

# AURORA

## Paper Shredder



Model No.

# AS610C

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Please read this instruction book before using the product

## **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.

### Explanation of safety symbols

**RISK OF FIRE.** Under normal operation the electrical motor of a paper shredder can act as a combustion source to flammable chemicals and gases and cause serious injury. **NEVER** use any aerosol based products in the vicinity of the shredder. **NEVER** use any petroleum based products or flammable oils /lubricants on the shredder. **NEVER** dispose of any materials that have come into contact with any flammable chemicals in the shredder waste basket.

Locate the shredder as close as possible to an easily accessible power socket. **NEVER** locate the shredder near a source of heat or water.

Always turn the shredder off and unplug the power cord from the electricity supply when it is not in use and before emptying the waste bin, moving the shredder or cleaning the shredder.

**NEVER** use the shredder if there is any damage to the shredder or to the power cord and plug.

**NEVER** shred any of the following: large paper clips, padded envelopes, window envelopes, self seal envelopes, adhesive labels, continuous forms, newspaper, bound pages, transparencies, laminated documents, glossy paper, cardboard, fabric, any hard material or plastic (except credit cards).

**NEVER** shred more sheets than the stated sheet capacity as this may result in extensive damage to the shredder. Sheet capacities are based on 75gsm, you should reduce the sheet capacity for heavier grade paper. Humidity, temperature, paper quality and voltage fluctuations can all affect the maximum sheet capacity, if uncertain reduce the number of sheets being shredded to below the stated sheet capacity.

**NEVER** let the waste basket become full. This will lead to shredded material being pulled back into the shredder and will cause paper jams.

**NEVER** insert objects or fingers in to the shredder, if there is a paper jam follow the instructions contained in the troubleshooting section of this instruction book.

Do not attempt to repair or service this product yourself as doing so may expose you to risk of injury and electric shock.

Model	AS610C
Sheet Capacity (75gsm paper)	6
Shred Size	5 x 47mm
Paper Entry Width	220mm
Waste Bin Capacity	14L
Duty Cycle (at max.capacity)	2mins use/30 mins off
Noise Level	65dB
Shreds	Staples, small paper clips, single credit cards

## INSTALLATION

1. Remove all packaging.
  2. Locate close to a power socket.
  3. Place the waste bin on a flat and stable surface ensuring the viewing window faces forwards.
  4. Place the shredder on top of the waste bin.
  5. Connect the power cord to a mains electricity supply and switch on.
- \* Please note the presence of paper particles in the waste bin are as a result of QC testing procedures.

**Caution:** The shredder has sharp exposed blades on the underside, use care when lifting.

### Important:

This shredder includes a built-in safety cut out which will activate if the shredder is not placed **CORRECTLY** on the waste bin. Located on the back of the shredder near to the power cord is a curved flap that must fit **OVER THE OUTSIDE** matching area of the waste bin (Figure 1.) This deactivates the safety cut out, when correctly located a quiet 'click' sound is audible. **THE SHREDDER WILL NOT OPERATE UNLESS IT IS PROPERLY POSITIONED AS SHOWN.**

### Please note:

Due to the above, the shredder is not designed to work with any other waste bin as the supplied waste bin is integral in the deactivation of the safety cut out. Lining the waste bin with a plastic bag can also interfere with this process and may stop the shredder from working and therefore is also not recommended.



FIGURE 1



## 1 Control Switch

Use the control switch to select one of the follow settings by sliding the switch to the required position. (Figure 2)



Figure 2

### I AUTO/ON:

This is the setting for on, when in Auto the shredder is ready to shred and will activate when paper is inserted into the paper entry slot. To avoid paper jams feed the paper in as straight as possible. When the shredder has finished shredding it will automatically stop.

### O OFF:

This is the setting for off, in this position the shredder will not operate. The control switch should always be left in the off position when the shredder is not in use.

### R REV (REVERSE):

This is the setting used to reverse the shredder. In the event of a paper jam use the reverse function to help clear paper from the cutters. NEVER reverse the shredder without first ensuring the waste bin is empty and the ShredSafe cover is open and in the 'Ready' Position.

## 2 Ready Indicator



**Please Note:** The shredder will NOT operate and the LED Ready light will NOT light up even if the power is turned on and the control switch is set to the Auto position if either (a) The ShredSafe cover (see over) is in the disabled position or (b) The shredder has not been placed on the waste bin correctly .

## 3 ShredSafe Cover



ShredSafe® technology is an added safety feature incorporated in this shredder. The adjustable safety cover has 3 positions including an emergency shut off position which stops the shredder working if the user pushes the cover fully open or if forced entry into the paper feed is detected.

### ShredSafe Cover – READY POSITION

To begin shredding ensure the power is on, the control switch is set to Auto and the green Ready light is illuminated. Press the designated 'Push Open' area on the ShredSafe cover (Fig.3) and move the ShredSafe cover to the middle position. The Shredder status arrow will line up with the 'Ready' setting (Fig.3). The paper feed slot is now open and the shredder is ready to start shredding. Insert paper or a single credit card into the feed slot, the auto start sensor is located in the middle of the feed slot so always ensure you insert items to be shredded centrally.



FIGURE 3

### ShredSafe Cover – DISABLED POSITION

In this position the cover has been fully opened and the safety shut off feature has been activated. The shredder status arrow is lined up with the 'Disabled' setting (Fig.4). The shredder is currently OFF and will NOT OPERATE until the Shredsafe cover is returned to the 'Ready' position by pushing down on the designated 'Push Close' area on the cover.



FIGURE 4

### ShredSafe Cover – CLOSED POSITION

In this position the cover is fully closed. The shredder status arrow is lined up with the 'Closed' setting (Fig.5). Closing the cover helps to prevent any objects accidentally falling into the paper feed slot. It is recommended the cover is kept in the closed position when the shredder is not in use.



FIGURE 5

**Caution:** Even when the cover is closed the shredder is still on, **NEVER** use reverse with the cover in this position and always turn the shredder off and disconnect from the power supply when it is not in use.

### Credit Card Shredding

To shred a credit card ensure the power is on, the control switch is set to Auto and the green Ready light is illuminated. Position the ShredSafe cover in the ready position and insert the short side of credit card centrally in the designated area and release when shredding starts. Only shred one credit card at a time.

## Shredder Maintenance.

To maintain your shredder and maximize its working life:

1. Always empty the waste bin regularly, never let the waste bin become full.
2. Always try to remove staples and paper clips. Whilst the shredder will shred these, removing them will extend its working life.
3. Regular lubrication of the shredder cutting mechanism will extend the working life of the shredder and help to reduce shredder noise. NEVER USE FLAMMABLE OILS OR AEROSOLS. Aurora recommend using the Aurora SP1000 Sharpening and Lubrication sheets at least once a month to keep the shredder blades lubricated and free from paper dust. These maintenance sheets also contain a special grinding powder which help to keep the shredder blades sharp. The SP1000 sheets are available from your supplier in packs of 12.



Aurora SP1000

# TROUBLESHOOTING

If you experience problems with the operation of the shredder please read through the following solutions to common issues. DO NOT attempt to repair the shredder by opening the shredder casing, this will invalidate your warranty and may expose you to a risk of injury.

## The shredder does not work at all, and the green 'Ready' light is NOT illuminated.

1. Make sure the unit is plugged in to a power source and the electricity supply is turned on, check the power cable is undamaged and the fuse in the plug is working.
2. Make sure the shredder has been put together correctly, the waste bin should be facing forwards (viewing window at front), and the shredder should be correctly placed on top of the waste bin. There is a built-in safety cut out which will activate if the shredder is not placed CORRECTLY on the waste bin. Located on the back of the shredder near to the power cord is a curved flap that must fit OVER THE OUTSIDE matching area of the waste bin (Figure 7.) This deactivates the safety cut out, when correctly located a quiet 'click' sound is audible.
3. The shredder is only designed to work with the supplied waste bin as this is integral in the deactivation of the safety cut out. Lining the waste bin with a plastic bag can also interfere with this process and may stop the shredder from working, remove any plastic bags from the waste bin.
4. Make sure the ShredSafe cover is in the correct position, if it is fully open and in the 'Disabled' position the shredder will not work. Make sure the 'Shredder Status' arrow on the shred safe cover is aligned with the 'Ready' position.

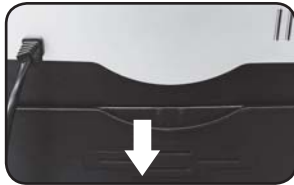


FIGURE 7



Cover over tilt



Disabled position



Ready position

## The shredder does not work at all, but the green 'Ready' light IS illuminated.

1. If you have been using the shredder it may have reached its maximum temperature tolerance. To protect the shredder's motor from overheating the unit will automatically shut down. Switch the shredder off and leave it to cool down for at least 30mins before resuming normal operation. The minimum continuous run time of the shredder is approx 2mins, it may run for longer than this but several factors can affect this including the type of paper being shredded, how many sheets you shred in one go and environmental factors such as temperature, humidity and ventilation. When shredding for an extended period it is a good idea to shred below maximum capacity and take regular breaks to allow the unit to cool down.
2. In order for the shredder to work you need to insert paper into the paper feed slot, the activation sensor is inside the shredder and centrally located within the paper feed slot so items need to be fed into the shredder centrally (this especially applies to small pieces of paper and credit cards). Once the item passes over the sensor the shredder will automatically start and stop when it has completed shredding the item.

## The shredder will not stop running while in 'Auto (On)' mode.

1. It is likely there is some paper or paper dust covering the activation sensor. The sensor is located centrally inside the paper feed slot. Check to see if you see any paper stuck here. Trying blowing in this area or using a cotton bud to clean the sensor, if paper is stuck there try inserting more paper or some thin card to push the stuck paper through the shredder. DO NOT USE AN AEROSOL AIR DUSTER.
2. Empty the waste bin, if it is full the shredder will pick up shredded paper from the waste bin and this may lead to jams and issues with the activation sensor.
3. Check the Shredder is not actually in 'Reverse' mode in this setting the shredder is meant to run constantly, switch the shredder to Auto or Off.

## Paper Jams.

The best way to deal with paper jams is to avoid them in the first place, try following these shredding tips:

1. The stated paper capacity is the maximum number of sheets of 75gsm paper it is possible for the shredder to shred in one go. Try shredding below the maximum sheet capacity to avoid paper jams.
2. If you fold 3 sheets of paper in half before shredding, this becomes 6 sheets in terms of paper capacity
3. Always shred using a straight paper path, it is very easy for 3 sheets of paper to fold and crumple when not fed in straight and the resulting crumpled paper can easily become 6, 9 or even 12 sheets with regards paper capacity and this may jam the shredder.
4. If you are not aware of the weight or quality of paper you are shredding reduce the amount you are shredding in one go. In terms of paper capacity 6 sheets of 75gsm paper is the same as 5 sheets of 90gsm.
5. Try and remove staples and paperclips, the presence of them will reduce the amount of paper the shredder is able to shred in one go.
6. Empty the waste bin before it is full. Full waste bins are one of the biggest causes of paper jams as shredded waste is drawn back into the shredder.
7. Lubricate and oil the shredder teeth regularly (see Maintenance).
8. Do not shred any of the following: large paper clips, padded envelopes, window envelopes, self seal envelopes, adhesive labels, continuous forms, newspaper, bound pages, glossy paper, transparencies, laminated documents, cardboard, fabric, any hard material or plastic (except credit cards). The shredder is not designed to shred these materials and doing so is likely to jam your shredder.
9. Keep the ShredSafe cover closed when not in use. Preventing unwanted items falling into the shredder will also help to prevent paper jams.

If the shredder does become jammed please try the following.

# TROUBLESHOOTING

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

1. Turn the shredder off and empty the waste bin.
2. Put the shredder back on the waste bin and turn the shredder back on.
3. With the ShredSafe cover in the open 'Ready' position, switch the shredder into reverse and try to clear the jam, tug on the paper you are trying to clear whilst in reverse to help clear the jam.
4. If the jam clears switch back to 'Auto On' and continue shredding.

## If the Jam still remains and the above hasn't worked.

1. Turn the shredder off and empty the waste bin.
2. Try to remove as much of the jammed paper from above and below the cutting teeth, pull out paper and trim with scissors if required. Be careful of the shredder teeth, they are sharp!
3. Put the shredder back on the waste bin and turn the shredder back on.
4. With the ShredSafe cover in the open 'Ready' position put the shredder into reverse and try to clear the jam, keep switching between the 'Auto On' and 'Reverse' settings and try to work the jam through the shredder. Clear any paper that becomes loosened.
5. Keep repeating until you have cleared the paper jam.
6. If the shredder stops working at any point it is likely to have reached its maximum temperature tolerance and the safety cut off has activated. Leave to cool down for at least 30mins and try again.
7. You could also try lubricating the shredder mechanism and softening the stuck paper with some shredder oil (Cooking oil is OK) drizzle some in to the paper feed slot and leave for 30mins to saturate the paper. Then repeat the above steps. DO NOT USE ANY FLAMMABLE OILS OR AEROSOL SPRAYS.
8. Sometimes it is possible to push the jam through the paper shredder. With the shredder in 'Auto On' insert some rigid card into the shredder (an old greeting card or cereal box is ideal). Feed the card into the paper feed slot and push down firmly on the card to try and feed it in to the shredder and push the jam through.

# WARRANTY

Your Aurora shredder comes with a 12 months return to base warranty, please contact your supplier for further details. 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 the shredder 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. 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.

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