

Leitz 170004

# Leitz IQ Slim Paper Shredder User Manual

Model: 170004

## INTRODUCTION

This manual provides essential information for the safe and efficient operation, maintenance, and troubleshooting of your Leitz IQ Slim Paper Shredder. Please read this manual thoroughly before using the shredder and retain it for future reference.

The Leitz IQ Slim Paper Shredder is designed for home and home office use, offering P4 cross-cut security for confidential documents. It features a compact design, quiet operation, and anti-jam technology to ensure a smooth shredding experience.

## SAFETY INFORMATION

**WARNING:** Failure to follow these safety instructions may result in fire, electric shock, or injury.

- Keep hands, hair, and loose clothing away from the paper entry slot.
- Keep children and pets away from the shredder.
- Unplug the shredder when not in use or before moving, cleaning, or emptying the waste bin.
- Do not shred metal objects, adhesive labels, or wet paper.
- Do not operate the shredder if the power cord is damaged.
- Do not attempt to service the shredder yourself. Refer all servicing to qualified service personnel.
- Ensure the shredder is placed on a stable, level surface.

## SETUP

1. **Unpacking:** Carefully remove the shredder from its packaging. Ensure all components are present, including the shredder head, waste bin, and power cord.
2. **Placement:** Position the shredder on a flat, stable surface in your desired home or office location. Ensure there is adequate space around the unit for ventilation and access to the power outlet.
3. **Bin Installation:** Place the waste bin securely into the shredder base. The shredder head should sit firmly on top of the bin. The unit will not operate if the head is not correctly seated.
4. **Power Connection:** Plug the power cord into a standard electrical outlet.



**Figure 1:** Front view of the Leitz IQ Slim Paper Shredder, illustrating its compact design suitable for home or office environments.

## OPERATING INSTRUCTIONS

### Control Panel Overview



**Figure 2:** Close-up of the shredder's touch control panel, showing the power, reverse, and status indicators. The shredder features intuitive touch controls for easy operation.

- **Power Button ( ):** Press to turn the shredder ON or OFF.
- **Reverse Button (R):** Press to reverse the shredding mechanism, useful for clearing minor paper jams.
- **Overload Indicator (Red LED):** Illuminates if too much paper is inserted, indicating a potential jam.
- **Overheat Indicator (Red LED with Thermometer):** Illuminates when the shredder has reached its maximum continuous run time and needs to cool down.

### Shredding Documents

1. Ensure the shredder is plugged in and powered ON.
2. Insert up to **10 sheets** of letter-size (8.5" x 11") paper into the paper entry slot. The shredder will automatically begin shredding.
3. The shredder can also process staples and small paper clips.
4. For optimal performance and to prevent jams, avoid exceeding the maximum sheet capacity.



**Figure 3:** The shredder in operation, demonstrating the secure cross-cut shredding of a confidential document.



**Figure 4:** Visual representation of the shredder's capacity, capable of shredding up to 10 letter-size sheets simultaneously.

### Continuous Run Time and Cool Down

The shredder has a continuous run time of approximately **6 minutes**. After this period, the overheat indicator LED will illuminate, and the shredder will automatically shut off to prevent damage. Allow the shredder to cool down for at least 30 minutes before resuming operation. This helps prolong the life of the motor.

## MAINTENANCE

### Emptying the Waste Bin

Regularly empty the **6-gallon (225 sheet capacity)** waste bin to prevent paper jams and maintain optimal shredder performance. The transparent window on the bin allows for easy monitoring of the shredded paper level.

1. Ensure the shredder is turned OFF and unplugged from the power outlet.
2. Carefully lift the shredder head off the waste bin.
3. Empty the shredded paper into a suitable recycling container.
4. Replace the shredder head securely onto the waste bin.



**Figure 5:** The shredder head lifted from the waste bin, revealing the shredded paper inside and demonstrating the bin's capacity.

## Cleaning

To clean the exterior of the shredder, wipe it with a soft, dry cloth. Do not use abrasive cleaners or solvents.



For optimal performance, consider using shredder oil sheets periodically to lubricate the cutting blades. Follow the instructions provided with the shredder oil sheets.

TROUBLESHOOTING

Problem	Possible Cause	Solution
Shredder does not start.	Not plugged in; shredder head not properly seated; power switch off.	Ensure power cord is securely plugged in. Re-seat the shredder head firmly onto the waste bin. Turn the power switch ON.
Paper jam.	Too much paper inserted; paper folded or crumpled.	Press the <b>Reverse (R)</b> button to clear the paper. If necessary, unplug the shredder, carefully remove the shredder head, and manually clear the paper. Do not force paper.
Shredder stops during operation and Overheat LED is on.	Exceeded continuous run time.	Allow the shredder to cool down for at least 30 minutes. The LED will turn off when it is ready for use again.
Shredder is noisy.	Blades require lubrication; waste bin is full.	Use shredder oil sheets to lubricate the blades. Empty the waste bin.

SPECIFICATIONS

Feature	Specification
Model Number	170004
Shred Type	Cross-Cut
Security Level	DIN P4
Sheet Capacity	Up to 10 sheets (8.5" x 11" paper)
Bin Capacity	6 Gallons (approx. 225 sheets)
Continuous Run Time	6 minutes
Cool Down Time	Approx. 30 minutes
Shred Speed	6 feet per minute
Shreds	Paper, staples, paper clips
Anti-Jam Technology	Automatic stop and reverse
Controls	Touch controls

Feature	Specification
Product Dimensions (W x H x D)	10 x 14.7 x 14.5 inches
Item Weight	15.12 pounds
Manufacturer	ACCO Brands

## WARRANTY AND SUPPORT

### Limited Warranty

Your Leitz IQ Slim Paper Shredder is covered by a **Limited 2-Year Warranty** from the date of purchase. This warranty covers defects in materials and workmanship under normal use. It does not cover damage resulting from misuse, abuse, accident, unauthorized service, or normal wear and tear.




Please retain your proof of purchase for warranty claims.

### Customer Support

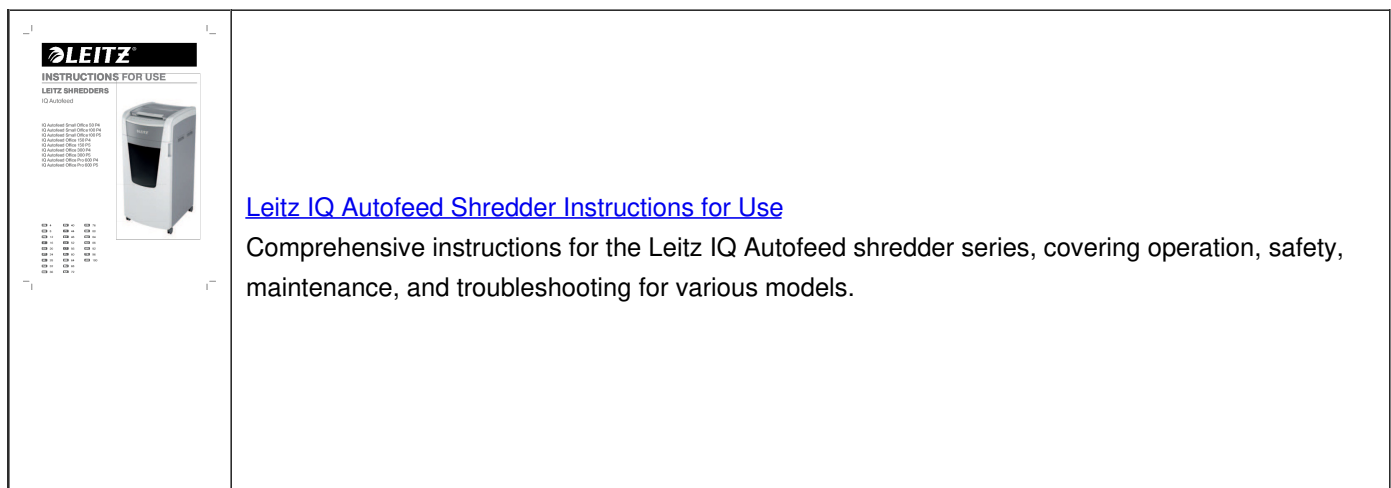
For technical assistance, warranty inquiries, or to order replacement parts, please contact Leitz customer support. Refer to the contact information provided on the official Leitz website or your product packaging.

Online resources and FAQs may also be available on the Leitz brand website: [Visit the Leitz Store on Amazon](#)

## Related Documents

 <p><b>LEITZ</b> INSTRUCTIONS FOR USE LEITZ SHREDDERS IQ Slim Home Office P4 IQ Slim Office S P4</p>	<p><a href="#">Leitz IQ Slim Home Office P4 / IQ Slim Office S P4: Instructions for Use</a></p> <p>Comprehensive user manual for Leitz IQ Slim Home Office P4 and IQ Slim Office S P4 paper shredders. Learn about specifications, safe operation, maintenance, and troubleshooting for your P-4 security level shredder. Visit <a href="#">Leitz.com</a> for more.</p>
 <p><b>LEITZ</b> INSTRUCTIONS FOR USE LEITZ SHREDDERS IQ Home P4</p>	<p><a href="#">Leitz IQ Home P4 Shredder: Instructions for Use</a></p> <p>User manual and safety instructions for the Leitz IQ Home P4 paper shredder, detailing specifications, operation, and maintenance. Learn about its P-4 security level and 6-sheet capacity.</p>
 <p><b>LEITZ</b> INSTRUCTIONS FOR USE LEITZ SHREDDERS IQ Autofeed</p>	<p><a href="#">Leitz IQ Autofeed Shredder: Instructions for Use and Safety Guide</a></p> <p>Comprehensive instructions for Leitz IQ Autofeed shredders, covering operation, safety guidelines, maintenance, and troubleshooting. Learn how to use your Leitz shredder safely and efficiently.</p>





[Leitz IQ Autofeed Shredder Instructions for Use](#)

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