



AUTO + 300X & 300M™ SHREDDERS



SmartTech)))

Instruction Manual



www.accobrand.com



AUTO+ SHREDDERS

FEATURE COMPARISON	LIGHT USE			EVERYDAY USE				HEAVY USE			
Model	60X	130X	130M	200X	200M	300X	300M	600X	600M	750X	750M
Security level	P3		P5	P4	P5	P4	P5	P4	P5	P4	P5
Bin Capacity (sheets)	100	250	300	325	355	450	670	850	1100	1250	1400
Users	1	1-2		1-5		5-10		10-20		20+	
HANDS FREE SHREDDING											
Sheet Capacity	60	130	130	200	200	300	300	600	600	750	750
Staples and Paper Clips	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Intelligent Jam Clearance		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Lockable Chamber						✓	✓	✓	✓	✓	✓
MANUAL FEED SHREDDING											
Manual feed sheet capacity	5	6	6	7	6	8	7	10	9	12	10
Jam Free Technology						✓	✓	✓	✓	✓	✓
Bin Capacity (Litres)	15L	26L	26L	32L	32L	40L	40L	80L	80L	115L	115L
Shreds Credit Cards	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Intelligent™ Power Save 		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Bin Full Indicator		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Illuminated Status Symbols		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Shreds CDs				✓	✓	✓	✓	✓	✓	✓	✓
Castors for Mobility				✓	✓	✓	✓	✓	✓	✓	✓
Intelligent™ SelfOil™								✓	✓	✓	✓
Continuous operation								✓	✓	✓	✓

AUTO + 300X & 300M™



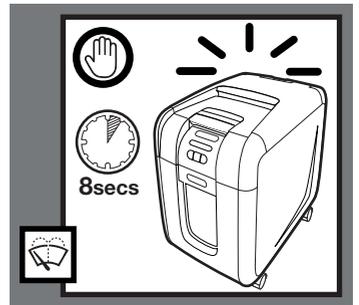
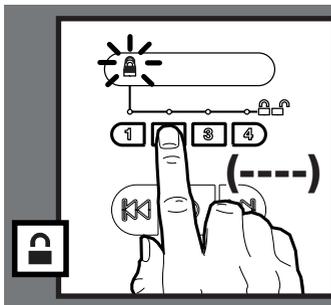
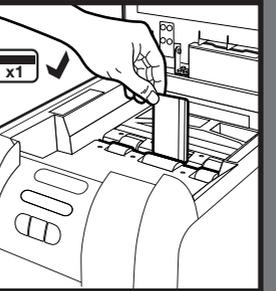
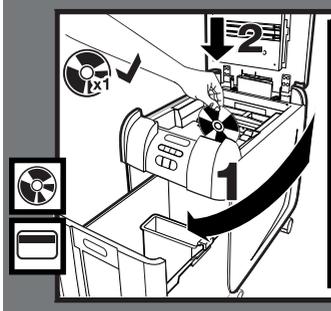
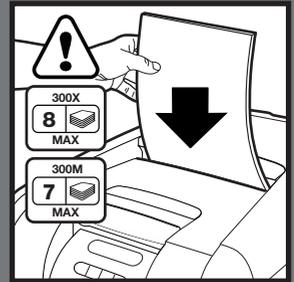
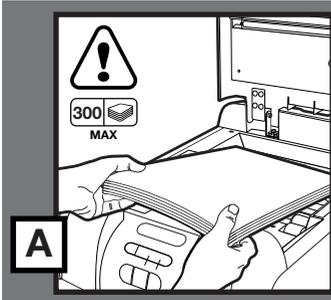
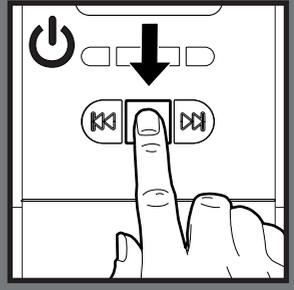
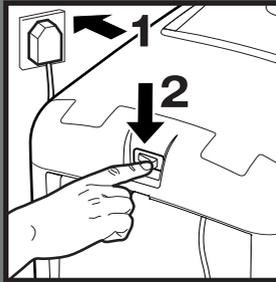
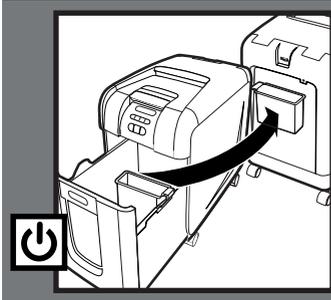
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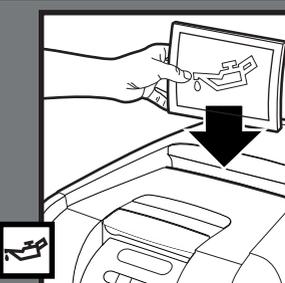
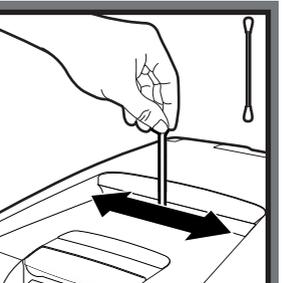
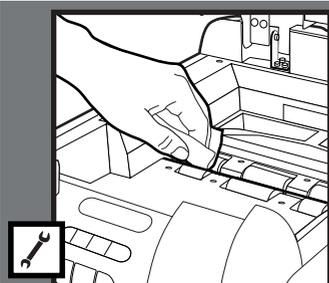
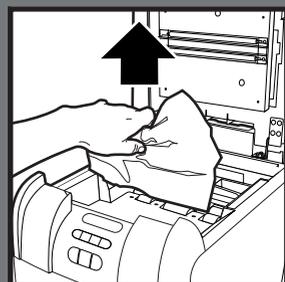
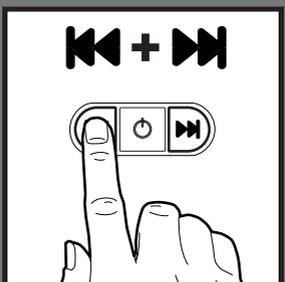
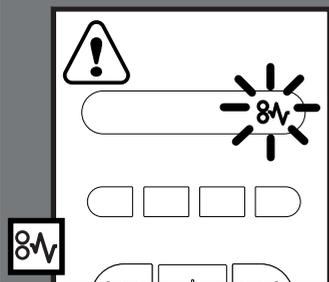
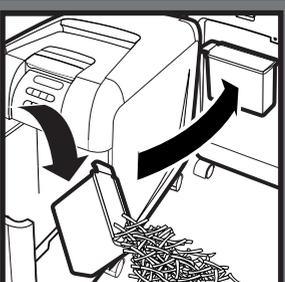
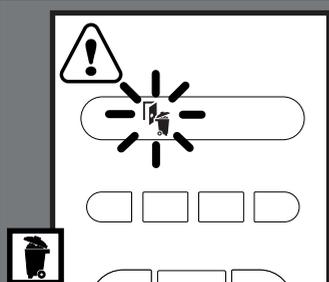
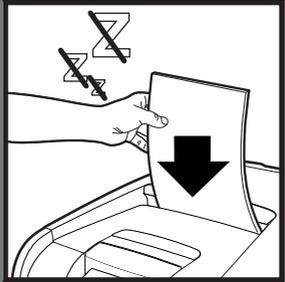
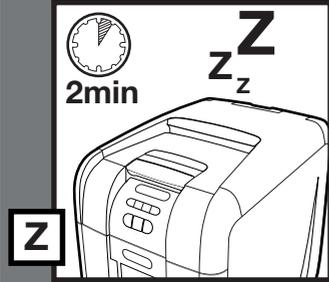
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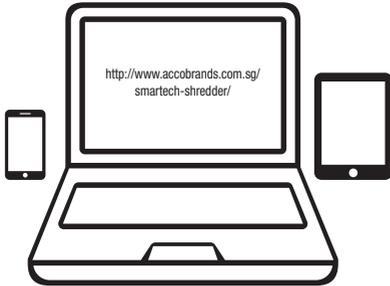






Setting up the SmarTech feature for the first time (for Auto+300X)

 **Ensure Bluetooth™ and wireless are enabled on your device.**



- ❶ Search for **SmarTech** shredder to download the app.
- ❷ Standing next to the shredder (1-2 metres), turn the shredder on and open the app.
- ❸ Follow the prompts to set up the app for the first time.
- ❹ Wait for the app to indicate that Bluetooth is connected (the icon turns blue).
- ❺ When connected, open the app menu (top left icon) in the app and select Settings.
- ❻ In the Settings menu, enable Administrator User by moving the slider to the right.
- ❼ Select Wireless Connection.
- ❽ Select the network to connect the shredder to from the list of available networks. Input the network password if prompted.

Technical Specification

Network Connection: IEEE 802.11b/g/n
 Frequency: 2.4GHz
 Security: WEP/WPA/WPA2-PSK
 Communication Ports: 80, 443

Contact your network administrator and provide the technical specifications above if there are any issues connecting the shredder to the network.



Auto+ 300X ✓
 Auto+ 300M ✗

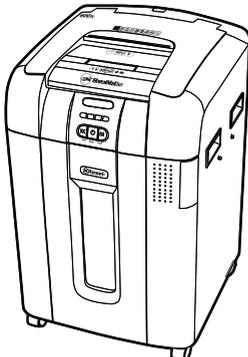
Need help?

Visit www.accobrand.com.sg/smarttech-shredder/

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Auto+ 600X ✓
 Auto+ 600M ✗

Operating Frequency	Wireless: 2412~2472 MHz Bluetooth: 2402~2480 MHz
Maximum Transmit Power (ERIP)	Wireless: 12.34 dBm Bluetooth: 1.69 dBm
Antenna Gain	Wireless: 1.2 dbi Bluetooth: T: 1.2 dbi

Autofeed Technology

The Auto+ 300X and 300M has been designed to automatically shred up to 300 sheets from the auto-feed chamber and up to 7 - 8 sheets through the manual feed slot. The auto-feed mechanism has been designed to handle paper fastened with staples and paper clips and to only pull a few sheets of paper into the cutting mechanism to minimise the risk of paper jams.

Technical Specifications

GBC Auto+ 300X

Sheet capacity: Manual feed slot	8 sheets (80gsm)
Sheet capacity: Autofeed chamber	250 - 300 sheets (80gsm)
Duty Cycle	12 min ON / 40 min OFF
Run time from cold	15 minutes
Volts / Hz	230V / 50Hz
Amperage	1.2 Amps
Motor Watts	270 Watts

GBC Auto+ 300M

Sheet capacity: Manual feed slot	7 sheets (80gsm)
Sheet capacity: Autofeed chamber	250 - 300 sheets (80gsm)
Duty Cycle	12 min ON / 40 min OFF
Run time from cold	15 minutes
Volts / Hz	230V / 50Hz
Amperage	1.5 Amps
Motor Watts	350 Watts

* Capacity may vary due to factors such as paper density, texture and humidity.

Points to Note



SAFETY FIRST



Please read and keep these important safety instructions



The following symbol which is found on the product indicates you could be seriously hurt or killed if you open the machine. **DO NOT OPEN.**



- Only use the unit for its intended purpose.
- The unit must only be connected to a supply voltage corresponding to the electrical rating shown on the unit.
- Unit should be connected to a socket outlet near the equipment that is easily accessible.
- Do not connect to multi adaptors or use with an extension cable.
- Do not load the autofeed chamber with junk mail, magazines, bound documents, etc.
- Care should be taken when moving equipment to avoid any unlevelled surfaces or materials on the floor.
- Lock casters in place, if lock provided.
- Failure to follow these instructions could result in damage/injury and will invalidate your guarantee.
- Do not attempt to service or repair the unit yourself.
- In the event of a fault, unplug the unit and contact an authorised GBC service representative for any required repairs.
- If recycling, separate paper and credit card shreds.
- Do not use this unit if the cable or plug have been damaged.



Keep power cord away from casters. Casters can damage the power cord. If power cord insulation is damaged, disconnect the plug from the receptacle.

Warning Symbols



Keep long hair clear



Ties and loose clothing hazard



Keep loose jewellery clear



Do not reach into opening



This equipment is not intended for use by children



No aerosols



Manual feed slot capacity



Will accept small staples



Will accept small paperclips



Sharp edges: do not touch cutters.



Unplug shredder when not in use for extended periods of time.

Control Panel and Indicators



Reverse



Auto



Continuous Jam Boost



Cool Down indicator – This means the machine is cooling down.



Door Open/ Bin Full indicator – This means either:

- Loading door is open
- Bin is open/ full



Paper jam indicator – This means there is a paper jam. If this symbol is flashing the shredder is attempting to clear a paper jam automatically. If this symbol is permanently illuminated red please follow the instructions under 'Reverse function' to clear any jammed material.



Lock indicator – This means the paper loading door is locked (during shredding).



Loading Door Locking Mechanism – PIN Password Button – Enter a four digit code to lock the loading door during shredding.

Shredding Capability

Auto+ 300X / 300M CAN shred the following:



- 300 sheets of A4 paper (80gsm)



- Stapled paper, 25mm within the corner
- 26/6 and 24/6 or smaller staples



- Small/medium paper clips (max. wire thickness = 0.9 mm)

Although the shredder will accept fastened sheets (staples and paperclips), GBC recommend that staples and paper clips are removed prior to shredding to extend the life of the product.

Auto+ 300X / 300M CAN shred (through the manual feed slot):



Thick paper or card.



Multiple folded sheets
(e.g. A3 sheets folded in half).



Unopened mail (e.g. junk mail).



Glossy paper or a sheet covered with print on both sides.

Auto+ 300X / 300M CANNOT shred the following:



Heavy duty staples.
Check the staple leg length is not greater than 6mm.



Large clips. Check the length of the paperclip is not longer than 32mm.



Plastic sheets, laminated documents, plastic folders.



Bulldog clips



Bound documents



Adhesive labels.



Magazines or other documents bound by multiple staples or clips.

Jam Free Technology in Manual Feed Slot

Sensors in the paper feed area measure the thickness of paper about to be shredded. The ability to shred or not is communicated through red and green lighting. Green means that the stack of paper is within the shredders sheet capacity and OK to shred. Red means that you have too much paper, remove some sheets in order to shred. Given that you are unable to shred more sheets of paper than the shredder is capable of shredding, paper jams are prevented. This prevents wasting time reversing paper and unblocking jams not to mention the mess it can create.

Operation

- 1 After unpacking the product, remove the CD shard tray which sits inside the shredder bin. Store this tray on the product as shown and use when you shred CDs.
 - 2 Connect the shredder to mains supply.
 - 3 Ensure the ON/OFF button on the back of the machine is in the ON position, which will illuminate the blue standby symbol ().
 - 4 To commence shredding, press the Auto button (), which sets the shredder into auto mode. You are now ready to shred.
 - 5 To load the shredder, simply lift the loading door handle to open the loading door and insert documents. You can open the door further to 90 degrees for easier access if required. Load up to 300 sheets at a time into the feed chamber. Do not fill above the 300 MAX level, this could damage the shredder.
 - 6 The shredder will start the shredding cycle automatically ONLY after closing the loading door. If there is still paper in the Autofeed chamber after first attempt, open and re-close the paper loading door a second time.
- Attention:** If required you can now lock the loading door by entering a 4 digit code (see Locking the Paper Loading Door section).
- 7 If you only have up to 7/8 sheets to shred, you can use the manual feed slot, provided the auto feed chamber is empty.
 - 8 Insert paper to be shredded into the feed area. The shredder will detect the paper and start automatically.
 - 9 If the shredder is left in auto mode for more than 2 minutes without being used, the shredder will automatically turn back to sleep mode in order to save power.
 - 10 The shredder will automatically 'wake up' from sleep mode when paper is inserted into the shred mouth or you open the loading door. There is no need to press the Auto button ().

CD/DVD Shredding

A separate CD/DVD tray is provided to collect the shredded CD/DVD shards. Ensure that this is correctly mounted onto the bin before shredding.

- ❶ Lift up the paper loading door.
- ❷ Always insert CDs/DVDs in the CD/DVD slot. Only shred one CD/DVD at a time.
- ❸ Close the paper loading door.
- ❹ Empty the CD/DVD bin after 8 CDs/DVDs to avoid waste spilling over into the paper waste bin.
- ❺ Remove the CDs/DVDs tray before recommencing to shred paper and store on the side of the shredder.

Credit Card Shredding

The Auto+ 300X / 300M can shred credit cards. Switch the shredder to auto mode, then;

- ❶ Lift up the paper loading door.
- ❷ Insert the credit card into the roller as shown. Only shred one credit card at a time.
- ❸ Close the paper loading door.

GBC encourages customers to recycle shredded paper.

- Please note that shredded paper cannot be recycled if mixed with credit card shards.
- If recycling, please separate shredded paper and credit cards.

Locking the Paper Loading Door

For additional security the paper loading door can be locked during the shredding of confidential material.

To lock shredder:

- ❶ Place documents in tray. Close paper loading door.
- ❷ Press any 4 digits. REMEMBER YOUR CODE!

Shredder unlocks automatically when:

- 4 digit code is re-entered.
- Shredding is complete.
- Shredder is inactive for 30 minutes (but documents remain in tray)

Reverse Function

- ❶ Should you wish to reverse paper out whilst shredding, a reverse button (), has been fitted for your convenience.
- ❷ Reverse the paper out then turn the shredder off using the ON/OFF switch at the rear of the shredder. Remove the paper from the manual feed slot (if being used) or open the loading door, remove the remaining stack of paper, then pull the jammed paper free of the cutting mechanism.
- ❸ To resume shredding, turn the shredder on using the ON/OFF switch at the rear of the shredder. Return the switch to the auto position ().

Automatic Jam Clearance

In the unlikely event of the shredder jamming, the Auto+ 300X and 300M will automatically reverse and forward the engine three times to clear a jam. During this operation the Paper Jam indicator will flash ().

Over Heating

If the Auto+ 300X / 300M is used continuously for over 15 minutes the shredder may overheat and the cool down indicator will flash red (). Please allow the shredder to cool down. When the shredder is ready to be used the thermometer symbol will no longer illuminate. If the shredder needs to cool down while shredding, no action is needed. The shredder will automatically restart shredding paper once it has cooled down after periods of continuous use. All you need to do is ensure paper is loaded into the chamber and the bin is empty when the machine is cooling down.

Bin Full

The shredder will not function when bin is full and the bin full symbol () is illuminated. You should empty the bin.

- Pull open the bin slowly to empty.
- Push the empty bin back into place and press the auto button to resume shredding.

Self-Cleaning Cutters

After emptying and replacing a full bin, the shredder will run in forward for 4 seconds, stop for 2 seconds and then reverse for 4 seconds to clear away any remaining paper from the cutter mechanism. This unique 'self-cleaning' mechanism is additional jam prevention technology from GBC.

Lubrication of the Shredder

Only use GBC Oil Sheets (G2101948) to lubricate. ACCO Brands accepts no liability for product performance or safety when other types or brands of lubricants are used on any part(s) of this machine. GBC recommend using an oil sheet after the bin has been emptied three times (and for ongoing three bin cycle thereafter). Insert the oil sheet into the manual feed slot and NOT in the auto-feed chamber. Using an oil sheet in the auto-feed chamber will contaminate the feed rollers preventing the auto-feed mechanism shredding. Follow the maintenance instructions if the rollers become contaminated.

Cleaning Rollers

- ❶ The rollers on the auto-feed mechanism may become dirty over time, please wipe clean with a dry cloth to maintain maximum product performance.
- ❷ The auto-start infra-red sensor, located in the paper feed entry-slot, can occasionally become covered in paper-dust causing the shredder to run despite no paper being fed into the machine. Switch the shredder off at the rear of the machine and carefully clean the sensor using a cottonswab.

Service

Service is recommended every 6-12 months - for details of your local service representative, see back page.

- In the event of a fault, unplug the unit and contact an authorised GBC service representative for any required repairs.
- CE Declaration of Conformity - ACCO Brands declares that this product is in compliance with the essential requirements and other relevant provisions of 2014/53/EU and other applicable EC Directives.

Shredder Accessories

Only use GBC Oil Sheets* (G2101948) to lubricate.

Accessory	Part Number	Quantity
Oil Sheets	G2101948	12 sheets/ pack

*ACCO Brands accepts no liability for product performance or safety when other types or brands of lubricants are used on any part(s) of this machine.

Guarantee

Operation of this machine is guaranteed for two years from date of purchase, subject to normal use. Within the guarantee period, ACCO Brands will at its own discretion either repair or replace the defective machine free of charge. Defects due to misuse or use for inappropriate purposes are not covered under the guarantee. Proof of date of purchase will be required. Repairs or alterations made by persons not authorised by ACCO Brands will invalidate the guarantee. It is our aim to ensure that our products perform to the specifications stated. This guarantee does not affect the legal rights which consumers have under applicable national legislation governing the sale of goods.

Please note that the cutter blades will be progressively worn down by shredding fastened sheets (staples and paperclips) - this is not covered in the warranty. The Auto+ 300X has been design to shred up to 25 credit cards and 25 CD/DVDs in the standard 1 year warranty period. Any excessive credit card or CD/DVD shredding will invalidate the cutter warranty.

Ref AUTO+300X-300M-ST/SG/V1/071217



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