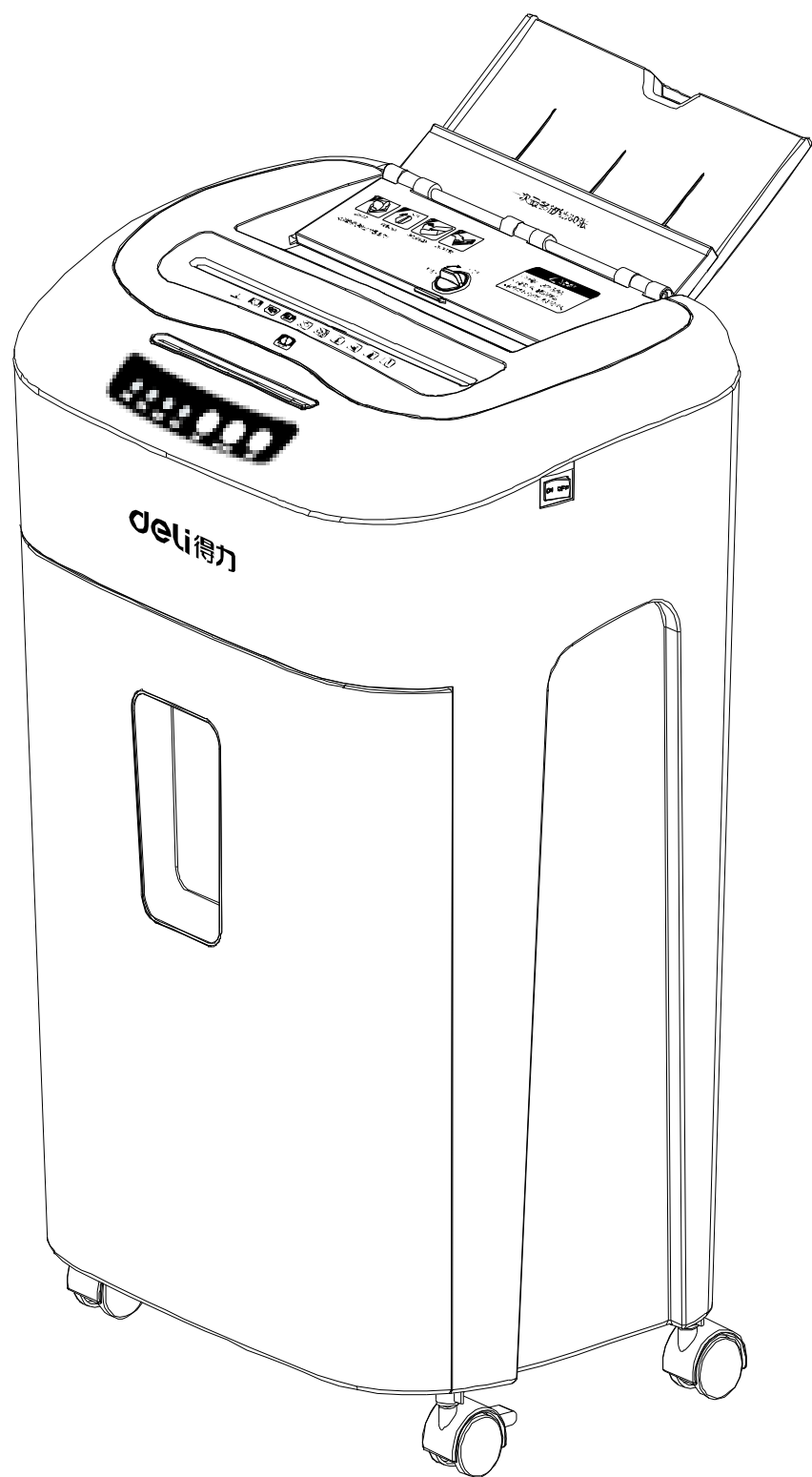


deli得力

U 碎纸机使用说明书 USER'S MANUAL



ARTICEL No.: 9926

使用时注意事项	1
产品参数/功能	2
装箱清单	2
产品外形结构及名称	3
使用说明	3
保养方法	4
常见故障分析及排除	4
Useage attention	5
Product Specifications /Function	6
Packing List	6
Product Outlook & Names	7
Operating Procedures	7
Maintenance	8
Trouble Analysis & Troubleshooting	8

首先感谢您购买得力公司碎纸机，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

⚠ 注意



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。

⚠ 警告



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。



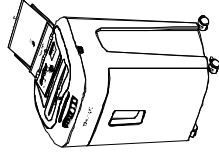
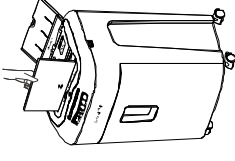
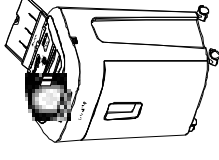
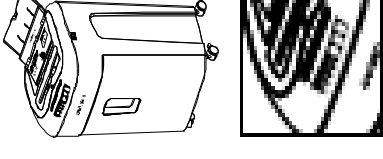

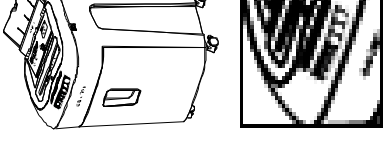

勿将头发等卷入进纸口。
∴ 如不慎卷入，请按住“反转/REV”钮，然后除去。



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/功能

货号	9926
电源	AC220V/50Hz
功率(W)	180
碎光盘效果(mm)	35
碎纸类型	段状
碎纸效果(mm)	3x9
手动碎纸能力(70g A4)(张)	6
碎纸速度(m/min)	2.0
入纸口宽度(mm)	220
碎光盘口宽度(mm)	123
纸屑桶容量(L)	19
机器外形尺寸(mm)	380x270x530
机器净重(Kg)	11.7
手动碎纸连续工作时间(min)	≥ 20
噪音(dB)	≤ 70
自动进纸托纸盘容量(张)	≤ 80
自动碎纸连续工作时间(min)	> 60

功能	示意图	
自动进纸碎纸		自动进纸最大的碎纸量为80张A4纸, 每次碎1-5张。
手动进纸碎纸		手动进纸碎纸每次最多碎6张A4纸。
碎光盘		每次最多碎1张信用卡或1张CD光盘。
过载		当一次放入太多的纸张时, 碎纸机碎纸过载, 马达自动反转, 使用者需要从入纸口处拔出多余的纸张, 如需继续碎纸, 请按“正转”按键, “电源”指示灯亮, “过载”红色指示灯灭, 等待下一次碎纸。
正反转		使用正转或反转功能时, 使用者需要按住按键2秒钟以上。
纸满		垃圾筒纸满时, 纸满灯亮, 机器自动停止工作, 请立即清理垃圾。
过热		过热保护灯亮时显示连续工作时间超过了循环时间, 此时机器将自动停止工作, 需要冷却60分钟才能恢复工作。
说明		

装箱清单

名称	碎纸机	产品保修卡	合格证
数量	1台	1份	1份
备注			

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. 启动“电源开关”至“I”处，将顶部的“打开/锁住”旋钮调至“锁住”位置，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，请按一下“打开/关闭”按钮，关闭电源。
3. 当您想终止正在粉碎的文件时，可按住手动退纸开关“反转”按钮2秒左右，机器会反转将您的文件退出。
4. 当您碎纸过量产生卡纸时，“过载”红色指示灯亮提示，电机会自动反转将纸退出，然后会自动停机。您拿出纸后“过载”红色指示灯仍提示为过载，如需继续碎纸，请按动“正转”按键，“电源”指示灯亮，“过载”红色指示灯灭，等待下一次碎纸。如果机器自动退纸失败，可按下自动退纸开关“反转”按钮，将过量的纸退出。若被卡纸张太短不能用手取出时，亦可重复按下手动进纸开关“正转”按钮，将纸张碎掉以清除卡纸现象。
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）。自动停机后，等待一段时间（约60分钟）后，机器可重新工作。
6. 自动进纸碎纸时，将托盘打开，整齐放进少于80张需粉碎纸张，如电源指示灯不亮，请将“打开/锁住”旋钮调至“锁住”位置，整机通电，碎纸机自动感应并开始碎纸。连续自动将托纸盘里的纸张粉碎完毕后，自动停止工作。

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!

Instruction Manual

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.

Useage attention

Caution



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 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.

Warning



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.



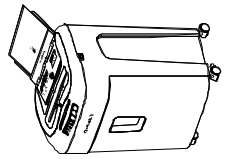
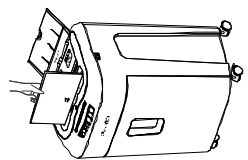
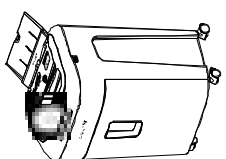
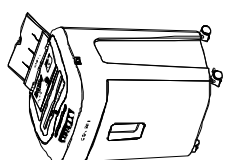

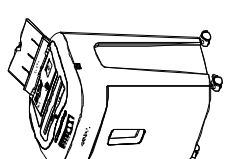
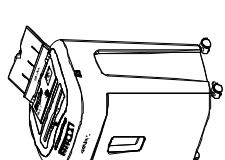
Keep hair away from paper-feeding opening to avoid pulling -in.
※ When accident happens, press "REV" button and then take it out.



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/Function

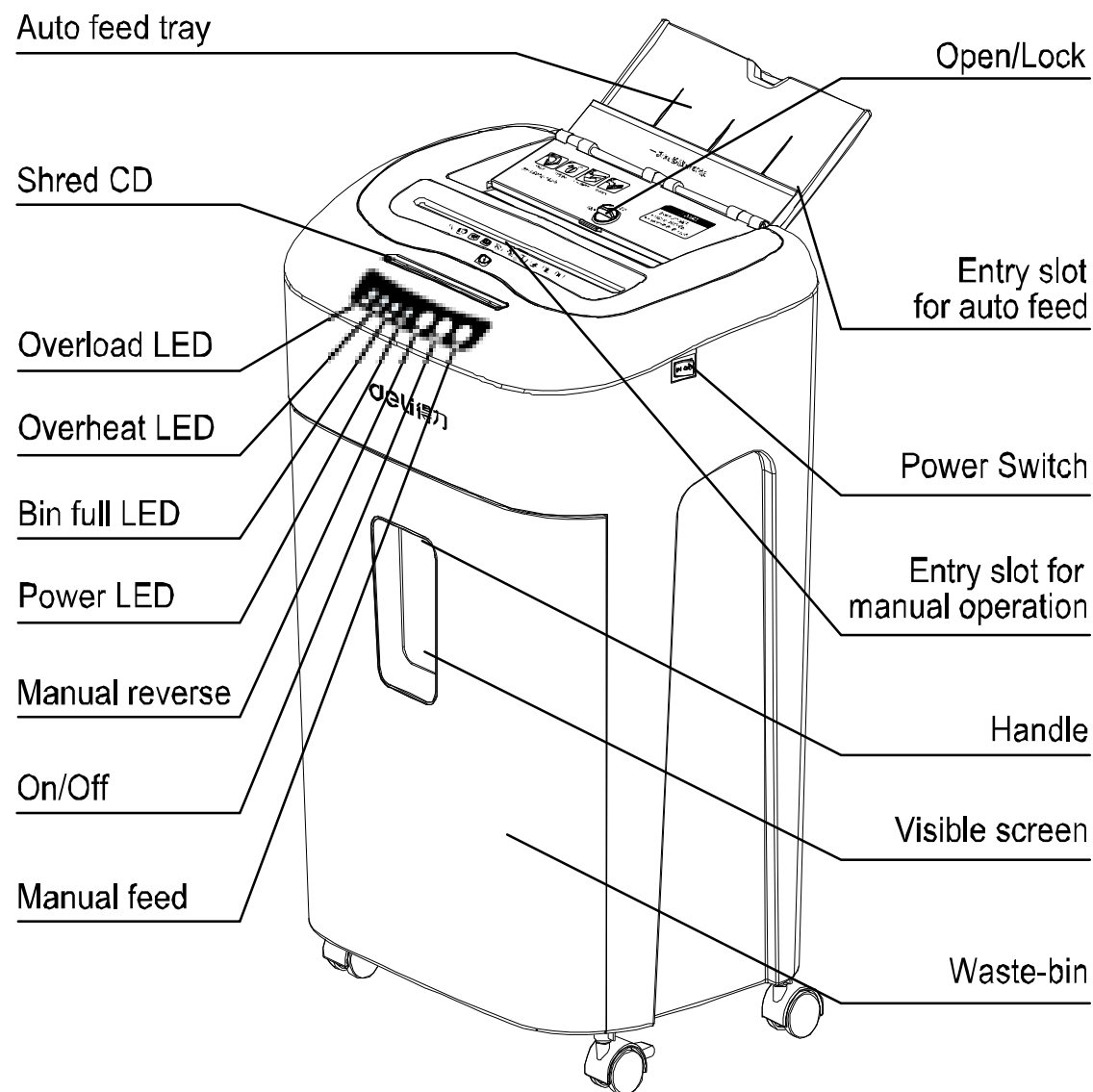
Product No.	9926
Power	AC220V/50Hz
AC input (W)	180
CD Shred effect (mm)	35
Shred type	cross cut
Shred size (mm)	3x9
Shredding capacity for manual operation (70g A4) (sheet)	6
Shred speed (m/min)	2.0
Entrance width (mm)	220
CD Feeding width (mm)	123
Waste-bin volume (L)	19
Dimensions (mm)	380x270x530
Net weight (Kg)	11.7
Continuous working cycle for manual operation(min)	≥ 20
Noise (dB)	≤ 70
Capacity of auto feed tray (sheet)	≤ 80
Continuous shredding working time for auto feed function (min)	> 60

Function	Auto Feed Shredding	Manual Feed Shredding	Shred CD	Overload	Start or Reverse	Bin Full Function	Overheat Function
Illustration							
Remarks	The Max. shredding capacity is 80 sheets of A4 paper with 1-5 sheet per pass for auto feed shredding.	The Max. shredding capacity for manual shredding is 6 sheets of A4 paper per pass.	Max. one piece of CD or credit card per pass.	When user inserts too much paper at one time, paper shredder overload the motor will automatically reverse and stop working. If you want to continue to shred paper, PLS hold and press FWD button. Then the power LED will light. Overload LED will shut off. Shredder will be in standby mode.	Please press and hold the Start or Reverse button up to 2 seconds when use this button.	The bin full LED will light when the basket is at full capacity. In this case, the shredder will automatically stop. Please empty the basket immediately.	The Overheat LED will light when the working cycle time has been exceeded. The shredder will automatically stop. Shredder will resume to work until it cool down for up to 60 minutes.

Packing List

NAME	Shredder	instruction manual	guarantee card	passed certificate
QTY	1	1	1	1
REMARK				

Product Outlook & Names



Operating Procedures

1. Connect the power cable & plug.
2. Press the Power switch to I position, turn the Open/Lock button to Lock position, the Power LED will illuminate and the shredder is now ready for operation. Shredder will be in standby mode for next usage when the item travels completely through the feed opening, PLS press the OFF button and shut off the power after shredding.
3. When you want to terminate the shredding in process, PLS hold and press the REV button for up to 2 seconds. Then the shredder will reverse the paper from paper entry.
4. When there is a paper jam in the paper entry, the Overload LED will light. The motor will auto reverse and reject the inserted paper. Shredder will not work. When you pull out the extra paper, the Overload LED will still light. If you want to continue to shred paper, PLS hold and press FWD button. Then the power LED will light. Overload LED will shut off, Shredder will be in standby mode: If the machine fails to unwind the papers, please press the "REV" button manually to pull out of the papers. When the jammed papers are too short to pull out by hands, please press the "FW" 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.
6. When you use auto feed function, PLS open the tray and put Max. 80 sheet A4 paper in good order. If the shredder can not work, PLS check if the power LED lights. If the Power LED is shut off, PLS turn the OPEN/LOCK button to Lock position. Then the shredder will have the power and begin to shred paper. When the paper in the auto feed tray is completely shredded, the shredder will automatically stop.

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
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
	container fully loaded	empty shredded
	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.

得力集团有限公司

DELI GROUP CO., LTD.

地址: 浙江宁海得力工业园

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

电话 (Tel): 0574-65278888

传真 (Fax): 0574-65273660

[Http://www.deli-stationery.com](http://www.deli-stationery.com)

MADE IN CHINA



全国联保, 免费客服电话: 800-8574-008