



# 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.



## Style Shredder Instruction Manual



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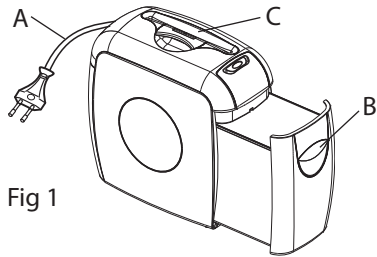


Fig 1

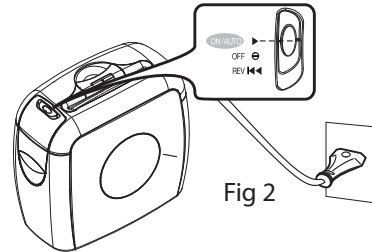


Fig 2

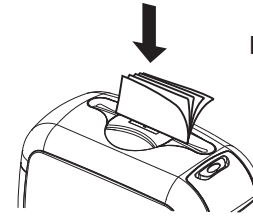
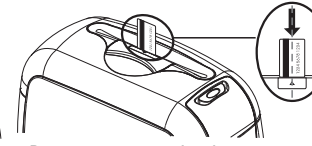


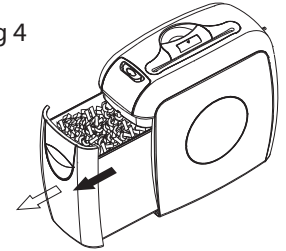
Fig 3

Do not shred more than the stated sheet capacity at a time.



Do not attempt to shred more than one credit card at a time.

Fig 4



### Introduction

Thank you for choosing this Shredder from GBC. Please take some time to read these instructions.

### Safety First

1. Please store this instruction manual in a safe place for future reference.
2. Please pay close attention to the safety symbols on the top of the shredder and operate the machine accordingly.
3. 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 or place it in a damp environment.
4. Do not position the unit near to an object that radiates heat and take care not to splash any liquid onto the machine.
7. Return the product and proof of purchase with receipt to the store at which it was purchased if...
  - i. Power cable or plug is broken
  - ii. Machine malfunctions because liquid was accidentally spilled onto the machine.
  - iii. The shredder doesn't operate despite following the guidelines in the manual.
8. Ensure power cable isn't a trip hazard and power supply is compatible with machine requirements (220-240V 50Hz).
10. To avoid risk of injury, do not open the machine's casing to attempt DIY repair.

### Description of product parts (fig 1)

- A) Power Cable (Euro plug shown)      B) Viewing window      C) Paper entry slot

### 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. Avoid shredding paper clips, staples, laminating materials, plastic bags etc. to prevent damage to the cutters.
3. Do not shred wet paper as it can tangle in the cutters. **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 overheat motor. If the motor over heats, allow it to cool down for at least 30 minutes before resuming use.
6. 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.

### Correct operating procedure (fig 2)

1. Insert plug into the AC power socket.
2. Check the shredder bin is fully closed.
3. Push the switch to the ON/AUTO position (standby mode)
4. When not in use, push the switch to the ⓪ (off position)

### Auto shred and stop

- Place the paper or credit card into the centre of the entry slot - shredding will start automatically (fig 3).
- Paper smaller than A4 in width should be placed in the middle of the entry slot to ensure the shredder works automatically.
- The cutters will stop rotating automatically after finishing shredding
- Do not shred more than the stated sheet capacity at a time.
- 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 non-shredded end of the paper in first.

### CAUTION:

Do not shred continuously for more than 3 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.

### Emptying the pull-out waste bin (fig 4)

- Empty the shredder bin when the shredder paper is visible through the viewing window on the side of the pullout bin.
1. Pull out the shredder bin (fully).
  2. Empty the shredder bin into a waste sack.
  3. Push the shredder bin back in ensuring it is fully closed.

### CAUTION:

- This machine for indoor use only. It is not a toy. Keep away from children and pets.
- 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 shredding performance will be adversely affected. Operating the shredder with a full bin may cause paper jams in cutters, which will increase the machine's noise level.
- Do not force down shredder paper in the bin using your feet.

Technical Data	Style
Cutting Type	Cross Cut
Shred Size	4 x 30mm
Sheet Capacity (one pass)	5 sheets (80 gsm)
Entry Width	230mm
Product Dimensions	340 x 185 x 320mm
Rated Voltage/Frequency	<b>EU VER:</b> 220-240V~50Hz <b>KR VER:</b> 220V~60Hz
Rated Current	0.8A

If the paper shredder will not start, please check:

1. Is the machine plugged in correctly?
2. Is the switch pushed to 'ON/AUTO' position?
3. Is the machine jammed with paper?
4. Has the motor overheated?
5. Is the shredder bin fully pushed in?

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

1. Check if the bin is too full with paper - the bin should be emptied regularly to avoid paper becoming jammed in the cutters.
2. Slide the switch to the '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. Do not 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.

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.