

# ***Fellowes Powershred 62MC Micro Cut Shredder- 4685101***

## **Instruction Manual**



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# POWERSHRED® 62MC

THE WORLD'S **TOUGHEST** SHREDDERS™



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## Declaration of Conformity

### Fellowes Manufacturing Company

Yorkshire Way, West Moor Park, Doncaster, South Yorkshire, DN3 3FB, England declares that the product Model 62MC conforms with the requirements of the Restriction of Hazardous Substances Directive (2011/65/EU), the Low Voltage Directive (2006/95/EC), the Electromagnetic Compatibility Directive (2004/108/EC), the WEEE directive (2002/96/EC), and below harmonized European EN Standards:

Safety: EN 60950-1

EMC Standard: EN55014-1 EN55014-2 EN61000-3-2 EN61000-3-3

Year Affixed: 14

Itasca, Illinois, USA  
January 1, 2014

*James Fellowes*  
James Fellowes

## W.E.E.E.

This product is classified as Electrical and Electronic Equipment. Should the time come for you to dispose of this product please ensure that you do so in accordance with the European Waste of Electrical and Electronic Equipment (WEEE) Directive and in compliance with local laws relating to this directive.

For more information on the WEEE Directive please visit [www.fellowesinternational.com/WEEE](http://www.fellowesinternational.com/WEEE)

## Questions or Concerns?

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

- ☒ Troubleshooting
- ☒ Registration
- ☒ Manuals

### Customer Service & Support

- ☒ Troubleshooting
- ☒ Replacement parts
- ☒ General questions

Australia	+61-1-800-33-11-77
Europe	00-800-1810-1810
United Kingdom	+44-(0)-1302-836800
United States	+1-800-955-0959

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

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

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



**Fellowes**

Quality Office Products Since 1917

ENGLISH  
Model 62MC



KEY

- A. Safety Lock  
B. See safety instructions  
C. Pull-out bin  
D. Casters  
E. Paper/card entry
- F. Control Panel LEDs  
1. Reverse  
2. ON/OFF (green)  
3. Forward  
4. Overheat (red) and Remove paper (yellow)  
5. Bin open (yellow)

CAPABILITIES

**Will shred:** Paper, staples and credit cards

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

**Paper/card shred size:**

Micro-Cut .....3mm x 10mm

**Maximum:**

Sheets per pass ..... 10"  
Cards per pass ..... 1"  
Paper entry width ..... 223mm

\*A4 (70g), paper at 220V-240V, 50/60 Hz, 2Amps; heavier paper, humidity or other than rated voltage may reduce capacity. Maximum recommended daily usage rates: 150 sheets per day; 10 credit cards (10 sheets per pass to avoid jams).

WARNING: IMPORTANT SAFETY INSTRUCTIONS — Read Before Using!



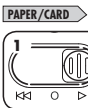
- Operation, maintenance, and service requirements are covered in the instruction manual. Read the entire instruction manual before operating shredders.
- Keep away from children and pets. Keep hands away from paper entry. Always set to off or unplug when not in use.
- Keep foreign objects – gloves, jewelry, clothing, hair, etc. – away from shredder openings. If object enters top opening, switch to Reverse (K<K) 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.
- 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 7-minutes maximum

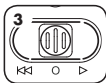
**NOTE:** Shredder runs briefly after each pass to clear entry. Continuous operation beyond 7-minutes will trigger 60-minute cool down period.



Plug in and set to Auto-On (>)



Feed paper/card straight into paper entry and release



When finished shredding, set to Off (O)

**Safety Lock** prevents accidental operation. To set, wait for shredding to stop, set control switch to Off (O) position, then slide black button down. To unlock, slide black button up. For greater safety, always unplug shredder after use.

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

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

TROUBLESHOOTING

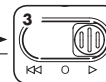
PAPER JAM



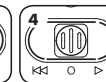
Set to Reverse (K<K) for 2-3 seconds



Alternate slowly back and forth



Set to Off (O) and unplug



Gently pull uncut paper from paper entry. Plug in



Set to Auto-On (>) and resume shredding

**Shredder doesn't start:**

Make sure switch is in on position (O).

Make sure safety lock is in unlock position.

Make sure bin is closed.

Check for jam.

Remove and empty bin.

Wait 60 minutes for motor to cool down.



**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.



**Bin Open:** The shredder will not run if the bin is open. When illuminated, close the bin to resume shredding.



**Remove Paper:** When illuminated, press reverse (K<K) and remove paper. Reduce paper quantity to an acceptable amount and refeed into paper entry.

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 5 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 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.

**Australia Residents Only:**

Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and for compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure. The benefits under Fellowes' Warranty are in addition to other rights and remedies under a law in relation to the shredder.