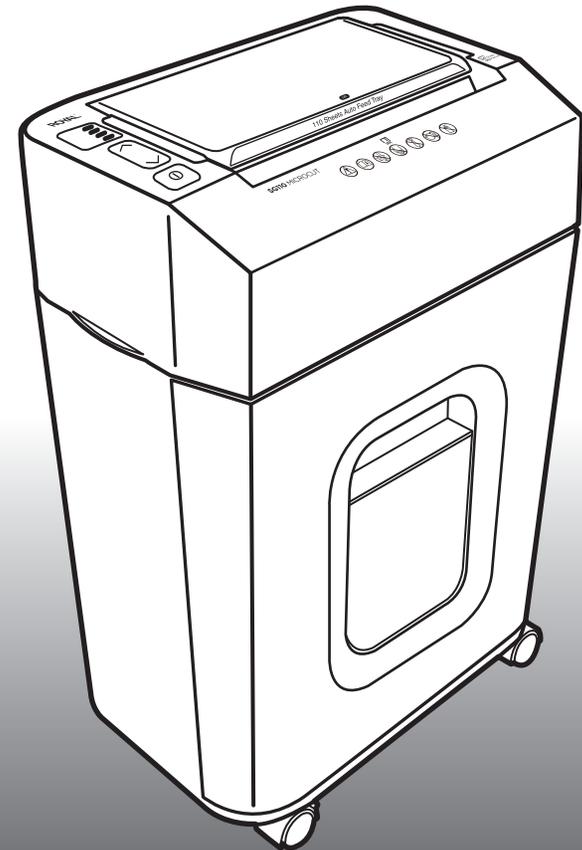


Auto Sheet Feed  
SG110

**ROYAL**<sup>®</sup>

Auto Sheet Feed  
**SG110**

## OPERATIONAL MANUAL



**ROYAL**<sup>®</sup>

Consumer Information Products, Inc.

1011 U.S. Highway 22 West  
Suite 202  
Bridgewater, NJ 08807

Made in Vietnam

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SG110IM0621

## WARRANTY, REGISTRATION & TECHNICAL SUPPORT

To register your shredder, fill out the product registration form on the Royal website: [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 1011 U.S. Highway 22 West, Suite 202 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.

**CUTTING BLADES:** Royal provides a THREE (3) 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 the cost for any parts or services no longer covered under the 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 and shipping addresses, the model name of the product 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 via U.S Mail 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 the U.S. and Canada) or in Mexico call **01-800-849-4826**, Monday through Friday during normal business hours. You can also e-mail Royal at: [hotline@royal.com](mailto:hotline@royal.com)

## ROYAL SG110 PAPER SHREDDER

Diagram ③

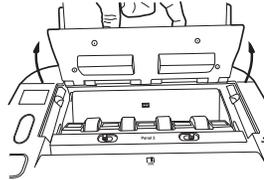
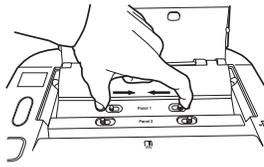
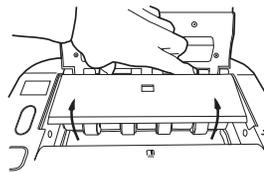
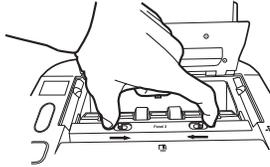


Diagram ④



### In case of a Manual Feed minor paper jam:

Press the **reverse** button and pull the remaining sheets of paper out of the feed opening. Remove the unshredded papers from the top and clear any excess paper shreds from the feed opening. Be careful not to place your fingers near the feed opening or serious harm could result.

### In case of a Manual Feed 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 and press the **reverse** button 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.

### Specifications:

Shred Type:	Microcut
Shred Width:	4.3mm x 13mm
Shredding Capacity:	10 Sheets (20 lb. bond paper) or 1 Credit Card
Paper Tray Capacity:	110 Sheets (20 lb. bond paper)
Feed Opening:	8 3/4 inches
Dimensions:	13 27/100" x 8 3/5" x 19 8/9"
Weight:	19.18 lbs. (8.7 Kg)
Input:	115 volt AC, 5.5 amp, 60Hz

## ROYAL SG110 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, credit cards and CD's 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 SG110 PAPER SHREDDER

### Setup:

1. The SG110 shredder should be placed on a flat level surface.
2. Make sure that the wastebasket is completely inserted in to the shredder cabinet and that it fits flush with the shredder cabinet.
3. Plug the power cord into any standard 115-volt AC outlet.
4. After pressing the **power on/off** button, the **ready LED** should light up. You are now ready to start shredding.

### IMPORTANT INFORMATION

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

### Operating the SG110:

With the electrical cord plugged in, the **power on/off** button pressed and the shredder wastebasket properly in place, the **ready LED** will light up. This means that the shredder is now ready for operation.

It is recommended that when the Auto Sheet Feed is not in use, the Paper Table Lid should remain in the closed position.

For **Manual Feed** shredding, a maximum of 10 sheets at one pass or a single credit card is recommended. Exceeding the maximum 10 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.

For **Auto Sheet Feed** shredding, grasp the front edge of the Paper Table Lid and open fully as in Diagram ①. Staples and Paper Clips should be removed prior to insertion. Place up to 110 sheets of paper neatly stack into the paper tray as in Diagram ②. The feeding of the paper should begin immediately.

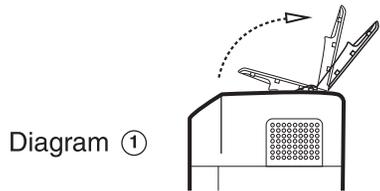


Diagram ①

Open paper table fully

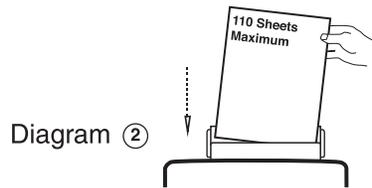


Diagram ②

Remove Staples and Clips before inserting paper

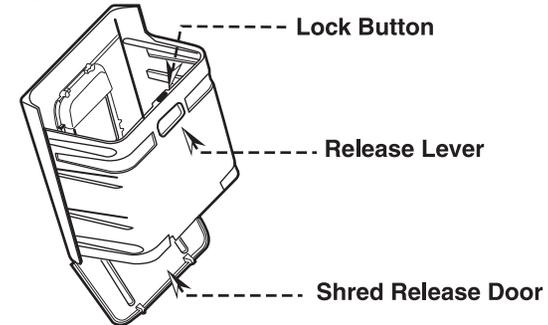
### Electronic Features:

1. The **ready LED** lets you know the shredder is working and ready to shred.
2. The **overheat LED** will light up when the motor temperature reached it maximum allowed temperature and shut off the power to the motor. When the motor cools down, the shredder will be ready to resume shredding.
3. The **overload LED** will light up when the shredder has exceeded the maximum sheet capacity which is 10 sheets.
4. The **bin full LED** will light up when the waste bin is full and should be emptied.

## ROYAL SG110 PAPER SHREDDER

### Drop Down Bin:

When Bin is Full, remove the waste bin from the shredder. Hold the bottom of the waste bin directly over the waste receptacle and press down on the **Lock Button**. Then pull up on the **Release Lever** located on the outside of the waste bin. When bin is empty, raise the **Shred Release Door** back to the closed position. The latch should lock in to position automatically.



### Sheet capacity:

On Manual Feed, the Royal SG110 will shred up to ten (10) 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.

On Auto Sheet Feeding, the Royal SG110 will shred up to one hundred ten (110) sheets neatly stack into the paper table.

### 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. The Royal SG110 will cut staples, small paper clips and credit cards; however, proper discretion is recommended.
4. Do not place hands or fingers into the shredder throat as serious injury could result.
5. When manually changing feed direction, pause for the motor to stop.
6. Always turn off or unplug the shredder prior to moving, cleaning or emptying the wastebasket.
7. Empty wastebasket frequently.
8. Never allow children to shred or play with or around a paper shredder or else serious injury could occur.

### Paper jams in Auto Sheet Feeding:

If during the Auto Feed Function you receive a paper jam, press the reverse button and remove the jam. If the papers have traveled further into the feed rollers and cutters, open Panel 1 by moving both access levers inward and lifting the Panel 1.

Open as shown in Diagram ③.

If further access is required to remove the jam, open Panel 2 as shown in Diagram ④, allowing access to the cutter assembly.

Always be very careful when approaching the cutter blades. They are very sharp and could harm you if mishandled. After the jam has been removed be sure Panel 1 and 2 are back in its original secured position.