

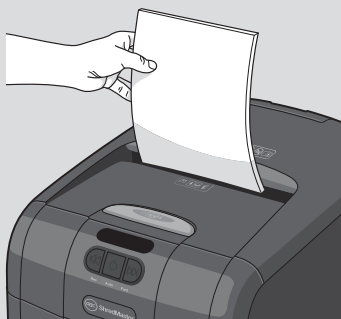
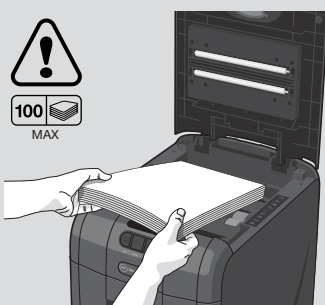
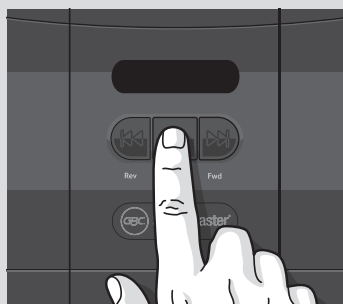
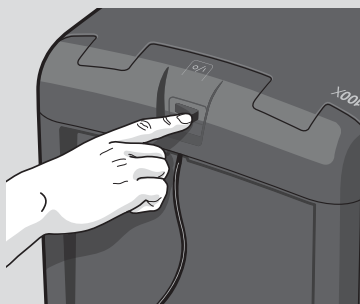
**GBC®**

# AUTO + 100X & 100M™ SHREDDERS

Instruction Manual

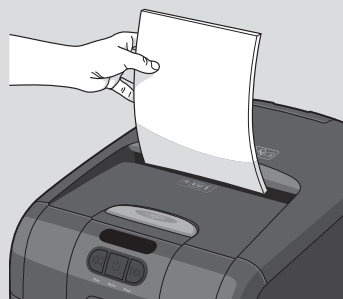


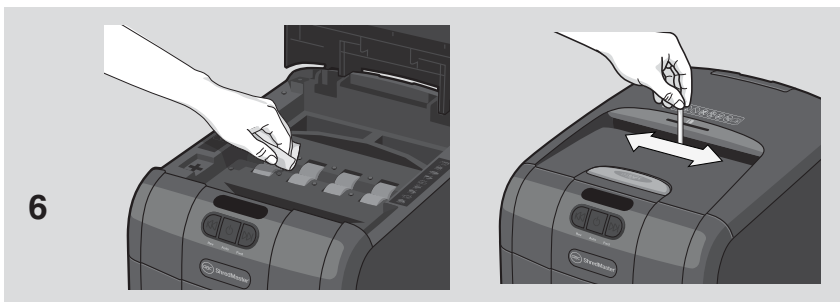
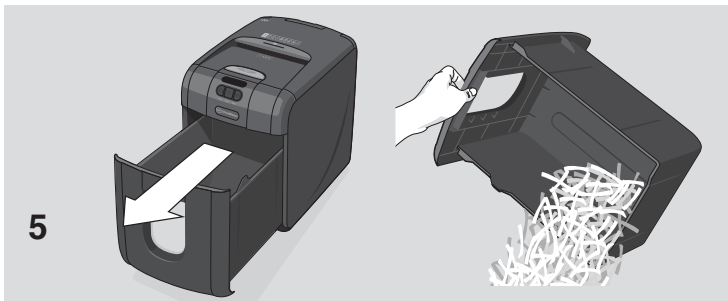
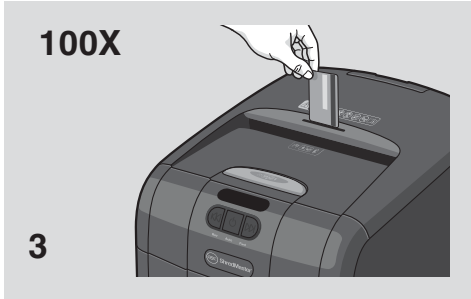
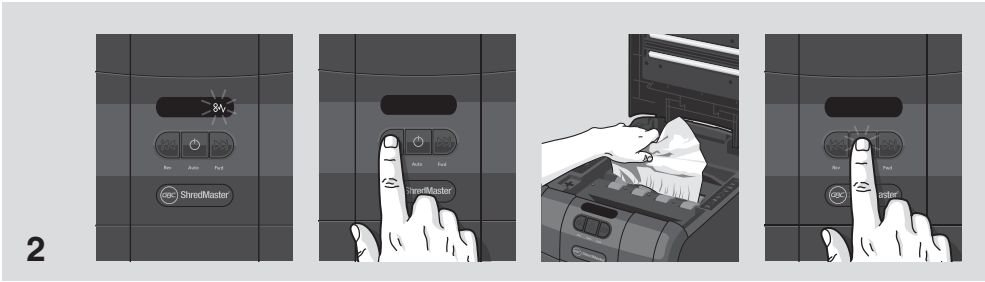
[www.accobrandasia.com](http://www.accobrandasia.com)



2min

Z  
z z  
z





# 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								✓	✓	✓	✓



## 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.

There is a ‘cross shaped’ integral safety device, located on the left of the internal loading bay, which is designed to prevent the shredder from operating when the loading door is open. You must NOT under any circumstances tamper with with this switch, add any object into the cross-shaped interlock switch other than the interlock actuator, as to do so would activate the cutting blades.

## technical specifications

### GBC Auto+ 100X

Sheet capacity: Manual feed slot	6 sheets (80gsm)
Sheet capacity: Autofeed chamber	100 sheets (80gsm)
Duty Cycle	5 min ON / 30 min OFF
Run time from cold	10 minutes
Volts / Hz	UK Version: 230V / 50Hz EK Version: 220V / 60Hz
Amperage	UK Version: 1.2 Amps EK Version: 1.2 Amps
Motor Watts	UK Version: 200 Watts EK Version: 300 Watts

### GBC Auto+ 100M

Sheet capacity: Manual feed slot	6 sheets (80gsm)
Sheet capacity: Autofeed chamber	100 sheets (80gsm)
Duty Cycle	5 min ON / 30 min OFF
Run time from cold	10 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 be careful of loose jewellery which could become entangled in the cutting head.



This means the shredder can accept small staples. **100M Autofeed ONLY**



This means the shredder can accept small paperclips. **100M 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



**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 'Rare Occasions of Jamming'.



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

# Auto+ 100X/100M shredding capability

## Auto+ 100X/100M CAN shred the following:



- 100 sheets
- Stapled paper, 25mm within the corner. **100M Autofeed ONLY**
- 26/6 and 24/6 or smaller staples
- Small sized paper loaded centrally



- 100 sheets
- Paper clip paper, 25mm within the corner. **100M 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
- 100 sheets
- 80 gsm paper
  - A4 - 210mm x 297mm
  - A5 - 148mm x 210mm
  - A3 single sheet folded in half to make A4

## Auto+ 100X/100M 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+ 100X/100M 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.



## autofeed technology

The Auto+ 100X/100M has been designed to automatically shred up to 100 sheets from the auto-feed chamber and up to 6 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



## 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 (  ).

### 1. operation

- 1 Unpack the product.
- 2 Connect the shredder to mains supply.
- 3 Ensure the ON/OFF button on the back of the machine is in the ON position.
- 4 To commence shredding, press the central Auto button (  ). This will illuminate the blue standby symbol on the auto button, which sets the shredder into auto mode. You are now ready to shred.
- 5 Press the loading door button to open the loading door. You can open the door further to 90 degrees for easier access if required. Load up to 100 sheets at a time into the feed chamber. Do not fill above 100 MAX level, this could damage the shredder.
- 6 Close the loading door without pressing the loading door button. The shredder will now start automatically. If there is still paper in the Autofeed chamber after first attempt, open and reclose the paper loading door a second time.
- 7 If you only have up to 6 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 standby 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. credit card shredding

The Auto+ 100X ONLY can shred credit cards, not CDs or DVDs. Switch the shredder to auto mode and insert the credit card between the markings in the manual feed slot. Only shred one credit card at a time.

**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.**


### over heating

If the Auto+ 100X/100M is used continuously for over 10 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.




### 4. 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.


### automatic jam clearance

In the unlikely event of the shredder jamming, the Auto+ 100X and 100M will automatically reverse and forward the engine three times to clear a jam. During this operation the Paper Jam indicator will flash (.

### rare occasions of jamming

If after this auto jam clearance cycle the shredder still has a paper jam, it will stop and the jam indicator illuminate (). Try clearing the jam using the reverse () and continuous jam boost () buttons. If this is unsuccessful follow the reverse function instructions to clear any jammed material.

### 5. 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.

## 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.

## 6. maintenance

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

## 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+ 100X has been design to shred up to 25 credit cards in the standard 1 year warranty period. Any excessive credit card shredding will invalidate the cutter warranty. Auto+ 100X has NOT been designed to shred CDs or DVDs, any attempt to do so will invalidate this 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.



# 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