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› Dahle PaperSAFE PS 100 Paper Shredder Instruction Manual

Dahle PS 100

Dahle PaperSAFE PS 100 Paper Shredder Instruction Manual

Model: 23100-16168A

1. INTRODUCTION

Thank you for choosing the Dahle PaperSAFE PS 100 Paper Shredder. This compact cross-cut shredder is designed for use in small offices or home offices, providing secure document destruction with a P-4 security level. It is engineered for ease of use and maintenance-free operation, featuring an oil-free design.



Image: The Dahle PaperSAFE PS 100 paper shredder positioned in a home office environment, demonstrating its compact size and suitability for personal or small office use.

2. IMPORTANT SAFETY INSTRUCTIONS

Please read these safety instructions carefully before operating the shredder to prevent injury and damage to the device.

- Keep hands, loose clothing, hair, and jewelry away from the paper entry slot.
- Do not allow children or pets near the shredder.
- Do not insert more than the maximum specified number of sheets (5 sheets of A4 paper) at once. Overloading can cause jams and damage.
- Do not shred metal objects, adhesive labels, or wet paper.
- 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 machine is malfunctioning.
- Ensure the shredder is placed on a stable, level surface.
- This appliance is not intended for use by children.

3. PACKAGE CONTENTS

Verify that all items are present in the package:

- Dahle PaperSAFE PS 100 Shredder Unit
- Power Cable
- Dahle Mega Magnet (included as an accessory)

4. PRODUCT OVERVIEW

The Dahle PaperSAFE PS 100 is a compact document shredder designed for efficient and secure disposal of sensitive information. Key features include:

- **Cross-Cut Shredding:** Shreds documents into 5 x 18 mm particles, meeting security level P-4.
- **Capacity:** Shreds up to 5 sheets of A4 paper (80 gsm) per pass. Also handles credit cards and staples.
- **Waste Bin:** 12-liter capacity, holding approximately 100 shredded sheets.
- **Oil-Free Operation:** Maintenance-free cutting rollers, no oiling required.
- **Automatic Functions:** Integrated light barrier for automatic start/stop.
- **Reverse Function:** For clearing paper jams.
- **Run Time:** 25 minutes continuous operation, followed by a 25-minute cooling period.



Image: A front view of the Dahle PaperSAFE PS 100 shredder, highlighting its key specifications such as P-4 security level, 12-liter waste bin capacity, and oil-free cutting mechanism.

5. SETUP

1. **Unpack:** Carefully remove the shredder from its packaging.
2. **Position:** Place the shredder on a flat, stable surface near a power outlet. Ensure there is adequate space around the unit for ventilation.
3. **Connect Power:** Insert the power cable into the power inlet at the back of the shredder, then plug the other end into a standard electrical outlet.



Image: A detailed view of the power cable connection point on the rear of the Dahle PaperSAFE PS 100 shredder, illustrating the correct way to plug in the device.

6. OPERATING INSTRUCTIONS

The Dahle PaperSAFE PS 100 features an intuitive control switch for easy operation.

Control Switch Positions:

- **FWD (Forward):** Manually feeds paper through the shredder.
- **AUTO (Automatic):** The shredder starts automatically when paper is detected and stops when shredding is complete. This is the recommended setting for normal use.
- **OFF:** Turns the shredder off. Always set to OFF when not in use or during maintenance.
- **REV (Reverse):** Reverses the cutting mechanism to clear paper jams.

Shredding Documents:

1. Set the control switch to **AUTO**.
2. Insert up to 5 sheets of A4 paper (80 gsm) into the paper entry slot. The shredder will automatically start and stop.

3. For credit cards or staples, insert them into the designated slot (if separate) or the main paper entry slot one at a time.
4. Allow the shredder to complete the shredding process before inserting more documents.



Image: A detailed view of the Dahle PaperSAFE PS 100 shredder's paper entry slot, showing the recommended maximum of 5 sheets of paper being inserted for shredding.



Image: A close-up of the shredder's top panel, illustrating a credit card being inserted for destruction. The control switch with FWD, AUTO, OFF, REV settings and indicator lights for Overheat and Overload are visible.

7. MAINTENANCE

Regular maintenance ensures optimal performance and extends the life of your shredder.

Emptying the Waste Bin:

1. Set the control switch to **OFF** and unplug the shredder from the power outlet.
2. Carefully lift the shredder head (the top part) off the waste bin.
3. Dispose of the shredded material from the 12-liter bin.
4. Place the shredder head back onto the waste bin, ensuring it is securely seated.
5. Plug the shredder back in.



Image: A user demonstrating how to lift the shredder head from the waste bin, illustrating the process for emptying the shredded paper.

Cleaning:

- Always unplug the shredder before cleaning.
- Wipe the exterior of the shredder with a soft, dry cloth. Do not use abrasive cleaners or solvents.
- The Dahle PaperSAFE PS 100 features **oil-free** operation, meaning the cutting rollers do not require lubrication. Do not attempt to oil the cutting mechanism.

8. TROUBLESHOOTING

Refer to this section for common issues and their solutions.

Problem	Possible Cause	Solution
Shredder does not start.	<p>Not plugged in.</p> <p>Control switch not set to AUTO.</p> <p>Waste bin full or not properly seated.</p> <p>Overheat protection activated.</p>	<p>Ensure power cable is securely plugged in.</p> <p>Set switch to AUTO.</p> <p>Empty the waste bin and ensure the shredder head is correctly placed.</p> <p>Allow the shredder to cool down for at least 25 minutes.</p>

Problem	Possible Cause	Solution
Paper jam.	Too many sheets inserted. Paper inserted incorrectly.	Set the control switch to REV to clear the jam. If the jam persists, unplug the shredder, carefully remove the shredder head, and manually clear any visible paper. Be cautious of sharp blades. Reduce the number of sheets per pass.
Shredder stops during operation.	Overheat protection activated (after 25 minutes of continuous use). Waste bin full.	Allow the shredder to cool down for at least 25 minutes. Empty the waste bin.

9. SPECIFICATIONS

Feature	Detail
Model Number	23100-16168A
Shred Type	Cross-Cut
Particle Size	5 x 18 mm
Security Level (DIN 66399)	P-4
Sheet Capacity (A4, 80 gsm)	5 sheets
Shreds	Paper, Credit Cards, Staples
Waste Bin Capacity	12 Liters
Run Time	25 minutes continuous operation
Cool-down Time	25 minutes
Noise Level	68.5 Decibels
Dimensions (D x W x H)	21.7 x 34.7 x 36.6 cm
Weight	4 Kilograms
Power Source	Corded Electric
Special Features	Anti-jam, Full Bin Sensor, Quiet Operation, Automatic Start/Stop
Material	Plastic, Metal
Country of Origin	China

10. WARRANTY AND SUPPORT

Dahle offers an additional one-year warranty upon product registration. Please refer to the official Dahle website or contact customer support for detailed warranty terms and conditions.

For technical support, spare parts, or further assistance, please visit the [Dahle official website](#) or contact their customer service department.

