

1.0 4220S/4230S/4260X. INTRODUCTION

This service manual covers both the GBC Shredmaster 4220S/4230S straight cut, and 4260X cross cut shredders. All areas from set up, to disassembly are included along with an illustrated parts list.

The 4220S/4230S/4260X shredders are both designed for centralized, light to medium use in a copier area. The 4260X has the added benefit of cross cut security.

Innovative engineering has provided this shredder with the following operating and safety features:

1. **Automatic Operation** - The unit begins to operate when a light beam is broken as paper is inserted into the shredder throat. The motor stops running when the light beam is no longer broken and the paper has had an opportunity to clear the cutting head.
2. **Overload Warning** - Whenever the capacity of the shredder is exceeded the unit stops shredding and the "Reverse" symbol illuminates.
3. **Thermal Protection** - The motor is equipped with a thermal protection device which is triggered if the motor temperature reaches a predetermined level. The motor will not operate until it cools.
4. **Bag Full Sensor** - When the shred bag becomes full, the motor automatically turns off and the "Bag" light symbol illuminates. The shredder will not operate until the shredded material is either compressed down or emptied.
5. **Door Ajar Sensor** - When the door of the shredder is not fully closed, the "Door" light symbol illuminates. This is a safety feature that will only allow the shredder to operate when the cabinet door is in the closed position.

Before using your GBC Shredmaster shredder, carefully read the operating instructions in this manual. Once you have gained experience and familiarity with its operation, you will be better equipped to use the remaining sections of this manual to troubleshoot and repair the shredder.

2.0 4220S/4230S/4260X. SPECIFICATIONS

	4220S	4230S
Required Electrical Service:	115V AC \pm 10%, 60 Hz, 15 AMP	230V AC \pm 10%, 50 Hz, 10 AMP
Electrical Rating:	115V AC 4.6A, @ 60Hz	230V AC 3.0A, @ 50Hz
Motor:	1/4 Hp Thermally Protected	1/4 Hp Thermally Protected
Duty Cycle:	Continuous Duty	Continuous Duty
Dimensions HxWxD:	33" x 20.5" x 18.5"	83.8 x 52 x 46.9 cm
Shipping Weight W/ Cabinet:	114 lbs.	40.4 Kgs
Shredding Speed:	35 FPM @ 1 sheet	10 MPM @ 1 sheet
Shred Size:	1/4"	4 mm
Throat Width:	12"	30.4 cm
Shredder Capacity:	15-17 sheets of 20# Bond Paper*	16-18 sheets of 70G/M2*
Noise Level:	65 dB No Load	65 dB No Load
Shipping Box Dimensions HxWxD:	33" x 20.5" x 18.5"	83.8 x 52 x 46.9 cm

*Line voltage will affect results.

2.0 4220S/4230S/4260X. SPECIFICATIONS
4260X

Required Electrical Service:	115V AC \pm 10%, 60 Hz, 15 AMP	230V AC \pm 10%, 50 Hz, 10 AMP
Electrical Rating:	115V AC 4.6A, @ 60Hz	230V AC 2.3A, @ 50Hz
Motor:	1/4 Hp Thermally Protected	1/4 Hp Thermally Protected
Duty Cycle:	Continuous Duty	Continuous Duty
Dimensions HxWxD:	39" x 24.25" x 18.5"	83.8 x 52 x 46.9 cm
Shipping Weight W/ Cabinet:	116 lbs.	39.8 Kgs
Shredding Speed:	25 FPM @ 1 sheet	6.1 MPM @ 1 sheet
Shred Size:	3/16" x 1 1/2"	4 x 40 mm
Throat Width:	12"	30.4 cm
Capacity:	13-15 sheets of 20# Bond Paper*	15-17 sheets of 70gm*
Noise Level:	65 dB No Load	65 dB No Load
Shipping Box Dimensions HxWxD:	45" x 29" x 23"	83.8 x 52 x 46.9 cm

*Line voltage and frequency of cutter lubrication will affect results.

3.0/4.0 4220S/4230S/4260X INSTALLATION/OPERATING PROCEDURES

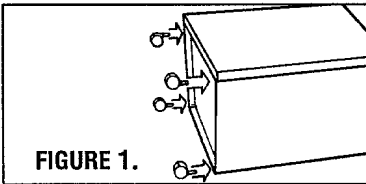
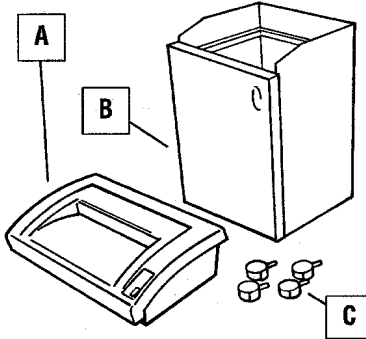


FIGURE 1.

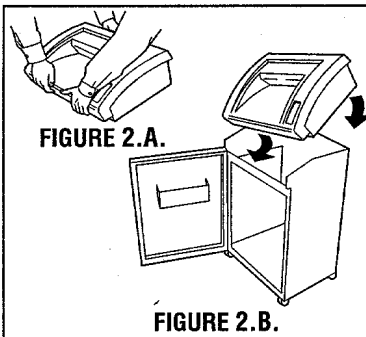


FIGURE 2.A.

FIGURE 2.B.

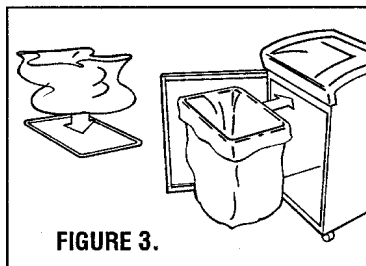


FIGURE 3.

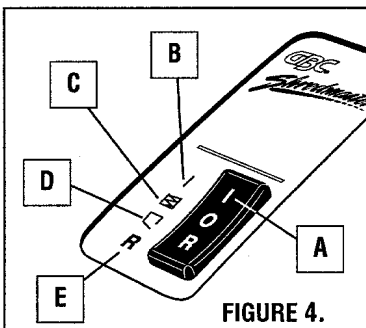


FIGURE 4.

SET UP-FIGURE 2.A.

⚠ Caution! Shredders are heavy equipment (see "Shredder Head Weight" in the "Specifications" section of this Manual). To insure proper installation and avoid injury GBC recommends that two people set up this unit.

5200 Series Models Only:

To protect against damage your shredder has been shipped in two parts, the shredder head (A) and the cabinet (B).

3200-4200 Series Models Only:

To protect against damage your shredder has been shipped in three parts, the shredder head (A), the cabinet (B) and the casters (C).

FIGURE 1. Begin set up by lying the cabinet on its back and inserting the casters into the sockets at the four corners of the cabinet bottom. Once the casters are fully inserted turn the cabinet upright.

All Models:

FIGURE 2.A.

⚠ Caution! Use care not to pinch your fingers between the shredder head and cabinet. Handle shredder head as illustrated.

FIGURE 2.B. Open the cabinet door fully, lift the shredder head by the outside front and back edges using two people on each side. Angle the shredder head slightly downwards from the front and lower onto the cabinet. Once properly installed, a uniform gap of approximately a 1.6mm will be visible from the front.

FIGURE 3. Remove the wire bag rim and place one of the starter bags onto the rim. Slide the rim with bag back into the cabinet. Close the cabinet door.

Your shredder is ready for use!

OPERATION-FIGURE 4.

Connect power cord to an appropriate power source. Press the rocker switch (A) to the on "I" position. When the shredder is properly set up with cabinet door fully closed the Power On light (B) will illuminate.

You are now ready to shred!

To shred simply insert paper into the throat of the unit. Once your document has activated the Automatic On switch the unit will start and then will stop once your document is shredded.

BIN FULL

In order to prevent shreds from backing up into the cutters and jamming your shredder this unit features an automatic bin full shut off. Once the shred bin is full the unit will shut off automatically and the Bin Full light (C) will illuminate. You can now either compact the shreds and continue shredding, or empty the shred bag.

NOTE: For safety reasons, whenever the cabinet door has been opened this unit will not operate until the door is closed and the unit is switched off and then back on.

DOOR AJAR

Your shredder is equipped with a safety interlock which will not allow the unit to operate if the cabinet door is open. The Door Ajar light (D) will illuminate if your cabinet door is not fully closed.

OVERLOAD

If too much paper is inserted into the throat of the unit the shredder will sense an overload and shut off automatically to avoid unnecessary motor heating and the Overload Light (E) will illuminate. To clear the overload, switch the unit to Reverse "R" mode until the paper is clear of the throat area. Switch your unit back into the Power On position, separate your pages into smaller sets and shred.