

# ***Fellowes Fortishred 4250C Cross-Cut Paper Shredder***

Instruction Manual



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**Fellowes**

# FORTISHRED™ 4250C/4250S

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. Safety Shield
- B. Paper entry
- C. Disconnect switch (open door)
- D. Door
- E. Basket (inside)
- F. Casters
- G. See safety instructions
- H. Control Panel and LEDs
  - ⏻ 1. ON/OFF (blue)
  - R 2. Reverse (red)
  - 🗑️ 3. Bin full (yellow)
  - 🚪 4. Door open (red)
  - ⚠️ 5. Safety Shield Open (red)

**CAPABILITIES**

**Will shred:** Paper, credit cards, CD/DVDs, staples, paper clips and junk mail  
**Will not shred:** Adhesive labels, transparencies, newspaper, cardboard, laminates, file folders, X-rays or plastic other than noted above  
**Paper shred size:**  
 Strip-Cut..... 5/32 in. (4mm)  
 Cross-Cut..... 5/32 in. x 1-9/16 in. (4mm x 40mm)

**Maximum:**  
 Paper entry width..... 12-1/5”(310mm)  
 8.5”x11”, 20lb., (75g) paper at 120V, 60 Hz, 8Amps; heavier paper, humidity or other than rated voltage may reduce capacity.  
**\* In order to perform at capacity, shredder must be plugged into a dedicated 15Amp, 120V outlet.**

**⚠️ 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.
- Do not operate the machine without the safety shield closed (A)
- This shredder has a Disconnect Power Switch in the cabinet door. The door must be fully closed to operate shredder. In case of emergency, open cabinet door. This action will stop shredding immediately.
- Avoid touching exposed cutting blades under shredder head.
- Do not put foreign objects in paper entry.
- 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 cards 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 SET UP**

**SHREDDER SET-UP**

- 1** Open the door
- 2** Place cutter head into top of cabinet, use 2 people
- 3** Ensure access to a dedicated 15Amp, 120V outlet
- 4** Make sure safety flap is securely in place

**BASIC SHREDDING OPERATION**

**TO SHRED**

- 1** Plug in and make sure door is closed
- 2** Press (⏻) ON to activate
- 3** Feed paper straight into paper entry and release
- 4** When finished shredding set to (⏻) OFF
- 5** Do nothing and shredder will automatically shut off after 30 minutes of inactivity

## ADVANCED PRODUCT FEATURES



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



**Sheet Capacity Sensor**  
Helps prevent paper jams  
by indicating sheet capacity  
levels during the shredding  
process

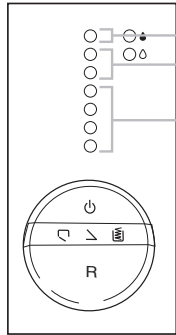


**Safety Shield**  
Electronically controlled  
shield stops shredder  
when opened for  
advanced safety



**Auto Shut Off**  
After 30 minutes of  
inactivity, shredder  
automatically turns off for  
zero energy consumption

### Eliminates frustrating jams by preventing overloads.



Electronically measures paper thickness to prevent paper jams:

Up to RED: Too many sheets have been inserted. Automatic reverse of paper.

Up to YELLOW: Maximum sheet capacity.

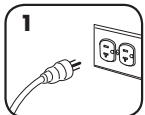
Up to GREEN: Normal sheet capacity during shredding process.

## PRODUCT MAINTENANCE

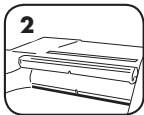
### CLEANING AUTO-START INFRARED SENSORS

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).

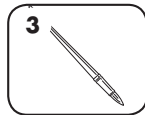
#### TO CLEAN THE SENSORS



Turn off and unplug shredder



Locate Auto-start infrared sensor



Use thin, long-handled brush to clean sensors. Make sure brush is clean and dry



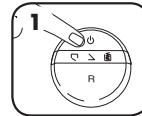
Clean any contamination from the paper sensors

### OILING SHREDDER

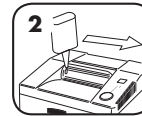


All shredders require oil for peak performance. If not oiled, a machine may experience diminished sheet capacity, intrusive noise when shredding and could ultimately stop running. To avoid these problems, we recommend you oil your shredder each time you empty your waste bin.

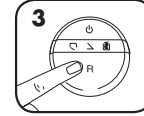
#### FOLLOW OILING PROCEDURE BELOW AND REPEAT TWICE



Set to Off (0)



\*Apply oil across entry



Set to Reverse (R) 2-3 seconds



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



## TROUBLESHOOTING

- Bin Full Indicator:** When illuminated, the shredder waste bin is full and needs to be emptied. Use Fellowes waste bag 3604101.
- Safety Shield Indicator:** When flashing alternatively with On/Off (⏻) LED, safety shield is open and shredding will stop. To resume shredding, make sure safety shield is closed.
- Door Open Indicator:** When flashing alternatively with On/Off (⏻) LED, safety shield is open. To resume shredding, make sure the door is closed.
- Paper Capacity Indicator:** When flashing blue, too much paper is inserted. Shredder will automatically stop and reverse paper. See Paper Jam section below.
- Overheat Indicator:** When flashing alternatively with On/Off (⏻) LED, shredder requires a 10-15, minute cool down period. When (⏻) is blue, resume shredding

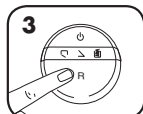
### PAPER JAM



When flashing blue, too much paper is inserted. Shredder will automatically stop and reverse paper



Gently pull uncut paper from paper entry



If necessary, press Reverse (R) to run shredder in reverse and then pull uncut paper from shredder



Shred 1 sheet of paper to clear cutters. Resume normal shredding



# FORTISHRED™ 4250C/4250S

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

- Troubleshooting
- Registration
- Manuals

#### Customer Service & Support

- Troubleshooting
- Replacement parts
- General questions

Canada	+1-800-665-4339
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United States	+1-800-955-0959