

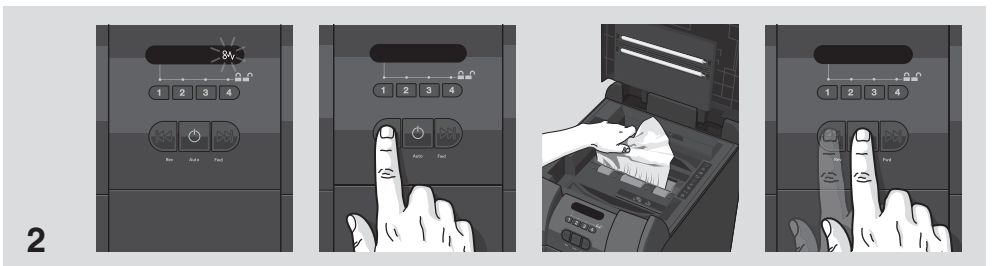
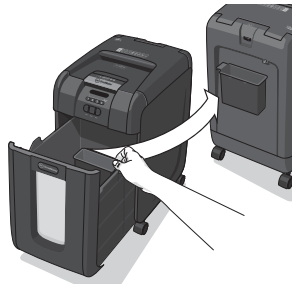
GBC®

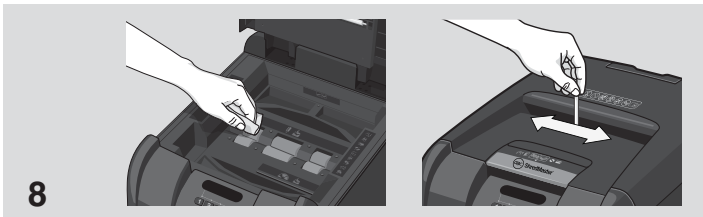
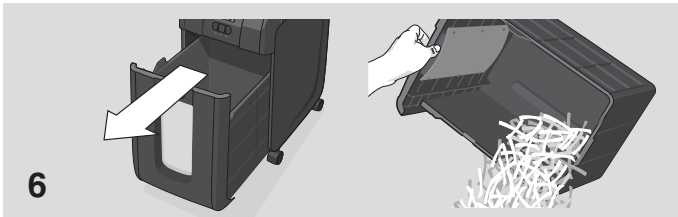
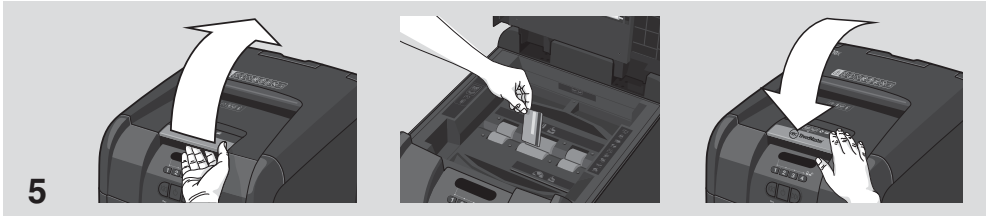
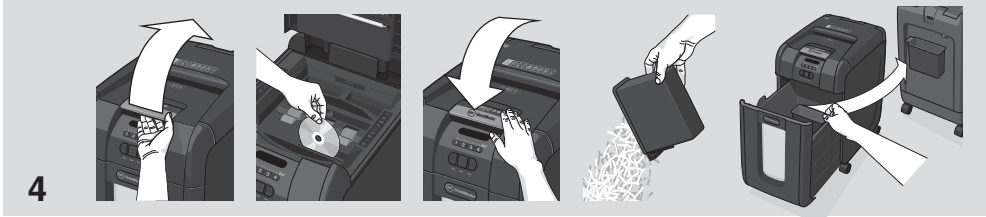
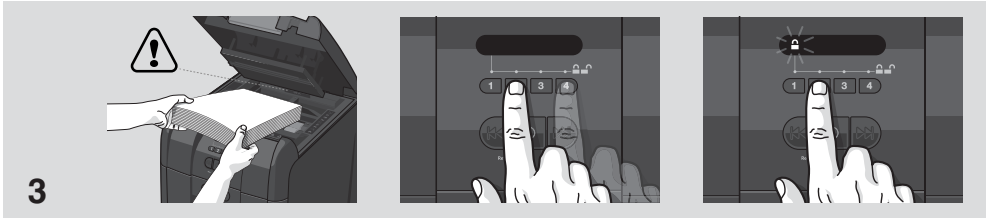
AUTO + 300X & 300M™ SHREDDERS

Instruction Manual



www.accobrandasia.com





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+ 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.



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+ 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	UK Version: 230V / 50Hz
Amperage	UK Version: 1.2 Amps
Motor Watts	UK Version: 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	UK Version: 230V / 50Hz EK Version: 220V / 60Hz
Amperage	UK Version: 1.5 Amps EK Version: 1.5 Amps
Motor Watts	UK Version: 350 Watts EK Version: 350 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. **300M Autofeed ONLY**



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



This means the shredder can accept small paperclips. **300M Autofeed ONLY**



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



Jam Free indicator – This alerts the user when too much paper is fed into the manual feed slot (see section on Jam Free Technology).



Power On indicator – This means the machine is turned on.



Paper Loading Door/Bin Door Open or Bin Full indicator – This means either:

- Loading door is open
- Bin is open
- Bin is full



Paper jam indicator – This means there is a paper jam in the auto feed chamber.

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 Buttons – Enter a four digit code to lock the loading door during shredding.



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

Auto+ 300X/300M shredding capability

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



- 300 sheets
- Stapled paper, 25mm within the corner. **300M Autofeed ONLY**
- 26/6 and 24/6 or smaller staples
- Small sized paper loaded centrally



- 300 sheets
- Paper clip paper, 25mm within the corner. **300M Autofeed ONLY**
- Capable of shredding small/medium paper clips (max. wire thickness = 0.9 mm)
- >80/100gsm paper (through manual feed slot ONLY)



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

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.

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 and the bin full indicator will illuminate ()


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.

automatic jam clearance

Intelligent 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 ()

intelligent help

- 1 In the unlikely event of the shredder jamming, the Auto+ 300X & 300M will stop shredding, and the jam icon will blink in orange.
- 2 The shredder will illuminate the FWD () and REV () buttons in the sequence necessary to clear the jam.
- 3 If the jam cannot be intelligently cleared, the jam icon () will illuminate in red. At this point follow the reverse function instructions to clear any jammed material.

1. 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 (⏻).

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 machine 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, turn the shredder on using the ON/OFF switch at the rear of the shredder. Return the switch to the auto position (⏻).

3. locking the paper loading door

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

To lock shredder:

- 1 Place documents in tray. Close paper loading door.
- 2 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)

4. 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.

- 1 Lift up the paper loading door.
- 2 Always insert CDs/DVDs in the CD/DVD slot. Only shred one CD/DVD at a time.
- 3 Close the paper loading door.
- 4 Empty the CD/DVD bin after 8 CDs/DVDs to avoid waste spilling over into the paper waste bin.
- 5 Remove the CDs/DVDs tray before recommencing to shred paper and store on the back of the shredder.

5. credit card shredding


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

- 1 Lift up the paper loading door.
- 2 Insert the credit card into the roller as shown. Only shred one credit card at a time.
- 3 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.

6. bin full

The shredder will not function when the 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.

over heating

If the Auto+ 300X and 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.

7. 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 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.

8. maintenance

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

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 cotton-swab.

service

We recommend these machines are serviced every 6 to 12 months by a GBC service engineer – see back of this booklet for the contact details of our service centre and for enquiries about maintenance contracts.

shredder accessories

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

Accessory	Part Number	Quantity
Oil Sheets	2101948	12 sheets/pack

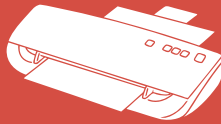
guarantee

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+ 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.

* 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.



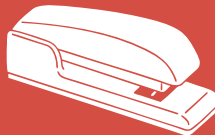
GBC Laminating / Plastifieuses / Laminiergeräte



Rxel Shredding / Destructeurs / Aktenvernichter



GBC Binding / Perforelieuses / Bindegeräte



Rxel Stapling / Agrafage / Heftgeräte