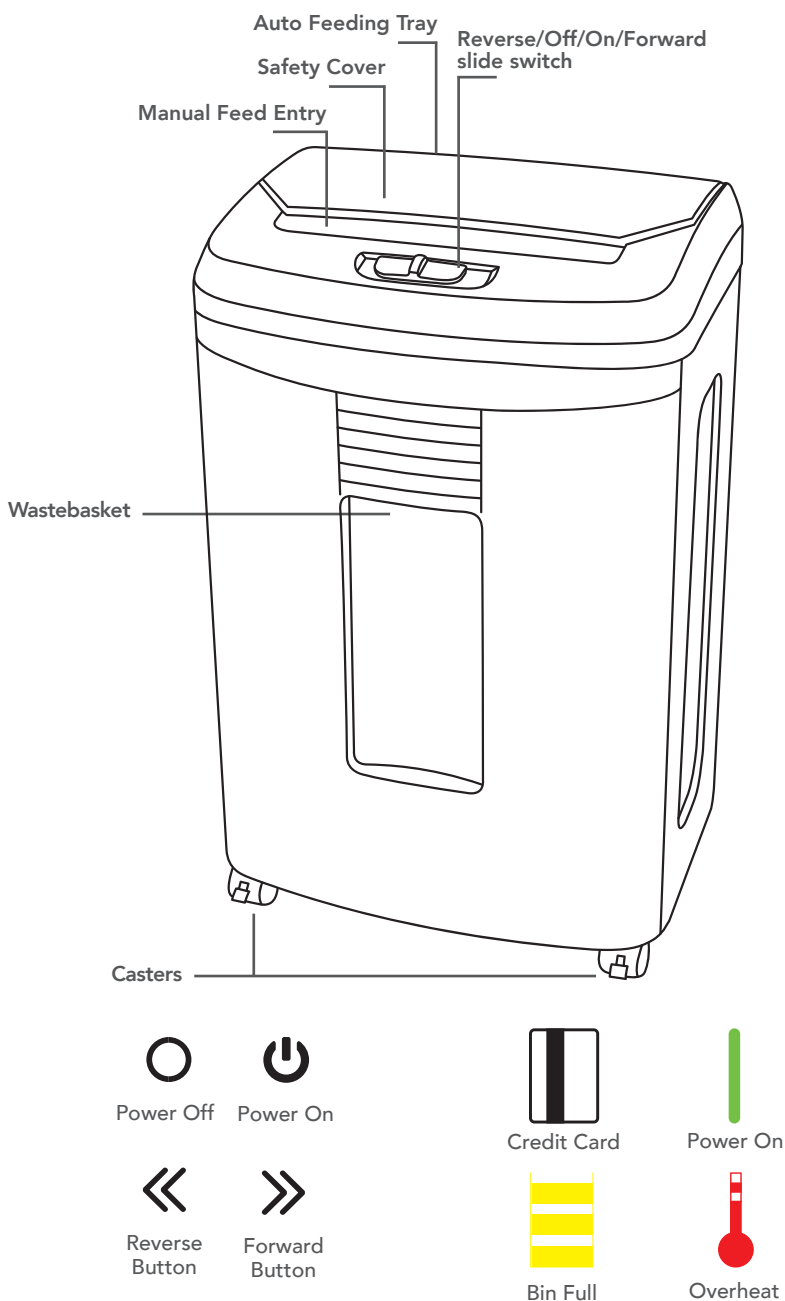


## STOP USE IMMEDIATELY IF:



1. The shredder blades become jammed with paper.
  2. The shredder motor makes loud and/or irregular noise during operation.
  3. The shredder blades or paper guides become bent or compromised in any way.
- Continuing to operate your shredder with any of the above conditions present could be potentially dangerous.

# Shredder Diagram





140-SHEET MICROCUT  
AUTOFEED PAPER SHREDDER



Technical Specifications

Model .....	LF1400 Series
Cutting Style .....	Microcut
Shred Size .....	0.16" x 0.39" (4 x 10mm)
Sheet Capacity Manual Feed .....	12 (letter size, 20lb, 75gsm paper)
Sheet Capacity Auto Feed .....	140 (letter size, 20lb, 75gsm paper)
Shred Speed Auto Feed .....	11.15 ft/min (3.4 m/min)
Shred Speed Max. Sheet Capacity Manual Feed .....	5.58 ft/min (1.7 m/min)
Intake Throat Width .....	8.66" (220mm)
Dimensions (l x w x h) .....	13.58" x 9.45" x 21.89" (345 x 240 x 556mm)
Weight .....	20.79 lbs (9.43 kg)
Basket Capacity .....	6.0 gallons (23.0 liters)
Continuous Operation (min) .....	2 minutes manual / 20 minutes auto feed
Cooldown Time (min) .....	90 minutes
Noise Level (motor) .....	70 dB
Product / Cutter Warranty .....	1 Year / 1 Year

# Assembly

NOTE: This shredder will operate only when used with the supplied basket. The supplied basket has a built-in safety feature which prevents the shredder from operating if used with any other basket or if improperly assembled.



This shredder contains sharp edges on the underside of the shredder head.

The plug on the power supply cord is intended to serve as the disconnect device, so the socket-outlet should be installed near the equipment and should be easily accessible.



## Operation

Please read operating instructions before using shredder. Check machine for damage or defect; remnants of paper particles found in the waste bin are normal due to product testing.

## Setup

1. Place the machine on level ground and plug the power cord into any easily reached grounded electrical outlet.
2. Make sure the wastebasket is correctly positioned.
3. To power ON, slide the power switch to the Power On position.
4. The machine will be ready to operate when the Power On LED indicator is illuminated green.

### Paper Clips and Staples:

Although our shredders are safe to shred the occasional standard staple, you should remove staples whenever possible to prolong the life of the unit. For auto feeding any stapled papers, please put the stapled side showing on top. Industrial or non-standard, large-size staples **MUST** be removed. **DO NOT** shred paper clips at any time as this will cause damage to the blades.

# Operation (cont'd)

## Manual Feed:

1. To shred paper, insert up to 12 sheets straight into the manual feed entry.
2. To shred credit cards, insert 1 card at a time into the middle of the paper feed entry.

## Auto Feed:

1. Open the auto feed tray.
2. Insert up to 140 sheets of paper into the auto feed tray. Once you insert papers into the auto feed tray, it will start shredding each sheet automatically.

## Please Note:

- Only paper should be used in the auto feed tray. Credit cards should be shredded through the manual paper feed slot.
  - Do not insert additional paper into the auto feed tray when it is already in use.
  - Staples must be at the top of the paper (furthest away from the shredder opening).
  - Do not insert folded paper as it may cause the unit to jam.
  - While shredding in auto feed mode, you can occasionally shred 2-3 sheets of paper through manual feed in front, simultaneously.
3. It will take approximately 11 to 12 minutes to shred 140 sheets on auto feed mode.

**For the safety of children and pets, always Power Off the shredder and unplug the unit when it is unattended or not in use.**

## OVERHEATING:

This shredder is equipped with a temperature sensor device that protects the motor from heat damage. If the device senses the motor is too hot, it will automatically turn off the shredder and the red Overheat LED indicator will illuminate. This is normal. If this happens, your shredder will need approximately 60 minutes to cool. Once the Overheat LED indicator is no longer illuminated, you can continue shredding as normal.

## OVERLOAD:

If too much paper is inserted into either the manual feed or auto feed the unit will automatically stop shredding. When this occurs, slide the switch to Manual Reverse to dislodge the jammed paper. Remove the paper, recount the pages, and continue with no more than the maximum stated capacity. To clear a paper jam, see Troubleshooting section.



# Operation (cont'd)

## **BIN FULL:**

The Yellow Bin Full LED indicator will illuminate when waste bin is full.

1. Turn the unit OFF by sliding to the Power Off position.
2. Remove the bin and either dispose of the paper shreds or compress the shreds down.
3. Re-insert the bin into the housing. NOTE: the Yellow Bin Full LED indicator will be illuminated and the unit will not power on until the bin is properly inserted.
4. Slide the power switch to Power On to resume normal operation.

## **MAINTENANCE:**

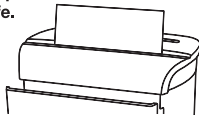
Apply lubricant after 30 minutes of shredding or a minimum of twice per month. Only shredder lubricant sheets or bottled lubricant designed specifically for shredders should be used. Follow the instructions provided with the shredder lubricant. **NEVER USE AN AEROSOL LUBRICANT**, or any lubricant that is flammable. Refer to the warnings provided in this shredder manual.

### **Maintain smooth operations for a long shredder life.**

ShredCare® Brand  
Lubricant Sheets  
(sold separately)

Please visit us at  
[www.boxiss shredder.com/collections/all](http://www.boxiss shredder.com/collections/all) or  
[www.shredcare.com/collections/lis](http://www.shredcare.com/collections/lis)  
Phone us at 877-972-9387 for more details.

**Item# SCLS12**

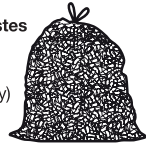


### **Dispose shredder bin wastes without mess.**

ShredCare® Brand  
Waste Liners (sold separately)

Please visit us at  
[www.boxiss shredder.com/collections/all](http://www.boxiss shredder.com/collections/all) or  
[www.shredcare.com/collections/lis](http://www.shredcare.com/collections/lis)  
Phone us at 877-972-9387 for more details.

**Item# SCB5006**



**Shredder bag will fit this model.**

# Troubleshooting

If you have a problem with your shredder, check the issues and resolutions below. If you cannot solve the problem, contact our product support experts at **1-866-860-1151**. **Do not open the shredder head to attempt repair. It could expose you to electric shock and sharp blades. Doing this will void your warranty.**

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ISSUE	RESOLUTIONS
Shredder will not turn on.	<ul style="list-style-type: none"><li>a. Make sure the shredder is plugged in.</li><li>b. Make sure the slide switch is in the Power On position.</li><li>c. Make sure the unit has not overheated. See the OVERHEATING section.</li><li>d. Make sure the bin is empty and properly inserted. The Yellow Bin Full LED will be illuminated if the bin is full.</li></ul>
Paper is jammed in the auto feed tray.	<ul style="list-style-type: none"><li>1. Reverse the jammed paper by sliding to Manual Reverse.</li><li>2. Flip the safety cover up and remove jammed paper.</li><li>3. Close the safety cover.</li><li>4. Insert paper into the auto feed tray to resume normal operation.</li></ul>
Paper is jammed in the manual entry.	If a paper jam is detected in the manual slot the shredder will stop running. Use the Manual Reverse position to dislodge the jammed paper.
Shredder suddenly stops while shredding.	<ul style="list-style-type: none"><li>a. Make sure the unit has not overheated. See the OVERHEATING section.</li><li>b. Make sure the bin is not full. See the BIN FULL section.</li></ul>
Shredder does not pull paper from the auto feed tray.	<ul style="list-style-type: none"><li>a. Check that all staples are at the top of the page, furthest away from the shredder opening.</li><li>b. Check that the paper is not folded or unsupported materials are in the auto feed tray.</li><li>c. Reduce the number of sheets in the tray.</li></ul>

## One Year Limited Warranty\* / Product Registration

The manufacturer warrants the machine for a period of one year to be free from defects in material and workmanship; this warranty does NOT cover normal wear and tear. If any part is found to be defective during the warranty period, your sole and exclusive remedy will be repair or replacement, at the manufacturer's option and expense, of the defective part except for the shipping cost. It is the responsibility of the consumer to pay the shipping costs to return the machine to the manufacturer.

\*Parts and labor first 90 days. After 90 days, parts only.

This warranty is valid for the original consumer only with original proof of purchase and is not transferable. This warranty does not apply in cases of abuse, mishandling or unauthorized repair. The machine contains no serviceable parts. Do not attempt to service this product yourself, as opening or removing covers may expose you to risk of injury. The manufacturer disclaims all liability for injuries resulting from opening the machine. Mechanical damage resulting from opening the machine may void the warranty. ANY IMPLIED WARRANTY, INCLUDING THAT OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS HEREBY LIMITED IN DURATION TO THE WARRANTY PERIOD SET FORTH ABOVE. In no event shall the manufacturer be liable for any consequential or incidental damages attributable to this product. This warranty gives you specific legal rights. You may have other legal rights that vary according to the laws of each territory.

Please retain original proof of purchase to ensure that your product is recorded and warranty information received.

## Return Instructions

1. Before you return your shredder, call 866-860-1151 for a Return Authorization Number (RA#), shipping instructions, and the manufacturer's address.
2. Make a photocopy of the proof of purchase (store receipt), showing original purchase date, and tape it securely to the shredder (DO NOT send the original receipt).
3. Pack the shredder in its original carton, or equivalent, and write the RA# clearly on the outside of the box.
4. Ship the shredder to the address provided. Save your shipping receipt.

**Call us for a RA# before returning a defective product.**

## Product Registration

Please register your new product at [www.shredcare.com](http://www.shredcare.com), or call 866-860-1151.

## Contact Us

For more information, please call 866-860-1151, or email us at [support@shredcare.com](mailto:support@shredcare.com).

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