

Fellowes.

PAPER SHREDDER



P500-2, P700-2

USE AND CARE MANUAL

Please read and keep this manual with your original receipt

MODE D'EMPLOI ET D'ENTRETIEN

Veillez lire ce manuel et le conserver avec la preuve d'achat

MANUAL DEL USUARIO Y DE MANTENIMIENTO

Lea y conserve este manual con su factura de compra

BEDIENUNGS- UND WARTUNGSANLEITUNG

Diese Anleitung vollständig durchlesen und zusammen mit dem Originalkaufbeleg aufbewahren

MANUALE D'USO E MANUTENZIONE

Leggete e conservate questo manuale insieme alla vostra ricevuta originale

HANDLEIDING VOOR GEBRUIK EN ONDERHOUD

Deze handleiding volledig doorlezen en bewaren samen met uw originele aankoopbon

ANVÄNDAR- OCH UNDERHÅLLSMANUAL

Läs den här manualen och förvara den tillsammans med det ursprungliga kvittot

BETJENINGS- OG VEDLIGEHOLDELSHÅNDBOG

Læs venligst denne håndbog, og opbevar den sammen med den originale kvittering

KÄYTTÖ- JA HUOLTO-OHJEET

Lue nämä käyttöohjeet ja säilytä ne yhdessä alkuperäisen maksukuitin kanssa

BRUKS- OG VEDLIKEHOLDSHÅNDBOK

Vennligst les denne håndboken og oppbevar den sammen med kvitteringen.

INSTRUKCJA UŻYTKOWANIA I OBSŁUGI

Prosimy przeczytać niniejszą instrukcję i przechowywać ją wraz z oryginałem dowodu zakupu

РУКОВОДСТВО ПО ИСПОЛЬЗОВАНИЮ И УХОДУ

Прочтите это руководство и Сохраните его вместе с оригиналом чека на покупку

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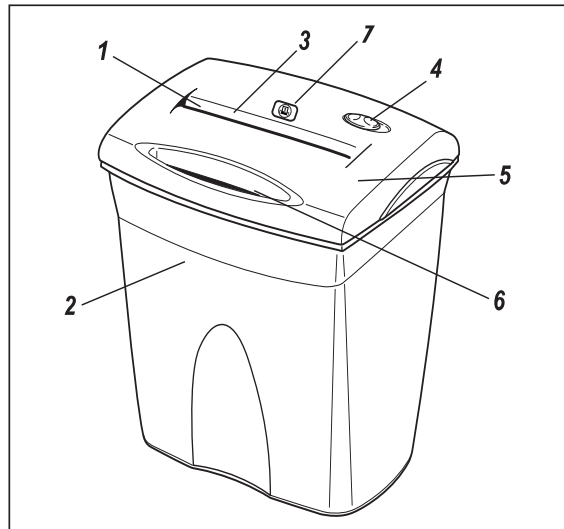
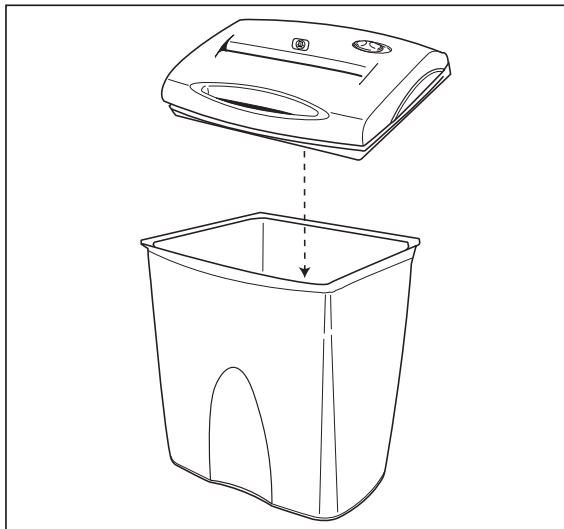
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English

1. Paper Entry
2. Basket
3. Auto-start sensor
4. Power switch
5. Shredder head
6. Viewer
7. Manual Forward Button

Français

1. Entrée du papier
2. Corbeille
3. Cellule de démarrage automatique
4. Interrupteur principal
5. Tête de coupe
6. Fenêtre
7. Bouton manuel de marche avant

Español

1. Entrada de papel
2. Cesto
3. Sensor de autoarranque
4. Interruptor de alimentación
5. Cabezal destructor
6. Ventanilla
7. Botón manual de marcha hacia adelante

Deutsch

1. Papiereinzugschacht
2. Papierkorb
3. Automatische Start/Stop Funktion
4. Netzschalter
5. Aktenvernichterkopf
6. Fenster
7. Manuelle Vorwärtstaste

Italiano

1. Ingresso carta
2. Cestino
3. Sensore avvio automatico
4. Interruttore corrente
5. Testa distruggi documenti
6. Finestrino
7. Pulsante manuale di marcia in avanti

Nederlands

1. Papierinvoer
2. Opvangbak
3. Autostart sensor
4. Netschakelaar
5. Snijkop
6. Venster
7. Vingertoets voorwaarts

Svenska

1. Pappersinmatning
2. Korg
3. Sensor för automatisk start
4. Strömbrytare
5. Skärhuvud
6. Tittglugg
7. Manuell framåt knapp

Dansk

1. Papirindtag
2. Kurv
3. Auto-start sensor
4. Afbryder
5. Makulatorhoved
6. Inspektionsrude
7. Knappen Manuelt frem

Suomi

1. Paperinsyöttö
2. Roskakori
3. Automaattisen käynnistyksen tunnistin
4. Virtakytkin
5. Paperinsilppurin etuosa
6. Tarkastusaukko
7. Manuaalisen eteenpäin syötön painike

Norsk

1. Papiråpning
2. Kurv
3. Autostart-sensor
4. Strømbryter
5. Makuleringsenhet
6. Kontrollåpning
7. Manuell Forover-knapp

Polski

1. Wlot papieru
2. Kosz
3. Czujnik automatycznego startu
4. Wyłącznik zasilania
5. Głowica niszczarki
6. Wziernik
7. Przycisk ręcznego przesuwania do przodu

Русский

1. Щель для подачи бумаги
2. Корзина для отходов
3. Датчик автозапуска
4. Выключатель питания
5. Головная часть бумагоуничтожающей машины
6. Окно
7. Кнопка «Ручн.-Вперед»

IMPORTANT SAFEGUARDS

- NEVER insert hands or fingers into paper entry as serious personal injury may result.
- This machine is NOT a toy. Keep children and pets away from shredder at all times, as serious injury may result. ALWAYS unplug shredder when not in use and before moving or cleaning the shredder.
- Keep loose objects (jewellery, ties, long hair etc.) away from shredder. These items and others like them may cause serious injury if they accidentally fall into the paper entry.
- Do NOT use this product if it or the power cord has been damaged in any way.

OPERATING CAUTIONS

- Do not exceed recommended sheet capacity or running time (see **Product Usage Guide** below).
- This personal shredder is intended for paper only. Do not attempt to shred paper clips or other hard materials (except small staples). Extensive use of paper clips and hard materials will result in damage to the cutting system and will void the manufacturer's warranty.
- Do not shred plastic (except credit cards), continuous forms, adhesive labels, transparencies, newsprint or cardboard.
- Do not place shredder near or over a heat source or water.
- Do not insert aerosol cleaners or lubricants into or around the shredder. Some agents may combust, causing serious injury.
- Do not open the cover for any reason. Doing so can expose you to dangerous voltages and will void your warranty.

POWERCORD CARE

- Place power cord in an easily accessible position, because it is the main disconnect switch.
- Do not place machine where adults, children or animals may walk on the cord.
- Do not rest anything on the power cord.
- If an extension cord is used, be sure that all products plugged into it do not exceed the ampere rating.

OPERATION

1. Assemble shredder (see page 3).
2. Ensure shredder is in **OFF (O)** position. Plug shredder into proper power supply outlet. Switch on at outlet (where applicable).
3. Move power switch to **AUTO (I)** position. The shredder will start when paper is fed into paper entry.

*This product features an auto-start switch. This switch will turn on the cutter blades whenever anything is inserted into the paper entry (whilst the power switch is in the **AUTO (I)** position).*

4. Remove paper clips and foreign objects (except staples) and slide paper straight into paper entry until shredder begins to operate. If folding paper to fit entry, adjust sheet capacity accordingly.
5. The shredder stops automatically when shredding is completed.
6. Continue shredding as desired to a **MAXIMUM** shredding time of 5 to 7 minutes. At this time the shredder **MUST** be allowed to "cool down" for a **MINIMUM** of 15 minutes. The shredder is fitted with a **Thermal Overload Protection**, which prevents the motor from overheating and lengthens product life. This causes the shredder to shut down automatically.
7. When shredding is finished or the shredder has entered the "cool down" period, move power switch to **OFF (O)** position and unplug.





PRODUCT USAGE GUIDE

	P500-2	P500-2	P700-2	P700-2
Recommended Daily Usage/ shredding passes	10-20	10-20	10-20	10-20
Sheet Capacity (A4/70gsm)	8	5	11	8
Sheet Capacity (A4/80gsm)	7	4	10	7
Shred Size/mm	6.3	3.9	6.3	3.9
Entry Width/mm	230	230	230	230
Max Running Time/min	5-7 on / 15 off	5-7 on / 15 off	5-7 on / 15 off	5-7 on / 15 off

Fellowes conducts extensive testing to ensure that these shredders are capable of meeting all of the specifications listed in the Usage Guide. However, the actual sheet capacity is dependent on a number of factors including the type and weight of paper, the humidity, the voltage level of the power source, the temperature of the motor, and the care with which the operator feeds the paper. Safety agency testing is conducted to ensure that the shredder will operate to specifications even if the available voltage is 10% below or 6% above the rated voltage.

<u>Model</u>	<u>Voltage</u>	<u>Hertz</u>	<u>Cut Size</u>	<u>Number of Sheets</u>	<u>Paper Size & Weight</u>
P500-2	220-240VAC	50HZ	6.3mm	7	8.5x11 20 Lb.
P500-2	120V	60Hz	6.3mm	7	8.5x11 20 Lb.
P700-2	220-240VAC	50HZ	6.3mm	10	8.5x11 20 Lb.
P700-2	120V	60Hz	6.3mm	10	8.5x11 20 Lb.

TROUBLESHOOTING

Symptom	Cause	Solution
Shredder will not operate.	<ol style="list-style-type: none"> 1. Shredder is not plugged in. 2. Power switch is in the OFF (O) position. 3. Shredder is jammed due to excessive paper (see Product Usage Guide). 4. Shredder has exceeded the maximum run time and has entered the cool down period (see Product Usage Guide). 	<ol style="list-style-type: none"> 1. Plug in shredder. 2. Move power switch to AUTO (I) position. 3. Ensure wastebasket is empty then move power switch to REVERSE (R) position. This will reverse the jammed paper out of the shredder. If the shredder jams in reverse, move to AUTO (I), depress the manual forward button , and allow to run for 5 seconds. If jam does not clear, move switch to REVERSE (R) again and allow to run for 5 seconds. Repeat this process until jam is cleared. If necessary, turn off the shredder and use care to grasp the paper and carefully pull out to clear jam. Once cleared move power switch to AUTO (I) to continue shredding. 4. Move power switch to OFF (O) and allow shredder motor to cool down for a minimum of 15 minutes.
Shredder suddenly stops whilst shredding.	<ol style="list-style-type: none"> 1. Shredder has exceeded the maximum run time and has entered the cool down period (see Product Usage Guide). 2. Shredder is jammed due to excessive paper (see Product Usage Guide). 	<ol style="list-style-type: none"> 1. Move power switch to OFF (O) and allow shredder motor to cool down for a minimum of 15 minutes. 2. Ensure wastebasket is empty then move power switch to REVERSE (R) position. This will reverse the jammed paper out of the shredder. If the shredder jams in reverse, move to AUTO (I), depress the manual forward button , and allow to run for 5 seconds. If jam does not clear, move switch to REVERSE (R) again and allow to run for 5 seconds. Repeat this process until jam is cleared. If necessary, turn off the shredder and use care to grasp the paper and carefully pull out to clear jam. Once cleared move power switch to AUTO (I) to continue shredding.
Shredder only operates in REVERSE (R) .	<ol style="list-style-type: none"> 1. A small piece of paper may be blocking the auto-start sensor. 	<ol style="list-style-type: none"> 1. Move the power switch to AUTO (I) and depress the manual forward button  for 5 seconds to clear paper blockage.
Shredder runs continuously when in AUTO (I) .	<ol style="list-style-type: none"> 1. The basket may be full of shredded particles. 2. A small piece of paper may be causing the auto-start feature to run continuously. 	<ol style="list-style-type: none"> 1. Lift shredder head and empty basket contents. Replace shredder head into position on basket. 2. Move the power switch to AUTO (I) and depress the manual forward button  for 5 seconds to clear paper blockage.

LIMITED WARRANTY

Fellowes, Inc. ("Fellowes") warrants the cutting blades of the machine to be free from defects in material and workmanship for 3 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 1 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 unauthorised 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. 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:

EUROPEAN CONSUMER HELPLINE
00 800 1810 1810
(Accessible via most major telephone networks)

OR the nearest Fellowes location listed on the back page of this user manual.

Warrantor: Fellowes, Inc.

Declaration of Conformity

Fellowes, Inc.
Doncaster Road, Kirk Sandall
Doncaster, South Yorkshire, DN31H England

declares that the products
Models P500-2 and P700-2

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'

<u>EMC:</u>	<u>Standard</u>	<u>Severity Level</u>	<u>Performance Criteria</u>
	EN 55014-2:1997	Category I device	N/A
	EN 55104-1:1993, +A1:1997	Household Limits	N/A
	EN 61000-3-2:1995 +A1:1998, +A2:1998, +A14:2000	Class A	N/A
	EN 61000-3-3:1995	Section 5	N/A

Itasca, Illinois, USA

12 March 2001 (P500-2)

10 October 2001 (P700-2)



Anthony Storrie

Maschinenlärminformations-Verordnung - 3.GSGV

Der arbeitsplatzbezogene Emissionswert (LpA) beträgt:

<u>Modellnummer</u>	<u>im Leerlauf</u>	<u>unter Last</u>
P500-2	72 dB(A)	78 dB(A)
P700-2	69 dB(A)	73 dB(A)

Fellowes Locations

Australia	011-613 93303211
Benelux	011-31-3473-77988
Canada	905-475-6320
France	+ 33 (0) 2-99-22-71-22
Germany	+ 49 (0) 5131-4977-0
Italy	+ 39 (0) 071-730041
Japan	011-81-3-5496-2401
Korea	82-2-3464-2884
Poland	+ 48-22-837-7356
Singapore	65-6221-3811
United Kingdom	+ 44 (0) 1302-836836

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Australia Tullamarine, Vic	Benelux Vianen, NL	Canada Markham, Ont.	France Paris Rennes, I-V	Germany Garbsen, Han.	Italy Camerano, AN	Japan Tokyo	Korea Seoul	Poland Warsaw	Singapore Singapore	United Kingdom Doncaster, S. Yorks.
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