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› [GBC Duo Cross Cut Paper Shredder \(Model G2102560EU\) Instruction Manual](#)

GBC G2102560EU

GBC Duo Cross Cut Paper Shredder (Model G2102560EU) Instruction Manual

Model: G2102560EU

1. PRODUCT OVERVIEW

The GBC Duo Cross Cut Paper Shredder is designed for home and small office use, providing secure disposal of confidential documents and optical media. This shredder features a cross-cut mechanism for enhanced security and a dedicated slot for shredding CDs.



Image 1: GBC Duo Cross Cut Paper Shredder. This image shows the top view of the shredder, highlighting the main paper entry slot and the separate, smaller slot for CD/DVD shredding, with a CD partially inserted.

2. SAFETY INSTRUCTIONS

- Read all instructions before use.
- Keep hands, hair, and loose clothing away from the paper entry slot.
- Keep children and pets away from the shredder.
- Unplug the shredder when not in use or before cleaning.
- Do not shred metal objects, large paper clips, or adhesive labels in the paper slot.
- Do not spray aerosols or lubricants into the shredder.
- Do not exceed the maximum sheet capacity to prevent jams and motor damage.
- Ensure the shredder is placed on a stable, level surface.

3. PACKAGE CONTENTS

Verify that all items are present in the package:

- 1x GBC Duo Cross Cut Paper Shredder Unit
- 1x 17 Liter Waste Bin
- 1x Instruction Manual (this document)

4. PRODUCT FEATURES

- **Cut Type:** Cross-cut (4 x 45 mm pieces) for P-3 level security.
- **Sheet Capacity:** Up to 11 sheets (70 gsm) or 10 sheets (80 gsm) of paper per pass.
- **Waste Bin Capacity:** 17-liter bin with a viewing window to monitor fill level.
- **CD Shredding:** Dedicated CD shredding unit with a separate bin for optical media.
- **Dimensions:** Approximately 25.8D x 37.2W x 39.8H centimeters.
- **Weight:** Approximately 4500 grams.

5. SETUP

1. Unpack the shredder and remove all packaging materials.
2. Place the shredder head securely onto the 17-liter waste bin. Ensure it is properly seated.
3. Position the shredder on a flat, stable surface near a power outlet.
4. Plug the power cord into a standard electrical outlet.
5. Locate the control switch on the shredder head. It typically has positions for OFF, AUTO, and REVERSE.



Image 2: GBC Duo Cross Cut Paper Shredder with dimensions. This image illustrates the overall dimensions of the shredder, including height (370mm), width (340mm), and depth (230mm), which is useful for placement.

6. OPERATING INSTRUCTIONS

6.1. Shredding Paper

1. Ensure the shredder is plugged in and the control switch is set to the "AUTO" position. The shredder is now in standby mode.
2. Gather the documents to be shredded. Do not exceed the maximum capacity of 10-11 sheets (80/70 gsm) per pass.
3. Insert the paper straight into the paper entry slot. The shredder will automatically start and stop once the paper has passed through.
4. For optimal performance and to prevent overheating, avoid continuous shredding for extended periods. Allow the shredder to cool down if it becomes warm.



Image 3: GBC Duo Cross Cut Paper Shredder in operation. This image shows a stack of paper being fed into the main paper entry slot, with shredded paper visible in the waste bin's viewing window.

6.2. Shredding CDs/DVDs

1. Ensure the shredder is plugged in and the control switch is set to the "AUTO" position.
2. Locate the dedicated CD/DVD entry slot, which is separate from the paper slot.
3. Insert one CD or DVD at a time into the CD/DVD slot. The shredder will automatically engage and shred the disc.
4. The shredded CD/DVD fragments will fall into a separate compartment within the waste bin for easy disposal and separation from paper waste.

7. MAINTENANCE

- **Emptying the Waste Bin:** Regularly check the waste bin through the viewing window. When full, unplug the shredder, lift the shredder head off the bin, and empty the contents. Replace the head securely.
- **Cleaning:** Unplug the shredder before cleaning. Wipe the exterior with a soft, dry cloth. Do not use abrasive cleaners or solvents.
- **Oiling (Optional):** For optimal performance and longevity, periodically oil the shredder blades with shredder oil. Follow the instructions provided with the shredder oil.

8. TROUBLESHOOTING

Problem	Possible Cause	Solution
Shredder does not start.	Not plugged in; power switch off; shredder head not seated correctly; overheating.	Check power connection; set switch to AUTO; ensure head is secure; allow to cool down for 30 minutes.

Problem	Possible Cause	Solution
Paper jam.	Too much paper inserted; paper inserted incorrectly.	Switch to REVERSE to clear paper; reduce sheet count; ensure paper is straight. Unplug before attempting to manually clear.
Shredder stops during operation.	Overheating; waste bin full.	Allow to cool down; empty waste bin.

9. SPECIFICATIONS

Brand: GBC

Model Number: G2102560EU

Cut Type: Cross Cut

Security Level: P-3 (4 x 45 mm)

Sheet Capacity (80 gsm): 10 sheets

Sheet Capacity (70 gsm): 11 sheets

CD Shredding: Yes, dedicated slot

Waste Bin Capacity: 17 Liters

Product Dimensions: 25.8D x 37.2W x 39.8H cm

Item Weight: 4500 Grams

Operation Mode: Manual (with Auto start/stop)

Manufacturer: ACCO Brands

10. WARRANTY AND SUPPORT

The GBC Duo Cross Cut Paper Shredder (Model G2102560EU) comes with a **1 Year Local (Singapore) Manufacturer Warranty**.

For warranty claims, technical support, or service inquiries, please contact your local GBC authorized service center or the retailer from whom the product was purchased. Please retain your proof of purchase for warranty validation.