



# INSTRUCTION MANUAL

## 8-SHEET CROSSCUT PAPER SHREDDER

MODEL # AL890C ITEM # 1831-11A



**PLEASE READ AND SAVE ALL INSTRUCTIONS TO ENSURE  
THE SAFE AND EFFECTIVE USE OF THIS APPLIANCE.**

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## IMPORTANT SAFETY INSTRUCTIONS



### **WARNING! READ AND SAVE THESE INSTRUCTIONS.**

Failure to follow all the instructions listed below may result in electric shock, fire and/or serious personal injury.



Avoid touching the document feed opening with hands.



Do not spray or keep any aerosol products in or around shredder.



Product is not intended for use by children (product is not a toy).



Avoid loose clothing or jewelry touching the document feed opening.



Do not insert foreign objects into the document feed opening.



Avoid getting hair near the document feed opening.

- **RISK OF FIRE.** Never use any petroleum based or flammable oils or lubricants in or around the machine as some oils can combust causing serious injury.
- NEVER dispose of flammable chemicals or materials that have come into contact with flammable chemicals (for example, nail polish, acetone, gasoline) in the shredder basket.
- **Never shred plastic (except credit cards), any hard materials, continuous forms, newsprint, or anything with adhesives including labels and envelopes.**
- A socket-outlet should be near the equipment and be easily accessible.
- Always turn the shredder off and unplug the power cord from the AC outlet before cleaning it, moving it, or emptying the waste basket.
- Never let the wastebasket become full. This will lead to shredded material being pulled back up into the shredder and cause jams.
- Never place the shredder near water or any heat source.
- Keep wastebasket emptied so that the shredder output is not impeded.
- Do not use the shredder if the power cord is damaged in any way.
- Do not attempt to service this product yourself as doing so may expose you to sharp cutting blades and/or electricity and will void the manufacturers warranty.
- Never try to clean or clear the shredder blade.

**SAVE THESE INSTRUCTIONS!**

## GENERAL SAFETY INSTRUCTIONS



### WARNING!

Read and understand all instructions. Failure to follow all instructions listed below may result in electric shock, fire or serious personal injury. The warnings, cautions, and instruction discussed in this instruction manual cannot cover all possible conditions and situations that may occur. It must be understood by the operator that common sense and caution are a factor which cannot be built into this product, but must be supplied by the operator.



### THIS SHREDDER IS NOT A TOY!

**Do not let your child play with this shredder.** Serious injury and electrocution might be possible. This shredder has to be operated by an adult only. Children should be supervised to ensure that they do not play with the shredder.

### SAVE ALL INSTRUCTIONS!

**CAUTION:** A short power supply cord is provided to reduce the risk of personal injury resulting from becoming entangled in or tripping over a longer cord. Extension cords are available from local hardware stores and may be used if care is exercised in their use. If an extension cord is required, special care and caution is necessary. Also the cord must be: (1) marked with an electrical rating of 125 V and at least 13 A., 1625 W., and (2) the cord must be arranged so that it will not drape over the countertop or tabletop where it can be pulled on by children or tripped over accidentally.

### ELECTRIC POWER:

If electric circuit is overloaded with other appliances, your appliances may not operate properly. The appliances should be operated on a separate electrical circuit from other operating appliances.

### POLARIZED PLUG:

This shredder has a polarized plug (one blade is wider than the other). As a safety feature to reduce the risk of electrical shock, this plug is intended to fit in a polarized outlet only one way. If the plug does not fit fully in the outlet, reverse the plug. If it still does not fit, contact a qualified electrician. Do not attempt to defeat this safety feature.



### SAFETY WARNING:

Although your shredder is easy to operate, for your safety, the below warnings must be followed:

1. Do not place the shredder near a heat source.
2. Never leave the shredder unattended while in the auto-on mode.
3. To avoid any accidents, never put a hand around the paper feed entry slot when the shredder is in operation.
4. Use the shredder on a stable surface away from water.
5. Do not unplug from the wall socket by pulling on the supply cord.
6. The shredder must be unplugged:
  - A. Before emptying the wastebasket
  - B. Before any cleaning or maintenance
  - C. During long periods of nonuse
  - D. If it appears to be faulty

**THIS PRODUCT IS INTENDED FOR  
HOUSEHOLD USE ONLY.**

## LIST OF MAIN PARTS



## TECHNICAL SPECIFICATIONS

Rating Voltage	120V
Frequency	60Hz
Power	2.2 A
Model Number	AL890C / Item No. 1831-11A
Sheet Capacity	8 Sheets 20 lb. bond paper
Paper Shred Size	7/32 in. x 1 27/32 in. pieces 0.56 cm x 4.7 cm pieces
Paper Feed Entry Width	8.7 in. / 22.0 cm
Credit Card Capacity	1 Card at a time

## CONTENTS OF PACKAGING

- Instruction Manual
- Shredder Head
- Wastebasket

If any of the above items are missing, please contact our service department at 1-800-327-8508 (U.S.A. only) or 1-310-793-5650 (International) for replacements. Business hours: Monday to Friday 9:00am - 5:00pm PST (Pacific Standard Time)

Or you can email us at [info@auroracorp.com](mailto:info@auroracorp.com)

For more information on Aurora and our products, please visit us at <http://www.auroracorp.com>

## INSTALLATION



FIGURE 1

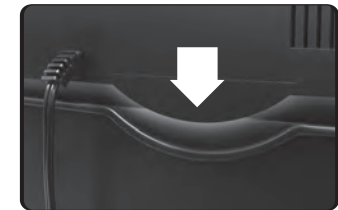


FIGURE 2

Mount the shredder securely to the rim of the waste basket. (FIGURE 1) A socket-outlet should be near the equipment and be easily accessible. Connect the power cord to any standard 120 volt AC outlet.

### ATTENTION:

This model includes a built-in safety interlock mechanism, which requires the shredder to be correctly mounted on to the included wastebasket. Located on the back center of the shredder, next to the power cord, there is a curved flap-like shape that must **FIT OVER THE OUTSIDE** matching ridge of the wastebasket. (FIGURE #2) **THE SHREDDER WILL NOT OPERATE UNLESS IT IS PROPERLY MOUNTED AS PICTURED!**

It is not designed to operate with any other wastebaskets. An activation sensor located on the head unit automatically shuts off the shredder when it is lifted or removed. The supplied wastebasket activates this sensor, which allows the shredder to be operable. Lining the wastebasket with a plastic bag will interfere and may keep the shredder from functioning.

Caution: Crosscut shredders have very sharp exposed blades on the underside. Use care when mounting the shredder on the wastebasket.

## OPERATION AND USE



FIGURE 3

### **ONE FOLDED SHEET OF PAPER EQUATES TO 2 SHEETS OF PAPER.**

Heavier paper, humidity or other than rate voltage may reduce capacity.

Using the switch located on the unit, select one of the following settings by sliding the switch either left or right. (FIGURE 3)

#### **( I ) Auto:**

This setting allows the shredder to be automatically started by inserting paper into the shred opening. Always feed the paper in as straight as possible. When the paper has passed through, the shredder will automatically stop. (FIGURE 3)

#### **( O ) Off:**

This setting turns off all features of the shredder. For safety reasons, we recommend that you leave the shredder in the "Off" position whenever the shredder is unattended or not in use. (FIGURE 3)

#### **( R ) Rev:**

In the unlikely event of a paper jam, the reverse setting can be used to help clear the cutters of paper that has not passed through. Never attempt to clear a jam by using the reverse function until you have emptied the wastebasket. (FIGURE 3)

### **Never shred plastic (except credit cards), any hard materials, continuous forms, newsprint, or anything with adhesives including labels and envelopes.**

While this shredder will shred staples, it is recommended that you remove them whenever possible in order to extend the life of your shredder.

**Only shred credit cards by feeding them vertically within the designated area. Never feed more than one credit card at a time. Do not activate reverse function while shredding credit cards.**

## GENERAL MAINTENANCE AND CLEANING



### **CAUTION!**

Always be sure that the shredder is unplugged and switched OFF before cleaning or attempting to store the item.

We recommend you oil your shredder once a month with vegetable or cooking oil (nothing petroleum based). Drizzle some oil on a few pieces of paper and feed those pages through the shredder. **Do not spray or keep any aerosol products in or around shredder.**

### **CLEANING:**

- Only clean the shredder by carefully wiping the unit with a dry soft cloth or towel.
- Do not clean or immerse shredder in water. Having the unit wet may result in damage or malfunction to the electrical components. If the shredder happens to get wet, be sure to completely dry the unit immediately with a cloth or towel.
- Never use anything flammable to clean the shredder. This may result in serious injury or damage to the product.

## TROUBLE SHOOTING

If there is a problem with your shredder, check below for the symptoms and steps to resolve. If you continue to have problems, contact customer support at our Service Center. **DO NOT ATTEMPT TO REPAIR BY OPENING THE SHREDDER HEAD. This will completely void the product warranty.**

### The shredder does not work at all.

- Make sure the unit is plugged in and that the outlet it is plugged into is in good working order.
- In the event that the shredder is run continuously for too long and the motor overheats, a thermal overload switch will automatically shut the power off. If this happens, move the switch to the off position for 30 minutes or more before continuing.
- If using a plastic bag to line the wastebasket, please remove it since this may be the cause of the shredder to not operate properly.
- The activation switch of the shredder is located near the center of the feed slot. Be sure to feed directly into the center area to trigger the machine (especially applies to smaller pieces of paper or credit cards).
- Make sure the head unit portion of the shredder is correctly seated onto the included wastebasket with the words and icons facing towards you. The head unit is particularly designed to work only with the integrated wastebasket. Shredders are equipped with a safety interlock mechanism, which prevents the unit from working when the head unit is lifted, removed, or accidentally knocked over. Located on either the back center, next to the power cord, is a “curved flap-like shape” that **MUST FIT OVER THE OUTSIDE** matching ridge of the wastebasket. The shredder will not operate unless the head unit is properly mounted as pictured.

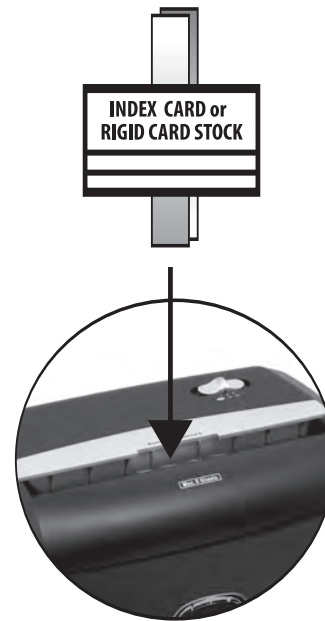
### The shredder runs in “Rev (Reverse)” mode but not in “Auto (On)” mode.

- While in "Auto" mode, the motor will not start running until paper is inserted into the feed slot. Set the unit to "Auto" and insert paper to be shredded. The sensor that activates the shredder in Auto mode is located directly in the center of the slot. If the paper you are inserting is narrow, it may not be activating the optical sensor. **SEE DIAGRAM.** It is possible that the feed slot has become blocked with paper. Insert an index card or any rigid sheet of cardstock (old greeting card, file folder, or a sheet torn from a cereal box), directly in the center of the feed slot, while applying force to help push the jammed paper through. This will usually clear any paper blockage.

### How to clear a paper jam in the shredder:

- Switch the shredder over into reverse mode. While in reverse, the shredder will back up to loosen the jammed paper. If required, you may need to tug on the paper to effectively clear the machine. When jammed paper is loosened or removed, switch back to the Auto-On mode to continue shredding.
- With stubborn situations where reverse does not help, you may loosen the jammed paper with shredder oil (cooking oil is acceptable, **nothing aerosol**).

## TROUBLE SHOOTING



Start by drizzling oil into the blades where the paper is jammed. Let it soak for about 30 minutes to completely saturate. Return the shredder back to Auto-On mode. If required, a rigid sheet of cardstock (old greeting card, folded file folder, or a sheet torn from a cereal box) can be fed into the shredder to help push the jammed paper through. **SEE DIAGRAM.**

## SERVICE CENTER

If you have any question in regards to the operation of this shredder or are in need of a spare part please contact our service center at:

Aurora Corp. of America

Telephone: 1-800-327-8508 (U.S.A. only) or 1-310-793-5650 (International)

Business hours: Monday to Friday 9:00am - 5:00pm PST (Pacific Standard Time)

Email: [info@auroracorp.com](mailto:info@auroracorp.com)

Website: <http://www.auroracorp.com>

## ENVIRONMENTAL PROTECTION



If the shredder should no longer work at all, please make sure that it is disposed in an environmentally friendly way, by handing it into a public collection point. Please do not put it with your household waste.

## LIMITED WARRANTY

Thank you for purchasing a top quality Crofton® product. This paper shredder was tested and meets our stringent quality standards.

Aurora warrants the cutting cylinders of the machine against defects of workmanship and material for a period of **3 years** from the original purchase date to the original consumer. Aurora warrants all other parts of the machine against defects of workmanship and material for a period of **2 years** from the original purchase date to the original consumer.

Should there be a defect or malfunction of this product, Aurora will replace the product free of charge. Customer is responsible for all shipping charges to return the defective product to Aurora. **A copy of the proof of purchase showing original purchase date is required.** This warranty is void if the product has been subject to damage, unreasonable use, improper service, or other causes not arising from defects in original material or workmanship. This warranty is void if factory seal is broken or removed from the product. This warranty does not include adjustments, parts or repairs required by circumstances beyond the control of Aurora.

There are no expressed warranties other than those stated herein.

Any expressed or implied warranties, including but not limited to merchantability and fitness for a particular purpose are limited to the above warranty period. Aurora shall not be liable for any incidental or consequential cost, expenses or damages resulting from any failure defect or malfunction of this product.

Some states do not allow the exclusion of limitations of implied warranties or consequential damages, therefore, the above limitations may not apply to you.

This warranty grants you specific legal rights, and you may also have other rights that vary from state to state.

Please contact us with any questions.

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