



P-7C



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

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KEY

- | | | |
|------------------|----------------------------|-------------------|
| A. Shredder head | D. Bin | F. Control switch |
| B. Paper entry | E. See safety instructions | I 1. ON |
| C. Card entry | | O 2. OFF |
| | | R 3. Reverse |

CAPABILITIES

Will shred: Paper, staples and credit cards

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

Paper shred size:

Cross-Cut 5/32 in. x 1-7/8 in. (3.9mm x 45mm)

Maximum:

Sheets per pass 7*
 Cards per pass 1*
 Paper entry width 9 in. (229mm)
 *8.5 in. x 11 in., 20 lb., (75g) paper at 120V/60 Hz, 3.0Amps; heavier paper, humidity or other than rated voltage may reduce capacity. Recommended daily usage rates: 10-20 paper passes; 5 cards. 7 sheets per pass.

⚠ WARNING: IMPORTANT SAFETY INSTRUCTIONS — Read Before Using!



- Keep away from children and pets. Keep hands away from paper entry. Always set 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.
- Avoid touching exposed cutting blades under shredder head.
- The grounded socket-outlet shall be installed near the equipment and shall be easily accessible.

BASIC SHREDDING OPERATION



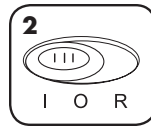
Continuous operation:
2-4 minute maximum

NOTE: Shredder runs briefly after each pass to clear entry.
Continuous operation beyond 2-4 minutes will trigger a 20-minute cool down period.

PAPER/CARD



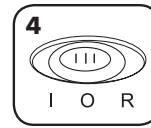
1
Set to Off (0)
and plug in



2
Set to On (1)



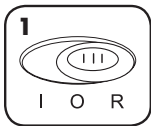
3
Feed into paper/card
entry and release



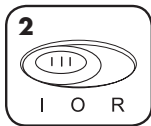
4
Set to Off (0)
and unplug

TROUBLESHOOTING

Paper jam: Set to Off (0) and empty bin. Replace bin and follow any or all of the below procedures.



1
Set to Reverse
(R) for 2-3
seconds



2
Alternate slowly back and forth



3
Set to Off (0)
and unplug



4
Gently pull uncut
paper from paper
entry. Plug in.



5
Set to
Reverse (R)

Shredder doesn't start:

- Make sure switch is in ON position (1).
- Make sure head is on basket correctly.
- Check for jam.
- Remove and empty basket.
- Wait 20 minutes for motor to cool down.

BASIC PRODUCT MAINTENANCE

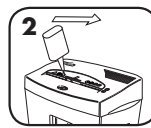
OILING SHREDDER

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.

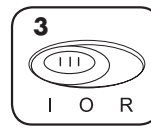
FOLLOW OILING PROCEDURE BELOW AND REPEAT TWICE



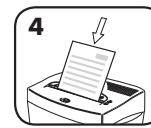
1
Set to Off (0)



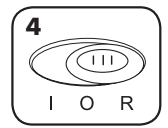
2
*Apply oil
across entry



3
Set to On (1)



4
Shred one sheet



5
Set to Reverse (R)
for 2-3 seconds

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

LIMITED PRODUCT WARRANTY

LIMITED WARRANTY Fellowes, Inc. ("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. Fellowes warrants all other parts of the machine to be free of defects in material and workmanship for 3 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, or unauthorized repair. ANY IMPLIED WARRANTY, INCLUDING THAT

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Useful Phone Numbers

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