

## 2.0 70S SPECIFICATIONS

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|                          |  |   |
|--------------------------|--|---|
| Required Power Supply:   | <u>115 VAC@ 60HZ</u>                     | <u>230/240 VAC @ 50 HZ</u>                      |
| Amperage:                | 1.2 Amps                                 | 0.8 Amps  |
| Dimensions (W/O Basket): | Length: 13¾"<br>Width: 6¾"<br>Height: 3" | Length: 356mm<br>Width: 170mm<br>Height: 74.6mm |
| Shipping Weight:         | 9.36lbs.                                 | 4.25KG  |
| Shredding Speed:         | 17FPM                                    | 5.5M/M  |
| Shred Width:             | ¼ " Strip                                | 6mm   |
| Sheet Capacity:          | 5 sheets of 20# bond                     | 5 sheets of 80 GSM                              |
| Duty Cycle:              | 3 min on / 25 min off                    | 3 min on / 25 min off                           |
| Throat Width:            | 9 in.                                    | 230mm   |
| DB:                      | 73 db                                    | 73 db   |

This service manual covers operation, troubleshooting procedures and an illustrated parts list for the GBC 70S personal shredder.

Before using your 70S shredder, carefully read the operating instructions in this manual. After you have become familiar with its operation, you will be better prepared to use the remaining sections of this manual to troubleshoot and repair the shredder.

### **3.1 SHIPPING DAMAGE AND PARTS IDENTIFICATION**

1. Inspect your 70S Personal Shredder for shipping damage. Damage should be brought to the immediate attention of the delivering carrier.

2. Please note that you should have the following items packed within the shredder carton.

- (1) 70S Personal Shredder
- (1) Basket
- (1) Operating Instruction Booklet\*
- (1) Warranty Card\*

If you are missing any of these items please contact your local shredder dealer.

\*For replacement on these items please contact GBC National Service @ (800)790-7787.

### **3.2 SET-UP**

Position the shredder onto the basket. Once the unit is correctly positioned on the basket, plug it into a standard AC outlet.

### **MATERIALS YOU CAN SHRED**

Your 70S shredder is a PAPER DOCUMENT shredder. It will handle most any type of office paper documents. You can safely shred documents containing staples without damage to the cutters. However, other metal items may damage the shredder.

The 70S has a single operating switch that has three positions: ON/AUTO (Automatic ON and OFF), FWD (Forward), and REV (Reverse). (Figure 4.1)

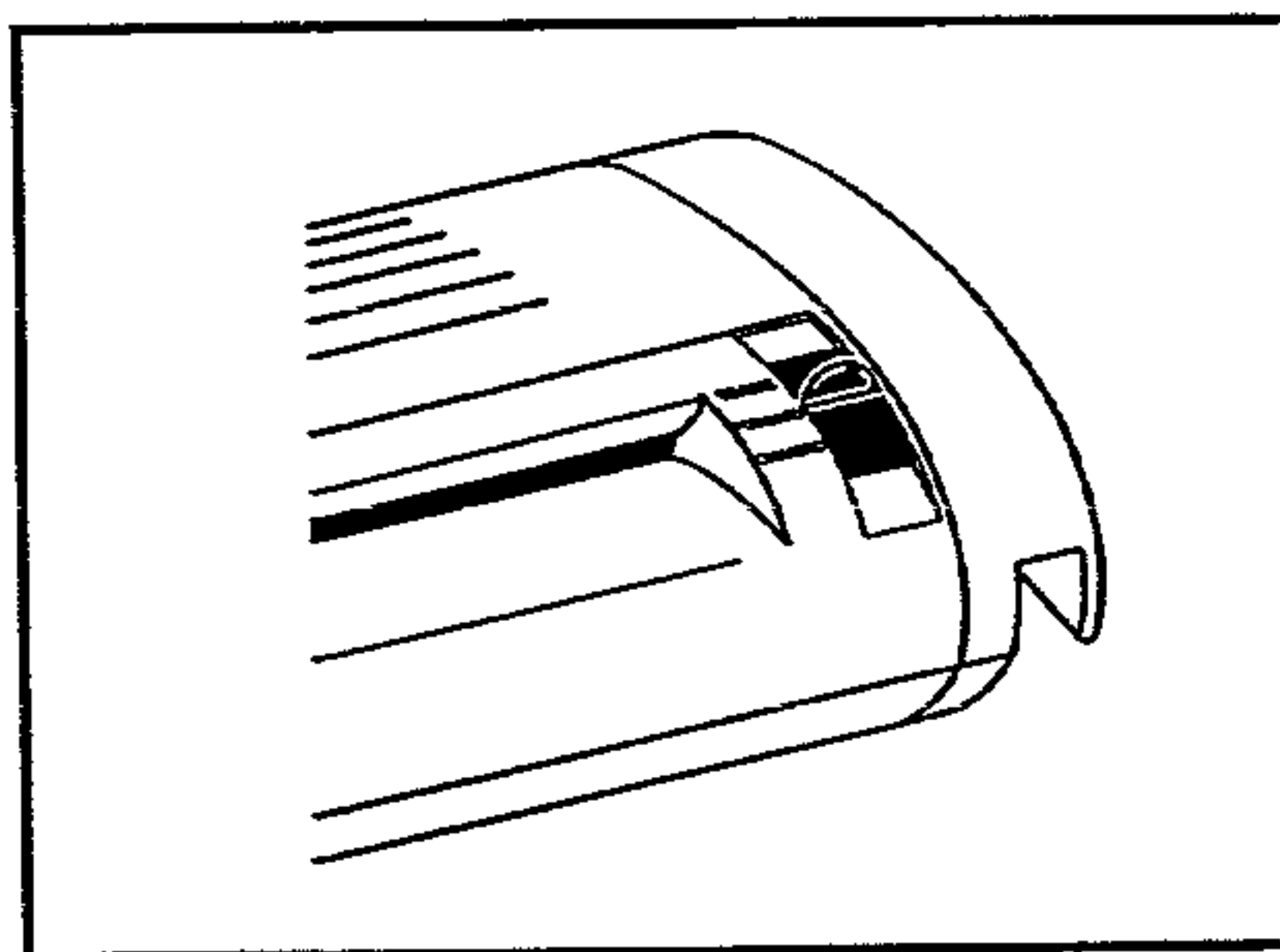
**ON/AUTO:** Most shredding can be done with the switch in the ON/AUTO mode. Insertion of paper into the throat opening pushes down a trigger which starts the shredder automatically. After paper has been shredded, the 70S will shut off automatically.

**FORWARD:** Moving the switch to the forward position causes the cutters to rotate continuously in a forward motion. This position is used most often when you are shredding smaller documents which may not come in contact with the trigger.

**REVERSE:** Moving the switch to the REV position causes the cutters to rotate continuously in a reverse motion. This position is used to clear any paper jams that occur if too many sheets are fed into the throat opening. After a paper jam has been cleared, reduce the number of sheets and feed through the shredder again.

**CLEARING JAMS:** If a paper jam occurs with more than half of the paper already through the cutters it may be necessary to "rock" the paper through. This is done by first moving the switch to the REV position and then switching back to the FWD position. Continue this procedure until the jam has cleared through the shredder.

**NOTE:** Unplug the 70S when you will not be using it for an extended period of time.



(Figure 4.1)

The troubleshooting guide chart that follows is arranged in order of the normal operational sequence. When a malfunction occurs, read down the SYMPTOM column until you find the appropriate description for your symptom. Read the corresponding PROBABLE MALFUNCTION, then perform the recommended procedure in the CORRECTIVE ACTION column.

**WARNING:** Always unplug the shredder to avoid possible electrical shock hazard before attempting to perform any repair.

### 5.3 TROUBLESHOOTING GUIDE CHART

| <i><b>SYMPTOM</b></i> | <i><b>PROBABLE CAUSE</b></i>             | <i><b>CORRECTIVE ACTION</b></i>  |
|-----------------------|--|--|
| Motor does not run.   | Power cord disconnected.                 | Connect power cord to outlet.  |
|                       | Defective 2 Amp Fuse (230V,240V only)    | Replace Fuse.  |
|                       | Paper not fully inserted in feed throat. | Insert paper   |
|                       | Duty cyle exceeded.                      | Allow motor to cool.   |
|                       | Defective actuator micro switch          | Test for continuity across the common and normally open, normally closed contacts. |
|                       | Defective slide switch.                  | Test for continuity.   |
|                       | Defective motor.                         | Test for continuity.   |
|                       | Paper actuator lever broken.             | Replace lever.   |
|                       | TCO defective                            | Test for continuity.   |

### **7.1 External Cleaning**

Clean external surfaces of the shredder with a soft clean cloth moistened with a mild solution of detergent and warm water. Do not use chemical cleaners or solvents, as these may have a harmful effect on the shredder's surface.

### **7.2 Lubrication**

Whenever the cutter gears are cleaned or replaced, apply a light coat of gear grease.