



**Mercury  
RSS2434 & RSX1834  
Instruction Manual**





## Lights and Icons Explained

	Illumination		Cool down 	Bin full 
	Green	Red	Orange	Orange
Auto button	light			
Binfull		light		light
Motor overheat		light	flash	
Anti Jam (too much paper)		light		
Reverse mode		light		
After 2 mins no use				

- a** Indicator Panel
- b** Power On Button
- c** On/Auto Button
- d** Reverse Button
- e** Anti-jam Indicator
- f** CD Safety Feed Guide
- g** Pull-out Bin

## 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.

## Mercury Anti-Jam Technology

Mercury Shredders will only shred stacks of paper that are within the shredders sheet capacity. Eg. A shredder with a capacity between 20 and 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.

**IMPORTANT!** Do not attempt to shred more paper while paper is already being shredded. By attempting to force paper down the front or back of a batch of paper that is being pulled into the machine, you can jam the shredder. The anti-jam technology will work reliably if used as instructed.

## 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.

## Shredder Control Panel



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

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

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

This means keep children away from shredder.

This means do not use aerosol sprays anywhere near the unit.

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

Only insert 1 credit card or CD at a time (and shred inside folded paper).

## Operation

- 1 Connect shredder to mains supply
- 2 Ensure the on/off button (b) on the back of the machine is in the on position.
- 3 To commence shredding, press the central Auto button (c). 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.

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

Make sure the paper to be inserted is neatly stacked. Splayed sheets can affect the operation of the anti-jam mechanism.

If the paper thickness is within the shredders 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 shredders sheet capacity the anti-jam indicator will turn from green to red and the motor will not run.

- 5 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.

If the shredder is left in auto mode for more than 2 minutes without being used, the shredder will automatically switch off in order to save power.

## Reverse Function

- 1 Should you wish to reverse the shredding direction whilst shredding a document, a reverse button (d) 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.

## CD and Credit Card Shredding

The Mercury models can also shred CD's and Credit Cards.

- 1 Switch shredder to auto mode and place credit card into the centre of the marking for the credit card on the feed chute
- 2 Switch the shredder to auto mode and place CD into the centre of the marking for the CD on the feedchute.

**Only insert 1 credit card or CD at a time (and shred inside folded paper).**

## 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 function and the forward run will help unblock the feed area. To trigger the permanent forward run mechanism, press Auto/On button down for 2 seconds.

Once the jam is clear, press the right hand auto button once to revert back to auto mode. You can now resume shredding as normal.

## 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 out the bin to empty

If the bin is not relocated correctly, the anti-jam indicator will continue to glow red. Once relocated correctly the anti-jam indicator will return to green.

## Over Heating

If the shredder is used continuously for long periods of time the shredder may overheat. If this occurs the thermometer symbol on the indicator panel will flash blue.

When the shredder is ready to be used again the thermometer will stop flashing and the anti-jam indicator will flash green once again. To resume shredding press the auto button.

# Certificate of Warranty

(For use in Singapore only)

No. 171114

**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