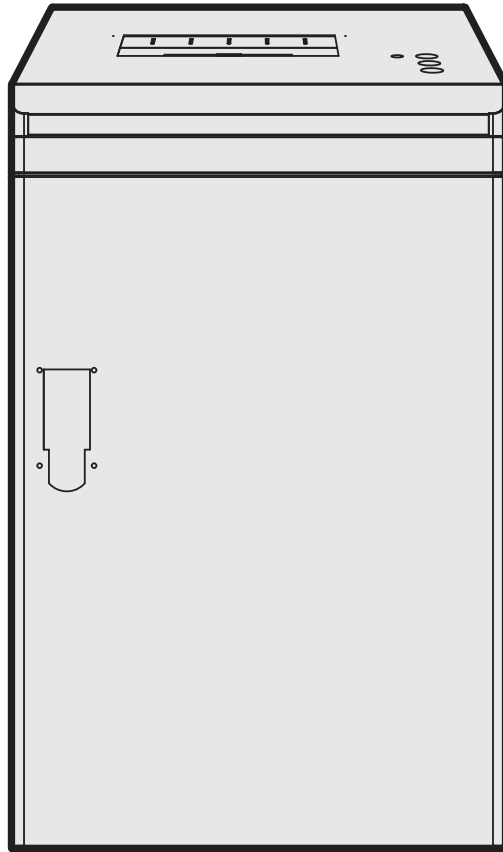


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# Instruction Manual

Multifunctional Media Shredder



T939

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# 1. PRODUCT OVERVIEW

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The Multi-Function Storage Media Shredder is a physical destruction device designed to shred paper, USB drives, chips, IC cards, and optical discs. It consists of six components: housing, cutting blades, power transmission assembly, control unit, waste collection bin, and safety protection system.

The core cutting blades are made of high-hardness alloy steel, featuring an integrated double-pressure-resistant structure. The power source adopts dual-induction silent motors, and the transmission system uses a combination of timing belts and gears—ensuring high reliability and low noise. The device is equipped with multiple safety protections, including overload protection, overheating protection, door-open power-off, and anti-contact safeguards.

## 2. WARNINGS

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The following warnings indicate conditions or actions that may endanger the operator's safety:



**High Voltage Hazard!** Do not disassemble the device unless you are a professional technician!



Ensure the grounding wire of the indoor power strip or wall socket is properly connected; otherwise, electric shock may occur during operation!



Do not place water-containing items (e.g., vases, cups, flower pots) on the device, as this may cause electric shock or fire!



**Caution! Sharp Edges!** Avoid contact.



**Caution! Moving Parts!** Keep body parts away from moving components.



**Danger! Keep Away from Children!** The machine contains sharp blades, which may cause injury.



**Danger! Avoid Blade Contact!** Do not touch the blades at the paper inlet/outlet with hands (risk of injury from internal blades).



**Danger! Prevent Foreign Object Entanglement!** Do not insert pens, necklaces, watch straps, etc., into the feed inlet. If accidentally caught, press the "Reverse" button and remove the item.



**Danger! Prevent Hair Entanglement!** Do not let hair get caught in the feed inlet. If accidentally caught, press the "Reverse" button and remove the hair.

## 3. PRECAUTIONS

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The following precautions indicate conditions or actions that may damage the product or impair its performance!



Do not insert pins, paper clips, etc., into the paper inlet. If accidentally dropped in, press the "Reverse" button and remove the item.



Do not direct flammable gases toward the machine (risk of fire).



Prohibited Materials! Wet paper, carbonless paper, cloth, plastic bags, etc.



Do Not Shred Cast Iron Objects! The device can shred staples, but this may reduce its service life.



If the machine runs continuously for >30 minutes, the internal protection device will temporarily stop the motor to prevent overheating. Allow 30 minutes for cooling before resuming operation.



Read this manual carefully before use to ensure operator safety and proper device function. Follow all instructions to avoid hazards and functional failures.

## 4. PACKING LIST

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After unpacking, inspect the product for damage and verify all components are included. Contact the dealer if items are missing!

Device × 1

Operation Manual × 1

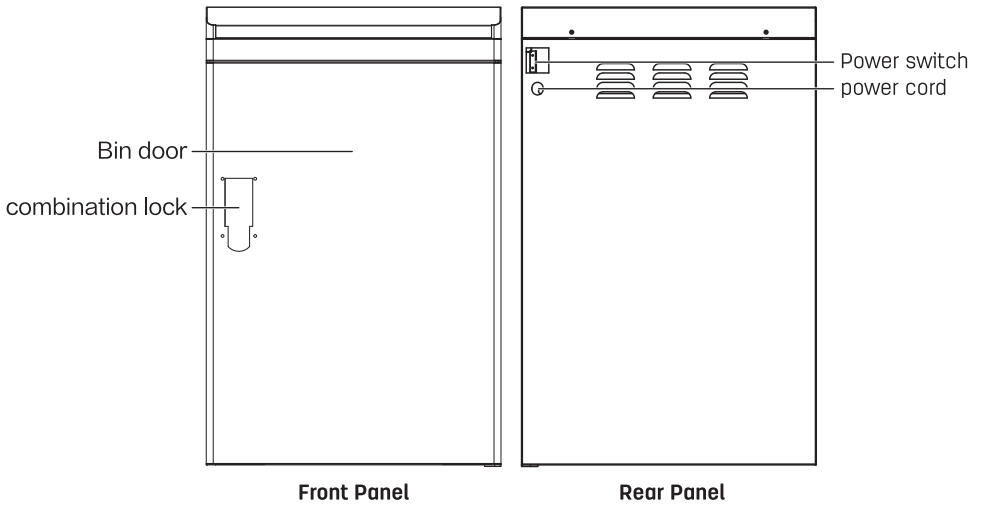
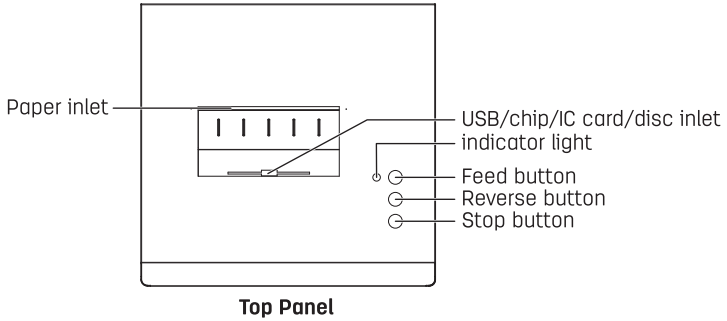
## 5. SPECIFICATIONS

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Shreddable Media	Paper, USB drives, chips, IC cards, optical discs
Shred Capacity	70g A4 paper (6 sheets/cycle); 1 USB drive/chip/IC card/disc per cycle
Shred Size	1mm×2mm (paper); 2mm×4mm (other media)
Shred Speed	3.5m/min (paper); 2.5m/min (other media)
Waste Bin Capacity	60 L
Rated Voltage	230V~/50Hz
Current	2.5A
Continuous	30min
Device size	470mm×450mm×790mm

## 6. COMPONENT DESCRIPTION & INSTALLATION

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## Feed Inlet

Insert media into the corresponding inlet: use the paper inlet only for paper; use the disc inlet for other specified media. The shredder will start automatically after media is inserted.

## Power Switch Operation

When the power switch is turned on, the device enters standby mode, and the green indicator light stays on.

**Feed Button:** Press to rotate blades forward (shred media) in standby mode.

**Reverse Button:** Press to rotate blades backward (eject media) in standby mode.

**Stop Button:** Press to stop operation (indicator light turns off). Use in emergencies to halt the device immediately.

## Indicator Lights

**Green Light (Steady):** Power indicator (device is in operation/standby mode).

**Red Light (Flashing):** Overheating indicator. If the motor overheats from continuous operation, the device stops automatically and alerts. Allow 30 minutes of cooling before restarting.

**Yellow Light (Steady):** Door alarm. Indicates the bin door is open—close and lock it with the combination lock to avoid hazards.

**Yellow Light (Flashing):** Waste bin full alarm. Empty the bin before resuming use.

## Installation Steps

1. Place the device on a stable, flat surface with the front panel facing the operator.
2. Ensure the power switch is in the "OFF" position.
3. Connect the power cord to an indoor power strip or wall socket.

## 7. OPERATION INSTRUCTIONS

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### ①. Device Operation

1. Connect power and set the switch to "ON"—the power indicator lights up, and the device enters standby mode. To extend service life, shred below the rated capacity.
2. Max capacity: about 70g A4 paper (6 sheets); All other media: 1 per session.
3. The inlet has an auto-sensor: the shredder starts/stops automatically when paper/discs are inserted/processed. For unshreddable items (e.g., U disks), use manual mode.
4. The device has a waste bin full alarm: when the bin is ≥85% full, the alarm activates, and the device locks. Empty the bin before restarting.
5. Do not shred wet paper, carbonless paper, cloth, or plastic bags.
6. Do not shred cast iron objects. Staples are allowed but may reduce service life.
7. After 30 minutes of continuous operation, the motor pauses for cooling (30 minutes) before resuming normal function.

### ②. Combination Lock Operation

#### 1. Set Password

- > The password (1-15 digits) is retained after power loss.
- > Initial password setup: Press [0] → press [C] → enter new password → press [OK].  
A long beep ("beep—") confirms the new password.
- > Password change: Enter old password → press [C] → enter new password → press [OK]. The new password takes effect.

#### 2. Unlock

Enter the password → press [OK] → turn the knob to unlock.

#### 3. Lock

Turn the knob counterclockwise to the "LOCK" position.

#### 4. Auto Alarm

If 4 incorrect passwords are entered consecutively, the lock alarms for 60 seconds. Enter the correct password + [OK] to stop the alarm (prevents unauthorized access).

#### 5. Low Battery Alert

3 beeps ("beep-beep-beep") sound when unlocking with low battery. The lock can still open about 300 times—replace batteries promptly.

#### 6. Emergency Unlock

When users accidentally forget their password, they can apply to the relevant service provider for decoding using the warranty card and the lock's serial number, which involves resetting it with the master code.

### ③ Buzzer & Indicator Signals

No.	Function	Sound Prompt	Light Prompt	Cause Explanation
1	Key Press	Short "beep"	Flashing light	Key press is valid
2	Unlock	Long "beep—"	Flashing light	Password correct; unlock allowed
3	Password Change	Long "beep—"	Flashing light	Change successful; new password active
4	Error	Double "beep-beep"	Flash in response to sound	Operation error; input invalid
5	Alarm	Continuous "beep-beep..."	Light on for 60s	4 consecutive incorrect inputs
6	Low Battery	3 "beep-beep-beep" (after unlock)	Flash in response to sound	Battery low

## 8. COMMON FAULTS

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### Fault Description:

Power indicator light does not illuminate after startup.

### Solutions:

1. Check that the power cord is securely plugged in. If using a power strip, verify that the power strip is functioning properly.
2. Ensure the switch is in the "ON" position. If the issue persists after trying the above steps, contact the manufacturer.

## 9. TIPS

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1. When not in use for extended periods or when emptying the dustbin, unplug the power cord. Do not share an outlet with high-power appliances.
2. When cleaning the machine, avoid using chemicals that may damage the plastic casing.
3. Use only with the correct voltage; do not use multi-plug adapters.

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## WARRANTY CARD

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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 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		

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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 declaration:**

**This manual has been strictly and carefully checked and reviewed, but there may still be spelling and technical omissions and errors. Such omissions and errors will be corrected in the new version of the manual without further notice. The copyright of this manual belongs to our company, no other unit or individual is allowed to modify it.**

**CERTIFICATE**

Inspector: \_\_\_\_\_

Date of Manufacture: \_\_\_\_\_

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