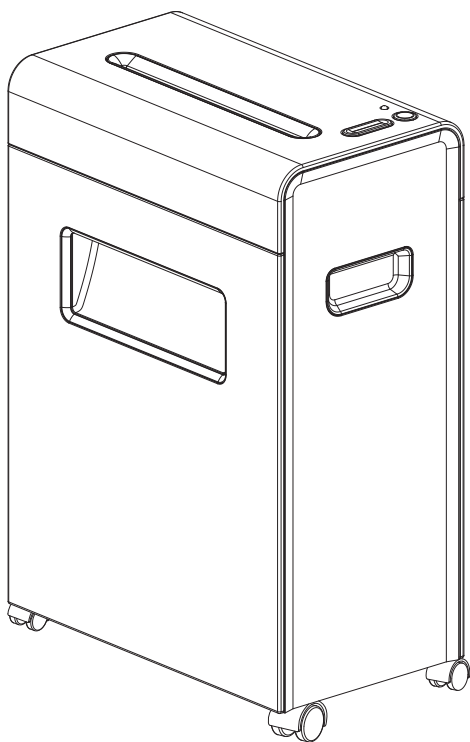


# **USER'S MANUAL**

No.9921 碎纸机使用说明书

MODEL:S220LPS3-1



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首先感谢您购买得力公司No. 9921段状碎纸机，其先进功能和典雅的设计适合个人和部门级办公使用。我们确信这款碎纸机强大的碎纸能力和相当的保密程度将使您在处理文件时更加得心应手。

为了正确使用该产品，并防止给您及他人带来危害和财产损失，请仔细阅读本手册。

## 使用时注意事项

### 警告



请将本机放置在平稳的地方，请注意不要翻倒。  
※ 以免机器摔伤出现故障而不能正常使用。



危险，切勿以任何方式自行分解、改造、修理机器。  
※ 以免造成触电或意外受伤。



危险，切勿湿手操作电源插头。  
※ 以免造成触电或意外受伤。



倒粉碎物、移动或在一段时间不使用该机器时，  
请拔下插头，切断电源。  
※ 以免引起火灾或触电。



请勿向本机泼水。  
※ 以免引起火灾或触电。



请勿在加热或制冷的机器旁，高温多湿，布满灰尘的地方使用。  
※ 以免引起火灾或触电。



危险，请勿损伤或加工电源线，勿在电线上放置重物。  
※ 以免引起火灾或触电。



万一发生冒烟或有异臭等异常状况时，请立即切断电源，中止使用。  
※ 以免引起火灾或触电。



若机器本体或电源线有任何破损，请勿使用。  
※ 以免引起火灾或触电。

## ▲ 注意



危险,切勿让儿童使用。  
※ 机器内部有刀刃,以免造成伤害。



危险,切勿用手触摸纸张投入口或排出口的刀刃部分。  
※ 机器内部有刀刃,以免造成伤害。



勿将领带、项链、衣袖等卷入进纸口。  
※ 如不慎卷入,请按住“反转/REV”钮,然后除去。



勿将头发等卷入进纸口。  
※ 如不慎卷入,请按住“反转/REV”钮,然后除去。



勿将大头针、回形针等投入入纸口。  
※ 如不慎卷入,请按住“反转/REV”钮,然后除去。

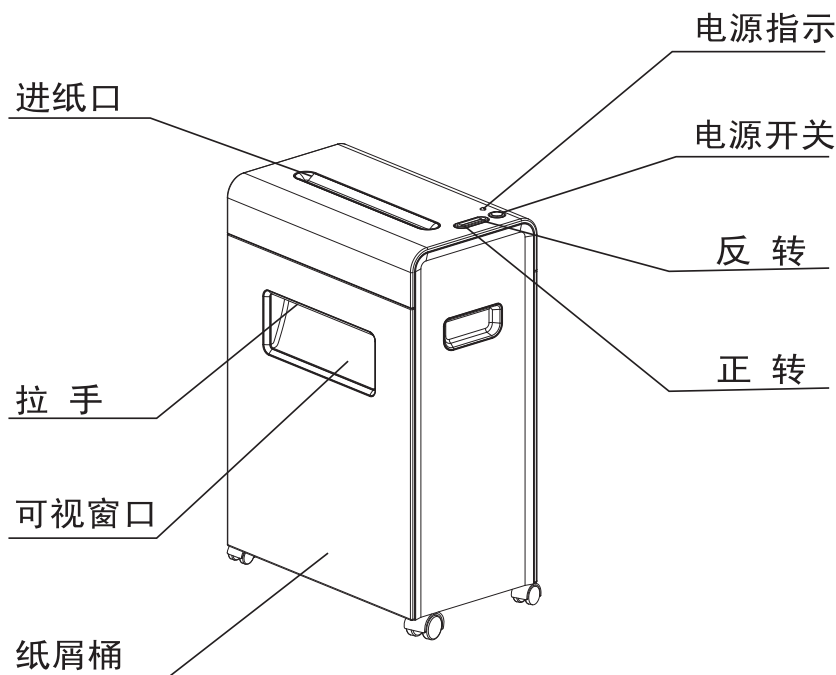
## 产品参数

电源	AC220V/50Hz
功率	190W
碎纸类型	段状
碎纸效果	3x16mm
碎纸能力(70g, A4)	6张
碎纸速度	2.0m/min
入纸口宽度	220mm
纸屑桶容量	16L
机器外形尺寸	330x195x495mm
噪音	≤ 70dB
机器净重	7.4kg
连续工作时间	≥5min



## 装箱清单

序号	名称	数量	备注
1	碎纸机	1台	
2	使用说明书	1份	
3	产品保修卡	1份	
4	合格证	1份	

## 产品外形结构及名称



## 使用说明

1. 对照您的机器电压规格，接通220V电源。
2. 按下电源开关“”按钮，指示灯亮绿灯，即可开始碎纸，碎完后自动待机，等待下一次碎纸。当您使用完毕后，请再按一下电源开关“”按钮，关闭电源。
3. 当您想中止正在粉碎的文件时，可按下手动退纸开关“反转”按钮，机器会马上反转将您的文件退出。
4. 当您碎纸过量产生卡纸时，请按“反转”按钮退出纸张，适当减少碎纸张数后，重新放入；若纸张太短无法取出，可按“正转”按钮将其碎完。
5. 机器连续大量碎纸会使电机温度过高，碎纸机自动停机（这是特设的电机过热自动保护功能，本机从常温开机到过热保护的时间超过5分钟）。自动停机后，等待一段时间（约30分钟）后，机器可重新工作。

## 保养方法

1. 保养前，必须拔掉电源插头；
2. 保养维护只限机器外部零件的清理；
3. 清洁外部时，注意不要让水滴入机器内部。

清洁机器外壳时，要用软布沾上软性肥皂水或清洁剂轻轻擦拭，擦拭时要用布缠紧手，以免掉进纸口内，且不可使用汽油、苯类、稀释剂等有机溶剂和去污粉。

## 常见故障分析及排除

故障现象	故障原因分析	故障排除方法
机器不工作	电源插头未插好, 无电源	插好电源
	供电电压过低	提供额定工作电压
	纸屑桶未推入预定位置, 无电源	推入纸屑桶
	机器因长时间连续工作, 电机过热进入保护状态	等待机器自然冷却
	纸张太透明	附加一张不透明纸或将透明纸多次折叠
	纸屑桶已满	清倒纸屑
	过载负荷未解除	适当减少碎纸张数, 重新放入碎纸口
机器堵转	卡纸	选择“反转”按钮, 将过量纸张退出
机器转动不停	进纸口光敏管处有纸屑和其它异物	清除干净
机器噪音大	地板中空或机器未放平衡	调整机器放位

注: 当您的机器故障状况用上述方法不能排除时, 请立即停止使用, 并切断电源, 通知本公司当地服务单位进行拆机处理, 切勿擅自拆卸!

# No.9921 Instruction Manual

Thank you for purchasing No.9921 cross cut 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,rebuiltng or service of the shrcdder 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.



Plug out the power plug 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 possible 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.

## **Product Specifications**

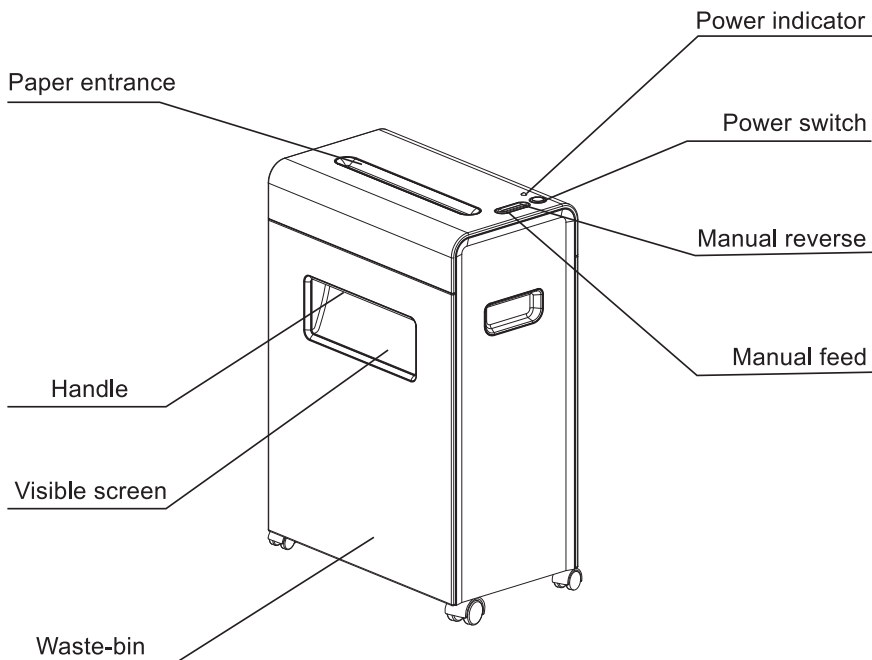
Power	AC220V/50Hz
AC input	190W
Shred type	cross cut
Shred size	3x16mm
Shred capacity(70g A4)	6 sheets
Shred speed	2.0m/min
Entrance width	220mm
Waste-bin volume	16L
Dimensions	330x195x495mm
Noise	≤ 70dB
Net weight	7.4kg
Continuous working time	≥5min

## **Packing List**

No.	NAME	Q'TY	REMARK
1	Shredder	1	
2	instruction manual	1	
3	guarantee card	1	
4	passed certificate	1	



## Product Outlook & Names



## Operating Procedures

1. Connect the power cable & plug.
2. Press the press-button of the power switch, the indicator light will turn green, which means the machine is in standby mode. Then insert paper into the paper entrance vertically and the machine will start to shred automatically and resume standby mode afterwards.
3. When you want to stop the operation of shredding paper, you can press "REV" button for sending out them.
4. In case of overload such as machine jamed by paper, please press "reverse" button to take paper out. Reduce the paper sheets properly, then feed it again. If the paper is too short to take out, you can push "forward" button brokenly to shred it.
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 30 minutes before operating again. The shredder is intended for normal temperature and is used continuously for 5 minutes.

## 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.

## Trouble Analysis & Troubleshooting

TROUBLE	TROUBLE ANALYSIS	TROUBLESHOOTING
<b>SHREDDER NO RUNNING</b>	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 transperance	fold paper or add thicker paper
	waste-bin fulfilled	empty waste-bin
	overload not relieve	reduce the number of paper and feed again
<b>TURN IN BLOCKED</b>	jammed paper	select the " manual reverse" button to get the excessive paper out
<b>CONSTANTLY RUNNING</b>	particles at the paper feed opening	clean up
<b>NOISE LOUD</b>	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.

**得力集团有限公司**

**DELI GROUP CO., LTD.**

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Address: Deli Industry Zone, Ninghai County,  
Zhejiang Province, China

全国服务热线: 400-185-0555

传真 (Fax): 0574-65273660

[Http://www.nbdeli.com](http://www.nbdeli.com)

MADE IN CHINA



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