Fellowes

*Dear Customer,*

*Thank you for buying a Fellowes Personal Shredder. We have made many improvements in our personal shredder since its introduction in 1990 as the first of its kind on the market. We are confident that it offers you the greatest value for your money in its product category today. We hope it meets – or even exceeds – your expectations.*

*To ensure years of safe, efficient use, please read these few pages about your new shredder. If this manual doesn't answer all your questions or if you wish to comment on this product, we welcome your call or letter.*

*Sincerely,*

*James Fellowes*
*Chairman & CEO*

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# Product Profile

This product is built to shred **paper, staples and credit cards**. It is not built to take paper clips, continuous forms, adhesive labels, transparencies, newspaper, cardboard or any plastic other than credit cards. Using it for these purposes is likely to cause irreparable damage.

| | Confetti-cut |
|---|---|
| Sheet capacity* | 7 sheets |
| Paper shred size | 5/32" x 1-7/8" (3.9 x 45 mm) |
| Maximum paper width | 9" (229 mm) |
| Recommended daily capacity | 10-20 shredding passes |
| Maximum running time | 2 minutes |
| Automatic cool-down period | 4 minutes |

*Based on 20 lb., 8-1/2" x 11" paper with shredder operating at rated voltage; heavier paper, high humidity, or other than rated voltage may reduce sheet capacity.

# IMPORTANT SAFETY INSTRUCTIONS

## READ ALL INSTRUCTIONS BEFORE USING

### While setting up shredder

- Check shredder for damage or defects; some paper particles in the basket are normal due to product testing and does not indicate a defect.
- Avoid touching exposed blades on underside of confetti-cut shredder head.
- Plug power cord in an outlet that can easily be reached.
- Do not place shredder near or over a heat or water source.

### While operating shredder

- Keep hands and hanging objects (jewelry, ties, loose clothing, long hair, etc.) away from paper entry.
- Keep children and pets away from the shredder.

### When not in use

- Always turn off and unplug shredder.
- Unplug before emptying basket.
- Do not open shredder head: Danger of electric shock.

**NOTE:** Do not use flammable synthetic oil, petroleum-based products or aerosols of any kind on or near product at any time.

# Set-Up

For safety reasons, this model will operate only if the shredder head is in the correct position on the basket. Align slot on the side of the shredder head (A) with tab on the side of the basket (B) and place it onto the basket in this position.

# Operation

For convenience, your shredder is equipped with an **automatic-start sensor (C)**. This means that when the control switch (D) is on automatic [I] position, the shredder will start running when you put paper into it and stop 1 or 2 seconds after the paper has passed through. Because the sensor cannot tell the difference between paper and other objects, this feature can also be a hazard, especially to children and pets. To avoid accidents, turn off the shredder as soon as you are finished. Unplug shredder if it will not be used for an extended period.

### To shred

- Plug in shredder with control switch (D) in off [O] position.
- Slide control switch to automatic [I] position to signal readiness.
- Feed paper straight into entry (E), until the shredder automatically begins shredding; see *Product Profile* for limits on paper width, shreddable items, sheet capacity, etc.
- Shred for no more than 2 minutes; shredding longer will cause shredder to turn itself off for 4 minutes to cool down.
- Slide control switch to off [O] position after cutting has stopped. Cutting continues for 1-2 seconds after paper has gone through in order to clear shredded paper from cutting cylinders.

In case of a **paper jam**, which may occur if the shredder is pushed beyond its specified capabilities, press the control switch to the off [O] position and empty the basket if full. Then:

1) Slide and hold control switch in reverse [R] position and attempt to back paper out of shredder.
2) If shredder jams in reverse mode, slide control switch to automatic [I] position and attempt to continue shredding operation.
3) If shredder jams again, alternate control switch slowly between reverse [R] and automatic [I] positions to attempt to move jammed paper completely through shredder.

If you are unable to clear the jam using this method, turn off and unplug the shredder; remove shredder head from the wastebasket and carefully remove any paper extending below the cutting cylinders; empty the wastebasket; reassemble the shredder and repeat jam clearing procedure.

# Maintenance

**Regular emptying of the basket** is important to ensure the smooth operation of the cutting cylinders. If paper is within 2 inches of shredder head, turn off and unplug the shredder, remove the shredder head and empty the basket.

**Regular oiling of the shredder** is also necessary to ensure proper performance. If you are running the shredder at or near capacity, we recommend oiling it *monthly*. Using Fellowes Powershred Lubricant #35250 or other non-aerosol vegetable-based oil in a long-nozzle container:

- Apply oil over full width of paper entry (1) with shredder in off [O] position.
- Press control switch to automatic [I] position which will cause shredder to run for about 2 seconds.
- Press and hold control switch in reverse [R] position for 3-5 seconds.
- Repeat above automatic [I] and reverse [R] sequence three times.

**REMINDER:** Do not use flammable synthetic oil, petroleum-based products or aerosol lubricants of any kind in or near the shredder at any time.

# Troubleshooting

If you have a problem with your shredder, check the symptoms and remedies below. If you cannot solve the problem this way, contact Fellowes Customer Service. **Do not open shredder head** to attempt repair: It could expose you to serious electric shock and will void your warranty.

| Symptom | Remedy |
|---|---|
| Shredder does not start or stops while shredding. | • Make sure shredder is plugged in and switch is in automatic [I] position.<br>• If paper appears to be jammed. Follow instructions under *Operation*.<br>• Check shredder head position. Follow instructions under *Set-Up*.<br>• Wait 4 minutes for shredder to cool down before trying again. |
| Shredder squeaks, grinds or runs below capacity. | Check to see if basket is full. Oil cutting cylinders. Follow instructions under *Maintenance.* |
| Shredder continues to run for 1 or 2 seconds after shredding has been completed. | No action required. This is a self-cleaning function. |

# Customer Service

Fellowes offers a **toll-free help line** for customers living in the United States, Canada, Mexico and Australia. If you live outside of these regions or are otherwise unable to use our help line, please call the Fellowes location nearest you, send us a letter or email, or contact your local dealer. All of our customer service phone numbers and other points of contact are listed on the back of this manual.

# Limited Warranty

Fellowes, Inc. ("Fellowes") warrants the cutting blades of the machine to be free from defects in material and workmanship for **3 years** from the date of purchase by the original consumer. Fellowes warrants all other parts of the machine to be free of defects in material and workmanship for **1 year** from the date of purchase by the original consumer. If any part is found to be defective during the warrant period, your sole and exclusive remedy will be repair or replacement, at Fellowes' option and expense, of the defective part.

This warranty does not apply in cases of abuse, mishandling or unauthorised repair. ANY IMPLIED WARRANTY, INCLUDING THAT OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS HEREBY LIMITED IN DURATION TO THE APPROPRIATE WARRANTY PERIOD SET FORTH ABOVE. In no event shall Fellowes be liable for any consequential or incidental damages attributable to this product. This warranty gives you specific legal rights. You may have other legal rights that vary. The duration, terms and conditions of this warranty are valid worldwide, except where different limitations, restrictions or conditions may be required by local law.

For more details or to obtain service under this warranty, please contact us (see back cover) or your dealer.

Warrantor: Fellowes, Inc.