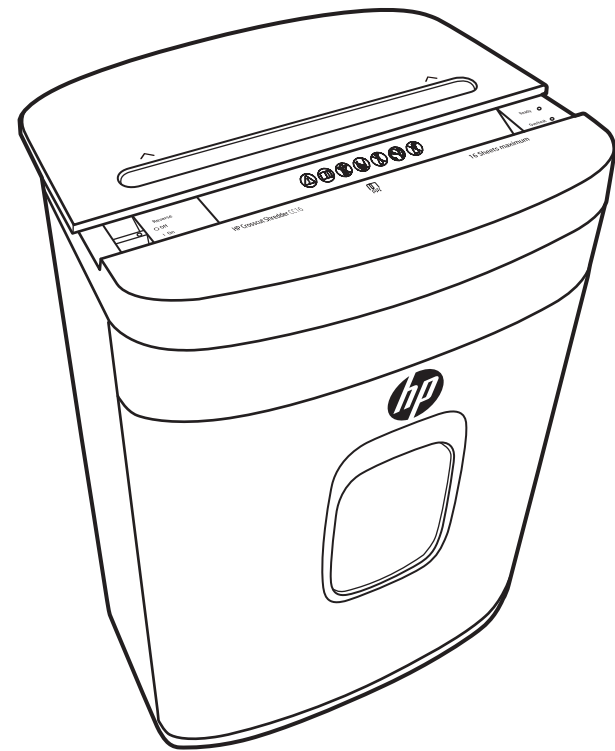




# CC16 Slide Top Crosscut Shredder

## USER MANUAL



**ROYAL<sup>®</sup>**

Consumer Information Products, Inc.

HP Warranty Processing  
50 Hilton Street  
Easton, PA 18042

[www.hp.com/officeequipment](http://www.hp.com/officeequipment)

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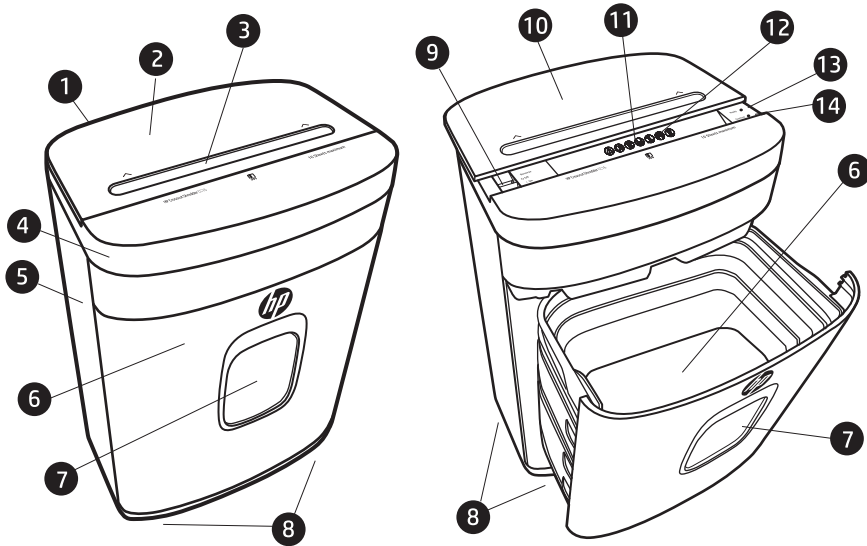
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HP-CC16IM0422

Made in Vietnam

Please read this manual carefully before use.

## Shredder overview



## Sole remedies/No incidental or consequential damages

To the extent allowed by local law, the remedies provided in this Limited Warranty are your sole and exclusive remedies. These terms and conditions supersede any prior agreements or representations, including statements made in sales literature or advice given in connection with your purchase.

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## Locate your authorized service center

If you need support during the warranty period, locate the Authorized Service Center for this product at:

[www.hp.com/officeequipment](http://www.hp.com/officeequipment)

Or use the following contact information:

USA: 833-523-0800

- |    |   |
|----|---|
| 1  | Power cord located in back                |
| 2  | Slide top cover in closed position        |
| 3  | Slide top cover recessed finger grip area |
| 4  | Shredder head                             |
| 5  | Shredder cabinet                          |
| 6  | Pull-out 5 gal waste bin                  |
| 7  | Clear window for shred inspection         |
| 8  | Casters for easy mobility                 |
| 9  | Slide switch for power On, Off, Reverse   |
| 10 | Slide top cover in open position          |
| 11 | Paper feed entry slot for up to 16 sheets |
| 12 | Credit card entry                         |
| 13 | Power on Ready LED light                  |
| 14 | Overheat LED light                        |

## Limited warranty

Your HP Product is warranted to be free from defects in materials or workmanship under normal use for one year, with an additional 2 years on the cutting blades starting on your date of purchase. Your dated sales or delivery receipt is your proof of purchase. You may be required to provide proof of purchase as a condition of receiving warranty service.

During the warranty period, if a defective HP Product covered by this Limited Warranty is returned to the designated Service Center, it will be repaired or replaced or, at the option of the Service Center, its purchase price will be refunded. No repair, replacement or refund will be provided unless the defective HP Product is returned to the Service Center at your expense; for some HP Products, no return will be accepted unless the Service Center first provides you with a Return Material Authorization (RMA). If your HP Product has recurring failures, at the option of the Service Center, either you will be furnished with a different product that is equivalent in performance or you will receive a refund of your purchase price. Service Center support may be provided by an HP subcontractor or other third parties. Please see the Service Center information provided.

Where permitted by local law, HP Products and any replacement products or parts may contain new materials or used materials equivalent to new in performance and reliability. Replacement products or parts will have functionality at least equal to that of the product or part being replaced. Replacement products and parts are warranted to be free from defects in materials or workmanship for 90 days, or for the remainder of the warranty period for the HP Product which they are replacing or in which they are installed, whichever is longer.

This Limited Warranty does not include technical assistance. This Limited Warranty does not cover cosmetic damage, loss or damage in transit, or damage resulting from (a) accident, misuse, abuse or other external causes; (b) product elements not supplied by HP; (c) improper site preparation or maintenance; or (d) modification or service by anyone other than HP, an HP Service Center or another HP-authorized service provider.

## Limitations/Local laws

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This Limited Warranty gives you specific legal rights, and it is governed by the laws of the state and country in which your HP Product was purchased. You may also have other rights that vary from state to state and country to country. You are advised to consult applicable state and country laws to determine your rights. Some states and countries do not allow any limitation on how long a limited warranty will last, or any exclusion or limitation of incidental or consequential damages. In such states and countries, some of the exclusions or limitations stated in this Limited Warranty may not apply to you.



## Warning

- **ALWAYS** keep out of the reach of children as serious injury could occur.
- **DO NOT** place fingers 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 shredder.
- **DO NOT** attempt to shred materials other than paper, credit cards.
- **ALWAYS** use a power outlet or socket near the shredder so it is easily accessible.
- **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 the shredder if it is experiencing any kind of problem.
- **DO NOT** use flammable synthetic oil, petroleum-based or aerosol products of any kind on shredder.
- **DO NOT** touch exposed cutting blades under the shredder head.
- **DO NOT** attempt to repair shredder yourself.



## Warning icons:

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



**Warning:** Certain actions may cause harmful outcomes



Read user manual completely prior to using shredder



Keep children and pets away from shredder



Keep fingers and hands away from paper shredding opening



Keep loose clothing and dangling items away from paper shredding opening



Keep long hair or accessories away from paper shredding opening



Do not spray aerosol, lubricants or any other accelerant products into this unit

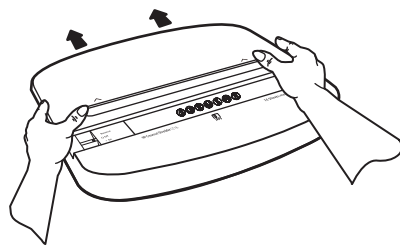
## Important information:

A few pieces of shredded paper may be found inside the shredder and the wastebasket. This is normal. All HP shredders are tested at the factory to ensure quality.

## Setup:

1. The CC16 shredder should be placed on a flat level surface.
2. To install the casters, carefully lay the shredder on its back. Place the long post of each caster inside the hole located in each corner on the bottom of the shredder. Push each caster into place until you hear or feel it snap and lock into place. Place the shredder in an upright position. Make sure the shredder stands evenly and that all four casters fit squarely on the floor.
3. Place the shredder head securely on the top of the shredder cabinet.
4. Make sure that the waste bin is completely inserted into the shredder cabinet and that it fits flush with the shredder cabinet.
5. Plug the power cord into any standard 115-volt AC outlet. We recommend that you do not plug your shredder into the same outlet as other electronic devices.

6. To operate the shredder, slide the top cover towards the rear of the shredder by placing both thumbs in the recessed area located on the top of the shredder. Directional arrows will indicate the direction to open the cover. The sliding top in the open position will reveal the power **On**, **Off** and **Reverse** switch. The paper feed area will now be visible.



## Operation:

Plug in the electrical cord and move the slide top cover into the open position. Make sure the pull-out waste bin is properly secured. Slide the Power **On**, **Off**, **Reverse** switch to the **On** position. The **Ready** LED will light up. The shredder is now ready for operation.

**Shredding:** A maximum of 16 sheets at one pass or a single credit card is recommended. Exceeding the maximum 16 sheet or multiple credit card insertions could result in unnecessary paper jams. When the 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.

## Electronic features:

- The **Ready** LED lets you know the shredder is working and ready to shred.
- Photo sensor allows auto start, stop feature.
- Motor overload and overheat protection circuit will protect the shredder motor.

## Sheet capacity:

The CC16 will shred up to sixteen (16) sheets and will accept paper widths up to 8 3/4 inches. When shredding small material like credit cards, envelopes, or receipts, insert them through the middle of the feed opening.

## Paper jams and motor overload situations:

The CC16 is equipped with an automatic motor overload and an overheat protection circuit. Power will automatically terminate in case of the following abnormal situations.

1. Operating the shredder at the maximum 16-sheet capacity continuously for a prolonged period of time. A running time of 3 minutes on and 40 minutes off is recommended.
2. Exceeding the shredding capacity by inserting more than sixteen (16) sheets of 20-lb. 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.

## In case of a minor paper jam:

1. Place the slide switch in the **Reverse** position and pull the remaining sheets of paper out of the feed opening. Be careful not to place your fingers near the feed opening or serious harm could result.
2. Make sure that all of the excess paper has been removed from the feed opening and place the slide switch back in the **On** position.
3. You are now ready to resume normal shredding.

## In case of a major paper jam:

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. If paper was left inside the feed opening prior to the overload, place the slide switch in 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. Place the slide switch back into the **On** position.
3. You are now ready to resume normal shredding.

## Specifications:

Shred type:	Crosscut
Shred width:	4.3mm x 33mm
Shredding capacity:	16 Sheets (20 lb. bond paper) or 1 Credit Card
Duty cycle:	3 min on / 40 min off
Feed opening:	8 3/4 inches
Dimensions ( W x D x H ):	13.78" x 9.45" x 18.47"
Weight:	16.97 lbs. (7.7 Kg)
Input:	115 volt AC, 5.5 Amp, 60Hz
Ambient Operating Temp:	Maximum 87.8°F (31°C)