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> BOXIS AutoShred AF650 Paper Shredder Instruction Manual

BOXIS AF650

BOXIS AutoShred AF650 Paper Shredder Instruction Manual

Model: AF650 | Brand: BOXIS

1. INTRODUCTION

This manual provides essential information for the safe and efficient operation, maintenance, and troubleshooting of your BOXIS AutoShred AF650 Paper Shredder. Please read this manual thoroughly before using the shredder and retain it for future reference.





Figure 1: BOXIS AutoShred AF650 Paper Shredder, front view. This image shows the overall design of the shredder, including the waste bin window and casters.

2. SAFETY INSTRUCTIONS

Always follow basic safety precautions when using this appliance to reduce the risk of fire, electric shock, and injury to persons.

- Keep out of reach of children and pets.
- Do not insert fingers, ties, jewelry, or loose clothing into the paper entry slot.
- Do not spray any flammable products onto the shredder or near it.
- Do not shred adhesive labels or anything with glue, as this can cause jams and damage the blades.
- Unplug the shredder before moving, cleaning, or emptying the waste bin.
- Do not operate the shredder if the power cord is damaged.

3. SETUP

3.1 Unpacking and Placement

Carefully remove the shredder from its packaging. Place the shredder on a flat, stable surface. Ensure there is adequate space around the unit for ventilation and access to the waste bin.

The shredder is equipped with casters for easy mobility. Lock the casters once the shredder is in its desired location to prevent accidental movement.

3.2 Power Connection

Connect the power cord to a standard electrical outlet. Ensure the voltage matches the requirements specified on the shredder's rating label.

4. OPERATING INSTRUCTIONS

4.1 Control Panel Overview

The control panel is located on the top of the shredder. It includes buttons and indicator lights for various functions.

Lock the lid while shredding confidential documents with your own 4-digit PIN.



Figure 2: Close-up of the control panel showing the LOCK/UNLOCK lights, PIN entry buttons (1-4), and status indicators (OVERHEAT,

OVERLOAD, BIN FULL, DOOR OPEN, POWER).

- **LOCK/UNLOCK:** Indicators for the lid lock status.
- **1, 2, 3, 4:** Buttons for setting the 4-digit PIN.
- **OVERHEAT:** Illuminates when the shredder has exceeded its operating temperature and needs to cool down.
- **OVERLOAD:** Illuminates when too much paper is inserted, causing the motor to strain.
- **BIN FULL:** Illuminates when the waste bin is full and needs to be emptied.
- **DOOR OPEN:** Illuminates when the waste bin is not properly closed or the shredder head is not seated correctly.
- **POWER:** Indicates the shredder is powered on.

4.2 Auto Feed Mode (Up to 650 Sheets)

The Auto Feed mode allows for shredding large stacks of paper without manual feeding. This mode is ideal for confidential documents as it includes a PIN lock feature.

1. Open the auto-feed tray lid.
2. Place a stack of up to 650 sheets of paper into the auto-feed tray. Ensure the paper is neatly stacked and aligned.



Figure 3: Demonstrates placing a stack of up to 650 sheets into the auto-feed tray for automatic shredding.

3. Close the auto-feed tray lid. The shredder will automatically begin shredding the documents.
4. To secure confidential documents during auto-feed, you can set a 4-digit PIN. Press the "LOCK" button and then enter your desired 4-digit code using buttons 1-4. The lid will lock, preventing access to the documents until the correct PIN is entered.

Lock the lid while shredding confidential documents with your own 4-digit PIN.



Figure 4: Close-up of the control panel showing the LOCK/UNLOCK lights and PIN entry buttons. This feature allows securing documents in the auto-feed tray.

5. The shredder has a continuous runtime of 60 minutes in auto-feed mode.

4.3 Manual Feed Mode (Up to 10 Sheets)

For quick shredding of a few sheets, use the manual feed slot.

1. Locate the manual feed slot on the top of the shredder.
2. Insert up to 10 sheets of paper into the manual feed slot. The shredder will automatically detect the paper and begin shredding.



Figure 5: Illustrates inserting up to 10 sheets of paper into the manual feed slot for quick shredding.

4.4 Shredding CDs and Credit Cards

The shredder is capable of shredding CDs and credit cards through a dedicated slot.

1. Locate the CD/Credit Card entry slot, typically near the manual paper feed.
2. Insert one CD or credit card at a time into the designated slot.



Figure 6: A hand inserting a CD into the dedicated shredding slot on the shredder's top panel.



Figure 7: A credit card being inserted into the dedicated slot for secure disposal.

The BOXIS AutoShred AF650 utilizes microcut technology, turning documents into 1,200 to 1,500 particles per letter-sized document, offering a higher level of security compared to standard crosscut shredders.

Microcut[®] Assurance

*1,200 to 1,500 particles
per letter-sized document*

Compared to the average crosscut paper shredder which renders a standard letter sized paper into 300 to 400 particles, this microcut shredder will turn the same document into 1,200 to 1,500 virtually unreadable particles! These higher security micro particles will fill up your waste bin more efficiently which means you empty less often!

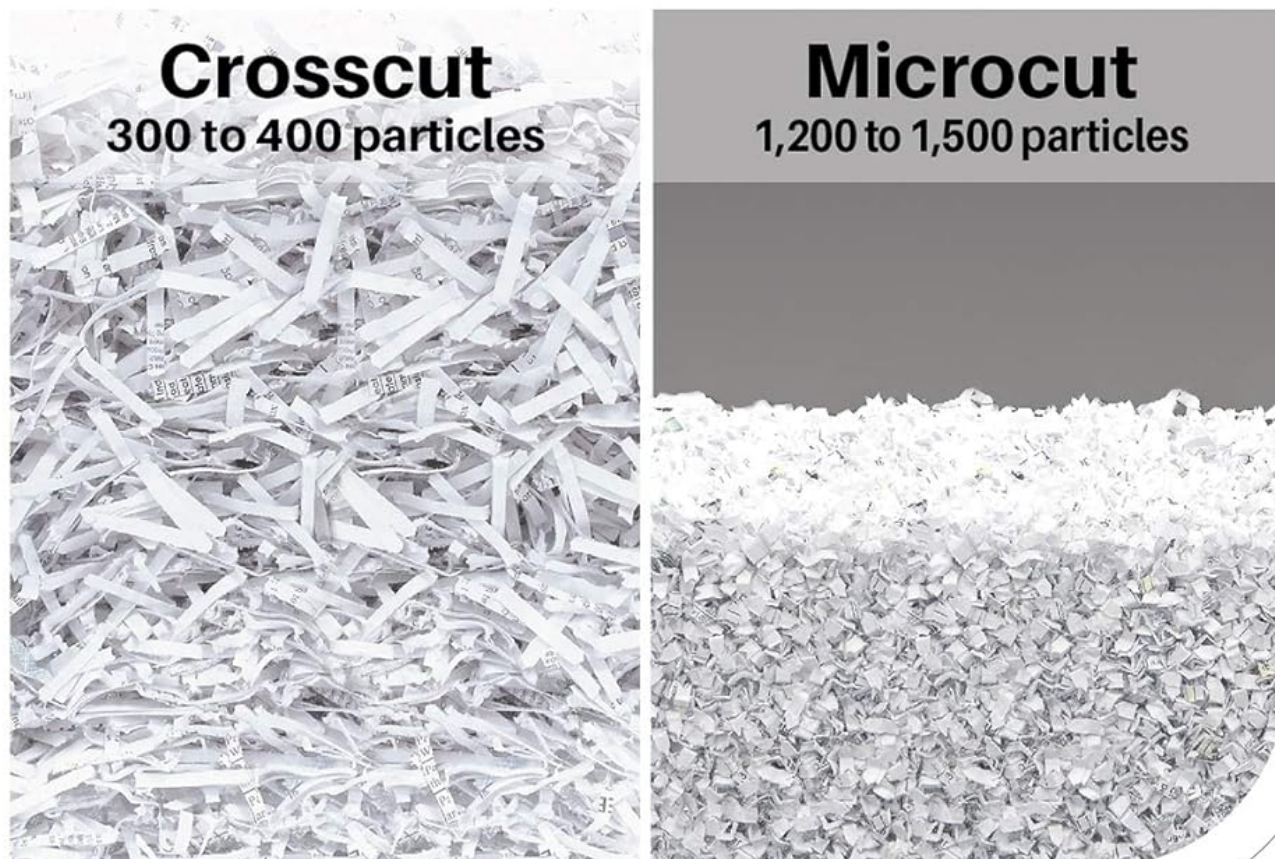


Figure 8: Illustrates the difference between microcut (1,200-1,500 particles) and crosscut (300-400 particles) shredding, highlighting the enhanced security of microcut.

5. MAINTENANCE

5.1 Emptying the Waste Bin

The shredder features a 14-gallon waste bin. When the "BIN FULL" indicator illuminates, the bin needs to be emptied.

1. Ensure the shredder is turned off and unplugged.
2. Pull out the waste bin from the front of the shredder.



Figure 9: Side view of the shredder with the 14-gallon waste bin partially pulled out for emptying.

3. Dispose of the shredded material.
4. Slide the waste bin back into the shredder until it clicks securely into place. Ensure the "DOOR OPEN" indicator is

off.

The product includes samples of commercial-sized Shredcare lubricant sheets and waste liners for easy disposal.

5.2 Lubrication

Regular lubrication of the shredder blades is crucial for optimal performance and longevity. Use shredder lubricant sheets or oil specifically designed for paper shredders.

- For lubricant sheets: Feed one sheet through the paper entry slot as you would a normal piece of paper.
- For liquid lubricant: Apply a thin line of oil across the paper entry slot. Run the shredder in reverse for a few seconds to distribute the oil.

Lubricate the shredder after every 30 minutes of continuous use or at least twice a month for light use.

5.3 Cleaning

Wipe the exterior of the shredder with a soft, dry cloth. Do not use abrasive cleaners or solvents. Ensure the shredder is unplugged before cleaning.

6. TROUBLESHOOTING

Problem	Possible Cause	Solution
Shredder does not operate.	Not plugged in. Power switch off. Waste bin not properly closed ("DOOR OPEN" indicator on). Overheat protection activated ("OVERHEAT" indicator on).	Plug in the shredder. Turn on the power switch. Ensure the waste bin is fully inserted and latched. Allow the shredder to cool down for at least 30 minutes.
Paper jam ("OVERLOAD" indicator on).	Too much paper inserted. Paper not inserted straight.	Press the reverse button to clear the jam. Remove excess paper. If the jam persists, unplug the shredder, carefully remove the paper, and then plug it back in. The shredder has automatic forward and manual reverse modes to help reduce the risk of jams.
Shredder stops during operation ("BIN FULL" indicator on).	Waste bin is full.	Empty the waste bin.

7. SPECIFICATIONS

Feature	Detail
Model Number	AF650
Brand	BOXIS
Shred Type	Micro Cut

Feature	Detail
Auto Feed Capacity	Up to 650 sheets
Manual Feed Capacity	Up to 10 sheets
Waste Bin Capacity	14 gallons
Continuous Runtime	60 minutes (Auto Feed)
Shred Speed	Up to 19.7 feet per minute
Shreds	Paper, CDs, Credit Cards
Material	Metal, Plastic
Item Weight	40.8 Pounds
Operation Mode	Automatic
Special Feature	Casters, 4-digit PIN lock
Manufacturer	Intek America, Inc

8. WARRANTY AND SUPPORT

Specific warranty details are not provided in the product information. For warranty claims, technical support, or service inquiries, please contact BOXIS customer service directly. Retain your proof of purchase for any warranty-related issues. You may find contact information on the official BOXIS website or through your retailer.