



Powershred® Personal Series

Operating Instructions

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Models:

PS25

PS50

PS25

PS50 Plus

PS30

PS55

PS30 Plus

PS55CC

PS40

PS45

DM-3

PS35

Safety Instructions

- Read and save these instructions.
- Follow all warnings and instructions marked on the product.
- Always turn off and unplug the machine before moving, cleaning, or conduct other than normal operation.
- Operate shredder from the power source indicated on the serial label or power supply. If you are not sure of the type of power available, consult your dealer or a power company.
- Power cord should be easily accessible because it serves as the disconnect switch. If the power cord is damaged, call the number listed under "**Contact for Service**".
- If the shredder does not come with a wastebasket, be certain the basket you select provides a stable base for the shredder. Tall or narrow baskets may be top heavy and unstable.
- Keep loose objects (jewelry, ties, long hair) away from shredder.
- CAUTION: Do not insert aerosol cleaners or lubricants into or around the machine. Some agents may combust, causing serious injury.
- Empty wastebasket frequently.
- Do not place shredder near water, over a radiator or a heat register.
- Do not rest anything on the power cord. Do not place machine where people will walk on the cord.
- The use of an extension cord is not recommended.
- Do not service this product yourself. An opened cover may expose you to dangerous voltage points or other risks, and will void manufacturer's warranty.
- Do not exceed recommended sheet capacity or usage. (See "Sheet Capacity and Usage", Table A).
- Do not shred continuous forms.
- Do not shred labels, transparencies, glossy paper, newsprint, plastic or cardboard.
- Keep out of the reach of children and pets.
- Never insert your hand or fingers into feed opening.
- Practice caution when shredding paper that contains paper clips and staples. Shredder is intended for paper only, although clips and staples will not harm the cutting system nor void the 5 year cutter warranty, but the added thickness may decrease sheet capacity.

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Installation

<p>All Models</p>	<ul style="list-style-type: none"> • Where applicable, plug power cord into jack on the unit. • Position shredder securely on basket. • Plug power cord into a standard AC outlet with the appropriate power requirements as stated on the serial number label adhered to the bottom of the shredder.
<p>PS25 PS30 PS50</p>	<p><i>Fits wastebaskets from 13 1/4" - 16 1/2" (337 - 419mm) wide.</i></p> <ul style="list-style-type: none"> • Position shredder securely over basket and extend adjustable arm so shredder solidly rests on basket edges.

Operation

PS25 PS25 Plus PS30 PS30 Plus PS35/PS40	<ul style="list-style-type: none"> Follow instructions for sheet capacity. (See Table A) Position paper over entry. Depress power switch to the ON (I) position to start cutting system. Return the power switch to the OFF (O) position to stop cutting system.
PS50 PS50 Plus PS55* PS55CC* DM-3*/PS45*	<ul style="list-style-type: none"> Follow instructions for sheet capacity. (See Table A) Depress the power switch to the ON (I) position to activate the standby mode. *Green Ready light will come on if model has indicator lights. Shredder automatically starts when paper is placed in the entry and stops when finished shredding.

Cleaning

All Models	<ul style="list-style-type: none"> Unplug the unit from the wall before cleaning. Housing can be cleaned with a cloth, dampened with a mild soap and water solution.
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Sheet Capacity and Usage

- Do not exceed recommended sheet capacity for your model.
- Folding paper to fit the entry increases the thickness and recommended capacity may be exceeded.
- Clips and staples increase the thickness and may decrease sheet capacity.

Model:	US 20# Paper Sheets per Pass 120V/50Hz	64 GSM Sheets per Pass 100V/50Hz	80 GSM Sheets per Pass 230V/50Hz	80 GSM Sheets per Pass 240V/50Hz
PS55CC	3	N/A	N/A	N/A
PS25	5	7	5	5
PS25 Plus	5	7	5	5
PS 30	5	7	5	5
PS30 Plus	5	7	5	5
PS35 & PS40	5	7	5	5
PS50	5	7	5	5
PS50 Plus	5	7	5	5
PS55 (non-100/120V)	N/A	N/A	5	5
PS55 (100/120V)	7	7	N/A	N/A
DM-3/PS45	7	7	N/A	N/A

TABLE A

Different paper weights and electrical currents will affect capacity.

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Safety & Maintenance of PS55CC

The PS55CC cross cut shredder creates small particles that, if allowed to accumulate, cause the shredder to jam. Follow these simple precautions to significantly reduce the likelihood that particles will accumulate and to keep your cross cut shredder operating at peak efficiency:

- Do not allow the basket to overfill. The power of this shredder will compress paper particles into the basket even when it is full. The life of your shredder may be reduced if the cutting system continues to operate with particles packed around it.
- Reverse the shredder often. Reversing helps the shredder flush out small cut particles. Empty basket if it is full before reversing.

Oil the cutters:

When...

- Every second or third time you empty the basket;
- If the shredder's cutting capacity is diminished;
- If the cutting cylinders stop with a squeak or a rubbing sound after power is removed.

How...

Use Powershred Lubricant #35250 or a suitable alternative with an extension nozzle. Alternatives can be 3 in 1 or Sewing Machine Oil. Oil must be non-flammable material and a non-degreaser! Do not use a can spray. Accelerants are combustible. See order form in this manual.

Squeeze the lubricant across the full width of the cutters and then turn the machine on and run the cutting system forward for a few seconds. (Since cross-cut machines have auto start, it will be necessary to block the photo eye with a piece of paper in order to run the cutting system forward).

Then, depress the reverse button and run the cutting system for a few seconds. Repeat the procedure.

Safety of PS55CC

- Do not operate PS55CC without the basket it was shipped with.
- Do not use without the safety flap. Injury may result.
- Do not attempt to defeat the safety interlock switch.

Paper Jams

1. Immediately return power switch to OFF (O) position.
2. Depress power switch to the REVERSE (R) position until the jammed paper has been fully removed from the cutter.
3. DO NOT PULL ON PAPER. Damage to the drive system could occur.
4. If the REVERSE (R) function will not operate when pressed, the internal overload protection device has been activated. Release the power switch from the REVERSE (R) POSITION, wait 15 seconds and repeat.
5. If the machine jams in reverse, unplug the unit and cut all excess paper off the top and bottom of the machine before repeating the jam-clearing procedure.
6. Shred smaller quantities. See sheet capacity (Table A).

Model

When operating this product, you must use the enclosed power supply. Failure to do so will void the manufacturer's warranty and may damage the unit.

North America
Europe
UK

Australia
Japan

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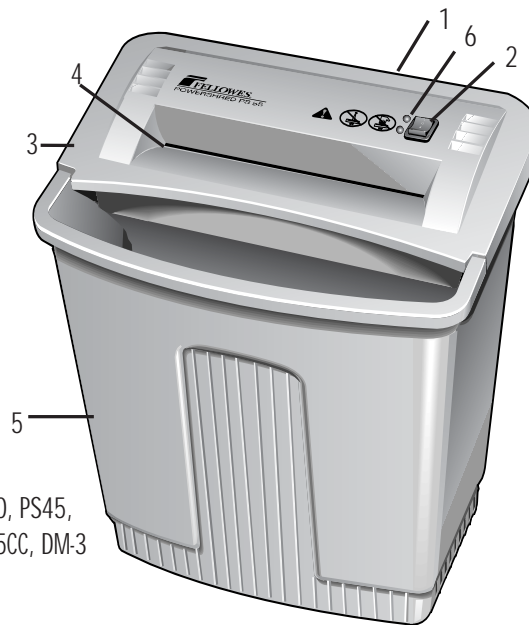
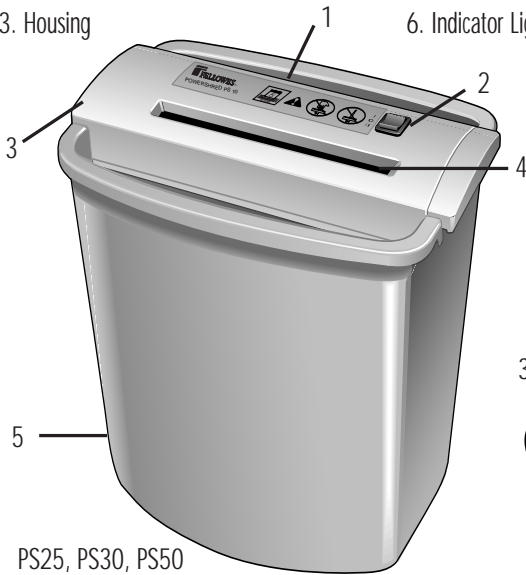
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DM-3 PS45 PS55 PS55CC	<p><i>Red light = capacity exceeded.</i></p> <ol style="list-style-type: none"> 1. Empty the basket if it is full. 2. Reverse out the paper being fed into the shredder. 3. Divide the paper being shred into smaller packets that are within the stated capacity of the shredder. 4. If the jam persists, slowly move the shredder's power switch back and forth between FORWARD (I) and REVERSE (R), always stopping for a moment in the OFF position (O). Rapid switching can create force that will damage your shredder.
PS55CC only	<ol style="list-style-type: none"> 5. See "Maintenance of PS55CC Cross Cut Shredder."

Parts Identification

Wastebaskets not included with some models.

- | | |
|-----------------------------|--|
| 1. Power Jack or Power Cord | 4. Paper Entry |
| 2. Power Switch | 5. Wastebasket |
| 3. Housing | 6. Indicator Lights (on select models) |



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Overload Protection

This shredder is protected by a built-in thermal overload device that serves to protect the motor from overuse. When continuous shredding is conducted for an extended period of time, the shredder will automatically turn itself off to cool down. When shredding is automatically stopped, allow the unit to stand for about 30 minutes before using it again.

Important Note

This paper shredder is not intended to shred high volumes of paper. Please refer to the specifications for the recommended daily usage and sheet capacity of this shredder. Please note that if the paper is wider than the entry, and you fold it to fit, the paper thickness increases and the recommended capacity may be exceeded.

Specifications:

Entry width = 9" (230 mm)
 Power Source: 120V-60Hz (N. America)
 240V-50Hz (Australia)
 230V-50Hz (U.K., Europe)
 100V-50Hz (Japan)
 Power Cord: 6 Feet (1.9 meters)

Shred Size:

PS55CC

5/32" x 4/5" (3.9mm x 20mm)

All others

7/32" (5.8mm) strip

Model	Shredding Speed	Dimensions	Weight
PS25 Plus PS30 Plus	20 fpm (6 m/min)	15" x 16 1/2" x 10" (380 x 419 x 254 mm)	8 lbs. (3.6 kg)
PS40 PS35	20 fpm (6 m/min)	17 1/4" x 14 3/4" x 10" (438 x 375 x 254 mm)	9.25 lbs. (4.2 kg)
PS25 PS30 PS50	20 fpm (6 m/min)	2 1/2" x 15" x 5" (63.5 x 380 x 127 mm)	7 lbs. (3.2 kg)
PS50 Plus	20 fpm (6 m/min)	15" x 16 1/2" x 10" (380 x 419 x 254 mm)	8 lbs. (3.6 kg)
PS55 DM-3/PS45	20 fpm (6 m/min)	17 1/4" x 14 3/4" x 10" (438 x 375 x 254 mm)	9.25 lbs. (4.2 kg)
PS55CC	12 fpm (3.6 m/min)	17 1/4" x 14 3/4" x 10" (438 x 375 x 254 mm)	9.5 lbs. (4.3 kg)

Limited Warranty

Fellowes Manufacturing Company warrants the **cutting cylinders** of all Fellowes shredders to be free from defects in material and workmanship for five 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 one year from the date of purchase by the original consumer. If any part is found to be defective during the warrant 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 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. You may have other legal rights that vary from state to state.

For more detail or to obtain service under this warranty, please contact Fellowes Customer Service at 1-800-955-0959, Monday through Friday, 8 AM - 5 PM (Central Standard Time).

For specific instructions on obtaining service under this warranty on machines purchased outside the USA, contact the appropriate location listed in the **Contact for Service** section of this instruction manual.

Warrantor: Fellowes Manufacturing Company.

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Declaration of Conformity

Fellowes Manufacturing Company
Doncaster Road, Kirk Sandall
Doncaster, South Yorkshire, DN31H England

declares that the product
Models PS25, PS30, PS35 and PS40, with or without the suffix "Plus" conforms with the requirements of the Low Voltage Directive (73/23 EEC) and the Electromagnetic Compatibility Directive (89/336 EEC) and the following harmonized European Normes (EN Standards) and IEC Standards.

Safety: EN60950 'Information Technology Equipment'

EMC:	<u>Standard</u>	<u>Severity Level</u>	<u>Performance Criteria</u>
	EN 55014	Table 1&2	N/A
	EN 61000-3-2	Class A	N/A

Itasca, Illinois, USA
April 30, 1999



Anthony Storrie

Declaration of Conformity

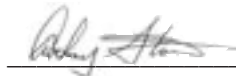
Fellowes Manufacturing Company
Doncaster Road, Kirk Sandall
Doncaster, South Yorkshire, DN31H England

declares that the product
Models PS50 and PS55, with or without the suffix "Plus"
conform with the requirements of the Low Voltage Directive (73/23 EEC) and the Electromagnetic Compatibility Directive (89/336 EEC) and the following harmonized European Normes (EN Standards) and IEC Standards.

Safety: EN60950 'Information Technology Equipment'

EMC:	<u>Standard</u>	<u>Severity Level</u>	<u>Performance Criteria</u>
	EN 55014	Table 1&2	N/A
	EN 55104	T. 5,2	N/A
	EN 61000-3-2	Class A	N/A
	EN 61000-4-4	Level 2	B
	EN 61000-4-5	Level 2	B
	EN 61000-4-2	EN 55104 T.6,1	B
	EN 61000-4-11	EN 55104 T.6,7	C
	ENV 50141	EN 55104 T.6,3	A

Itasca, Illinois, USA
April 30, 1999



Anthony Storrie

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Consumer Helpline

Australia	1-800-33-11-77
Canada	1-800-665-4339
Mexico	001-800-234-1185
United States	1-800-955-0959
Europe	00 800 1810 1810

Fellowes Locations

Australia	011-613 93303211
Benelux	011-31-3473-77988
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France	+ 33 (0) 2-99-22-71-22
Germany	+ 49 (0) 5131-4977-0
Italy	+ 39 (0) 071-730041
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Korea	82-2-3464-2884
Poland	+ 48-22-837-7356
Singapore	65-6221-3811
United Kingdom	+ 44 (0) 1302-836836

Fellowes 1789 Norwood Avenue Itasca, Illinois 60143-1095 630-893-1600 Customer Service 1-800-945-4545 <http://www.fellowes.com>

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