

# AURORA

## Shredder User Manual

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**1-800-327-8508**

**USA Only**

**1-310-793-5650**

**International**

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

**For more information, please visit us at:**

**[www.auroracorp.com](http://www.auroracorp.com)**

## AU1208XE

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Model No.

Please read these operating instructions before using the unit.



## **WARNING:** SAFETY INSTRUCTIONS, READ BEFORE USING!



Read instructions before use.



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



Avoid touching the document feed opening with hands.



Keep loose clothing or jewelry away from the paper entry slot.



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



Avoid getting hair near the paper entry slot.



Do not insert foreign objects into the paper entry slot.



Keep away from moving parts.



Sharp blade edges!  
Do not touch!

- **Always turn the shredder off and unplug the power cord from the AC outlet when not in use, before cleaning, moving, or emptying the waste basket.**
- **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 and gasoline) in the shredder basket.
- **Never shred metal credit cards, large paper clips, window or insulated envelopes, continuous forms, newsprint, bound pages (for example: notepads, checkbooks, magazines, etc...), transparencies, laminated documents, cardboard, any items with adhesives, hard materials or plastic (except plastic Credit Cards).**
- A socket-outlet should be near the equipment and be easily accessible.
- 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.
- 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 manufacturer's warranty.
- Never try to clean or clear the shredder blade.
- Never shred beyond the specified sheet capacity. This may result in extensive damage to the machine.

**Paper Shredder**  
**Operating Instructions**

- Installation
- Operation
- Maintenance
- Troubleshooting
- Service Center
- Limited Warranty

Sheet Capacity	12 sheets of 20lb bond paper*
Paper Shred Size	3/16 in. x 1 9/16 in. pieces 0.5 cm x 4 cm pieces
Paper Entry Width	8.7 in. / 220 mm
Credit Card Capacity	1 at a time
Duty Cycle	7 min. on / 30 min. off
Voltage	120V~60Hz / 3.0 A

**\* ONE FOLDED SHEET OF PAPER EQUATES TO 2 SHEETS OF PAPER**  
Heavier paper, humidity or other than rated voltage may reduce shredding capacity.

**INSTALLATION**

1. This model includes a built-in safety interlock mechanism, which requires the shredder to be correctly mounted on to the included wastebasket. THE SHREDDER WILL NOT OPERATE UNLESS IT IS PROPERLY MOUNTED AS PICTURED.
2. A socket-outlet should be near the equipment and be easily accessible.
3. Connect the power cord to any standard 120 volt AC outlet.

**⚠ Caution:**

Shredders may have very sharp exposed blades on the underside. Use care when mounting the shredder on the wastebasket.

1

Carefully lift and remove shredder head from the wastebasket.



2

Gently place the shredder head onto the wastebasket.



3

Make sure the shredder head is correctly mounted.



Front with window

Back with power cord



# OPERATION



## 1 Control Switch

- Using the switch located on the unit, select one of the following settings by sliding the switch either left or right. (FIGURE 2)



FIGURE 2

- **Auto / On:** This setting allows the shredder to be automatically started by inserting paper into the feed slot. Always feed the paper in as straight as possible. When the paper has passed through, the shredder will automatically stop.
- **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.
- ⏮ **Reverse:** In the unlikely event of a paper jam, the reverse setting can be used to help clear the cutters of paper that did not pass through. Never attempt to clear a jam by using the reverse function until you have emptied the wastebasket.
- ⏭ **Forward:** The forward setting can also be used to help clear the cutters in the event of a paper jam. This allows to manually activate the shredder into cutting mode.

### Auto Reverse Technology

When the shredder detects over-capacity shredding, the motor will immediately stop and reject paper before actual shredding begins

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# OPERATION

## ② Paper / Credit Card Entry:

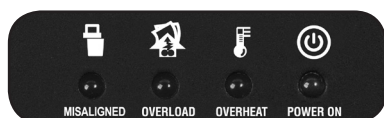


- ① Make sure you do not exceed sheet count per pass (12 sheets max). **Insert paper as straight as possible** into feed slot and release.



- ② Insert one credit card at a time into the middle of the feed slot.

## ③ LED Status Indicators:



Misaligned / Overload  
Overheat / Power On

- **Power On:** The Green LED light indicates the shredder is "On" and ready to operate when paper is inserted.
- **Overheat:** The Red LED light indicates the shredder has shred continuously beyond the maximum run time and overheated, the unit will automatically shut off. If this happens, switch the shredder Off for 30 minutes or longer before resuming normal operation.
- **Overload:** The Red LED light indicates when too much paper is inserted. Use the "Reverse" mode to back up and reduce number of sheets.
- **Misaligned:** Mount the shredder securely to the rim of the waste basket.

### ■ Note:

- Always turn off and unplug the shredder when not in use.
- This shredder will shred staples and small paper clips. It is recommended that you remove paper clips whenever possible to extend the lifespan of your shredder.
- Only shred credit cards by feeding them vertically into the middle of the feed slot, releasing when shredding begins. Never feed more than one credit card at a time.

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# MAINTENANCE

- **Warning:** Failure to properly maintain your shredder will void the warranty.
- Oil the shredder blades every month with basic vegetable, cooking oil or shredder oil. Follow oiling procedure below (FIGURE 3). It helps to keep the shredder blades operating well over many years of use.



FIGURE 3

## ◀ Oiling procedure:

1. Turn off shredder.
2. Apply shredder oil across feed slot.
3. Turn shredder in reverse mode for 3~5 seconds.

Note: Shredder oil is NOT included.



## ⚠ Caution:

- Do not spray or keep any aerosol products in or around shredder.
- DO NOT USE CANNED AIR ON SHREDDER.

## ■ Cleaning:

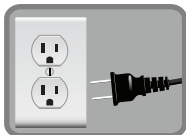
- **Never use anything flammable to clean the shredder. This may result in serious injury or damage to the product.**
- ALWAYS UNPLUG THE SHREDDER BEFORE CLEANING!
- Only clean the shredder by carefully wiping the unit with a dry soft cloth or towel.
- Do not clean or immerse shredder in water. Having 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.

# TROUBLESHOOTING

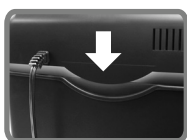
If there is a problem with your shredder, check below for the symptoms and steps to resolve. If you continue to have problems, contact customer support at our Service Center **1-800-327-8508**. **DO NOT ATTEMPT TO REPAIR BY OPENING THE SHREDDER HEAD.** This will completely void the product warranty.

## No-power to the shredder

- 1) Check power outlet



- 2) Shredder head correctly installed



- 1) Make sure power cord is plugged into a functioning 120V standard household power outlet.

Or, try using a different working outlet.

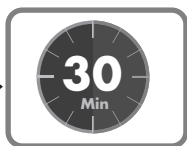
- 2) Check if the head unit portion of the shredder is correctly seated onto the included wastebasket.

## Shredder does not feed or shred paper

Overheat



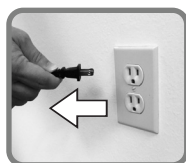
Cool down



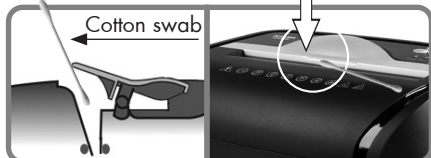
If Overheat light is lit in red, turn shredder off and let it cool down for 30 minutes. Turn shredder on, check Overheat light again, and restart shredding only when light is not lit.

## Shredder runs continuously

- 1) Unplug power



- 2) Clean sensor



**⚠ Warning: DO NOT USE CANNED AIR.**

- 1) Unplug the machine from the wall socket.
- 2) • Find the activation sensor in the center of the feed slot.  
• Use a cotton swab to gently wipe away any dust or debris that has collected on the sensor.

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# TROUBLESHOOTING

**Shredder is jammed and runs in "Reverse" mode only / icon is lit in red**



**Overload**

**1** Empty if bin full.

Carefully remove paper on shredder head bottom



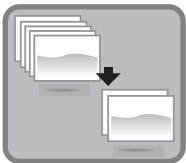
**2** Reverse for 5 sec



**3** Power Off then pull paper side to side



**4** Reduce sheets



**⚠ Warning: DO NOT USE ANY SPRAY CANS OR AEROSOLS.**

**1)** Empty if basket full. Carefully remove paper on shredder head bottom.

**2)** Set switch to reverse for 5 sec.

**3)** Turn off shredder then pull paper side to side to remove jammed paper (as much as possible).

**4)** Reduce the number of sheets being fed (count pages to be sure not to exceed the maximum sheet count).

With stubborn situations where the reverse function does not help, follow the steps below:

**1** Turn off shredder



**3** Set switch to Auto



**2** Apply shredder oil and wait for 30min.

**1)** Turn off shredder.

**2)** Apply shredder oil to the feed slot (shredder oil not included). Let oil soak in to paper and machine for 30 minutes.

**3)** Set the control switch to Auto/On.

**Shredder does not feed or shred credit card or small piece of paper**



Feed in the center

- Position credit card or small piece of paper over the credit card section of the Feeder (center position).
- Try again.

## SERVICE CENTER

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

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

Business hours: Monday to Friday 8:00 am - 5:00 pm PST (Pacific Standard Time)

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

Or for more information, please visit our website at <http://www.auroracorp.com>

## LIMITED PRODUCT WARRANTY

We warrant the cutting cylinders of the machine against defects of workmanship and material for a period of **5 years** from the original purchase date to the original consumer, and all other parts of the machine against defects of workmanship and material for a period of **1 year** from the original purchase date to the original consumer.

Should there be a defect or malfunction of this product, we will repair or replace the product free of charge. Customer is responsible for all shipping charges to return the defective product to us. **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 us.

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. We 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.

**Before returning any product, please call our Service Center for specific return instructions.**

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