

Aurora AU1680MZ

Aurora AU1680MZ High Security 16-Sheet Micro-Cut Shredder User Manual

Model: AU1680MZ

1. IMPORTANT SAFETY INSTRUCTIONS

Please read all instructions carefully before using your Aurora AU1680MZ shredder. Keep this manual for future reference.

- **Keep out of reach of children and pets:** The shredder has sharp blades and moving parts that can cause injury.
- **Unplug when not in use:** Always disconnect the shredder from the power outlet before moving, cleaning, or emptying the waste bin.
- **Avoid loose clothing and jewelry:** Keep ties, necklaces, hair, and loose clothing away from the paper entry slot.
- **Do not shred metal objects:** Avoid staples larger than standard size, paper clips, or any other hard metal objects as they can damage the blades. Small paper clips are acceptable.
- **Indoor use only:** This shredder is designed for indoor use in a dry environment. Do not expose to water or moisture.
- **Do not spray aerosols:** Never spray any flammable products or lubricants into or around the shredder.
- **Do not open casing:** There are no user-serviceable parts inside. Opening the casing voids the warranty and may expose you to electrical hazards.
- **Use appropriate power source:** Ensure the power outlet matches the voltage requirements specified on the shredder.

2. PRODUCT OVERVIEW

The Aurora AU1680MZ is a high-security micro-cut shredder designed for efficient destruction of sensitive documents, CDs/DVDs, and credit cards. It features a 16-sheet capacity, a 60-minute continuous run time, and a 7.0-gallon pullout waste basket for easy disposal.

Key Features:

- **High Security Micro-Cut:** Shreds documents into tiny 5/32 by 15/32 inch (4 x 12 mm) particles, meeting security level P-4.
- **16-Sheet Capacity:** Efficiently shreds up to 16 sheets of paper at once.
- **Multi-Media Shredding:** Destroys CDs, DVDs, and credit cards through a dedicated slot.
- **Extended Run Time:** Operates continuously for up to 60 minutes.
- **Anti-Jam System:** Features auto-reverse functionality to clear paper jams.
- **Quiet Operation:** Designed for ultra-quiet performance.
- **7.0-Gallon Pullout Basket:** Large capacity waste bin with LED indicator lights for Standby, Overheat, Bin-full, Overload, and Door open status.
- **Casters:** Equipped with casters for easy mobility.

Product Components:



Figure 2.1: Front view of the Aurora AU1680MZ shredder, showing its sleek white design and waste bin window.



Figure 2.2: Top view of the shredder head, highlighting the separate entry slots for paper and for CDs/DVDs/credit cards, along with control icons.



Figure 2.3: The shredder with its 7-gallon pullout waste basket extended, demonstrating ease of access for emptying.

Micro-Cut Shred Size: 5/32" x 15/32" (4 x 12 mm)



Security Level P-4

Figure 2.4: A visual representation of the micro-cut shred size (5/32" x 15/32"), illustrating the high security level P-4 output.

3. SETUP

1. **Unpack:** Carefully remove the shredder from its packaging. Retain packaging materials for future transport or storage.
2. **Placement:** Position the shredder on a flat, stable surface. Ensure the casters are locked if you do not intend to move it frequently.
3. **Waste Basket:** Ensure the 7.0-gallon pullout waste basket is correctly inserted into the shredder cabinet. The shredder will not operate if the basket is not properly seated.
4. **Power Connection:** Plug the power cord into a standard 120V AC outlet.
5. **Initial Check:** Turn the control switch to the 'AUTO' position. The shredder should be in standby mode, indicated by a specific LED light (refer to Section 4.3 for LED indicators).

4. OPERATING INSTRUCTIONS

4.1 Control Switch Functions:

- **AUTO (On):** The shredder is in standby mode. When paper or media is inserted, the shredder will automatically start and stop once shredding is complete.
- **OFF:** The shredder is powered off.
- **REV (Reverse):** Activates the reverse function to clear paper jams. Hold the switch in this position until the jam is cleared.

4.2 Shredding Documents and Media:

1. **Paper Shredding:** Insert up to 16 sheets of paper (8.5 x 11 inches, 20 lb bond) into the paper entry slot. The shredder will automatically start. Do not exceed the maximum sheet capacity to prevent jams.
2. **CD/DVD/Credit Card Shredding:** Insert one CD, DVD, or credit card at a time into the dedicated media entry slot. The shredder will automatically start.
3. **Continuous Operation:** The shredder is designed for a 60-minute continuous run time. After this period, it may require a cool-down period to prevent overheating.

4.3 LED Indicator Lights:

The Aurora AU1680MZ features LED indicators to provide operational status:

- **Standby:** Indicates the shredder is powered on and ready for use.
- **Overheat:** Illuminates when the shredder has exceeded its maximum continuous run time and needs to cool down. Allow the shredder to rest for approximately 30-45 minutes.
- **Bin-full:** Indicates the waste basket is full and needs to be emptied. The shredder will not operate until the bin is emptied and properly reinserted.
- **Overload:** Lights up if too much paper is inserted, causing a potential jam. Use the 'REV' function to clear the overload.
- **Door Open:** Indicates the pullout waste basket is not fully closed or properly seated. The shredder will not operate until the basket is correctly closed.

5. MAINTENANCE

Regular maintenance ensures optimal performance and extends the life of your shredder.

1. **Emptying the Waste Bin:** When the 'Bin-full' LED illuminates, or when the bin appears full through the viewing window, pull out the waste basket and empty its contents. Reinsert the basket firmly until the 'Door Open' indicator turns off.
2. **Oiling the Shredder Blades:** For micro-cut shredders, regular oiling is essential. Apply shredder oil (specifically designed for paper shredders) across the paper entry slot. Run a few sheets of paper through the shredder immediately after oiling to distribute the oil evenly. Oil the shredder after every 30 minutes of accumulated shredding or at least twice a month.
3. **Cleaning the Exterior:** Unplug the shredder. Use a soft, dry cloth to wipe down the exterior surfaces. Do not use abrasive cleaners or solvents.

6. TROUBLESHOOTING

If you encounter issues with your shredder, refer to the following common problems and solutions:

Problem	Possible Cause	Solution
Shredder does not operate.	<ul style="list-style-type: none">No power.Waste basket not properly inserted.Overheat protection activated.Door open.	<ul style="list-style-type: none">Ensure power cord is securely plugged in.Push the waste basket firmly into place until the 'Door Open' indicator turns off.Allow the shredder to cool down for 30-45 minutes if the 'Overheat' LED is on.Close the door/basket properly.
Paper jam.	<ul style="list-style-type: none">Too much paper inserted (overload).Paper inserted incorrectly.	<ul style="list-style-type: none">Switch to 'REV' (Reverse) to clear the paper. Remove excess paper.If necessary, unplug, remove shredder head, and manually clear paper.
'Overheat' LED is on.	Continuous operation exceeded 60 minutes.	Turn off the shredder and allow it to cool down for 30-45 minutes.
'Bin-full' LED is on.	Waste basket is full.	Empty the waste basket and reinsert it properly.
'Overload' LED is on.	Too many sheets inserted.	Switch to 'REV' (Reverse) to clear the excess paper. Reduce the number of sheets for future shredding.

7. SPECIFICATIONS

Feature	Specification
Model Number	AU1680MZ
Shred Type	Micro Cut
Shred Size	5/32" x 15/32" (4 x 12 mm)
Security Level	P-4
Sheet Capacity	16 sheets (20 lb bond paper)
Media Shredding	CDs, DVDs, Credit Cards, Small Paper Clips
Continuous Run Time	60 minutes
Cool Down Time	30-45 minutes (approx.)
Waste Bin Capacity	7.0 Gallons

Feature	Specification
Throat Width	8.7 inches
Product Dimensions (W x L x H)	11.02 x 15.16 x 23.39 inches
Item Weight	36.2 pounds
Color	White
Manufacturer	Aurora

8. WARRANTY AND SUPPORT



For warranty information and customer support, please refer to the official Aurora website or contact their customer service department. Keep your purchase receipt as proof of purchase for any warranty claims.

Online Support: Visit the official Aurora website for FAQs, product registration, and contact options.

Contact Information: Refer to the documentation included with your product or the manufacturer's website for the most current contact details.

© 2023 Aurora. All rights reserved.

Related Documents - AU1680MZ

	<p>Aurora AU870MA Shredder Troubleshooting Guide: Paper Jams and Overheating</p> <p>Troubleshooting guide for the Aurora AU870MA 8-Sheet Micro-Cut Paper Shredder, covering solutions for paper jams, miss-feeding, fast-feeding, over-filled baskets, and overheating issues.</p>
	<p>Aurora AU405MA Shredder User Manual</p> <p>Comprehensive user manual for the Aurora AU405MA shredder, covering safety instructions, installation, operation, maintenance, and troubleshooting.</p>

<div data-bbox="124 98 172 114" data-label="Text">AURORA</div> <div data-bbox="124 230 183 241" data-label="Text">Shredder User Manual</div> <div data-bbox="185 145 296 297" data-label="Image"> </div> <div data-bbox="124 353 172 369" data-label="Text">AU405MA</div> <div data-bbox="185 315 296 376" data-label="Text"> <p> <small> L 4051201 4050 USA Eng 12/2016 2016 © 2016 Aurora Email: info@aurorausa.com For more information, please visit us at www.aurorausa.com </small> </p> <p><small>Please read these operating instructions before using the unit.</small></p> </div>	<div data-bbox="341 185 807 215" data-label="Section-Header"> <h3>Aurora AU405MA Shredder User Manual</h3> </div> <div data-bbox="341 226 1399 295" data-label="Text"> <p>Comprehensive user manual for the Aurora AU405MA shredder, covering safety instructions, installation, operation, maintenance, and troubleshooting.</p> </div>
<div data-bbox="124 439 172 454" data-label="Text">AURORA</div> <div data-bbox="124 571 183 582" data-label="Text">Shredder User Manual</div> <div data-bbox="185 488 296 640" data-label="Image"> </div> <div data-bbox="124 692 172 707" data-label="Text">AU120MB</div> <div data-bbox="185 674 296 734" data-label="Text"> <p> <small> L 4051201 4050 USA Eng 12/2016 2016 © 2016 Aurora Email: info@aurorausa.com For more information, please visit us at www.aurorausa.com </small> </p> <p><small>Please read these operating instructions before using the unit.</small></p> </div>	<div data-bbox="341 636 1430 665" data-label="Section-Header"> <h3>Aurora AU120MB Paper Shredder User Manual - Operation, Maintenance, and Troubleshooting</h3> </div> <div data-bbox="341 676 1386 786" data-label="Text"> <p>Comprehensive user manual for the Aurora AU120MB paper shredder, covering installation, operation, maintenance, troubleshooting, and warranty information. Learn how to safely and effectively use your Aurora shredder.</p> </div>
<div data-bbox="124 1039 172 1055" data-label="Text">AURORA</div> <div data-bbox="124 1171 183 1182" data-label="Text">Shredder User Manual</div> <div data-bbox="185 1088 296 1240" data-label="Image"> </div> <div data-bbox="124 1292 172 1308" data-label="Text">AU200MA</div> <div data-bbox="185 1254 296 1314" data-label="Text"> <p> <small> L 4051201 4050 USA Eng 12/2016 2016 © 2016 Aurora Email: info@aurorausa.com For more information, please visit us at www.aurorausa.com </small> </p> <p><small>Please read these operating instructions before using the unit.</small></p> </div>	<div data-bbox="341 1124 884 1153" data-label="Section-Header"> <h3>Aurora AU200MA Paper Shredder User Manual</h3> </div> <div data-bbox="341 1164 1430 1234" data-label="Text"> <p>User manual for the Aurora AU200MA paper shredder, providing detailed instructions on safety, installation, operation, maintenance, and troubleshooting for optimal performance and longevity.</p> </div>
<div data-bbox="124 1379 172 1395" data-label="Text">AURORA</div> <div data-bbox="124 1512 183 1523" data-label="Text">Shredder User Manual</div> <div data-bbox="185 1426 296 1579" data-label="Image"> </div> <div data-bbox="124 1632 172 1648" data-label="Text">AS120CM</div> <div data-bbox="185 1641 296 1657" data-label="Text"> <p><small>Please read these operating instructions before using the unit.</small></p> </div>	<div data-bbox="341 1464 807 1494" data-label="Section-Header"> <h3>Aurora AS120CM Shredder User Manual</h3> </div> <div data-bbox="341 1505 1453 1574" data-label="Text"> <p>User manual for the Aurora AS120CM shredder, providing operating instructions, safety warnings, and installation guidelines.</p> </div>