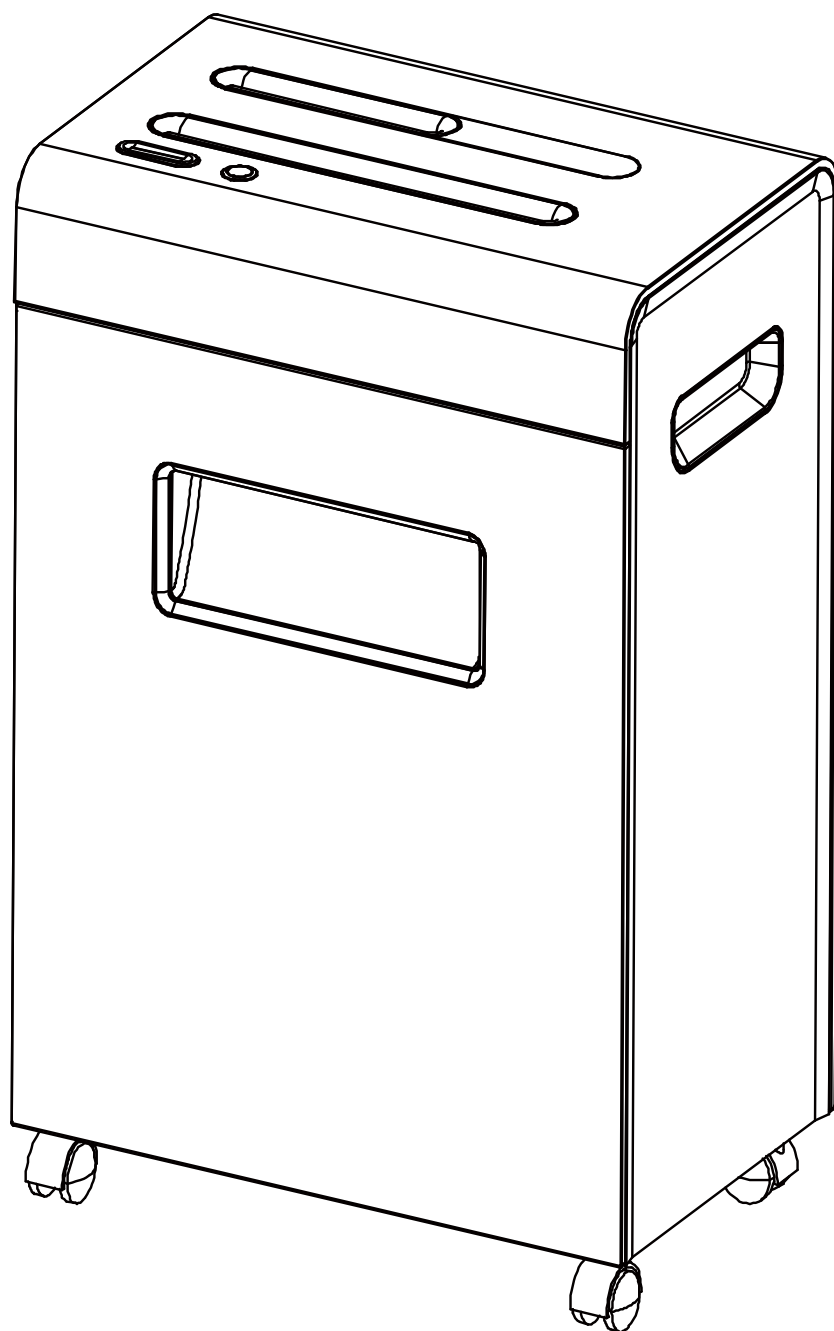


USER'S MANUAL

No.9903 碎纸机使用说明书

MODEL:S225LPS3-1



deli 得力集团有限公司
DELI GROUP CO., LTD.

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使用产品前请仔细阅读本使用说明书 (Please read User's Manual carefully before operation)

首先感谢您购买得力公司 No.9903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

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。



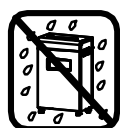
危险，切勿以任何方式自行分解、改造、修理机器。
※ 以免造成触电或意外受伤。



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。

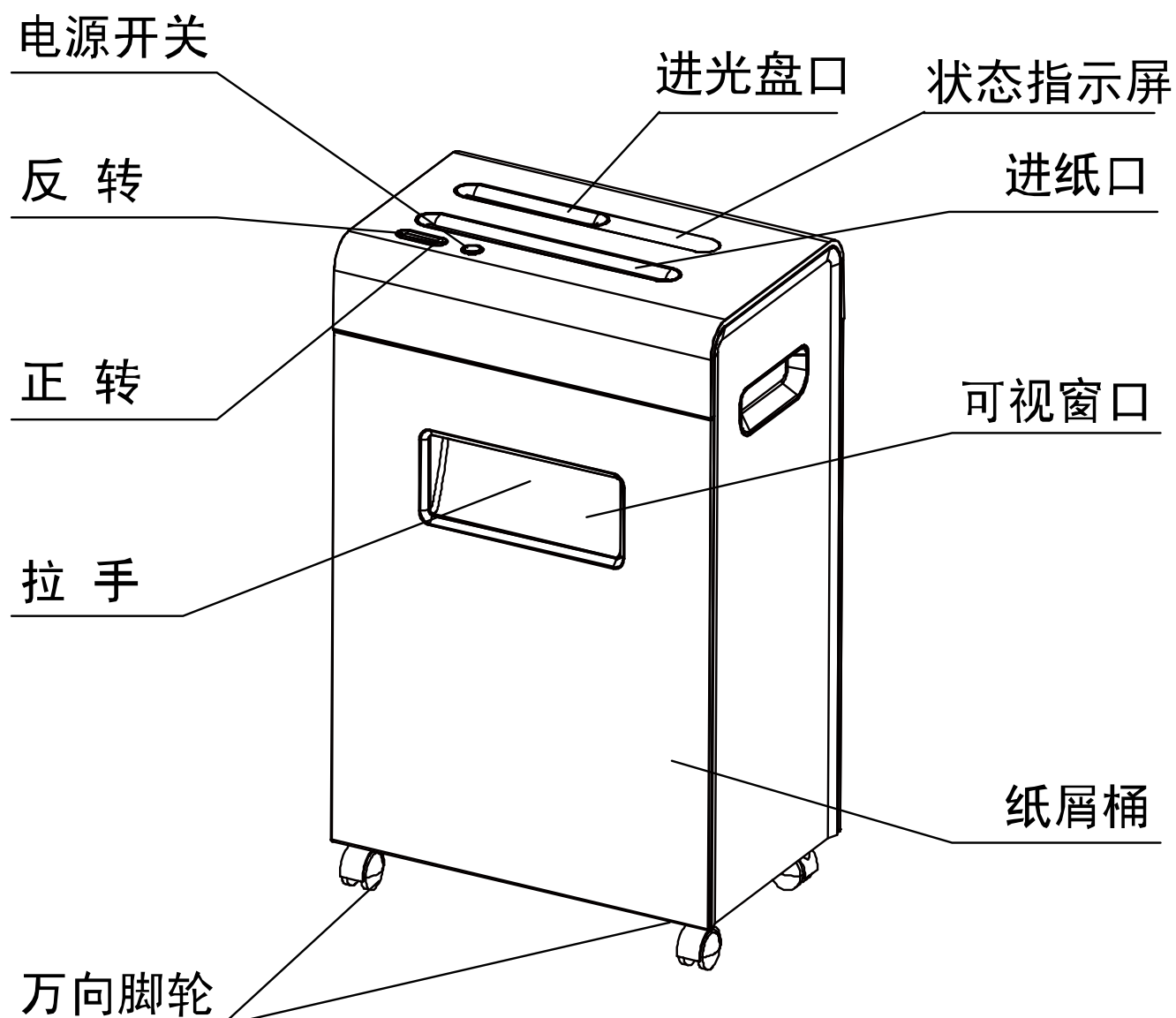
产品参数

电源	AC220V/50Hz
功率	240W
碎纸类型	段状
碎纸效果	3x28mm
碎纸能力(70g, A4)	12张
碎纸速度	2.0m/min
入纸口宽度	225mm
纸屑桶容量	23L
机器外形尺寸	370x235x545mm
噪音	≤ 70dB
机器净重	12.2kg
连续工作时间	≥ 10min



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，状态指示屏显示“电源”，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，状态指示屏显示“反转”。
4. 当您碎纸过量产生卡纸时，状态指示屏显示“反转”，机器会自动反转将纸退出，然后会自动停机。如果机器自动退纸失败，可按下手动退纸开关“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，亦可交替按下手动正转和反转开关按钮将纸张碎掉以清除卡纸现象。
5. 纸屑装满时自动声光报警，状态指示屏显示“纸满”，正常随之功能被锁定，清除纸屑后机器恢复正常工作。
6. 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10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。
7. 使用机器前要把纸屑桶推到位。若状态指示屏显示“门开”，则纸屑桶没有推到位，要重新推入，使“门开”不显示，机器才能正常工作。
8. 当要碎光盘时，只能在碎光盘口投入光盘，纸屑桶内有一光盘桶（约装10张光盘碎片），及时清理。

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。

状态指示屏说明

电源：机器正处于带电状态，可以碎纸或碎光盘。

工作：机器正处于工作状态，机器正在碎纸或碎光盘。

反转：机器处于反转状态，把机器工作的纸张或光盘退出来。

过热：机器工作时间过长，机器处于发热停机状态。

门开：机器纸屑桶没推到位，要重新推入。

纸满：纸屑桶已经满了，要及时清理才能使机器正常工作。

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.9903 Instruction Manual

Thank you for purchasing No.9903 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.

Useage attention

Caution



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



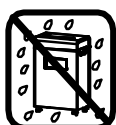
Unauthorized disassembly,rebuiding or service of the shrccder is not allowed.
※ Otherwise there is the possibility of electric shock or injury.



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.

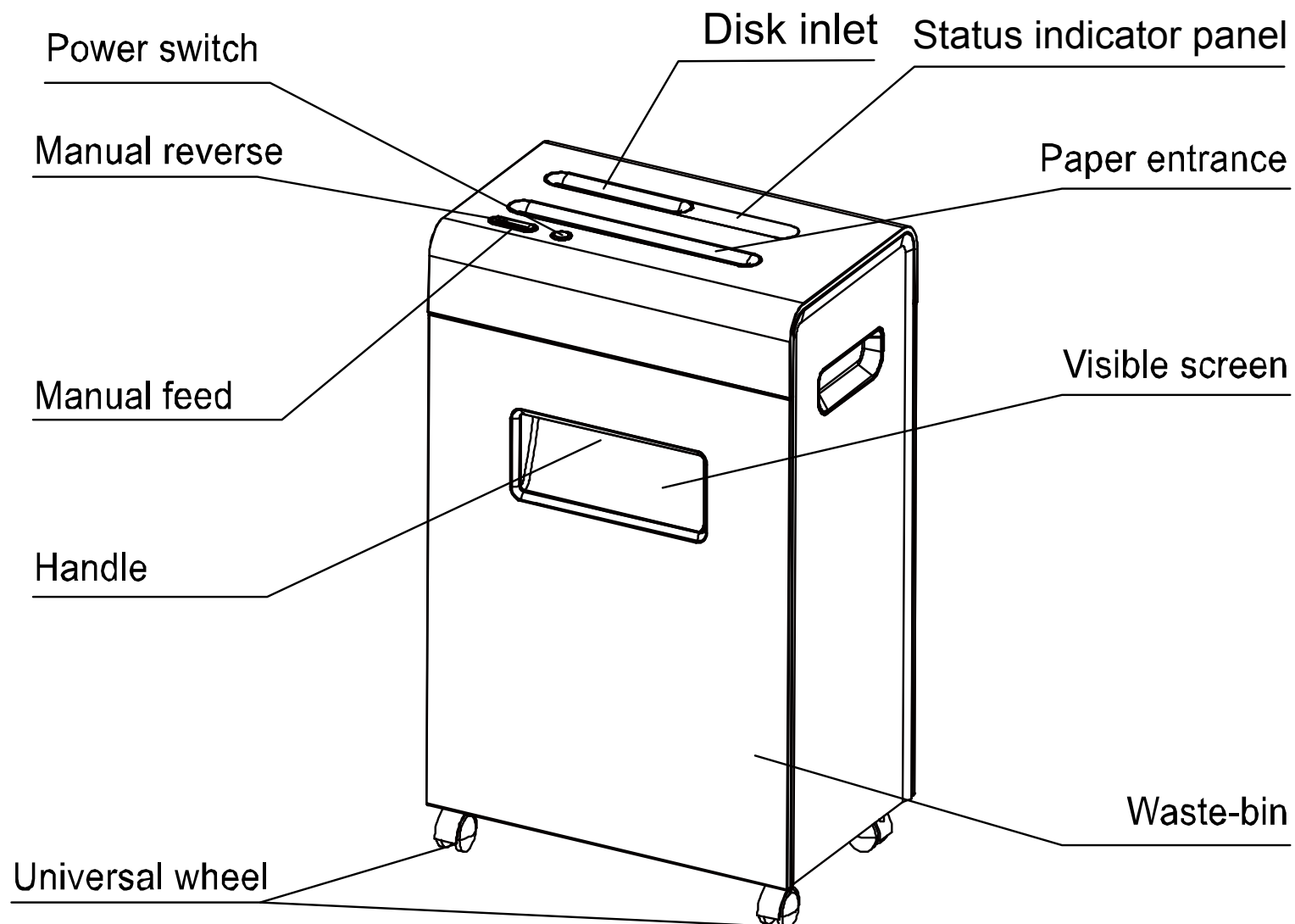
Product Specifications

Power	AC220V/50Hz
AC input	240W
Shred type	cross cut
Shred size	3x28mm
Shred capacity(70g A4)	12sheets
Shred speed	2.0m/min
Entrance width	225mm
Waste-bin volume	23L
Dimensions	370x235x545mm
Noise	≤ 70dB
Net weight	12. 2kg
Continuous working time	≥10min



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 machine to 220V power according to machine voltage specification.
2. Press power switch  and status indicator panel shows "Power". Machine moves into paper shredding operation. Machine stops operation when finishes shredding. Wait for the next process. Press power switch  again to shut down the power.
3. If user wants to stop shredding operation, press unwind switch "reverse" button. Machine goes into reserving operation and rejects paper from shredder. Status indicator panel shows "reverse".
4. In the case of paper jam due to too much paper being shredded in a short time, status indicator panel shows "reverse" and rejects paper from machine automatically. Then, machine stops automatically when all processes are finished. Press "reverse" button manually if machine fails to reject paper. If paper is too small to take out, press forward and reserve button in turn to shred paper manually.
5. Aural and visual alarm activates when scrap box is full and status indicator panel shows "paper full". At this time, functions are locked and to be re-activated after scrap box is cleaned up.
6. Too much paper and continuous operation may raise motor's temperature. Under such condition, machine will stop operation automatically, which is the specially designed over-heat protection function. The duration of power on and over-heat protection exceeds 10 minutes. When automatic power is over, machine can resume operation after approximately 30 minutes.
7. Push scrap box into proper position before starting the machine. If status indicator panel shows "Door Open", then scrap box is not put in the right place. Push the box into right place and make sure "Door Open" signal is not shown. Then, machine will go into operation.
8. If there is disk to be shredded, insert disk into Disk Inlet. If paper scrap box is full, remove the scraps on time. (Note: the box is able to hold approximately 10 disks).

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 fullled	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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