

**boxis**<sup>®</sup>  
autoshred  
A REVOLUTION IN PRODUCTIVITY

**AUTOSHRED**<sup>®</sup>  
MICROCUT SHREDDER

**300** sheet tray capacity  
auto feed mode  
**10** sheet per pass  
manual feed mode



**Model# AF300**

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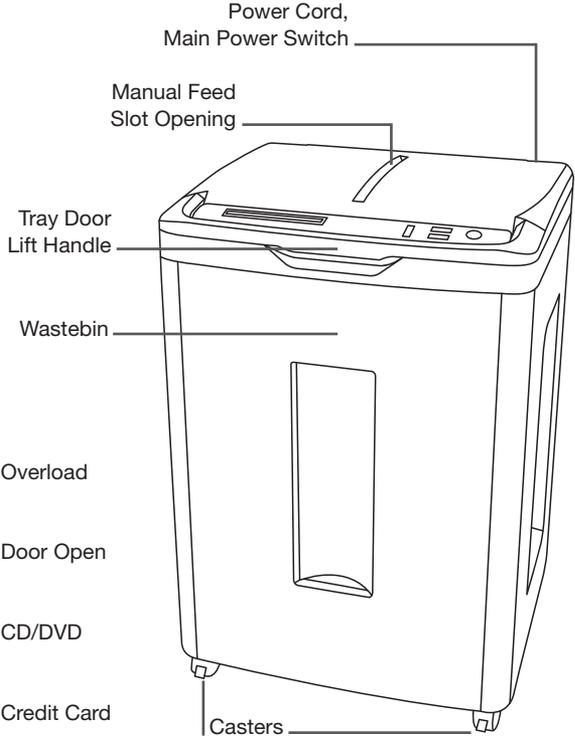
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# Product Diagram

**2**  
year  
Limited Product  
Warranty

-  Off
-  Reverse Button
-  Forward Button
-  Power On/Off
-  Lock
-  Unlock
-  Overheat
-  Bin Full
-  Power/Auto
-  Overload
-  Door Open
-  CD/DVD
-  Credit Card



## Technical Specifications

Cutting Type .....	Micro Cut
Shred Size .....	0.16 x 0.39 in. (4 x 10mm)
Will Shred .....	Paper, standard staples and credit cards
Sheet Capacity Manual Feed .....	10 (letter size, 20lb, 75gsm paper)
Sheet Capacity Auto Feed .....	300 (letter size, 20lb, 75gsm paper)
Credit Cards per pass .....	1
Continuous Operation .....	15 minutes manual / 30 minutes auto feed
Cool Down Time .....	60 minutes
Bin Size .....	14.0 gallons (53 liters)
Unit Dimensions .....	18.5 x 15.0 x 27.8 inches (47.0 x 38.0 x 70.5 cm)
Unit Weight .....	40.8 lbs (18.5 kg)



# WARNINGS



**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 noises 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.

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## 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. Do not attempt to service this product yourself, as opening or removing covers may expose you to risks of getting injured. Also, doing this will void the shredder's 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 CD/DVDs and credit cards, as indicated. However, you should shred only one type of these items at a time to avoid causing an overload.

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## 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. With power switch in the OFF position, plug the shredder cord into the shredder, then plug into a grounded electrical outlet.
2. Turn the ON/OFF switch to the ON position.
3. Attach media basket accessory to front of wastebasket.
4. Press the Power ON/OFF button.
5. The Power On LED will illuminate Green and the shredder is now ready for operation.
6. Depending on quantity of paper the shredding operation can be performed either by Auto or Manual Feed.
  - Auto Feed: Lift handle and place maximum of 300 letter-sized (8.5" x 11") sheets of paper into tray. The machine starts shredding sheet by sheet.
  - Manual Feed (max 10 sheets): The shredder can be activated with the top door closed by inserting 10 sheets or less of paper at a time.
7. Empty the bin frequently for smooth operation and to avoid jams.
8. Turn the shredder OFF prior to removing wastebasket.

NOTE: This shredder is not designed to shred form labels. Shredding labels can cause blades to gum up and damage unit.

**For all safety purposes, turn off shredder when not in use.**

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## Operation (cont'd)

### 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.

### Door Locking/Unlocking:

The doors can be locked to avoid confidential papers from being taken out of the paper tray by other people.

- **Locking:**

Press "ON/START" button. Paper will start to shred. Enter 4-digit PIN. Red LED will indicate LOCK mode. Top door will be locked during shred cycle. Top door will unlock upon completed shred job.

- **Unlocking:**

Enter your 4 digit PIN. GREEN LED will indicate UNLOCK mode.

- **Cancel Password:**

If you encounter Overload/Overheat/Door Open mode during shredding paper, or if the locking process needs to be interrupted or cancelled, wait 20 minutes and the top cover will automatically unlock. Lift open handle and remove paper.

### Start Mode:

When pressing the Power On button, the Green LED activates and the machine is ready for use.

### Stop Mode:

When pressing the Stop button, the machine stops. The Green LED deactivates and the machine is off.

### Reverse Mode:

When pressing the Reverse button during Auto Mode operation, the motor enters the Reverse mode. Press and hold the Reverse button in order to keep the motor running in reverse. When the Reverse button is released, the machine returns to Auto mode.

### Forward Mode:

When pressing the Forward button, the motor enters the Forward mode. Press and hold the Forward button in order to keep the motor running in forward. When the Forward button is released, the machine stops and returns to Auto mode.

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## Operation (cont'd)

### Overload Mode:

When the shredder overloads during shredding, the motor will stop. The LED will light Overload. Pressing the Reverse button will start the motor reversing. Remove the overloaded paper and continue in Reverse mode for 3 seconds to clear any remaining paper particles.

- If user cannot remove the paper from the slot by pressing the Reverse button, tear off the remaining paper and press Forward button to start shredding again and clean out the paper. Repeat the above process until the paper is completely removed.
- If a paper jam occurs, press and hold the “Reverse” button to back paper out of the paper entry. Try gently pulling on the paper to remove it from the shredder. Alternate between forward and reverse, as needed, until the jam clears.

### Door Open Mode:

When the wastebasket is opened while shredding, the motor will stop immediately. The LED will light Door Open. To resume normal function, the door must be closed. The LED will light Power again.

### Overheat Mode:

If the shredder overheats, the LED will light Overheat. All functions will stop. When the shredder overheats, user may press Stop button to place the shredder in Stand by mode. The shredder will not resume normal functioning until the temperature of the motor cools down to a safe temperature and LED will light Power.

### Bin Full Mode:

If the wastebasket is full, the motor will stop and the LED will light Bin Full. All shredder functions will stop. After the bin is emptied, place it back into the cabinet and close the doors. The LED will light Power and resume normal function.

## Care and Maintenance:

### Feed Rollers

The eight black inlet belts should be cleaned every time the shredder bin is full. In case the paper is not drawn in completely, although the feeding belts have been cleaned, the complete feeding unit can be replaced. Please call customer support for further instructions and information.

### Blade Lubrication

To keep your shredder running smoothly and dispose of shreds quickly, use shredder lubricant sheets. Apply lubricants after 30 minutes of shredding or a minimum of twice per month.

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## 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 **1-866-707-1854**. **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.**

Issue	Solutions
Unit does not power up.	<ul style="list-style-type: none"><li>a. Make sure that the power cord is properly plugged into the shredder.</li><li>b. Make sure the Power LED is ON.</li><li>c. Make sure there is no paper jam (see “Clearing A Jam”).</li><li>d. Make sure the wastebasket is properly closed.</li><li>e. Check to see if the shredder has overheated (see “Overheating”).</li></ul>
Paper jam.	Press and hold the “Reverse” button to back paper out of the paper entry. Try gently pulling on the paper to remove it from the shredder. Alternate between forward and reverse, as needed, until the jam clears.
Power turns off while shredding.	This unit is equipped with a motor overload protection circuit, which may terminate power automatically if the unit exceeds the maximum run time (see “Overheating”), if the shredding capacity has been exceeded, or a major jam has been detected (see “Clearing A Jam”).
Shredder works but paper does not feed through.	<ul style="list-style-type: none"><li>a. Make sure that the waste bin is not overfilled.</li><li>b. Make sure the feed rollers are cleaned and free of dust. If rollers are worn, please call product support for replacement information.</li></ul>
Shredder shreds fewer sheets than listed capacity.	Cutting blades should be lubricated (see “Care & Maintenance”).

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## Warranty and Product Registration

The manufacturer warrants the machine for a limited time to be free from defects in material and workmanship, does NOT include 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 postage. It is the responsibility of the consumer to return the machine to the manufacturer.

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. ANY IMPLIED WARRANTY, INCLUDING THAT OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS HEREBY LIMITED IN DURATION TO THE APPROPRIATE 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.

Repairs must be performed by the manufacturer's authorized technician. For more details, or to obtain service under this warranty, please contact us at 866-707-1854.

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

### **Return Instructions:**

Call 866-707-1854 for a Return Authorization Number (RA#) in order to return a defective product.

### **Contact Us:**

For more information, please call 866-707-1854, or email us at [support@boxisautoshred.com](mailto:support@boxisautoshred.com).

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## FCC Information

This device complies with Part 15 of the FCC Rules.

Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
- (2) this device must accept any interference received, including interference that may cause undesired operation

**CAUTION:** Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

**Note:** This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

### **CAN ICES-3 (B)/NMB-3(B)**

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*Our commitment to revolutionizing productivity in our area of expertise will help you be an expert in yours.*

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