



INSTRUCTIONS FOR USE

LEITZ SHREDDERS

IQ Home Office P4

IQ Office S P4



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



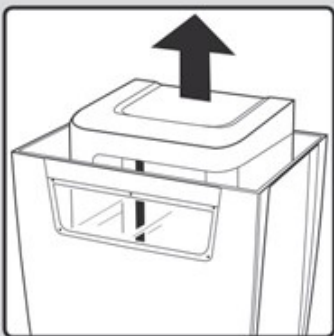
Specifications

Model	IQ Home Office P4 / IQ Office S P4
Cut level	P-4 (4x32mm)
Sheet Capacity	10 sheets (80 gsm)
Run Time	3 mins on / 6 mins off
Bin Size	23 litres
Volts / Hz	220-240V AC 50/60Hz
Amperage	1.5 A / 1.5 A



To register and activate your warranty go to
www.leitz.com







Overview

- a** Indicator panel
- b** Shredder head with handles
- c** Bin viewing window
- d** Safety symbols
- e** Paper feed slot
- f** On/Off switch



Please read and keep these important safety instructions



For a full copy of the operating instructions, hints & tips and troubleshooting guide, please visit 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.**



- 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 accidents 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)

Indicator Panel	Icon	Colour	
Power On BUTTON		White	Press to turn on shredder
Reverse BUTTON			Press to manually remove paper
Shredding in operation INDICATOR		Blue	Constantly illuminated
Cooling Down INDICATOR		Red	Illuminates when shredder is cooling down
Auto reverse indicator		Red	Flashes when motor is in reverse


Operation

1. Remove shredder from packaging and place shredder head on top of the bin.
2. Connect 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.
3. To commence shredding press and release the  button. The flashing icon  changes to a solid blue light.
You are now able to shred.
4. 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.

5. 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.
6. 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.



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





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

1. Should you wish to reverse the shredding direction whilst shredding a document a reverse function  has been fitted for your convenience.
2. By pressing and holding the reverse button the cutters will change direction allowing the retrieval of the document being shredded.
3. 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 6 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 Home Office P4 shredding capability

CAN shred the following:



- **IQ Home Office P4: 10 sheets**
- Stapled paper, 25mm within the corner
- 26/6 and 24/6 or smaller staples
- Small sized paper



- **IQ Home Office P4: 10 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 head will be pushed up off the bin.

This will stop the shredder from shredding.

Please empty the bin and then position the shredder head back on top of the bin.

You can now start 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 shredded paper in the bin using your feet.

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?

Accessories

Only use Rexel accessories:

Oil Sheets (20) - 2101949

Oil Sheets (12) - 2101948