

Leitz 83600000

# Leitz IQ OptiMax Office P5 Micro Shredder User Manual

Model: 83600000

## 1. INTRODUCTION

This manual provides essential information for the safe and efficient operation, maintenance, and troubleshooting of your Leitz IQ OptiMax Office P5 Micro Shredder. Please read this manual thoroughly before using the shredder and retain it for future reference.





Image 1.1: The Leitz IQ OptiMax Office P5 Micro Shredder in operation, showing a document being fed into the shredder and the shredded paper accumulating in the bin.

## 2. SAFETY INFORMATION

Always follow basic safety precautions when using this appliance to reduce the risk of fire, electric shock, or injury.

- Keep fingers, loose clothing, hair, and jewelry away from the paper entry slot.
- Unplug the shredder before moving, cleaning, or emptying the waste bin.
- Do not allow children or pets near the shredder.
- Do not shred metal objects, large paper clips, or adhesive labels.
- Do not use aerosol cleaners or lubricants on the shredder.
- Ensure the shredder is placed on a stable, level surface.

## 3. WHAT'S IN THE BOX

Upon unpacking, please verify that all components are present:

- Leitz IQ OptiMax Office P5 Micro Shredder Unit

- Waste Bin (35L capacity)
- User Manual (this document)

## 4. SETUP

1. **Unpacking:** Carefully remove the shredder from its packaging.
2. **Placement:** Position the shredder on a flat, stable surface near a power outlet. Ensure adequate ventilation around the unit. The circular design allows for space-saving placement.
3. **Bin Installation:** Ensure the 35L waste bin is correctly inserted into the shredder unit. The shredder will not operate if the bin is not properly seated.
4. **Power Connection:** Plug the power cord into a grounded electrical outlet.



Image 4.1: The Leitz IQ OptiMax shredder positioned in an office setting, demonstrating its compact footprint and mobility with swivel wheels.

## 5. OPERATING INSTRUCTIONS

## 5.1 Basic Shredding

1. Ensure the shredder is plugged in and the waste bin is correctly inserted.
2. The LED display will illuminate, indicating readiness.
3. Insert up to 10 sheets of A4 paper (70-80g) into the paper entry slot. The shredder will automatically start shredding.
4. The shredder can also shred staples and small paper clips.
5. The shredder operates quietly, promoting a calm working environment.



Image 5.1: The control panel of the shredder, highlighting its P5 security level, capacity to shred up to 10 sheets, and ability to handle staples and paper clips.



120  
MIN



Image 5.2: Visual representation of the shredder's quiet operation and its capability for 120 minutes of continuous shredding, ideal for office use.

## 5.2 Bin Rotation Technology (BRT)

The unique Bin Rotation Technology (BRT) ensures an even distribution of shredded paper within the 35L bin, increasing its effective capacity by 33% (up to 550 A4 sheets). This technology prevents paper chips from forming a peak, allowing more shredding before the bin needs emptying.



**NO BRT = 410 x A4**



**= 550 x A4**  
**Bin Rotation**  
**Technology**

Image 5.3: A visual comparison demonstrating how Bin Rotation Technology (BRT) optimizes bin capacity by evenly distributing shredded paper, allowing for 33% more capacity compared to traditional bins.



**550xA4  
35L**



Image 5.4: The shredder with its waste bin open, illustrating the large 35L capacity and the benefit of 33% increased capacity due to Bin Rotation Technology, holding up to 550 A4 sheets.

### 5.3 LED Display Indicators

The intuitive LED display provides important status updates:

- **Full Bin Indicator:** Illuminates when the 35L collection container is full and requires emptying.
- **Open Flap Indicator:** Illuminates if the shredder head or bin is not properly closed.
- **Overheat Indicator:** Illuminates if the shredder has been used continuously for too long and needs to cool down.
- **Jam Indicator:** Illuminates if a paper jam occurs.

## 6. MAINTENANCE

### 6.1 Emptying the Waste Bin

When the "collection container full" indicator illuminates, the bin needs to be emptied. Simply pull out the bin from the front of the shredder and dispose of the shredded material. Reinsert the bin firmly until it clicks into place.

### 6.2 Oiling the Shredder

To maintain optimal performance and extend the life of your shredder, it is recommended to oil the cutting blades regularly, especially after emptying the bin multiple times or after heavy use. Use shredder oil sheets or liquid shredder oil specifically designed for paper shredders. Follow the instructions provided with the shredder oil product.

### 6.3 Cleaning

Wipe the exterior of the shredder with a soft, dry cloth. Do not use abrasive cleaners or solvents. Ensure the shredder is unplugged before cleaning.

## 7. TROUBLESHOOTING

Problem	Possible Cause	Solution
Shredder does not turn on.	Not plugged in; waste bin not properly inserted; power switch off.	Ensure power cord is securely plugged in; reinsert waste bin correctly; turn power switch to ON.
Shredder stops during operation.	Overheated; paper jam; waste bin full.	Allow shredder to cool down (approx. 30 minutes); clear paper jam (see below); empty waste bin.
Paper jam.	Too many sheets inserted; paper not fed straight.	Press the reverse button to clear the jam. If unsuccessful, unplug the shredder and carefully remove paper manually.
Shredder is noisy.	Blades need oiling.	Oil the shredder blades as per maintenance instructions.

**2+1\* YEAR  
GUARANTEE**

**\* by registering**

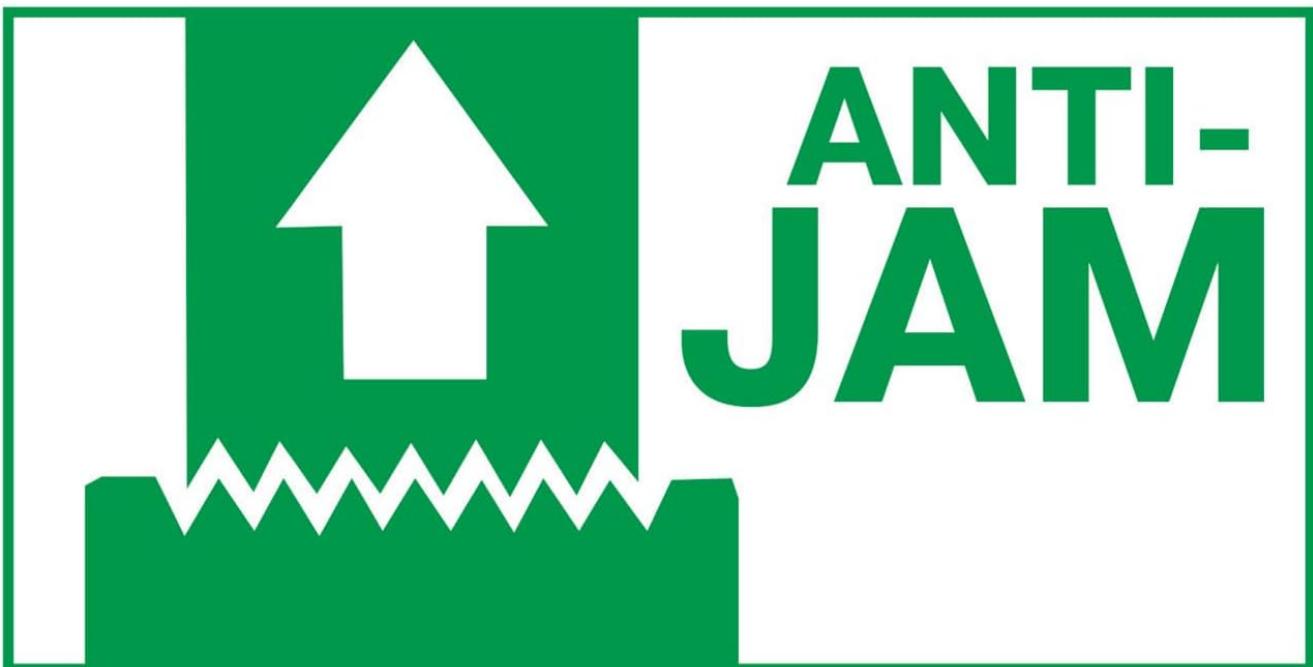


Image 7.1: The Anti-Jam feature logo, indicating the shredder's capability to prevent and resolve paper jams for smoother operation.

## 8. SPECIFICATIONS

Feature	Detail
Model Number	83600000
Shred Type	Micro Cut (DIN P5)
Sheet Capacity	Up to 10 sheets (70-80g A4)
Bin Capacity	35 Liters (approx. 550 A4 sheets with BRT)

Feature	Detail
Continuous Run Time	120 minutes
Dimensions (HxWxD)	589 x 406 x 320 mm (23.19 x 15.98 x 12.6 inches)
Item Weight	32.4 pounds (14.7 kg)
Color	White
Features	Bin Rotation Technology (BRT), Anti-Jam, Quiet Operation, Swivel Wheels, LED Display



Image 8.1: Technical drawing showing the dimensions (height, width, depth) of the Leitz IQ OptiMax Office P5 Micro Shredder.

## 9. WARRANTY AND SUPPORT

The Leitz IQ OptiMax Office P5 Micro Shredder comes with a standard 2-year guarantee. An additional 1-year guarantee can be obtained by registering your product. Please refer to the official Leitz website for registration

details and further support information.

For technical support or warranty claims, please contact Leitz customer service through their official channels.

**2+1\* YEAR**

**GUARANTEE**

**\* by registering**

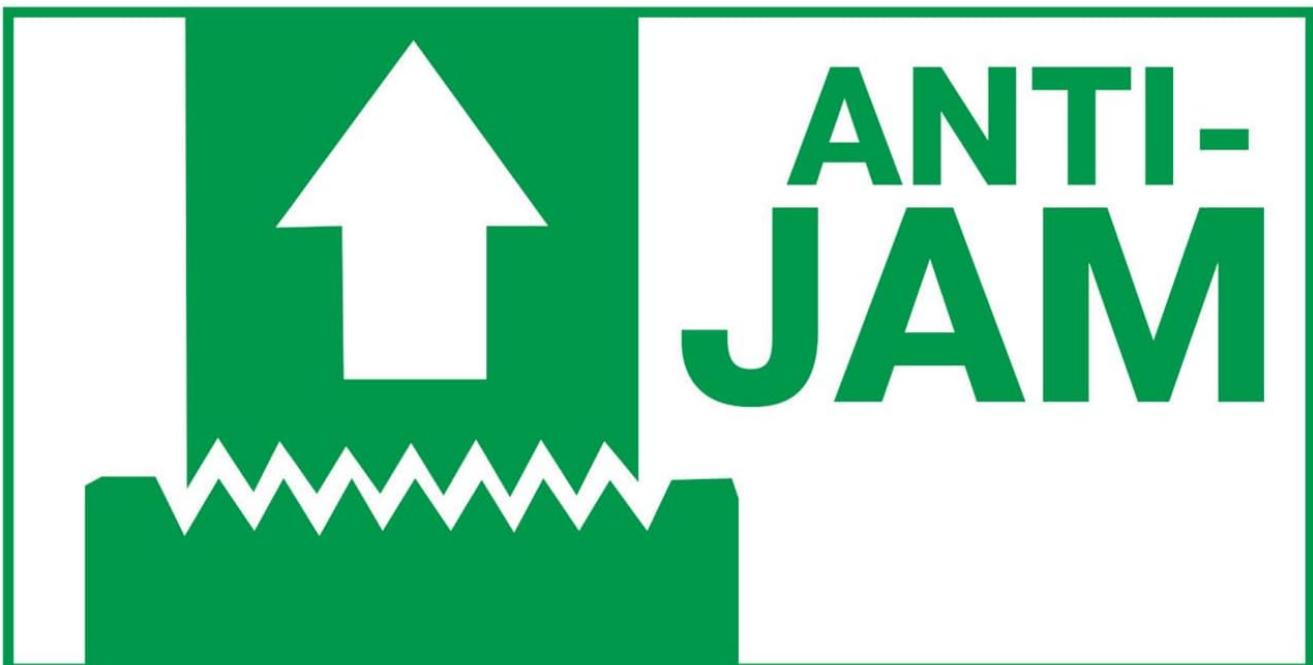


Image 9.1: Graphic illustrating the 2+1 year guarantee (by registering) and the Anti-Jam feature of the shredder.

### [pdf] Datasheet



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Data Sheet OptiMax Office 2x15mm Micro Cut Shredder 83600000 ShreddingMachines |||

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## [pdf] Safety Datasheet

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## DECLARATION OF CONFORMITY

- Model No:  
IQ OptiMax Office P4, IQ OptiMax Office P5,
- Name and address of the Manufacturer:  
ACCO UK Limited, Millennium House, 46 Walton Street, Aylesbury, Bucks, HP21 7QG

3. This declaration of conformity is issued under the sole responsibility of the Manufacturer.

## 4. Object of the declaration:

Leitz IQ OptiMax shredder

5. The object of the declaration described above is in conformity with:

2011/65/EU Restriction of Hazardous Substances Directive (RoHS) - Including (EU) 2015/863

2014/30/EU Electromagnetic Compatibility Directive (EMC)

2016/801/EU Low Voltage Directive (LVD)

2014/35/EU Restriction of Hazardous Substances Directive (RoHS) - Including (EU) 2015/863

6. Reference to the relevant harmonized standard and/or reference to the technical specifications in relation to which conformity is declared:

Low Voltage Directive: EN 62686-2-10:2014+A11:2017

EMC Directive: EN 62686-2-20:2014+A11:2017 & EN IEC 655-1-2:2023

EN 55010-2-3:2017 +A12:2020 +A2:2018 & EN IC 655-4-2:2021

EN 55020-2-2:2015 +A12:2019 +A2:2021

EN 61000-3-2:2015 +A12:2019 +A2:2021

7. Where applicable, the notified body (name and number), description of intervention and certificate

No 4

8. Where applicable, description of accessories and components, including software, which allow the radio equipment to operate as intended and covered by the EU declaration of conformity:

No 4

## 9. Additional information:

Name and Address of EU Authorized Representative:  
Leitz ACCO Brands GmbH & Co. KG, Siemensstraße 64, 7030 Stuttgart, Germany

Signed for and on behalf of the Manufacturer:

Place: Lake Zurich, USA

Date of Issue: 3rd April 2024

Signature:

Name: Todd Herkert  
Function: Director, Global Product Compliance

**[pdf] Specifications Declaration of Conformity**

Walker Tim Kliknite TUKAJ za izjavu o skladnosti UNIÄVALEC DOKUMENTOV LEITZ IQ OPTIMAX

OFFICE MICRO CUT 10 LISTNI P5 83600000 PIGO pigo si doc deklaracije |||

**DECLARATION OF CONFORMITY** 1. Model No.: IQ OptiMax Office P4, IQ OptiMax Office P5, Momentum ShredMax 10M, Momentum ShredMax 15X 2. Name and address of the Manufacturer: ACCO UK Limited, Millennium House, 46 Walton Street, Aylesbury, Bucks, HP21 7QG 3. This declaration of conformity is issued under ... lang:en score:17 filesize: 615.63 K page\_count: 3 document date: 2024-04-05