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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: _____

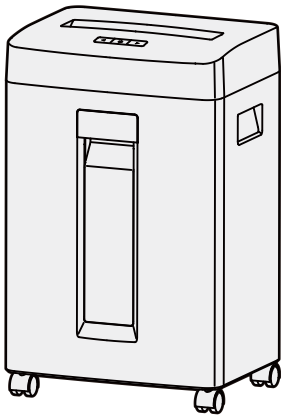


KEEP FOR
FUTURE USE

Version: 2.0
Date: 05-2026

USER MANUAL

Paper Shredder



AZ1696VC

Thank you for purchasing our product. This shredder is suitable for both personal and office use. We believe the shredding capabilities and confidentiality level of this series of shredders will enable you to dispose of 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 turn off and unplug the shredder when discarding the shredded objects, moving, or not using the equipment for a while, to avoid 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 paper, 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 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 pulled 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 pulled 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 Electrical 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 does not require an earth ground connection for safety.

货号	AZ1696VC	货名	碎纸机	零件名称	说明书
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2. Packing List

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

Item No.	Name	Qty.	Remarks
1	Shredder	1 Unit	
2	Instruction Manual	1 pcs	
3	Caster	swivel caster 2pcs rigid caster 2pcs	

3. Product Technical parameter

Product number	AZ1696VC
Power supply	120V~60Hz
Current (A)	2.5
Shred type	Micro-cut
Shred size (mm)	4 × 12
Shredding capacity 75g (8.5" × 11") (sheet)	12
Shredding speed (m/min)	2
Paper feed slot width (mm)	220
Wastebasket capacity (L)	23
Product dimensions (mm)	350 × 262 × 515
Continuous run time (min)	60

*Data above are collected from the test in our lab, Actual performance may vary depending on environment and usage

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 dampened 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. Paper feed slot
2. Handle
3. Visible window
4. Paper wastebasket
5. FWD
6. Power Key
7. REV
8. Caster

This diagram is for reference only
Please refer to the actual product for the definitive standard.

03

04

6 Step-by-step Instructions

1. Check your machine's voltage specification, then connect it to a 120V power supply.
2. Press the " ⏻ " button, the indicator light will turn on, and you can start shredding paper. After shredding, the machine will enter auto-standby mode, waiting for the next shredding task. When you finish using it, press the " ⏻ " button again to turn off the power.
3. If you want to stop shredding a document in progress, press the "REV" button of the manual paper ejection switch; the machine will reverse to eject your document.
4. If a paper jam occurs due to overloading during shredding, the indicator light will change color as a prompt, and the motor will automatically reverse to eject the paper, then stop automatically. After you remove the paper, the indicator light will return to the standby color, waiting for the next shredding task. If the machine fails to eject the paper automatically, press the "REV" button of the manual paper ejection switch to eject the excess paper. If the jammed paper is too short to be removed by hand, you can also repeatedly press the "FWD" button of the manual paper feed switch to shred the paper and clear the jam.
5. Continuous heavy shredding will cause the motor to overheat, and the shredder will stop automatically (this is the specially designed automatic motor overheat protection function). After the automatic shutdown, wait for a period of time (about 60 minutes) before the machine can work again.

★ After working continuously for 60 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 number of sheets and reload the paper into the feed slot.
The shredder is stalled.	Paper jam.	Turn the "Reverse" button 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 hollow or unlevelled 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.

05

06

规格	135x189 mm（骑马钉）	材质及要求	80g双胶纸
印刷颜色	黑色	版次	
备注	1.删除不可碎钉图标;2.添加过热保护时间; 3.修改字体;	文件编号	
批准		日期	
审核		设计	
校对			