

# ***Fellowes Powershred 99Ms Micro-Cut Paper Shredder - 4609001***

Instruction Manual



*Provided by*

**MyBinding.com**

*When Image Matters.*

Call Us at 1-800-944-4573

**Fellowes**

# POWERSHRED® 99Ms

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**

- |  |  |
|--|--|
| <p>A. SafeSense® Technology<br/>         B. Paper entry<br/>         C. See safety instructions<br/>         D. Pullout bin<br/>         E. Casters<br/>         F. Disconnect power switch<br/>           ○ 1. OFF<br/>           I 2. ON</p> | <p>G. Control Panel and LEDs<br/>           1. Overheat (red)<br/>           2. Bin open (red)<br/>           3. Bin full (red)<br/>           4. Remove Paper (red)<br/>           5. SafeSense® indicator (yellow)<br/>           6. Reverse<br/>           7. ON/OFF (blue)<br/>           8. Forward</p> |
|--|--|

**CAPABILITIES**

**Will shred:** Paper, credit cards and staples

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

**Paper shred size:**

Micro-Cut ..... 2 x 14mm

**Maximum:**

Sheets per pass ..... 12\*  
 Paper entry width ..... 230mm

\*A4 (70g), paper at 220V-240V, 50/60 Hz, 3.4Amps; heavier paper, humidity or other than rated voltage may reduce capacity. Maximum recommended daily usage rates: 1000 sheets per day, 50 credit cards.

12 sheets per pass to avoid jams.

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 (<<) 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 (F) 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.

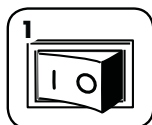
**BASIC SHREDDING OPERATION**



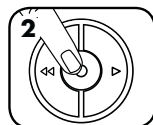
**Continuous operation:**  
Up to 15-minutes maximum

**NOTE:** Shredder runs briefly after each pass to clear entry. Continuous operation beyond 15-minutes will trigger 25-minute cool down period.

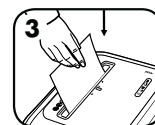
**PAPER OR CARD**



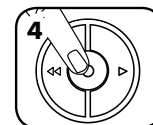
Plug in and put disconnect power switch in ON (I) position



Press ON (blue) to activate



Feed paper/card straight into paper entry and release



When finished shredding set to OFF (blue)

## ADVANCED PRODUCT FEATURES



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



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



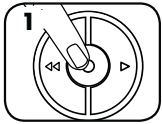
**Sleep Mode**  
Energy saving feature shuts down automatically after 2 minutes of no shredding activity



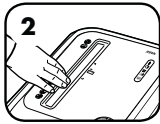
### SAFESENSE® TECHNOLOGY OPERATION

Stops shredding immediately when hands touch the paper opening.

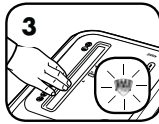
#### SET-UP AND TESTING



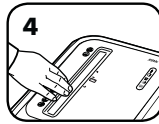
Turn the shredder ON (⏻) to activate SafeSense®



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



SafeSense® is active and working properly



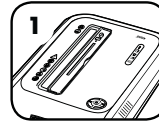
If hand is held on SafeSense® area more than 3 seconds, shredder will shut off



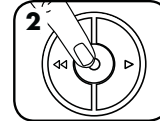
### SLEEP MODE OPERATION

Energy saving feature shuts down the shredder after 2 minutes of inactivity

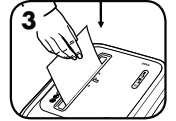
#### WHEN IN SLEEP MODE



In sleep mode



To get out of sleep mode touch control panel



insert paper

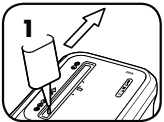
For more information about all of Fellowes Advanced Product Features go to [www.fellowes.com](http://www.fellowes.com)

## PRODUCT MAINTENANCE

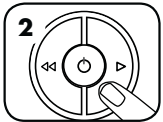
### OILING SHREDDER

All micro-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



\*Apply oil across entry



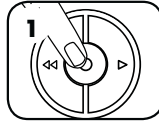
Press and hold forward (▶) 2-3 seconds

### CLEANING AUTO-START INFRARED SENSORS

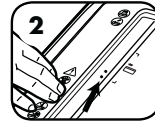
Paper detection sensors are designed for maintenance free operation. However, on rare occasions the sensors may become blocked by paper dust causing the motor to run even if there is no paper present.

(Note: two paper detection sensors are located in the center of the paper entry).

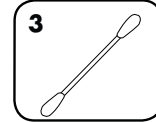
#### TO CLEAN THE SENSORS



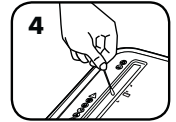
Turn off and unplug shredder




Locate Auto-start infrared sensor



Dip cotton swab in rubbing alcohol



Using cotton swab, wipe away any contamination from the paper sensors

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

## 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.



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



**Remove Paper:** When illuminated, press 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 press the power button on the control panel to resume shredding.



# POWERSHRED® 99Ms

## THE WORLD'S TOUGHEST SHREDDERS™

### Declaration of Conformity

#### Fellowes Manufacturing Company

Yorkshire Way, West Moor Park, Doncaster, South Yorkshire, DN3 3FB, England declares that the product Model 99Ms conforms with the requirements of the Restriction of Hazardous Substances Directive (2011/65/EU), the Low Voltage Directive (2006/95/EC), the Electromagnetic Compatibility Directive (2004/108/EC), the WEEE directive (2002/96/EC), and below harmonized European EN Standards:

Safety: EN 60950-1

EMC Standard: EN55014-1 EN55014-2 EN61000-3-2 EN61000-3-3

Year Affixed: 12

Itasca, Illinois, USA  
March 1, 2013

*James Fellowes*  
James Fellowes

### W.E.E.E.

This product is classified as Electrical and Electronic Equipment. Should the time come for you to dispose of this product please ensure that you do so in accordance with the European Waste of Electrical and Electronic Equipment (WEEE) Directive and in compliance with local laws relating to this directive.

For more information on the WEEE Directive please visit [www.fellowesinternational.com/WEEE](http://www.fellowesinternational.com/WEEE)

## 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 2 years 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 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.

#### Australia Residents Only:

Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and for compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure. The benefits under Fellowes' Warranty are in addition to other rights and remedies under a law in relation to the shredder.

## Questions or Concerns?

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

- Troubleshooting
- Registration
- Manuals

### Customer Service & Support

- Troubleshooting
- Replacement parts
- General questions

Australia	+61-1-800-33-11-77
Europe	00800-1810-1810
United Kingdom	+44-(0)-1302-836800
United States	+1-800-955-0959

**Fellowes** 1789 Norwood Avenue, Itasca, Illinois 60143-1095 • USA • 630-893-1600

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