

crosscut

16

sheet capacity
10 gal. basket

GoECOlife™

user manual

commercial shredder



GMC160TiB



live responsibly™

We are committed to delivering the best-in-class product to you. Being environmentally responsible does not mean one must sacrifice performance, style or innovation.

EnvyGreen™ features



carbon neutral

This product is carbon neutral. It meets Carbonfund.org's CarbonFree® Product Certification protocol which requires third-party life cycle assessment of the product's carbon footprint, and carbon reductions in support of third-party validated renewable energy and reforestation projects. To learn more, visit www.carbonfund.org/products.



GoECO™ energy-saving technology

GoECO™ Energy-Saving Technology virtually eliminates vampire energy waste. This machine will automatically power down 30 minutes after shredding – not just “asleep” but will consume ZERO electricity when OFF.

installation

- Only operate this product from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult an electrician.
- Make sure the electrical outlet is easily accessible from the shredder.
- Shredder must be operated only in upright position.
- To make sure the shredder has proper ventilation, place it a minimum distance of 2 in. (5 cm) from the wall or furniture.

safety instructions

1. Read and follow all instructions before use. Save these instructions for later use.
2. Always turn off and unplug the machine before moving, servicing, cleaning, or anything other than normal operation. Serious injury may result. Clean shredder with a damp cloth, using a mild soap and water solution.
3. Do not use abrasives or petroleum-based cleaners.
4. Place this product as close as possible to power source for quick and easy unplugging.
5. Turn off the power switch before removing waste bin. It is advisable to disconnect the power cord before opening the shredder.
6. This product should never be placed near a radiator or other heat source.
7. Do not allow anything to rest on the power cord. Do not place the power cord where people may walk on it.
8. If an extension cord is used with this product, make sure the total ampere (amps) ratings on the products plugged into the extension cord do not exceed the extension cord's ampere rating.
9. Do not attempt to service this product yourself, as opening or removing covers may expose you to risks of getting injured. Also, doing this will void the shredder's warranty.
10. Unplug this product and contact technical support when:
 - The power cord or plug is damaged or frayed.
 - Liquid has been spilled on the product.
 - The product has been exposed to rain.
 - The product does not operate normally, even when the operating instructions are followed.
 - The product has been dropped, or the casing has been damaged.
11. This shredder should be operated only with an operator in attendance.
12. Empty the waste bin regularly so that the waste output is not impeded.
13. This machine can shred normal paper, credit cards, CDs and DVDs. However, you should shred only one type of these items at a time to avoid causing an overload.



WARNING



CAUTION: KEEP THIS DEVICE AWAY FROM CHILDREN AND PETS! Place the paper shredder in an area less accessible to children.



DO NOT PLACE FINGERS TOO CLOSE TO THE FEED SLOT, AS SERIOUS INJURY MAY OCCUR. Paper shredders can pull children's fingers into the shredder mechanism.



AVOID GETTING LOOSE CLOTHING OR JEWELRY NEAR THE FEED SLOT.



AVOID GETTING HAIR NEAR THE FEED SLOT.



NEVER spray any aerosol-based products in or around the shredder.
NEVER dispose of flammable chemicals, or materials that have come into contact with flammable chemicals (for example, nail polish, acetone, gasoline) in the shredder basket. NEVER use any petroleum-based or flammable oils or lubricants in or around the machine, as some oils can combust causing serious injury. Lubricants specifically designed for shredders are acceptable.



NEVER place the shredder near water or any heat source.
Avoid direct contact with water.



STOP USE IMMEDIATELY IF:

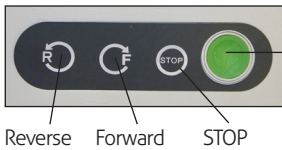


1. The shredder blades become jammed with paper.
2. The shredder motor makes loud and/or irregular noise during operation.
3. The shredder blades or paper guides become bent or compromised in any way.
Continuing to operate your shredder with any of the above conditions present could be potentially dangerous.

shredder diagram



4 shredder diagram



GoECO™ Power ON
Shredder will automatically power OFF
30 min after shredding. Press to restart.

Reverse Forward STOP

16-sheet microcut shredder

technical specifications

model GMC160TiB

cutting style microcut

shred size 0.12" x 0.35" (3 x 9mm)

sheet capacity 16 sheets

shred speed max sheet capacity 9 ft/min (2.7 m/min)

intake throat width 9.06" (230mm)

dimensions (l x w x h) 16.54" x 13.19" x 26.77" (420 x 335 x 680mm)

weight 52.6 lbs (23.9 kg)

basket capacity 10 gallons (37.8 liters)

run time (min) 20 ON / 40 OFF

noise level (motor) 60 dB



how to use your shredder

Setup Instructions:

1. Connect the power cord to any standard 120 volt AC outlet. For pluggable equipment, the socket-outlet shall be installed near the equipment and shall be easily accessible.
2. Toggle the main power switch on the rear panel to the ON position.
3. Press the green GoECO™ power saving switch to turn ON the shredder.
4. Insert paper to activate.

Setup Cautions:

1. All shredders have very sharp, exposed blades on the underside. Please use care when mounting the shredder on to the wastebasket.
2. Make sure power cord is not damaged in any way and that the outlet is properly functioning.
3. Never attempt to shred sealed envelopes. Doing so may damage the shredder. Always remove and unfold envelope contents completely before attempting to shred. NEVER shred envelopes, labels or anything with glue or any sticky substance as this will lead to paper jams.
4. It is normal for residual lubricant in the motor to burn off during the first several extended uses of your shredder. Should you notice a slight burning odor or the presence of small wisps of smoke during the first several extended uses, you may continue using the shredder. If either symptom continues to occur after repeated use, please contact technical support for assistance.

operation



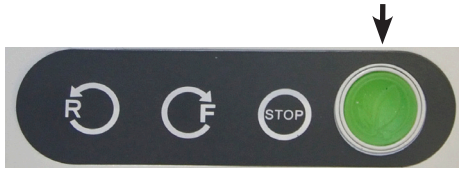
Please read operating instructions before putting shredder into operation.

To Power On:

1. Connect the power cord to any standard 120V AC, 60Hz outlet.
2. Toggle the main power switch on the rear panel to the ON position.

For Normal Operation:

3. Press the green GoECO™ power saving switch to turn ON the shredder. It will run automatically for 2 seconds. The LED will light green indicating "ON". The shredder is now in AUTO mode and ready to accept paper.



4. Feed up to the maximum allowed sheets of paper for shredding into the paper feeding throat.

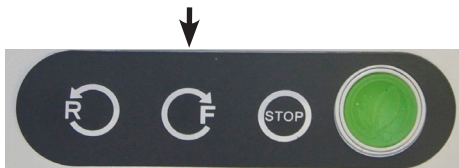
To Put Into Reverse Mode:

5. Press the "R" button on the control panel. The shredder is now in Reverse mode, and the motor will move in reverse to push out paper.



To Put Into Forward Mode:

6. Press the "F" button on the control panel. The shredder is now in manual forward mode, and the motor will move forward to shred paper.



operation (cont'd)

To Put Back Into Auto Mode:

7. Press the green GoECO™ button on the control panel. The shredder is now in AUTO mode, and when you insert papers into the paper throat, the shredder will start automatically.

For Paper Jams:

8. If you insert more than the maximum number of paper sheets allowed and jamming occurs, the machine will automatically go into reverse to push out the jammed papers.

To Turn Off:

9. There are 3 ways to stop the shredder where all power to the shredder will be shut off. This also cuts off any phantom load power leakage.
 - a. Press the "STOP" button on the control panel.
 - b. Toggle the power switch on the rear panel of the shredder to "OFF".
 - c. Or, do nothing, and the GoECO™ technology will turn off automatically 30 minutes after shredding.

Door Open:

10. When the doors are open or ajar, the shredder will not start until the doors are completely closed.

Overheating:

11. During long periods of continuous shredding, the shredder's temperature will rise. A Red LED light will warn the user. When the temperature reaches the maximum allowed level, the shredder will automatically shut off the motor until it has cooled to an acceptable temperature. The shredder will be ready to resume paper shredding when the motor has sufficiently cooled.

helpful user tips

Clearing a Jam

If paper is not inserted properly into the shredder, or if the sheet capacity is exceeded, a jam may result. Move the switch to the REVERSE (<<) position, and remove the excess paper from the top and pull it out. TO PREVENT ANY INJURIES, DO NOT PLACE YOUR HANDS NEAR THE FEED OPENING. Once the paper is cleared, normal shredding operation can resume. If the shredder jams while in reverse, press the switch to the AUTO position and let shredder run to clear the jammed paper. If jam does not clear, slide the switch back and forth between the REV and AUTO until the jam is cleared. If the jam cannot be cleared following this procedure, unplug the unit and carefully remove the jammed paper manually.

Overheating

If your shredder overheats, the unit will automatically shut off and all functions will cease in order to protect the motor. Turn off and unplug the shredder from the outlet. Allow enough time for the motor to cool down. The shredder will not resume normal function until the temperature of the motor cools down to a safe temperature. Once cool, plug the shredder back into the outlet, turn the unit back on and resume normal operation. Make sure to empty waste basket to avoid overloading the basket and damaging the cutting mechanism.

Bin Full Function

Some shredders are equipped with a mechanical or optical Bin Full sensor. When the basket becomes full, the shredder will cease operation. Empty basket to resume operation.

Emptying Basket

Always turn the shredder off and unplug the power cord from the AC outlet before cleaning it, moving it, or emptying the wastebasket. Always keep wastebasket emptied so that the shredder's output is not impeded. Never let the wastebasket get full. This will lead to shredded material being pulled back up into the shredder and cause jams.

Staples and Paperclips

Our shredders are designed primarily to shred paper, credit cards, CD's or DVD's (as indicated). You should remove small paper clips and staples whenever possible to prolong the life of the unit. You should not shred commercial staples, large paper clips or binder clips.

how to maintain your shredder

Lubricate Blades Regularly

- Only use lubricants specifically designed for your shredder, such as shredder lubricant or shredder lubricant sheets.
- NEVER use spray lubricants.
- Follow directions on the shredder lubricant product package.
- Do not touch the cutting surface.
- Continue to recycle waste paper in a normal manner.

When Using Shredder Lubricant Sheets

Never tear or open a shredder lubricant sheet. Please, empty waste basket prior to use. Shred one shredder lubricant sheet by feeding sheet in the direction on the arrows, directly into the paper feed entrance as per the instructions that came with your shredder. After shredding the lubricant sheet completely, run the shredder in reverse for 10 seconds for optimal performance. Align the first lubricant sheet to the left of the shredder throat. The next time you use a shredder lubricant sheet align the pouch to the right of the shredder throat. Continue to alternate between aligning the pouches to the left and right to ensure the entire cutting mechanism remains well lubricated. Re-lubricate your shredder by shredding a lubrication sheet after 30 minutes of shredding or a minimum of twice per month to maintain maximum performance.

limited product warranty

The manufacturer warrants the machine for a limited time to be free from defects in material and workmanship. If any part is found to be defective during the warranty period, your sole and exclusive remedy will be repair or replacement, at the manufacturer's option and expense, of the defective part except for the shipping cost. It is the responsibility of the consumer to pay the shipping costs to return the machine to the manufacturer.

This warranty is valid for the original consumer only with original proof of purchase and is not transferable. This warranty does not apply in cases of abuse, mishandling or unauthorized repair. ANY IMPLIED WARRANTY, INCLUDING THAT OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS HEREBY LIMITED IN DURATION TO THE APPROPRIATE WARRANTY PERIOD SET FORTH ABOVE. In no event shall the manufacturer be liable for any consequential or incidental damages attributable to this product. This warranty gives you specific legal rights. You may have other legal rights that vary according to the laws of each state.

For more details, or to obtain service under this warranty, please contact us at 866-377-4771.

Please retain original proof of purchase to ensure that your product is recorded and warranty information received.

return instructions

1. Before you return your shredder, call 866-377-4771 for a Return Authorization Number (RA#), shipping instructions, and the manufacturer's address.
2. Make a photocopy of the proof of purchase (store receipt), showing original purchase date, and tape it securely to the shredder (DO NOT send the original receipt).
3. Pack the shredder in its original carton, or equivalent, and write the RA# clearly on the outside of the box.
4. Ship the shredder to the address provided. Save your shipping receipt.

IMPORTANT!

CALL US FOR AN RA# BEFORE RETURNING A DEFECTIVE PRODUCT.

product registration

Please register your new product at www.goecolife.com, or call **866-377-4771**.

contact us

For more information, please call **866-377-4771**, or email us at info@goecolife.com.

