

注意事項 / 故障排除

- 勿將手指、頭髮、領帶、衣服、金屬及塑料薄膜等捲入進紙口。
- 勿將機器放置於靠近熱源或潮濕環境，以及避免陽光直接照射。
- 勿在易燃液體或氣體、腐蝕材料附近使用機器。
- 清潔機器外殼時，請先切斷電源。使用軟布沾上軟性肥皂水或清潔劑輕擦，不可使用汽油、苯類、稀釋劑等有機溶劑。
- 發現機器故障請通知專業人員進行維修，勿擅自拆開機器。
- 為了您和他人的安全，取出紙屑桶前，建議關閉電源開關。
- 如果電源線損壞，為了避免危險，必須由經銷商或製造商其維修部類似部門專業人員更換。

常見故障分析與排除






故障現象	故障原因分析	故障排除方法
機器無法運轉	電源插頭未接好，無電源	插好電源插頭
	供電電壓過低	提供額定工作電壓
	紙屑桶未推入預定位置，無電源	推入紙屑桶
	機器因長時間連續工作，電機過熱進入保護狀態	參照本說明書使用說明第五條
	紙張太透明	附加一張不透明紙或將透明紙多次折疊
	滿紙警示未解除	清倒紙屑
	過載負荷未解除	參照本說明書使用說明第三條
機器堵轉	卡紙	參照本說明書使用說明第三條
機器轉動不停	進紙口偵測電眼處有紙屑和其它異物	清除乾淨
機器噪音大	地板中空或機器未放平穩	調整機器放位
垃圾桶滿紙無警告	機頭底部偵測電眼處被灰塵遮住	拔除電源插頭，拉出紙屑桶，用布輕輕將機頭底部偵測電眼處擦乾淨。

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SAFETY INSTRUCTIONS / MACHINE PARAMETERS

Machine cover icon :

-  Interference prohibited
-  Keep long hair clear of machine
-  Not allowed for children under 14
-  Do not spray liquid on the machine to avoid short circuit
-  Keep neck-ties clear of machine

※ The maximum shredding paper must not exceed the limit number of sheets. Excessive sheets of paper can result in jamming and damage of cutters.

※ It can only shred one CD each time. Excessive CD can result in jamming and damage of cutters.

MACHINE PARAMETERS

Model	3120H	3115
Shredding result(mm)	4x40	2x15
Shredding capacity(A4/70P)	20 sheets	12~15 sheets
Shredding speed	2.3 m/min	2.2 m/min
CD	✓	✓
Staples/Small paper clips	✓	✓
Entry width	310mm	310mm
Noise level	60-64dB	60-64dB
Voltage	110V/60Hz	
Power consumption	550W	
Dimension	384x312x677 mm	
Waste bin volume	65 L	

操作指示 / 使用說明

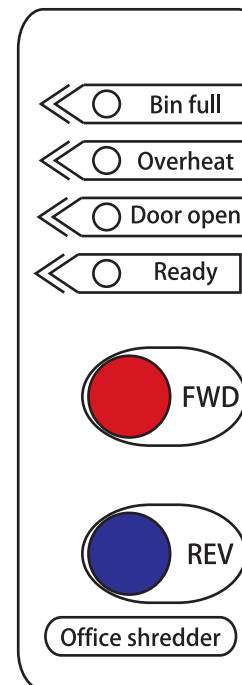
操作指示

► 碎紙狀態

- ✦ 將電源線插入相應電壓的插座上
- ✦ 機器操作按鍵有下列兩種形式：自動碎紙/手動反轉
- ✦ 電源開啟後機器會迅速進入待機模式

- ◆ Bill full - 滿紙燈
- ◆ Overheat - 過熱燈
- ◆ Door open - 開門燈
- ◆ Ready - 待機燈

- ◆ FWD - 手動前進
- ◆ REV - 手動倒退








使用說明

- 本機額定碎紙規格為A4紙(70g/m²)，具體碎紙張數見機蓋警告標貼處。
- 在正常碎紙過程中，若需要撤回紙張，將控制開關按到"倒退"位置，馬達會進行反轉。
- 進紙過量時，機器自動停機並反轉退紙或停止退紙需進行手動退紙，取出紙張後，減少進紙張數，重新放入。
- 當碎紙機內部紙屑積壓過多時，滿紙指示燈會亮起並停止運行。
- 當碎紙機長時間運轉產生過熱時，過載指示燈會亮起並停止運行，請將機器靜止冷卻至少約25分鐘以上。
- 長時間不使用時請拔下電源插頭。

安全指示 / 機器參數

機器面蓋圖示之參照：

-  禁止將手伸入機器內
-  留長髮的使用者請注意
-  禁止14歲以下孩童靠近
-  勿將液體噴灑機器，以免造成電路短路
-  請小心領帶卷入機器內

※每次最大碎紙量不得超過機器限定張數
一次碎過多紙張會導致碎紙機刀具的損壞

※每次只能碎一張CD，一次碎過多光碟會導致碎紙機刀具的損壞

機器參數

型號	3120H	3115
碎紙效果(mm)	4x40	2x15
最大碎紙張數(A4/70P)	20 sheets	12~15 sheets
碎紙速度	2.3 m/min	2.2 m/min
可否碎光碟	✓	✓
可否碎訂書針/小型迴紋針	✓	✓
入紙口寬度	310mm	310mm
噪音量	60-64dB	60-64dB
電壓	110V/60Hz	
功率	550W	
外型尺寸	384x312x677 mm	
垃圾箱容積	65 L	

*技術資料若更改恕不另行通知

USE AND CAUTIONS

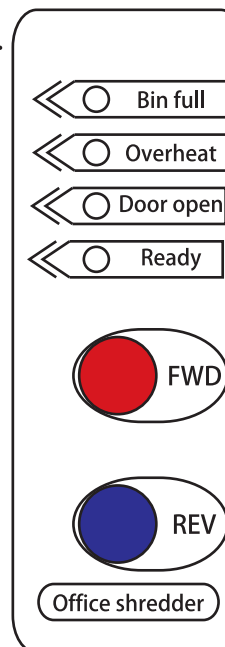
OPERATION INSTRUCTION

USE AND CAUTIONS

- Please confirm whether the power cord, voltage, and power supply come up to the standard of the product requirements before using.
- Operation control switch: Forward / Manual Reverse
- The machine will be ready soon after switched on. Insert the paper and the machine will run.

- ◆ Bill full
- ◆ Overheat
- ◆ Door open
- ◆ Ready

- ◆ FWD
- ◆ REV



OPERATION INSTRUCTION

- The rated shredder capacity of this machine is A4 (70g/m²). The specification of paper shredding capacity will be showed on the cover.
- During the normal shredding, if you want to reverse the paper, press the control switch to the "reverse" position, the motor will reverse.
- When papers are fed too much, the machine will stop automatically and reverse or stop shredding and need to be reversed manually. Reduce the paper number and insert again, machine will run.
- When excessive paper shreds are inside the waste bin, the 'bin full' indicator lights and stops operating.
- When the shredder is overheated, the overload indicator lights and stops operating. Stop the machine for at least about 25 minutes.
- Please pull out the plug from the power source when you are not using it for a long time.

NOTES

- Never insert fingers, hair, tie, clothes, metal slice and plastic film etc. into the paper insert scoop.
- This paper shredder should never be placed near water or heat source, and avoid direct sunlight.
- Do not use in the vicinity of inflammable liquids or gases and corrosive materials.
- Turn paper shredder off before cleaning the cover. Clean with a cloth using mild soap and water solution, the use of abrasives, petroleum ether, benzene or diluting agent is prohibited.
- Do not attempt to repair this paper shredder by yourself. Please ask for customer service.

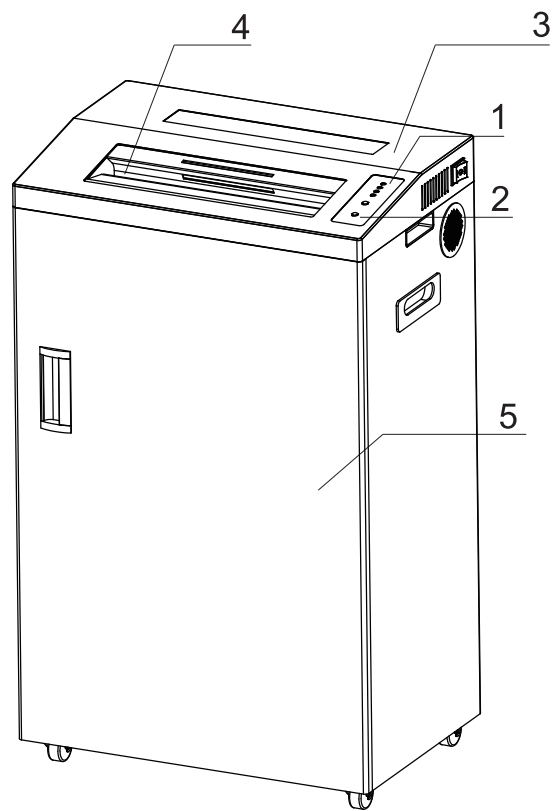
TROUBLE SHOOTING

TROUBLE	TROUBLE ANALYSIS	TROUBLESHOOTING
SHREDDER NO RUNNING	Plug disconnect, no power	Connect the plug
	Lower voltage	Provide the rated power
	If not put the shredded material container into the scheduled position, no power	Push the container into scheduled position
	Automatically stop running to prevent motor from over heating	Refer to No.5 of Operation Instruction in this manual
	Paper is too transparent	Add thicker paper or fold paper
	Full alert no relieving	Empty shredded
	Overload not relieve	Refer to No.3 of Operation Instruction in this manual
TURN IN BLOCKED	Jammed paper	Refer to No.3 of Operation Instruction in this manual
CONSTANTLY RUNNING	Particles at the paper feed opening	Clean up
NOISE LOUD	Floor is hollow or machine not located steadily.	Adjust location
NO ALERTING WHEN FULLY LOADED	Beam inductive covered by dust.	Unplug the mains plug. Pull out the container, clean the beam inductive at bottom of the head with cloth.

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機器結構 Machine structure



- 1、指示燈
Indicator light
- 2、控制開關
Control switch
- 3、面蓋
Machine cover
- 4、入紙口
Paper Entry
- 5、門
Door

碎紙機使用說明書

3120H 3115

