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> [GBC ShredMaster SX20-08 Cross-Cut Paper Shredder Instruction Manual](#)

GBC SX20-08

GBC ShredMaster SX20-08 Cross-Cut Paper Shredder

Model: SX20-08 (1758502)

INTRODUCTION

The GBC ShredMaster SX20-08 is a high-performance cross-cut paper shredder designed for secure disposal of sensitive documents. It offers a P-4 security level, shredding documents into small 5/32" x 1 1/2" pieces. With a capacity to shred up to 20 sheets at a time and an 8-gallon pull-out bin, it is suitable for home offices and small business environments. Key features include a long 240-minute run time, auto-reverse jam prevention, Whisper Shred Technology for quiet operation, and an Eco Power Save function for energy efficiency.

IMPORTANT SAFETY INFORMATION

Please read all safety instructions carefully before operating the shredder. Failure to follow these instructions may result in injury or damage to the unit.

- Keep hands, hair, loose clothing, and jewelry away from the paper entry slot.
- Do not insert more than the maximum recommended sheet capacity (20 sheets) at one time.
- Unplug the shredder when not in use or before cleaning, moving, or emptying the waste bin.
- Do not spray aerosols or lubricants into the shredder.
- This shredder is intended for indoor use only.
- Do not allow children or pets near the shredder.
- Operate the shredder on a flat, stable surface.
- **WARNING:** This product can expose you to chemicals including lead, which is known to the State of California to cause cancer and birth defects or other reproductive harm. For more information go to www.P65Warnings.ca.gov.

PACKAGE CONTENTS

Verify that all items are present in the package:

- GBC ShredMaster SX20-08 Paper Shredder Unit
- Waste Bin
- Instruction Manual (this document)

SETUP

1. **Unpacking:** Carefully remove the shredder from its packaging. Retain packaging for future transport or storage.
2. **Placement:** Position the shredder on a level, stable surface near a standard electrical outlet. Ensure adequate ventilation around the unit.
3. **Waste Bin Installation:** Ensure the 8-gallon waste bin is correctly inserted into the shredder cabinet. The shredder will not operate if the bin is not properly seated.
4. **Power Connection:** Plug the power cord into a grounded electrical outlet.



Figure 1: GBC ShredMaster SX20-08 ready for setup.

OPERATING INSTRUCTIONS

Basic Operation

1. **Power On:** Press the power button on the control panel. The shredder will enter standby mode, indicated by an LED light.
2. **Feeding Documents:** Insert paper directly into the paper entry slot. The shredder will automatically detect the paper and begin shredding. Do not exceed the 20-sheet capacity. The shredder can also handle staples and paperclips.
3. **Continuous Run Time:** The shredder is designed for a 240-minute continuous run time, making it suitable for large shredding tasks. Allow the unit to cool down if it reaches its thermal limit.
4. **Auto Reverse Jam Prevention:** In case of an overload or jam, the shredder features an auto-reverse function to clear the jam. If a jam persists, manually reverse the shredder using the control panel.
5. **Whisper Shred Technology:** This technology ensures quiet operation, maintaining noise levels below 58 dB to minimize disruptions in office environments.
6. **Eco Power Save:** To conserve energy, the shredder will automatically turn off after 2 minutes of inactivity.



Figure 2: Feeding documents into the shredder.

LED Indicators

The control panel features LED indicator lights to provide operational status:

- **Bin Full:** Illuminates when the waste bin is full and needs to be emptied.
- **Door Open:** Indicates that the waste bin is not properly closed or seated. The shredder will not operate until the bin is correctly positioned.
- **Over Heat:** Lights up if the shredder has been used continuously for too long and needs to cool down. Allow the unit to rest before resuming operation.
- **Over Load:** Activates if too many sheets are inserted at once, triggering the auto-reverse function.



Figure 3: The 8-gallon pull-out waste bin.



CONFIDENTIAL

SECURITY LEVEL

P4

Figure 4: The P-4 security level ensures confidential shredding.

MAINTENANCE

Emptying the Waste Bin

When the "Bin Full" indicator illuminates, the waste bin needs to be emptied. Simply pull out the bin from the front of the shredder, dispose of the shredded material, and slide the bin back into place until it clicks securely.

Cleaning

- Always unplug the shredder before cleaning.
- Wipe the exterior of the shredder with a soft, dry cloth. Do not use abrasive cleaners or solvents.
- Periodically clean the paper entry area to remove any paper dust or debris.

Oiling the Shredder

For optimal performance and longevity, it is recommended to oil the shredder blades regularly, especially after emptying the waste bin or after heavy use. Use shredder oil specifically designed for paper shredders. Apply a thin line of oil across the paper entry slot and then run a few sheets of paper through the shredder to distribute the oil.

TROUBLESHOOTING

Problem	Possible Cause	Solution
Shredder does not turn on.	No power; Waste bin not properly inserted; Overheat protection activated.	Check power cord connection and outlet; Ensure waste bin is fully inserted and "Door Open" indicator is off; Allow shredder to cool down if "Over Heat" indicator is on.
Paper jam.	Too many sheets inserted; Paper not fed straight.	Utilize the auto-reverse function or manually reverse the shredder; Remove excess paper; Feed paper straight.
Shredder stops during operation.	Waste bin full; Overheat protection activated; Bin not properly seated.	Empty waste bin; Allow shredder to cool down; Re-insert waste bin securely.
Shredder is noisy.	Blades require oiling; Debris in cutting mechanism.	Oil the shredder blades as per maintenance instructions; Unplug and carefully inspect for debris.

SPECIFICATIONS

Feature	Detail
Model	SX20-08 (1758502)
Shred Type	Cross-Cut
Security Level	P-4 (5/32" x 1 1/2" particles)
Sheet Capacity	Up to 20 sheets (20 lb bond paper)
Bin Capacity	8 Gallons
Run Time	240 minutes continuous
Cool Down Time	Not specified, allow adequate time after overheat.
Noise Level	Below 58 dB (Whisper Shred Technology)
Dimensions (L x W x H)	26.97 x 18.5 x 14.76 inches
Item Weight	0.01 ounces <i>(Note: The provided weight of 0.01 ounces may be a data entry error. Actual weight is typically much higher for a shredder of this capacity.)</i>
Shreds	Paper, staples, paperclips

WARRANTY AND SUPPORT

GBC products are manufactured to high-quality standards and are backed by a manufacturer's warranty. For specific warranty details, including duration and coverage, please refer to the warranty card included with your product or visit the official GBC website.

For technical support, troubleshooting assistance, or to inquire about replacement parts, please contact GBC Customer Service. Contact information can typically be found on the GBC website or on your product's packaging.

You can also visit the official GBC Store on Amazon for more product information and support:[GBC Store](#)

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