

Fellowes

POWERSHRED® HD-10Cs

THE WORLD'S **TOUGHEST** SHREDDERS™



Please read these instructions before use.
Do not discard: keep for future reference.

Fellowes

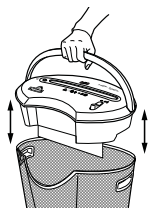
Quality Office Products Since 1917



KEY

- | | | |
|----------------------------------|-------------------------------|--|
| A. SafeSense® Technology | E. Mesh basket | I. Control Switch and Indicator lights |
| B. See safety instructions below | F. Disconnect power switch | 1. Auto-On (green) |
| C. Paper entry | 1. OFF | 0. 2. OFF |
| D. Waste opening | 2. ON | R. 3. Reverse |
| | G. Handle | 4. Overheat (red) |
| | H. SafeSense® override switch | 5. SafeSense® (yellow) |
-
- | | |
|--------|------------|
| | |
| Active | Not Active |

Place head on basket as shown:
Disconnect power switch must be in ON (I) position to operate shredder.



CAPABILITIES

Will shred: Paper, small paper clips, credit cards and staples

Will not shred: Unopened junk mail, continuous forms, adhesive labels, transparencies, newspaper, CD/DVDs, cardboard, large paper clips, laminates, file folders, X-rays or plastic other than noted above

Paper shred size:

Cross-Cut 4mm x 50mm

Maximum:

Sheets per pass 10*
Cards per pass 1
Paper width 230mm

*A4 (70g), paper at 220-240V, 50 Hz, 1.7Amps; heavier paper, humidity or other than rated voltage may reduce capacity. Maximum recommended daily usage rates: 100 sheets; 5 credit cards. 10 sheets per pass to avoid jams.

Fellowes SafeSense® shredders are designed to be operated in home and office environments ranging between 50 – 80 degrees Fahrenheit (10 – 26 degrees Celsius) and 40 – 80% relative humidity

⚠ WARNING: IMPORTANT SAFETY INSTRUCTIONS — Read Before Using!



- Operation, maintenance, and service requirements are covered in the instruction manual. Read the entire instruction manual before operating shredders.
- Keep away from children and pets. Keep hands away from paper entry. Always set to off or unplug when not in use.
- Keep foreign objects – gloves, jewelry, clothing, hair, etc. – away from shredder openings. If object enters top opening, switch to Reverse (R) to back out object.
- Never use aerosol products, petroleum based lubricants or other flammable products on or near shredder. Do not use canned air on shredder.
- Do not use if damaged or defective. Do not disassemble shredder. Do not place near or over heat source or water.
- This shredder has a Disconnect Power Switch (F) that must be in the ON (I) position to operate shredder. In case of an emergency move switch to OFF (O) position. This action will stop shredder immediately.
- Avoid touching exposed cutting blades under shredder head.
- Shredder must be plugged into a wall outlet or socket of the voltage and amperage designated on the label. The outlet or socket must be installed near the equipment and easily accessible. Energy converters, transformers, or extension cords should not be used with this product.
- FIRE HAZARD – Do NOT shred greeting cards with sound chips or batteries.
- For indoor use only.
- Unplug shredder before cleaning or servicing.

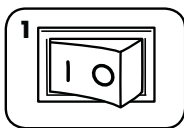
BASIC SHREDDING OPERATION



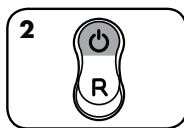
Continuous operation:
Up to 5-minute maximum

NOTE: Shredder runs briefly after each pass to clear entry. Continuous operation beyond 5-minutes will trigger 20-minute cool down period.

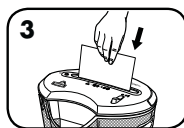
PAPER/CARD



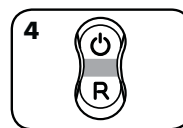
1 Plug in and put disconnect power switch in ON (I) position



2 Press Auto-On (⏻)



3 Feed paper/card straight into paper entry and release



4 When finished shredding, set to Off

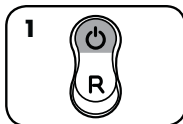
ADVANCED PRODUCT FEATURES



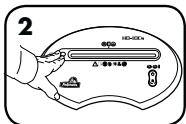
SAFESENSE® TECHNOLOGY

Stops shredding immediately when hands touch the paper opening.

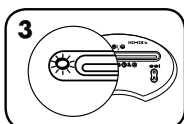
SET-UP AND TESTING



1 Press Auto-On (⏻)



2 Touch test area



3 Sensor lights up

For more information about all of Fellowes Advanced Product Features go to www.fellowes.com

PRODUCT MAINTENANCE

OILING SHREDDER

All cross-cut shredders require oil for peak performance. If not oiled, a machine may experience diminished sheet capacity, intrusive noise when shredding, and could ultimately stop running. To avoid these problems, we recommend you oil your shredder each time you empty your waste bin.

FOLLOW OILING PROCEDURE BELOW AND REPEAT TWICE



1 Set to Off



*Apply oil across entry



3 Press and hold Reverse (R) 2-3 seconds

CAUTION *Only use a non-aerosol vegetable oil in long nozzle container such as Fellowes 35250 

CLEANING AUTO-START INFRARED SENSORS

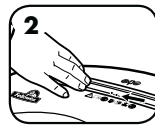
Paper detection sensors are designed for maintenance free operation. However, on rare occasions, the sensors may become blocked by paper dust causing the motor to run even if there is no paper present.

(Note: two paper detection sensors are located in the center of the paper entry).

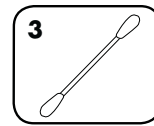
TO CLEAN THE SENSORS



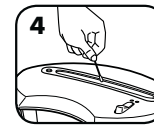
1 Turn off and unplug shredder



2 Locate Auto-start infrared sensor



3 Dip cotton swab in rubbing alcohol



4 Using cotton swab, wipe away any contamination from the paper sensors

TROUBLESHOOTING

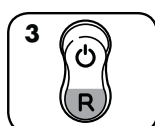
PAPER JAM



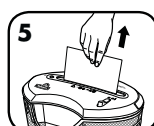
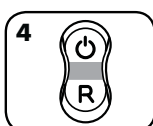
1 Press and hold Reverse (R) 2-3 seconds



2 Alternate slowly back and forth



3 Set to Off (O) and unplug






5 Gently pull uncut paper from paper entry. Plug in





6 Press Auto-On (⏻) and resume shredding

Shredder doesn't start:

-  Yellow - SafeSense® active
-  Yellow flashing - SafeSense® not active
- Make sure head is on basket correctly
-  Wait 20 minutes for motor to cool down
- Remove and empty basket

ATTENTION: If the SafeSense® light remains on, you must engage the  **Override Switch** in order to perform steps above. Once the jam is cleared, reset the SafeSense® feature. (See SafeSense® instructions below.)

 **SafeSense® paper jam:** If the SafeSense® feature activates (SafeSense® light remains on) to cause the user to think the shredder has jammed when it has not, use the  **Override Switch** to deactivate the SafeSense® feature and clear the paper. **Warning** – when switch is in override position, the SafeSense® light will flash and the SafeSense® feature will NOT function. Once the paper is cleared, reset the SafeSense® feature.



POWERSHRED® HD-10Cs

THE WORLD'S TOUGHEST SHREDDERS™

Declaration of Conformity

Fellowes Manufacturing Company

Yorkshire Way, West Moor Park, Doncaster, South Yorkshire, DN3 3FB, England declares that the product Models HD-10Cs conforms with the requirements of the Restriction of Hazardous Substances Directive (2011/65/EU), the Low Voltage Directive (2006/95/EC), the Electromagnetic Compatibility Directive (2004/108/EC), the WEEE directive (2002/96/EC), and below harmonized European EN Standards:

Safety: EN 60950-1

EMC Standard: EN55014-1 EN55014-2 EN61000-3-2 EN61000-3-3

Year Affixed: 12

Itasca, Illinois, USA
March 1, 2013

James Fellowes
James Fellowes

W.E.E.E.

This product is classified as Electrical and Electronic Equipment. Should the time come for you to dispose of this product please ensure that you do so in accordance with the European Waste of Electrical and Electronic Equipment (WEEE) Directive and in compliance with local laws relating to this directive.

For more information on the WEEE Directive please visit www.fellowesinternational.com/WEEE

LIMITED PRODUCT WARRANTY

Limited Warranty: Fellowes, Inc. ("Fellowes") warrants the parts of the machine to be free of defects in material and workmanship and provides service and support for 2 years from the date of purchase by the original consumer. Fellowes warrants the cutting blades of the machine to be free from defects in material and workmanship for 5 years from the date of purchase by the original consumer. If any part is found to be defective during the warranty 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, failure to comply with product usage standards, shredder operation using an improper power supply (other than listed on label), or unauthorized repair. Fellowes reserves the right to charge the consumers for any

additional costs incurred by Fellowes to provide parts or services outside of the country where the shredder is initially sold by an authorized reseller. 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. 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 or your dealer.

Australia Residents Only:

Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and for compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure. The benefits under Fellowes' Warranty are in addition to other rights and remedies under a law in relation to the shredder.

Questions or Concerns?

www.fellowes.com

- Troubleshooting
- Registration
- Manuals

Customer Service & Support

- Troubleshooting
- Replacement parts
- General questions

Australia +61-1-800-33-11-77

Europe 00-800-1810-1810

United Kingdom +44-(0)-1302-836800

United States +1-800-955-0959

Fellowes 1789 Norwood Avenue, Itasca, Illinois 60143-1095 • USA • 630-893-1600

www.fellowes.com