

Instruction Manual

Optimum AutoFeed+ 45X
Optimum AutoFeed+ 50X
Optimum AutoFeed+ 90X
Optimum AutoFeed+ 100X
Optimum AutoFeed+ 100M
Optimum AutoFeed+ 130X
Optimum AutoFeed+ 130M
Optimum AutoFeed+ 150X
Optimum AutoFeed+ 150M
Optimum AutoFeed+ 225X
Optimum AutoFeed+ 225M
Optimum AutoFeed+ 300X
Optimum AutoFeed+ 300M
Optimum AutoFeed+ 600X
Optimum AutoFeed+ 600M
Optimum AutoFeed+ 750X
Optimum AutoFeed+ 750M



start here
starten sie hier
démarrer ici
iniziare qui
empieza aquí
comece aqui
begin hier
start her

start her
börja här
aloita tästä
alusta siit
sāc šeit
pradēti čia
rozpocznij tutaj
починай тут

начинать здесь
munda baştaңыз
začnēte zde
tu začnite
kezdés itt
începe aici
Ξεκινήστε εδώ
buradan başlayın
أبدأ هنا



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Optimum AutoFeed+ 300X
Optimum AutoFeed+ 300M
Optimum AutoFeed+ 600X
Optimum AutoFeed+ 600M
Optimum AutoFeed+ 750X
Optimum AutoFeed+ 750M

Specifications

Model Rexel	Sheets Auto	Cut Level	Sheets Manual	Bin size	Amperage
Optimum AutoFeed+ 45X	45	P4	6	20	
Optimum AutoFeed+ 50X	50	P4	6	20	
Optimum AutoFeed+ 90X	90	P4	8	34	
Optimum AutoFeed+ 100X	100	P4	8	34	
Optimum AutoFeed+ 100M	100	P5	6	34	
Optimum AutoFeed+ 130X	130	P4	8	44	
Optimum AutoFeed+ 130M	130	P5	6	44	
Optimum AutoFeed+ 150X	150	P4	8	44	
Optimum AutoFeed+ 150M	150	P5	6	44	
Optimum AutoFeed+ 225X	225	P4	10	60	
Optimum AutoFeed+ 225M	225	P5	8	60	
Optimum AutoFeed+ 300X	300	P4	10	60	
Optimum AutoFeed+ 300M	300	P5	8	60	
Optimum AutoFeed+ 600X	600	P4	15	110	
Optimum AutoFeed+ 600M	600	P5	10	110	
Optimum AutoFeed+ 750X	750	P4	20	140	
Optimum AutoFeed+ 750M	750	P5	15	140	

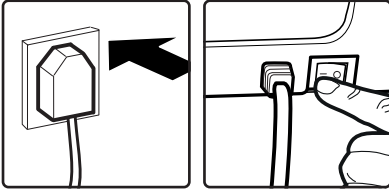
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IT 16
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PT 24
NL 28
DA 32
NO 36
SV 40
FI 44
ET 48
LV 52
LT 56
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RU 68
KK 72
CS 76
SK 80
HU 84
RO 88
GR 92
TR 96
AR 100

220-240V AC / 50-60Hz

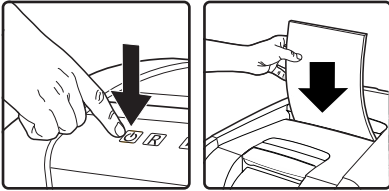


Operation

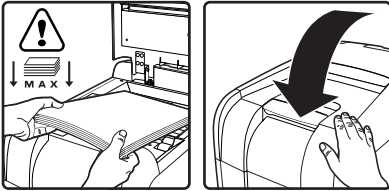
Switching machine on



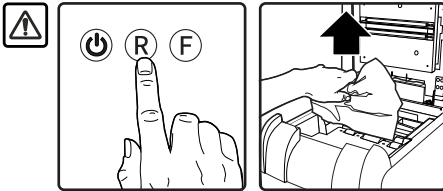
Manual shredding



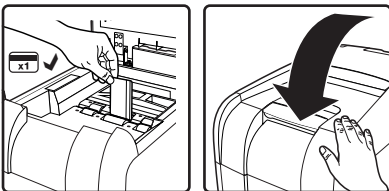
Auto-shredding




Removing jam




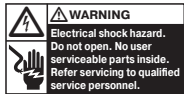
Credit card shredding





Please read and keep these important safety instructions

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

 The following symbol which is found on the product indicates you could be seriously hurt or killed if you open the machine. **DO NOT OPEN.**














 **Warning:** Do not touch cutters, beware of sharp edges.

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














- 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.
- 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.
- 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.
- 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).
- Do not lean on the shredder door; this may damage the door and will not be covered by your warranty.
- Failure to follow these instructions could result in damage/injury and will invalidate your guarantee.

Warning symbols


-  Warning symbols
-  Keep loose jewellery clear
-  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 32mm
-  Warning: no plastic sheets
-  Warning: no unopened mail
-  Warning: no magazines
-  Warning: no paper or card above 200gsm


Icon	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		
	Status Indicators		Over heating indication (Allow to cool)
			Overloaded / Jam indication (Reduce sheet / remove jam)
			Bin full indication (open door (45X lift off head) and empty the bin)
			Door open or shredder head removed indication (close door firmly or replace head on bin)
			Hopper locked indication (unlock by entering 4 digit combination)
	Hopper Locking combination buttons		300 sheets upwards
		Hopper locking security combination button 2	
		Hopper locking security combination button 3	
		Hopper locking security combination button 4	

Operation

- Unpack the product.
- Connect the shredder to mains supply.
- Ensure the ON/OFF button on the back of the machine is in the ON position, which will illuminate the blue standby symbol .
- 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.
- 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).

- If you only have a few sheets to shred, you can use the manual feed slot, provided the auto feed chamber is empty.
- Insert paper to be shredded into the feed area. The shredder will detect the paper and start automatically.
- 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.
- 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 .

Locking the paper loading door

For additional security the paper loading door can be locked during the shredding of confidential material.


To lock shredder:

- Place documents in tray. Close paper loading door.
- 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.

In the 45X the shredder head will be lifted off when the bin is full and this will stop the shredder. Remove the head, empty the bin and place the head back on ensuring it is the correct way around to continue.

The 600 or 750 sheet machines can be used with plastic bags (2020175B)

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.

Optimum AutoFeed shredding capability

CAN shred the following:



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



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



- 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



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



Multiple folded sheets (A3 sheets folded in half).

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.



No aerosols



No Oil, only oil sheets



CDs & DVDs

Lubrication of the shredder

Only use Rexel Oil Sheets (2101948 & 2101949) 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.

Serviceable machines

(for 300 sheet and above)

We recommend these machines are serviced every 6 to 12 months by a Rexel service engineer – see www.rexeurope.com/ support 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.