

# ***Fellowes Microshred MS-460CS*** ***Micro Shred Paper Shredder***

**Instruction Manual**



*Provided by*

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# www.fellowes.com



## MS-460Cs

Please read these instructions before use.

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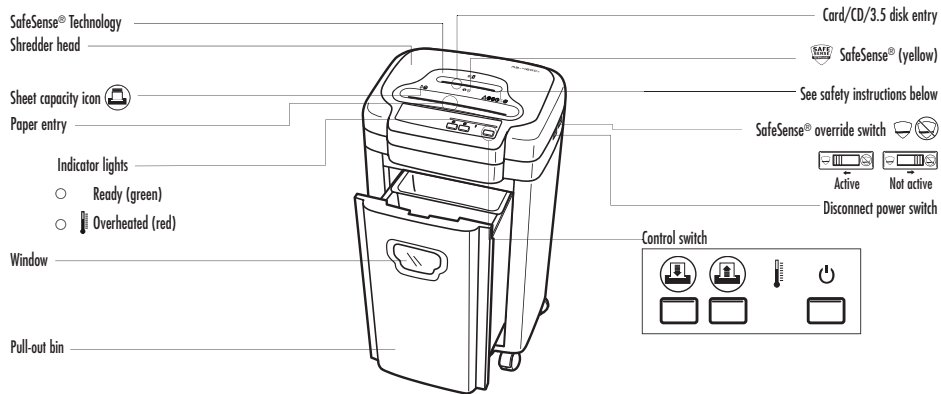
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# ENGLISH

## Model MS-460Cs



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

### To Test SafeSense® Technology



## CAPABILITIES

**Will shred:** p paper, credit cards, CD/DVDs/3.5 disks and staples

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

**Paper shred size:**  
Confetti-Cut..... 5/64" x 5/16" (2 x 8mm)

**Card/CD shred size:**  
Strip-Cut..... 5/16" (8mm)

\*Paper clip shredding is not recommended for this shredder.

**Maximum:**  
Sheets per pass (Confetti-Cut)..... 10\*  
Cards/CDs per pass..... 1  
Paper width..... 8.75"/222mm  
Card/CD width..... 5"/125mm  
Continuous operation..... 10-12 minutes

\*20lb., 8.5"x11" (75g) paper at 120v, 60 Hz, MS-460Cs—5.8Amps; heavier paper, humidity or other than rated voltage may reduce capacity. Recommended daily usage rates: 50-100 paper passes; 25 cards; 5 CDs/3.5 disks.

Fellowes® 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.

## 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, switch to Reverse (R) to back out object.

### CAUTION

- Avoid touching exposed blades under Confetti-Cut shredder head.
- Use only designated entry for cards/CDs/3.5 disks. Keep finger away from CD hole.

- 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.

- The grounded socket-outlet shall be installed near the equipment and shall be easily accessible.
- Paper and Card/CD/3.5 disks cannot be shredded at the same time.

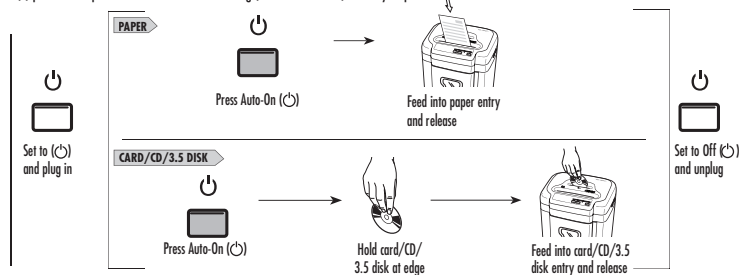
## OPERATION

Disconnect Power Switch must be in ON (I) position to operate shredder. Insert waste bag (Fellowes #36052) for easy disposal.



**Continuous operation:**  
10-12 minute maximum

**NOTE:** Shredder runs briefly after each pass to clear entry. Continuous operation beyond 10-12 minutes will trigger a cool down period to resume operation.

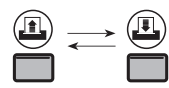


## TROUBLESHOOTING

**Paper jam:** Set to Off (power button) and empty bin. Replace bin and follow any or all of the below procedures.



Press and hold Reverse (R)



Alternate slowly back and forth



Set to Off (power button) and unplug



Gently pull uncut paper from paper entry. Plug in.



Press and hold Reverse (R)

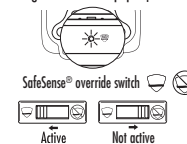
**Indicator lights:**

- Yellow - SafeSense® active
- Yellow flashing - SafeSense® not active
- Make sure bin is pushed in
- Wait for motor to cool down

**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

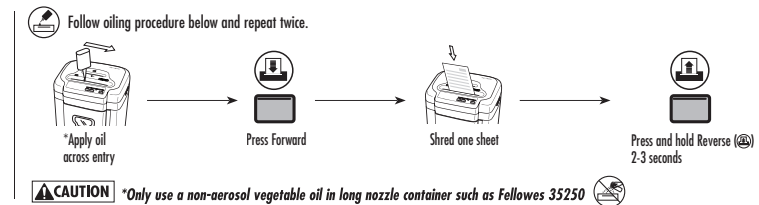


## MAINTENANCE

Run regularly in reverse for one minute

Oil when bin is full, or immediately, if:

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



## WARRANTY

LIMITED WARRANTY Fellowes, Inc. ("Fellowes") warrants the cutting blades of the machine to be free from defects in material and workmanship for 7 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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