

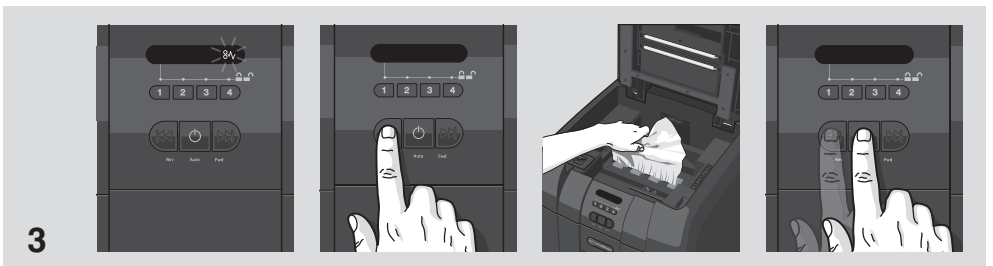
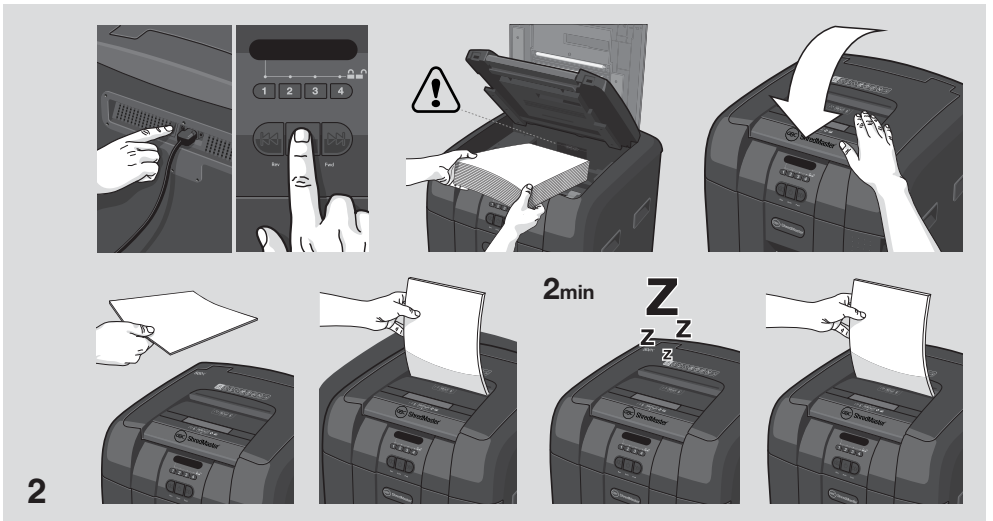
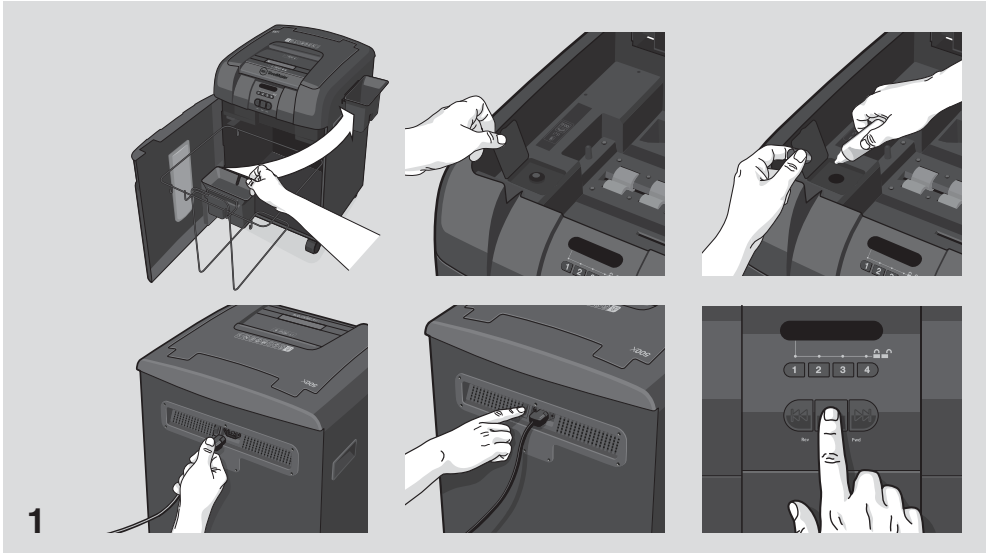


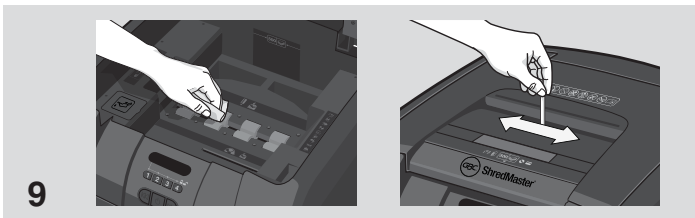
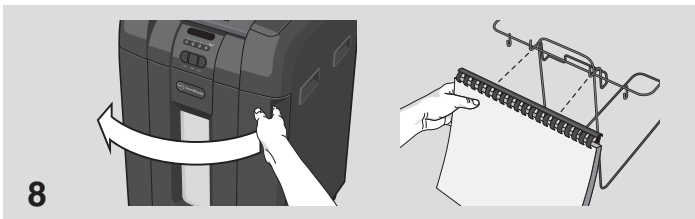
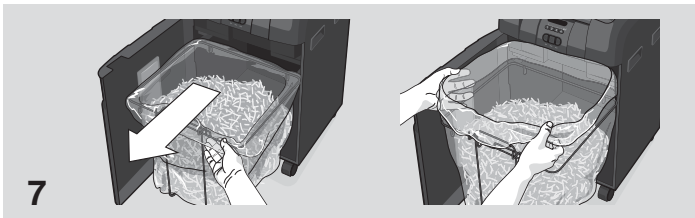
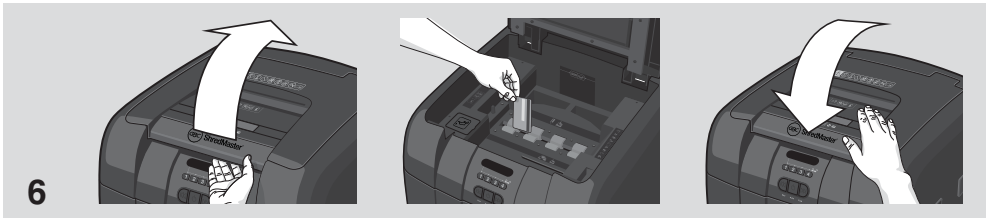
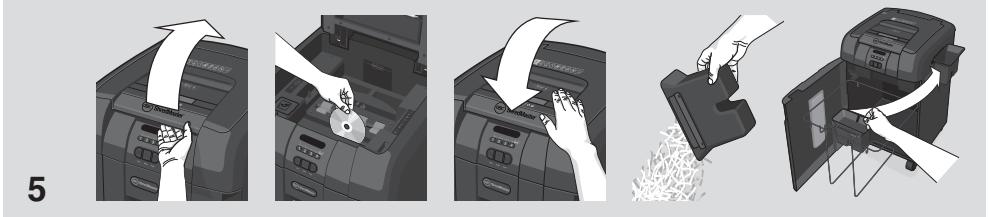
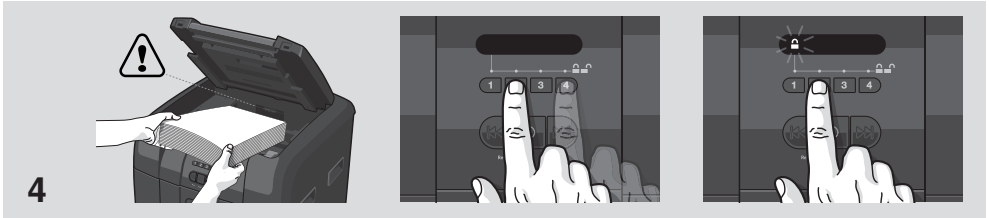
# AUTO + 500X & 500M™ SHREDDERS

Instruction Manual



[www.accobrandasia.com](http://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+ 500X and 500M has been designed to automatically shred up to 500 sheets from the auto-feed chamber and up to 9/10 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+ 500X

Sheet capacity: Manual feed slot	10 sheets (80gsm)
Sheet capacity: Autofeed chamber	500 sheets (80gsm)
Duty Cycle	Continuous
Run time from cold	Continuous
Volts / Hz	UK Version: 230V / 50Hz
Amperage	UK Version: 1.2 Amps
Motor Watts	UK Version: 270 Watts

### GBC Auto+ 500M

Sheet capacity: Manual feed slot	9 sheets (80gsm)
Sheet capacity: Autofeed chamber	500 sheets (80gsm)
Duty Cycle	Continuous
Run time from cold	Continuous
Volts / Hz	UK Version: 230V / 50Hz EK Version: 220V / 60Hz
Amperage	UK Version: 1.7 Amps EK Version: 1.7 Amps
Motor Watts	UK Version: 390 Watts EK Version: 400 Watts

## warning symbols



Safety First



This means you should be careful because long hair can become entangled in the cutting head.



This means be careful of ties and other loose clothing which could become entangled in the cutting head.



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



This means don't reach into the feed opening of the cutting head.



This means keep children away from shredder.



This means no aerosols.



Sheet capacity of manual feed entry slot.



This means the shredder can accept small staples.



This means the shredder can accept small paperclips.



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).



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

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



**Lock indicator** – This means the paper loading door is locked (during shredding).



**Oil Refill indicator**



**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.



**Oiling in Operation indicator**



**Loading Door Locking**

**Mechanism – PIN Password**

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

# Auto+ 500X/500M shredding capability

## Auto+ 500X/500M CAN shred the following:



- 500 sheets
- Stapled paper, 25mm within the corner
- 26/6 and 24/6 or smaller staples
- Small sized paper loaded centrally



- 500 sheets
- Paper clip paper, 25mm within the corner (500X through manual feed slot 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
- 500 sheets
- 80 gsm paper
  - A4 - 210mm x 297mm
  - A5 - 148mm x 210mm
  - A3 single sheet folded in half to make A4

## Auto+ 500X/500M 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+ 500X/500M 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.

## auto-oiling technology

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. Please follow the operation instruction before turning on the shredder for the first time. The 60ml bottle of oil\* is sufficient to allow the shredder to start for the first time and to operate continuously for about one hours shredding before the reservoir will need refilling. When the 'Oil Refill' indicator is illuminated (  ), flip up the oil reservoir cap and refill the oil reservoir using a bottle of standard GBC oil (1760049)\*. The automatic oiling operation (  ) last approximately two seconds and you will hear the distribution pump during this time. Auto-oiling operates after 15 minutes of shredding time.

## 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+ 500X and 500M 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+ 500X & 500M 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.


\* 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.





## 1. initial setup

- 1 After unpacking the product pull out the shredder bag frame and remove the CD shard tray, which sits on top of the bag frame. Store this tray on the product as shown and use when you shred CDs.
- 2 Lift up the loading door and open oil flap.
- 3 Remove oil cap and fill up the reservoir using the 60ml bottle of oil provided. Replace the cap.
- 4 Connect the shredder to mains supply.
- 5 Check that the on/off switch at the back of the machine is switched to the 'ON' position.
- 6 Press and hold down the Auto button (  ) for 5 seconds to start the pump and prime the system. Only required when the product is used for the first time.

## 2. operation

- 1 Check that the on/off switch at the back of the machine is switched to the 'ON' position. To commence shredding, press the auto feed button. This sets the shredder into auto mode.
- 2 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 500 sheets at a time into the feed chamber.  
Do not fill above the MAX level, this could damage the shredder.
- 3 The shredder will start the shredding cycle automatically **ONLY** after closing the loading door. If there is 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).
- 4 If you only have up to 9/10 sheets to shred, you can use the manual feed slot, provided the auto feed chamber is empty.
- 5 Insert paper to be shredded into the feed area. The shredder will detect the paper and start automatically.
- 6 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.
- 7 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 (  ).

## 3. 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 (  ).

## 4. 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)

## 5. 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 standard shredder bag frame 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 side of the shredder.

## 6. credit card shredding


The Auto+ 500X and 500M 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.**

## 7. bin full

The shredder will not function when the bin is full and the bin full symbol () is illuminated. You should empty the bin.

- Open the door and slide out the waste sack support frame.
- Carefully remove the waste sack from the frame.

## 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.

## 8. comb bind removal hooks

**Note** – Use only on standard comb bind strips.

- 1 Open bin door.
- 2 Place document onto the comb bind hooks.
- 3 Pull down on the document to remove comb strip.

## 9. 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 GBC Oil\* (1760049) to lubricate.

Accessory	Part Number	Box Quantity
Oil* Refill Bottle	1760049	8

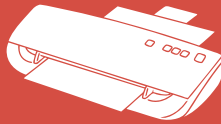
## guarantee

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+ 500X 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.



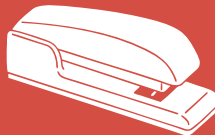
**GBC** Laminating / Plastifieuses / Laminiergeräte



**Rxel** Shredding / Destructeurs / Aktenvernichter



**GBC** Binding / Perforelieuses / Bindegeräte



**Rxel** Stapling / Agrafage / Heftgeräte