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Dahle 22017

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Model: 22017

PRODUCT OVERVIEW

The Dahle 22017 Cross Cut Shredder is designed for small and home office environments, providing secure document disposal. It features a stable construction from unbreakable plastic material, practical automatic start/stop function, and a manual reverse function for clearing paper jams. The motor automatically cuts out to prevent overheating, and a viewing window allows for easy monitoring of the filling level.



Image: The Dahle 22017 Cross Cut Shredder, a compact black and silver unit with a clear viewing window on the front for monitoring shredded paper levels. The top features the paper entry slot and control switch.

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1. **Unpacking:** Carefully remove the shredder from its packaging. Retain packaging materials for future transport or storage.
 2. **Placement:** Place the shredder on a stable, flat surface. Ensure there is adequate space around the unit for ventilation and to access the waste bin. Avoid placing it near heat sources or in direct sunlight.
 3. **Waste Bin:** Ensure the waste bin is correctly seated within the shredder unit. The shredder will not operate if the bin is not properly in place.
 4. **Power Connection:** Plug the power cord into a standard electrical outlet. Ensure the voltage matches the requirements specified on the shredder's label.

OPERATING INSTRUCTIONS

Control Switch

The control switch is located on the top of the shredder. It has three positions:

- **AUTO:** (Automatic) This is the normal operating mode. The shredder will automatically start when paper is inserted into the feed opening and stop when shredding is complete.
- **OFF:** (Power Off) This position turns the shredder off. It is recommended to set the switch to OFF when the shredder is not in use or during maintenance.
- **REV:** (Reverse) This position reverses the shredder blades. Use this function to clear paper jams or to retrieve accidentally inserted documents.

Shredding Documents

1. Set the control switch to the **AUTO** position.
2. Insert paper into the feed opening. The shredder will automatically start and shred the paper.
3. Do not exceed the maximum sheet capacity of **5 sheets** of 70gsm paper per pass to prevent jams and motor strain.
4. For optimal performance and to prevent overheating, allow the shredder to cool down after continuous use. The motor will automatically cut out if it overheats.

Clearing Paper Jams

If a paper jam occurs:

1. Set the control switch to the **REV** position. This will reverse the shredding action, allowing the paper to be pulled out.
2. If the jam persists, switch to **OFF**, unplug the shredder, and carefully remove the jammed paper manually. Be extremely cautious around the shredder blades.
3. Once the jam is cleared, plug the shredder back in and set the switch to **AUTO**.

MAINTENANCE

Emptying the Waste Bin

The Dahle 22017 features a viewing window to monitor the filling level of the 12-liter waste bin. Empty the bin regularly to prevent paper jams and ensure continuous operation. To empty, simply lift the shredder head off the bin and dispose of the shredded material.

Cleaning

- Always unplug the shredder before cleaning.

- Wipe the exterior of the shredder with a soft, damp cloth. Do not use abrasive cleaners or solvents.
- Do not spray water or cleaning solutions directly onto the shredder head.
- Periodically, it is recommended to oil the shredder blades to maintain performance and extend the life of the shredder. Use a shredder-specific oil and follow the oil manufacturer's instructions.

TROUBLESHOOTING

Problem	Possible Cause	Solution
Shredder does not start.	• Not plugged in. • Control switch is in OFF position. • Waste bin not properly seated. • Overheat protection activated.	• Ensure power cord is securely plugged into a working outlet. • Set control switch to AUTO. • Ensure waste bin is fully inserted and correctly aligned. • Allow shredder to cool down for at least 30 minutes.
Paper jam.	• Too many sheets inserted. • Paper not inserted straight.	• Set control switch to REV to clear the jam. • If jam persists, unplug and manually remove paper. • Reduce the number of sheets per pass.
Shredder stops during operation.	• Overheat protection activated. • Waste bin is full.	• Allow shredder to cool down. • Empty the waste bin.

SPECIFICATIONS

Feature	Detail
Model Number	22017
Brand	Dahle
Cut Type	Cross Cut
Shred Size	4 x 40 mm Cross Cut
Security Level	P-3
Sheet Capacity	5 sheets (70gsm)
Entry Width	220 mm
Bin Capacity	12 Litres
Dimensions (L x W x H)	355 x 130 x 150 mm
Weight	4.1000 Kg
Operation Mode	Automatic Start/Stop



For further assistance, please contact Dahle customer support.