



# INSTRUCTIONS FOR USE

## LEITZ SHREDDERS

### IQ Autofeed

- IQ Autofeed Small Office 50 P4
- IQ Autofeed Small Office 100 P4
- IQ Autofeed Small Office 100 P5
- IQ Autofeed Office 150 P4
- IQ Autofeed Office 150 P5
- IQ Autofeed Office 300 P4
- IQ Autofeed Office 300 P5
- IQ Autofeed Office Pro 600 P4
- IQ Autofeed Office Pro 600 P5



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



**IQ Autofeed  
Small Office 50**



**IQ Autofeed  
Small Office 100**



**IQ Autofeed  
Office 150**



**IQ Autofeed  
Office 300**



**IQ Autofeed  
Office Pro 600**

### Model Matrix:

Model Leitz	Sheets Auto	Cut	Sheets Manual	Bin Size	Amperage
<b>IQ Autofeed Small Office 50 P4</b>	50	P4 (Cross)	6	20	0.8
<b>IQ Autofeed Small Office 100 P4</b>	100	P4 (Cross)	8	34	1.2
<b>IQ Autofeed Small Office 100 P5</b>	100	P5 (Micro)	6	34	1.2
<b>IQ Autofeed Office 150 P4</b>	150	P4 (Cross)	8	44	1.2
<b>IQ Autofeed Office 150 P5</b>	150	P5 (Micro)	6	44	1.2
<b>IQ Autofeed Office 300 P4</b>	300	P4 (Cross)	10	60	1.6
<b>IQ Autofeed Office 300 P5</b>	300	P5 (Micro)	8	60	1.6
<b>IQ Autofeed Office Pro 600 P4</b>	600	P4 (Cross)	15	110	1.8
<b>IQ Autofeed Office Pro 600 P5</b>	600	P5 (Micro)	10	110	1.8

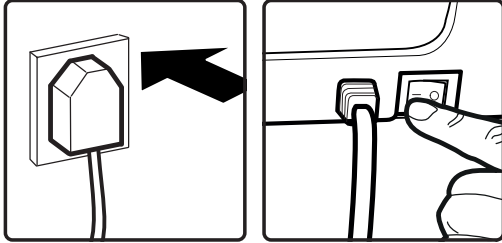
**220-240V AC / 50-60Hz**



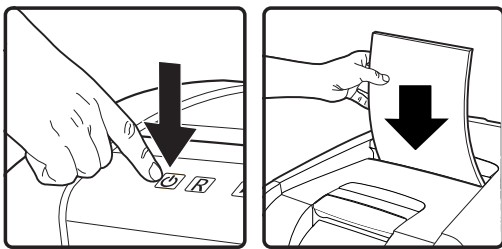
For service addresses, go to [www.rexeleurope.com/en-gb/services/service-centres/](http://www.rexeleurope.com/en-gb/services/service-centres/)

## Operation

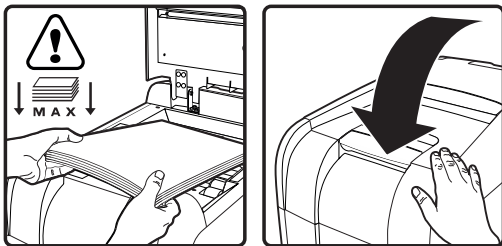
### Switching machine on



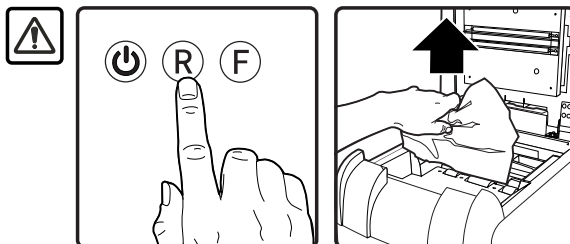
### Manual shredding



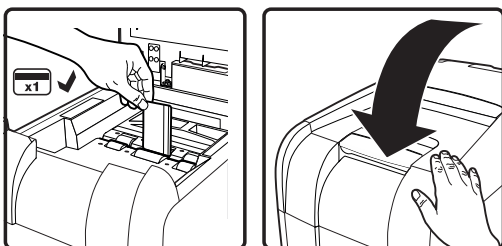
### Auto-shredding



### 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.rexeleurope.com/support](http://www.rexeleurope.com/support) or [www.leitz.com](http://www.leitz.com)



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



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

- 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 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).

## Warning symbols



Warning symbols



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



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 76mm



Warning: no plastic sheets



Warning: no unopened mail



Warning: no magazines



Warning: no paper or card above 200gsm

## Shredding Media

### CAN shred the following:



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



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



- 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



Multiple folded sheets  
(A3 sheets folded in half).



Unopened mail (junk mail)



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

### 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.

Leitz	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		
	Over heating indication (Allow to cool)		
	Overloaded / Jam indication (Reduce sheet / remove jam)		
	Bin full indication This will flash to show when to clean empty, it will be solid when the bin must be emptied		
	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

1. Unpack the product.
2. Connect the shredder to mains supply.
3. Ensure the ON/OFF button on the back of the machine is in the ON position, which will illuminate the blue standby symbol
4. 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.
5. 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).
6. If you only have a few sheets to shred, you can use the manual feed slot, provided the auto feed chamber is empty.
7. Insert paper to be shredded into the feed area. The shredder will detect the paper and start automatically.
8. 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.
9. 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 .

## Reverse function

1. Should you wish to reverse paper out whilst shredding, a reverse button has been fitted for your convenience.
2. Reverse the paper out then turn the machine off using the ON/OFF switch at the rear of the shredder. Remove the paper from the manual feed slot (if being used) or open the loading door, remove the remaining stack of paper, then pull the jammed paper free of the cutting mechanism.
3. To resume shredding, turn the shredder on using the ON/OFF switch at the rear of the shredder, Return the switch to the auto position .

## Locking the paper loading door

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

To lock shredder:

1. Place documents in tray. Close paper loading door.
2. 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)