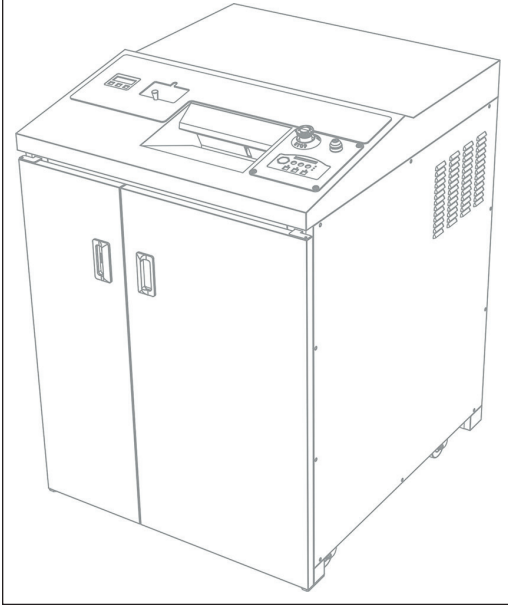


DAHLE[®]

828 HD

PAPER & HARD DRIVE SHREDDER



Operating Instructions

Dahle 828_{HD}

DAHLE[®]

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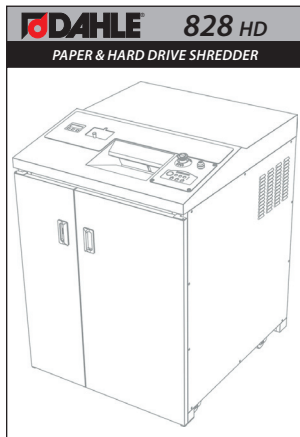
READ CAREFULLY BEFORE USING

Proper care of your new shredder will ensure many years of trouble free operation, with minimum of maintenance or repair.

IMPORTANT:

Please note that all packaging should be retained by the customer for (30) days from the time of receipt. In the event that this unit needs to be sent back for replacement or repair this packaging will be required to do so. Should the packaging have been discarded before the (30) day requested period, packaging costs may be incurred by the customer.

SPECIFICATIONS



	PAPER	HARD DRIVE
Security Level:	P-3	H-4
Shred Size:	40mm X 40mm - 90mm	5mm X 30mm - 75mm
Feed Width:	12"	4.75"
Shred Capacity:	80- 100 sheets	
Bin Capacity:	31 gal.	26 lbs.
Warranty:	1 year	
Dimensions:	33 ½" X 37 ½" X 46"	
Weight:	1,254 LBS.	
Power Supply:	220v 3 phase, 20 amp (NEMA L1520P-Plug, L1520R-Receptacle)	

*Results may vary depending on power source, paper type, and proper maintenance.
Warranty includes labor but excludes wearable parts.*

IMPORTANT SAFETY PRECAUTIONS

Your new shredder features powerful cutting mechanisms that may cause serious injury. Please follow all safety precautions.

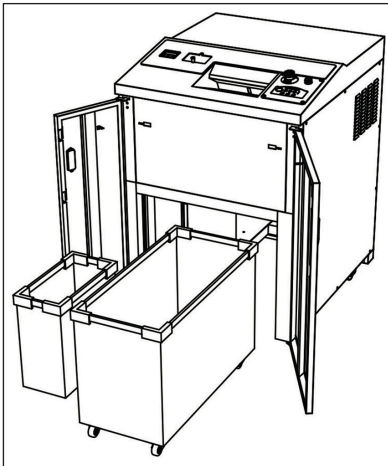
- Only store, transport, and operate the shredder in an upright position!
- All liquids and gases used on the shredder must comply with Dahle guidelines!
- The shredder must only be operated in enclosed spaces at temperatures of 15 °C to 32 °C (59 °F–90 °F) and non-condensed humidity of 15% to 95%!
- Do not place the shredder near a heat source!
- Ensure the shredder is firmly on the floor at a distance of 4" from the wall; activate caster locks!
- Avoid any accumulation of heat!
- The mains socket must be grounded and easily accessible at all times!
- Use only the power cord supplied with the device by Dahle and ensure that it is not damaged!
- Ensure that the building installation has short-circuit protection: max. 16 A (US max. 20 A)!
- Do not use near flammable liquids and gases!
- Do not use near caustic substances!
- Do not subject to moisture!
- Do not open up the machine!
- Automatic start-up!
- Switch off the shredder at the main switch when not in use!
- Only use the shredder provided that it is in perfect working order, while observing the operating instructions and the usual regulations, guidelines and applicable safety and accident prevention requirements. Take the shredder out of service immediately if faults occur!
- The device is not intended for use by persons (including children) with restricted physical, sensory or mental capabilities or a lack of experience and knowledge, unless they are working under supervision or receive detailed instruction about how to use the device from a person who is responsible for safety.

IMPORTANT SAFETY PRECAUTIONS

1. It is obligatory to follow the safety instructions!
2. Read the operating instructions carefully before using the shredder!
3. This shredder is not intended to be used by children (the product is not a toy)!
4. Do not touch the feed opening with your hands!
5. Do not allow items of clothing to touch the feed opening!
6. Do not allow your hair to touch the feed opening!
7. Prior to maintenance work, disconnect the shredder from the power supply!



INSTALLATION



- Insert supplied waste containers into the shredder.
- Plug shredder directly into a NEMA L15-20R receptacle.

OPERATION

POWER ON

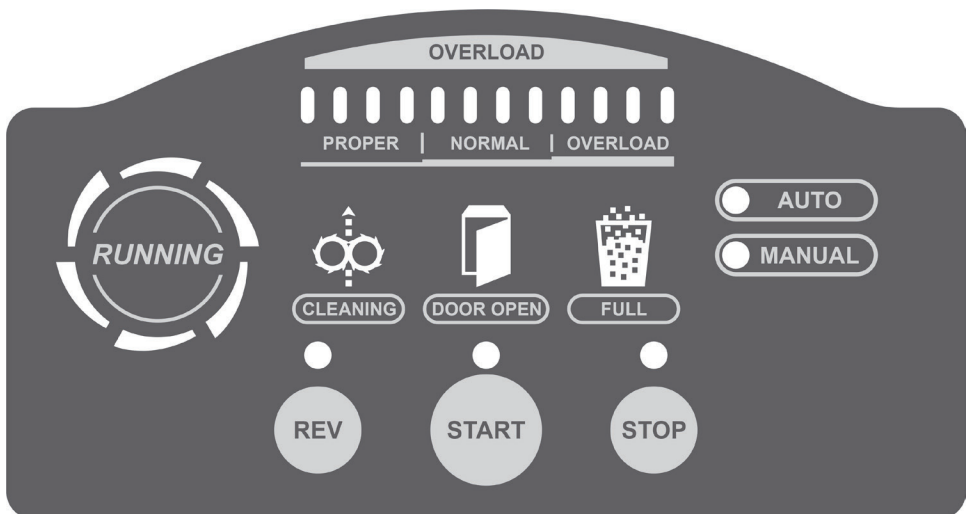
- Open breaker panel door and turn ON the switch/breaker located on the left side of the cabinet and close the breaker panel door.
- Insert Key and turn to the ON position.

FOR HARD DRIVE DESTRUCTION (2.5" and 3.5")

- Slide open the Hard Drive feed door and input one hard drive.
- Slide shut the feed door.
- Press START twice on the control panel. DO NOT open the feed door during the shredding process.
- Press STOP after the hard drive has been shredded and the chamber is empty.
- The LED counter can be reset by pressing the RESET button.

FOR PAPER DESTRUCTION

- Pressing the START button on the control panel will put the machine in AUTO mode.
- AUTO mode: insert paper into the feed opening and the shredder will automatically start the shredding process. Once paper passes through the shredder, the machine will stop automatically.
- MANUAL mode: with the START button illuminated, press the START button again to put the machine in MANUAL mode for continuous shredding. Press the START button again to turn off Manual mode.



OPERATION

REVERSE MODE

- In the event of a jam, press the REV (reverse) button. Reduce the capacity of material to be shredded and re-insert into the shredder.

CLEANING

- From the STOP mode, push and hold the reverse (REV) button for five seconds. The machine will cycle through a one-minute cleaning mode and then automatically STOP. It is recommended to activate CLEANING mode monthly, or every time the waste containers are emptied.

DOOR OPEN

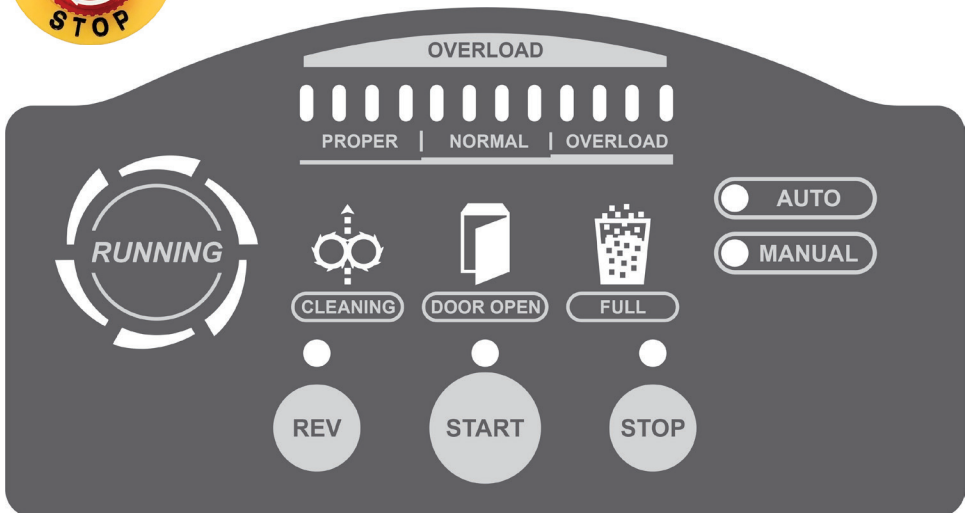
- The DOOR OPEN will illuminate if the safety shield feed opening door located on the top of the machine or the cabinet door is open. Both must be closed for the machine to operate.

FULL

- The FULL LED will illuminate if one or both of the waste containers are full. Open the cabinet door, empty the waste container, replace the waste container, close the cabinet door, and press the START button to resume shredding.

EMERGENCY STOP

- Press the EMERGENCY STOP button to immediately turn OFF the shredder. To resume operation, turn the red knob clockwise until it releases.



MAINTENANCE

- After emptying waste container, it is recommended to run a CLEANING cycle by pressing and holding the REV button for five seconds. The machine will cycle through a one-minute cleaning mode and then automatically STOP.
- Switch off the shredder and disconnect power by removing power cord from wall outlet.
- Clean the exterior of the machine with a soft cloth. Do not use harsh detergents or chemicals.





WARRANTY

Dahle guarantees its industrial shredders to be free from manufacturing defects (materials / workmanship) for a period of one year. Dahle offers a one year guarantee on the cutting cylinders.

This warranty shall not apply to wearable items or defects caused by ordinary wear and tear, insufficient maintenance or improper operation. This warranty applies to the original purchaser only and is not transferable. There are no other warranties expressed or implied beyond the face of this agreement.

TROUBLESHOOTING

Easy check points before you report malfunction.

Symptoms	Check Point	
1. The paper shredder is not working. 2. Auto LED light is off	<ul style="list-style-type: none"> - Check the power plug - Check the voltage of the outlet (AC 120V or 220V it depends on your country's voltage rate) - Check the fuse which is located just below the main switch. 	 Confirmation
3. The paper shredder does not reverse and just stops when it's fed too much paper.	<ul style="list-style-type: none"> - Press the reverse button and clear the jammed paper then re-operate the paper shredder. 	
4. When the waste basket is full, the shredder is not working.	<ul style="list-style-type: none"> - Clear the waste basket then check that the Full LED light is off 	Clear 
5. Cabinet door is closed but the Door LED & Stop LED lights are still on	<ul style="list-style-type: none"> - Check the main switch which is located on the right top side. 	Switch 



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