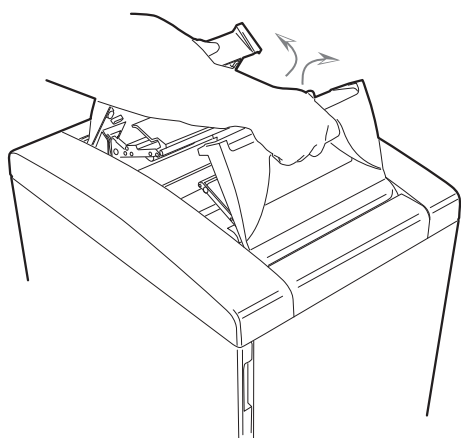


boxis™ autoshred QUICK GUIDE



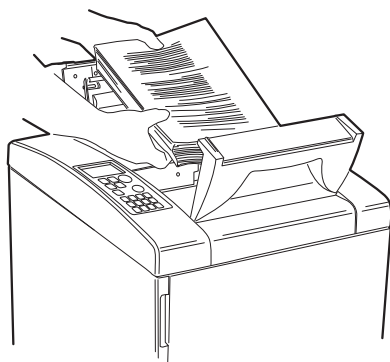
CAUTION: Before you set up and operate your Boxis™ Autoshred, read the safety instruction in the USER MANUAL.

1 OPEN LOADING DOORS



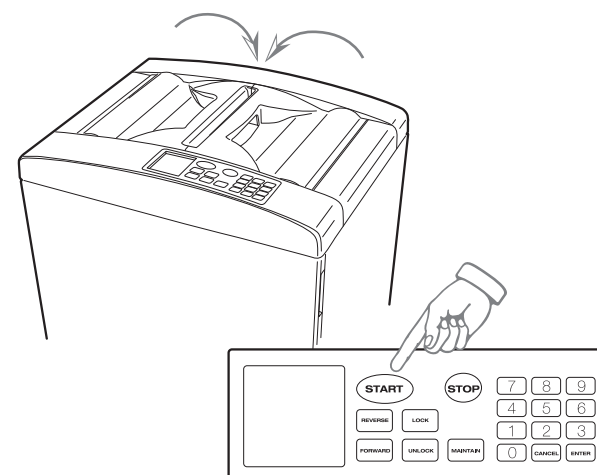
Grip top handles firmly and pull up to open top loading doors.

2 INSERT PAPER: LETTER 8 1/2" X 11" OR LEGAL 8 1/2" X 14"



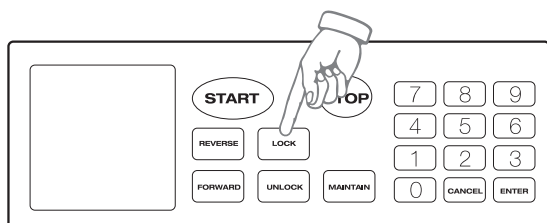
Insert the recommended amount of Letter size or Legal size paper.
For Legal size: Align one edge of stack of paper to either edge of paper tray.
WARNING: Place 20 lb. or lighter weight paper.

3 CLOSE LOADING DOORS AND PRESS START



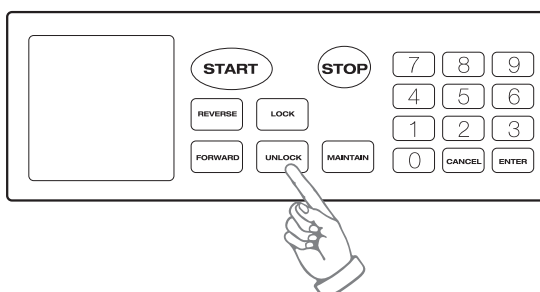
Close loading doors and press the start button.

4 HOW TO LOCK LOADING DOORS USING A PIN



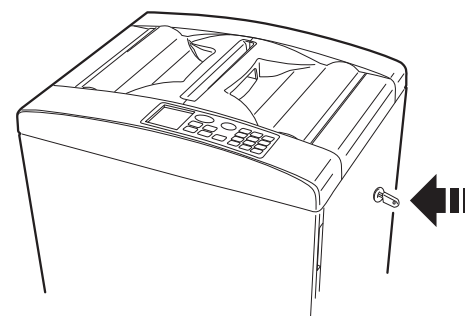
Press "Lock" button. "Enter Password" will flash on display. Enter 4-digit password. (Be sure to remember the password.) Press "Enter" then "Start" to begin shred cycle. Display will read "Cover Lock." Both doors will be locked during shred cycle. Please refer to manual for more detailed explanation.

5 HOW TO UNLOCK LOADING DOORS



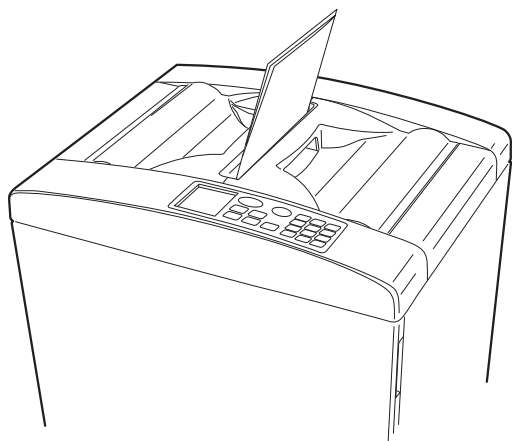
Press "Unlock." Enter your 4 digit PIN. Press "Enter". Display will change to "Cover Unlock". Doors may now be opened.

6 IF PASSWORD IS LOST, USE MANUAL UNLOCKING KEY



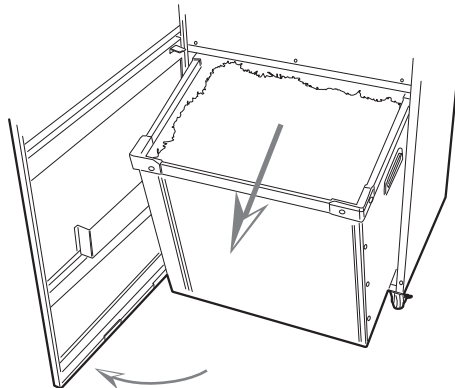
If password is lost or forgotten, there is a manual override switch that is located on the right side of the shredder. Contact your administrator to obtain the key. Turn the key to Unlock, then doors may now be opened.

7 MANUAL SHREDDING



For manual shredding, do not put more than 6 sheets of 20 lb. paper at a time. This may jam or damage the blades.

8 HOW TO EMPTY WASTE BIN



Open cabinet door, remove waste bin and empty shredded waste. Then replace shredder bag and replace the waste bin.

MAINTENANCE:

After 1 hour accumulated operation time, "Lubricate" will be displayed on the LCD panel. Use shredder lubricant sheets that are designed specifically for shredders. NEVER USE AN AEROSOL LUBRICANT, or COMPRESSED AIR to clean the shredder. Press and hold the "Lubricate" button in order to reset the lubricate indication.

ATTENTION!



TROUBLESHOOTING & SUPPORT:

Repairs must be performed by the manufacturer's authorized technician. For trouble shooting issues, or questions please call us at 866-707-1854.