

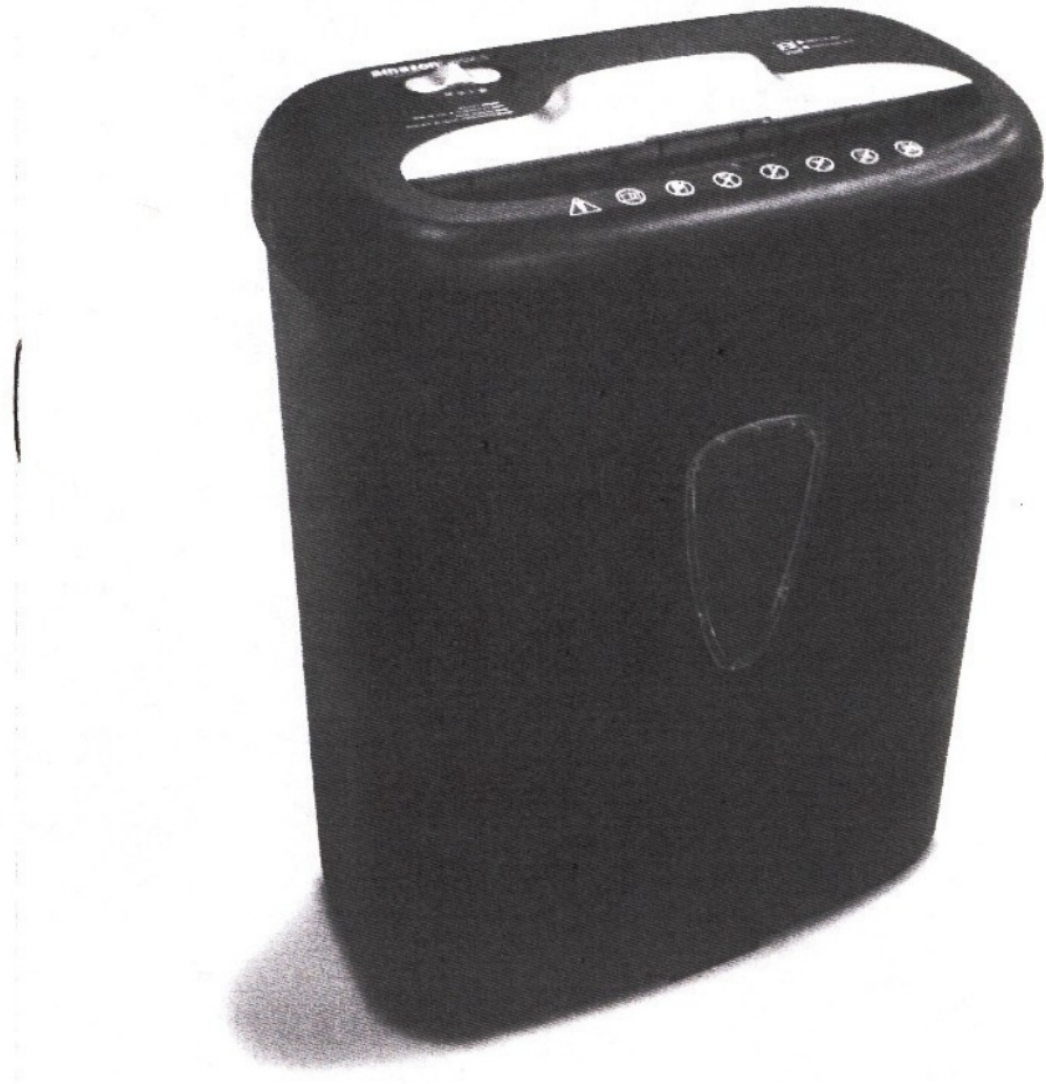


amazon basics BOOYFTHJ9C 8 Sheet Cross Cut Paper and Credit Card Shredder Instruction Manual

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**BOOYFTHJ9C 8 Sheet Cross Cut Paper and Credit Card Shredder
Instruction Manual**



8-Sheet Cross-cut Paper and Credit Card Shredder
BOOYFTHJ9C

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BOOYFTHJ9C 8 Sheet Cross Cut Paper and Credit Card Shredder

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Make sure that the package contains the following parts:



Shredder










Quick Guide



Instruction Manual

 **Warning:** Safety Instructions, Read Before Using!

	Read instructions before use.
	Avoid touching the feed slot with hands.
	Product is not intended for use by children (product is not a toy).
	Do not insert foreign objects into the feed slot.
	Do not spray or keep any aerosol products in or around the shredder.
	Keep loose clothing or jewelry away from the feed slot.
	Avoid getting hair near the feed slot.

- Always turn the shredder off and unplug the power cord from the AC outlet when not in use, before leaning, moving, or emptying the waste basket,
- **RISK OF FIRE.** Never use any petroleum based or flammable oils or lubricants in or around the machine as some oils can combust causing serious injury.
- **NEVER** dispose of flammable chemicals or materials that have come into contact with flammable chemicals (for example, nail polish, acetone and gasoline) in the shredder basket.
- Never shred large paper clips, window or insulated envelopes, continuous forms, newsprint, bound pages (for example: notepads, checkbooks, magazines, etc...), transparencies, laminated documents, cardboard, any items with adhesives, hard materials or plastic (except Credit Cards).
- A socket-outlet should be near the equipment and be easily accessible
- Never let the wastebasket become full. This will lead to shredded material being pulled back up into the shredder and cause jams.
- Never place the shredder near water or any heat source.
- Do not use the shredder if the power cord is damaged in any way.
- Do not attempt to service this product yourself as doing so may expose you to sharp cutting blades and/or electricity and will void the manufacturer's warranty.
- Never try to clean or clear the shredder blade.
- Never shred beyond the specified sheet capacity. This may result in extensive damage to the machine.

Sheet Capacity	8 Sheets of 20 lb. bond paper
Paper Shred Size	3/16i x127/52in. pieces 5mm47 mm pieces
Paper Entry Width	8.7in/220 mm
Credit Card Capacity	ata time
Duty Cycle	3 min. on O min off
Voltage	120v-60Hz/ 2.2 A

One Folded Sheet Of Paper Equates To 2 Sheets Of Paper

Heavier paper, humidity or other than rated voltage may reduce shredding capacity.

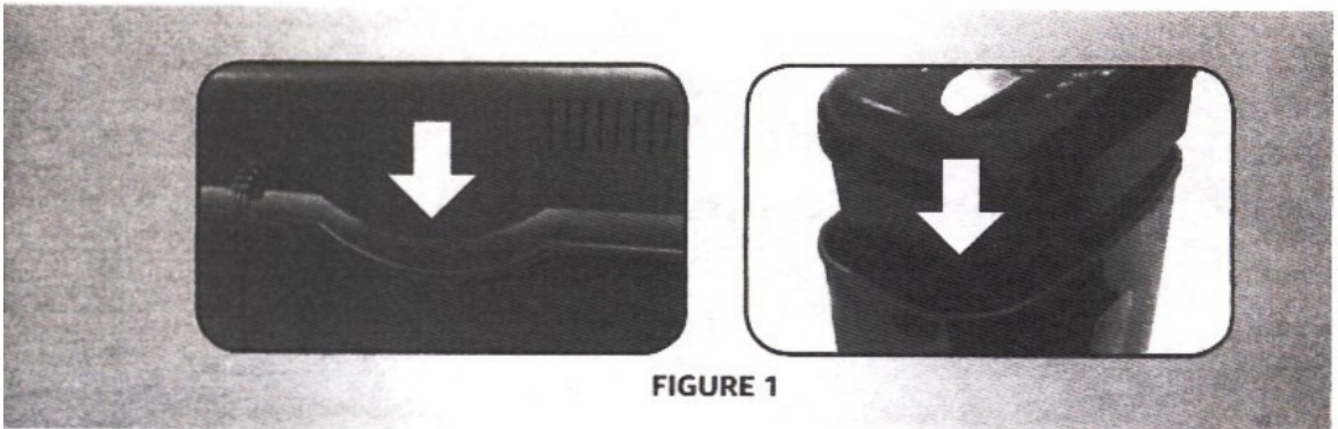
Installation

1. This model includes a built-in safety interlock mechanism, which requires the shredder to be correctly mounted on to the included wastebasket. THE SHREDDER WILL NOT OPERATE UNLESS IT IS PROPERLY MOUNTED AS PICTURED. (FIGURE 1)
2. A socket-outlet should be near the equipment and be easily accessible.
3. Connect the power cord to any standard 120 volt AC outlet.



Caution

Crosscut shredders have very sharp exposed blades on the underside. Use care when mounting the shredder on the wastebasket.



Operation



control switch

Using the switch located on the unit, select one of the following settings by sliding the switch either left or right. (FIGURE 2)

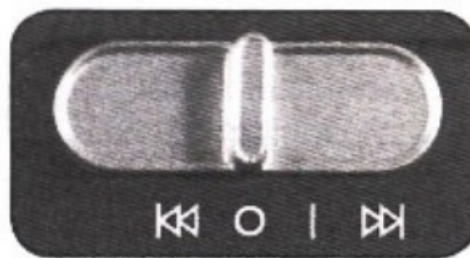


FIGURE 2

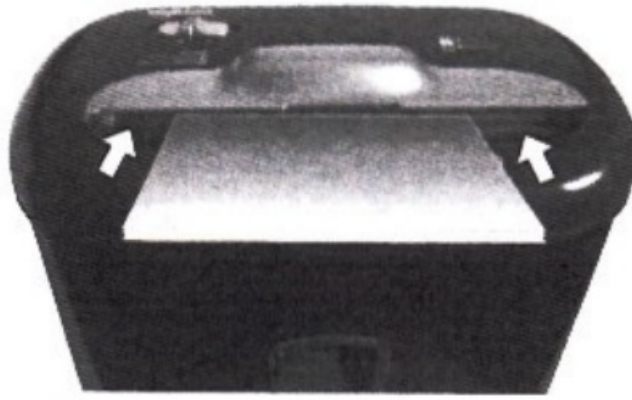
I Auto / On: This setting allows the shredder to be automatically started by inserting paper into the feed slot. Always feed the paper in as straight as possible. When the paper has passed through, the shredder will automatically stop.

0 Off: This setting turns off all features of the shredder. For safety reasons, we recommend that you leave the shredder in the off position whenever the shredder is unattended or not in use.

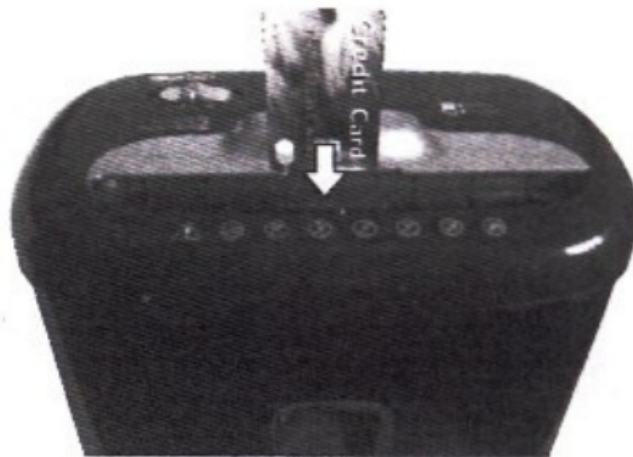
⏮ Reverse: In the unlikely event of a paper jam, the reverse setting can be used to help clear the cutters of paper that did not pass through. Never attempt to clear a jam by using the reverse function until you have emptied the wastebasket.

⏭ Forward: The forward setting can also be used to help clear the cutters in the event of a paper jam. This allows to manually activate the shredder into cutting mode.

Paper / Credit Card Entry:



1. Make sure you do not exceed sheet count per pass (8 sheets max). Insert paper as straight as possible into feed slot and release.

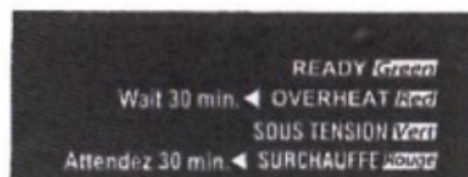


2. Insert one credit card at a time into the middle of the feed slot.

LED Status Indicator:

- Ready (Power On):

The Green LED light indicates the shredder is On and ready to operate when paper is inserted.



**Ready (Power On) /
Overheat**

- Overheat:

Red light Shredder has shredded continuously beyond the maximum shred time and needs to cool down before operation can restart. If this happens, switch the shredder off for 30 minutes or longer before resuming normal operation.

Note:

- Always turn off and unplug the shredder when not in use.
- This shredder will shred staples and small paper clips. It is recommended that you remove paper clips whenever possible to extend the lifespan of your shredder.

Only shred credit cards by feeding them vertically into the middle of the feed slot, releasing when shredding begins. Never feed more than one credit card at a time.

- Overfeeding the shredder: Shredding beyond the specified sheet capacity can result in extensive damage to the shredder. Overfeeding will strain the machine and quickly wear and break the cutting blades and internal components.
- Overheating with extended use: In the event that the shredder has shred continuously beyond the maximum running time and overheating, the unit will automatically shut off.

If this happens, switch the shredder off for 30 minutes or longer before resuming normal operation.

Maintenance

- **Warning: Failure to properly maintain your shredder will void the warranty.**
- Oil the shredder blades every month with basic vegetable, cooking oil or shredder oil. Follow oiling procedure below (FIGURE 3). It helps to keep the shredder blades operating well over many years of use.

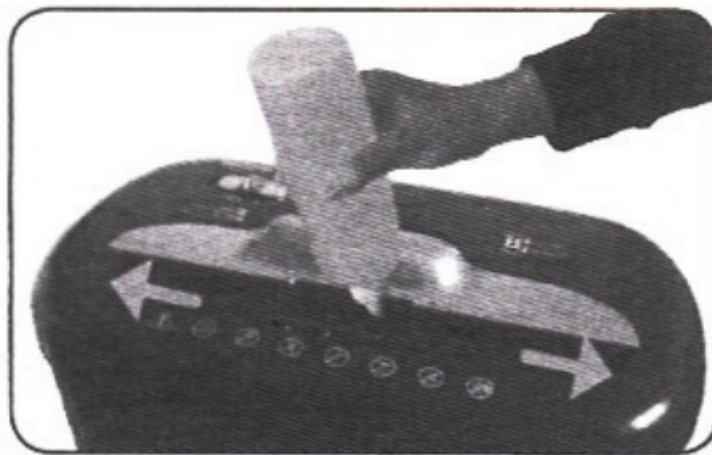


FIGURE 3

◀ Oiling procedure:

1. Turn off shredder.
2. Apply shredder oil across feed slot.
3. Turn shredder in reverse mode for 35 seconds.

Note: Shredder oil is NOT included.



- Do not spray or keep any aerosol products in or around shredder.
- DO NOT USE CANNED AIR ON SHREDDER.

Cleaning:

- Never use anything flammable to clean the shredder. This may result in serious injury or damage to the product.
- ALWAYS UNPLUG THE SHREDDER BEFORE CLEANING!
- Only clean the shredder by carefully wiping the unit with a dry soft cloth or towel.
- Do not clean or immerse shredder in water. Having the unit wet may result in damage or malfunction to the electrical components. If the shredder happens to get wet, be sure to completely dry the unit immediately with a cloth or towel.

Troubleshooting

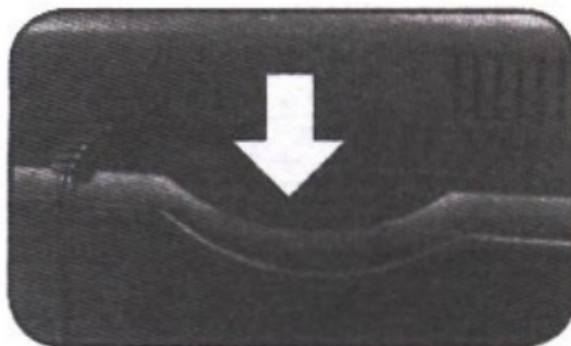
If there is a problem with your shredder, check below for the symptoms and steps to resolve.

If you continue to have problems, contact customer support at our Service Center.

DO NOT ATTEMPT TO REPAIR BY OPENING THE SHREDDER HEAD. This will completely void the product warranty.

The shredder does not work at all.

1. Make sure the unit is plugged in and that the outlet is in good working order.
2. Overheating with extended use: In the event that the shredder has shred continuously beyond the maximum running time and overheated, the unit will automatically shut off. If this happens, switch the shredder off for 30 minutes or longer before resuming normal operation.
3. Make sure the shredder head is correctly seated onto the induced wastebasket, with all the words and icons facing towards you. The head unit is particularly designed to work only with the integrated wastebasket. The shredder is equipped with a safety interlocking mechanism, which prevents the shredder from working when the head unit is lifted, removed, or accidentally knocked over. The shredder will not function unless the head unit is properly mounted as pictured.



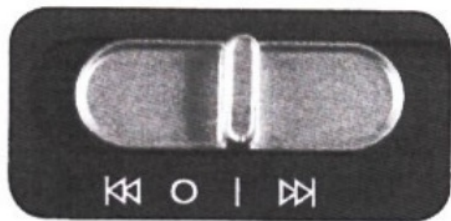
4. If using a plastic bag to line the wastebasket, please remove it. This may cause the shredder not to operate properly.
5. The activation sensor of the shredder is located near the center of the feed slot. Be sure to feed directly into the center area to activate the machine (especially applies to smaller pieces of paper or credit cards).

The shredder runs in “Rev (Reverse)” mode but not in “Auto (On)” mode.

While in "Auto" mode, the motor will not start running until paper is inserted into the feed slot. Set the unit to "Auto" and insert paper to shred. The sensor that activates the shredder in Auto mode is located directly in the center of the slot. If the paper you are inserting is narrow, it may not be activating the optical sensor. It is also possible that the feed slot has become blocked with paper. Insert an index card or any rigid sheet of card stock (old greeting card or folded file folder), directly in the center of the feed slot, while applying force to help push the jammed paper through. This will usually clear any paper blockage.

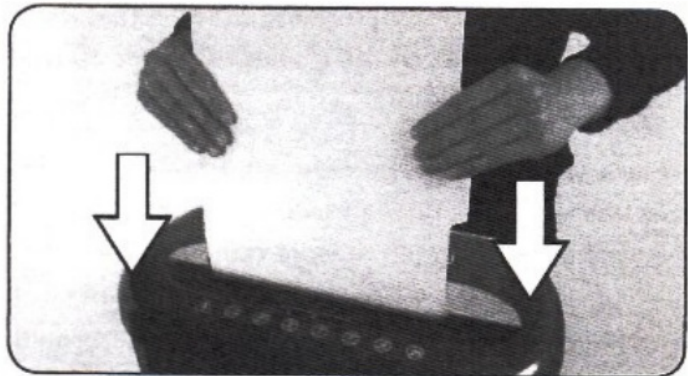
How to clear a paper jam in the shredder,

1. Switch the shredder over into Reverse (REV) mode. While in Reverse, the shredder will back up and loosen the jammed paper. If required, you may need to tug and remove several sheets to effectively clear the machine. When jammed paper is loosened or removed, switch back to the Auto-On mode to continue shredding. Repeat steps if needed.
2. With stubborn situations where the reverse function does not help, you may loosen the jammed paper with shredder oil (cooking oil is acceptable, nothing aerosol). Start by drizzling oil into the feed slot where the paper is jammed. Let it soak for about 30 minutes to completely saturate. Return the shredder back to Auto-On mode. If required, an index card or a rigid sheet of cardstock (old greeting card or folded file folder) can be fed into the shredder to help push the jammed paper through.



▲ Power switch in auto position

Use thick paper stock or greeting card ►
to push the jam through



The shredder is constantly running while in "Auto (On)" mode.

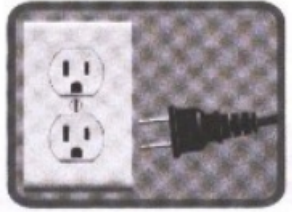
1. It is possible that the activation sensor, which starts the shredder, has become blocked with paper. Insert an index card or any rigid sheet of cardstock (old greeting card or folded file folder), directly in the center of the feed slot, while applying force to help push the jammed paper through. This will usually clear any paper blocking the activation sensor and feed slot.
2. The activation sensor is being triggered by dust, debris, or oil. A cotton swab may be used to clean the sensor. **DO NOT USE CANNED AIR.** The activation sensor of the shredder is located around the center of the feed slot.



WARNING: DO NOT ATTEMPT TO REPAIR BY OPENING THE SHREDDER HEAD. THIS WILL COMPLETELY VOID THE PRODUCT WARRANTY.

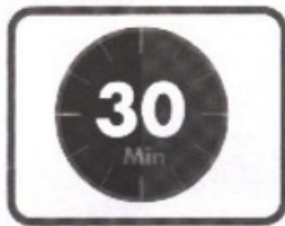
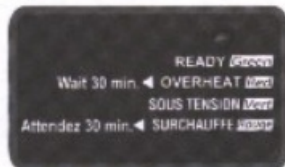
No power to the shredder or does not shred paper

① Check power outlet



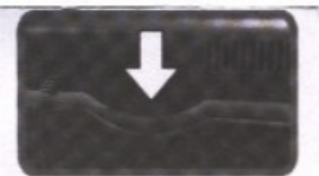
1. Make sure power cord is plugged into a functioning 120V standard household power outlet. Or, try using a different working outlet.

② Cool down time



2. Overheating with extended use: In the event that the shredder has shredded continuously beyond the maximum running time and over heated, the unit will automatically shut off. If this happens, switch the shredder Off for 30 minutes or longer before resuming normal operation.

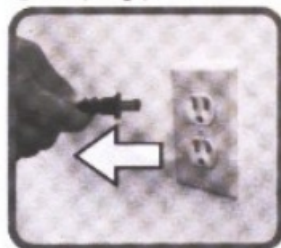
③ Check control button is in Auto mode



3. Check if the control button is in Auto position.
 - Check if the head unit portion of the shredder is correctly seated onto the included wastebasket.

Shredder runs continuously

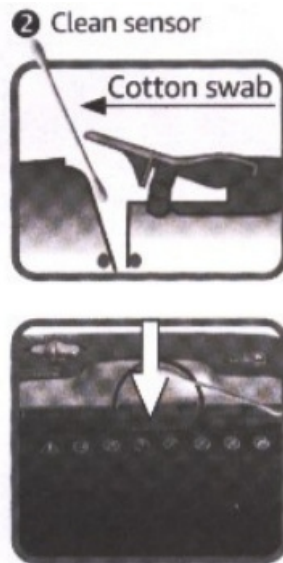
① Unplug power





warning:
DO NOT USE CANNED AIR.

1. unplug the machine from the wall socket.



2. Find the activation sensor in the center of the feed slot.

- Use a cotton swab to gently wipe away any dust or debris that has collected on the sensor.

Shredder is Jammed or runs in “reverse” mode only

① Reverse to remove paper



↑ Pull up



Warning:

RISK OF FIRE. Never use any petroleum based or flammable oils or lubricants in or around the machine as some oils can combust causing serious injury.

② Turn off shredder



Apply shredder oil and wait for 30 min



1. Set the control switch to reverse.

- Pull the paper to remove jammed paper (as much as possible).

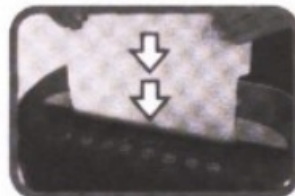
2. Turn off shredder.

- Apply shredder oil to the feed slot.
- Let oil soak in to paper and machine for 30 minutes

③ Set switch to Auto.



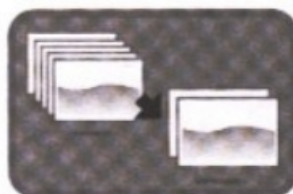
Use thick paper to push jam through



3. Set the power switch to turn on shredder.

- Use thick paper stock or a greeting card to push the jam through.

④ Reduce sheets to resume shredding



4. Reduce the number of sheets being fed (count pages to be sure not to exceed the maximum sheet count).

- Refeed the paper.

Shredder does not feed or shred credit card or small piece of paper




- Position credit card or small piece of paper over the credit card section of the Feeder (center position).
- Try again.



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Documents / Resources

	<p>amazon basics BOOYFTHJ9C 8 Sheet Cross Cut Paper and Credit Card Shredder [pdf] Instruction Manual</p> <p>BOOYFTHJ9C, BOOYFTHJ9C 8 Sheet Cross Cut Paper and Credit Card Shredder, 8 Sheet Cross Cut Paper and Credit Card Shredder, Cross Cut Paper and Credit Card Shredder, Credit Card Shredder</p>
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