

1.0 INTRODUCTION

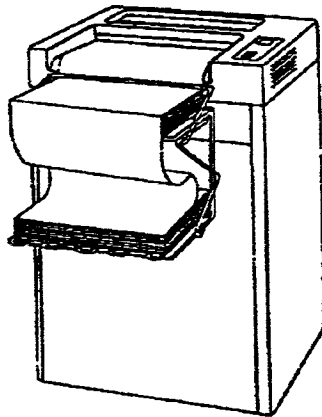
The GBC 4160X and 4100X shredder is a cross-cut, console shredder designed for lower volume requirements.

This shredder offers the following operating and safety features:

- Thermal Protection - The motor is equipped with a thermal protection device which is triggered when the motor reaches a predetermined temperature. The motor will not run until it is allowed to cool.
- Bag Full Sensor - When the shred bag is full, the unit will not operate. The bag must be emptied to correct this condition.
- Door Ajar Sensor - The unit will not operate unless the cabinet door is fully closed.
- Reverse Mode - Momentary position on control switch reverses rotation of cutters to clear paper jam.

This service manual covers adjustments, assembly/disassembly, operation, preventative maintenance, troubleshooting and an illustrated parts list for the GBC 4100/4160X shredder.

Before attempting to repair the shredder, carefully read the operating instructions in this manual. Once you have gained experience and familiarity with its operation, you will be better equipped to use the remaining sections of this manual to troubleshoot and repair the shredder.



2.0 SPECIFICATIONS

	4100X	4160X
Required Electrical Service:	115V AC \pm 10%, 60 Hertz, Two wire service with ground	115V AC \pm 10%, 60 Hertz, Two wire service with ground
Electrical Rating:	115V AC 4.6 AMPS 60 Hertz Single Phase	115V AC 4.6 AMPS 60 Hertz Single Phase
Motor:	1 HP	1 HP
Motor Duty Cycle:	Continuous Duty	Continuous Duty
Power Consumption:	746 Watts	746 Watts
Dimensions:	33 1/4" High 16 1/2" Wide 13 1/2" Deep	35 1/4" High 20 3/4" Wide 16 1/2" Deep
Shipping Weight:	52lbs. (Shredder) 47lbs. (Cabinet)	130lbs. Total
Shredding Speed:	22ft. /Min.	39ft. /Min.
Shred Size:	3/32" x 5/8"	3/16" x 1 1/2"
Feed Throat Width:	10 Inches	16 Inches
Capacity:	8-10 sheets, 8.5 side inserted first (based upon 20lb bond paper)	10-12 sheets, 8.5 side inserted first (based upon 20lb bond paper)
DB	65DB	70.5DB

3.0 INSTALLATION

1. Place the machine-head into the top of the cabinet (refer to figure 3.1). The control panel may face toward the front or back of the cabinet.
2. Open the door by pressing lightly on the red dot. Insert a plastic bag into the bag frame from below; fold over all four sides and slide into the guide rails.
3. Connect the power cord to a single phase socket rated at 15 amps max.
4. After reading the operating instructions, slide them into the holder and close the door.

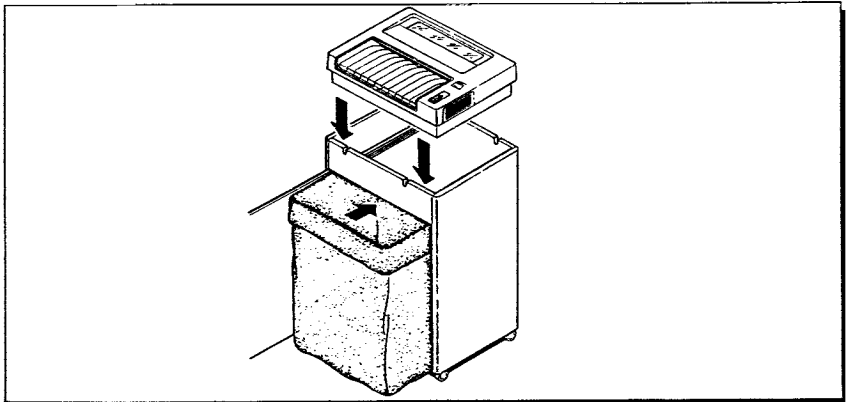


Figure 3.1

4.0 OPERATING INSTRUCTIONS

The GBC 4100/4160X shredder can shred most office paper and documents. However, the shredding of paper clips and other metal items may cause damage to the shredder. Plastic materials such as credit cards, covers, inserts and film should be avoided as they may lodge in the cutting head and prematurely dull the cutters.

The shredder control panel is shown in Figure 4.1. To begin using the shredder, place the control switch in the Forward position (F). The shredder will start and you can begin feeding paper. When you have completed your shredding, place the control switch in the center Off (O) position.

Whenever the shred capacity has been exceeded, the unit will stop shredding. Hold the control switch in the Reverse (R) position while pulling firmly on the paper in the throat of the shredder. Reduce the paper stack and begin shredding again. In the case of a severe jam, it may be necessary to tear off the paper as close to the throat as possible. Then alternately rock the control switch between the Forward and Reverse positions until the jam has cleared the cutting head. During this operation, the thermal overload protector of the motor may be triggered and the motor will appear inoperable. Wait a few minutes to allow the motor to cool, then clear the jam.

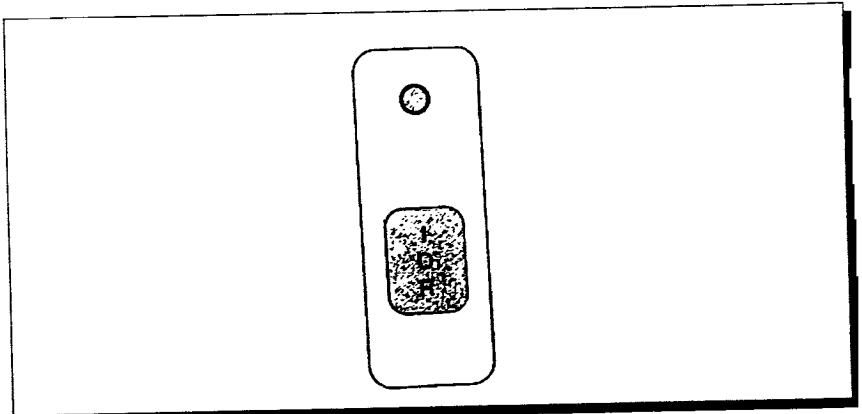


Figure 4.1