Special Disclaimer:
While information of this manual has been rigorously checked and reviewed, we still cannot rule out the possibility of spelling mistakes and technical negligence and/or errors. Such negligence and/or errors will be corrected in the updated version(s) without further notice. The intellectual property of this manual belongs to our company, and no organization or individual is allowed to change the content.

CERTIFICATE

Inspector: _____

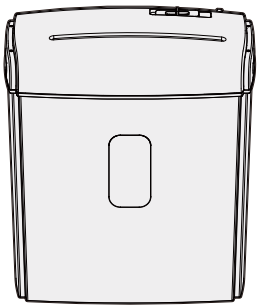
Date of Manufacture: _____

KEEP FOR FUTURE USE

Version: 2.0
Date: 05-2026

USER MANUAL

Paper Shredder



AZ1691

Thank you for purchasing our product. This shredder is suitable for personal as well as office department use. We believe the shredding capabilities and confidentiality level of this series of shredders will enable you to dispose your documents in a more efficient manner.
Please read this manual carefully before use, in order to facilitate proper use of this product, as well as to prevent damage to people and property.

1. Warnings And Precautions

The plug on the power supply cord is intended to serve as the disconnect device, the socket-outlet shall be installed near the equipment and shall be easily accessible.
The appliance shall be connected to a MAINS socket outlet with a protective earthing connection.

Please place the shredder on a flat and level surface, to avoid malfunction caused by tipping over.

Warning! Do not disassemble, modify or repair the machine by yourself in any way, to avoid electric shock or accidental injury.

Warning! Do not touch the plug with wet hands, to avoid electric shock or accidental injury.

Please unplug and turn off the shredder when discarding the shredded objects, moving, or not using the equipment for a while, to avoid a fire or electric shock.

Warning! Do not splash water onto the machine to avoid a fire or electric shock.

Do not use this equipment next to a heater or air conditioner, in a high temperature and humidity, or dusty place, to avoid a fire or electric shock.

Do not shred tapes, copy papers, fabrics or plastic films, to avoid equipment failure.

Warning! Do not damage or process the power cord or place objects on the power cord, to avoid a fire or electric shock.

In case of smoke, odor or other abnormal conditions, please turn off the power switch immediately and stop using to avoid a fire or electric shock.

Do not use the shredder if the machine or power cord is damaged, to avoid a fire or electric shock.

Warning! Do not let children use this shredder to avoid accidental injury. (This equipment is installed with sharp blades.)

Warning! Do not touch the blades in the feed and shredded outlet slots.

Warning! Do not allow tie, necklace, sleeves, etc. to get pulling into the feed slot. (If it is accidentally entangled, switch to "REV" and remove the object)

Warning! please do not allow your hair to get pulling into the feed slot. (If it is accidentally entangled, switch to "REV" and remove the object)

Do not spray any flammable gases into the equipment to avoid a fire.

To refer to text in an accompanying document.

Only suitable for use in indoors.

This appliance bears the WEEE mark (Waste of Electric and Electronic Equipment) signifying that, at the end of its life cycle, it should not be disposed of with household waste, but at a recycling centre. The recycling of waste contributes to the conservation of our environment.

Sharp edges. Do not touch.

Moving parts. Keep away from children and pets, keep body part or hand away from moving parts. Always set to off or unplug when not in use.

This equipment is a Class II or double insulated electrical appliance. It has been designed in such a way that is does not require a safety connection to electrical earth.

2. Packing List

Please check the intactness of equipment and all accessories. Please contact the dealer for any defect and/or missing of accessory.

#	Name	Quantity	Remark
1	Paper Shredder	1×	
2	User Manual	1×	

3. Product Technical parameter

Product number	AZ1691
Power supply	120V～/60Hz
Current(A)	3.0
Shred type	micro-cut
Shred size(mm)	4×12
Shredding capacity 75g(8.5"×11") (sheet)	8
Shredding speed (m/min)	2
Paper feed slot width(mm)	220
Wastebasket capacity(L)	15L
Product dimensions(mm)	320×195×356
Continuous run time(min)	2

*Data above are collected from the test in our lab, environment and tool change will cause deviations.

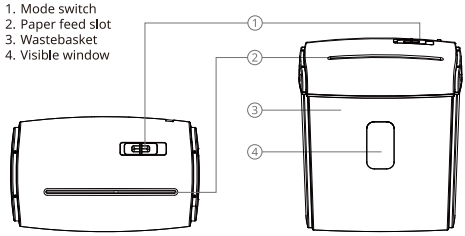
4. Maintenance

1. Unplug the power cord prior to maintenance;
2. Maintenance is limited to the cleaning of external parts only;
3. When cleaning the external parts, caution must be taken not to drip any water droplets into the interior of the shredder.

Note: When cleaning the outer casing of the shredder, please gently wipe with a soft cloth slightly damped with soapy water or detergent. Caution not to let the cloth enter into the feed slot, and do not use solvents such as gasoline, benzene, paint thinner.

5. Product Diagram

1. Mode switch
2. Paper feed slot
3. Wastebasket
4. Visible window



This diagram is for reference only
please take the actual product as standard

6 Step-by-step Instructions

1. Put the shredder head into basket.
2. Plug the power cord into any standard 120V AC outlet.
3. Switch the mode switch into "AUTO" position.
4. When the "AUTO" is selected, the shredding process is started automatically by inserting the paper into the feed opening. The shredder will stop automatically when the paper has completed its travel through the feed opening.
5. When you faced a paper-stuck, select "REV", the device will rotate in reverse to fall out the paper jam.
6. "OFF" position is recommended when emptying the wastebasket or when the shredder is not in use for a prolonged period of time.
7. When switch to "FWD", blades will keep rotating even no paper entered. This mode is used to keep shredding paper, or help to clear paper pieces remain in the blades.

*** After working continuously for 2 minutes, there will be overheating protection. Please wait for a period of time (about 60 minutes), and the machine can shred paper normally.**

7. Troubleshooting

Problem	Potential causes	Solution
The equipment is not functioning	The plug is not plugged in, no power	Push the plug into the socket thoroughly
	Voltage of the power is too low	Provide rate working voltage
	The wastebasket has not been pushed into the predetermined position	Push the wastebasket into the predetermined position
	The equipment is overheated and entered into protection mode due to prolonged use	**Wait for a while till the equipment is cooled down.**
	Paper is too thin or too soft	Add a thicker paper or fold the paper multiple time to increase the thickness
	The wastebasket is full	Empty the wastebasket
	Overload issue has not been resolved	Reduce the pages of paper and reload the paper into the feed slot
The shredder is stalled	Paper jam	Turn the "Reverse" buttom to eject the jammed paper
The shredder motor will not stop running	The feed slot is covered with paper dust and other foreign matter	Clean up the feed slot area
Operating noise is too loud	Equipment has been put on hallow or unleveled floor	Adjust the placement of the machine

Note: If there is a malfunction condition that can't be resolved through the above method, please stop using the shredder immediately, unplug the power cord and contact our customer service. Please don't attempt to disassemble the unit by yourself!

8. Recycling

Be sure to send used and waste electronics and packaging materials to a special recycling site to prevent uncontrolled waste disposal and facilitate material recycling.