

AURORA

Manual

AS1023CD



CROSS-CUT

User Manual for the AS1023CD Aurora Shredder

IMPORTANT!

READ ALL INSTRUCTIONS BEFORE USING

Warranty

Your Aurora shredder is covered by a return to base warranty and in all instances should be returned to your point of purchase for fault rectification.

Aurora warrants all parts of the machine to be free from defects in materials and workmanship for a period of 1 year from the date of the purchase by the original consumer. If any part is found to be defective during the warranty period the sole and exclusive remedy will be the repair or replacement at Aurora's option and expense of the defective part.

Aurora Electronics (UK) Ltd disclaims any liability for incidental or consequential damages attributable to the product. The liability of Aurora Electronics (UK) Ltd is limited to the cost of the repair/replacement of the unit under warranty.

The warranty shall be immediately invalidated if unauthorized repairs or modifications are made, if the machine has been abused or mishandled, if the product has been re-sold, or if the product has not been operated in accordance with the instructions contained in this document.

The warranty is in addition to and does not diminish the consumer's statutory or legal rights.

Thank you for purchasing the AS1023CD Paper Shredder. This product is designed to shred paper and small staples it will also accept small paper clips, credit cards and CD/DVD's. It does not shred adhesive labels, self-seal envelopes, transparencies, fabrics, glossy paper, newspaper, plastic (other than credit cards), cardboard or continuous forms. Please note that using it for these purposes is likely to cause damage and will invalidate your warranty. This paper shredder is not designed to shred large volumes so please refer to the recommended usage capacity quoted below. You may find paper particles in the bin when first opening the shredder this is a result of QC testing procedures.

Recommended Daily Usage = 50 passes per day. (5 minutes on/ 20 minutes off)

Assembly Instructions

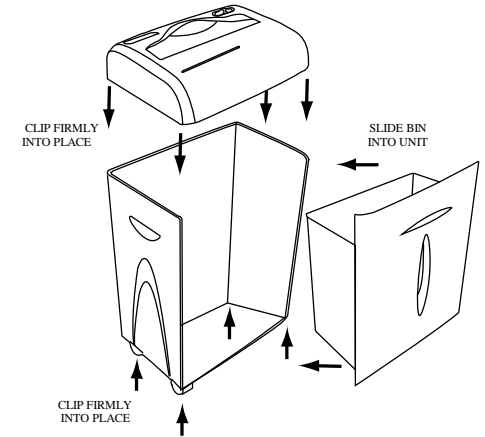
Remove all packaging, shredder head and castors.

Turn the lower casing upside down and insert the four castors into the slots, pushing firmly into place.

Fit the shredder head on top of the waste bin and push down firmly to clip into place (there should be no gap between the shredder head and the casing).

If the shredder head is not seated correctly on the casing the "Door Open" indicator will light and the shredder will not operate, even if the bin door is closed.

There is a safety cut out which is activated when the door is open. The shredder will not operate if the door is not closed correctly and the "Door Open" indicator is lit.



Safety Instructions

1. Before use inspect the shredder, mains cable and plug for damage or defects.
2. Locate the shredder away from heat and water sources.
3. Ensure the switch is set to 'off' before connecting to the mains.
4. Always keep ties, loose clothing, jewelry and long hair away from the shredder.
5. Keep children and pets away from the shredder.
6. Disconnect from the mains when not in use or when emptying or cleaning.
7. Do not insert fingers or objects into the shredder at any time.
8. Never attempt to dismantle the shredder for any reason, please return to an authorized service agent for repair or servicing.
9. Never dispose of flammable chemicals or materials that have come into contact with flammable chemicals (for example nail polish, acetone and petroleum) in the shredder bin. Never use flammable oils, petroleum based products or flammable aerosols of any kind in the vicinity of the machine including compressed air dusters.

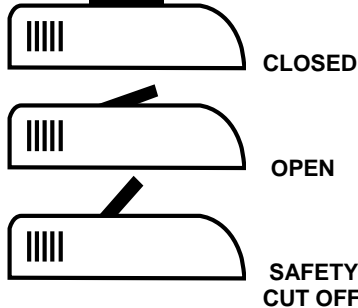
Operational Instructions

1. Set the switch to 'Auto', the shredder is now in stand-by mode.
2. Set the ShredSafe cover to position 2 (See the ShredSafe Feature section).
3. The shredder will start automatically when paper is fed into the paper entry slot.
4. Ensure paper is fed in using a straight paper path, avoid feeding paper at an angle as this will cause the paper to curl and fold as it enters the shredder multiplying the number of sheets passing through the blades and is likely to result in a jam.
5. Do not enter more than 10 sheets of 75gsm of paper at a time. If shredding a heavier weight of paper the maximum sheet capacity will be reduced, as this is based on paper thickness. The presence of staples/paperclips will reduce the maximum sheet capacity. Shredding capacity is also affected by temperature and humidity.
6. Do not operate continuously for more than 5 minutes.
7. Prolonged shredding will cause the unit to overheat and shut down. This is not a fault and indicates the unit has reached its maximum temperature tolerance, turn the unit off at the mains and allow it to cool down for 60 minutes before resuming normal operation.
8. If the amount of paper inserted is too much or is not fed in straight then the shredding speed will slow or even stop. If this happens stop shredding and use the reverse function to clear the jam. **Always ensure the waste basket is not full before reversing.**
9. To shred a credit card – Set the ShredSafe cover to position 2 (see below). Insert the credit card in the centre of the entry slot as marked. You should only shred one credit card at a time. To destroy a CD – Insert the CD into the slot towards the front of the shredder marked 'Maximum 1 CD', the CD will be strip cut into several pieces. You should only destroy CD's via the CD slot and only destroy one CD at a time.

SHREDSAFE FEATURE



3 Position Safety Cover



The ShredSafe cover has 3 positions:

Position 1 Closed – Only CD shredding is possible through the marked slot. This prevents fingers and objects from being put into the shredder.

Position 2 Open, Normal Operation – For shredding paper and credit cards. The central position allows for normal shredding operation.

Position 3 Fully open, safety power off - Shredder not operational. If fingers or objects are pushed into the entry slot when in position 2, then the ShredSafe cover will be pushed open fully, cutting the power to the shredder and preventing injury or damage. The power indicator light will be off when in this position, and the shredder will not operate until the safety cover is returned to position 2.

Status Indicators



Power – Illuminates when the power is on. ShredSafe flap positions 1 and 2.

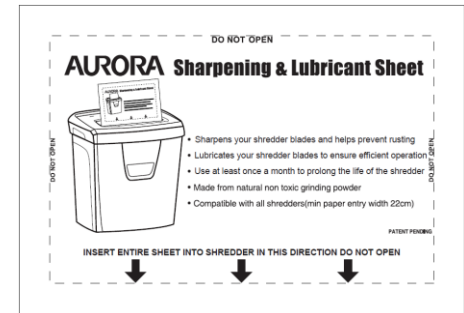
Overload – Illuminates when too much paper is fed into the feed slot.

Door Open – Illuminates when the waste bin door is open. The shredder will not operate with the door open.

Overheat – Illuminates when the operational temperature is exceeded. Turn off at the mains and leave to cool down for 60 minutes then try again.

Maintenance

1. Empty the waste bin frequently.
2. Reversing the shredder often helps to clear a buildup of paper dust and particles, always ensure the waste bin is not full before reversing.
3. It is not essential to oil an Aurora shredder however regular lubrication will extend the life of your shredder, prevent an increase in noise and help to keep the shredder in optimum working condition. We recommend using the 'Aurora SP1000 Shredder Lubrication and Sharpening sheets' at least once a month to keep your shredder blades lubricated and free from a buildup of paper dust. **The Aurora SP1000 sheets also contain a special grinding powder that will keep your shredder blades sharp.** These are available from your supplier in packs of 12.



FAQ & Troubleshooting

Problem 1 – The shredder fails to operate

Is the shredder connected at the mains and is the power turned on?

Is the shredder switch set to 'auto'?

Is the ShredSafe cover in position 3 (fully open with the safety cut out operational)? - (set the ShredSafe cover to position 2) See ShredSafe feature.

Is the door open indicator lit? – (Shut the waste bin door)

Is the shredder located correctly on top of the lower casing? – (Press down firmly on the shredder head to ensure it is in the correct position)

Has the shredder over heated? – (Turn off at the mains and leave to cool down for 60 minutes then try again.)

Has the shredder blown a fuse? – (Turn off at the mains and try replacing the fuse in the mains plug.)

Problem 2 – The shredder will not stop working

The shredder is designed to operate for a couple of seconds after paper has cleared the machine – this is normal and helps clear paper through the cutting heads.

If the shredder continues to work after a shredding cycle and does not stop then this is either;

1. The waste bin is full. You should empty the bin or compact the shredded paper.
2. Some paper is blocking the auto sensor, try clearing it by reversing and then returning the switch to auto or by shredding some more paper. **Always ensure the waste bin is not full before reversing.**
3. Glue from envelopes or label's is obstructing the sensor. You should not shred gummed envelopes or sticky labels, try cleaning and lubricating the shredder with Aurora SP1000 Lubrication and sharpening sheets, see above.

Problem 3 – The shredder has jammed whilst shredding

Empty the waste bin and try reversing the unit to clear the jam.

If this does not work disconnect power, trim off paper above and below the jam, reconnect power and try alternating between reverse and auto until the jam clears.

If at any point the shredder stops working during this process it has probably over heated and will need to cool down for 60 minutes.

Please be careful not to exceed the maximum paper capacity and feed the paper in straight, please be aware damage caused to the shredder by inserting too much paper or by failing to shred using a straight paper path is classed as misuse and invalidates your warranty.

Never attempt to clear paper jams by inserting implements into the shredder or by opening the unit.