

Fellowes Powershred 63Cb Cross-Cut Paper Shredder - 4600001

Instruction Manual



Provided by

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When Image Matters.

Call Us at 1-800-944-4573



POWERSHRED® 63Cb

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. Disconnect power switch | G. Control Switch and Indicator lights |
| B. Paper entry | ○ 1. OFF | ◀ 1. Reverse |
| C. Pull-out Bin | I 2. ON | ○ 2. OFF |
| D. Window | F. See safety instructions | ▷ 3. Auto On (blue) |
| | | SAFE 4. SafeSense® indicator (yellow) |
| | | ⚠ 5. Overheat (red) |
| | | 🚪 6. Door open (red) |
| | | 🗑️ 7. Remove Paper (red) |

CAPABILITIES

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

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

Paper shred size:

Cross-Cut 5/32 in. x 2 in. (4mm x 50mm)

Maximum:

Sheets per pass 10*

Cards per pass 1*

Paper entry width 9 in. (230mm)

*8.5 in. x 11 in., 20lb., (75g) paper at 120V/60 Hz, 2.5Amps; heavier paper, humidity or other than rated voltage may reduce capacity. Recommended daily usage rates: 200 sheets; 5 credit cards. 🗑️ 10 sheets per pass.

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 (E) that must be in the ON (I) position to operate shredder. In case of 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 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.

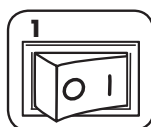
BASIC SHREDDING OPERATION



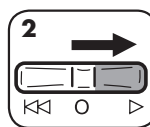
Continuous operation: up to 8 minutes maximum

NOTE: Shredder runs briefly after each pass to clear entry. Continuous operation beyond 8 minutes will trigger 20-minute cool down period.

PAPER / CARD



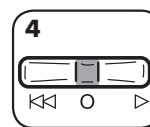
Plug in and put disconnect power switch in ON (I) position



Press Auto On (▷) to activate



Feed paper/card straight into paper entry and release



When finished shredding set to OFF (O)

www.fellowes.com features an extensive on-line support section with a number of self-service options

ADVANCED PRODUCT FEATURES



Jam Blocker™
Blocks jams before they start



Patented SafeSense® Technology
Stops shredding immediately when hands touch the paper opening



Energy Saving System
Optimal energy efficiency 100% of the time – in use and out of use.



JAM BLOCKER™
Blocks jams before they start



1
If Remove Paper icon (📄) is illuminated, there is too much paper for the shredder to power through



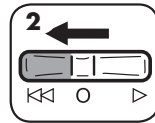
2
Reduce paper quantity to an acceptable amount and refeed into paper entry



If Remove Paper icon illuminates during the shredding process (due to paper misfeed or wrinkle) follow the procedures below.



1
Shredder pauses for 3 seconds



2
Set to Reverse (⏮) and remove paper



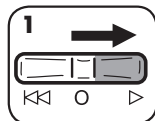
3
Set to Auto On (▶) and refeed into paper entry



SAFESENSE® TECHNOLOGY

Stops shredding immediately when hands touch the paper opening.

SET-UP AND TESTING



1
Set to Auto On (▶)



2
Touch test area and look for the SafeSense® indicator to illuminate



3
SafeSense® is active and working properly



4
If hand is held on SafeSense® area more than 3 seconds shredder will shut off



ENERGY SAVING SYSTEM

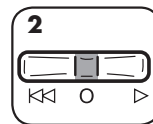
Optimal energy efficiency 100% of the time – in use and out of use.

- Saves energy in four ways: energy-efficient electronics, jam prevention, standby mode and sleep mode.
- Sleep Mode shuts down shredder after 2 minutes of inactivity.

WHEN IN SLEEP MODE



1
In sleep mode



2
To get out of sleep mode set to OFF (O), then Auto On (▶)



3
Insert paper

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

PRODUCT MAINTENANCE

OILING SHREDDER

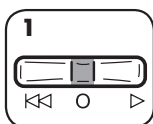
All cross-cut shredders require oil for peak performance. If not oiled, a machine may experience diminished sheet capacity, intrusive noise when shredding and could ultimately stop running. To avoid these problems, we recommend you oil your shredder each time you empty your waste bin.



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



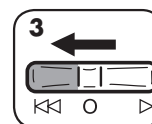
FOLLOW OILING PROCEDURE BELOW AND REPEAT TWICE



1
Set to OFF (O)



2
*Apply oil across entry



3
Set to Reverse (⏮) for 2-3 seconds

Go to Support Section at www.fellowes.com or see back page of manual for useful telephone numbers.

TROUBLESHOOTING



Overheat Indicator: When the Overheat Indicator is illuminated, the shredder has exceeded its maximum operating temperature and needs to cool down. This indicator will remain illuminated and the shredder will not operate for the duration of the recovery time. See Basic Shredding Operation for more information about the continuous operation and recovery time for this shredder.



Bin Open: The shredder will not run if the bin is open. When illuminated, close the bin to resume shredding.



Remove Paper: When illuminated, set to reverse (⏮) and remove paper. Reduce paper quantity to an acceptable amount and refeed into paper entry.



SafeSense® Indicator: If hands are too close to the paper entry, the SafeSense® indicator will illuminate and the shredder will stop shredding. If SafeSense® is active for 3 seconds, the shredder will automatically turn off and the user must set the switch to OFF (O), then Auto On (▶) to resume shredding.



POWERSHRED® 63Cb

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 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 the 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.

Questions or Concerns?

www.fellowes.com

- ☒ Troubleshooting
- ☒ Registration
- ☒ Manuals

Customer Service & Support

- ☒ Troubleshooting
- ☒ Replacement parts
- ☒ General questions

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