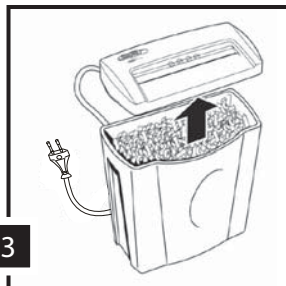
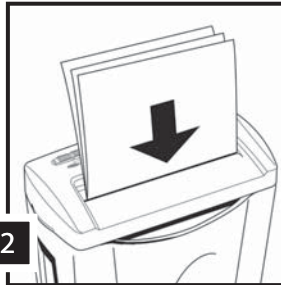
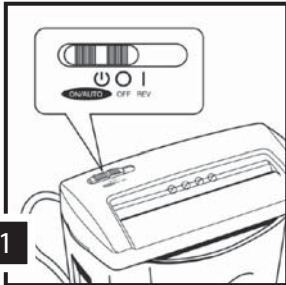
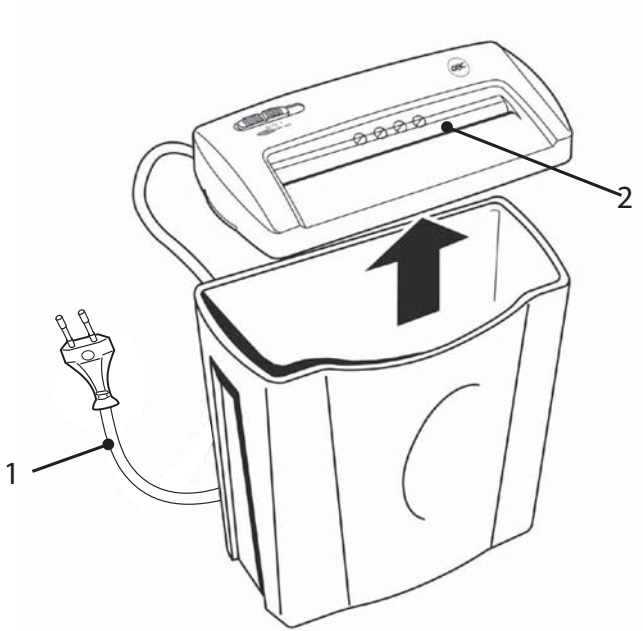




# **Alpha Ribbon & Confetti Personal Shredders**

## **Instruction Manual**





## Technical data

	Home/ Alpha	
<b>Cutting Type</b>	Confetti Cut	Ribbon Cut
<b>Shred Size</b>	4mm x 38mm	7.25mm
<b>Sheet Capacity (one pass)</b>	5	5
<b>Entry Width</b>	223mm	220mm
<b>Product Dimensions</b>	323 x 155 x 365mm	285 x 142 x 344mm
<b>Rated Voltage/Frequency</b>	220-240V~50Hz	220-240V~50Hz
<b>Rated Current</b>	0.8A	0.8A

## Description of product parts

- 1 Power Cable
- 2 Paper entry slot

Please read this instruction leaflet carefully before use.

## 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 spilled 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 (220-240V 50Hz).
- To avoid risk of injury, don't open the machine's casing to attempt DIY repair. Any attempted repair by an unqualified person will invalidate the warranty.

## Preparation before use

How to use the shredder correctly:

- Take care not to insert fingers, ties or other objects into the entry slot of the shredder.
- Try to avoid paper clips, staples, laminating materials, plastic bags etc. from being passed through the shredder. This will prevent damage to the cutters.
- Do not shred wet paper as it can tangle in the cutters.
- Do not shred more than 5 pieces of paper in one pass.
- Do not shred more than 200 sheets of paper 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 30 minutes before resuming use.
- Do not use the "REV" (reverse) function if it's not necessary. Over use of the "REV" function can result in shredded paper becoming jammed in the entry slot, which will adversely affect the performance of the shredder.
- Unplug the product before moving or emptying the shredder basket.

## Correct operating procedure (fig 1)

- 1 Insert plug into the AC power socket.
- 2 Push the switch to the ON/AUTO position (standby mode).
- 3 When not in use, push the switch to the 0 (off position).
- 4 Empty the waste basket regularly to ensure the shredder exit does not become blocked with paper.



## Auto shred and stop

- 1 Place the paper or credit card into the centre of the entry slot - shredding will start automatically (fig 2).
- 2 Paper smaller than A4 in width should be placed in the middle of the entry slot to ensure the shredder works automatically.
- 3 The cutters will stop rotating automatically after finishing shredding
- 4 Don't shred more than 5 sheets of paper at a time. Do not attempt to shred more than one credit card at a time.
- 5 If too many sheets are inserted at a time, the shredder can become jammed. If the shredder becomes jammed, switch the button to REV position to clear the jam by reversing the paper. If the paper has become so entangled in the cutter that it can't be reversed, turn off the power and pull out the paper by hand. Restart with fewer sheets and feed the nonshredded end of the paper in first.

**CAUTION: Don't let the machine operate continuously for more than 2 minutes. When the motor has overheated, the thermal safety switch will start working automatically. If the thermal switch trips, do not use the machine for about 30 minutes while the thermal sensitive safety switch cools down so the shredder can be safely used again.**

If the paper shredder will not start, please check the following:

- 1 Is the machine plugged in correctly?
- 2 Is the switch pushed to the 'ON/AUTO' mode?
- 3 Is the machine jammed with paper?
- 4 Has the motor overheated?

In case of jammed paper, please follow the procedure below:

- 1 Check if the basket is too full with paper - the basket should be emptied regularly to avoid paper becoming jammed in the cutters.
- 2 Slide the switch to 'REV' position to reverse the jammed paper.
- 3 If the paper is so jammed that it will not come out in reverse function, slowly push the switch between 'REV' and ON/AUTO. Don't do this too quickly as this can damage the shredder.
- 4 **WARNING** – Do not under any circumstances use any metal objects (scissors, letter openers etc.) in an attempt to clear the entry – this model has mains voltage inside the casing, which could cause serious injury.

### CAUTION:

- **Never insert fingers into the entry slot of the shredder.**
- **Turn the power off immediately if your hair, tie or sleeve becomes entangled in the shredder.**
- **The shredder bin must be fully pushed closed for the machine to operate.**
- **Empty the shredder bin when it is full otherwise the shredder's performance will be adversely affected. Operating the shredder with a full shredder bin can result in paper jamming in the cutters, which will increase the machine's noise level.**
- **Don't force down shredder paper in the bin using your feet.**

This machine does not require lubricant. ACCO Brands accepts no liability for product performance or safety should any lubricant be used on any part(s) of this machine.



## Shredder Control Panel



Safety First



Please read through the instruction manual carefully before use.



This means keep children away from shredder.



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



This means no aerosols.



Avoid shredding staples and clips to extend lifespan of the shredder.

# 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.



**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