



INSTRUCTIONS FOR USE

LEITZ SHREDDERS

IQ Protect

- IQ Protect 6X
- IQ Protect 3M
- IQ Protect 8X
- IQ Protect 4M
- IQ Protect 10X
- IQ Protect 6M



EN 4	SV 40	CS 76
DE 8	FI 44	SK 80
FR 12	ET 48	HU 84
IT 16	LV 52	RO 88
ES 20	LT 56	GR 92
PT 24	PL 60	TR 96
NL 28	UK 64	AR 100
DA 32	RU 68	
NO 36	KK 72	




SH05-001 DA VOSS-055

www.leitz.com

Model Matrix:

Model Leitz	Cut	Sheets Manual	Bin Size	Run time	Amperage
IQ Protect 6X	P4 (Cross)	6	10	10	
IQ Protect 3M	P5 (Micro)	3			
IQ Protect 8X	P4 (Cross)	8	14		
IQ Protect 4M	P5 (Micro)	4			
IQ Protect 10X	P4 (Cross)	10	18		
IQ Protect 6M	P5 (Micro)	6			

220-240V AC / 50-60Hz

 **ATTENTION**
 To register and activate the warranty go to www.rexeleurope.com/register



For service addresses, go to www.rexeleurope.com/en-gb/services/service-centres/



Please read and keep these important safety instructions



For a full copy of the operating instructions, hints & tips and troubleshooting guide, please visit www.rexeurope.com/support or www.leitz.com



The following symbol which is found on the product indicates you could be seriously hurt or killed if you open the machine. **DO NOT OPEN.**















Warning: Do not touch cutters, beware of sharp edges.










Warning: Moving parts hazard, keep hands away from rollers whilst in operation.

- Please read all the safety information and the instructions; the manufacturer is not liable for cases of material damage or personal injury caused by incorrect handling or non-compliance with the safety instructions. In such cases, the warranty will be voided.
- Only use the unit for its intended purpose.
- The unit must only be connected to a supply voltage corresponding to the electrical rating shown on the unit.
- Unit should be connected to a socket outlet near the equipment that is easily accessible.
- Do not connect multiple adaptors or use with an extension cable.
- Do not attempt to service or repair the unit yourself.
- If recycling, separate paper and credit card shreds.
- Do not use this unit if the cable or plug have been damaged.
- Care should be taken when moving equipment to avoid any unlevelled surfaces.
- The device is intended for use indoors. Never use outdoors.
- Keep the device away from moisture.
- Be vigilant at all times, and always be careful what you are doing. Do not use electrical equipment if you are lacking in concentration or awareness, or are under the influence of drugs, alcohol or medication. Even a moment of inattentiveness can lead to serious injuries when using electrical equipment.
- Do not attempt to open, modify or repair the device. Do not drop, puncture, break or expose to high pressure.
- Alterations to the device and technical modifications are not permitted.
- Check the device and cable (and if applicable, the adapter) for any damage before use. If there is any visible damage, a strong odour, or excessive overheating of components, unplug all the components immediately and stop using the device.
- Shredder must be disconnected from power source if not used for an extended period of time.
- Do not use spray cleaners or spray lubricants as these may present a risk of flash fire.
- Never bypass the safety interlock (strictly forbidden and dangerous, especially when unit is connected to a power source).
- Failure to follow these instructions could result in damage/injury and will invalidate your guarantee.

Warning symbols

-  Warning symbols
-  Keep loose jewellery clear
-  No credit cards
-  Ties and loose clothing hazard
-  Keep long hair clear
-  Do not reach into opening
-  This equipment is not intended for use by children
-  No aerosols. Do not use spray cleaners or lubricants, as these may present a risk of flash fire.
-  Max sheet capacity
-  No CDs
-  No heavy duty staples above 26mm
-  Warning: moving parts

Controls and Indications

Icon	Type	Models	Button / indication & action
	Control buttons	11, 12, 13	Auto-start and stand-by button (press one time)
			Manual reverse button (hold down)
			Manual forward run button (hold down)
			Over-heated indication (allow to cool)
			Over loaded / Jam indication (Reduce sheets / remove jam)
			Bin full indication (open door or lift off head & empty the bin)
			Door open or shredder head removed indication (close door firmly)

Accessories

Only use Leitz accessories:
Oil Sheets - 8007 00 00

Shredding Media

CAN shred the following:



- Stapled paper, 25mm within the corner
- 26/6 and 24/6 or smaller staples
- Small sized paper



- Paperclipped paper, 25mm within the corner
- Capable of shredding small/medium paperclips (max. wire thickness = 0.9 mm)
- >80/100gsm paper



Thick paper or card
<200gsm



Glossy paper or a sheet covered with print on both sides.



Multiple folded sheets (A3 sheets folded in half).

CANNOT shred the following:



Heavy duty staples. Check the staple leg length is not greater than 6mm.



Large clips. Check the length of the paperclip is not longer than 32mm.



Plastic sheets, laminated documents, plastic folders.



Bulldog clips



Bound documents



Credit cards



Adhesive labels



Magazines or other documents bound by multiple staples or clips.



No aerosols



No Oil, only oil sheets



CDs & DVDs

Waste Electrical and Electronic Equipment (WEEE)

- At the end of its useful life, your product is considered to be WEEE. As such, it is important to note that WEEE is not to be disposed of as unsorted municipal waste. It is to be collected separately such that it can be disassembled so its components and materials can be recycled, re-used, and recovered (burned for energy content in the production of electricity).
- Public collection points have been set up by municipalities for the collection of WEEE, free of charge to you.
- Please return your WEEE to the collection facility nearest your home or office.
- If you have difficulty locating a collection facility, the retailer that sold you the product should accept your WEEE.
- If you are no longer in contact with your retailer, please contact ACCO for assistance with this matter.
- Recycling of WEEE is geared toward protecting the environment, protecting human health, preserving raw materials, improving sustainable development, and ensuring a better supply of commodities in the European Union. This will be achieved by retrieving valuable secondary raw materials and reducing the disposal of waste. You can contribute to the success of these goals by returning your WEEE to a collection facility.
- Your product is marked with the WEEE symbol (wheelie bin with an X through it). This symbol is to inform you that the WEEE is not to be disposed of as unsorted municipal waste.

Guarantee

- Operation of this machine is guaranteed for two years within the date of purchase, subject to normal use. Within the guarantee period, ACCO Brands Europe will at its own discretion either repair or replace the defective machine free of charge. Defects due to misuse or use for inappropriate purposes are not covered under the guarantee.
- Proof of date of purchase will be required. Repairs or alterations made by persons not authorised by ACCO Brands Europe will invalidate the guarantee. It is our aim to ensure that our products perform to the specifications stated. This guarantee does not affect the legal rights which consumers have under applicable national legislation governing sale of goods.
- This guarantee does not apply to Australian customers—see warranty page 104.