

# ***Fellowes Powershred HS-660 High Security Paper Shredder Head***

Instruction Manual



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# POWERSHRED® HS-660

THE WORLD'S **TOUGHEST** SHREDDERS™



Please read these instructions before use.  
Do not discard: keep for future reference.

**Fellowes**

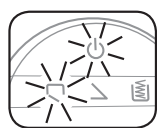
Quality Office Products Since 1917



**KEY**

- |                                  |                           |
|----------------------------------|---------------------------|
| A. Safety Flap                   | H. Control Panel and LEDs |
| B. Paper entry                   | ⏻ 1. ON/OFF               |
| C. Disconnect switch (open door) | R 2. Reverse              |
| D. Door                          | 🗑️ 3. Bin full            |
| E. Basket - paper (inside)       | 🔓 4. Door open            |
| F. Casters                       | ⚠️ 5. Safety Flap Open    |
| G. See safety instructions       | 💧 6. Low oil              |
|                                  | 🔥 7. Auto oil complete    |

**INDICATOR LIGHTS**



Stops automatically when door is opened. Symbols flash alternately



Stops automatically when bin is full. Empty bag when bag full indicator lights up



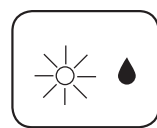
Stops automatically if too much paper is inserted. Automatic reverse if paper jams



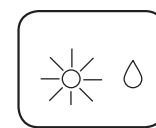
Stops automatically if safety flap is opened. Symbols flash alternately



Overload protection. Machine stops to cool down- approx. 10-15 minutes. Symbols flash alternately



Cutting shafts are automatically oiled



Oil bottle is empty

**CAPABILITIES**

**Will shred:** Paper only

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

**Paper shred size:**

High Security Micro-Cut.... (Din 6) 1/32 in. x 3/16 in. (0.8mm x 5.0mm)

**Maximum:**

Sheets per pass .....6\*  
Paper entry width..... 10-1/4 in. (260mm)

\*8.5 in. x 11 in., 20lb., (75g) paper at 120V, 60 Hz, 8 Amps; heavier paper, humidity or other than rated voltage may reduce capacity. Recommended maximum daily usage rates: 3,000 sheets per day. 6 sheets per pass.

**\* In order to perform at capacity, shredder must be plugged into a dedicated 15Amp, 120V outlet and auto oil system must be engaged.**

**ADVANCED PRODUCT FEATURES**



**Auto Oil™**

Lubricates the cutters automatically to enhance performance and extend shredder life



**Sleep Mode**

Energy saving feature shuts down the shredder after 1 hour of inactivity

**⚠️ WARNING: IMPORTANT SAFETY INSTRUCTIONS — Read Before Using!**

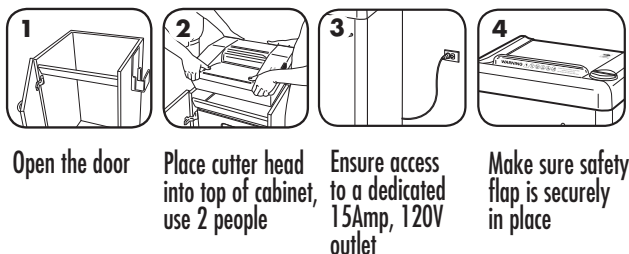


- Keep away from children and pets. Keep hands away from paper entry. Always set to off or unplug when not in use.
- Keep foreign objects – gloves, jewelry, clothing, hair, etc. – away from shredder openings. If object enters top opening, switch to Reverse (R) to back out object.
- Never use aerosol 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 (C) in the door. The door must be closed to operate shredder. In case of emergency, open door. 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.
- Do not operate the machine without the safety flap closed (A).

## BASIC SET-UP

### SHREDDER SET-UP



1 Open the door

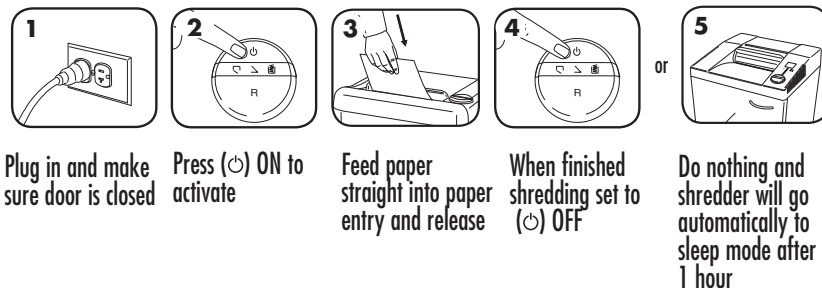
2 Place cutter head into top of cabinet, use 2 people

3 Ensure access to a dedicated 15Amp, 120V outlet

4 Make sure safety flap is securely in place

## BASIC SHREDDING OPERATION

### PAPER



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 go automatically to sleep mode after 1 hour

### OILING SET-UP



1 Remove oil bottle holder from cabinet

2 Hook oil bottle holder into side of cabinet

3 Remove lid from oil bottle

4 Put oil tube into oil bottle and screw stopper on

5 Place oil bottle into oil holder on side of cabinet

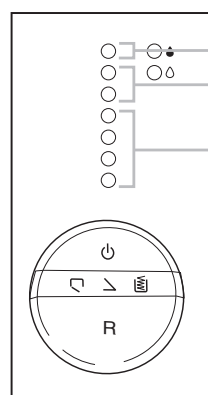
6 Close door. Plug into socket-outlet

7 Oil pump starts automatically on first use. To stop Oil Indicator (blinking red), press ON after 15 seconds

8 After changing oil bottle, press Reverse (R) until Oil Indicator (no longer blinks red)

## SHEET CAPACITY GAUGE

Eliminates frustrating jams by preventing overloads.



Electronically measures paper thickness to prevent paper jams:

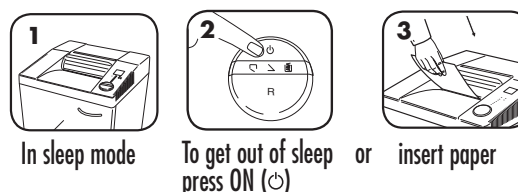
Up to RED: Too many sheets have been inserted. Automatic reverse of paper.

Up to YELLOW: Maximum sheet capacity.

Up to GREEN: Normal sheet capacity during shredding process.

## SLEEP MODE

### WHEN IN SLEEP MODE



1 In sleep mode

2 To get out of sleep press ON

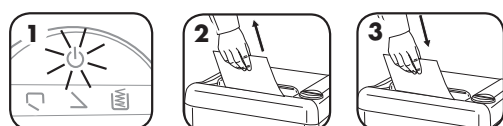
3 or insert paper

## TROUBLESHOOTING and PREVENTIVE MAINTENANCE

- Empty wastebasket when bin full indicator lights up.
  - Shredder won't run if the door is open, or bin needs to be emptied.
  - Maintenance is an important part of protecting your investment. Don't forget to purchase our oil (3505801) and shredder bags (3604101).
- Go to Support Section at [www.fellowes.com](http://www.fellowes.com) or see back page of manual for useful telephone numbers.

## PAPER JAM

Set to Off (OFF) and empty bin. Replace bin and follow the below procedures.



1 Stops automatically if too much paper is inserted. Automatic reverse if paper jams

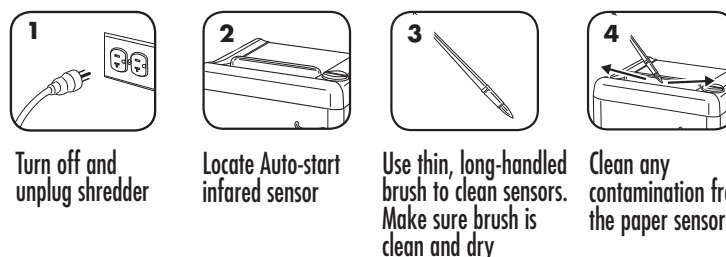
2 Gently pull uncut paper from paper entry. Machine runs for a short time in reverse. Repeat if necessary

3 Shred One Sheet

## 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



1 Turn off and unplug shredder

2 Locate Auto-start infrared sensor

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

4 Clean any contamination from the paper sensors



# POWERSHRED® HS-660

THE WORLD'S **TOUGHEST** SHREDDERS™

## 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 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. The user is responsible for any additional costs incurred by Fellowes in servicing the paper shredder

outside of the country where the shredder is initially sold. 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

|               |                  |
|---------------|------------------|
| Australia     | +1-800-33-11-77  |
| Canada        | +1-800-665-4339  |
| Europe        | 00-800-1810-1810 |
| Mexico        | +1-800-234-1185  |
| United States | +1-800-955-0959  |