

Locksworth AZ-1688-SQ1P

Locksworth 200-Sheet P-5 Micro-Cut Heavy-Duty Paper
Shredder Instruction Manual

Model: AZ-1688-SQ1P

PRODUCT OVERVIEW

The Locksworth 200-Sheet P-5 Micro-Cut Heavy-Duty Paper Shredder is designed for high-security document destruction in home and office environments. It features advanced micro-cut technology, dual-mode operation, and a large capacity bin for efficient and secure shredding.

- **High Security Level:** Micro-cut technology shreds paper into tiny 0.08 × 0.47 inch (2 × 12 mm) particles, achieving P-5 level security to protect sensitive data.
- **Dual-Mode Convenience:** Offers automatic shredding for up to 200 sheets and manual feeding for up to 10 sheets.
- **Large Capacity Bin:** Equipped with an 8.5-gallon (32L) pull-out bin with a clear window for easy monitoring, reducing the frequency of emptying.
- **Uninterrupted Efficiency:** Provides up to 60 minutes of continuous operation in auto mode and 30 minutes in manual mode. Features auto-reverse to clear paper jams instantly.
- **Thermal Protection:** Built-in thermal protection prevents overheating and overload, ensuring motor longevity and efficient performance.

Auto Mode



200 sheets
per pass



Up to 60 minutes of
continuous shredding time



Figure 1: Main view of the Locksworth 200-Sheet Paper Shredder.

Protection of Private Information

Micro-Cut Shred Size: $5/64"$ x $15/32"$ (2 x 12mm)



P-5
security level

Figure 2: Illustration of the P-5 micro-cut shred size, showing tiny paper particles for high security.

SETUP

Follow these steps to set up your Locksworth paper shredder:

1. **Unpack the Shredder:** Carefully remove the shredder and all packaging materials from the box.
2. **Choose a Location:** Place the shredder on a flat, stable surface near a power outlet. Ensure adequate space around the unit for ventilation and bin access.
3. **Connect Power:** Plug the power cord into a standard electrical outlet.
4. **Install Waste Bag (Optional):** For easier disposal, line the waste bin with a suitable shredder bag.

Low Volume Operation

Easy to Move



Figure 3: The shredder's compact design and dimensions (22.8 inches high, 18.7 inches deep, 13.8 inches wide) allow for easy placement in home or office settings.

OPERATING INSTRUCTIONS

Familiarize yourself with the shredder's controls and modes for optimal performance.

Control Panel

The control panel on top of the shredder allows you to select different operating modes: Forward (FWD), Auto, Off, and Reverse (REV).

Auto Mode (Automatic Feed)

The auto mode allows for hands-free shredding of up to 200 sheets of paper. Simply load the paper into the auto-feed tray, and the shredder will automatically process the documents. This mode supports continuous operation for up to 60 minutes.

Manual Mode



10 sheets
per pass



Up to 30 minutes of
continuous shredding time



Figure 4: The shredder operating in Auto Mode, capable of processing up to 200 sheets per pass for 60 minutes continuously.

Video 1: Official product video demonstrating the 200-sheet automatic feed capability of the shredder.

Manual Mode

For smaller batches or thicker materials, use the manual feed slot. The shredder can handle up to 10 sheets per pass in manual mode and supports continuous operation for up to 30 minutes.

Anti-Jam System

Automatically retracts the paper when a paper jam occurs to clear the jam



Figure 5: The shredder operating in Manual Mode, allowing up to 10 sheets per pass for 30 minutes continuously.

Anti-Jam System

The shredder is equipped with an auto-reverse function that automatically retracts paper when a jam is detected, helping to clear the obstruction and maintain continuous operation. If a jam occurs, the shredder will attempt to clear it by reversing the blades. If the jam persists, switch the mode to 'REV' to manually reverse the paper out.

200-Sheet Micro-Cut Shredder for Office and Home Use



Sheet capacity



P-5
high-security level



Large bin capacity



Overheat protection



Easy operation



Figure 6: Visual representation of the Anti-Jam System, showing automatic paper retraction to clear obstructions.

Shredding Credit Cards

The shredder can also destroy credit cards. Insert one credit card at a time into the manual feed slot. Do not attempt to shred multiple cards simultaneously or use the auto-feed tray for credit cards.

MAINTENANCE

Regular maintenance ensures the longevity and optimal performance of your shredder.

- **Emptying the Waste Bin:** Regularly check the waste bin through the clear window. When full, pull out the bin and dispose of the shredded material. Ensure the bin is properly reinserted before resuming operation.
- **Cleaning:** Periodically clean the shredder's exterior with a soft, dry cloth. Do not use abrasive cleaners or solvents.
- **Oiling (Recommended):** To maintain cutting performance and extend the life of the shredder, oil the cutting blades regularly with shredder oil, especially after emptying the waste bin or after prolonged use.

Large Bin Capacity 32L (8.5 Gallon)

No more frequent cleaning



Figure 7: The 8.5-gallon (32L) pull-out bin with a clear window for convenient monitoring and emptying.

TROUBLESHOOTING

If you encounter issues with your shredder, refer to the following common troubleshooting tips:

- **Shredder Not Turning On:** Ensure the power cord is securely plugged into a working outlet. Check that the waste bin is fully closed and correctly seated, as a safety interlock prevents operation if the bin is open.

- **Paper Jam:** If paper gets jammed, switch the shredder to 'REV' (Reverse) mode to clear the obstruction. Reduce the number of sheets for subsequent shredding.
- **Overheating:** The shredder has thermal protection. If it overheats during prolonged use, it will automatically shut off. Allow the unit to cool down for at least 30-60 minutes before resuming operation.
- **Reduced Performance:** If the shredder's performance decreases, the blades may need oiling. Refer to the 'Oiling' section under Maintenance.

SPECIFICATIONS

Feature	Specification
Product Dimensions	26.18 x 18.58 x 22.24 inches
Item Weight	45.3 pounds
Item Model Number	AZ-1688-SQ1P
Cut Type	Micro Cut (0.08 × 0.47 inch / 2 × 12 mm)
Security Level	P-5
Auto Sheet Capacity	200 sheets
Manual Sheet Capacity	10 sheets
Continuous Run Time (Auto)	60 minutes
Continuous Run Time (Manual)	30 minutes
Bin Capacity	8.5 Gallons (32 Liters)
Recommended Uses	Shredding Paper, Shredding Credit Cards
Color	Black

WARRANTY AND SUPPORT

For warranty information or technical support, please refer to the documentation included with your purchase or contact Locksworth customer service. Keep your purchase receipt as proof of purchase for any warranty claims.

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