

## GBC G2102023EU

# GBC Alpha Confetti Cross Cut Shredder (Model G2102023EU) User Manual

Your guide to safe and efficient document shredding.

## 1. INTRODUCTION

Thank you for choosing the GBC Alpha Confetti Cross Cut Shredder. This manual provides essential information for the safe and efficient operation, maintenance, and troubleshooting of your new shredder. Please read it thoroughly before use and retain it for future reference.

This shredder is designed for personal and small office use, capable of shredding paper and credit cards into confetti-cut particles for enhanced security.

## 2. SAFETY INFORMATION

**WARNING:** Failure to follow these safety instructions may result in fire, electric shock, or injury.

- Keep children and pets away from the shredder.
- Keep loose clothing, jewelry, hair, and ties away from the paper entry slot.
- Do not insert fingers or other body parts into the paper entry slot.
- Do not spray any flammable products or lubricants into or around the shredder.
- Do not shred adhesive labels or anything with glue, as this can cause jams and damage the cutting blades.
- Unplug the shredder before moving, cleaning, or emptying the waste bin.
- Do not operate the shredder if the power cord is damaged. Contact qualified service personnel.
- This appliance is not intended for use by persons (including children) with reduced physical, sensory or mental capabilities, or lack of experience and knowledge, unless they have been given supervision or instruction concerning use of the appliance by a person responsible for their safety.
- The shredder is designed for intermittent use. Allow the motor to cool down after continuous operation to prevent overheating.

### 3. PACKAGE CONTENTS

---

Verify that all items are present in the package:

- 1 x GBC Alpha Confetti Cross Cut Shredder Unit
- 1 x User Manual (this document)

### 4. PRODUCT OVERVIEW

---

The GBC Alpha Confetti Cross Cut Shredder is a compact and efficient device for securing your sensitive documents.



Figure 4.1: GBC Alpha Confetti Cross Cut Shredder. This image shows the main unit of the shredder, highlighting its compact design.



Figure 4.2: Dimensions of the GBC Alpha Confetti Cross Cut Shredder. The image displays the shredder with its length (323mm), width (155mm), and height (365mm) clearly marked.

### Key Features:

- **Cross Cut Shredding:** Shreds paper into 4x38 mm confetti cut strips, providing P-4 security level suitable for highly sensitive documents.
- **Capacity:** Shreds up to 6 sheets of 70 gsm paper or 5 sheets of 80 gsm paper at once.
- **Multi-Material Shredding:** Capable of shredding paper, credit cards, paper clips, and staples.

- **Waste Bin:** Features a 14-liter bin capacity, holding up to 60 shredded sheets, with an easy lift-off head for convenient emptying.
- **Overheat Protection:** Automatic rest function for 30 minutes after 2 minutes of continuous shredding to prevent motor overheating.
- **Low Noise Operation:** Operates at a sound level of 72 dB, comparable to a hair dryer.
- **Shredding Width:** 223mm entry width.

## Product Video Overview:

Your browser does not support the video tag.

*Video 4.1: GBC Alpha Confetti Cross Cut Shredder Features. This short video highlights key features such as shredding staples and credit cards, P-4 security level, 14L bin capacity, and its compact, user-friendly design.*

## 5. SETUP

---

1. **Unpack the Shredder:** Carefully remove the shredder from its packaging. Retain packaging for future transport or storage.
2. **Position the Shredder:** Place the shredder on a flat, stable surface. Ensure there is adequate space around the unit for ventilation and access to the waste bin.
3. **Connect Power:** Plug the power cord into a standard electrical outlet. Ensure the outlet is easily accessible.
4. **Check Waste Bin:** Ensure the waste bin is correctly seated in the shredder unit. The shredder will not operate if the bin is not properly aligned.

## 6. OPERATING INSTRUCTIONS

---

### 6.1 Control Panel

The shredder features a simple slide switch for operation:

- **AUTO (I):** The shredder is in standby mode. When paper is inserted, the shredder will automatically start and stop once shredding is complete.
- **OFF (O):** The shredder is powered off.
- **REV (R):** Reverses the shredding direction to clear paper jams.

### 6.2 Shredding Paper

1. Set the control switch to **AUTO (I)**.
2. Insert up to 6 sheets of 70 gsm paper (or 5 sheets of 80 gsm paper) straight into the paper entry slot. Do not exceed the maximum sheet capacity.
3. The shredder will automatically detect the paper, shred it, and stop once the process is complete.
4. For best results, feed paper evenly and avoid folding.



Figure 6.1: Proper paper feeding technique. A person is shown feeding documents into the shredder's paper entry slot.

### 6.3 Shredding Credit Cards

1. Set the control switch to **AUTO (I)**.
2. Insert one credit card at a time into the designated credit card entry slot (usually located in the center of the paper entry).
3. The shredder will shred the card and stop automatically.

### 6.4 Overheat Protection

To protect the motor, the shredder is equipped with an overheat protection feature. If the shredder operates continuously for approximately 2 minutes, it will automatically shut off. Allow the shredder to cool down for at least 30 minutes before resuming operation. This prevents damage and prolongs the life of the unit.

## 7. MAINTENANCE

### 7.1 Emptying the Waste Bin

1. Always switch the shredder to **OFF (O)** and unplug it from the power outlet before emptying the bin.
2. Lift the shredder head off the waste bin.
3. Dispose of the shredded material.
4. Replace the shredder head securely onto the waste bin.

### 7.2 Oiling the Shredder Blades

Regular oiling of the shredder blades is crucial for maintaining performance and extending the life of your shredder. Use GBC shredder oil or a vegetable-based oil (avoid aerosol lubricants).

1. Apply a thin line of shredder oil across the paper entry slot.
2. Set the control switch to **REV (R)** for 5-10 seconds to distribute the oil.
3. Repeat this process after every 30 minutes of accumulated shredding or at least twice a month.

## 7.3 Cleaning

Wipe the exterior of the shredder with a soft, dry cloth. Do not use abrasive cleaners or solvents.

## 8. TROUBLESHOOTING

Problem	Possible Cause	Solution
Shredder does not operate.	Not plugged in. Waste bin not properly seated. Overheat protection activated. Switch not in AUTO position.	Plug into a working outlet. Ensure bin is correctly inserted. Allow 30 minutes for cooling. Set switch to AUTO (I).
Paper jam.	Too much paper inserted. Paper fed unevenly.	Switch to <b>REV (R)</b> to clear. Remove excess paper. Reduce sheet count and feed evenly.
Shredder runs continuously.	Sensor obstructed.	Clean the paper entry sensor (usually a small clear window).

## 9. SPECIFICATIONS

Feature	Detail
Model Number	G2102023EU
Cut Type	Cross Cut
Shred Size	4x38 mm
Security Level (DIN)	P-4
Sheet Capacity (70 gsm)	6 sheets
Sheet Capacity (80 gsm)	5 sheets
Bin Capacity	14 liters (approx. 60 sheets)
Shredding Speed	3 m/min
Shreds	Paper, Credit Cards, Paper Clips, Staples
Shredding Width	223 mm
Sound Level	72 dB
Power Consumption	150 watts
Operation Mode	Automatic
Color	Black
Material	Metal (Enclosure)
Item Weight	4020 Grams

Feature	Detail
Manufacturer	ACCO Brands LLC
Country of Origin	China

## 10. WARRANTY AND SUPPORT

The GBC Alpha Confetti Cross Cut Shredder comes with a comprehensive warranty:

- **Machine Warranty:** 2 Years
- **Shredder Cutter Warranty:** 5 Years

For warranty claims, technical support, or service inquiries, please contact ACCO Brands India Private Limited. Contact details can be found on the product packaging or the official GBC website.

**Importer/Packer Contact Information:**

ACCO Brands India Private Limited

Ground Floor, Plot No. 36, Irani Building, Balaram Street, Badar Baug, Grant Road East, Mumbai, Mumbai City, Maharashtra, India, 400007

Phone: +91-7738398210