1 Explanation of symbols and safety instructions

Safety and warning signs indicate situations in which personal injuries or property damage may occur and provide measures to prevent this danger.

The warning triangle with the signal word WARNING and a text on a grey background alert you to the risk of serious to life-threatening injuries.

NOTICE is used when property damage may occur by failure to comply.

Note indicates information for the effective operation of the machine without risk of danger.

Safety instructions

Before using the machine for the first time, read the operating manual, and keep it for later use and to pass on to any subsequent users.

Observe all safety instructions onto the machine.

WARNING

Risk of injury from sharp blades.

Never reach into the slot of the paper feed.

Risk of injury from being pulled in!

Keep long hair, loose articles of clothing, ties, scarves, jewellery, etc. away from feed opening.

Material with the tendency to form loops, e.g. tapes, strapping material, etc. must not be shredded.

Dangerous for children and others!

The machine may not be used by persons (including children under 14 years of age) with limited physical, sensory or mental capabilities or with a lack of experience and knowledge, unless they are supervised by a responsible person or are instructed by them on the use of the machine. Children must be supervised to ensure they do not play with the machine.

Do not leave the document shredder switched on when it is unattended.
**2 Proper use, warranty**

Check the name plate on the back of the machine to find out the cutting width and mains voltage for your document shredder and observe the applicable instructions in the operating manual.

The shredder is designed for destroying paper. Depending on the cutting type, it can also handle small quantities of the following materials:

<table>
<thead>
<tr>
<th>Shred width (mm)</th>
<th>4.5 x 30</th>
<th>1.9 x 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit and charge cards</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>CDs</td>
<td>●</td>
<td></td>
</tr>
</tbody>
</table>

Do not feed this material via the paper cassette. Its sturdy drive mechanism is not damaged by paper clips and staples. The paper may not contain any paper clips when the automatic feeder is used.

The warranty period for the document shredder is 3 years. There is a special warranty for the HSM solid steel cutting rollers in the document shredder, which is provided independently of the guarantee, and remains valid for the entire service life of the machine (HSM Lifetime Warranty). This does not apply to document shredders with cutting widths of 0.78 x 11 mm. This warranty and guarantee exclude wear and damage caused by improper handling or actions taken by third parties. The intake rollers in the paper cassette are wear parts.

HSM guarantees the delivery of spare parts for up to 10 years after the production of this model has been discontinued.

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**Electrical hazard**

**WARNING**

Dangerous mains voltage!

Improper handling of the machine can lead to an electric shock.

Check the machine and cable regularly for damage. Switch the shredder off if it is damaged or not working correctly or before relocating or cleaning it and disconnect it from the mains.

- Make sure that no water gets into the shredder. Do not immerse the power cable or the power plug in water. Never touch the power plug with wet hands.
- Never pull the plug out of the socket using the power cable. Always pull out the plug directly.

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https://www.supplychimp.com
3 Machine components

1 Safety instructions
2 Paper cassette
3 Operating and display unit
4 Name plate
5 Door
6 Feed opening
7 Light barrier
8 USB socket
9 Safety element

Operating and display elements

Reverse button

Display options:
- Container full
- Cutting unit blocked
- Door or safety element open
- Ready for operation

Operation button
4 Initial start-up

**WARNING**

*Dangerous mains voltage!*

Improper handling of the machine can lead to an electric shock.

- Only use the machine in a dry room indoors. Never operate the machine in damp rooms or in the rain.
- Keep the machine, the plug and cable away from open fire and hot surfaces. The ventilation slots must not be blocked or covered and there must be at least 5 cm space between the shredder and any wall or furniture.
- Make sure that the power plug is easily accessible.
- Before you insert the power plug, make sure that the voltage and frequency of your power supply comply with the information on the name plate.

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**Installing the paper cassette:**

- Fold down the safety element towards you.
- The paper cassette is packed in a separate box. Remove the cassette.
  
  ![Image of paper cassette being inserted](https://www.supplychimp.com)

  Open the lid of the paper cassette slightly, insert the cassette into the guide and press down until the cassette clicks into place.

- Close the lid of the paper cassette and fold back the safety element again.
- Connect the power cable provided to the back of the document shredder and plug the power supply into a properly installed socket.
5 Operation

Switching on the shredder

- Set mains switch at rear of paper shredder to “I”.
- Press the operation button.
  > The “Ready for operation” indicator lights up.

Shredding paper

You can shred paper by feeding it directly into the opening or you can use the automatic intake.

1. Feed the paper directly into the feed opening

When you feed paper, the light barrier automatically starts the cutting unit.
  > Two seconds after the light barrier in the paper feed opening is free again, the cutting unit is switched off automatically and the shredder switches to standby.

2. Feed in the paper using the paper cassette

The document shredder is equipped with an automatic feeder which can hold up to 500 sheets of paper. The paper cassette can be locked which prevents unauthorised access to the shredded documents during the shredding process. Once the shredding is finished, the machine goes into standby mode again.

WARNING
Risk of injury!

The intake rollers in the paper cassette keep running during the shredding process even if the lid is open. Do not go near the rollers with long hair, loose clothing, ties, scarves, necklaces, bracelets etc.

Inserting the paper in the cassette

Unfold the safety element towards you and open the lid of the paper cassette.

Note: The lid is unlocked when there is no paper in the cassette.
  > The “Container or safety element open” display lights up.
    - Place the papers to be shredded (max. 500 sheets, 80 g/m²) in the cassette.

NOTICE: The paper may not have any paper clips or staples attached.

- Close the lid and fold back the safety element.
  > The “Container or safety element open” display goes out.
  > The cutting unit starts.
**Locking the paper cassette**

Your key for the paper cassette is the USB stick supplied or any other standard USB stick.

Once you have inserted the paper to be shredded into the cassette, you can lock the cassette.

Insert the USB stick into the socket on the front of the document shredder.

- After removing the USB stick, the lid of the paper cassette is locked.

The documents are then protected from unauthorised access. The document shredder only starts once the USB stick has been removed.

A file is written onto the USB stick with a random number when the document shredder is locked by the electronic control unit. This is why this stick can also be used for opening the cassette **of only this** document shredder.

**Note:** Each locking process overwrites the random number saved on the stick. Therefore only use the stick on another AF500 document shredder when the paper cassette is empty or unlocked.

You can also use other standard USB sticks as well as the stick supplied.
If the stick used for locking is no longer available or faulty and is no longer able to open the cassette, please contact our customer service.

**Note:** Once all the paper from the cassette is shredded, the lock is automatically released even if a USB stick is not plugged in.

You can open the paper cassette during the shredding process to insert more paper or remove a paper jam.

- Insert the stick into the USB socket to unlock the cassette.
- Unfold the safety element towards you and open the lid of the paper cassette.

**The LED next to the USB socket informs you about the status of the paper cassette:**

<table>
<thead>
<tr>
<th>LED indicator</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green permanent light</td>
<td>Cassette is loaded with paper but can be opened.</td>
</tr>
<tr>
<td>Red flashing light</td>
<td>USB stick is inserted, cassette is locked.</td>
</tr>
<tr>
<td>Red permanent light</td>
<td>Cassette is loaded with paper and locked.</td>
</tr>
<tr>
<td>Green flashing light</td>
<td>USB stick is inserted, cassette is unlocked.</td>
</tr>
<tr>
<td>LED does not light up</td>
<td>Cassette does not contain paper and can be opened.</td>
</tr>
</tbody>
</table>
**Shredding CDs and credit cards**

CDs in cutting size 4.5 x 30 mm only, credit cards in cutting sizes 4.5 x 30 mm and 1.9 x 15 mm only.

**WARNING**

*Danger of injury by splinters!*

Depending on the type of material, splinters can fly out of the cutting unit while shredding CDs and injure your eyes. Wear protective goggles.

- Feed in just one CD/DVD or card in the middle of the feed opening.
  Do not feed in these materials via the paper cassette.

**Note:**

To completely separate the materials shredded, you can insert the CD bag supplied for machines with cutting sizes 4.5 x 30 mm.

Please consider the environment and dispose of different materials separately.

**Other function modes**

- **Permanent mode**
  
  **Application:** Destroying large quantities of paper
  
  **Function:** Cutting unit runs continuously. If no material is fed in within a period of 2 minutes, the cutting unit shuts down and the shredder switches to standby.
  
  **Start:** Press the on/off button for at least 4 seconds.
  
  **To cancel:** Press the on/off button.

- **Standby mode**

  **Function:** Two minutes after the last paper feed operation, all consumers that are not required are switched off automatically.

  The “Ready for operation” indicator goes out briefly at regular intervals.

  The shredder starts automatically when paper is fed in.

**Switching off the shredder**

- Press the operation button.
  
  - The “Ready for operation” indicator goes out.
  
- Set mains switch at rear of paper shredder to „0“.
## 6 Troubleshooting

<table>
<thead>
<tr>
<th>Display</th>
<th>Problem</th>
<th>Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuous lamp</td>
<td>Paper jam</td>
<td>You have fed in too much paper.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ The cutting unit runs in reverse for a few seconds and pushes the paper back out again.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If necessary, press the reverse button “R” to remove the stack of paper.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Take half the stack of paper.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Feed the paper in portions.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>When paper is jammed in the automatic feed, paper clips or staples are attached on the paper.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Open the paper cassette and remove the clips.</td>
</tr>
<tr>
<td>Overload</td>
<td></td>
<td>The motor was overloaded.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Let the shredder cool down for approx. 15 – 20 mins. before using it again.</td>
</tr>
<tr>
<td>Flashing light displays</td>
<td>General fault</td>
<td>A fault has occurred while shedding paper.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pull the paper out of the slot to clear the light barrier.</td>
</tr>
<tr>
<td>Shredded material</td>
<td></td>
<td>Empty the shredded material container.</td>
</tr>
<tr>
<td>container full</td>
<td></td>
<td><strong>Note:</strong> If you press the reverse button briefly before removing the container, part of the material is pulled back into the cutting apparatus and does not fall inside the document shredder.</td>
</tr>
<tr>
<td>Door or safety element</td>
<td></td>
<td>Close the front door.</td>
</tr>
<tr>
<td>open</td>
<td></td>
<td>Fold back the safety element.</td>
</tr>
</tbody>
</table>
7 Cleaning and maintenance

**WARNING**

_Dangerous mains voltage!_

Improper handling of the machine can lead to an electric shock.

Switch the shredder off before relocating or cleaning it and disconnect the mains plug.

Service work which requires the housing covers to be removed may only be carried out by HSM Customer Service and service technicians of our contractual partners. See page 224 for our customer service addresses.

Clean the document shredder only with a soft cloth and a mild soap-water solution. However, no water must enter the equipment.

**DON'T FORGET**

Oil the cutting unit when cutting performance decreases or the device becomes noisy, or every time you empty the waste container. Only use HSM special lubricating oil for the cutting unit to do this:

- Spray the special cutting unit oil through the paper feed along the entire width of the cutting shafts.
- Let the cutting unit run in the permanent mode for about 10 seconds without any paper.
  
    ▶ Paper dust and particles are shaken off.

If the paper from the paper cassette no longer feeds into the cutting unit properly, the intake rollers are worn and need replacing. We can provide a replacement kit for you to do this. Please get in touch with our customer services.

8 Disposal / Recycling

Electrical and electronic old devices contain a variety of valuable materials, but also hazardous substances which were required for function and safety. Incorrect disposal or handling can be dangerous to your health and the environment. Never dispose of old devices in the household waste. Observe the current applicable regulations and use the collection points for returning and recycling electric and electronic devices. Dispose of all the packaging materials also in an environmentally-responsible way.

9 Scope of delivery

- Paper shredder in carton packing
- Power supply cable
- 5 Bags for shredded material
- 1 CD bag for machines with cutting widths of 4.5 x 30 mm
- Special cutting block oil 50 ml
- Operating instructions

**Accessories**

- 10 waste bags, order no. 1.330.995.100
- Special cutting block oil 250 ml order No.: 1.235.997.403

See page 224 for our customer service addresses.
10 Technical data

<table>
<thead>
<tr>
<th>Cutting type</th>
<th>Cross cut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut size (mm)</td>
<td>4.5 x 30</td>
</tr>
<tr>
<td></td>
<td>1.9 x 15</td>
</tr>
<tr>
<td></td>
<td>0.78 x 11</td>
</tr>
<tr>
<td>Security level DIN 66399</td>
<td>P-4 / O-3 T-4 / E-3 F-1</td>
</tr>
<tr>
<td></td>
<td>P-5 / T-5 E-4 / F-2</td>
</tr>
<tr>
<td></td>
<td>P-6 / F-3</td>
</tr>
<tr>
<td>Cutting capacity* (sheets), A4</td>
<td>70 g/m²</td>
</tr>
<tr>
<td></td>
<td>80 g/m²</td>
</tr>
<tr>
<td></td>
<td>17 - 19</td>
</tr>
<tr>
<td></td>
<td>11 - 13</td>
</tr>
<tr>
<td></td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>14 - 16</td>
</tr>
<tr>
<td></td>
<td>9 - 11</td>
</tr>
<tr>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Weight</td>
<td>27 kg</td>
</tr>
<tr>
<td>Cutting speed</td>
<td>65 mm/s</td>
</tr>
<tr>
<td>Intake width</td>
<td>240 mm</td>
</tr>
<tr>
<td>Power supply</td>
<td>230 V, 50 Hz</td>
</tr>
<tr>
<td></td>
<td>110 V - 120 V, 60 Hz</td>
</tr>
<tr>
<td></td>
<td>220 V, 60 Hz</td>
</tr>
<tr>
<td>Power consumption</td>
<td>500 W</td>
</tr>
<tr>
<td>in standby mode</td>
<td>&lt; 2 Wh</td>
</tr>
<tr>
<td>Operating mode</td>
<td>Continuous operation</td>
</tr>
<tr>
<td>Ambient conditions in operation:</td>
<td></td>
</tr>
<tr>
<td>Temperature</td>
<td>-10 °C to +25 °C</td>
</tr>
<tr>
<td>Relative humidity</td>
<td>max. 90 %, without condensation</td>
</tr>
<tr>
<td>Height above sea-level (MSL)</td>
<td>max. 2,000 m</td>
</tr>
<tr>
<td>Size W x D x H (mm)</td>
<td>497 x 491 x 1002</td>
</tr>
<tr>
<td>Shredded material container volume</td>
<td>82 l</td>
</tr>
<tr>
<td>Sound pressure level emissions (Idle running/ load)</td>
<td>56 dB (A) / 59 - 63 dB (A)</td>
</tr>
</tbody>
</table>

* The maximum number of sheets (DIN A4, 70 g/m² or 80 g/m²), fed lengthways, which can be cut in one cycle. The performance data is determined when the motor is cold and the cutting device is freshly oiled. A weaker mains voltage or a different mains frequency to the one specified could result in less sheet capacity and increased noise during operation. The sheet capacity can vary depending on the structure and properties of the paper and on the way it enters.

This document shredder meets the applicable harmonisation legislation of the European Union:
- Low Voltage directive 2006/95/EU
- EMC directive 2004/108/EU
- RoHS directive 2011/65/EU

The EU declaration of conformity can be requested from the manufacturer.