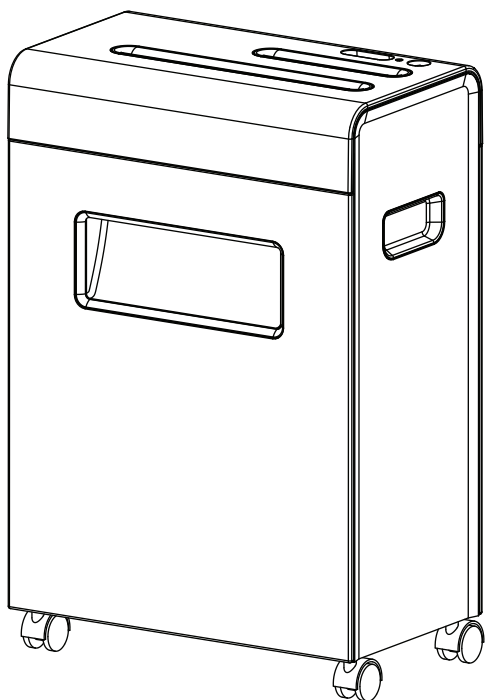


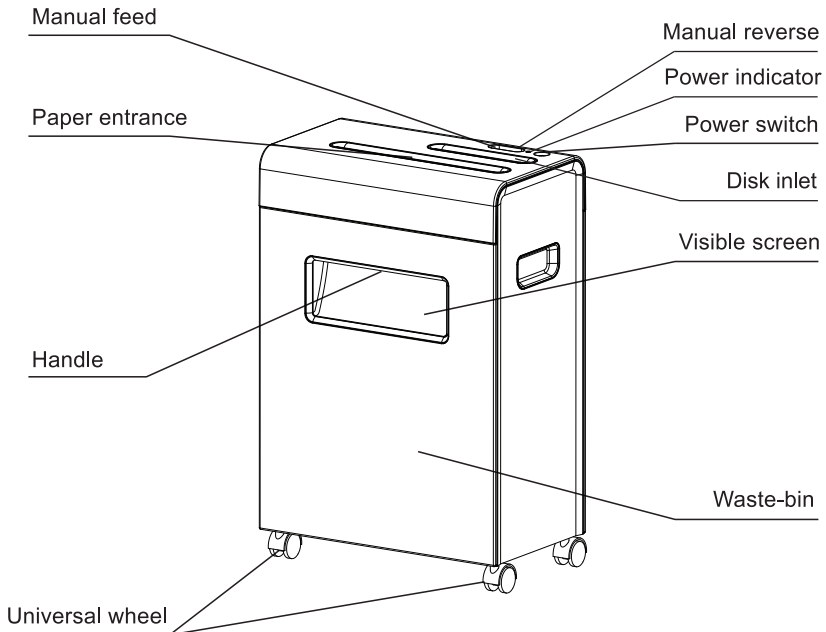
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U PAPER SHREDDER SER'S MANUAL



MODEL:9901.9902.9903.9911

Product Outlook & Names



Operating Procedures

1. Connect the power cable & plug.
2. Press the power button " Ⓞ " and the indicator light turns green so that you can start to shred the papers or disks. Once shredding is finished, the machine would automatically switch to standby mode and wait for the next time shredding. If you are done with it, please press the power button " Ⓞ " again to turn off the machine.
3. When you want to stop the operation of shredding paper, you can press "REV" button for sending out them.
4. If the papers to be shredded reverse due to too many together, the machine would pull out of the jammed papers automatically and shut off. If the machine fails to unwind the papers, please press the "Backward" button manually to pull out of the papers. When the jammed papers are too short to pull out by hands, please press the "Forward" button and "Power/Auto" button alternately to shred the jammed papers.
5. When the inside temperature is too high after continuous working, there is an overheat protection for the motor to shut off automatically at this time. Let the shredder cool down for 60 minutes before operating again. The shredder is intended for normal temperature and is used continuously for 10 minutes.

Product Specifications

Article No/Model	9901	9902	9903	9911
Power	AC220V/50Hz	AC220V/50Hz	AC220V/50Hz	AC220V/50Hz
AC input(W)	240W	240W	240W	110W
Shred type	cross out	cross out	cross out	cross out
Shred size(mm)	2×7	3×15	3×28	4×25
Shred capacity(70gA4)(sheet)	6	10	12	8
CD shredding capacity(sheet)			5	5
CD shredding effect(pcs)			1	1
Shred speed(m/min)	2.3	2.0	2.0	2.0
Entrance width(mm)	220	220	225	220
Waste-bin volume(L)		23	23	16
Dimensions(mm)	370×235×545	370×235×545	370×235×545	330×195×495
Noise(dB)	≤70	≤70	≤70	≤70
Net weight(Kg)	12	11.5	12.2	7.4
Continuous working time(min)	≥10	≥10	≥10	≥10

Packing List

NAME	Shredder	instruction manual	guarantee card	passed certificate
Q'TY	1	1	1	1
REMARK				

Thank you for purchasing paper shredder, the advanced functions and design of which mostly suit your office. We are confident that the shredder will make a major contribution to destroy used documents and ensure the confidentiality of sensitive materials.

To help you correctly use the shredder and prevent you and others from suffering hazards and property losses, please read this manual carefully.

Usage attention



Warning



Please the shredder in a steady place and do not overturn it .
 ※ Otherwise there is the possibility of breaking the machine.



Unauthorized disassembly, rebuilding or service of the shredder is not allowed.
 ※ Otherwise there is the possibility of electric shock or injury.



Do not handle power plug by wet hands.
 ※ Otherwise there is the possibility of electric shock.



pull out the power from the socket of power supply when dumping paper scraps or moving the shredder, and also in case of long time unused.
 ※ Otherwise there is the possibility of fire or electric shock.



Do not sprinkle water to the shredder.
 ※ Otherwise there is the possibility of fire or electric shock.



Do not put the shredder beside any heating or cooling equipment or in a place where there is high temperature, excessive moist or lots of dust.
 ※ Otherwise there is the possibility of breaking the machine.



Never damage or process the power cable. Never put heavy objects on the electric line.
 ※ Otherwise there is the possibility of fire or electric shock.



In case of abnormal conditions such as emission of smoke odor, please stop using the shredder.
 ※ Otherwise there is the possibility of fire or electric shock.



If the shredder and power cable have any breakage, please do not use it .
 ※ Otherwise there is the possibility of fire or electric shock.

Caution



Danger! Keep out of reach of children.
 ※ Blade inside machine. Protect yourself against injury.



Danger! Never touch the blade.
 ※ Blade inside machine. Protect yourself against injury.



Keep ties or sleeves away from paper-feeding opening to avoid pulling-in.
 ※ When accident happens, press "REV" button and then take it out.



Keep hair away from paper-feeding opening to avoid pulling-in.
 ※ When accident happens, press "REV" button and then take it out.



Keep clip, pins or staples away from paper-feeding opening to avoid pulling-in.
 ※ When accident happens, press "REV" button and then take it out.



Please keep the shredder away from flammable gas.
 ※ To Avoid a fire

Maintenance

1. Pull out the power plug from the socket of power supply before maintenance
2. The maintenance by user is only limited to cleaning visible surface of the shredder.
3. When cleaning the surface of the shredder, do not allow water to drop into the interior of the shredder.

Use cloth dipped with small amount of soap water to clean the exterior of the shredder. The cloth must be closely wrapped around hands during cleaning, so as to avoid the cloth to drop into the paper entrance, and it is prohibited to use organic solvents such as gasoline, benzenes solvents or dilution agent to do the cleaning. Decontamination powder must not be used too.

Status Indicator Panel

Status Indicator Panel

Power: Machine is connected to the power and ready for paper or disk shredding process.

Working: Machine is under operation with paper or disk being shredded.

Reverse: Machine is under reserve status and rejects paper or disk from machine.

Over -heat: Machine stops working because the temperature is too high.

Door open: Scrap box is not properly positioned and need to be repositioned.

Paper full: scrap box is full and needs to be cleared to resume operation.

Trouble Analysis & Troubleshooting

TROUBLE	TROUBLE ANALYSIS	TROUBLESHOOTING
SHREDDER NO RUNNING	plug disconnect, no power	connect the plug
	lower voltage	provide the rated power
	if not put the waste-bin into the scheduled position, no power	push the waste-bin into scheduled position
	automatically stop running to prevent motor from over heating	wait for motor cooling down naturally
	paper is too transparence	fold paper or add thicker paper
	waste-bin full	empty waste-bin
	overload not relieve	reduce the number of paper and feed again
TURN IN BLOCKED	jammed paper	select the " manual reverse" button to get the excessive paper out
CONSTANTLY RUNNING	particles at the paper feed opening	clean up
NOISE LOUD	floor is hollow or machine not located steadily	adjust location

In case the above solutions are not able to remove any trouble of the shredder, please stop using it immediately, disconnect the power plug and switch off power supply. Contact the local service agency of our company for disassembly and service of the shredder.

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