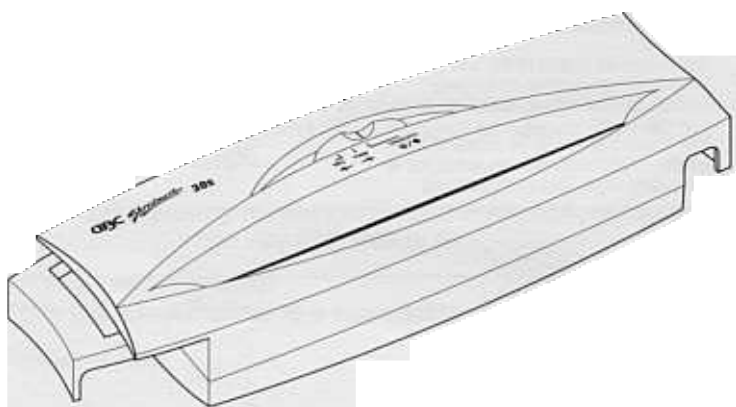


GBC® Shredmaster®

30s Straight-Cut Shredder



**Operating Procedures
Manuel D'Utilisation
Instrucciones de Manejo**

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.



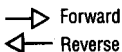
The safety alert symbol precedes each safety message in this instruction manual and on the product. This symbol indicates a potential personal safety hazard that could hurt you or others, as well as cause product or property damage. The following warning is found on the bottom of the product.



This safety message means that you could be seriously hurt or killed if you open the product and expose yourself to hazardous voltage. The following ISO and IEC symbols appear on this product, and their meanings are as follows:



On/Auto



Forward

Reverse



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, emptying the basket, 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 shall be installed near the equipment and shall be easily accessible.
- Do not alter attachment plug. Plug configured for the appropriate electrical supply.
- Do not use near water.
- Keep out of reach of children.

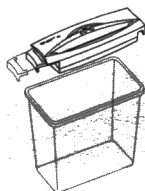
SERVICE

Do not attempt to service or repair the unit yourself. In the U.S. and Canada, if your shredder is under warranty return it to the point of purchase for replacement or repair. If your shredder is no longer under the point of purchase return period and requires replacement or repair, please call 800-477-9900 for further information.

30s SPECIFICATIONS:

115 Volt

Throat Width:	8 3/4"
Shred Width:	5/16"
Sheet Capacity:	5-6 sheets of 20# bond
Speed:	10 Feet/Minute
Amperage:	1.1 Amps
Noise Level:	76 dB (1m)
Duty Cycle:	2 min ON/30 min OFF



INSTALLATION

To place the shredder onto your basket, slide the adjustable arm to the appropriate width so that both arms fit snugly. The shredder will fit baskets from 11" to 14 1/2" (288mm to 370mm) wide. Plug the unit into a standard AC outlet.

MATERIALS YOU CAN SHRED

Your shredder will handle most any type of office paper documents. You can safely shred documents containing staples, however, other metal items may damage the shredder.

ON/AUTO

Simply insert paper into the center of the throat. Once your document has activated the trigger switch the unit will turn on and off automatically.

FORWARD AND REVERSE

Moving the switch to either of these positions

will cause the unit to run in the corresponding direction.

CLEARING JAMS

If a paper jam occurs, switch the unit to the reverse position until the paper is out of the throat. In some cases, it may be necessary to alternate between FORWARD and REVERSE positions several times to help clear excess paper from the cutting area.

THERMAL CUT-OFF FEATURE

This shredder is designed for low volume shredding, and is not intended for continuous operation. This unit features a thermal cut-off device that automatically shuts off the shredder if run for an extended period of time. If this occurs, simply allow the shredder to cool for 30 minutes before resuming operation.