



Prostyle+ **Instruction Manual**





Specifications

	GBC ProStyle+
Cutting Type	Confetti Cut
Shred Size	4 x 35mm
Security Class	DIN S3
Sheet Capacity (one pass)	12 sheets (80 gsm)
Entry Width	230mm
Product Dimensions	H405 x W225 x D420mm
Rated Voltage/Frequency	230V~50Hz
Rated Current	1.8 amps
Bin Capacity	18 litres
Duty Cycle	3 mins ON / 40 minutes OFF

Introduction

Thank you for choosing this shredder from GBC. We are sure it will serve you well, but please take a little time to read these instructions to ensure you get the best out of your machine.

Safety First



- Please store this instruction manual in a safe place for future reference.
- Please pay close attention to the safety symbols on the top of the shredder and operate the machine accordingly.
- If the shredder needs cleaning, unplug the unit from the power socket and use a damp cloth. NB. Do not use any cleaning products to clean the unit.
- Do not position the unit near to an object that radiates heat.
- Do not place the unit in a damp environment.
- Take care not to splash any liquid onto the machine.
- Return the product and proof of purchase with receipt to the store at which it was purchased if...
 - The power cable or plug is broken.
 - The machine malfunctions because liquid was accidentally spilt onto the machine.
 - The shredder doesn't operate despite following the guidelines in the manual.
- Make sure the power cable isn't a trip hazard.
- Please ensure the power supply is compatible with the requirements of the machine (230V~50Hz).
- To avoid risk of injury, do not open the machine's casing to attempt DIY repair. Any attempted repair by an unqualified person will invalidate the warranty.



DO NOT attempt to repair shredder yourself.
KEEP OUT OF REACH OF CHILDREN.

Lights and Icons Explained

	LEDs	
	Auto Blue	Cool Down Red
Colour of LED		
Power On/Off Switch		
Auto Mode	light	
Forward Mode	light	
Reverse Mode	light	
Cool Down Indicator	light	light
Sleep Mode		

Description of product parts

- A** On/off button (at rear of machine)
- B** Important safety symbols
- C** Paper and credit card entry slot
- D** CD entry slot
- E** Auto button
- F** Reverse button
- G** Continuous forward function
- H** Pull out bin with viewing window
- I** Cool down (red light)
- J** CD Bin (not shown)

Shredder Control Panel



Auto



Forward



Reverse



Safety First



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



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



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



This means keep children away from shredder.



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



This means no aerosols.



This means machine is cooling down.

Preparation before use

How to use the shredder correctly:

- 1 Take care not to insert fingers, ties or other objects into the entry slot of the shredder.
- 2 We recommend to remove staples and paperclips, avoid laminating materials, plastic bags etc. from being passed through the shredder. This will prevent damage to the cutters.
- 3 Do not shred wet paper as it can tangle in the cutters.
- 4 Do not shred more than the stated sheet capacity in one pass.
- 5 Do not shred continuously for more than 3 minutes at a time. Running the unit for too long may make the motor overheat. If the motor over heats, allow it to cool down for at least 40 minutes before resuming use.
- 6 Do not use the reverse (⏪) function if it's not necessary. Over use of the reverse (⏪) function can result in shredded paper becoming jammed in the entry slot, which will adversely affect the performance of the shredder.

Operation

- 1 After unpacking the product, pull out the shredder bin and remove the CD shard tray and store externally. Reposition the CD shard tray when you shred CD's to separate waste for recycling.
- 2 Connect shredder to mains supply.
- 3 Ensure the on/off button on the back of the machine is in the on position (a).
- 4 To commence shredding, press the central Auto button (e). This sets the shredder into auto mode. The standby symbol will illuminate blue.
- 5 Insert paper (or credit card) to be shredded into the feed area (c).
- 6 If the shredder is left in auto mode for more than 2 minutes without being used, the shredder will automatically turn back to standby mode in order to save power.
- 7 The shredder will automatically 'wake up' from sleep mode when paper is inserted into the shredder mouth. There is no need to press the Auto button (e).

Over Heating

If this product is used continuously for long periods of time the shredder may overheat. If this occurs the thermometer symbol on the indicator panel will illuminate.

When the shredder is ready to be used again the thermometer symbol will not illuminate.

Reverse Function

- 1 Should you wish to reverse the shredding direction whilst shredding a document, a reverse button (f) has been fitted for your convenience.
- 2 By pressing the reverse button the shredding cutters will change direction allowing the retrieval of the document being shredded.
- 3 The reverse function will only run whilst the button is being pressed. When the reverse button has been released the shredder will revert to Auto mode.

CD and Credit Card Shredding

- 1 Insert CD to be shredded into the feed area (d).
- 2 A separate CD tray is provided to collect the shredded CD shards. Ensure that this is correctly mounted onto the bin before shredding CDs or credit cards. CD and credit card shards should be disposed of separately to paper.
- 3 Empty the CD tray after 8 credit cards or CD's to avoid waste spilling over into the paper waste bin. Remove the CD tray before recommencing to shred paper.

Bin Full

Empty or compress the shredded paper when it reaches the bottom of the viewing window. This will avoid paper spilling over or difficulty in removing the bin when it is too full. Over filling the bin may cause the bin to jam.

Once the bin is empty, replace correctly or the shredder will not function.

Rare Occasions of Jamming

In the unlikely event of the shredder jamming, use the reverse function to unblock the shredder (see Reverse function section). Alternating between the reverse and continuous forward functions will help unblock the feed area.

Lubrication of the Shredder

Only use Rexel Oil Sheets (2101948 & 2101949) 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.

Certificate of Warranty

(For use in Singapore only)

No. 050614

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.



ACCO BRANDS ASIA PTE LTD
5A Toh Guan Road East
#06-03 Singapore 608830
Tel: +65 6776 0195
Fax: +65 6779 1041
Singapore.webmaster@acco.com