

# ***Fellowes Powershred 465Ms Micro-Cut Paper Shredder***

## **Instruction Manual**



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# POWERSHRED® 465Ms

THE WORLD'S **TOUGHEST** SHREDDERS™

## LIMITED PRODUCT WARRANTY / GARANTÍA LIMITADA DEL PRODUCTO / GARANTIE LIMITÉE DU PRODUIT

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, 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

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## 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
Mexico	+001-800-514-9057
United States	+1-800-955-0959



# POWERSHRED® 465Ms

THE WORLD'S **TOUGHEST** SHREDDERS™

## Factory Service



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

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

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

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**Fellowes**

Quality Office Products Since 1917

# ENGLISH

## Model 465Ms



### KEY

- A. SafeSense® Technology
- B. CD entry
- C. See safety instructions
- D. Paper/card entry
- E. Pull-out bin
- F. Window
- G. Casters
- H. ON/OFF switch
- I. Control Panel and LEDs
  - 1. Overheat (red)
  - 2. SafeSense® indicator (yellow)
  - 3. ON/OFF (blue)
  - 4. Reverse
  - 5. Forward

### CAPABILITIES

**Will shred:** Paper, credit cards, CD/DVDs and staples

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

**Paper shred size:**

Micro-Cut ..... 1/8 in. x 13/32 in. (3mm x 10mm)

**Card/CD shred size:**

Strip-Cut ..... 19/32 in. (15mm)

### Maximum:

Sheets per pass ..... 12"  
 Cards/CDs per pass ..... 1"  
 Paper entry width ..... 8-15/16 in. (227mm)  
 CD entry width ..... 4-7/8 in. (124mm)

\*8.5 in. x 11 in., 20lb., (75g) paper at 120V, 60 Hz, 5.8Amps; heavier paper, humidity or other than rated voltage may reduce capacity. Maximum recommended daily usage rates: 500 sheets per day; 25 credit cards; 10 CDs. 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 (K<3) 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 an ON/OFF Switch (H) 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 12-minutes maximum  
**NOTE:** Shredder runs briefly after each pass to clear entry. Continuous operation beyond 12-minutes will trigger 25-minute cool down period.

#### PAPER OR CD/CARD



Plug in and turn ON (I)



Feed paper/card straight into paper entry and release



Hold CD at edge, feed into center of entry and release



When finished shredding set to OFF (O)

### ADVANCED PRODUCT FEATURES



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



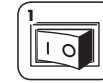
**SilentShred™ Technology**  
 SilentShred™ noise quality shreds without noisy disruptions.



### SAFESENSE® TECHNOLOGY

**Stops shredding immediately when hands touch the paper opening.**

#### SET-UP AND TESTING



Turn the shredder ON (I) to activate SafeSense®



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



SafeSense® is active and working properly

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

### PRODUCT MAINTENANCE

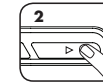
#### OILING SHREDDER

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

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

#### 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).

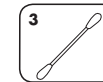
#### TO CLEAN THE SENSORS



Turn OFF (O) 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

Go to Support Section at [www.fellowes.com](http://www.fellowes.com) or see back page of manual for useful telephone numbers.

### 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.



**SafeSense® Indicator:** If hands are too close to the paper entry, the SafeSense® indicator will illuminate and the shredder will stop shredding.