



POWERSHRED® HS-440

THE WORLD'S **TOUGHEST** SHREDDERS™



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

Fellowes

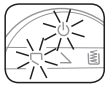
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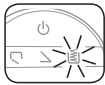
KEY

- | | |
|----------------------------------|---------------------------|
| 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. Wire Frame - paper (inside) | ⊞ 4. Door open |
| F. Casters | ⊞ 5. Safety Flap Open |
| G. See safety instructions | |

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

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 pass4*
Paper entry width.....9-1/2 in. (241mm)

*8.5 in. x 11 in., 20lb., (75g) paper at 120V, 60 Hz, 3.2Amps; heavier paper, humidity or other than rated voltage may reduce capacity. Recommended maximum daily usage rates: 1,000 sheets per day. 4 sheets per pass.

***In order to perform at capacity, shredder must be plugged into a dedicated 15Amp, 120V outlet and oiled every 15-30 minutes of continuous use.**

ADVANCED PRODUCT FEATURES



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

BASIC PRODUCT MAINTENANCE AND TROUBLESHOOTING

PAPER JAM

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



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

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

Shred One Sheet

OILING SHREDDER



All high security 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 or every 15-30 minutes of continuous use.

FOLLOW OILING PROCEDURE BELOW AND REPEAT TWICE



1 Set to Off (O) and unplug

2 *Apply oil across entry

3 Press Reverse (R)

Important: For optimal shredding performance, use Fellowes High Security oil (3505701). *Use of standard shredder oil is not recommended.



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



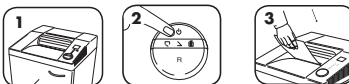
1 Turn off and unplug shredder

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

WHEN IN SLEEP MODE



1 In sleep mode

2 To get out of sleep press ON (O)

3 or insert paper

PROBLEM STILL NOT SOLVED?

Fellowes is committed to giving our customers the support and service they deserve. That is why we offer several options for you to find technical information, step-by-step assistance and personal attention.

- www.fellowes.com features an extensive on-line support section with a number of self-service options
- Our customer service professionals are dedicated to resolve any of your issues

Go to Support Section at www.fellowes.com or see back page of manual for useful telephone numbers.



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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

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