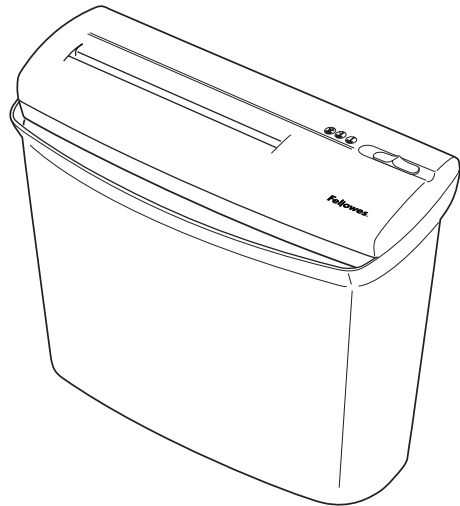


# **Fellowes**<sup>®</sup>

**Paper Shredder**  
**Destructeur de documents**  
**Destructora de documentos**  
**Aktenvernichter**  
**Papiervernietiger**  
**Distruggi documenti**



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Operating Instructions

---

Mode d'emploi

---

Instrucciones de funcionamiento

---

Bedienungsanleitung

---

Bedieningsinstructies

---

Istruzioni sul funzionamento

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Model:

S50

P500

S70

P700

## Safety Instructions

- Read and save these instructions.
- Follow all warnings and instructions marked on the product.
- Always turn off and unplug the machine before moving, cleaning, or conduct other than normal operation.
- Power cord should be easily accessible because it serves as the disconnect switch. If the power cord is damaged, call the number listed under **Contact for Service**.
- Keep loose objects (jewelry, ties, long hair) away from shredder.
- CAUTION: Do not insert aerosol cleaners or lubricants into or around the machine. Some agents may combust, causing serious injury.
- Empty wastebasket frequently.
- Do not place shredder near water, over a radiator or a heat register.
- Do not rest anything on the power cord. Do not place machine where people will walk on the cord.
- The use of an extension cord is not recommended.
- Do not service this product yourself. An opened cover may expose you to dangerous voltage points or other risks, and will void manufacturer's warranty.
- Do not exceed recommended sheet capacity or usage. (See **Sheet Capacity and Usage**, Table A)
- Do not shred continuous forms.
- Do not shred labels, transparencies, glossy paper, newsprint, plastic or cardboard.
- Keep out of the reach of children and pets.
- Never insert your hand or fingers into feed opening.
- Practice caution when shredding paper that contains paper clips and staples. Shredder is intended for paper only. Although clips and staples will not harm the cutting system, the added thickness may decrease sheet capacity.

## Installation

- Plug power cord into jack on the unit.
- Position shredder securely on basket.
- Plug power cord into a standard AC outlet with the appropriate power requirements as stated on the power supply.
- Follow instructions for sheet capacity. (See Table A)
- Slide the power switch to the ON (I) position to activate the standby mode.
- Shredder automatically starts when paper is placed in the entry and stops when finished shredding.

## Cleaning

- Unplug the unit from the wall before cleaning.
- Housing can be cleaned with a cloth, dampened with a mild soap and water solution.

## Sheet Capacity and Usage

- Do not exceed recommended sheet capacity for your model.
- Folding paper to fit the entry increases the thickness and recommended capacity may be exceeded.
- Clips and staples increase the thickness and may decrease sheet capacity.

Model	US 20# Paper Sheets per Pass 120V/50Hz	64 GSM Sheets per Pass 100V/50Hz	80 GSM Sheets per Pass 230V/50Hz	80 GSM Sheets per Pass 240V/50Hz
P500	5	5	5	5
S50	5	5	5	5
P700	7.9	7.9	7.9	7.9
S70	7.9	7.9	7.9	7.9

Table A Different paper weights and electrical currents will affect capacity.

## Paper Jams

1. Immediately slide power switch to OFF (O) position.
2. Slide power switch to the REVERSE (R) position until the jammed paper has been fully removed from the cutter.
3. DO NOT PULL ON PAPER. Damage to the drive system could occur.
4. If the REVERSE (R) function will not operate, the internal overload protection device has been activated. Move the power switch to OFF (O). Wait 15 seconds and repeat.
5. If the machine jams in reverse, unplug the unit and cut all excess paper off the top and bottom of the machine before repeating the jam-clearing procedure.
6. Shred smaller quantities. See **Sheet Capacity** (Table A).

## Specifications

<b>Entry width</b>	9" (230 mm)
<b>Power Source</b>	120V-60Hz (N. America) 240V-50Hz (Australia) 230V-50Hz (U.K., Europe) 100V-50Hz (Japan)
<b>Power Cord</b>	6 Feet (1.9 meters)
<b>Shred Size</b>	1/4" (6.3mm) strip

2

Recommended Daily Use 50-75

Model	Shredding Speed	Dimensions	Weight
P500/S50	14.8 fpm 4.5 mpm	14.5" x 13" x 7" 7.5 lbs. 369 x 330 x 178mm	3.4 kg
P700/S70	14.8 fpm 4.5 mpm	19" x 15-1/2" x 7-1/2" 483 x 394 x 191mm	7.5 lbs. 3.4 kg

## Model S50/P500

When operating this product, you must use the enclosed power supply. Failure to do so will void the manufacturer's warranty and may damage the unit.

60619	North America
60623	Australia
60621	Europe
60622	Japan
60620	UK

## Overload Protection

This shredder is protected by a built-in thermal overload device that serves to protect the motor from overuse. When continuous shredding is conducted for an extended period of time, the shredder will automatically turn itself off to cool down. When shredding is automatically stopped, allow the unit to stand for about 30 minutes before using it again.

## Important Note

This paper shredder is not intended to shred high volumes of paper. Please refer to the specifications for the recommended daily usage and sheet capacity of this shredder. Please note that if the paper is wider than the entry, and you fold it to fit, the paper thickness increases and the recommended capacity may be exceeded.

## Limited Warranty

Fellowes Manufacturing Company warrants the cutting cylinders of all Fellowes shredders to be free from defects in material and workmanship for five 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 one 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 unauthorized 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 from state to state.

For more detail or to obtain service under this warranty, please contact Fellowes Customer Service at 1-800-955-0959, Monday through Friday, 8 AM - 5 PM (Central Standard Time).

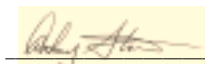
For specific instructions on obtaining service under this warranty on machines purchased outside the USA, contact the appropriate location listed in the **Contact for Service** section of this instruction manual.

Warrantor: Fellowes Manufacturing Company.

## Declaration of Conformity

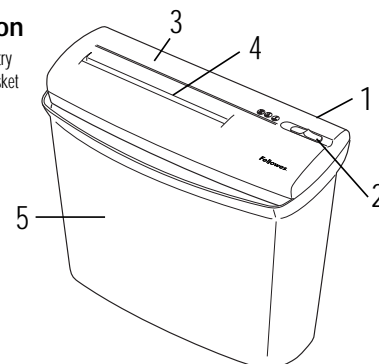
Fellowes Manufacturing Company  
Doncaster Road, Kirk Sandall • Doncaster, South Yorkshire, DN31H England  
declares that the product Models S50/P500, S70/P700  
conforms with the requirements of the Low Voltage Directive (73/23 EEC) and the Electromagnetic Compatibility Directive (89/336 EEC) and the following harmonized European Norms (EN Standards) and IEC Standards.

Safety: EN60950 'Information Technology Equipment'

EMC:	<b>Performance</b>	<b>Criteria</b>
<b>Standard</b>	<b>Severity Level</b>	
Itasca, Illinois, USA March, 2000		Anthony Storrie

## Parts Identification

1. Power Jack
2. Power Switch
3. Housing
4. Paper Entry
5. Wastebasket



**Contact For Service  
Vos Contacts Fellowes  
Sus Contactos Fellowes  
Ihr Fellowes Kontakt  
Uw Fellowes Contacten  
Vostri Contatti Fellowes**

United States	1-800-955-0959
Australia	(In Melbourne) (03) 9330-3211 (Outside Melbourne) 1-800-331-177
Canada	1-800-665-4339
United Kingdom	01302-885 331
Japan	+81-3-5496-2401
Benelux	+31-(0)347-377988
Italy	+39-071730041
Germany	+49-5131-49770
France	+33-(0)4-72-08-25-45

**Fellowes®**

1789 Norwood Avenue • Itasca, Illinois 60143-1095  
630-893-1600 • Customer Service 1-800-955-0959  
<http://www.fellowes.com>

<b>Australia</b> Tullamarine, Vic	<b>Benelux</b> Vianen, NL	<b>Canada</b> Markham, Ont.	<b>France</b> Rennes, I-V	<b>Germany</b> Garbsen, Han.	<b>Italy</b> Camerano, AN	<b>Japan</b> Tokyo	<b>Poland</b> Warsaw	<b>United Kingdom</b> Doncaster, S. Yorks.
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