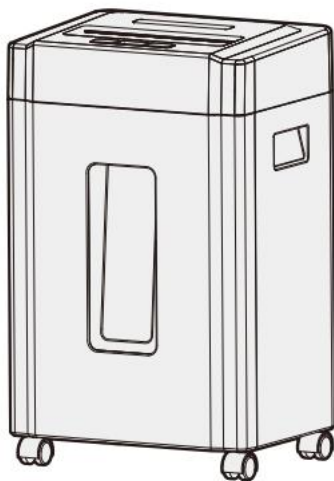


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USER MANUAL

Paper Shredder



9904

Thank you for purchasing our product. This shredder is suitable for both personal and office use. We believe the shredding capabilities and confidentiality level of this series of shredders will enable you to dispose of your documents in a more efficient manner.

Please read this manual carefully before use, in order to facilitate proper use of this product, as well as to prevent damage to people and property.

1. Warnings And Precautions

The plug on the power supply cord is intended to serve as the disconnect device. The socket-outlet shall be installed near the equipment and shall be easily accessible.

The appliance shall be connected to a MAINS socket outlet with a protective earthing connection.



Please place the shredder on a flat and level surface, to avoid malfunction caused by tipping over.



Warning! Do not disassemble, modify or repair the machine by yourself in any way, to avoid electric shock or accidental injury.



Warning! Do not touch the plug with wet hands, to avoid electric shock or accidental injury.



Please turn off and unplug the shredder when discarding the shredded objects, moving, or not using the equipment for a while, to avoid fire or electric shock.



Warning! Do not splash water onto the machine to avoid a fire or electric shock.



Do not use this equipment next to a heater or air conditioner, in a high temperature and humidity, or dusty place, to avoid a fire or electric shock.



Do not shred tapes, copy paper, fabrics or plastic films, to avoid equipment failure.



Warning! Do not damage or process the power cord or place objects on the power cord, to avoid fire or electric shock.



In case of smoke, odor or other abnormal conditions, please turn off the power switch immediately and stop using to avoid a fire or electric shock.



Do not use the shredder if the machine or power cord is damaged, to avoid a fire or electric shock.



Warning! Do not let children use this shredder to avoid accidental injury. (This equipment is installed with sharp blades.)



Warning! Do not touch the blades in the feed and shredded outlet slots.



Warning! Do not allow tie, necklace, sleeves, etc. to get pulled into the feed slot. (If it is accidentally entangled, switch to "REV" and remove the object)



Warning! Please do not allow your hair to get pulled into the feed slot. (If it is accidentally entangled, switch to "REV" and remove the object)



Please do not put pins, paper clips, etc. into the feed slot. (If it is accidentally entangled, switch to "REV" and remove the object)



Do not spray any flammable gases into the equipment 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 Electrical 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.



Sharp edges. Do not touch.



Moving parts. Keep away from children and pets, keep body part or hand away from moving parts. Always set to off or unplug when not in use.

2. Packing List

Please check the intactness of equipment and all accessories. Please contact the dealer for any defects and/or missing of accessories.

Item No.	Name	Qty.	Remarks
1	Shredder	1 Unit	
2	Instruction Manual	1 pcs	
3	Caster	swivel caster 2pcs	
		rigid caster 2pcs	

3. Product Technical parameters

Item No.	9904
Rated voltage	230V~/50Hz
Current(A)	1.5
Shredding type	Micro-cut
Shredding effect (mm)	2 × 12
Can disc be shredded?	YES
Paper shredding capacity (70g, A4) (sheet)	8
Shredding speed (m/min)	2
Paper feed width (mm)	220
Paper bin volume (L)	23
Device size (mm)	350×268×570
Continuous work time (min)	75

*Data above are collected from the test in our lab, Actual performance may vary depending on environment and usage

4. Maintenance

1. Unplug the power cord prior to maintenance;
2. Maintenance is limited to the cleaning of external parts only;
3. When cleaning the external parts, caution must be taken not to drip any water droplets into the interior of the shredder.

Note: When cleaning the outer casing of the shredder, please gently wipe with a soft cloth slightly dampened with soapy water or detergent. Caution not to let the cloth enter into the feed slot, and do not use solvents such as gasoline, benzene, paint thinner.

5. Product Diagram

1. REV
2. STANDBY
3. Handle
4. Visible window
5. Wastebasket
6. Optical disks inlet
7. Power Key
8. Paper feed slot
9. FWD
10. Caster



This diagram is for reference only
Please refer to the actual product for
the definitive standard.

6 Step-by-step Instructions

1. Verify your machine's voltage specifications, connect to a 230V power supply, and press the rear power switch '—'.
2. Press the top standby switch '⏻' button. Once the indicator light illuminates, shredding commences. Upon completion, the machine automatically enters standby mode, awaiting the next shredding task. After use, press the standby button again to extinguish the indicator light.
3. To halt shredding mid-operation, press the automatic paper-reverse switch 'Reverse'. The machine will immediately reverse to eject your documents.
4. Should paper jams occur due to excessive feeding, either activate the automatic reverse function or manually press the 'Reverse' button to eject the paper. Reduce the number of sheets fed before reinserting.
5. Continuous high-volume shredding may cause the motor to overheat, triggering automatic shutdown (a built-in motor overheat protection feature). After automatic shutdown, allow the machine to rest for approximately one hour before resuming operation.

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 is full.	Empty the wastebasket.
	Overload issue has not been resolved.	Reduce the number of sheets and reload the paper into the feed slot.
The shredder is stalled.	Paper jam.	Toggle 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 hallow or unlevelled floor.	Adjust the placement of the machine.

Note: If there is a malfunction condition that can't be resolved through the above method, please stop using the shredder immediately, unplug the power cord and contact our customer 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 occurring under normal operating circumstances, free of charge repair and spare parts replacement service shall be provided by our company within one year commencing from the 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.

WARRANTY CARD

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.		
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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: _____

DELI GROUP CO., LTD.

301 Xuxiake Ave. Ninghai County
Ningbo 315600 China Made in China
info@nbdeli.com www.delioa.com



**KEEP FOR
FUTURE USE**

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