

# ***Fellowes HD-10Cs Deskside Cross Cut Paper Shredder***

## **Instruction Manual**



*Provided by*

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*When Image Matters.*

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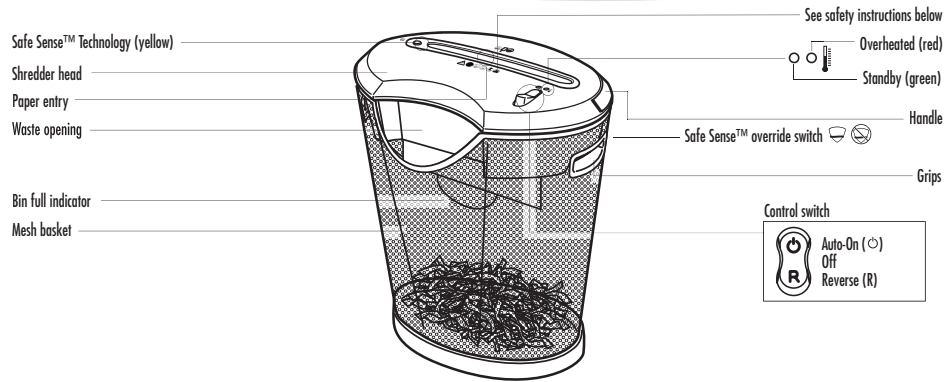
HD-10Cs

Please read these instructions before use.



## ENGLISH

Model HD-10Cs

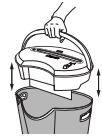


**Breakthrough Safety Technology!** SafeSense™ stops shredding when hands are too close to the opening.

## SET-UP

### — To Test SafeSense™ Technology

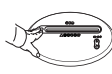
Place head on basket as shown:



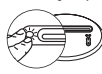
Press Auto-On (⏻)



Touch test area



Sensor lights up



## CAPABILITIES

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

**Will not shred:** Continuous forms, adhesive labels, transparencies, newspaper, cardboard, large paper clips, laminates or plastic other than noted above

**Paper shred size:**

Confetti-Cut..... 5/32" x 2" (3.9 x 50mm)

**Maximum:**

Sheets per pass (Confetti-Cut)..... 10"

Cards per pass..... 1

Passes per day..... 10-20

Paper width..... 9"/229mm

Continuous operation..... 4-5 minutes

\*20 lb., 8.5"x11" paper at 120v, 60 Hz, 3.8Amps; heavier paper, humidity or other than rated voltage may reduce capacity.

## IMPORTANT SAFETY INSTRUCTIONS — Read Before Using!

### WARNING



- Keep away from children and pets. Keep hands away from paper entry. Always unplug when not in use.
- Keep foreign objects — gloves, jewelry, clothing, hair, etc. — away from shredder openings. If object enters top opening, press and hold Reverse (R) to back out object.



- Never use aerosol, petroleum-based or other flammable products on or near shredder. Do not use canned air on shredder.
- Do not use if damaged or defective. Do not open shredder head. Do not place near or over heat or water source.
- 10 sheets per pass to avoid jams.

### CAUTION

- Avoid touching exposed blades under Confetti-Cut shredder head.

- The socket-outlet shall be installed near the equipment and shall be easily accessible.

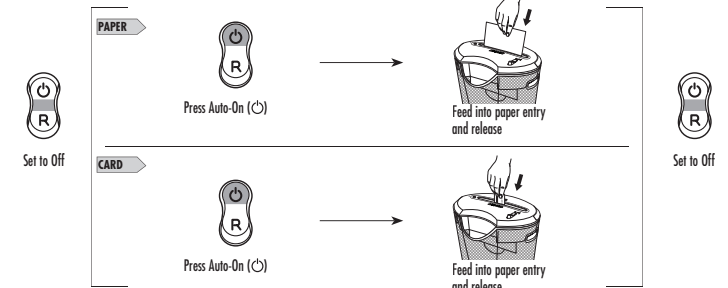
## OPERATION



**Continuous operation:**

4-5-minute maximum

**NOTE:** Shredder runs briefly after each pass to clear entry. Continuous operation beyond 4-5-minutes will trigger 20-minute cool down period.



## TROUBLESHOOTING

**Paper jam:** Set to Off (O), remove shredder head and empty bin. Replace shredder head, and follow any or all of the below procedures.



Press and hold Reverse (R) 2-3 seconds



Alternate slowly back and forth



Set to Off (O) and unplug



Gently pull uncut paper from paper entry. Plug in.



Press and hold Reverse (R)

**Shredder doesn't start:**

- Yellow - SafeSense™ active
- Yellow flashing - SafeSense™ not active
- Make sure head is on basket correctly
- Wait 20 minutes for motor to cool down
- Remove and empty basket

**ATTENTION:** If the SafeSense™ light remains on, you must engage the **Override Switch** in order to perform steps above. Once the jam is cleared, reset the SafeSense™ feature. (See SafeSense™ instructions below.)

**SafeSense™ paper jam:** If the SafeSense™ feature activates (SafeSense™ light remains on) to cause the user to think the shredder has jammed when it has not, use the **Override Switch** to deactivate the SafeSense™ feature and clear the paper. **Warning** — when switch is in override position, the SafeSense™ light will flash and the SafeSense™ feature will NOT function. Once the paper is cleared, reset the SafeSense™ feature.

Sensor light illuminated—paper jammed



SafeSense™ override switch



Active Not active

## MAINTENANCE

Run regularly in reverse for one minute



Follow oiling procedure below and repeat twice.

Oil when bin is full, or immediately, if:

- Capacity decreases
- Motor sounds different, or Shredder stops running



Set to Off



\*Apply oil across entry



Press Auto-On (⏻)



Shred one sheet



Press and hold Reverse (R) 2-3 seconds

**CAUTION** \*Only use a non-aerosol vegetable oil in long nozzle container such as Fellowes 35250/3505006

## WARRANTY

LIMITED WARRANTY Fellowes, Inc. ("Fellowes") warrants the cutting blades of the machine to be free from defects in material and workmanship for 3 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 1 year 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, or unauthorized repair. ANY IMPLIED

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