

**Important Warranty Information:**

This shredder is covered through TECHKO by a one- (1) year limited warranty. A dated proof of purchase is required for warranty service.

TECHKO warranties this product for a period of one (1) year from the original date of purchase against defects in design, assembly, material, and workmanship. TECHKO will replace the unit with an equivalent product free of charge other than postage requirements. TECHKO will not be responsible for freight or insurance costs in receiving the defective shredder to its location.

**Warranty Procedures:**

Before sending in your shredder for replacement, please contact our Customer Service Department for troubleshooting.

For warranty replacement, please pack the shredder securely in a box.

Please include the following inside the box:

1. Your name and/or the company name
2. Phone number where you can be reached during normal business hours
3. Return shipping address including suite or apartment number. Please no P. O. Boxes
4. Model number
5. Copy of a dated receipt
6. A note stating the nature of the return
7. \$10.00 check or money order for return shipping and handling fee.

Ship the box to the provided address on this manual. Upon receipt of the shredder, TECHKO will ship a new unit to you. Please allow 12-16 working days for the warranty process.

**AUTOTECH Technology:**

**Auto feed shredder**

**USA Patent No. 5,975,445**

**No. 6,390,397**

**No. DES 536,728**

**Customer Service :**

1-888-8TECHKO (1-888-883-2456)

Website: [www.techkomaid.com](http://www.techkomaid.com)

Mfg. By **TECHKO**®

9767 Research Drive

Irvine, CA 92618-4626

MADE IN CHINA

**TECHKO**®

**AUTOTECH**® Model: AF240

**HOME/ OFFICE SHREDDER**

# OPERATION INSTRUCTIONS



240 Sheet Cross Cut Shredder

**Before operating this unit, please read all of the instructions, including important warranty information.**

## SHREDDER

This TECHKO MAID Inc. shredder features a Master Control Switch on the side of the unit, Forward/Auto, On/Off, Reverse buttons located on the head of the shredder.

This shredder is designed to AUTO FEED and cross cut shred 5-8 sheets at a time when loading a maximum of 240 sheets in the tray. There are five LED lights built into the unit. The "Power" light indicates that the shredder is ready to use. The "Basket Full" light indicates that the basket is at full capacity and the unit will stop automatically for you to empty. The "Door Open" light indicates that the door or safety cover is not completely closed. The "Overheat" light indicates the cycle time has exceeded. The "Overload" light indicates that the shredder has exceeded the maximum sheet capacity. Please see operation instructions for more information.

## SAFETY INSTRUCTIONS/WARNINGS

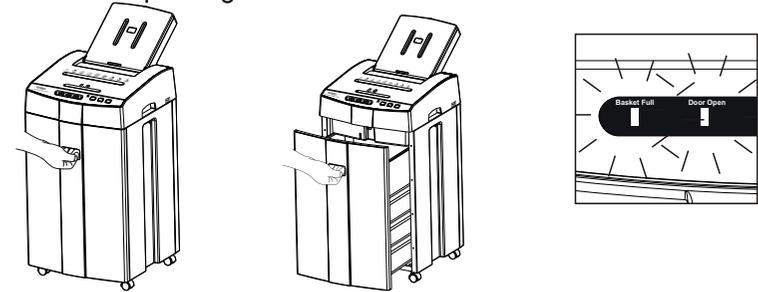
Your safety as well as the safety of others is important to TECHKO MAID Inc. In this manual and on the product are important safety instructions. PLEASE READ ALL OF THE SAFETY INSTRUCTIONS CAREFULLY BEFORE OPERATING. If you have questions regarding the operation of your shredder, please call customer service prior to operation.

## CAUTION!

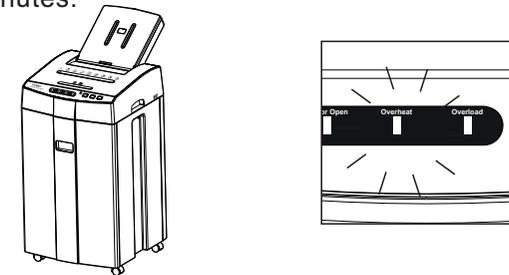
**Before using your shredder, be sure to observe the following precautions:**

1. Keep children and pets away from the shredder. Serious injury could occur.
2. Always follow all warnings and instructions outlined in this manual, on the shredder, and on the shredder packaging.
3. Never insert your hands or fingers into the shredder feed slot(s). Keep personal and loose objects such as jewelry, hair, neck ties, etc, away from the feed slots. Never put your face near the shredder while the unit is plugged in. Serious injury could occur.
4. This product is intended to shred paper, credit cards, CDs, and DVDs only. Do not shred paper clips or other hard materials. Do not shred labels or envelopes. Doing so will damage the cutting system.
5. This shredder is not designed for heavy commercial usage. Do not exceed the recommended shred capacity. Do not operate for extended periods of time.
6. IMPORTANT-Always unplug the shredder when it's not in use and also prior to cleaning, moving, servicing or any action other than normal operation.
7. This shredder should never be placed near or over a radiator, heat register, or water.
8. The power supply cord serves as the disconnect function for the shredder. Do not operate with a damaged power supply cord.

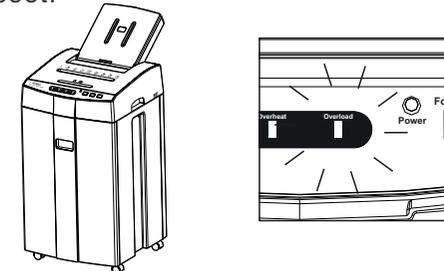
5. The "Basket Full" light indicates that the basket is at full capacity. The unit will stop automatically and you must clear the basket. If you pull open the door, the "Door Open" light will become lit.



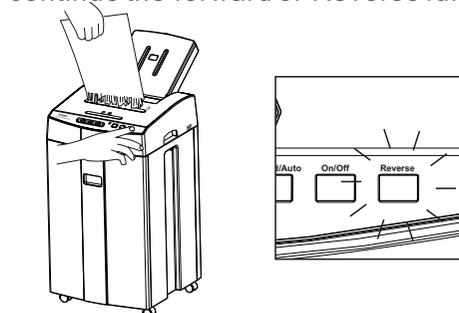
6. The "Overheat" light indicates that the cycle time has been exceeded. The shredder will automatically shut down until it is safe to resume shredding. Cycle time:30 minutes.



7. Auto Reverse: When too much paper is loaded at once, the motor will stop and automatically reverse for a short period. You will need to pull the paper out from the paper feeding slot! Once out, turn the unit off and then turn the unit back on to reset.



8. To use the Forward or Reverse Key/Buttons you need to keep the button pressed down to continue the forward or Reverse function.





Do not exceed the 240 sheet maximum capacity in the auto feed slot or the sheet maximum in the hand feed slot.



Avoid touching the document feed slots with your hands. Never insert hands or fingers into the feed slots.



Keep hair/face away from the document feed slots.



Keep aerosol products away from shredder. Do not use flammable, petroleum-based or aerosol cleaners on or near this product. Some agents may combust causing serious injury.



Avoid clothing touching the document feed slots. Keep personal and loose objects (jewelry, ties, etc.) away from feed slots.



Always unplug the shredder before removing excess paper shreds/debris from the head or before performing any other action other than normal shredding. Always unplug the shredder while not in use in order to prevent accidents.



Do not operate the unit with a damaged power supply cord.



Operate this shredder with a 30 minutes on, and a 20-30 minutes off cycle.



Do not use compressed air or spray any liquid into the shredder. Doing so could result in injury and/or damage the shredder.

### CAUTION:

Be sure the shredder is securely in place before shredding. The machine will not operate correctly. To prevent the possible risk of injury, NEVER leave the shredder unattended while using the auto feed feature. Keep children away from the shredder during use.

### OPERATION

1. Shred capacity per load:

**A: Auto Feed Shredding: 240 Sheets maximum of 20 lb paper**  
***Multiple sheet pulling system pulls 6-9 sheets a at time.***

**B: Manual Feed Shredding: 15 Sheets maximum per pass of 20lb paper**

**C: Credit Card: 1 Pc. Maximum**

**CD/DVD: 1 Pc. Maximum**

**FORWARD/AUTO: Activates the continuous forward shredding function when trying to clear the slots.**

**On/OFF: Turns off the and on shredder.**

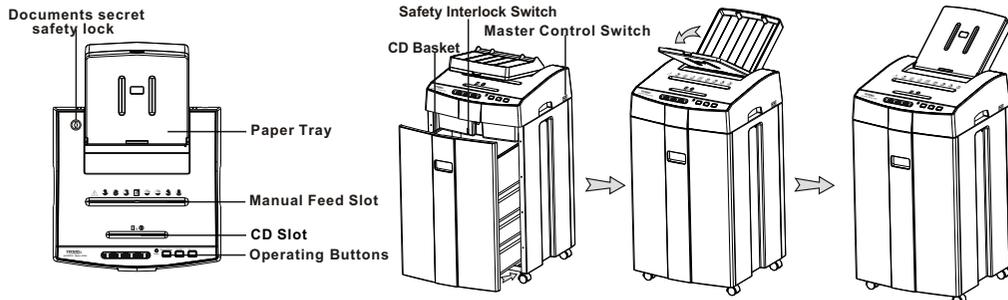
**REVERSE: (In the event of a paper jam), reverses the shredding direction and backs the items out of the shredder.**

1. Plug shredder to power outlet, switch the master control switch to the "on" position, and press the "ON/OFF" button. The "Power" indicator Light will become green. The shredder is now prepared to work.
2. Prepare paper to be shredded by removing staples, paper clips, labels or other gummy matter. Load paper into the paper tray.
3. This shredder must be used with the supplied basket. The safety interlock switch must be engaged, or the shredder will not operate.
4. Insert items to be shredded into the appropriate feed opening.

For best shredding results, occasionally clean the shredder paper guide and blades, removing paper particles and debris. To do this, switch to "Reverse" position and then forward. In some cases the shredder may have to be unplugged, turned over and debris to be picked out to remove jammed paper particles.

**\* ALWAYS UNPLUG THE SHREDDER BEFORE ATTEMPTING TO REMOVE AN ITEM MANUALLY.**

### INSTALLATION



### PRODUCT SPECIFICATIONS:

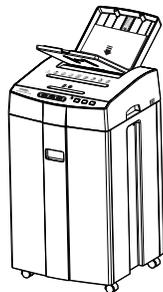
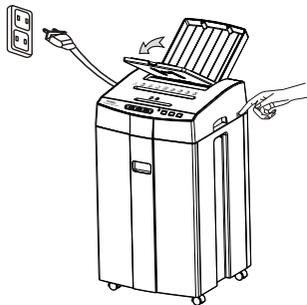
Auto Feed Horizontal Entry Width:	9.5" (241mm)
Manual Horizontal Entry Width:	8.75" (222mm)
Shred Size:	5/32" x 1-3/16" (4 x 30 mm)
Shredding Speed:	8.7Fpm (3M/min)
Basket Capacity:	10.8 Gallons ( 41 Liters)
Power Source:	115V/60Hz (USA/ Canada)
	220-240V/50Hz (Europe)
	100V/60Hz (Japan)

**⚠ IMPORTANT NOTES**

- If the paper is wider than the feed entry and is folded to fit, the paper thickness increases and may exceed the recommended capacity.
- If the basket is not pushed in all the way the shredder will not operate.
- If the cycle time is exceeded the shredder will automatically shut down until it is safe to resume shredding. Cycle time:30 minutes.
- If the shredder is over loaded and jammed, a red light will flash and the shredder will automatically reverse to pull the paper back out. Reduce the amount of paper and feed it through again.
- Do not shred envelopes, labels or paper with labels affixed to them. This will gum up the cutting blades, cause the shredder to malfunction, and void your warranty.
- Please observe all printed precautions and warnings.

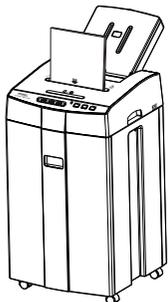
**OPERATION DIAGRAM**

- 1. To power the unit, turn the Master Control Switch to the "ON" position. This is located on the side of the unit. Then press the On/Off button to the "ON" position to begin shredding.**
- 2. When using the auto feed tray, you must push the paper loading button and slide the paper down into the slot.  
Auto Feed Shredding: 240 Sheets maximum of 20 lb paper Multiple sheet pulling system pulls 6-9 sheets a at time.**



- 3. Manual Feed Shredding: 15 Sheets maximum per pass of 20lb paper**

- 4. Credit Card: 1 Pc. Maximum  
CD/DVD: 1 Pc. Maximum**



9. Do not alter or deface the shredder or shredder housing in any way. Do not attempt to service the shredder yourself. Opening and/or removing covers could expose you to dangerous voltage points and/or other serious risks. These actions will also void your warranty.
10. Always unplug the shredder from the wall outlet before cleaning. Clean the outside of the shredder with a damp cloth only. Do Not immerse in water or use household cleaners, lubricants, or alcohol on or near the shredder. Never use any type of compressed air aerosols, or any product marked flammable to clean the shredder. Some agents may combust causing serious injury. Using a vacuum to suck excess debris from the throat or blades is acceptable.
11. Do not remove any warning stickers or labels from the shredder.
12. Only operate the shredder from a power source indicated on the marking label. If you are unsure of the power source, consult your dealer or local electric company.
13. Do not rest any objects on the power supply cord. Do not place the shredder in an area where people may walk on or over the power supply cord.
14. If an extension cord is used, ensure that the total amperage ratings of the products plugged into the extension cord do not exceed the extension cord rating. Ensure that the total of all items plugged into the wall outlet does not exceed fifteen (15) amperages.
15. This shredder should only be operated with an operator in attendance.
16. Empty the waste basket often for smooth trouble free operation.
17. The shredder should not be tilted more than 10 degrees while the shredder is in operation.



Product is not intended for use by children (product is not a toy). Keep children and pets away from shredder.



Do not use solvents, cleaning degreasers or any chemicals to clean the shredder.



Shred paper, CDs/DVDs and credit cards only.