



# FORTISHRED™ HS-440

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. Safety Shield                 | H. Control Panel and LEDs      |
| B. Paper entry                   | ⏻ 1. ON/OFF (blue)             |
| C. Disconnect switch (open door) | R 2. Reverse (red)             |
| D. Door                          | 🗑️ 3. Bin full (yellow)        |
| E. Basket                        | 🚪 4. Door open (red)           |
| F. Casters                       | ⚠️ 5. Safety Shield Open (red) |
| G. See safety instructions       |                                |

## CAPABILITIES

**Will shred:** Paper only

**Will not shred:** Adhesive labels, continuous form paper, transparencies, newspaper, junk mail, credit cards, CD/DVDs, staples, paper clips, cardboard, laminates, file folders, X-rays or plastic other than noted above

**Paper shred size:**

High Security..... (Din 6) 1/32 in. x 3/16 in. (0.8mm x 5.0mm)

**Maximum:**

Sheets per pass ..... 4\*  
Paper entry width..... 9-1/2 in. (240 mm)

\*8.5 in. x 11 in., 20lb., (75g) paper at 120V, 60 Hz, 3.2Amps; heavier paper, humidity or other than rated voltage may reduce capacity.

**\*In order to perform at capacity, shredder must be plugged into a dedicated 15Amp, 120V outlet and oiled every 15-30 minutes of continuous use.**

## ⚠️ 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 in the cabinet door. The door must be fully closed to operate shredder. In case of emergency, open cabinet door. This action will stop shredding immediately.
- Avoid touching exposed cutting blades under shredder head.
- Shredder must be plugged into a properly grounded wall outlet or socket of the voltage and amperage designated on the label. The grounded 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.
- Do not operate the machine without the safety shield closed (A).

## BASIC SET UP

### SHREDDER SET-UP



1 Open the door

2 Place cutter head into top of cabinet, use 2 people

3 Ensure access to a dedicated 15Amp, 120V outlet

4 Make sure safety flap is securely in place

## BASIC SHREDDING OPERATION

### TO SHRED



1 Plug in and make sure door is closed

2 Press (ON) to activate

3 Feed paper straight into paper entry and release

4 When finished shredding set to (OFF)

5 Do nothing and shredder will automatically shut-off after 30 minutes of inactivity

## ADVANCED PRODUCT FEATURES



**SilentShred™ Technology**  
SilentShred™ noise quality  
shreds without noisy disruptions



**Safety Shield**  
Electronically controlled shield stops  
shredder when opened for advanced safety



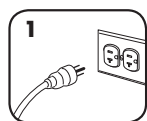
**Auto Shut Off**  
After 30 minutes of inactivity, shredder  
automatically turns off for zero energy  
consumption

## PRODUCT MAINTENANCE

### 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).

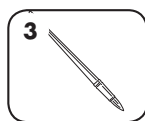
#### TO CLEAN THE SENSORS



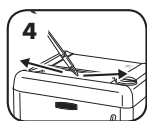
Turn off and unplug  
shredder



Locate Auto-start  
infrared sensor



Use thin, long-handled brush  
to clean sensors. Make sure  
brush is clean and dry



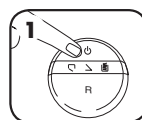
Clean any contamination  
from the paper sensors

### OILING SHREDDER



All high security 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 or every 15-30 minutes of continuous use.

#### FOLLOW OILING PROCEDURE BELOW AND REPEAT TWICE



Set to Off (O)  
and unplug



\*Apply oil  
across entry



Press Reverse (R)

**Important:** For optimal shredding performance, use Fellowes High Security oil (3505701). \*Use of standard shredder oil is not recommended.



## TROUBLESHOOTING



**Bin Full Indicator:** When illuminated, the shredder waste bin is full and needs to be emptied. Use Fellowes waste bag 36053.



**Safety Shield Indicator:** When flashing alternatively with On/Off (O) LED, safety shield is open and shredding will stop. To resume shredding, make sure safety shield is closed.



**Door Open Indicator:** When flashing alternatively with On/Off (O) LED, the door is open. To resume shredding, make sure the door is closed.



**Paper Capacity Indicator:** When flashing blue, too much paper is inserted. Shredder will automatically stop and reverse paper. If necessary, press (R) to run shredder in reverse. See Paper Jam section below.



**Overheat Indicator:** When flashing alternatively with On/Off (O) LED, shredder requires a 10-15, minute cool down period. When (O) is blue, resume shredding.

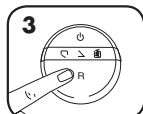
### PAPER JAM



When flashing blue,  
too much paper is  
inserted. Shredder  
will automatically stop  
and reverse paper.



Gently pull uncut paper  
from paper entry.



If necessary, press  
Reverse (R) to run  
shredder in reverse and  
then pull uncut paper  
from shredder.



Shred 1 sheet of  
paper to clear  
cutters. Resume  
normal shredding.



# FORTISHRED™ HS-440

## THE WORLD'S **TOUGHEST** SHREDDERS™

### 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 1 year 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 1 year 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, or unauthorized repair. The user is responsible for any additional costs incurred by Fellowes in servicing the paper shredder outside of the country where the shredder is initially sold. 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.

### Questions or Concerns?

#### [www.fellowes.com](http://www.fellowes.com)

- ☒ Troubleshooting
- ☒ Registration
- ☒ Manuals

#### Customer Service & Support

- ☒ Troubleshooting
- ☒ Replacement parts
- ☒ General questions

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