GoECOlife™

user manual

commercial shredder

VORTEX™ SERIES

GMC120D
GXC180TA
GXC200TB
GSC260TC
GXC220TC
GXC1820TD
GSC3220TD
GXC1631TD

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.

commercial shredder
VORTEX™ SERIES

1 table of contents

EnvyGreen™ features

carbon neutral

This product is carbon neutral. It meets Carbonfund.org's Carbon Neutral/Carbon*Free*® 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

Virtually eliminates vampire energy waste. This machine will automatically power down if not used for 30 minutes – not just "asleep"– but completely powered OFF.

12-sheet microcut shredder

VORTEX™ SERIES

SAFEGUARD™
UL® tested for safety

2 year product warranty

7 year cutter warranty

◼ **GMC120D**

innovative features

- 🌀 **VorteX™ cutting system**
- **VOICE Assist™ technology**
- **InfoCenter™ LCD panel**
- **z e r o j a m™** **overfeed prevention technology**
- **All-Quiet™ operation**

technical specifications

model GMC120D

cutting style microcut

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

sheet capacity 12 sheets

shred speed max sheet capacity 5.7 ft/min (1.7 m/min)

intake throat width 8.66" (220mm)

dimensions (l x w x h) 16.1" x 11.6" x 23.6" (410 x 297 x 600mm)

weight 33.0 lbs (15.0 kg)

basket capacity 6.1 gallons (23.1 liters)

run time (min) 10 ON / 40 OFF

noise level (motor) 55 dB

18-sheet crosscut shredder
VORTEX™ SERIES

◗ **GXC180TA**

SAFEGUARD™
UL® tested for safety

2 year
product warranty

7 year
cutter warranty

innovative features

- 🌀 **VorteX**™ **cutting system**

- **VOICE Assist**™ **technology**

- **InfoCenter**™ **LCD panel**

- **z e r o j a m**™ **overfeed prevention technology**

- **T-Door**™ **space-saving design**

- **All-Quiet**™ **operation**

technical specifications

model GXC180TA

cutting style crosscut

shred size 0.16"x1.57" (4 x 40mm)

sheet capacity 18 sheets

shred speed max sheet capacity 10.0 ft/min (3.0 m/min)

intake throat width 9.06" (230mm)

dimensions (l x w x h) 15.3" x 11.0" x 25" (390 x 280 x 635mm)

weight 36.6 lbs (16.6 kg)

basket capacity 7.0 gallons (26.5 liters)

run time (min) 20 ON / 60 OFF

noise level (motor) 60 dB

20-sheet crosscut shredder

VORTEX™ SERIES

SAFEGUARD™
UL® tested for safety

2 year product warranty

7 year cutter warranty

GXC200TB

innovative features

- 🌀 **VorteX™** cutting system
- **VOICE Assist™** technology
- **InfoCenter™** LCD panel
- **z e r o j a m™** overfeed prevention technology
- **T-Door™** space-saving design
- **All-Quiet™** operation

technical specifications

model GXC200TB

cutting style crosscut

shred size 0.16"x1.57" (4 x 40mm)

sheet capacity 20 sheets

shred speed max sheet capacity 12.0 ft/min (3.6 m/min)

intake throat width 9.06" (230mm)

dimensions (l x w x h) 16.5" x 13.1" x 27.0" (420 x 335 x 687mm)

weight 46.3 lbs (21 kg)

basket capacity 10.0 gallons (37.8 liters)

run time (min) 20 ON / 40 OFF

noise level (motor) 60 dB

26-sheet stripcut shredder

VORTEX™ SERIES

SAFEGUARD™
UL® tested for safety

3 year
product warranty

LIFE TIME
cutter warranty

GSC260TC

innovative features

- **VorteX™** cutting system

- **VOICE Assist™** technology

- **InfoCenter™** LCD panel

- **z e r o j a m™** overfeed prevention technology

- **T-Door™** space-saving design

- **All-Quiet™** operation

technical specifications

model GSC260TC

cutting style stripcut

shred size 0.24" (6mm)

sheet capacity 26 sheets

shred speed max sheet capacity 12.0 ft/min (3.6 m/min)

intake throat width 9.45" (240mm)

dimensions (l x w x h) 17.5" x 14.4" x 32" (445 x 367 x 813mm)

weight 77.1 lbs (35.0 kg)

basket capacity 13.8 gallons (52.4 liters)

run time (min) 20 ON / 40 OFF

noise level (motor) 60 dB

22-sheet crosscut shredder

VORTEX™ SERIES

🔲 **GXC220TC**

SAFEGUARD™
UL® tested for safety

3 year
product warranty

LIFE TIME
cutter warranty

innovative features

- 🌀 **VorteX™** cutting system
- **VOICE Assist™** technology
- **InfoCenter™** LCD panel
- **z e r o j a m™** overfeed prevention technology
- **T-Door™** space-saving design
- **All-Quiet™** operation
- **Particle Sweeper™** waste leveler
- **Dynamic** bin-full indicator

technical specifications

model GXC220TC

cutting style crosscut

shred size 0.16"x1.38" (4 x 35mm)

sheet capacity 22 sheets

shred speed max sheet capacity 12.0 ft/min (3.6 m/min)

intake throat width 9.45" (240mm)

dimensions (l x w x h) 17.5" x 14.4" x 32.0" (445 x 367 x 813mm)

weight 85.9 lbs (39.0 kg)

basket capacity 13.8 gallons (52.4 liters)

run time (min) 30 ON / 40 OFF

noise level (motor) 53 dB

7 technical specifications

18-sheet crosscut shredder

VORTEX™ SERIES

☐ **GXC1820TD**

SAFEGUARD™
UL® tested for safety

3 year
product warranty

LIFE TIME
cutter warranty

innovative features

- ☁ **VorteX™ cutting system**
- **VOICE Assist™ technology**
- **InfoCenter™ LCD panel**
- **z e r o j a m™ overfeed prevention technology**
- **T-Door™ space-saving design**
- **All-Quiet™ operation**
- **Particle Sweeper™ waste leveler**
- **Dynamic bin-full indicator**

technical specifications

model GXC1820TD

cutting style crosscut

shred size 0.16"x1.38" (4 x 35mm)

sheet capacity 18 sheets

shred speed max sheet capacity 20.6 ft/min (6.3 m/min)

intake throat width 10.43" (265mm)

dimensions (l x w x h) 21.3" x 18.1" x 34.9" (542 x 460 x 887mm)

weight 105.8 lbs (48.0 kg)

basket capacity 25.3 gallons (96.0 liters)

run time (min) 30 ON / 60 OFF

noise level (motor) 53 dB

32-sheet stripcut shredder

VORTEX™ SERIES

■ **GSC3220TD**

SAFEGUARD™
UL® tested for safety

3 year
product warranty

LIFE TIME
cutter warranty

innovative features

- 🌀 **VorteX™** cutting system
- **VOICE Assist™** technology
- **InfoCenter™** LCD panel
- **z e r o j a m™** overfeed prevention technology
- **T-Door™** space-saving design
- **All-Quiet™** operation

technical specifications

model GSC3220TD

cutting style stripcut

shred size 0.24" (6mm)

sheet capacity 32 sheets

shred speed max sheet capacity 20.6 ft/min (6.3 m/min)

intake throat width 10.43" (265mm)

dimensions (l x w x h) 21.3" x 18.1" x 34.9" (542 x 460 x 887mm)

weight 104.5 lbs (47.4 kg)

basket capacity 25.3 gallons (96.0 liters)

run time (min) 30 ON / 60 OFF

noise level (motor) 53 dB

16-sheet wide-entry crosscut shredder

VORTEX™ SERIES

GXC1631TD

SAFEGUARD™
UL® tested for safety

3 year
product warranty

LIFE TIME
cutter warranty

innovative features

- VorteX™ cutting system
- VOICE Assist™ technology
- InfoCenter™ LCD panel
- z e r o j a m™ overfeed prevention technology
- T-Door™ space-saving design
- All-Quiet™ operation
- Particle Sweeper™ waste leveler
- Dynamic bin-full indicator

10 technical specifications

technical specifications

model GXC1631TD

cutting style crosscut

shred size 0.16"x1.38" (4 x 35mm)

sheet capacity 16 sheets

shred speed max sheet capacity 20.6 ft/min (6.3 m/min)

intake throat width 12.2" (310mm)

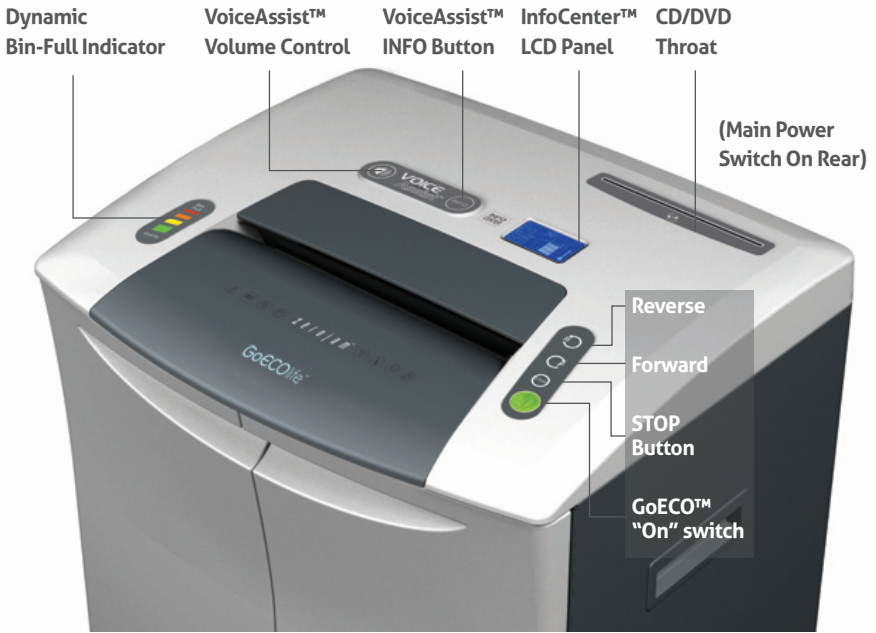**dimensions (l x w x h)** 21.3" x 18.1" x 34.9" (542 x 460 x 887mm)

weight 105.8 lbs (48.0 kg)

basket capacity 25.3 gallons (96.0 liters)

run time (min) 30 ON / 60 OFF

noise level (motor) 53 dB

shredder diagram

Dynamic Bin-Full Indicator

VoiceAssist™ Volume Control

VoiceAssist™ INFO Button

InfoCenter™ LCD Panel

CD/DVD Throat

(Main Power Switch On Rear)

Reverse

Forward

STOP Button

GoECO™ "On" switch

VoiceAssist™ Technology

(Main Power Switch On Rear)

Control Panel Buttons

Paper Feed Throat

Dynamic Bin Full Indicator

T-Door Space Saving Design

Casters

11 shredder diagram

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.

DO NOT SHRED PAPERS WITH PAPER CLIPS ON THEM.
Please take out any paper clips from paper before shredding.

STOP STOP USE IMMEDIATELY IF: STOP

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.
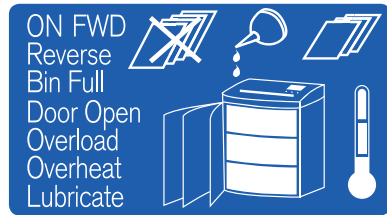
13 warning

VoiceAssist™ & InfoCenter™

VoiceAssist™ Volume Control Button

VOICE Assist™

INFO

VoiceAssist™ INFO Button

The VoiceAssist™ feature works in conjunction with the InfoCenter™ display below. To activate, push the "INFO" button, and the VoiceAssist™ system will verbally explain the status of the shredder and will help you troubleshoot the most common problems which may arise during the shredder operation.
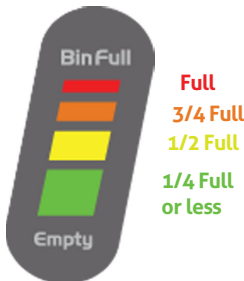
ON FWD Door Open
Reverse Overload
Bin Full Overheat

ON FWD
Reverse
Bin Full
Door Open
Overload
Overheat
Lubricate

InfoCenter™ LCD panel

The InfoCenter™ LCD panel will display the current status of the shredder and will indicate where a problem may be.
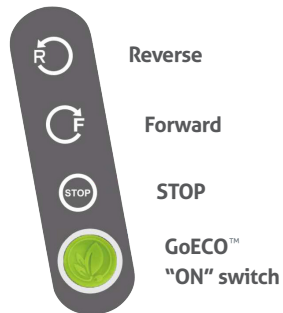
bin full indicator & control panel features

- The Bin Full Indicator will light up in different colors to display the current amount of shredded waste in the waste bin.

- The control panel contains the main operation functions. Please see the "Operation" section starting on page 15 for instructions on these buttons.

Bin Full

Full
3/4 Full
1/2 Full
1/4 Full or less

Empty

Available on following models:

GXC220TC
GXC1820TD
GXC1631TD

R — **Reverse**

F — **Forward**

STOP — **STOP**

GoECO™ "ON" switch

14 innovative features

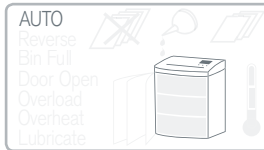PLEASE READ INSTRUCTIONS BEFORE OPERATING SHREDDER.

to power on

1. Connect the power cord to a standard outlet.
2. Toggle the main power switch on the rear of shredder to the ON position.

for normal operation

3. Press the green GoECO™ power saving button to turn ON the shredder. It will clear the paper/run automatically for 2 seconds. The LCD panel will display "ON". The "GoECOlife" logo will light on and the shredder is then in AUTO mode.

InfoCenter™ LCD Panel

ON	FWD	Door Open
Reverse		Overload
Bin Full		Overheat

AUTO
Reverse
Bin Full
Door Open
Overload
Overheat
Lubricate

Available on following models:

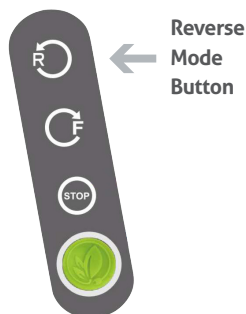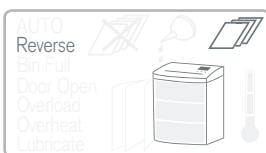|	
GMC120D	**GSC260TC**
GXC180TA	**GXC220TC**
GXC200TB	**GXC1820TD**
	GSC3220TD
	GXC1631TD

**AUTO/
ON
Button**

4. Feed up to the maximum allowed sheets of paper for shredding into the paper feeding throat.
5. When you press the "INFO" button, it will speak from the first voice assistance to the last one (Auto / Reverse / bin full / door open / overload / overheat). It will skip to the next message each time you press the "INFO" button until the last message. Press the "speaker" shape button to adjust the volume.

**VoiceAssist™
Volume Control
Button** →

← **VoiceAssist™
INFO Button**

to put into reverse mode

6. 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 the paper sheets.

    -   The LCD panel will look like the diagram shown below.

    -   For assistance in the VoiceAssist™ mode, press the button "INFO" and the voice assistance will tell you which mode you are in.

    -   To deactivate the VoiceAssist™ mode, press the button "INFO" again.
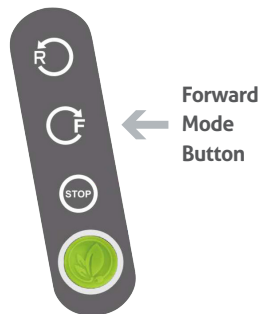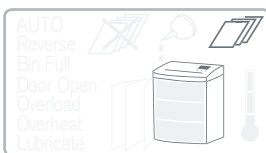
InfoCenter™ LCD Panel

ON	FWD	Door Open
Reverse		Overload
Bin Full		Overheat

Reverse Mode Button

Available on following models:

GMC120D	**GSC260TC**
GXC180TA	**GXC220TC**
GXC200TB	**GXC1820TD**
	GSC3220TD
	GXC1631TD

to put into forward mode

7. Press the "F" button on the control panel.

    -   The shredder is now in forward mode, and the motor will move forward to shred paper.

    -   The LCD panel will look like the diagram shown below.

InfoCenter™ LCD Panel

ON	FWD	Door Open
Reverse		Overload
Bin Full		Overheat

Forward Mode Button

Available on following models:

GMC120D	**GSC260TC**
GXC180TA	**GXC220TC**
GXC200TB	**GXC1820TD**
	GSC3220TD
	GXC1631TD

16 reverse / forward mode

to return to auto mode

8. Press the green GoECO™ power saving button on the control panel.

    *   The shredder is now in AUTO mode, and when you insert paper(s) into the paper throat, the shredder will start automatically.

    *   The LCD panel will look like the diagram shown below.

    *   For assistance in the VoiceAssist™ mode, press the button "INFO" and the voice assistance will tell you which mode you are in.

    *   To deactivate the VoiceAssist™ mode, press the button "INFO" again.

InfoCenter™ LCD Panel

ON FWD	Door Open
Reverse	Overload
Bin Full	Overheat

AUTO
Reverse
Bin Full
Door Open
Overload
Overheat
Lubricate

**AUTO/
ON
Button**

Available on following models:

GMC120D	GSC260TC
GXC180TA	GXC220TC
GXC200TB	GXC1820TD
	GSC3220TD
	GXC1631TD

for paper jams

9. 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.

    *   The LCD panel will look like the diagram shown below.

    *   The Red LED light underneath the button "INFO" will flash to warn the user.

    *   Press the button, "INFO", and the VoiceAssist™ function will announce the problem and solution.

    *   To deactivate the VoiceAssist™ mode, press the button "INFO" again.

InfoCenter™ LCD Panel

ON FWD	Door Open
Reverse	Overload
Bin Full	Overheat

AUTO
Reverse
Bin Full
Door Open
Overload
Overheat
Lubricate

Available on following models:

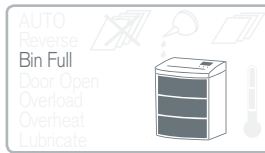|	
GMC120D	GSC260TC
GXC180TA	GXC220TC
GXC200TB	GXC1820TD
	GSC3220TD
	GXC1631TD

17 auto mode / paper jams

bin full

10. As the shredded paper waste accumulates to full capacity, the Bin Full indicator will light up. When the waste bin is full, the shredder will not shred any more paper until the bin has been emptied.

   • The LCD panel will look like the diagram shown below.

   • The Red LED light underneath the button, "INFO", will flash to warn the user.

   • Press the button, "INFO", and the VoiceAssist™ function will announce the problem and solution.

   • To deactivate the VoiceAssist™ mode, press the button "INFO" again.
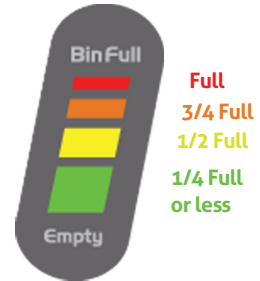
InfoCenter™ LCD Panel

| ON FWD Door Open |
| Reverse Overload |
| Bin Full Overheat |

| AUTO |
| Reverse |
| Bin Full |
| Door Open |
| Overload |
| Overheat |
| Lubricate |

Bin Full

| Full |
| 3/4 Full |
| 1/2 Full |
| 1/4 Full or less |

Empty

Available on following models:

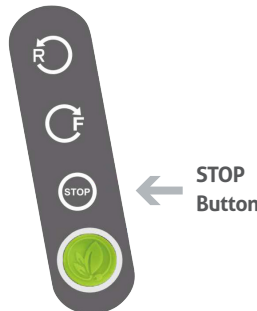| GMC120D | GSC260TC |
GXC180TA	GXC220TC
GXC200TB	GXC1820TD
	GSC3220TD
	GXC1631TD

Available on following models:

GXC220TC
GXC1820TD
GXC1631TD

power off

11. There are 3 ways to stop the shredder so all power to the shredder will be shut off, also cutting off any phantom load power leakage.

   a. Press the "STOP" button on the control panel.

   b. Toggle the main power switch to "OFF" on the rear of the shredder.

   c. Or, do nothing, and the GoECO™ power saving technology will turn off automatically after 30 minutes of idle time.
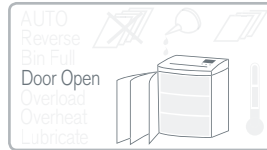
← **STOP Button**

door open

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

- The LCD panel will look like the diagram shown below.
- The Red LED light underneath the button, "INFO", will flash to warn the user.
- Press the button, "INFO", and the VoiceAssist™ function will announce the problem and solution.

InfoCenter™ LCD Panel

ON FWD	Door Open
Reverse	Overload
Bin Full	Overheat

AUTO
Reverse
Bin Full
Door Open
Overload
Overheat
Lubricate

Available on following models:

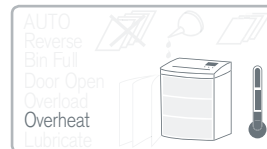| GMC120D | GSC260TC |
GXC180TA	GXC220TC
GXC200TB	GXC1820TD
	GSC3220TD
	GXC1631TD

overheating

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

- The LCD panel will look like the diagram shown below.
- The Red LED light underneath the button, "INFO", will flash to warn the user.
- Press the button, "INFO", and the VoiceAssist™ function will announce the problem and solution.

InfoCenter™ LCD Panel

ON FWD	Door Open
Reverse	Overload
Bin Full	Overheat

AUTO
Reverse
Bin Full
Door Open
Overload
Overheat
Lubricate

Available on following models:

GMC120D	GSC260TC
GXC180TA	GXC220TC
GXC200TB	GXC1820TD
	GSC3220TD
	GXC1631TD

19 door open / overheating

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.**

GoECOlife™
live responsibly™

Toll-Free 866.377.4771 | www.**goecolife**.com