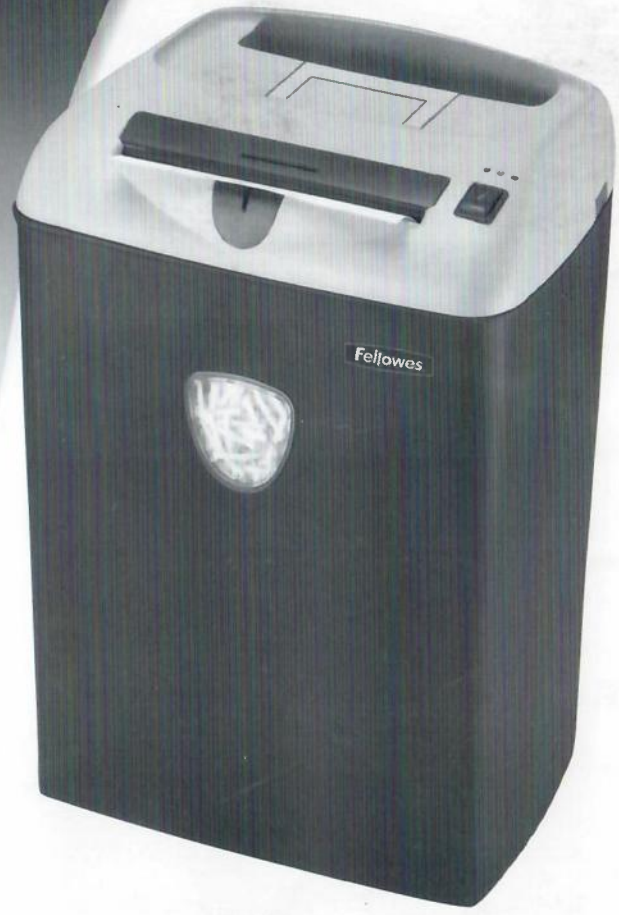


G02



PS-60
PS-65C

Help Line

- Australia + 1-800-33-11-77
- Canada + 1-800-665-4339
- México + 1-800-234-1185
- United States + 1-800-955-0959

Fellowes

- Australia + 61-3-8336-9700
- Benelux + 31-(0)-76-523-2090
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- Italia + 39-(0)-71-730041
- Japan + 81-(0)-3-5496-2401
- Korea + 82-(0)-2-3462-2884
- Malaysia + 60-(0)-35122-1231
- Polska + 48-(22)-771-47-40
- Spain + 34 91 748 05 01
- Singapore + 65-6221-3811
- United Kingdom + 44-(0)-1302-836836
- United States + 1-630-893-1600

Declaration of Conformity

Fellowes Manufacturing Company
 Doncaster Road, Kirk Sandall
 Doncaster, South Yorkshire, DN31H England
 declares that the product
 Models PS-60 and PS-65C

conform with the requirements of the Low Voltage Directive (73/23 EEC) and the Electromagnetic Compatibility Directive (89/336 EEC) and the following harmonized European Normes (EN Standards) and IEC Standards.

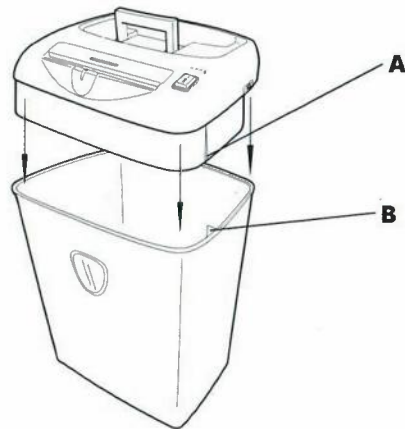
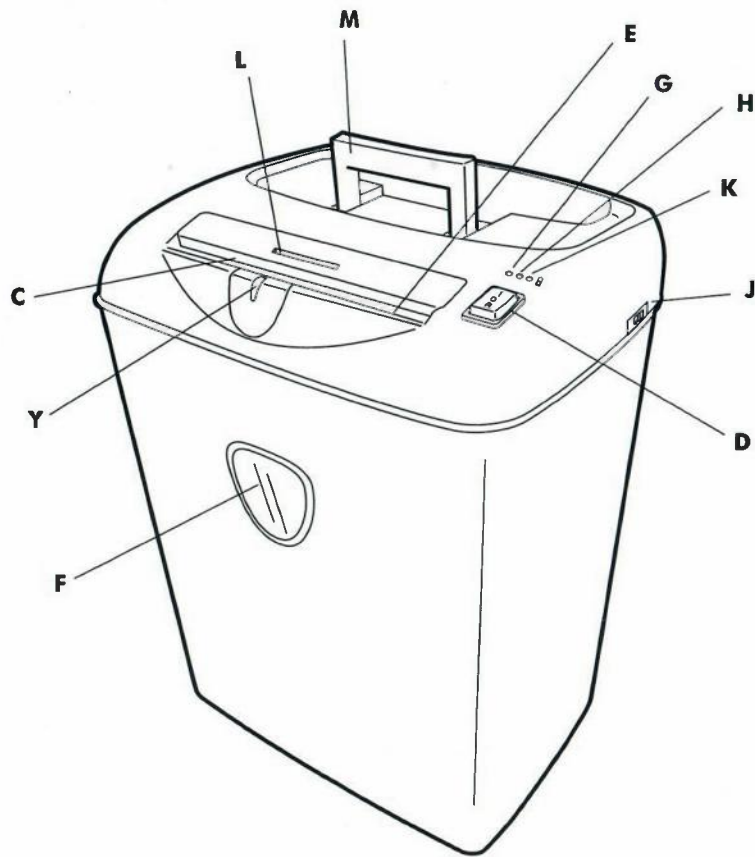
Safety: EN60950-1:2001 'Information Technology Equipment'

EMC:	Standard	Severity Level	Performance Criteria
	EN 55014-2:1997+A1:2001	Section 7.2.2, category II	See Details Below
	IEC 61000-4-2:1995+A1:1998	4kV (Contact), 8kV (Air)	B
	IEC 61000-4-4:1995	1kV, 5/50ns, 5kHz, AC mains	B
	IEC 61000-4-5:1995	1kV (DM), 2kV (CM)	B
	IEC 61000-4-6:1996	3kV on AC Mains	A
	IEC 61000-4-11:1995	10ms dropout	C
	EN 55104-1:2000+A1:2001+A2:2001	Tables 1 & 2	
	EN 61000-3-2:2000	Class A, Section 7.1 Table 1	
	EN 61000-3-3:1995+A1:2001	Section 5	

Itasca, Illinois, USA
 6 December, 2004

Joel Bergardt
 Joel Bergardt

English
 Français
 Español
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 Nederlands
 Svenska
 Dansk
 Suomi
 Norsk
 Polski
 Pycckий



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, small paper clips and credit cards**. It is *not* built to take large 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.



	Strip-cut PS-60	Confetti-cut PS-65C
Sheet capacity*	12	8
Paper shred size	5.8 mm	3.9 x 50 mm
Maximum paper width	229 mm	
Recommended daily capacity	25-50 shredding passes	
Maximum running time	10-12 minutes	
Automatic cool-down period	15 minutes	
Voltage	220 - 240 V / 50 Hz / 1.0 A	

*Based on A4 (70 gsm) 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.
- If the cord is damaged do not replace cord or use the machine. Return machine for a replacement.
- Avoid touching exposed blades on underside of confetti-cut (PS-65C) 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

- To turn the safety lockout feature (J) on, slide the switch to the back. To unlock slide the switch to the front. When the shredder is locked the yellow light is on. This feature electronically overrides the on/off power button for shredder function.



- 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

STRIP-CUT (PS-60): Lower shredder head onto supplied basket.

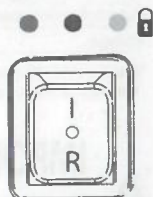
CONFETTI-CUT (PS-65C): For safety reasons, this model will operate only if the shredder head is in the correct position on the basket and used with the supplied basket. Align slot (A) at the back of the shredder head with tab (B) on the back of the basket and place it onto the basket in this position.

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 a few 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
- Press control switch to automatic [I] position; cutting cylinders will run for 1–2 seconds to signal readiness and green light (H) will turn on.
- Insert the paper you wish to shred inside the sheet capacity measuring gauge (Y) to avoid exceeding maximum sheet capacity. The paper that doesn't reach the bottom of the gauge should be set aside for the next shredding pass. (optional)
- 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 10–12 minutes; shredding longer will cause shredder to turn itself off for 15 minutes to cool down.
- Press control switch to off [O] position after cutting has stopped. With confetti-cut shredder, cutting continues for several 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) Press and hold control switch in reverse [R] position and attempt to back paper out of shredder.
- 2) If shredder jams in reverse mode, press 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 you can see paper in the basket window (F), turn off and unplug the shredder, lift up the recessed handle and pull shredder head off of wastebasket. Empty basket contents, place shredder head back on top of the basket and place handle back into recessed position.

Regular oiling of the confetti-cut model (PS-65C) 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 (E) 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.

REMANDER: 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.	<ul style="list-style-type: none"> • Make sure shredder is plugged in and switch is in automatic [I] position. • If paper appears to be jammed. Follow instructions under <i>Operation</i>. • Check shredder head position (confetti-cut model only). Follow instructions under <i>Set-Up</i>. • Wait 15 minutes for shredder to cool down before trying again. • Make sure lockout switch is not turned on. If lockout switch is on follow instructions under <i>Important Safety Instructions</i>.
Red display light (G) turns on and shredder will not operate.	<ul style="list-style-type: none"> • If paper appears to be jammed, follow instructions under <i>Operation</i>. • Check shredder head position (confetti-cut model only). Follow instructions under <i>Set-Up</i>.
Shredder squeaks, grinds or runs below capacity.	<ul style="list-style-type: none"> • Oil cutting cylinders (confetti-cut model only). Follow instructions under <i>Maintenance</i>. • Check window. If paper is visible, empty basket. Follow instructions under <i>Maintenance</i>.
Shredder continues to run for a few seconds after shredding has been completed.	No action required. This is a self-cleaning function.