



# INSTRUCTIONS FOR USE

## LEITZ SHREDDERS

### IQ Protect

- IQ Protect 6X
- IQ Protect 3M
- IQ Protect 8X
- IQ Protect 4M
- IQ Protect 10X
- IQ Protect 6M



<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	

## Model Matrix:

Model Leitz	Cut	Sheets Manual	Bin Size	Run time	Amperage
<b>IQ Protect 6X</b>	P4 (Cross)	6	10	10	
<b>IQ Protect 3M</b>	P5 (Micro)	3			
<b>IQ Protect 8X</b>	P4 (Cross)	8	14		
<b>IQ Protect 4M</b>	P5 (Micro)	4			
<b>IQ Protect 10X</b>	P4 (Cross)	10	18		
<b>IQ Protect 6M</b>	P5 (Micro)	6			

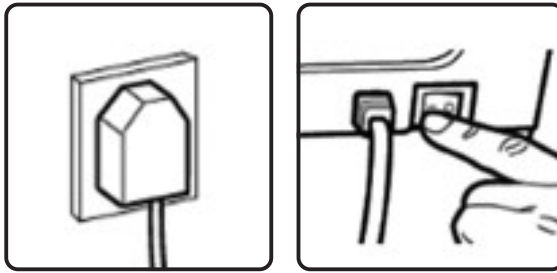
**220-240V AC / 50-60Hz**



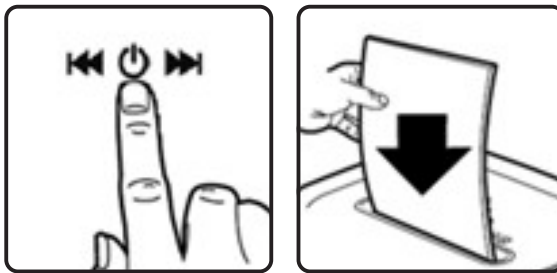
For service addresses, go to [www.rexeurope.com/en-gb/services/service-centres/](http://www.rexeurope.com/en-gb/services/service-centres/)

## Operation

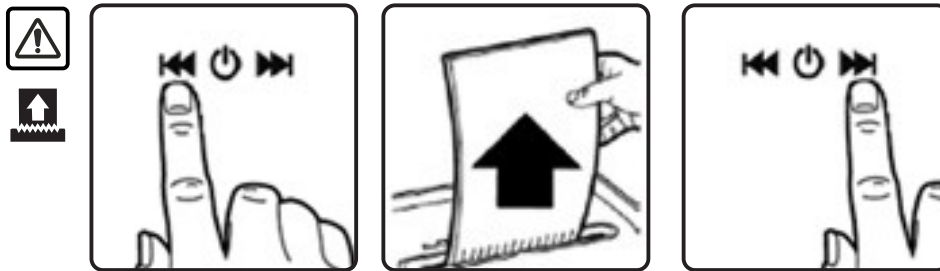
### Switching machine on



### Manual shredding



### Removing Jam





## 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)



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).
- Failure to follow these instructions could result in damage/injury and will invalidate your guarantee.

## 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

## Controls and Indications

Icon	Type	Models	Button / indication & action
	Control buttons	11, 12, 13	Auto-start and stand-by button (press one time)
			Manual reverse button (hold down)
			Manual forward run button (hold down)
			Over-heated indication (allow to cool)
			Over loaded / Jam indication (Reduce sheets / remove jam)
			Bin full indication (open door or lift off head & empty the bin)
			Door open or shredder head removed indication (close door firmly)

## Accessories

Only use Leitz accessories:  
Oil Sheets - 8007 00 00

## Shredding Media

### 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



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, only oil sheets



CDs & DVDs