

**Special Declaration:**  
This manual has been strictly and carefully checked and reviewed, but there may still be spelling and technical omissions and errors. Any such inaccuracies will be corrected in future versions of this manual without prior notice. The copyright of this manual is owned by our company. No other organization or individual is permitted to modify any part of it without authorization.

# Instruction Manual

Automatic Shredder



KEEP FOR  
FUTURE USE

Version: 2.0.2  
Date: 05-2026



NO.AZ1689

Thank you for purchasing our product. This instruction manual is suitable for both personal and departmental office use. We believe that the shredding performance and confidentiality of this 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, so as to prevent the machine from falling down and failing 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.
- Do not splash water on this machine, which could cause fire or electric shock.
- 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.
- 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 away from 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, necklaces, 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.
- 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

- Allowable placement position of staples
- Prohibited placement position of staples
- Heavy-duty staples prohibited
- 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 folded paper (A3 folded in half) allowed
- No credit card allowed
- No disc 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 anything is broken or missing.

| Item No. | Name               | Qty.                | Remarks           |
|----------|--------------------|---------------------|-------------------|
| 1        | Shredder           | 1 Unit              |                   |
| 2        | Instruction Manual | 1 PCS               |                   |
| 3        | Caster             | 4pcs (not included) | rigid caster 2pcs |

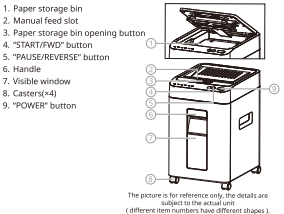
## 4. Product Specifications:

|                                       |                                       |
|---------------------------------------|---------------------------------------|
| Item No.                              | AZ1689                                |
| Rated voltage                         | 120V~60Hz                             |
| Current                               | 4.1A                                  |
| Shredding type                        | Micro-cut                             |
| Shredding effect (mm)                 | 4x12 mm                               |
| Can disc be shredded?                 | No                                    |
| Paper shredding capacity 75g/8.5"x11" | Manual 12 sheets/Automatic 110 sheets |
| Shredding speed (r/min)               | 2 r/min                               |
| Paper feed width (mm)                 | 220 mm                                |
| Disc feed width (mm)                  | N/A                                   |
| Paper bin volume (L)                  | 26 L                                  |
| Device size (mm)                      | 317mm x 389mm x 465mm                 |
| Noise (dB)                            | 170 dB                                |
| Device net weight (kg)                | 11 kg                                 |
| Continuous run time (min)             | Manual 30min/Automatic 60min          |
| Bin full alarm                        | Yes                                   |

## 5. Maintenance

- 1. Unplug the power before maintenance.
- 2. Maintenance is limited to the cleaning of external parts of the machine.
- 3. When cleaning the exterior, make sure no water drips into the interior of the machine.
- Note: When cleaning the machine casing, gently wipe with a soft cloth dipped in soft soapy water or detergent. Note that the wiping cloth must not fall into the paper inlet; no organic solvents such as gasoline, benzene, diluents, and detergent should be used for cleaning.

## 6. Product External Structure and Name



The picture is for reference only; the details are subject to the actual unit (different item numbers have different shapes).

## 7. Instructions for Use

- 1. Connect the 120V power supply according to the voltage specification of your machine.
- 2. Press the "POWER" button, and the "PENDING" status indicator will light up green, it shows that the machine is ready for working.
- 3. Manual feed shredding: Put the paper into the paper feed slot, and the machine will begin to work.
- 4. Auto feed shredding: The paper storage bin can maximum shred 110 pages 75g 8.5"x11" paper per times, shut off its top cover, then press "START/FWD" button. The "PAUSE/REVERSE" status indicator will light up green, it means that the machine begin to self-feed shredding.
- 5. Stop shredding / Reverse paper: When you are shredding paper by manual or auto feed mode, press the "PAUSE/REVERSE" button for one second will pause it work. Continue to press this button, machine will reverse and pull the paper which is in shredding.



Press the paper storage bin opening button, the paper storage bin will be opening up.  
N/A: Auto feed shredding and manual-feed shredding cannot be used at the same time.

## 8. Implication of the Indicators



## 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, and the machine will reverse and retract the unshredded paper. Open the cover to remove the unshredded paper, and the indicator light turns off and the machine returns to standby.
- When there is paper in the paper storage bin and the machine is idling, please open the bin, neatly stack the paper to be shredded, and then put it back. After the cover is closed, the indicator light goes out and the machine resumes normal shredding.
- 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 neatly stack the paper to be shredded. After closing the cover, the indicator light goes out and the machine can start the paper normally.
- When the "CLOSE THE BIN COVER" status indicator is lighting, please push the bin into the right position or make sure the top cover of the bin is securely closed, when the indicator turns off, the machine will work normally.
- When the "CLEAR THE BIN" light is on, please clear and reset the scrap bin, the indicator light goes out, and the machine can shred paper normally.
- When the "OVERHEATING WARNING" light is on, please wait about 60 mins, 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 under-voltage                                                                       |                                                                                                            |
| The scrap bin is not in the right position                                                                                                  | Locate the scrap bin to place                                                              |                                                                                                            |
| The machine has been operating abnormally for a long time, the motor has started to vibrate, noise occurs, and the shredding speed is slow. | Wait for the machine to cool down naturally                                                |                                                                                                            |
| The paper is too transparent or too soft                                                                                                    | Attach an opaque paper sheet, or feed the transparent paper several times                  |                                                                                                            |
| Scrap bin full                                                                                                                              | Empty the scraps                                                                           |                                                                                                            |
| Download not extracted                                                                                                                      | Properly reduce the number of sheets to be shredded and reset them into the shredding slot |                                                                                                            |
|                                                                                                                                             | Reorganize the paper in the paper storage bin and reload                                   |                                                                                                            |
| The machine jammed                                                                                                                          | Paper jam                                                                                  | Press "REVERSE/REVERSE" button to retract the jammed paper                                                 |
|                                                                                                                                             |                                                                                            | Clear the paper in the paper storage bin and reload                                                        |
| The machine does not stop                                                                                                                   | Paper scraps and other foreign matter in the paper inlet                                   | Open the paper storage bin and remove paper scraps to reset properly; multiply the paper, and it will stop |
| High noise level                                                                                                                            | Irregular floor or unstable machine placement                                              | Adjust the position of the machine                                                                         |

Note: When your machine fails and cannot eliminate the above way, please immediately stop using it, cut off the power supply, and notify your local service provider for handling. Do not disassemble without authorization.

## 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.