

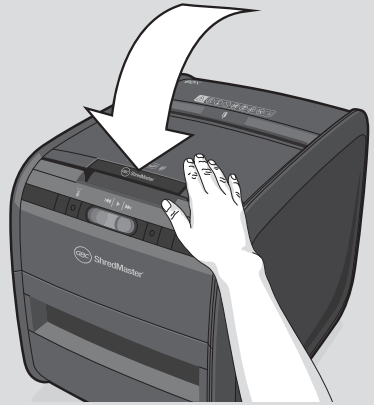
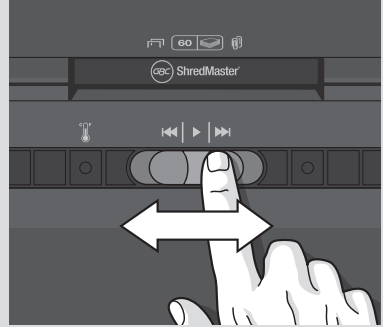
**GBC®**

# AUTO + 60X™ SHREDDERS

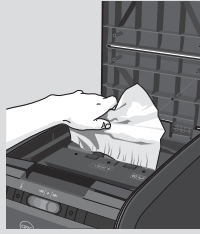
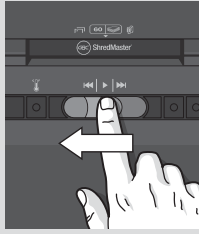
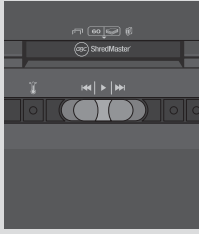
Instruction Manual



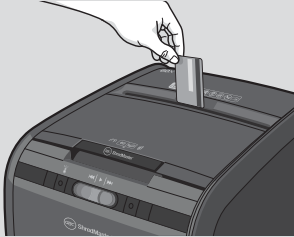
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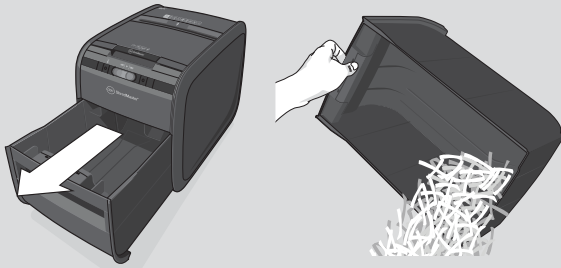
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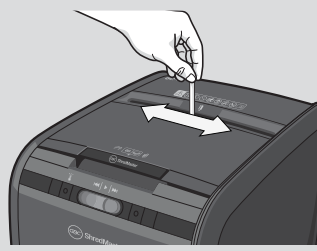
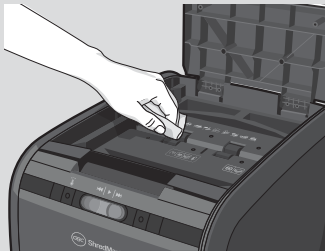
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# AUTO+ SHREDDERS

## FEATURE COMPARISON

### LIGHT USE

### EVERYDAY USE


### HEAVY USE

| Model                 | 60X | 100X | 100M | 200X | 200M | 300X | 300M | 500X  | 500M | 750X | 750M |
|-----------------------|-----|------|------|------|------|------|------|-------|------|------|------|
| Security level        | P3  |      | P4   | P3   | P4   | P3   | P4   | P3    | P4   | P3   | P4   |
| Bin Capacity (sheets) | 100 | 150  | 280  | 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 | 100 | 100 | 200 | 200 | 250 | 250 | 500 | 500 | 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  |     |     |     |     |     |     |     | ✓   | ✓   | ✓    | ✓    |

## autofeed technology

The Auto+ 60X has been designed to automatically shred up to 60 sheets from the auto-feed chamber and up to 5 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.



### points to note

To guard against injury, the following basic safety precautions must be observed in the set-up of this product.

- Ensure the machine is plugged into an easily accessible power outlet, and ensure the cable is not likely to trip up a passer by.
- Any attempt to repair this unit by unqualified personnel will invalidate the warranty. Please return to supplier.
- Unplug your shredder before moving it or when it is not in use for an extended period of time.
- Do NOT operate with a damaged power supply cord or plug, after it malfunctions, or after it has been damaged in any manner.
- Do NOT overload electrical outlets beyond capacity as this can result in fire or electrical shock.
- The socket-outlet should be near the equipment and should be easily accessible.
- Do NOT alter the attachment plug. The plug is configured for the appropriate electrical supply.
- Do NOT use near water.
- Do NOT use aerosol dusters or cleaners.
- Do NOT spray anything into the shredder.
- Do NOT load the auto-feed chamber with unopened junk mail, magazines, bound documents etc.

Although this shredder has been designed to comply with UL 60950-1 EN 60950-1 safety standards including the “probe accessibility tests”, do not operate the shredder near children or pets.

## technical specifications

### GBC Auto+ 60X

|                                     |  |
|-------------------------------------|--|
| Sheet capacity:<br>Manual feed slot | 5 sheets (80gsm)                                   |
| Sheet capacity:<br>Autofeed chamber | 60 sheets (80gsm)                                  |
| Duty Cycle                          | 6 min ON / 40 min OFF                              |
| Run time from cold                  | 8 minutes  |
| Volts / Hz                          | UK Version: 230V / 50Hz<br>EK Version: 220V / 60Hz |
| Amperage                            | 0.8 Amps   |
| Motor Watts                         | UK Version: 180 Watts<br>EK Version: 190 Watts     |

## warning symbols



Safety First



This means keep children away from shredder.



This means you should be careful because long hair can become entangled in the cutting head.



This means no aerosols.



This means be careful of ties and other loose clothing which could become entangled in the cutting head.



Sheet capacity of manual feed entry slot.



This means the shredder can accept small staples.



This means be careful of loose jewellery which could become entangled in the cutting head.



This means the shredder can accept small paperclips.



This means don't reach into the feed opening of the cutting head.



This means no oil lubrication, use Rexel oil sheets only.

## control panel and indicators



Reverse



Auto



Continuous Jam Boost



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

# Auto+ 60X shredding capability

## Auto+ 60X CAN shred the following:



- 60 sheets
- Stapled paper, 25mm within the corner
- 26/6 and 24/6 or smaller staples
- Small sized paper loaded centrally



- 60 sheets
- Paper clip paper, 25mm within the corner
- Capable of shredding small/medium paper clips (max. wire thickness = 0.9 mm)
- >100gsm paper (through manual feed slot ONLY)



- A3 folded in half max. 2 sheets
- 60 sheets
- 80 gsm paper
  - A4 - 210mm x 297mm
  - A5 - 148mm x 210mm
  - A3 single sheet folded in half to make A4

## Auto+ 60X 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+ 60X 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.

## 1. operation

- 1 Unpack the product.
- 2 Connect the shredder to mains supply.
- 3 Ensure the on/off switch on the back of the shredder is in the 'ON' position.
- 4 To commence shredding, move the slide switch to the Auto position (▶) which sets the shredder into auto mode. You are now ready to shred.
- 5 To load the shredder, simply lift the loading door catch 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 60 sheets at a time into the feed chamber. Do NOT fill above the MAX level, this could damage the shredder.
- 6 The shredder will start shredding automatically ONLY after closing the loading door.
- 7 If there is still paper in the Autofeed chamber after first attempt, open and re-close paper loading door a second time.
- 8 If you only have up to 5 sheets to shred, you can use the manual feed slot, provided the auto feed chamber is empty.
- 9 Insert paper to be shredded into the feed area. The shredder will detect the paper and start automatically.

## 2. reverse function

- 1 Should you wish to reverse paper out whilst shredding, a reverse button (◀◀) has been fitted for your convenience.
- 2 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.
- 3 To resume shredding return the slide switch to the auto position (▶) and turn on the machine by using the ON/OFF switch at the rear of the shredder.

## 3. credit card shredding


The Auto+ 60X can shred credit cards. Switch the shredder to auto mode and insert the credit card between the markings in the manual feed slot. Only shred one credit card at a time.

**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.**






## over heating

If the Auto+ 60X is used continuously for over 8 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 or loading door open safety function

As a safety precaution, if the bin or loading door is opened during shredding, the shredder will stop.

## rare occasions of jamming

In the unlikely event of the shredder jamming, the Auto+ 60X will stop shredding. Check that the bin is not full then try clearing the jam using the reverse (  ) and continuous jam boost (  ) switch then return to Auto mode (  ). If this is unsuccessful follow the reverse function instructions.

## 4. bin full

Should the shredder stop shredding, the bin may be full. Check first by looking through the viewing window and if full you should empty the bin.

- Pull open the bin slowly to empty.
- Push the empty bin back into place and the machine will resume shredding.

## lubrication of the shredder

Only use Rexel Oil Sheets (2101948) 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.

## 5. maintenance

- 1 The rollers on the auto-feed mechanism may become dirty over time, please wipe clean with a dry cloth to maintain maximum product performance.
- 2 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.

## shredder accessories

Only use Rexel Oil Sheets\* (2101948) to lubricate.

| Accessory  | Part Number | Quantity       |
|------------|-------------|----------------|
| Oil Sheets | 2101948     | 12 sheets/pack |

### guarantee

ACCO Brands (ACCO) warrants its products and their parts against defects in materials and workmanship under normal use for a period of 12 months from the original date of purchase. During this period, ACCO will, at its discretion, in accordance with law, either repair the shredder using new or refurbished parts, or replace the shredder with a new or refurbished shredder that is equivalent to the shredder being replaced. The warranty applies only to defects in materials and workmanship under normal use and does not extend to damage to the product or parts which result from:-

- alteration, repair, modification or service carried out by anyone other than an authorised ACCO service centre.
- accident, neglect, abuse or misuse owing to failure to comply with the normal operating procedures of the product.

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+ 60X has been design to shred up to 25 credit cards in the standard 1 year warranty period. Any excessive credit card shredding will invalidate the cutter warranty. Auto+ 60X has NOT been designed to shred CDs or DVDs, any attempt to do so will invalidate this warranty.

\* 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.



# Certificate of Warranty

(For use in Singapore only)

No. 200314

**Model** : \_\_\_\_\_  
**Serial No.** : \_\_\_\_\_  
**Validity** : 1 year from date of purchase



**IMPORTANT:** Certificate of Warranty must be produced together with proof of purchase (e.g. sales invoice, receipts, etc) when your equipment requires our service. All services provided after warranty period will be chargeable.

## Terms and conditions

ACCO Brands Asia hereby certify that all machines of whatever designs are free from any defects in materials and in workmanship under normal use and service for twelve (12) months from date of purchase. Should any defects occur within the aforesaid period, ACCO Brands Asia shall at their absolute discretion, effect repairs or replacement of any part of the said machine free of costs.

1. This warranty shall not be transferable, negotiable or assignable to any third party.
2. This warranty shall be considered **VOID** under the following circumstances:
  - a. The serial number of the machine has been altered or removed.
  - b. The machine has been subjected to misuse, accident, and negligence.
  - c. The machine has not been installed, maintained or operated in accordance with the instructions given in the instruction manual.
  - d. The machine has undergone repairs, adjustments or corrections made to it by unauthorised person.
  - e. The machine has been dismantled by unauthorised person.
3. This warranty is applicable only in Singapore.
4. This warranty shall exclude all faults/defects caused by natural wear and tear.
5. This warranty shall exclude all other warranties & guarantees, expressed or implied other than mentioned above.
6. No notices will be given on expiry of this warranty. ACCO Brands Asia reserves the rights to amend or modify the terms and conditions of this warranty without giving any prior notice.



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