



RDS2270  
RDX2070  
RDM1170  
RDSM770



RDS2250  
RDX1850  
RDM1150  
RDSM750





RSX1632  
RSS2232



RSS2030  
RSX1630  
RSM1130



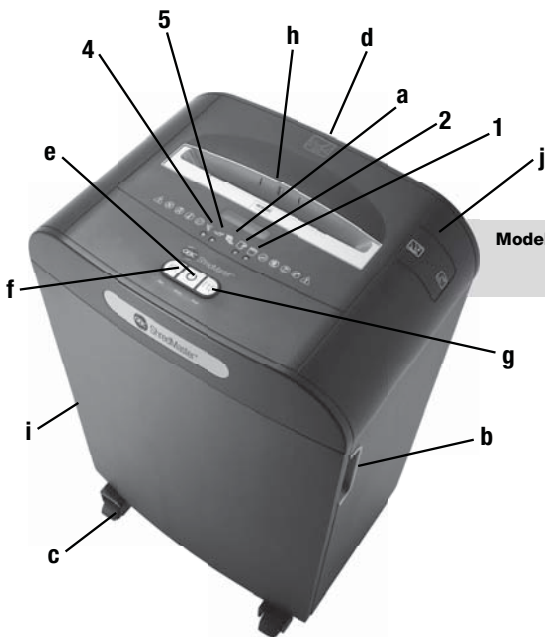
# Mercury Instruction Manual

## Specifications

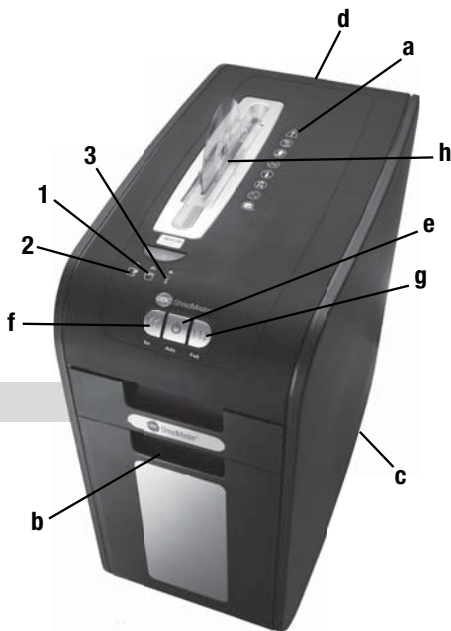
Models	RSS2030	RSX1630	RSM1130	RSX1632	RSS2232	RDS2250
<b>Sheet Capacity</b> 80gsm paper - 	20 sheets (19 sheets @ 207V/50Hz)	16 sheets (15 sheets @ 207V/50Hz)	11 sheets (10 sheets @ 207V/50Hz)	16 sheets (15 sheets @ 207V/50Hz)	22 sheets (21 sheets @ 207V/50Hz)	22 sheets (21 sheets @ 207V/50Hz)
<b>Duty Cycle</b> - 	4 mins on / 20 mins off	4 mins on / 20 mins off	4 mins on / 20 mins off	4 min on / 30 min off	4 min on / 30 min off	Continuous
<b>Volts / Hz</b>	230V AC / 50Hz	230V AC / 50Hz	230V AC / 50Hz	230V AC / 50Hz	230V AC / 50Hz	230V AC / 50Hz
<b>Amperage</b>	2.0A	3.0A	4.0A	3.0A	2.0A	2.0A

Models	RDX1850	RDM1150	RDM1170	RDSM750	RDSM770	RDS2270	RDX2070
<b>Sheet Capacity</b> 80gsm paper - 	18 sheets (17 sheets @ 207V/50Hz)	11 sheets (10 sheets @ 207V/50Hz)	11 sheets (10 sheets @ 207V/50Hz)	7 sheets (6 sheets @ 207V/50Hz)	7 sheets (6 sheets @ 207V/50Hz)	22 sheets (21 sheets @ 207V/50Hz)	20 sheets (19 sheets @ 207V/50Hz)
<b>Duty Cycle</b> - 	Continuous	Continuous	Continuous	Continuous	Continuous	Continuous	Continuous
<b>Volts / Hz</b>	230V AC / 50Hz	230V AC / 50Hz	230V AC / 50Hz	230V AC / 50Hz	230V AC / 50Hz	230V AC / 50Hz	230V AC / 50Hz
<b>Amperage</b>	3.0A	4.0A	4.0A	4.0A	4.0A	2.0A	3.0A

 **IMPORTANT: ONLY INSERT ONE CD OR ONE CREDIT CARD AT A TIME.**  
Models RDM1150, RDM1170, RDSM750, RDSM770 and RSM1130 cannot shred CDs, credit cards, paper clips or staples.



Models: RDS2250, RDX1850, RDS2270, RDX2070, RDM1150, RDM1170, RDSM750, RDSM770



Models: RSS2232, RSX1632



Models: RSS2030, RSX1630, RSM1130





## Lights and Icons Explained

Colour of LED	Anti-Jam Indicator			LEDs				
				1	2	3	4	5
Red	Green	Blue	Red	Red	Red	Red	Green	
Power On/Off Switch								
Auto Mode		light	light					
Forward Mode		light	light					
Reverse Mode	light		light					
Mercury Anti-Jam Technology	light		light					
Bin Full	light		light	light				
Door/Bin Open	light		light		light			
Cool Down Indicator			light*			light*		
Self Cleaning of Cutters	light		light					
Sleep Mode								
Auto Oiling in Operation #			light					light
Oil Level Indicator #							light	

\* RSS2030, RSX1630, RSM1130, RSS2232, RSX1632 only

# Auto Oiling applicable to RDX1850, RDM1150, RDSM750, RDX2070, RDM1170, RDSM770 models only

## Introduction

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

### a Important Safety Symbols

### b RSX1632, RSS2232, RSS2030, RSX1630, RSM1130:

Pull Out Bin

RDS2250, RDX1850, RDS2270, RDX2070, RDM1150,

RDM1170, RDSM750, RDSM770: Door for Bin

### c Wheels

### d On/Off Button (Rear of machine)

### e Auto Button

### f Reverse Button

### g Continuous Forward Function

### h CD Guide (not fitted on RDM1150, RDM1170, RDSM750, RDSM770, RSM1130)

### i Door Storage Compartment

### j Oil Reservoir Cap

### 1 Bin Full (Red Light)

### 2 Door Open (Red Light)

### 3 Cool Down (Red Light)

### 4 Auto Oiling in Operation

### 5 Oil Level Indicator

## Safety First



Shredders are safe to use as long as you take a few safety precautions.

- 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 installed near the equipment and shall 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.

Although this shredder has been designed to be child safe, it is not advised to operate the machine near children and pets.

## Shredder Control Panel



- 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 the door is open.
- This means the bin is full.
- This means no aerosols.
- This means machine is cooling down.
- This means oil level.
- This means oiling in operation.

### RSM1130, RDM1150 and RDSM750 only.

- This means do not shred credit cards.
- This means do not shred paper clips.
- This means do not shred staples.
- This means do not shred CDs.

## Door Open Safety Function

If the door is opened during shredding as a safety precaution the shredder will instantly stop, and the door open symbol/indicator will glow red.

## 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.

## Auto Oiling Initial Setup

**(Applicable to RDX1850, RDM1150, RDSM750, RDX2070, RDM1170, RDSM770 models only)**

The shredder is designed to automatically lubricate the cutting mechanism as required to ensure the product continues to work to its maximum performance and to extend the product life. Before turning on the machine for the first time, please open the oil reservoir cap on the head of the shredder (j) and pour in the 60ml bottle of oil provided as standard. This is sufficient to allow the shredder to start for the first time and to operate continuously for approximately 1 hour shredding before the reservoir will need refilling. Press and hold down the Auto button (f) for 5 seconds to start the pump and prime the system. This operation is only required the very first time the shredder is used. When the 'Oil Refill' indicator is illuminated (e), flip up the oil reservoir cap (j) and refill the oil reservoir using a bottle of standard Rexel oil (1760049). The automatic oiling operation (k) lasts approximately 2 seconds and you will hear the distribution pump during this time. Auto-oiling operates after 15 minutes of shredding.

## Mercury Anti-Jam Technology

Mercury Shredders will only shred stacks of paper that are within the shredder's sheet capacity. For example, a shredder with a capacity of 22 sheets will not allow the shredding of more sheets than this.

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 time wasted through reversing paper and unblocking jams not to mention the mess it can create.

## Over Heating

If small office models (RSS2030, RSX1630, RSM1130, RSS2232 and RSX1632) are 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.



## Operation

- 1 After unpacking the product, pull out the shredder bin or bag frame (depending on model) and remove the CD shard tray, which sits on top of the bag frame on departmental models or bin on small office models. Store this tray at the door storage compartment (i) and use when you shred CD's or credit cards to separate waste for recycling (not applicable for RSM1130, RDM1150, RDM1170, RDSM750 and RDSM770 models).

- 2 Connect shredder to mains supply.
- 3 Ensure the on/off button on the back of the machine is in the on position (d).
- 4 To commence shredding, press the central Auto button (e). This will illuminate the anti jam indicator.

This sets the shredder into auto mode and initiates the Mercury anti jam mechanism. The standby symbol will illuminate blue and the anti-jam indicator will glow green. You are now able to shred.

- 5 Insert paper to be shredded into the feed area. The Mercury anti jam mechanism will sense the thickness of the paper being shredded.

If the paper thickness is within the shredder's capacity, the motor will start and your documents will be shredded. Cutters will stop once the shredding process is complete.

If the paper thickness is greater than the shredder's sheet capacity, the anti-jam indicator will turn from green to red and the motor will not run.

- 6 If this happens, remove some of the sheets from the paper stack and re-try until the anti-jam indicator reverts back to green, the shredder will then automatically start and allow the paper to be shredded.
- 7 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.
- 8 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).

## 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. The anti-jam indicator will turn to red.
- 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 stand by mode.
- 4 To turn back to auto mode, press the auto button (e).

## CD and Credit Card Shredding

Models RSM1130, RDM1150, RDM1170, RDSM750 and RDSM770 can not shred CD's or credit cards, therefore this section is not applicable to these three models. All other Mercury models can shred CD's and credit cards as follows:

- 1 A separate CD tray is provided to collect the shredded CD shards. Ensure that this is correctly mounted onto the bin rail or internal bin (small office models) before shredding CDs or credit cards. CD and credit card shards should be disposed of separately to paper.
- 2 Pull up the CD guide (h) located in the centre of the feed area and flip it into position over the shredder mouth.
- 3 For credit card shredding, switch the shredder to auto mode and insert the card in line with the arrow marked on the shredder mouth. Only shred 1 credit card at a time.
- 4 For CD shredding, extend the sides of the CD guide, switch the shredder to auto mode and place the CD into the centre of the CD slot. Only shred 1 CD at a time.
- 5 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

When the bin is full the shredder will not function and the bin full symbol will illuminate red.

When this happens you must empty the bin.

- Pull open the bin to empty (RSS2030, RSX1630, RSM1130, RSS2232, RSX1632)
- Open the door and pull out the bag frame (RD2250, RDX1850, RDM1150, RDM1170, RDSM750, RDSM770, RDS2270, RDX2070)

Once the bin is empty, close the door/drawer and press the auto button to resume shredding.

**Note:** RSX1630, RSX1632, RDX1850, RDX2070, RDM1150, RDM1170, RDSM750, RDSM770 - Once the waste bag has been reinserted and/or cabinet door has been closed, the shredder will run in reverse for three seconds, stop for two seconds and then forward for three seconds to clear away any remaining paper from the cutter mechanism. This unique 'selfcleaning' mechanism is additional jam prevention technology from ACCO.

**Note:** RDX1850, RDX2070, RDM1150, RDM1170, RDSM750, RDSM770 - if the bin full indicator is flashing, check the bin full detection flap located directly underneath the cutting head is present. It may have been dislodged by incorrectly fitted bin bags. If this flap is missing - please contact our service department to obtain a replacement.

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