

# PAPER SHREDDERS GUIDE BOOK

PAPER SHREDDER

Desktop paper shredder **No.673**



PAPER & CD - CARD  
**2**way

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## Packing List

NO .	NAME	QTY	REMARK
1	Shredder	1	
2	Instruction manual	1	
3	Passed certificate	1	

## Precautions

To help you correctly use the shredder and prevent you and others from suffering hazards and property losses, various letter, figures and diagrams are used to express the product and other items in this manual of operating instructions. The expressions and their meanings are listed as follows. Please make sure you thoroughly understand the expressions and their meanings before further reading the whole text of this manual.



**Warning** This means in case of wrong operation ignoring the content indicated, there is the possibility of death or serious injury.



**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.



**Danger! Do not put your hand into the paper-feeding opening or the scraps discharging opening.**  
 ※Blade inside machine. Protect yourself against injury.



**Unauthorized disassembly, rebuilding or service of the shredder 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.



**Never damage or process the power cable. Never put heavy objects on the electric line.**  
 ※otherwise there is the possibility of fire or electric shock.



**In case of abnormal conditions such as emission of smoke or odor, please stop using the shredder.**  
 ※Otherwise there is the possibility of fire or electric shock.



### Caution

This means in case of wrong operation ignoring the content indicated, there is the possibility of personal injury or property damage only.



Keep ties, necklaces, hair or sleeves away from paper-feeding opening to avoid pulling-in.

※Otherwise there is the possibility of injury.

When accident happens, adjust the switch to "REV" and switch off.



Place the shredder in a steady place and do not overturn it.

※Otherwise there is the possibility of personal injury.



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 fire or electric shock.



Do not sprinkle water to the shredder.

※Otherwise there is the possibility of fire or electric shock.



Only use the correct power supply, Pull out the power plug from the socket of power supply when dumping paper scraps.

not using the shredder or moving the shredder.

※Otherwise there is the possibility of fire or electric shock.



Please use this shredder near the socket and do not put any objects near the socket, so that the power plug can be easily inserted and pulled out.



Do not put objects on the shredder.

※Other wise there is the possibility of accidents.



This shredder is the machine specially for shredding paper, CD&CARD, so do not use it for any other purpose.

☆Paper throat Never feed in films, OHP films, label paper, cloth or plastics which are not paper into the shredder

☆CD&Card throat never feed in which not paper CD&CARD into the shredder

☆Remove any pins, clips, etc. from the paper before feeding paper.

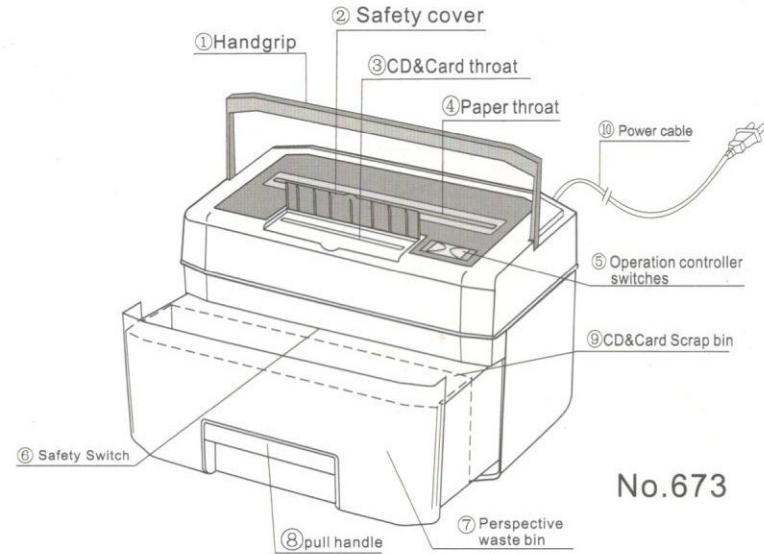
※Otherwise these may cause failures.

### No.672 Product Specifications



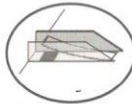
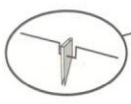
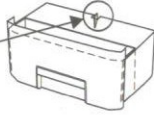
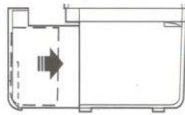
shredding mode	Cross cut	
	Shredding specification	PAPER
Throat width	3×20mm	5 SEGMENT
Shredding capacity	220mm	122mm
Scrap bin volume	3 SHEETS	1PC
shredding speed	3.3L	1.5L
Dimension	2.8m/min.	
Weight	300×175×215mm	
Voltage & power consumption	4.5Kg	
	AC 230V 50Hz / 60Hz 130W	

Progressive improvement on the machine will not be noticed specially, ±5% in specification and data is allowed.

### Descriptions and Functions of Parts



No.673

- 1、 Handgrip**  
The machine is convenient to move with this innovative handgrip design.
- 2、 Safety cover**  
To avoid injured when hands are still in center hole of CD during operation.  
- 3、 CD&CARD throat**  
It is for feeding the CD&CARD to be shredded.
- 4、 Paper throat**  
It is for feeding the paper to be shredded.
- 5、 Power switch Controller**  
Power switch Controller with to turn on the power, turn off the power; and to set the shredder in the automatic operation mode, Forward rotation mode.
- 6、 Safety Switch**  
The shredder is equipped with in-house self safety switch except operation controller switches.    
- 7、 Perspective waste bin**  
It is the perspective waste bin for this shredder. Please install the waste bin into the machine body. And through perspective window, you can see if the waste bin is full of paper scraps.
- 8、 Pull handle**  
Pulls out pulls the type waste bin barrel design, the cleaning up paper scraps is simpler.
- 9、 Perspective CD&Card Scrap bin**  
Convenient for recycling.
- 10、 Power cable**

## Operating Procedures

1. No installation is required for this shredder.

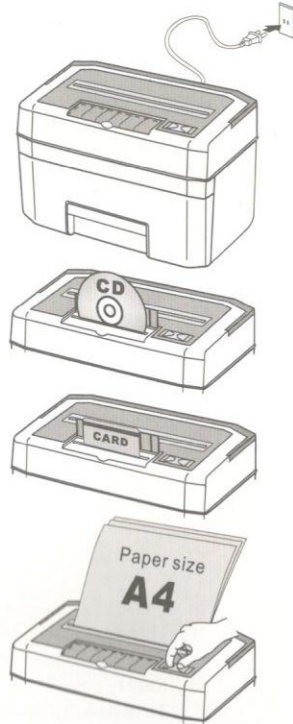
Take out the shredder from the package. Connect the shredder to power supply. Switch power controller to "AUTO" position, now the shredder can start normal operation.

2. Feed the paper to be shredded. To allow the paper to pass through the automatic sensing switch in the center position of the paper-feeding opening, please feed the paper vertically. Paper with the size no more than A4 can be fed directly. Paper with the size larger than A4 shall be folded into paper with size no more than A4. Put no more than 3 sheets of paper to the paper-feeding opening, then the AUTO control sensor is activated and the motor is started for the shredding operation. For each operation, Put no more than 1 piece of CD&CARD to the CD&CARD-feeding opening.

3. After the shredding operation is completed, Power controller to "OFF" position.

4. Automatic Overheating Protection

Shredder is continuously operated for a long period, the motor may be overheated and the shredder will automatically stop operation. If the shredder is stopped as a result of the activation of automatic over heating protection device, please Power controller to "OFF" position and only start the shredder again about 30 minutes later.



### Handling Paper Jam

When paper is jammed, then swift button to "REV" position, paper can be reversed, then to reduce sheets of paper and insert again.



If the above actions are not able to remove the trouble, please pull out the power plug from the socket and contact the dealer or our company.

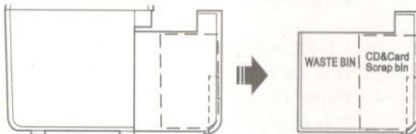


### Disposal of Paper Scraps

※When dumping the paper scraps, please put the power switch to the "OFF" position. Pull out the power plug from the socket of power supply.

※When the waste bin is full of paper scraps pull out the waste bin to dump the paper scraps.

※Put the empty waste bin back into the right position in the machine body.



When the waste bin is full, further operation of the shredder may cause failures such as pulling-in. Therefore, please dump the paper scraps timely before the waste bin is completely full.

## Maintenance



Pull out the power plug from the socket of power supply before the maintenance of the shredder is carried out.

◆Use cloth dabbed with small amount of soap water to clean the exterior of the shredder. The cloth must be closely wrapped around the hand when using the cloth to wipe, so as to avoid the cloth to drop into the paper-feeding opening (only use fine cloth to do the cleaning). The maintenance by user is only limited to the cleaning of the external parts of the shredder.

◆As the case of the shredder is made from plastics, 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, otherwise the plastic part of the shredder may suffer from discoloration, cracking, solution or scratch.

(Caution) When cleaning the exterior of the shredder, do not allow water to drop into the interior of the shredder.

## Troubleshooting

Troubles	Possible Causes	Solutions
After paper is inserted, the shredder does not operate.	<ol style="list-style-type: none"> <li>1. Is the power plug safely and securely inserted into the socket?</li> <li>2. The motor is overheated, so the protective device is activated.</li> <li>3. Is there a paper jam?</li> </ol>	<ol style="list-style-type: none"> <li>1. Reinsert the power plug into the socket.</li> <li>2. After about 30 minutes, switch on the shredder again to shred paper.</li> <li>3. Adjust the switch to reverse key position to take out the jammed paper.</li> </ol>
No shredding operate.	<ol style="list-style-type: none"> <li>1. Is too much paper fed in?</li> <li>2. The paper bin doesn't push into the reserved location.</li> </ol>	<ol style="list-style-type: none"> <li>1. Please confirm if the amount of paper fed in exceeds the permissible amount for one operation.</li> <li>2. close down the machine</li> </ol>
Loud noise	Is the surface where the shredder is placed on steady and flat?	Move the scrapper to a steady and flat surface.

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.

## Configuration

