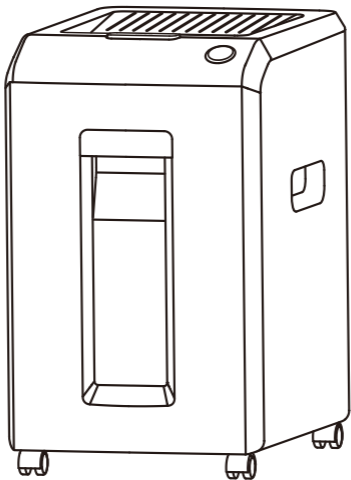


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# Instruction Manual

Automatic Shredder



NO.T088

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. Precautions for Loading Paper in the Storage Bin

### Staples



Allowable placement  
place of staples



Prohibited placement  
place of staples



Heavy-duty staples  
prohibited

When shredding a stack of paper bound by the stapler, please do not exceed 5 sheets. Put them into the storage bin with the corner of the stapler in the upper left or right corner of the paper.

No heavy-duty staples allowed



No documents bound with glue or  
iron ring allowed



No credit card allowed



No folded paper (A3 folded in half)  
allowed



No disc allowed



No binder of any material allowed



No letter bag or document  
bag allowed



No paper clip allowed

## 3. List of Accessories

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
4	Power cord	1 pc	At the top of the foam

## 4. Product specification:

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Item No.	T088
Rated voltage	230V~/50HZ
Current	1.5A
Shredding type	Segmental
Shredding effect (mm)	2x12
Can disc be shredded?	/
Paper shredding capacity (70g, A4) (sheet)	Manual 10 sheets/automatic 200 sheets
Shredding speed (m/min)	2m/min
Paper feed width (mm)	220
Disc feed width (mm)	/
Paper bin volume (L)	32
Device size (mm)	480x350x545
Noise (dB)	≤70
Device net weight (kg)	18.8
Continuous work time (min)	Manual 30/automatic 60
Alarm for full paper	Yes

## 5. Maintenance

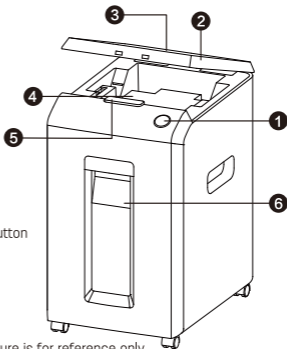
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1. Unplug the power before maintenance.
2. Maintenance is limited to the cleaning of external parts of the machine.
3. When cleaning the exterior, make sure no water drips into the interior of the machine.  
Note: When cleaning the machine casing, 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.

## 6 Product External Structure and Name

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- ① Power switch
- ② Paper storage bin cover
- ③ Manual feed port
- ④ Internal paper storage bin
- ⑤ Paper storage bin opening button
- ⑥ Visual scrap bin



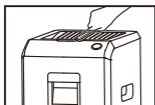
The picture is for reference only.  
The details shall be subject to the actual situation  
(different item numbers have different shapes)

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.

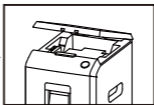
## 7. Instructions for Use

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1. Connect the 230V power supply according to the voltage specification of your machine.
2. Press the power switch button, the indicator gets on, and the machine goes in standby, waiting for shredding.
3. Manual paper shredding: Feed the paper into the paper inlet, the "paper shredding" light turns on green, which means that paper shredding begins.
4. Automatic paper shredding: The paper storage bin can accommodate 200 sheets of 70g (A4) paper at a time, close the cover and the light "Paper Loaded" gets on; Press the "Shredding" key, and the "Shredding" light turns on green to start automatic paper shredding.
5. Pause Shredding/Retreating: During manual/automatic paper shredding, briefly press the "Pause/retreat" key to pause the machine. Press and hold the "Pause/Retreat" key, the machine will reverse to retreat the paper to be shredded.



Press the storage bin open button to open the paper storage bin



Put the paper for shredding into the bin.



Close the bin and press "Shred" key to start automatic shredding.

Note: Automatic and manual shredding cannot be used simultaneously

## 8. Implication of the Indicators



Clear the scrap bin



Close the box door



Clear the jammed paper



Overheat/Waiting paper



Close the cover

**Paper Loaded**

There is paper in the storage bin.

**Without paper**

No paper in the storage bin.

## 9. Indicator Action Description

- > When excessive paper is inserted into the manual paper shredding inlet at one time, the "Clear Paper Jam" light comes on, and the machine will reverse and retreat the paper not shredded. Open the cover to remove the paper not shredded, and the indicator light turns off and returns to the standby state.
- > When there is paper in the paper storage bin and the machine is idling, please open the paper storage bin to remove paper scraps or foreign matters from the paper inlet, organize the paper to be shredded, and then put it back. After the cover is closed, the indicator light goes out, and the machine can normally shred paper.
- > When there is paper in the paper storage bin and the machine is not working, the "Clear Paper Jam" light is on. Please open the paper storage bin and organize the paper to be shredded. After closing the cover, the indicator light goes out, and the machine can shred the paper normally.
- > When the "Close the Door" light is on, please reset the scrap bin, the indicator light goes out, and the machine can shred paper normally.
- > When the "Close the Cover" light is on, please reset the cover, the indicator light goes out, and the machine can shred paper normally.
- > When the "Clear the Scrap Bin" light is on, please clear and reset the scrap bin, the indicator light goes out, and the machine can shred paper normally.
- > When the "Overheat/Waiting" light is on, please wait for some time (about 60 mins), the indicator light goes out, and the machine can shred paper normally.

## 10. Common Faults and Troubleshooting

Symptoms	Causes	Troubleshooting
The machine is out of work	The power plug is not plugged in properly, no power supply	Plug properly
	The voltage is too low	Supply rated voltage
	The scrap bin is not in the required location	Locate the scrap bin in place
	The machine has been operating continuously for a long time and the motor has entered a protection state due to overheating.	Wait for the machine to naturally cool down
	The paper is too transparent or too soft	Attach an opaque paper sheet or transparent paper and fold for multiple times
	Scrap bin full	Empty the scraps
	Overload not eliminated	
Reorganize the paper in the paper storage bin and reload		
The machine jammed	Paper jam	Press "Pause/Retreat" button to retreat the excessive paper
		Clear the paper in the paper storage bin and reload
The machine does not stop	Paper scraps and other foreign matters at the paper inlet	Open the paper storage bin and remove paper scraps or foreign matters; organize the paper to be shredded and reinsert it
High noise	Hollow floor or instable machine placement	Adjust the position of the machine

Note: When your machine fails and cannot be eliminated in the above way, please immediately stop using it, cut off the power supply, and notify your local service provider for handling. Do not disassemble without authorization!

## 11. Recycle

Please ensure that used electronic products and packaging materials are sent to specialized recycling points to prevent uncontrolled waste disposal and help promote material recycling.



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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 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.

# 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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