



# INSTRUCTIONS FOR USE

## LEITZ SHREDDERS

IQ OFFICE PRO P6+ / P5+ / P5 / P4



<b>EN</b> 4	<b>DE</b> 8	<b>FR</b> 12	<b>IT</b> 16	<b>ES</b> 20	<b>PT</b> 24	<b>NL</b> 28
<b>DA</b> 32	<b>NO</b> 36	<b>SV</b> 40	<b>FI</b> 44	<b>ET</b> 48	<b>LV</b> 52	<b>LT</b> 56
<b>PL</b> 60	<b>UK</b> 64	<b>RU</b> 68	<b>KK</b> 72	<b>CS</b> 76	<b>SK</b> 80	<b>HU</b> 84
<b>RO</b> 88	<b>GR</b> 92	<b>TR</b> 96	<b>العربية</b> 100			



## Specifications

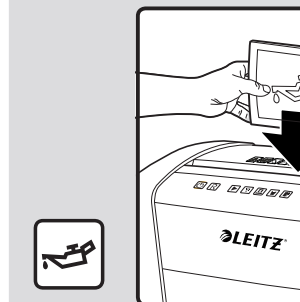
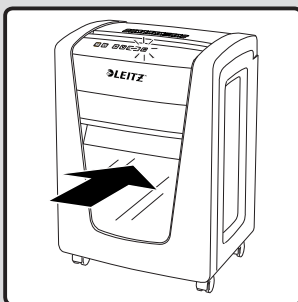
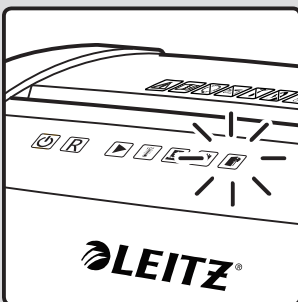
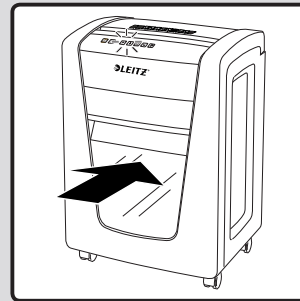
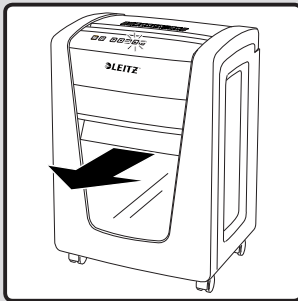
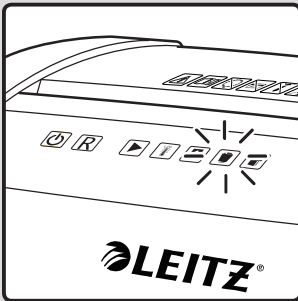
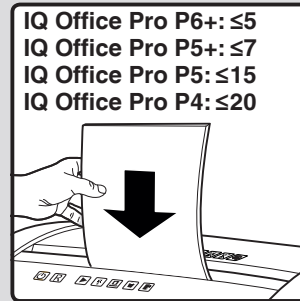
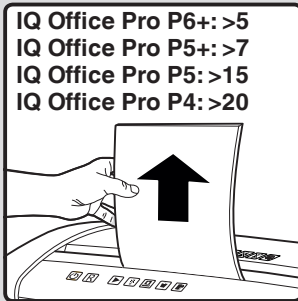
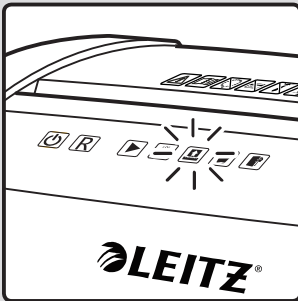
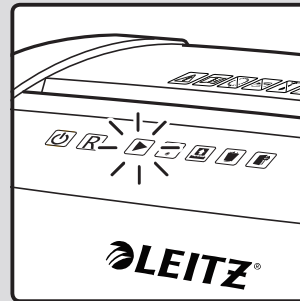
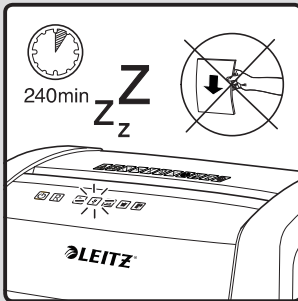
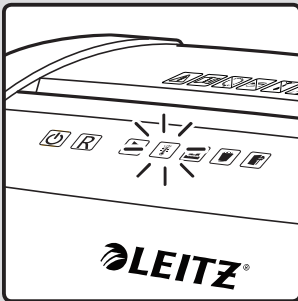
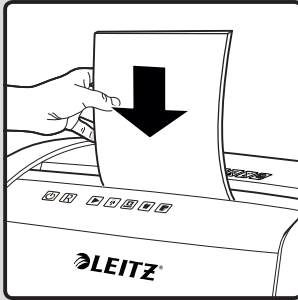
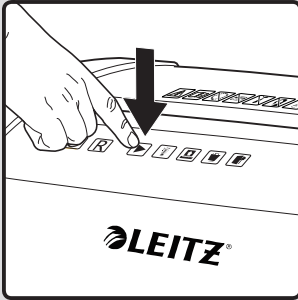
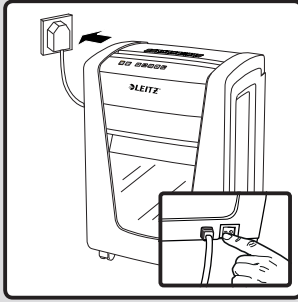
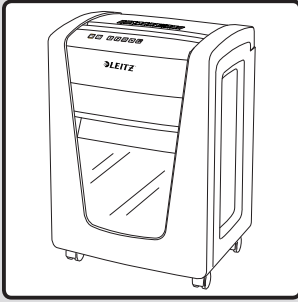
Model	IQ Office Pro P6+	IQ Office Pro P5+	IQ Office Pro P5	IQ Office Pro P4
<b>Cut level</b>	P6	P5	P5	P4
<b>Sheet Capacity</b>	5 sheets (80 gsm)	7 sheets (80 gsm)	15 sheets (80 gsm)	20 sheets (80 gsm)
<b>Duty Cycle</b>	240 mins on / 60 mins off	240 mins on / 60 mins off	240 mins on / 60 mins off	240 mins on / 60 mins off
<b>Bin Size</b>	30 litres	30 litres	30 litres	30 litres
<b>Volts / Hz</b>	220-240V AC / 50Hz	220-240V AC / 50Hz	220-240V AC / 50Hz	220-240V AC / 50Hz
<b>Amperage</b>	2.3A	2.3A	2.3A	2.3A

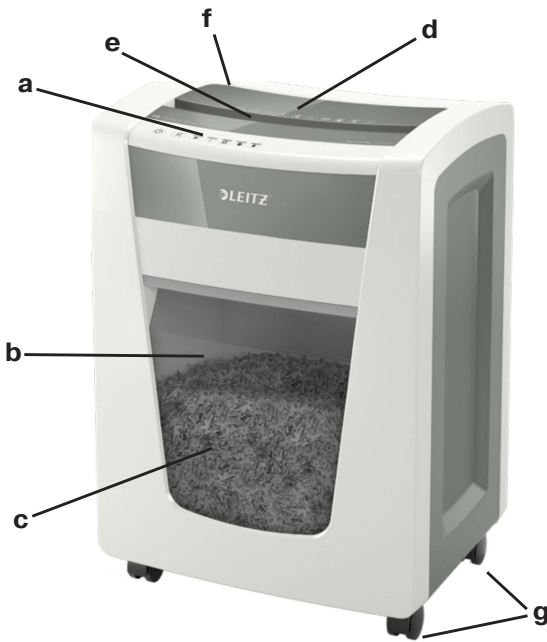


To register and activate the warranty go to [www.leitz.com](http://www.leitz.com)

ATTENTION







## Overview

- a** Indicator panel
- b** Pull-out bin
- c** Bin viewing window
- d** Safety symbols
- e** Paper feed slot
- f** On/Off switch
- g** Casters

## Fit casters

Castors have been provided on this model to allow you easily change location of the shredder.

1. Turn the shredder upside down.
2. Place one castor in the location hole in each corner.
3. Push the castor into position (you will feel a positive click when they are in position).
4. Return the shredder to upright position.

- 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 and 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.



### Warning:

Sharp edges, do NOT touch cutters



### Warning:

Moving parts, do NOT touch cutters

Never bypass the safety interlock (strictly forbidden & dangerous, especially when unit is connected to a power source)



## Please read and keep these important safety instructions










For hints & tips or troubleshooting guide, please visit [www.leitz.com](http://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.**



Indicator Panel	Icon	Colour	
Power On BUTTON		White	Press and release to turn on shredder.
Reverse BUTTON			Press and hold to manually remove paper.
Shredding in operation INDICATOR		Blue	Constantly illuminated – unless in Power Save mode.
Cooling Down INDICATOR		Red	Illuminates when shredder is cooling
Auto jam clearance INDICATOR		Red	Flashes when motor is in reverse
Bin full INDICATOR		Red	Illuminates when bin is full
Door open INDICATOR		Red	illuminates when door is open



## Operation

- Remove the shredder from the packaging and place the bin inside the shredder housing. Put the casters in place and plug the power cord into the rear of the shredder.
- Connect the shredder to an appropriate mains supply.  
  
Ensure the on/off switch is in the 'on' position. The blue shredder in operation icon  will flash every 3 seconds.
- To commence shredding press and release the  button. The flashing icon  changes to a solid blue light. You are now able to shred.
- Insert paper to be shredded into the feed slot 'e'.  
  
While paper is being shredded the blue shredder in operation icon will remain illuminated.  
  
**Note:** Make sure the paper to be inserted is neatly stacked.  
  
If the paper thickness is within the shredder's capacity, the motor will start and your documents will be shredded. The cutters will stop once the shredding process is complete.
- If the paper thickness is greater than the shredder's capacity the auto reverse icon will flash red  and the motor will run in reverse.
- If this happens, remove some of the sheets from the paper stack and re-try. The shredder will automatically start and allow the paper to be shredded.
- If the shredder is left in shredder operational mode for more than 15 minutes without being used the shredder will automatically switch off in order to save power.





**Warning:** Do NOT under any circumstances use any metal objects (scissors, letter openers, etc.) in an attempt to clear the entry.



## Warning symbols

-   No CDs
-  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
-  Do not use spray cleaners or spray lubricants as these may present a risk of flash fire
-  Manual feed slot capacity
-  No aerosols


## Rare occasions of jamming

Should the paper jam not clear, press and hold the  button for 2 seconds, then press and hold the  button for 2 seconds. Repeat until the jam has cleared. Please do not alternate between the Reverse and Forward functions quickly as this may damage the motor.

## Reverse function

- Should you wish to reverse the shredding direction whilst shredding a document a reverse function  has been fitted for your convenience.
- By pressing and holding the reverse button the cutters will change direction allowing the retrieval of the document being shredded.
- The reverse function will only run whilst  is being pressed. When the reverse button has been released the shredder will revert to ready mode.

## Operation time

When the shredder is used continuously for 120 minutes or more the shredder may overheat. If this occurs the overheat icon  will illuminate red.

When the shredder is ready to be used again the red overheat icon will go out. This will take approx. 60 minutes.

To resume shredding, press the On button and start feeding documents into the feed slot.

## Quiet shredding

This shredder has been designed with quiet shredding technology.

This allows you to shred with peace of mind you will not disturb others.

## IQ Office Pro P6+/P5+/P5/P4 shredding capability

### CAN shred the following:



- IQ Office Pro P6+: 5 sheets
- IQ Office Pro P5+: 7 sheets
- IQ Office Pro P5: 15 sheets
- IQ Office Pro P4: 20 sheets

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



- IQ Office Pro P6+: 5 sheets
- IQ Office Pro P5+: 7 sheets
- IQ Office Pro P5: 15 sheets
- IQ Office Pro P4: 20 sheets

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



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



Credit cards



Adhesive labels.



Magazines or other documents bound by multiple staples or clips.



No aerosols



No oil



CDs & DVDs

### Bin full

When the bin is full the shredder will not function and the bin full symbol will illuminate and flash red.

When this happens you must empty the bin.

Pull out the bin to empty.

Once the bin is empty, push it back in and press the On button to resume shredding.



**WARNING:** The shredder bin must be fully pushed closed for the machine to operate.

- Empty the shredder bin when it is full otherwise the shredder's performance will be adversely affected. Operating the shredder with a full shredder bin can result in paper jamming in the cutters, which will increase the machine's noise level.
- Do not force down shredder paper in the bin using your feet.

### Door open

If the door is opened during shredding as a safety precaution the shredder will instantly stop, and the door open symbol on the indicator panel will flash red.

To resume shredding, shut the door and press the button.



#### WARNING

- The shredder DOOR must be fully pushed closed for the machine to operate.

### Troubleshooting

If the paper shredder will not start, please check the following:

1. Is the machine plugged in correctly?
2. Is the switch pushed to the position?
3. Is the machine jammed with paper?
4. Has the motor overheated?
5. Is the shredder bin fully pushed in?
6. Is the shredder door closed?