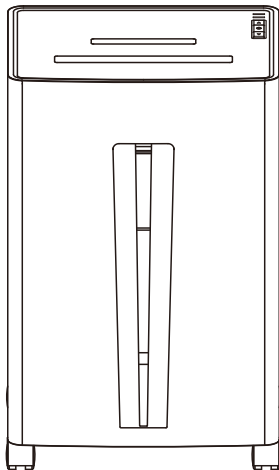


# Instruction Manual

Paper Shredder



NO.9918

Thanks for purchasing our product, of which the functional design is suitable for personal and departmental office use. We believe that the shredding performance and confidentiality of this series of shredders can enable you to handle documents with ease.

In order to use this product correctly and prevent harm and property damage, please read this manual carefully before use

## 1. Precautions

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Please place this machine in a stable place and be careful not to tip it over, so as to prevent the machine from falling down and failing to operate properly.



**DANGER!** Please do not disassemble, transform, or repair the machine by yourself in any way, so as to avoid electric shock or accident injury.



**DANGER!** Do not touch the plug with a wet hand, so as to avoid electric shock or accident injury.



When dumping debris, moving or not using the machine for a period of time, please unplug and cut off the power supply to avoid causing fire or electric shock.



Do not splash water on this machine, which may cause fire or electric shock.



Do not use the machine near heating or cooling machines, in places with high temperatures, humidity, and dust, which may cause fire or electric shock.



Please do not put adhesive tape, carbon paper, fabric, plastic film, etc. into the machine for crushing, which may cause machine failure.



**DANGER!** Do not damage or process the power cord, and do not place heavy objects on the cord, which may cause fire or electric shock.



In case of abnormal conditions such as smoke or odor, please immediately cut off the power supply and terminate the use to avoid fire or electric shock.



Do not use the machine if there is any damage to the machine or power cord, which may cause fire or electric shock.



**DANGER!** Keep it out of the reach of children;  
There is blade in the machine, which may cause injury.



**DANGER!** Do not touch the blade of the paper inlet or outlet with hands,  
There is blade in the machine, which may cause injury.



**DANGER!** Please do not entangle ties, necklaces, sleeves, etc. into the paper inlet;  
**If** entanglement occurs, please press and hold the "reverse" button to retreat.



**DANGER!** Please do not entangle hair etc. into the paper inlet;  
**If** entanglement occurs, please press and hold the "reverse" button to retreat.



Do not put pins, paper clips, etc. into the paper inlet;  
**If** entanglement occurs, please press and hold the "reverse" button to retreat.



Do not blow flammable gases towards the machine, which may cause fire.



Warning: Sharp edge, no touching!



Warning: moving parts! Keep away from moving parts.

## 2. List of Accessories

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Check that product appearance is intact after unpacking the box and checking all accessories. Please contact the dealer if anything is broken or missing.

Serial number	Name	Qty.	Remarks
1	Shredder	1 Unit	
2	Instruction Manual	1 pc	
3	Caster	4 pcs	At the top of the foam

### 3. Product specification:

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Item No.	9918
Rated voltage	220V~50Hz
Rated power (W)	400
Shredding type	Cross-cut
Shredding effect(mm)	4×34
Can disc be shredded?	Y
Paper shredding capacity(70g, A4)(sheet)	20
Shredding speed(m/min)	3
Paper feed width(mm)	225
Paper bin volume(L)	30
Device size(mm)	380×290×598
Noise(dB)	70
Continuous work time(min)	20

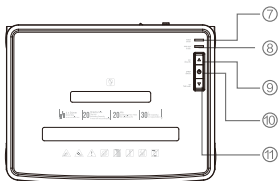
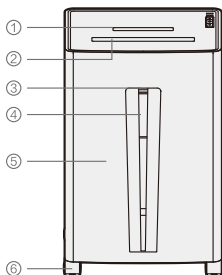
### 4. Maintenance

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1. Unplug the power before maintenance.
2. Maintenance is limited to the cleaning of external parts of the machine.
3. When cleaning the exterior, make sure no water drips into the interior of the machine.  
Note: When cleaning the machine casing, gently wipe it with a soft cloth dipped in soft soapy water or detergent. Note that the wiping cloth must not fall into the paper inlet; no organic solvents such as gasoline, benzene, diluents, and detergent etc. shall be used for cleaning.

## 5. Product Diagram

1. CD/DVD/card feed slot
2. Paper feed slot
3. Handle
4. Visible window
5. Wastebasket
6. Caster
7. Power Indicator light
8. Over load Indicator light
9. REV
10. STANDBY
11. FWD



↑ This picture is for reference only.  
The details shall be subject to the actual situation.

**Installation method of casters:** Take out the casters, install two of them with brakes on the front side of the shredder (i.e., the visible window side), and install the casters without brakes on the back side of the shredder. The installation method is as shown in the figure below.

## 6. Instructions for Use

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1. Connect the 220V power supply according to the voltage specification of your machine, press the power button at the backside into "I" position.
2. Press the "STANDBY" key on the top face, when the indicator light lighting up the machine is ready for work. And the machine will keep in standby status when it finish shredding. When you finish shredding, please press the "STANDBY" again, the indicator will go off.
3. When you want to stop shredding in an emergency, press the "REV" key, the machine will reverse the wrong thing you want to pull out.
4. When a paper-stuck is caused by the paper sheet you shred is over the machine maximum shredding capacity, press the "REV" key to exist the paper, reduce the paper sheet and feed paper again.
5. The machine will become overheat when it continuous working for a long time, and it will automatic shut off (self-protection for overheat). It can return to normal operation after cooling down nearly 1 hour.

## 7. Troubleshooting

Problem	Potential causes	Solution
The equipment is not functioning	The plug is not plugged in, no power	Push the plug into the socket thoroughly
	Voltage of the power is too low	Provide rated working voltage
	The wastebasket has not been pushed into the predetermined position	Push the wastebasket into the predetermined position
	The equipment is overheated and entered into protection mode due to prolonged use	Wait for a while till the equipment is cooled down
	Paper is too thin or too soft	Add a thicker paper or fold the paper multiple times to increase the thickness
	The wastebasket bucket is full	Clean the wastebasket
	Overload issue has not been resolved	Reduce the pages of paper and reload the paper into the feed slot
The shredder is stalled	Paper jam	Press the "Reverse" button to eject the jammed paper
The shredder motor will not stop running	The feed slot is covered with paper dust and other foreign matter	Clean up the feed slot area
Operating noise is too loud	Equipment has been put on hollow or unlevelled floor	Adjust the placement of the machine

Note: If there is a malfunction condition that can't be troubleshoot through the above method, please stop using the shredder immediately, unplug the power cord and notify the local service unit for service, please don't attempt to disassemble the unit by yourself!

## 8. Recycling

Be sure to send used and waste electronics and packaging materials to a special recycling site to prevent uncontrolled waste disposal and facilitate material recycling.

# WARRANTY CARD

Thank you for your purchase of our products. The interests of customers who purchase our products will be protected. For any malfunction due to product quality problems, please contact authorized local dealers or service centers with this receipt and the warranty card.

## Warranty terms:

1. For product failures occur under normal operating circumstances, free of charge repair and spare parts replacement service shall be provided by our company within one year commencing from date of purchase.
2. Customers are required to present this warranty card and the original purchase invoice to our company upon request for warranty service. This warranty card shall be valid only after the following form is filled out in details and affixed with official seal of the dealer.
3. No free of charge repair service shall be provided in the event of any of the following circumstances:
  - (1) Expiration of the warranty period;
  - (2) Damages caused by improper use, maintenance or storage not in accordance with the requirements of the user manual;
  - (3) Failure or damage resulting from unauthorized disassembly, repair or modification;
  - (4) Failure or damage caused by force majeure;
  - (5) Wear parts or accessories.

This warranty card is being delivered with the product, one card for one product. Please keep this warranty card in proper condition for free warranty service. There is no replacement if lost.

Date of Purchase: \_\_\_\_\_ Y \_\_\_\_\_ M \_\_\_\_\_ D

Product Information	Product Name				Serial Number		
	Product Model Number				Manufacturing Date		
Customer Information	Company Name				Contact		
	Address				Phone		
Sales Information	Dealer Name				Contact		
	Address				Phone		
	Date of Purchase				Invoice No.		
Maintenance Record	Description of Malfunction	Maintenance Results	Customer Signature	Maintenance Technician Signature	Maintenance Date		

This copy shall be cut along the dotted line and kept by the dealer.

Product Information	Product Name				Serial Number		
	Product Model Number				Manufacturing Date		
Customer Information	Company Name				Contact		
	Address				Phone		
Sales Information	Dealer Name				Contact		
	Address				Phone		
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