



ReXel Momentum X308 Cross Cut Paper Shredder Instruction Manual

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ReXel Momentum X308 Cross Cut Paper Shredder



Product Information

The product is a paper shredder with two different models available: X308 and X406. The X308 model has a cut level of P-3 (5x42mm) and can shred up to 8 sheets of 80 gsm paper at a time. The X406 model has a cut level of P-4 (4x28mm) and can shred up to 6 sheets of 80 gsm paper at a time. Both models have a duty cycle of 3 minutes on and 60 minutes off. They have a bin size of 15 litres and operate on 220-240V AC with a frequency of 50/60Hz. The amperage for both models is 0.8A.

Product Usage Instructions

1. Remove the shredder from the packaging and place the shredder head on top of the bin.
2. Connect the shredder to an appropriate mains supply.
3. To start shredding, move the slider on the indicator panel to the left. The “Shredder in operation” icon will light up blue.
4. Insert neatly stacked paper into the paper feed slot (marked as ‘e’).

Note: Make sure the paper thickness does not exceed the shredder’s capacity.

1. If the paper thickness is within the shredder’s capacity, the motor will start and shred the documents. The cutters will stop automatically once the shredding process is complete.
2. If the paper thickness exceeds the shredder’s capacity and causes a jam, slide the switch to the ‘R’ position and use the reverse function to clear the jammed paper.

Note: If the paper is severely jammed, slowly move the slider between the forward and reverse positions to clear it. Do not do this quickly to avoid damaging the shredder.

1. If necessary, remove some sheets from the paper stack and re-try shredding. The shredder will automatically start again and allow the paper to be shredded.

Additional Safety Instructions:

- Do not open the machine as it could cause serious injury or death.
- Do not touch the cutters as they have sharp edges.
- Do not bypass the safety interlock, especially when the unit is connected to a power source.
- Avoid using metal objects to clear the paper entry in case of a jam.
- Keep loose jewelry, ties, and loose clothing clear of the shredder.
- Do not reach into the opening of the shredder.
- Keep long hair clear of the shredder.
- This equipment is not intended for use by children.
- Avoid using spray cleaners or spray lubricants as they may present a risk of flash fire.
- The manual feed slot capacity is limited, and certain items like CDs, credit cards, aerosols, and spray lubricants should not be inserted.
- In case of rare occasions of jamming, reduce the number of sheets in the paper stack and use the manual reverse function to clear the jam.

For more detailed instructions, hints & tips, and troubleshooting guide, visit www.rexeleurope.com/support.

Overview

- a Indicator panel
- b Shredder head with handles
- c Bin viewing window
- d Safety symbols
- e Paper feed slot



Safety instructions

Please read and keep these important safety instructions






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

Electrical shock hazard. Do not open. No user serviceable parts inside. Refer servicing to qualified service personnel.

- 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.
- Failure to follow these instructions could result in damage/injury and will invalidate your guarantee.
- 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.
- 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.
- 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 and 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.
 - **Warning:** Sharp edges, do NOT touch cutters
 - **Warning:** Moving parts, do NOT touch cutters

Never bypass the safety interlock (strictly forbidden & dangerous, especially when unit is connected to a power source)








Indicator Panel	Icon	Colour	
Slider Switch		White	Move the slider to play  turn on shredder
Reverse Setting			Move the slider to manually remove paper
Shredding in operation INDICATOR		Blue	Constantly illuminated – unless in Power Save mode.
Cooling Down INDICATOR		Red	Illuminates when shredder is cooling down

Operation

1. Remove the shredder from the packaging and place the shredder head on top of the bin.
2. Connect the shredder to an appropriate mains supply.
3. To commence shredding move the slider to the left. The 'Shredder in operation' icon lights up blue. You are now able to shred.
4. Insert paper to be shredded into the feed slot 'e'.
 - **Note:** Make sure the paper to be inserted is neatly stacked. If the paper thickness is within the shredder's capacity, the motor will start and your documents will be shredded. The cutters will stop once the shredding process is complete.
5. If the paper thickness is greater than the shredder's capacity, the shredder will stop. Slide the switch to the 'R' position and reverse the jammed paper. If the paper is jammed to such an extent that it will not come out using the reverse function, slowly move the slider between the and . Do not do this quickly as it can damage the shredder.
6. Remove some of the sheets from the paper stack and re-try. The shredder will automatically start and allow the paper to be shredded.
 - **Warning:** Do NOT under any circumstances use any metal objects (scissors, letter openers etc.) in an attempt to clear the paper entry.

Warning symbols

-   No CDs
-  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
-  Do not use spray cleaners or spray lubricants as these may present a risk of flash fire
-  Manual feed slot capacity
-  No aerosols


Rare occasions of jamming

In the unlikely event of the shredder jamming, use the manual reverse function as per step 5 of the 'Operation' section. Reduce the number of sheets in the paper stack and re-try.

Reverse function

1. Should you wish to reverse the shredding direction whilst shredding a document a reverse **R** function has been fitted for your convenience.
2. Push the slider to the right to reverse paper out.
3. The shredder will continue to run in reverse until the slider is moved to the left.

Operation time

- When the shredder is used continuously for 3 minutes or more the shredder may overheat. If this occurs the overheat icon  will illuminate red.
- When the shredder is ready to be used again the red overheat icon will go out. This will take approx. 60 minutes.
- To resume shredding, feed paper into the feed slot.

Momentum X308 & X406 shredding capability

CAN shred the following:

- X308: 8 sheets
- X406: 6 sheets
- Stapled paper, 25mm within the corner
- 26/6 and 24/6 or smaller staples

- Small sized paper



- Thick paper or card <200gsm



- **X308:** 8 sheets
- **X406:** 6 sheets
- Paperclipped paper, 25mm within the corner
- Capable of shredding small/medium paperclips (max. wire thickness = 0.9 mm)
- >80/100gsm paper



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



- Multiple folded sheets (A3 sheets folded in half).

CANNOT shred

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



CDs & DVDs

Bin full

- When the bin is full the shredder head will be pushed up off the bin.
- This will stop the shredder from shredding.

- Please empty the bin and then position the shredder head back on top of the bin.
- You can now start shredding.

WARNING

The shredder bin must be fully pushed closed for the machine to operate.

- Empty the shredder bin when it is full otherwise the shredder's performance will be adversely affected. Operating the shredder with a full shredder bin can result in paper jamming in the cutters, which will increase the machine's noise level.
- Do not force down shredded paper in the bin using your feet.


CONTACT

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Documents / Resources

 <p>ReXel Instruction Manual</p> <p>Momentum X308 Momentum X406</p>	<p>ReXel Momentum X308 Cross Cut Paper Shredder [pdf] Instruction Manual X308, X406, Momentum X308 Cross Cut Paper Shredder, Cross Cut Paper Shredder, Paper Shredder, Shredder</p>
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References

-  [ACCO Brands](#)
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