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Dahle PaperSAFE 100 Paper Shredder User Manual

Model: 23100-16168

Brand: Dahle

INTRODUCTION

The Dahle PaperSAFE 100 is a compact and efficient cross-cut paper shredder designed for small and home office environments. This device offers oil and maintenance-free operation, ensuring convenience and longevity. It features a photoelectric barrier for automatic start-stop functionality, a reverse function, and indicators for overheating and optical overload. With a 12-liter collection volume, it can hold approximately 100 shredded sheets. This manual provides essential information for the safe and effective use of your shredder.



Image: Front view of the Dahle PaperSAFE 100 paper shredder, showcasing its compact design and grey and white color scheme.

SAFETY INFORMATION

- Read all instructions before use to prevent injury or damage.

- Keep loose clothing, jewelry, hair, and hands away from the paper entry slot.
- Do not insert more than the recommended number of sheets (5 sheets of A4 80 g/m²) at once to avoid jams.
- This device is not intended for use by children.
- Do not shred metal objects, CDs, or large paper clips. Small staples and credit cards are permissible.
- Ensure the shredder is placed on a stable, level surface.
- Unplug the shredder before moving, cleaning, or emptying the waste bin.
- Do not operate the shredder if the power cord is damaged or if the unit is malfunctioning.

SETUP

1. **Unpacking:** Carefully remove the shredder from its packaging. Retain packaging for future transport or storage.
2. **Placement:** Place the shredder on a flat, stable surface in your small office or home office. Ensure adequate ventilation around the unit.
3. **Waste Bin:** The shredder features a removable top. Ensure the top shredder unit is securely seated on the 12-liter waste bin.
4. **Power Connection:** Connect the angled IEC power cable to the shredder's power inlet and then plug it into a standard electrical outlet.



Image: Diagram showing the dimensions of the Dahle PaperSAFE 100, highlighting its suitability for small and home offices with a 12-liter capacity.

OPERATING INSTRUCTIONS

Powering On/Off

The shredder is equipped with a photoelectric barrier for automatic start-stop functionality. Once plugged in, the shredder will enter standby mode. To operate, simply insert paper into the feed slot.

Shredding Documents

- Insert up to 5 sheets of A4 paper (80 g/m²) into the 220 mm input width slot. The shredder will automatically start.
- The shredder produces cross-cut particles of 5 x 18 mm, meeting safety level P-4 for confidential documents.
- The shredder can also process staples and credit cards. Insert credit cards one at a time into the center of the feed slot.



Image: The Dahle PaperSAFE 100 shredding a sheet of paper, illustrating its particle cut (P-4 security level) capability.



Destrucción de tarjetas de crédito

Image: A credit card being inserted into the Dahle PaperSAFE 100 for shredding, demonstrating its ability to destroy plastic cards.

Reverse Function

In case of a paper jam or to clear the cutting mechanism, use the reverse function. Consult the control panel for the reverse switch/button.

Continuous Operation

The shredder has a running time of approximately 25 minutes. After this period, it requires a cooling time of approximately 25 minutes to prevent overheating. An overheating indicator will illuminate if the unit becomes too hot.

MAINTENANCE

Oil and Maintenance-Free Operation

A key feature of the Dahle PaperSAFE 100 is its oil and maintenance-free operation. This means you do not need to oil the cutting rollers, simplifying upkeep and making it environmentally friendly.

Mantenimiento sin aceite



Image: Close-up of the Dahle PaperSAFE 100's control panel, emphasizing its oil-free maintenance feature.

Emptying the Waste Bin

The 12-liter waste bin can hold approximately 100 sheets of shredded paper. An optical level indicator allows you to monitor the fill level. To empty, simply remove the top shredder unit from the bin. Dispose of shredded material responsibly.

Depósito de tapa elevable fácil de vaciar



Image: The top unit of the Dahle PaperSAFE 100 being lifted off the waste bin, demonstrating the easy emptying process.

Cleaning

Wipe the exterior of the shredder with a soft, dry cloth. Do not use abrasive cleaners or solvents. Ensure the shredder is unplugged before cleaning.

TROUBLESHOOTING

Problem	Possible Cause	Solution
Shredder does not start.	Not plugged in; waste bin not properly seated; power switch off.	Ensure power cable is securely plugged in. Re-seat the shredder head on the waste bin. Check the power switch.
Paper jam.	Too many sheets inserted; paper not inserted straight.	Use the reverse function to clear the jam. Reduce the number of sheets.

Problem	Possible Cause	Solution
Overheating indicator is on.	Continuous operation for too long.	Allow the shredder to cool down for approximately 25 minutes. The indicator will turn off when ready for use.
Optical overload indicator is on.	Attempting to shred too much material.	Remove excess material. The automatic engine stop will prevent damage. Reduce the load for future shredding.

SPECIFICATIONS

Brand	Dahle
Model Number	23100-16168
Cut Type	Cross Cut (5 x 18 mm particles)
Safety Level	P-4, F-1, T-4, E-3
Shredding Capacity	Up to 5 sheets (A4, 80 g/m ²)
Input Width	220 mm
Waste Bin Capacity	12 Liters (approx. 100 sheets)
Running Time	Approx. 25 minutes
Cooling Time	Approx. 25 minutes
Volume	70 dB (A)
Power	150 Watt
Item Weight	8.82 pounds (4 kg)
Product Dimensions (W x H x D)	8.66 x 13.78 x 14.57 inches (217 x 347 x 366 mm)
Color	Grey, White

WARRANTY AND SUPPORT

The Dahle PaperSAFE 100 comes with an additional 1-year warranty upon product registration. Please refer to the official Dahle website or your purchase documentation for details on how to register your product and for full warranty terms and conditions.

For technical support, spare parts, or further assistance, please contact Dahle customer service. Contact information can typically be found on the manufacturer's website or on the product packaging.

Online Resources: For more information and product updates, visit the official Dahle website: www.dahle.com

Related Documents - 23100-16168

 <p>PS 100 PS 120 PS 140 PaperSAFE® CE DAHLE</p>	<p>DAHLE PaperSAFE PS Serie Aktenvernichter Bedienungsanleitung</p> <p>Umfassende Bedienungsanleitung für die DAHLE PaperSAFE PS Serie (PS 100, PS 120, PS 140) Aktenvernichter. Enthält Informationen zu Bedienung, Sicherheit und Wartung für den privaten und bürotypischen Einsatz.</p>
 <p>Dahle 52214 CE DAHLE</p>	<p>Dahle 52214 Document Shredder User Manual and Safety Instructions</p> <p>Comprehensive guide for the Dahle 52214 document shredder, covering intended use, safety instructions, operation, maintenance, and troubleshooting. Learn how to safely and effectively shred documents, CDs, DVDs, and credit cards.</p>
 <p>DAHLE PS 100-140 are identical in design and differ only in the sheet capacity. The Dahle 52214 is a high capacity shredder for the shredding of documents. The Dahle 52224 is a high capacity shredder for the shredding of documents and CDs. The Dahle 52222 is a high capacity shredder for the shredding of documents and CDs. The Dahle 52224 is a high capacity shredder for the shredding of documents and CDs. The Dahle 52222 is a high capacity shredder for the shredding of documents and CDs. CE DAHLE</p>	<p>DAHLE PS 100-140 Paper Shredder: Features and Troubleshooting Guide</p> <p>Learn about the DAHLE PS 100-140 series paper shredders, their features like oil-free cross-cut shredding, and find solutions for common issues such as paper jams and unit not switching on.</p>
 <p>35150 ShredMATIC CE DAHLE</p>	<p>Dahle ShredMATIC 35150 Paper Shredder User Manual</p> <p>User manual for the Dahle ShredMATIC 35150 paper shredder, covering intended use, safety instructions, operation, maintenance, and troubleshooting.</p>
 <p>204P 404P 504P CE DAHLE</p>	<p>DAHLE Document Shredder 204P, 404P, 504P User Manual and Safety Guide</p> <p>Comprehensive user manual for DAHLE document shredders (Models 204P, 404P, 504P, Types 52204, 52214, 52222). Includes intended use, safety instructions, operation, maintenance, troubleshooting, and technical specifications.</p>
 <p>41204 - 41634 DAHLE CleanTEC® DAHLE Safe Technology CE DAHLE</p> <p>Reference guide Operating Instructions Instructions de service Instrucciones de servicio Instruções de serviço Instruções de uso Manual de instrucciones Gebruiksaanwijzing</p>	<p>DAHLE CleanTEC® Document Shredder Operating Instructions</p> <p>Comprehensive operating instructions for DAHLE CleanTEC® document shredders, covering general information, technical data, operation, safety, and troubleshooting.</p>