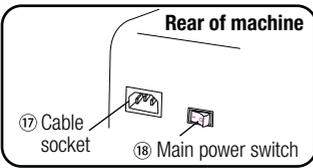
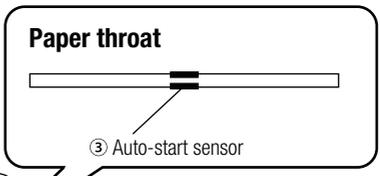
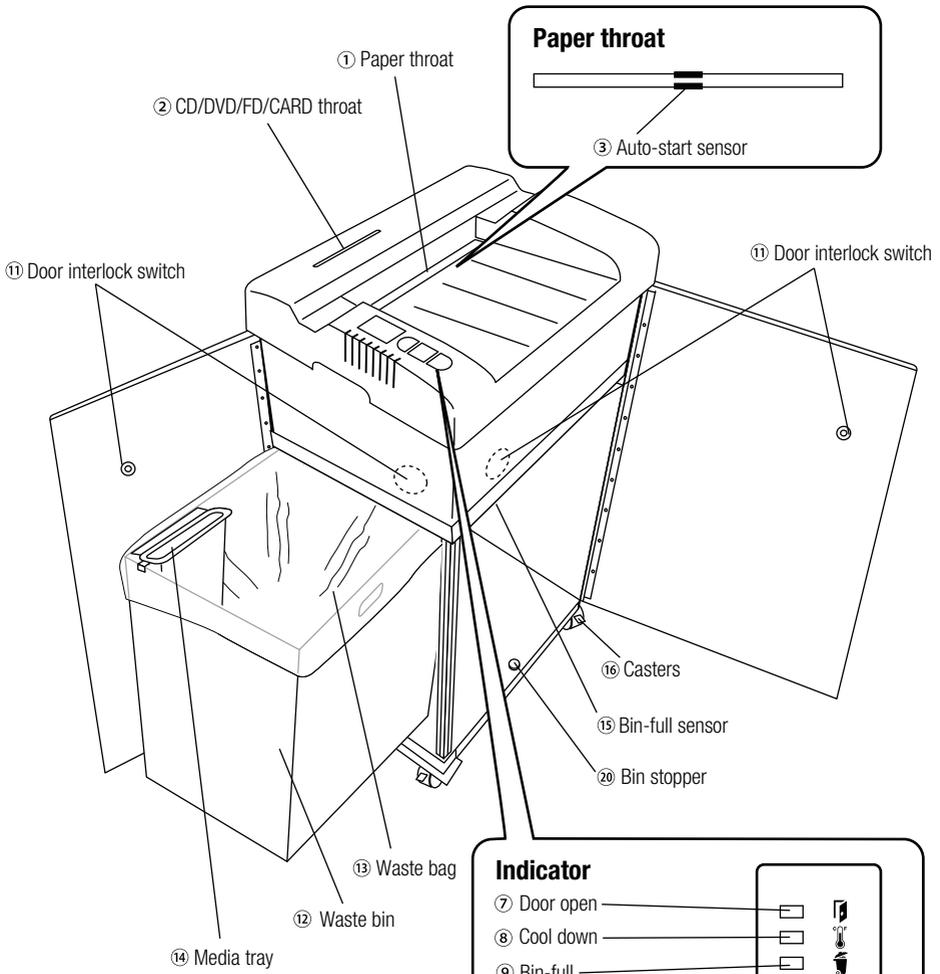




**Shredmaster PRO
64C / 65C / 66C
Instruction Manual**



Indicator

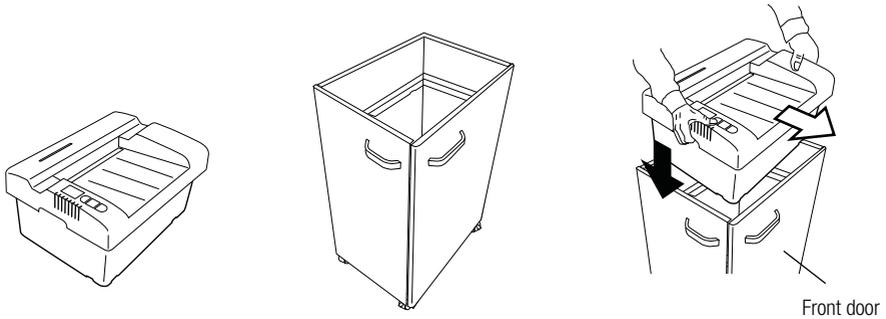
⑦ Door open		
⑧ Cool down		
⑨ Bin-full		
⑩ Paper jam		

Switch panel

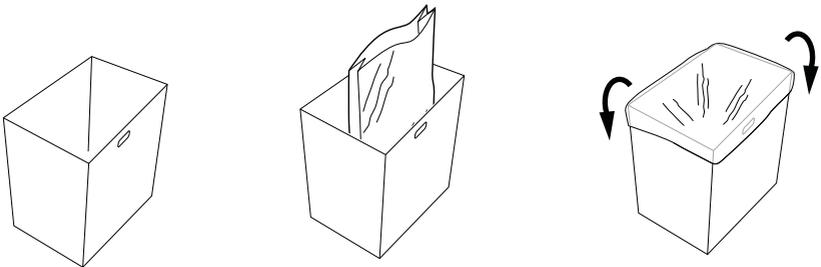
⑤ Forward button		FWD
④ Power ON/OFF button		Power
⑥ Reverse button		Rev

Initial Setup

- 1 After unpacking the product, place the shredder head securely on the top of the cabinet. Beware of fingers. **Risk of injury!**

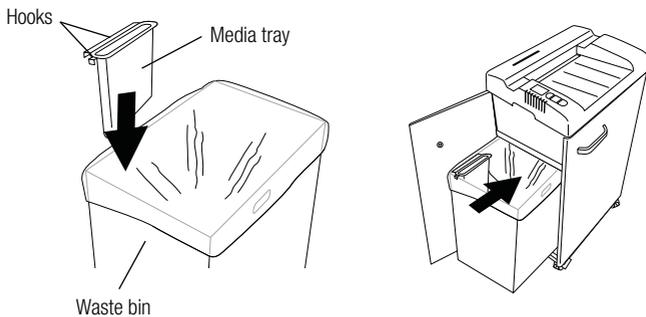


- 2 Pull out the waste bin in the cabinet, put a waste bag over and folded outward.



CD and Credit Card Shredding

A separate media tray is provided to collect the shredded CD and credit cards shards. Ensure that this is correctly mounted onto the waste bin before shredding.





Specifications

	GBC Shredmaster PRO 64C	GBC Shredmaster PRO 65C	GBC Shredmaster PRO 66C
Cutting Type	Confetti Cut (Paper) Ribbon Cut (Media)		
Shred Size	3 x 25 mm (Paper) 32 mm (Media)		
Security Class	DIN S3		
Sheet Capacity (one pass)	Paper: 18 sheets (80 gsm) 22 sheets (70 gsm) Media: 1pc (CD/DVD/Card) ※ Sheet capacity varies depending on the paper quality and humidity. Specs are established based on leading paper brand.※		
Speed	4.0 m/min (Paper)		
Entry Width	240 mm (Paper) 126 mm (Media)		
Product Dimensions	H735mm x W450 x D338mm	H805mm x W450 x D338mm	H879 x W450 x D338mm
Bin Capacity	40 litres	50 litres	60 litres
Weight	36.5 Kg	37.5 Kg	39.5 Kg
Rated Voltage/Frequency	UK Version: 220-240V / 50Hz EK Version: 220V / 60Hz		
Rated Current	6.0 Amps		
Duty Cycle	Continuous		

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 spilt 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.
- To avoid risk of injury, do not open the machine's casing to attempt DIY repair. Any attempted repair by an unqualified person will invalidate the warranty.



KEEP OUT OF REACH OF CHILDREN.

Warning Symbols and Indicators



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 no aerosols.



This means don't tilt or topple the shredder.



Bin Door Open indicator (Red)

– This means the bin door is open.



Bin Full indicator (Red)

– This means the bin is full.



Cool Down indicator (Red)

This means the machine is cooling down.



Paper jam indicator (Red)

This means there is a paper jam.

Operation

- 1 Connect shredder to mains supply.
- 2 Check that the ON/OFF switch(18) at the back of the machine is switched to the 'ON' position.
- 3 To commence shredding, press the power button(4). This will illuminate the blue symbol () on the power button, which sets the shredder into auto mode. You are now ready to shred. Insert paper to be shredded into the paper throat(1). The shredder will detect the paper and start automatically.

CD and Credit Card Shredding:

A separate media tray(14) is provided to collect the shredded CD and credit cards shards. Ensure that this is correctly mounted onto the waste bin before shredding.

1. Credit Card: Insert the magnetic strip side of the card horizontally into the card throat(2).
2. CD/DVD: Insert CD into the CD/DVD throat(2).

Note: Only shred 1 credit card or 1 CD at a time. Empty the media tray after each use to avoid waste spilling over into the paper waste bin.

- After shredding, press the power button(4) to OFF power and switch the main power switch(18) at the back of the machine to the 'OFF' position.
- 4

Note: To protect the motor, papers and CD or credit cards cannot be shredded simultaneously. For paper shredding, the paper width should not exceed the width of the paper throat.

Door Open Safety Function

As a safety precaution, if the door is opened during shredding, the shredder will stop and the door open indicator will illuminate ().

Note: Please ensure that both left and front doors are closed properly so that the interlock switch is triggered. In the event that the doors are not closed properly, the machine will not be able to start shredding.

Bin Full

The shredder will not function when the bin is full and the bin full indicator () will illuminate. Please empty the bin.

- 1 Open either the left door or the front door and pull out the waste bin.
- 2 Carefully remove the full waste bag from the bin and replace a new waste bag. Close the door and press the power button to resume shredding.

Note: Over filling the waste bin may cause paper jam. Empty the bin regularly to avoid paper spilling over or difficulty in removing the bin when it is too full.

Reverse Function

- 1 Should you wish to reverse the shredding direction whilst shredding a document, a reverse button(6) has been fitted for your convenience.
- 2 By pressing the reverse button(6) the shredding cutters will change direction allowing the retrieval of the document being shredded.
- 3 The reverse function will only run whilst the button is being pressed. When the reverse button(6) has been released the shredder will revert to Auto mode.

Rare Occasions of Jamming

In the unlikely event of the shredder jamming, the paper jam indicator () will illuminate. Shredder will stop shredding and automatically reverse to clear paper jam. If paper jam cannot be resolved by auto jam clearance, try clearing the jam using the reverse () and forward () function to unblock the feed area. Do not do this too quickly as this can damage the shredder.

WARNING - Do not under any circumstances use any metal objects (scissors, letter openers etc.) in an attempt to clear the jam as this may cause serious injury.

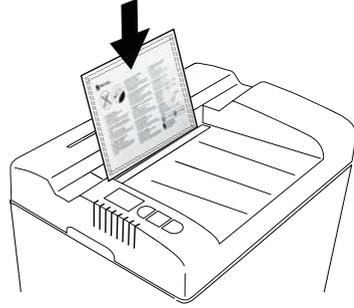


Lubrication of the Shredder

To maintain maximum shredding performance, we recommend to lubricate the shredder after the bin has been emptied three times (and for ongoing three bin cycle thereafter) or at least once a month. The more often the shredder is used, the more frequently you should oil your paper shredder.

Option 1: Lubricate the shredder using the oil sheet

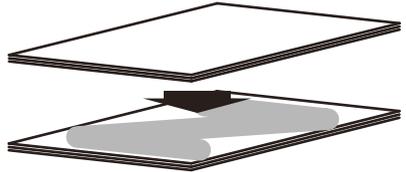
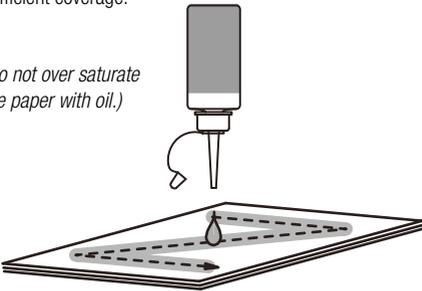
- 1 Only use Rexel Oil Sheets* (2101948) to lubricate. Simply feed one sheet of the oil sheet through the shredder.



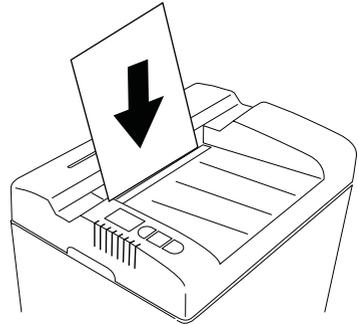
Option 2: Lubricate the shredder using the shredder oil

- 1 Only use GBC Oil* (1760049) to lubricate. Apply shredder oil to one side of paper (2-3 sheets thick) in a wide zigzag pattern across the page to ensure sufficient coverage.
- 2 Stack some A4 paper (2-3 sheets thick) on top of the paper that oil was applied.

(Do not over saturate the paper with oil.)



- 3 Feed the stack of oiled paper through the shredder, the oil that has been absorbed by the paper will lubricate the cutting cylinders. If required feed a few sheets of paper into the shredder to absorb residual oil from the cutting cylinders.



* 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.

Shredder Accessories

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.

Accessory	Part Number	Quantity
Oil Sheets	2101948	12 sheets/pack
Oil Refill Bottle	1760049	8 bottles/carton

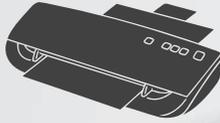
Service

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.

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.



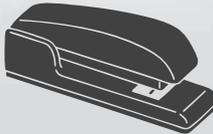
GBC Laminating / Plastifieuses / Laminiergeräte



Rexel Shredding / Destructeurs / Aktenvernichter



GBC Binding / Perforelieuses / Bindegeräte



Rexel Stapling / Agrafage / Heftgeräte