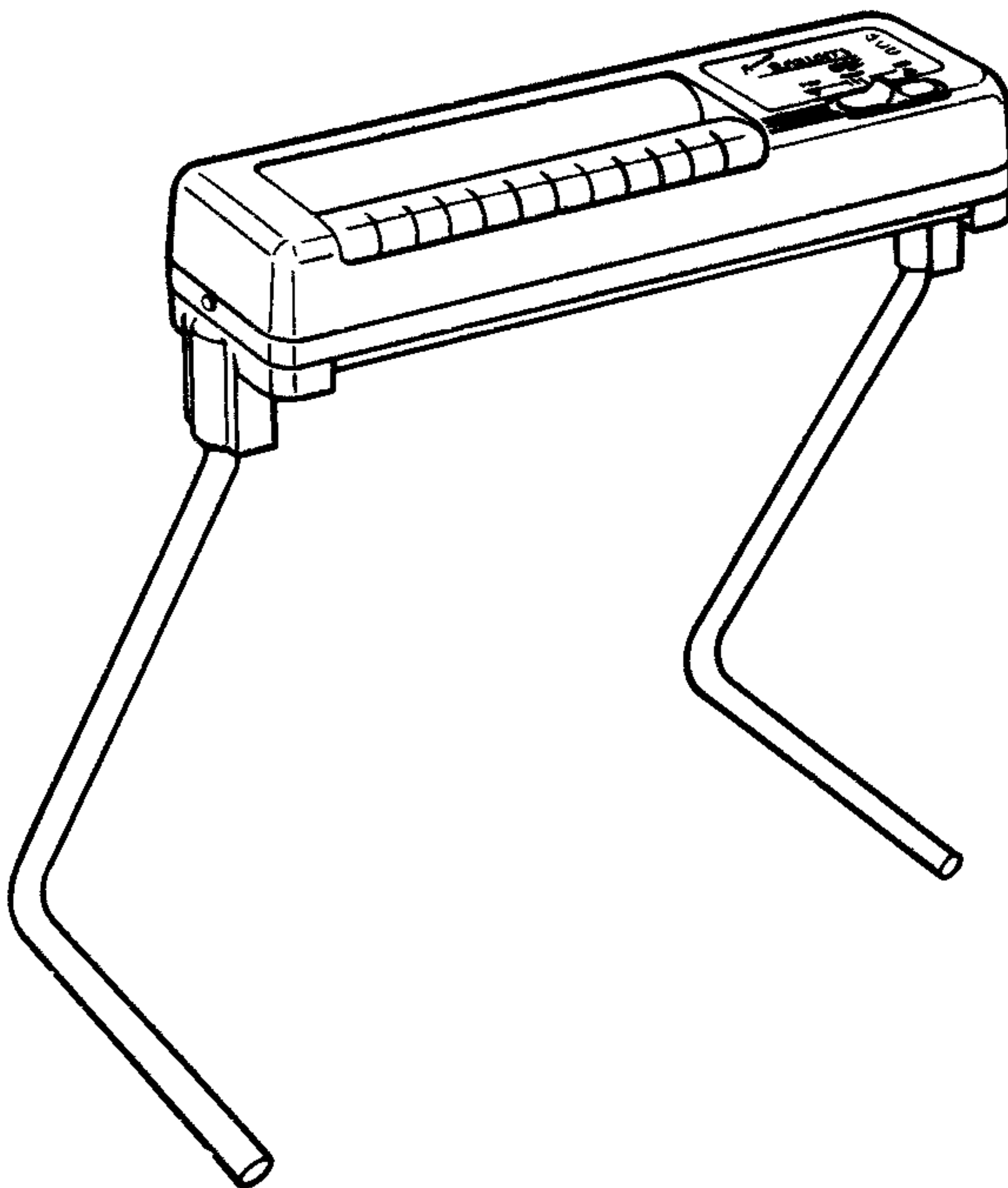


GBC 90S SHREDDER

Operating Instructions Mode D'Emploi



OPERATING INSTRUCTIONS

IMPORTANT SAFEGUARDS FOR SHREDDING USE

⚠ WARNING: To guard against injury, the following basic safety precautions must be observed in the installation and use of this shredder. For your own protection, do not connect the Personal Shredder 90S to electrical power or attempt to operate it until you read these instructions completely. Keep these instructions in a convenient location for future reference.

GENERAL SAFEGUARDS

- Keep hands, long hair, clothing and other loose articles, such as necklaces or ties away from top and bottom paper openings.
- Do not use paper shredder for other than its intended purpose of shredding paper documents.

ELECTRICAL SAFEGUARDS

- Unplug the 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 easily accessible and located near the equipment.

SERVICE

Do not attempt to service or repair the shredder yourself. Contact an authorized GBC service representative for any required repairs.

SHIPPING DAMAGE AND PARTS IDENTIFICATION

1. Inspect your Personal Shredder 90S 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) Operating Instruction Booklet
 - (1) Personal Shredder 90S
 - (2) Support Legs
 - (1) Soft-Sided Shred Basket
 - (2) Wire Clips
 - (1) Mounting Kit (Template, 3 wood screws, 3 washers)

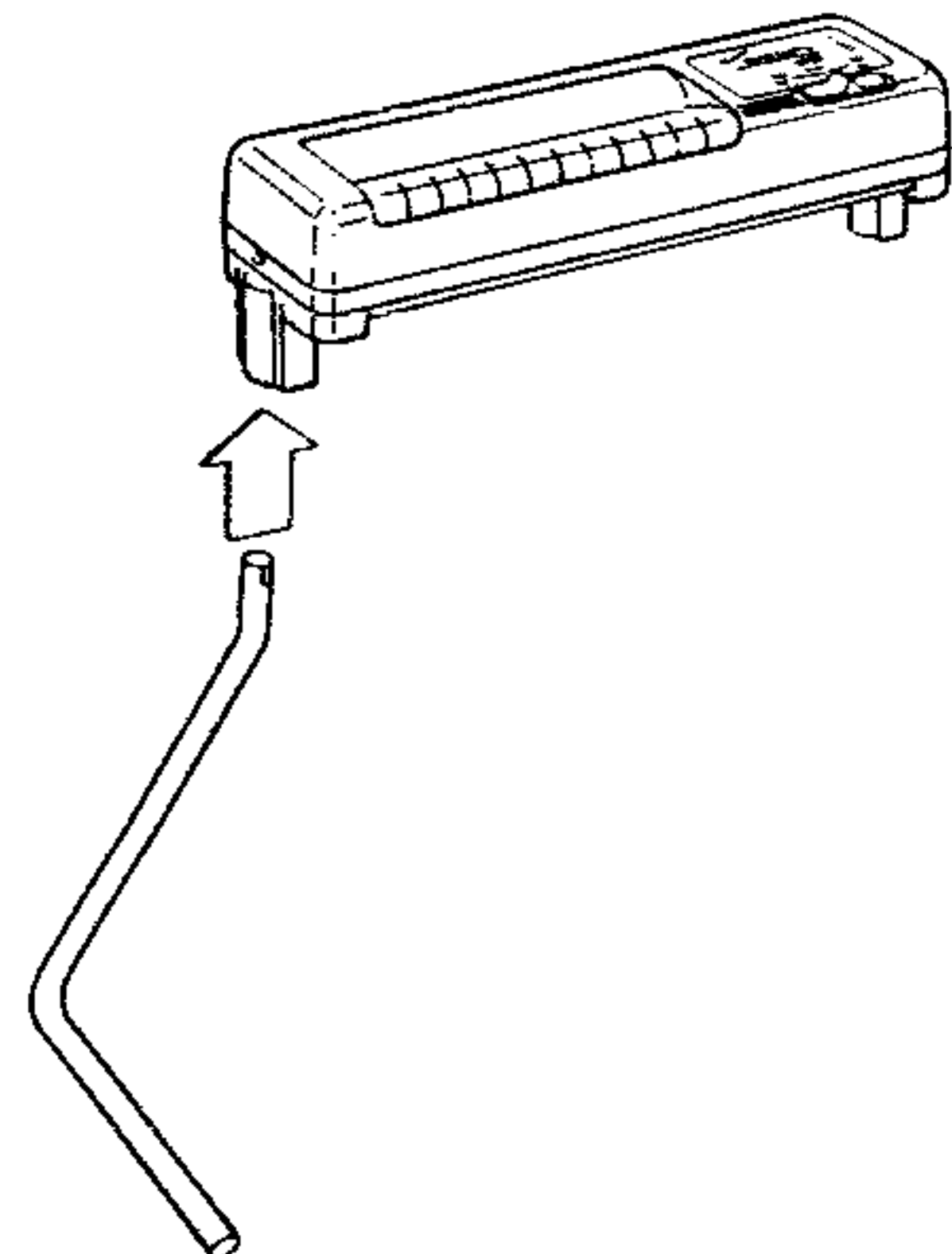
If you are missing any of these items please contact your shredder dealer.

SET UP

USING THE 90S WITH A WASTE BASKET

1. Place the 90S upside down on a flat surface. Line up the tabs on the end of the support legs with the notches in the holes on the bottom of the shredder as shown in Figure 1. Push the support legs fully into the holes. Turn the shredder right side up so that the legs are now supporting the shredder.
2. Place a waste basket under the 90S. The basket size should not be greater than 13 1/2" wide and 17" high.

FIGURE 1



USING THE 90S WITH THE SOFT-SIDED SHRED BASKET

1. Place the 90S upside down on a flat surface. Holding the soft-sided shred basket in one hand attach one wire clip to each side of the metal frame. (Figure 2) Place the openings on each side of the soft-sided shred basket over the posts on the bottom of the shredder and push down. (Figure 3) The basket's metal frame should now be resting on the bottom of the shredder.
2. Push down on one end of the metal frame with both thumbs and using index fingers push wire clip over metal pin. (Figure 4) Lock wire clip by pulling metal frame up until it snaps into place. (Figure 5) Repeat with wire clip on other end.
3. Line up the tabs on the end of the support legs with the notches in the post holes on the bottom of the shredder as shown in Figure 1. Push the support legs fully into the holes. Turn the shredder right side up so that the legs are now supporting the shredder.
4. To empty the soft-sided waste basket unplug the 90S, open zipper at bottom and empty into waste basket.

MATERIALS YOU CAN SHRED

Your 90S 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.

FIGURE 2

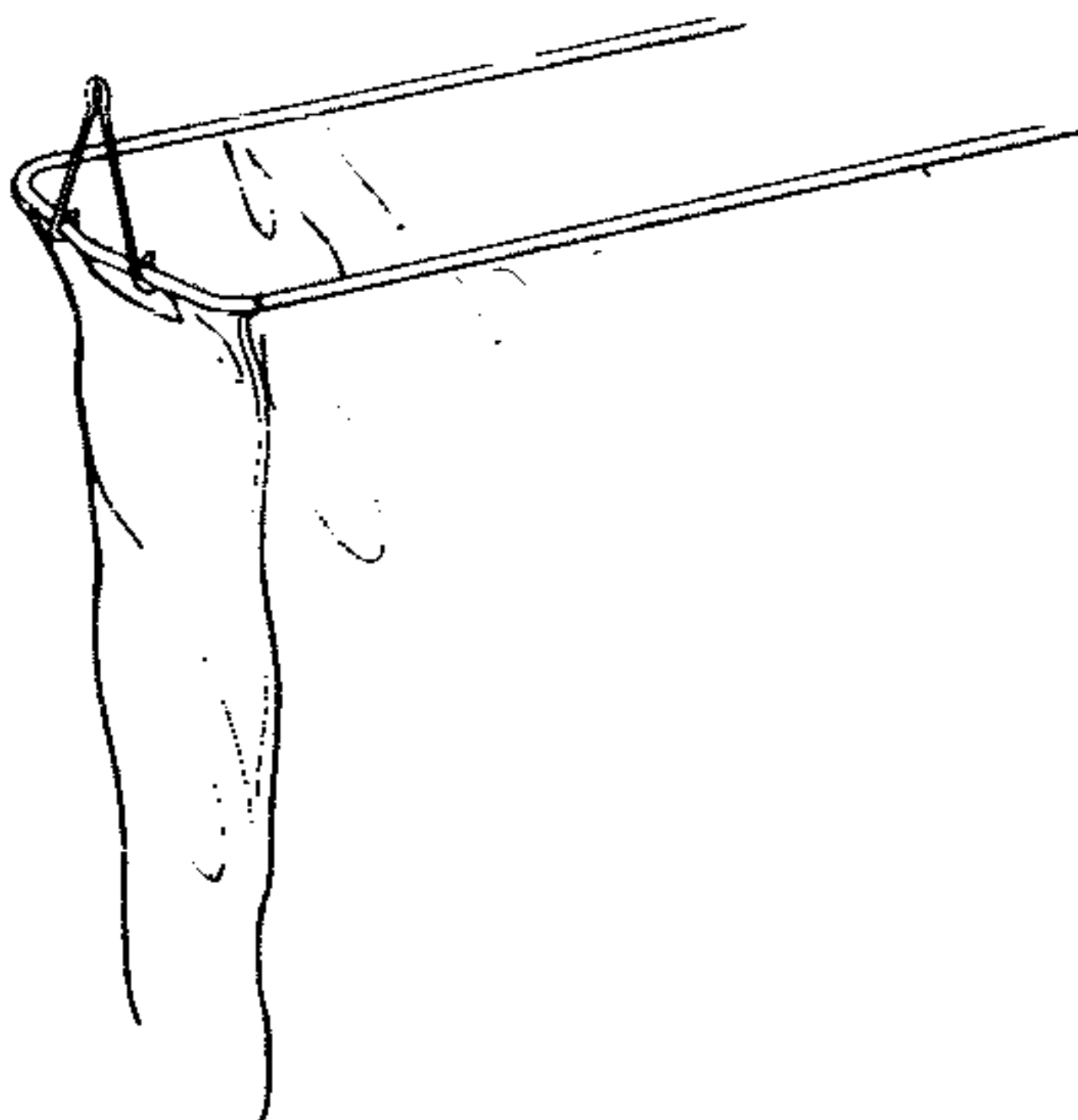
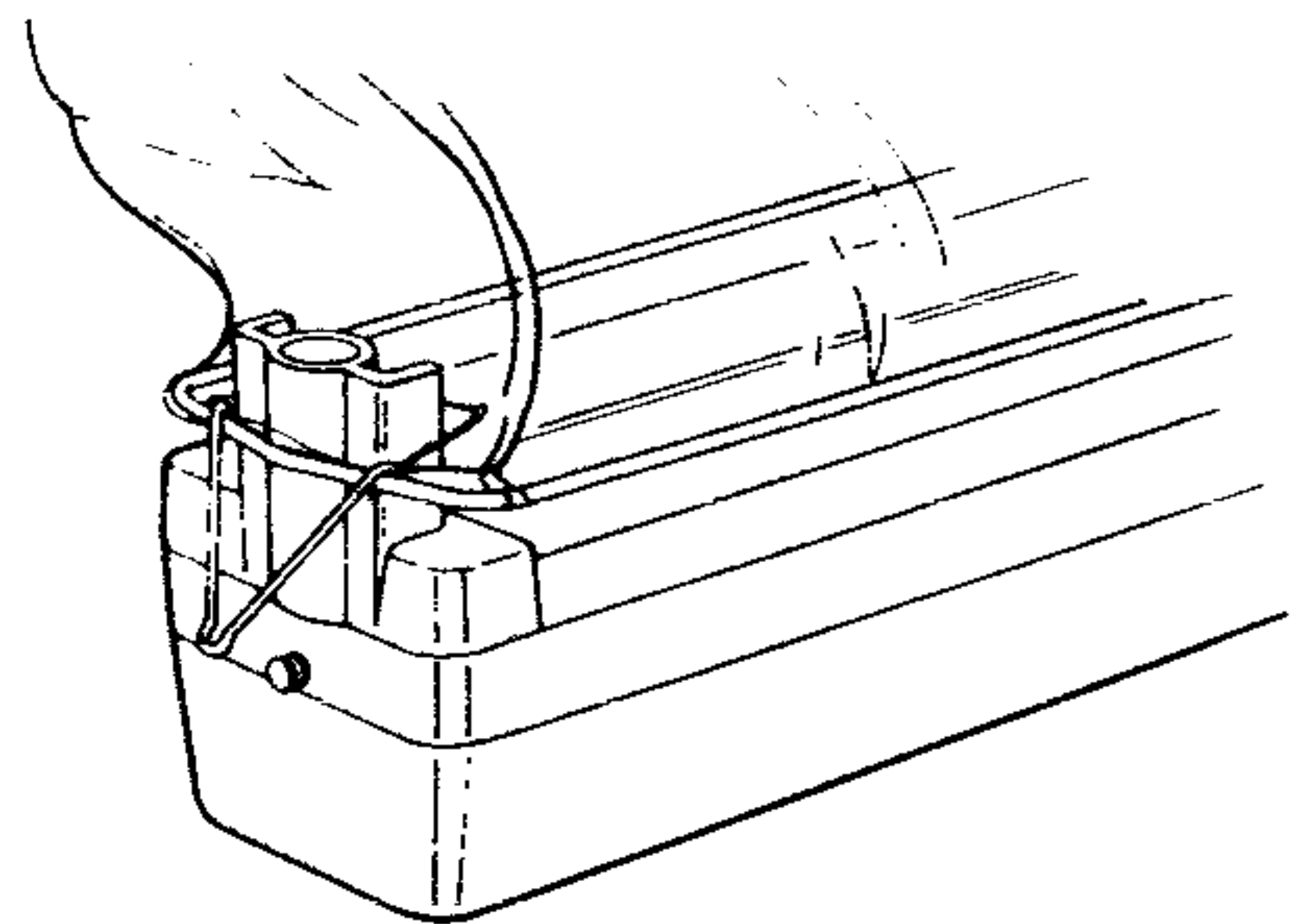


FIGURE 3



OPERATION

The 90S is ready for operation once you plug it into any standard 115 volt outlet. Unplug the 90S when you will not be using it for an extended period of time.

The 90S has a single operating switch that has three positions: AUTO (Automatic), FWD (Forward) and REV (Reverse). (Figure 6)

AUTOMATIC: Most shredding can be done with the switch in the AUTO mode. Insertion of paper into the throat opening pushes down a trigger which starts the shredder automatically. After paper has been shredded, the 90S will shut off automatically.

FORWARD: Moving the switch to the FWD 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.

If a 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.

FIGURE 4

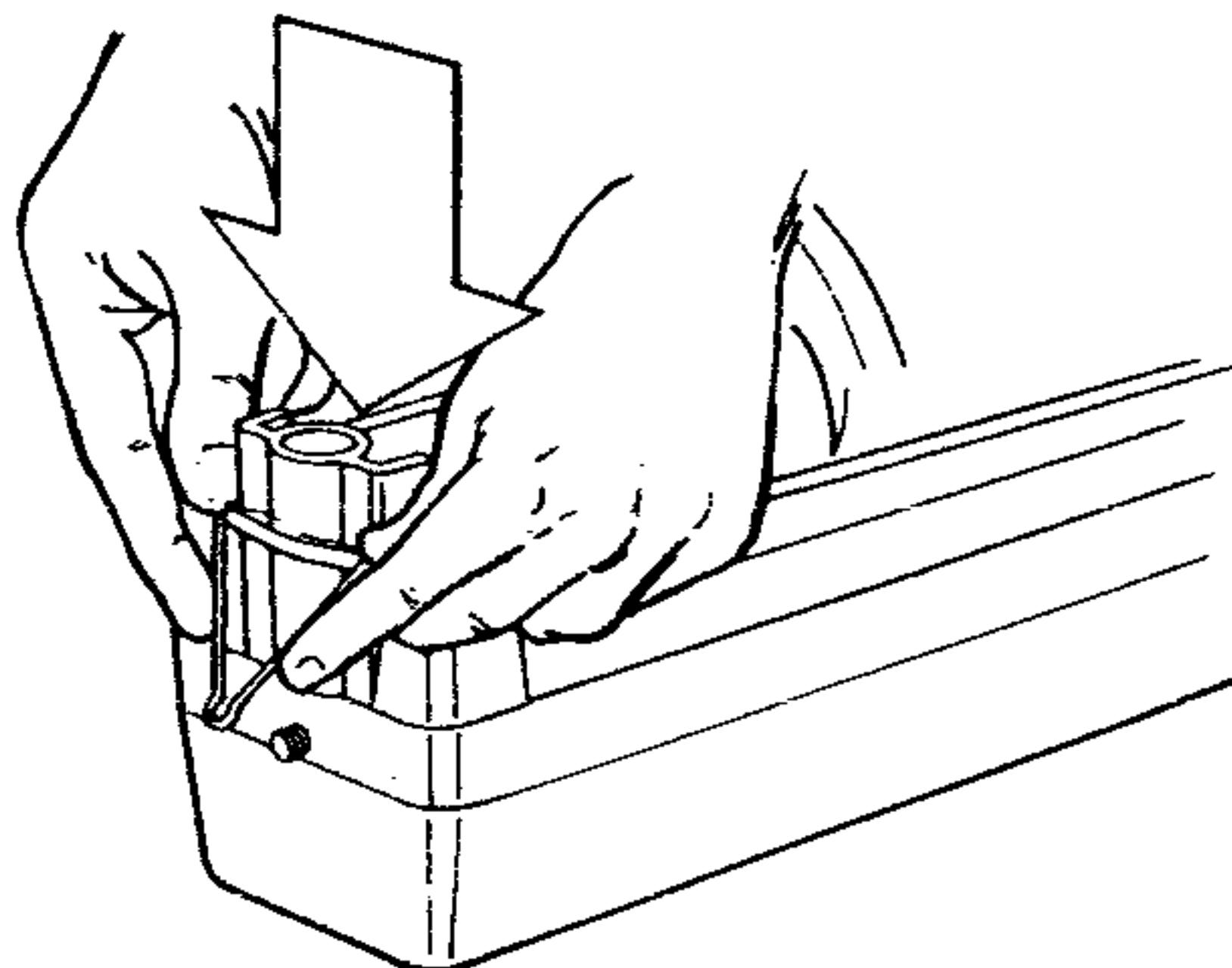


FIGURE 5

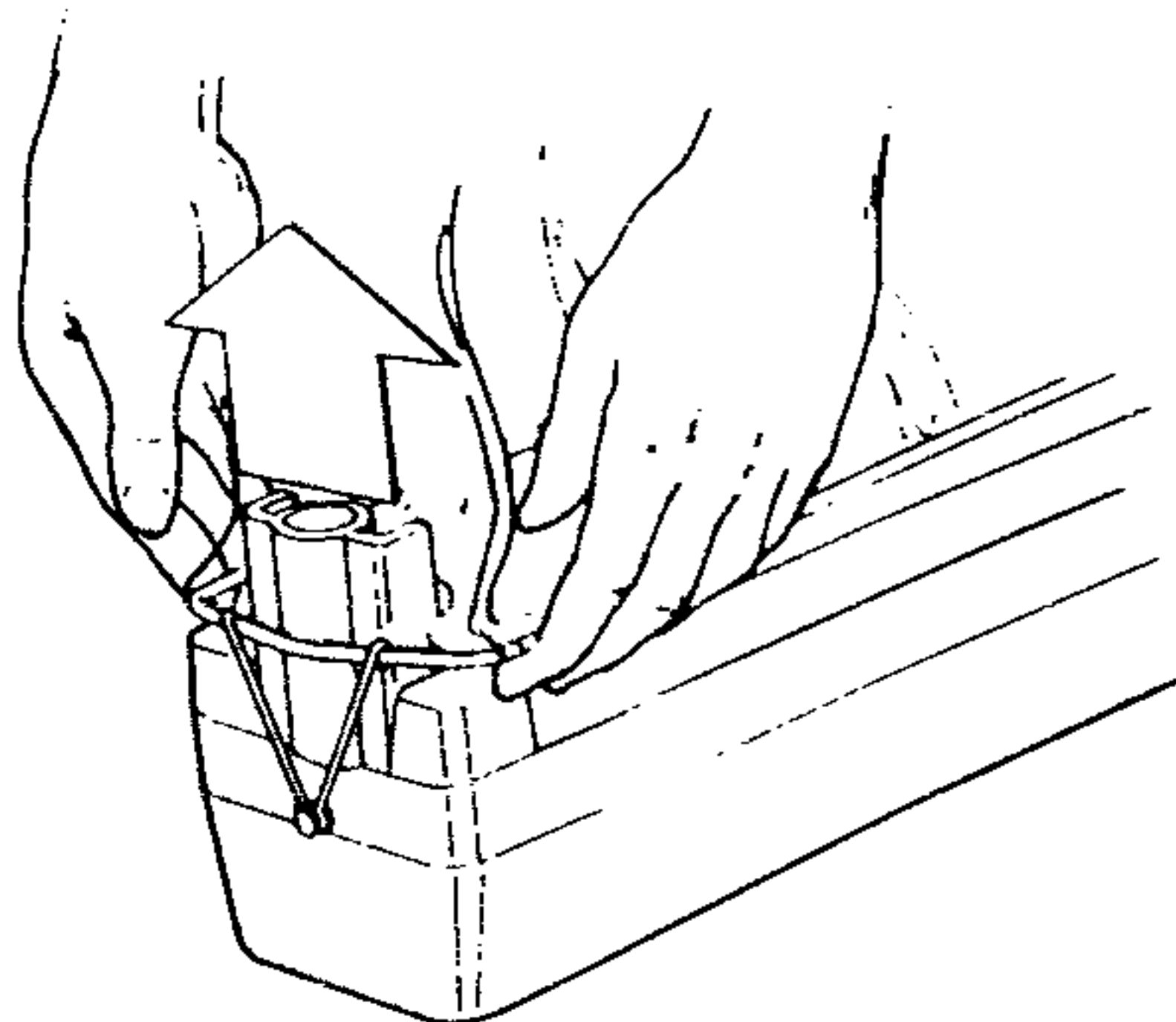
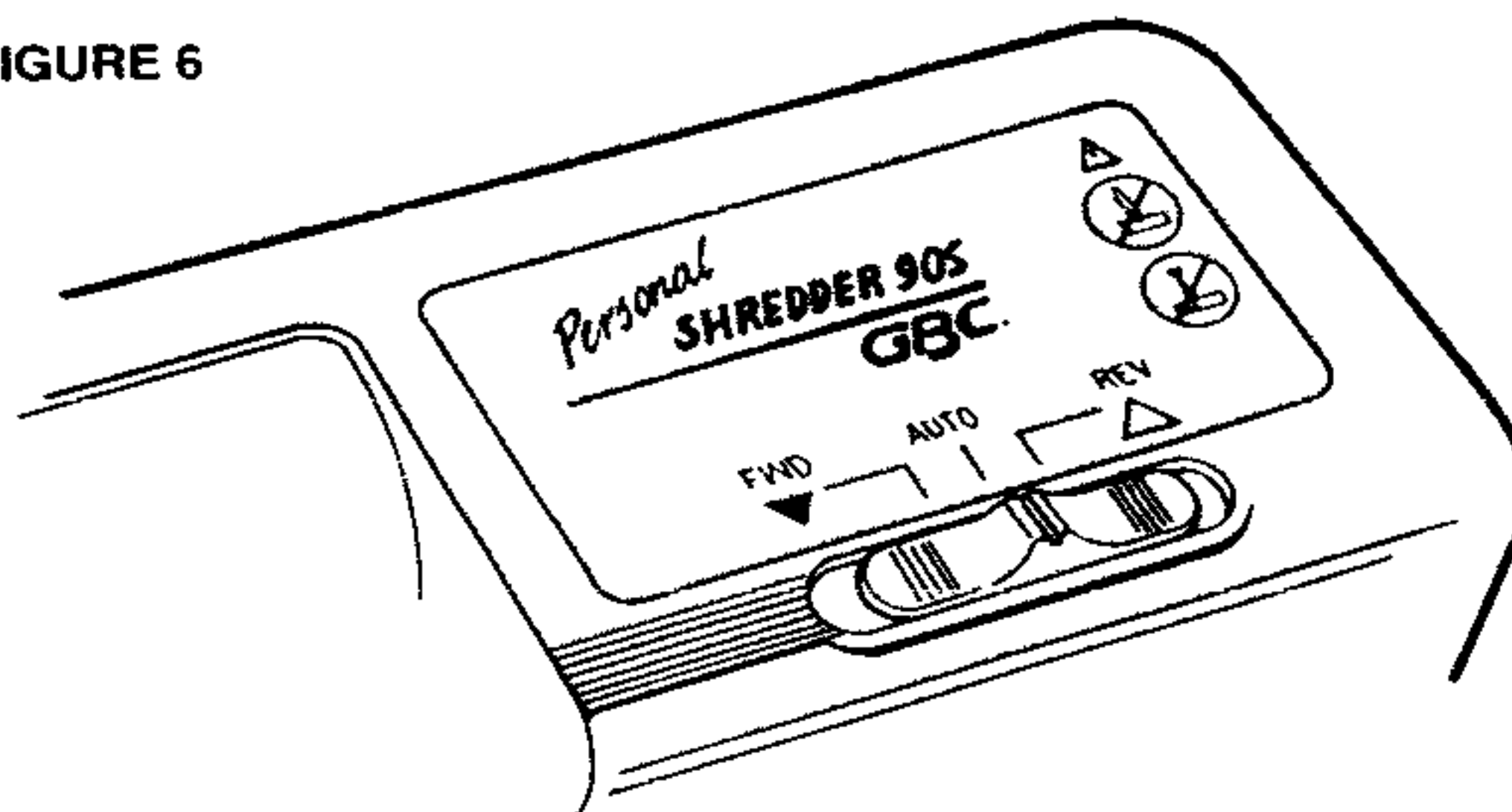


FIGURE 6



TROUBLE-SHOOTING GUIDE

Symptom	Possible Cause	Corrective Action
Shredder will not run	Unit not plugged in.	Check cord connection.
Sheet Capacity is reduced	Paper Dust Build Up	Apply GBC E-Z-1 lubricant product #1961508 available from your authorized GBC service representative.
	Low voltage input from power supply	Have a qualified electrician check your power supply.
Shredder does not shut off	Paper build up is holding the trigger down in a continuous run position.	Unplug shredder. Empty shredder waste basket. Plug shredder back in. Feed additional paper through to clear trigger.

90S SHREDDER SPECIFICATIONS

Electrical	115 VAC 60 HZ	Speed	8 feet/min (2.5 meter/min)
Throat Width	9 1/4" (23.5cm)	Dimensions	20 1/2" (H) x 17 1/4" (W) x 4" (D)
Shred Width	1/4" (6mm)		57.2cm x 43.8cm x 10.2cm
Sheet Capacity	5 - 6 sheets of 20# bond paper	Weight	9 1/2 lbs.

MOUNTING KIT INSTRUCTIONS

A kit has been provided with your 90S which will enable you to mount it to a vertical surface if you so desire. Follow the instructions below to ensure the proper installation.

1. Remove the backing from template strip and affix on surface where 90S will be attached.
2. Drill a 3/32" hole in each of the locations marked on the template.
3. Insert screw through washer so that flat side of washer will contact mounting surface. Screw into hole, leaving the collar on the head of the screw exposed. Repeat for other two screws and washers.
4. Place holes on back side of 90S over screw heads and slide downward until all screw heads are within the slots on shredder housing.

NOTE: The screws provided are for mounting to a wood surface or can be used with plastic anchors for most office walls. Should you need to mount to other materials please obtain the appropriate screw-type to ensure the 90S is properly supported.