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Instruction Manual

Automatic Shredder

CERTIFICATE

Inspector: _____

Date of Manufacture: _____

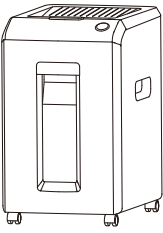


Scan to watch product video
& learn more about features.



**KEEP FOR
FUTURE USE**

Version: 2.02
Date: 05-2020



AZ1688

Thank you for purchasing our product, its functionality is suitable for both personal and departmental office use. We believe that the shredding performance and universality of the series of shredders can help you to handle documents with ease.

In order to use this product correctly and prevent personal injury or property damage, please read this manual carefully before use.

1. Precautions

Please place this machine on a stable place and be careful not to tip it over, in as to prevent the machine from falling down and falling to operate properly.

DANGER: Please do not disassemble, modify, or repair the machine by yourself in any way, so as to avoid electric shock or accidental injury.

DANGER: Do not touch the plug with a wet hand, so as to avoid electric shock or accidental injury.

When dumping debris, moving or not using the machine for a period of time, please unplug and cut off the power supply to avoid causing fire or electric shock.

DANGER: Do not splash water on this machine, which could cause fire or electric shock.

DANGER: Do not use the machine near heating or cooling machines, in places with high temperature, humidity, or dust, which may cause fire or electric shock.

Please do not put adhesive tape, carbon paper, fabric, plastic film, etc. into the machine for shredding, which could damage the machine.

DANGER: Do not damage, modify, or excessively bend the power cord. And do not place heavy objects on the cord, which may cause fire or electric shock.

In case of abnormal conditions such as smoke or odor, please immediately cut off the power supply and terminate the use to avoid fire or electric shock.

DANGER: Do not use the machine if there is any damage to the machine or power cord, which may cause fire or electric shock.

DANGER: Keep it out of the reach of children. There are blades in the machine, which may cause injury.

DANGER: Do not touch the blade of the paper inlet or outlet with hands! There are blades in the machine, which may cause injury.

DANGER: Please do not entangle ties, neckties, sleeves, etc. into the paper inlet. If entanglement occurs, please press and hold the "REVERSE" button.

DANGER: Please do not entangle hair etc. into the paper inlet. If entanglement occurs, please press and hold the "REVERSE" button.

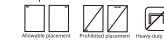
DANGER: Please do not blow flammable gases towards the machine, which may cause fire.

WARNING: Sharp edges, do not touch!

WARNING: Moving parts! Keep hands clear.

2. Precautions for Loading Paper into the Storage Bin

Staples



When shredding a stack of paper bound by the stapler, please do not exceed 5 sheets. Put them into the storage bin with the corner of the stapler in the top left or top right corner of the paper.

No heavy-duty staples allowed.

- No documents bound with glue or iron ring allowed
- No credit card allowed
- No folded paper (A3) folded in half allowed
- No disc allowed
- No binder of any material allowed
- No envelopes or document bags allowed
- No paper clip allowed

3. Accessories List

Check that product appearance is intact after unpacking the box and checking all accessories. Please contact the dealer if missing or misusing.

Item No.	Name	Qty.	Remarks
1	Shredder	1 unit	
2	Instruction Manual	1 pcs	
3	Caster	4pcs (left roller 2pcs right roller 2pcs)	

4. Product Specifications:

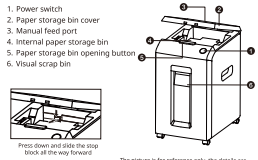
Item No.	AZ1688
Rated voltage	120V~160V
Current	5.0A
Shredding type	Micro-cut
Shredding effect (mm)	212 mm
Can disc be shredded?	✓
Paper shredding capacity 75g(8.5"×11")	Manual 10 sheets/Automatic 200 sheets
Shredding speed (mm/min)	2
Paper feed width (mm)	220
Disc feed width (mm)	7
Paper bin volume (L)	32 L
Device size (mm)	480 × 350 × 545mm
Noise (dB)	170
Device net weight (kg)	15.7
Continuous run time (min)	Manual 30min/Automatic 60min
Bin-full alarm	Yes

5. Maintenance

- Unplug the power before maintenance.
- Maintenance is limited to the cleaning of external parts of the machine.
- When cleaning the exterior, make sure not to pour liquid into the interior of the machine.
- After cleaning the machine casing, gently wipe it with a soft cloth dipped in soft soapy water or detergent. Note that the wiping cloth must not fall into the paper feed or organic solvents such as gasoline, acetone, benzene, and detergent should be used for cleaning.

* After working continuously for Manual 30min/Automatic 60min, there will be overheating protection. Please wait for a period of time (about 60 minutes), and the machine can shred paper normally.

6. Product External Structure and Name



Caster installation: Take out the casters, install two of them with brakes on the front side of the shredder (i.e., the wider rollers side), and the two non-brake casters on the rear side. The installation method is shown in the figure below.

7. Instructions for Use

- Connect the 120V power supply according to the voltage specification of your machine.
- Press the power switch button, the indicator goes on, and the machine goes on standby, waiting for shredding.
- Manual paper shredding: Feed the paper into the paper inlet, the "paper shredding" light turns on green, which means that paper shredding begins.
- Automatic paper shredding: The paper storage bin can accommodate 200 sheets of 75g(8.5"×11") paper at a time, close the cover and the light "Paper loader" goes on. Press the "Shredding" key, and the "Shredding" light turns on green to start automatic paper shredding.
- Pause Shredding/Retracting: During manual/automatic paper shredding, briefly press the "Pause/Retreat" key, the machine will reverse to retract the paper to be shredded.



Note: Auto-feed shredding and manual-feed shredding cannot be used at the same time.

8. Implication of the Indicators

Clear the scrap bin	Close the bin door	Clear the jammed paper	Overheat/Waiting
Close the cover	There is paper in the storage bin	No paper in the storage bin	

9. Indicator Action Descriptions

- When excessive paper is inserted into the manual paper shredding inlet at one time, the "Clear Paper Jam" light comes on, use the machine will reverse and retract the paper not shredded. Open the cover to remove the paper not shredded, and the indicator light turns off and returns to the standby state.
- When there is paper in the paper storage bin and the machine is idling, please open the paper storage bin to remove paper storage or foreign matters from the paper inlet, separate the paper to be shredded, and then put it back. After the cover is closed, the indicator light goes out, and the machine can normally shred paper.
- When there is paper in the paper storage bin and the machine is not working, the "Clear Paper Jam" light is on. Please open the paper storage bin and clear the paper to be shredded. After closing the cover, the indicator light goes out, and the machine can shred the paper normally.
- When the "Clear the Paper Jam" light is on, please retract the scrap bin, the indicator light goes out, and the machine can shred paper normally.
- When the "Clear the Paper Jam" light is on, please retract the scrap bin, the indicator light goes out, and the machine can shred paper normally.
- When the "Clear the Paper Jam" light is on, please retract the scrap bin, the indicator light goes out, and the machine can shred paper normally.

10. Common Faults and Troubleshooting

Symptoms	Causes	Troubleshooting
The power plug is not plugged in properly.	No power supply	Plug properly
The voltage is too low		Supply rated voltage
The scrap bin is not in the standby position		Locate the scrap bin position
The machine has been operating continuously for a long time and it is overheated		Wait for the machine to cool down naturally
The paper is too transparent or too soft		Attach an opaque paper sheet or cut the paper into several times
Scrap bin full		Empty the scrap bin
Overheat not eliminated		Properly reduce the number of sheets to be shredded and insert them into the shredding part
		Recognize the paper in the paper storage bin and retract
		Press "PAUSE/RETRACT" button to retract the paper jammed
The machine jammed	Paper jam	Clear the paper in the paper storage bin and retract
The machine does not work	Paper scraps and other foreign matter at the paper inlet	Open the paper storage bin and remove paper scraps and other foreign matter
High noise level	Roller gaps or unstable machine placement	Adjust the position of the machine

Note: When your machine fails and cannot be repaired in the above way, please immediately stop using it out of the power supply, and notify your local service provider for handling. Do not disassemble it.

11. Recycle

Please ensure that used electronic products and packaging materials are sent to specialized recycling points to prevent uncontrolled waste disposal and help promote material recycling.