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	
	Date of Purchase			Invoice No.	

Maintenance Record	Description of Malfunction	Maintenance Results	Customer Signature	Maintenance Technician Signature	Maintenance Date

Special Disclaimer:

While information of this manual has been rigorously checked and reviewed, we still cannot rule out the possibility of spelling mistakes and technical negligence and/or errors. Such negligence and/or errors will be corrected in the updated version(s) without further notice. The intellectual property of this manual belongs to our company, and no organization or individual is allowed to change the content.

CERTIFICATE

Inspector: _____

Date of Manufacture: _____

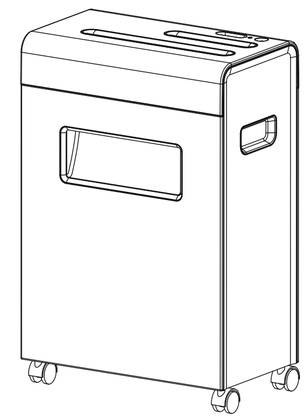
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KEEP FOR FUTURE USE

Version: 1.3
Date: 07-2020

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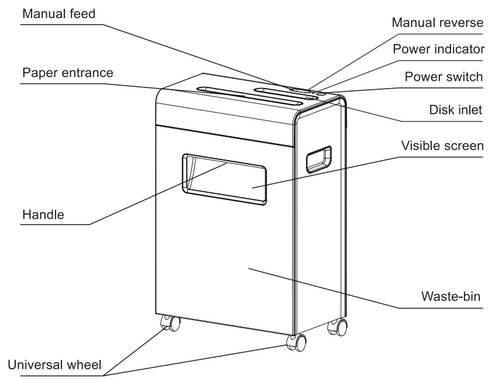
USER'S MANUAL PAPER SHREDDER



MODEL:9901.9902.9903.9911

正面

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 60minutes before operating again. The shredder is intended for mormal temperature and is used continuously for 10 minutes.

Product Specifications

Article No/Model	9901	9902	9903	9911
Power	AC 230V/50Hz	AC 230V/50Hz	AC 230V/50Hz	AC 230V/50Hz
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	13	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.

Useage 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 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.

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 wherehere 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.

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

To refer to text in an accompanying document.

Only suitable for use in indoors.

This appliance bears the WEEE mark (Waste of Electric and Electronic Equipment) signifying that, at the end of its life cycle, it should not be disposed of with household waste, but at a recycling centre. The recycling of waste contributes to the conservation of our environment.

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 fulled	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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