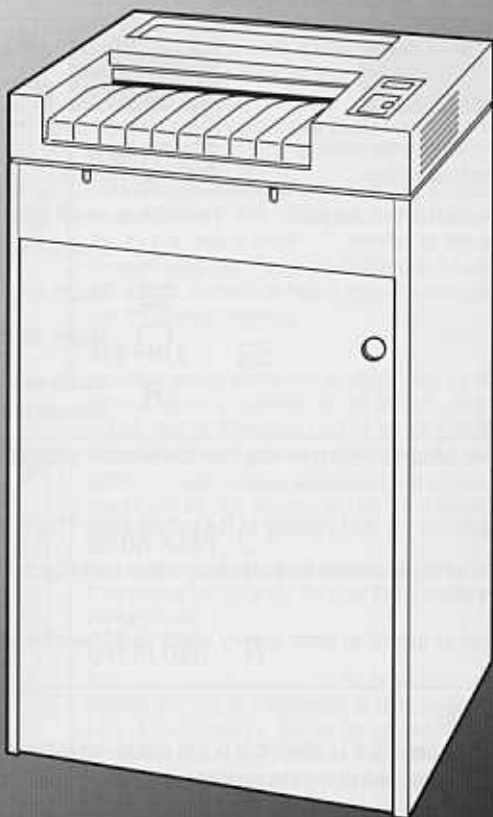


GBC® *Shredmaster*®

- 6120S / 6160X
- 7120S / 7160X



CONGRATULATIONS on your purchase of a high quality GBC Shredmaster shredder. We have taken numerous steps to assure that your shredder arrives in top condition. In the rare event that you do have any problems or questions, contact your dealer.

IMPORTANT SAFETY INSTRUCTIONS

Your safety as well as the safety of others is important to GBC. In this instruction manual and on the product are important safety messages. Read these messages carefully.



The safety alert symbol precedes each safety message in this instruction manual and on the product. This symbol indicates a potential personal safety hazard that could hurt you or others, as well as cause product or property damage. Do not connect this unit to electrical power or attempt to operate it before you have read these operating instructions. Save these instructions for later use.

The following two warnings are found on the bottom of the product or inside the cabinet door:



This safety message means that you could be seriously hurt or killed if you open the product and expose yourself to hazardous voltage.



This safety message means that you could be seriously hurt if you place your hands in the discharge chute.

The following ISO and IEC symbols appear on this product, and their meanings are as follows:

- I Means Power ON
- O Means OFF
- R Means REVERSE

The symbols which become illuminated are:

- | Means Power ON
- ☐ Means the shred bin is full
- ☐ Means the cabinet door is open
- R Means an overload has occurred
Depress the "R" side of the rocker switch



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 you should be careful of loose jewelry which could become entangled in the cutting head. This could hurt you.

ELECTRICAL SAFEGUARDS

- 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 attachment plug. Plug configured for the appropriate electrical supply.

SERVICE

Do not attempt to service or repair the unit yourself. In the rare event that your unit requires service contact your dealer or call GBC National Service at 1-800-790-7787. Please have the model number and serial number of your shredder ready when calling.

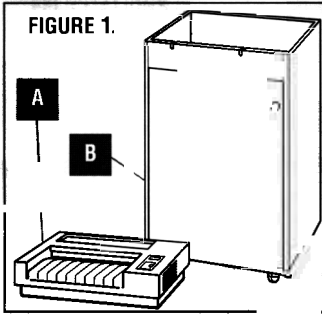


FIGURE 1.

SET UP-FIGURE 1, 2 & 3

To protect against damage your shredder has been shipped in two parts, the shredder head (FIGURE 1.A) and the cabinet (FIGURE 1.B).

⚠ Caution! Shredders are heavy equipment (see "Shredder Head Weight" in the "Specifications" section of this Manual). To insure proper installation and avoid injury, GBC recommends that two people set up this unit. Use care not to pinch your fingers between the shredder head and cabinet. Handle shredder head as illustrated.

1. Using the hand grips (FIGURE 2.A) provided, place the shredder head onto the top of the cabinet. The control panel may face toward the front or back of the cabinet.
2. Open the door by pressing on the door knob (FIGURE 2.B) and place the hand grips (FIGURE 3.A) into the holes found in the cabinet floor (FIGURE 3.B).
3. Remove the wire bag rim and place one of the shred bags onto the rim. Slide the rim with bag back into the cabinet. Close the cabinet door.
4. Connect the power cord to a standard, single phase socket. Fuse: 15 Amp. Max.
5. After reading the operating instructions, slide them into the holder (FIGURE 3.C) and close the door.

Your shredder is ready for use!

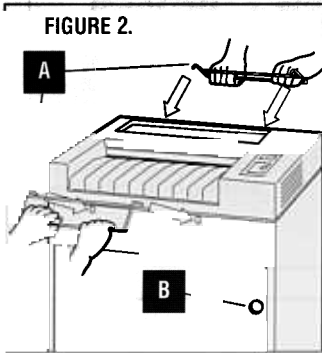


FIGURE 2.

OPERATION-FIGURE 4.

Press the rocker switch (A) to the Power ON "I" position. When the shredder is properly set up with cabinet door fully closed, the Power ON "I" light (B) will illuminate.

You are now ready to shred!

To shred simply insert paper into the throat of the unit. Once your document has activated the automatic on feature, the unit automatically will start and then will stop once your document is shredded.

BIN FULL 

In order to prevent shreds from backing up into the cutters and jamming your shredder, this unit features an automatic bin full shut off. Once the shred bin is full, the unit will shut off automatically and the bin full light (C) will illuminate. You can now either compact the shreds and continue shredding, or empty the shred bag.

NOTE: For safety reasons, whenever the cabinet door has been opened this unit will not operate until the door is closed and the unit is switched off and then back on.

DOOR AJAR 

Your shredder is equipped with a safety interlock which will not allow the unit to operate if the cabinet door is open. The Door Ajar light (D) will illuminate if your cabinet door is not fully closed.

OVERLOAD R

If too much paper is inserted into the throat of the unit, the shredder will sense an overload and shut off automatically to avoid unnecessary motor heating and the Overload Light (E) will illuminate. To clear the overload, switch the unit to Reverse "R" mode until the paper is clear of the throat area. Switch your unit back into the Power ON "I" position, separate your pages into smaller sets and shred.

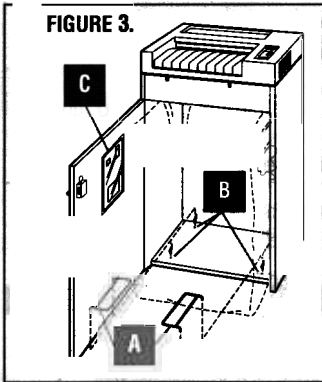


FIGURE 3.

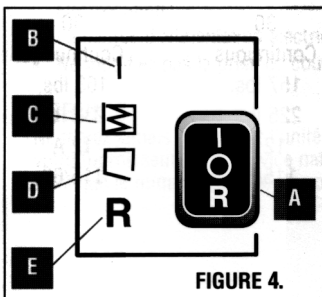


FIGURE 4.

MAINTENANCE

For best performance it is recommended that you oil the cutting blades whenever a decrease in shred capacity is noticed. Follow the steps below to oil your cutting blades:

1. Spray a stream of GBC Shredmaster shredder oil onto a sheet of paper.
2. Turn the shredder on and shred the lubricated sheet.
3. When shredding is complete, switch the shredder to reverse to help distribute the lubricant across the cutting blades.
4. Repeat as necessary.

NOTE: GBC Shredmaster shredder oil is a specially formulated synthetic lubricant. GBC does not recommend the use of any other lubricant with this product. To order GBC Shredmaster shredder oil - see Accessories.

ACCESSORIES

Shred Bags Order Part Number 1145482

Shredder Oil Order Part Number 1760049

Continuous Forms Rack ... Order Part Number 1751237

To order contact your dealer.

TROUBLE SHOOTING

If your machine does not function please check the following:

SYMPTOM	CORRECTIVE ACTION
<i>Unit will not run</i>	Plug unit in. Switch Unit to ON "I" position. Close cabinet door. Check shredder and cabinet interface; see "Set Up".
<i>BIN FULL light "E" will not turn off</i>	Empty shred bin or compact shreds in bag.
<i>OVERLOAD Light "R" will not turn off</i>	Clear overload. After opening the cabinet door, switch unit to the OFF "O" position and then back to the ON "I" position.
<i>Decrease in sheet capacity</i>	Lubricate cutting blades per "Maintenance" section of this Manual.

If none of the above actions correct the problem contact your dealer or call GBC National Service at 1-800-790-7787.

SPECIFICATIONS

Model:	6120S	6160X	7120S	7160X
Throat Width.....	16"	16"	16"	16"
Shred Size.....	1/4"	3/16" x 2-3/8"	1/4"	3/16" x 2-3/8"
Sheet Capacity (20# bond)	22-26	18-22	32-36	25-30
Speed (feet / min.).....	30	30	30	30
Duty Cycle.....	Continuous	Continuous	Continuous	Continuous
Shredder Head Weight.....	121 lbs.	127 lbs.	157 lbs.	163 lbs.
Total Unit Weight.....	192 lbs.	199 lbs.	225 lbs.	232 lbs.
Amperage.....	10 A	10 A	12 A	12 A
Volts/Hz.....	115/60	115/60	115/60	115/60