



INSTRUCTIONS FOR USE

LEITZ SHREDDERS

IQ Autofeed

IQ Autofeed Small Office 50 P4
IQ Autofeed Small Office 100 P4
IQ Autofeed Small Office 100 P5
IQ Autofeed Office 150 P4
IQ Autofeed Office 150 P5
IQ Autofeed Office 300 P4
IQ Autofeed Office 300 P5
IQ Autofeed Office Pro 600 P4
IQ Autofeed Office Pro 600 P5



EN	4	SV	40	CS	76
DE	8	FI	44	SK	80
FR	12	ET	48	HU	84
IT	16	LV	52	RO	88
ES	20	LT	56	GR	92
PT	24	PL	60	TR	96
NL	28	UK	64	AR	100
DA	32	RU	68		
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**IQ Autofeed
Small Office 50**



**IQ Autofeed
Small Office 100**



**IQ Autofeed
Office 150**



**IQ Autofeed
Office 300**



**IQ Autofeed
Office Pro 600**

Model Matrix:

Model Leitz	Sheets Auto	Cut	Sheets Manual	Bin Size	Amperage
IQ Autofeed Small Office 50 P4	50	P4 (Cross)	6	20	0.8
IQ Autofeed Small Office 100 P4	100	P4 (Cross)	8	34	1.2
IQ Autofeed Small Office 100 P5	100	P5 (Micro)	6	34	1.2
IQ Autofeed Office 150 P4	150	P4 (Cross)	8	44	1.2
IQ Autofeed Office 150 P5	150	P5 (Micro)	6	44	1.2
IQ Autofeed Office 300 P4	300	P4 (Cross)	10	60	1.6
IQ Autofeed Office 300 P5	300	P5 (Micro)	8	60	1.6
IQ Autofeed Office Pro 600 P4	600	P4 (Cross)	15	110	1.8
IQ Autofeed Office Pro 600 P5	600	P5 (Micro)	10	110	1.8

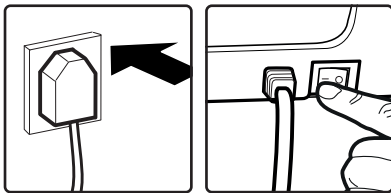
220-240V AC / 50-60Hz



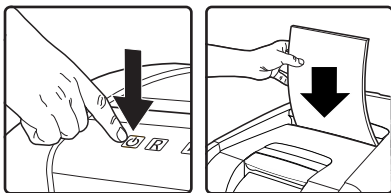
For service addresses, go to www.rexeleurope.com/en-gb/services/service-centres/

Operation

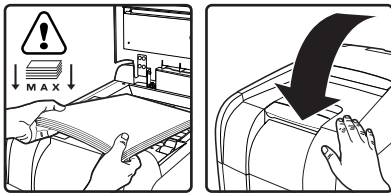
Switching machine on



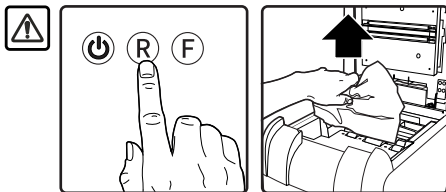
Manual shredding



Auto-shredding



Removing jam



Credit card shredding





Please read and keep these important safety instructions



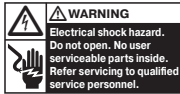
For a full copy of the operating instructions, hints & tips and troubleshooting guide, please visit www.rexeleurope.com/support or www.leitz.com



Moving parts hazard, keep hands away from rollers whilst in operation.



Do not touch cutters, beware of sharp edges.



- Only use the unit for its intended purpose.
- The unit must only be connected to a supply voltage corresponding to the electrical rating shown on the unit.
- Unit should be connected to a socket outlet near the equipment that is easily accessible.
- Do not connect multiple adaptors or use with an extension cable.
- Failure to follow these instructions could result in damage/injury and will invalidate your guarantee.
- Do not attempt to service or repair the unit yourself.
- If recycling, separate paper and credit card shreds.
- Do not use this unit if the cable or plug have been damaged.
- Care should be taken when moving equipment to avoid any unlevelled surfaces.
- Please read all the safety information and the instructions; the manufacturer is not liable for cases of material damage or personal injury caused by incorrect handling or non-compliance with the safety instructions. In such cases, the warranty will be voided.
- The device is intended for use indoors. Never use outdoors.
- Keep the device away from moisture.
- Be vigilant at all times, and always be careful what you are doing. Do not use electrical equipment if you are lacking in concentration or awareness, or are under the influence of drugs, alcohol or medication. Even a moment of inattentiveness can lead to serious injuries when using electrical equipment.
- Do not attempt to open, modify or repair the device. Do not drop, puncture, break or expose to high pressure.
- Alterations to the device and technical modifications are not permitted.
- Check the device and cable (and if applicable, the adapter) for any damage before use. If there is any visible damage, a strong odour, or excessive overheating of components, unplug all the components immediately and stop using the device.
- Shredder must be disconnected from power source if not used for an extended period of time.
- Do not use spray cleaners or spray lubricants as these may present a risk of flash fire.
- Never bypass the safety interlock (strictly forbidden and dangerous, especially when unit is connected to a power source).

Warning symbols



Warning symbols



Keep loose jewellery clear



No credit cards



Ties and loose clothing hazard



Keep long hair clear



Do not reach into opening



This equipment is not intended for use by children



No aerosols. Do not use spray cleaners or lubricants, as these may present a risk of flash fire.



Max sheet capacity



No CDs



No heavy duty staples above 26mm



Warning: moving parts

Hopper filling symbols



Maximum sheet level



Warning: no heavy duty staples above 26mm



Warning: no more than 25 sheets stapled together



Warning: no bound documents



Warning: no multiple folded sheets



Warning: no paperclips above 76mm



Warning: no plastic sheets



Warning: no unopened mail



Warning: no magazines



Warning: no paper or card above 200gsm

Shredding Media

CAN shred the following:



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



- Paperclipped paper, 25mm within the corner (through the manual feed slot)
- Capable of shredding small/medium paperclips (max. wire thickness = 0.9 mm)
- >80/100gsm paper (through the manual feed slot)



- A3 folded in half max. 2 sheets
- 300 sheets
- 80 gsm paper
 - A4 - 210mm x 297mm
 - A5 - 148mm x 210mm
 - A3 single sheet folded in half to make A4

CAN shred (through the manual feed slot):



Thick paper or card
<200gsm



Multiple folded sheets
(A3 sheets folded in half).



Unopened mail (junk mail)



Glossy paper or a sheet covered with print
on both sides.

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



Magazines or other
documents bound by
multiple staples or clips.



Adhesive labels.



Leitz	Type	Models	Button / indication & action	
	Control Buttons	All Models	Auto-start and stand-by button (press one time)	
			Manual reverse button (hold down)	
			Manual forward run button (hold down)	
	Ready indication			
	Over heating indication (Allow to cool)			
	Overloaded / Jam indication (Reduce sheet / remove jam)			
	Bin full indication This will flash to show when to clean empty, it will be solid when the bin must be emptied			
	Door open or shredder head removed indication (close door firmly or replace head on bin)			
	Hopper Locking combination buttons		300 sheets upwards	Hopper locked indication (unlock by entering 4 digit combination)
				Hopper locking security combination button 1
		Hopper locking security combination button 2		
		Hopper locking security combination button 3		
		Hopper locking security combination button 4		

Operation

1. Unpack the product.
2. Connect the shredder to mains supply.
3. Ensure the ON/OFF button on the back of the machine is in the ON position, which will illuminate the blue standby symbol
4. 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 MAX sheets at a time into the feed chamber. Do not fill above the MAX level, this could damage the shredder.
5. The shredder will start the shredding cycle automatically ONLY after closing the loading door. If there is still 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).
6. If you only have a few sheets to shred, you can use the manual feed slot, provided the auto feed chamber is empty.
7. Insert paper to be shredded into the feed area. The shredder will detect the paper and start automatically.
8. 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.
9. 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

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

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)

Bin full

The shredder will not function when the bin is full and the bin full symbol  is illuminated.


You should empty the bin.

- Pull open the bin slowly to empty.
- Push the empty bin back into place and press the auto button to resume shredding.

Leitz Clean Empty -to ensure as little mess as possible on all Leitz machines the bin full icon will flash to tell you to empty the bin.

When flashing you can continue shredding until the bin full icon is solid, then the bin must be emptied.

Over heating

If the AutoFeed shredder is used continuously without pausing, it may overheat and the cool down indicator will flash red . Please allow the shredder to cool down. When the shredder is ready to be used the thermometer symbol will no longer illuminate. If the shredder needs to cool down while shredding, no action is needed. The shredder will automatically restart shredding paper once it has cooled down after periods of continuous use. All you need to do is ensure paper is loaded into the chamber and the bin is empty when the machine is cooling down.

Lubrication of the shredder

Only use Rexel Oil Sheets (8007 00 00) to lubricate. ACCO Brands accepts no liability for product performance or safety when other types of lubricants are used on any part(s) of this machine. Rexel recommend using an oil sheet after the bin has been emptied three times (and every three bin emptying after this). Insert the oil sheet into the manual feed slot and NOT in the auto-feed chamber. Using an oil sheet in the auto-feed chamber will contaminate the feed rollers preventing the auto-feed mechanism shredding. Follow the maintenance instructions if the rollers become contaminated.

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 infrared 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 Rexel service engineer – see <https://www.leitz.com/service> for enquiries about maintenance contracts.

Waste Electrical and Electronic Equipment (WEEE)

- At the end of its useful life, your product is considered to be WEEE. As such, it is important to note that WEEE is not to be disposed of as unsorted municipal waste. It is to be collected separately such that it can be disassembled so its components and materials can be recycled, re-used, and recovered (burned for energy content in the production of electricity).
- Public collection points have been set up by municipalities for the collection of WEEE, free of charge to you.
- Please return your WEEE to the collection facility nearest your home or office.
- If you have difficulty locating a collection facility, the retailer that sold you the product should accept your WEEE.
- If you are no longer in contact with your retailer, please contact ACCO for assistance with this matter.
- Recycling of WEEE is geared toward protecting the environment, protecting human health, preserving raw materials, improving sustainable development, and ensuring a better supply of commodities in the European Union. This will be achieved by retrieving valuable secondary raw materials and reducing the disposal of waste. You can contribute to the success of these goals by returning your WEEE to a collection facility.
- Your product is marked with the WEEE symbol (wheelie bin with an X through it). This symbol is to inform you that the WEEE is not to be disposed of as unsorted municipal waste.

Guarantee

- Operation of this machine is guaranteed for two years within the date of purchase, subject to normal use. Within the guarantee period, ACCO Brands Europe will at its own discretion either repair or replace the defective machine free of charge. Defects due to misuse or use for inappropriate purposes are not covered under the guarantee.
- Proof of date of purchase will be required. Repairs or alterations made by persons not authorised by ACCO Brands Europe will invalidate the guarantee. It is our aim to ensure that our products perform to the specifications stated. This guarantee does not affect the legal rights which consumers have under applicable national legislation governing sale of goods.
- This guarantee does not apply to Australian customers—see warranty on page 104.