

Fellowes®

POWERSHRED®

OPERATING INSTRUCTIONS
NOTICE D'UTILISATION
MANUAL DEL PROPIETARIO
BETRIEBSANLEITUNG



320
320C
320-2HS



380
380C

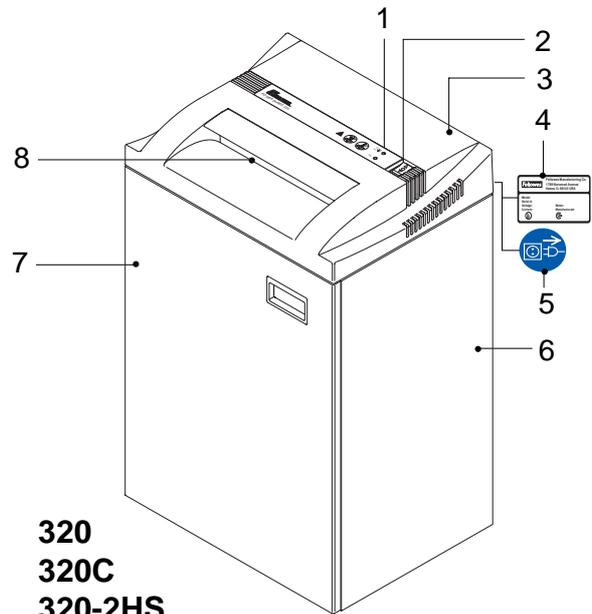
ENGLISH	Paper shredder Fellowes 320 / 320C / 320-2HS / 380 / 380C	3–8
FRANÇAIS	Déchiqeteuse Fellowes 320 / 320C / 320-2HS / 380 / 380C	9–14
ESPAÑOL	Destructora de documentos Fellowes 320 / 320C / 320-2HS / 380 / 380C ..	15–20
DEUTSCH	Aktenvernichter Fellowes 320 / 320C / 320-2HS / 380 / 380C	21-26

Contents	Page
1. Important Safety Instructions	4
2. Parts Identification	4
3. Technical Specifications	5
4. Supplies	6
5. Installation	6
6. Caution	6
7. Operation	6
8. Checklist for Inoperative Machine	7
9. Malfunctions	7
10. Maintenance	7
11. Warranty	8
12. Contact for Service	8

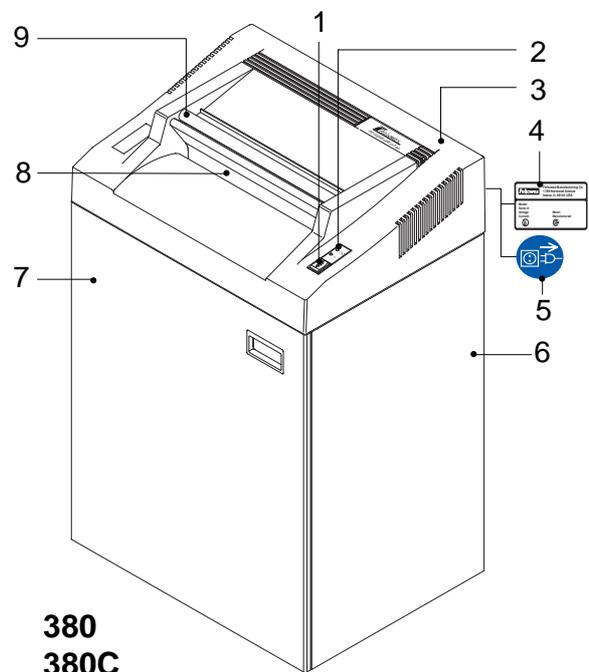
1. Important Safety Instructions

1. Read all instructions before use.
2. Save these instructions for later use.
3. Follow all warnings and instructions marked on the product.
4. Unplug this product from the wall outlet before cleaning. Clean with a damp cloth using a mild soap and water solution. (Do not use abrasives or petroleum based cleaners.)
5. Place this product as close as possible to power source for quick and easy unplugging.
6. Do not use this product near water.
7. This product should never be placed near or over a radiator or heat source.
8. Operate from the type power source indicated on the marking label. If you are not sure of the type of power available, consult your dealer or local electricity board.
9. Do not allow anything to rest on the power cord. Do not place this product where people may walk on the cord.
10. If an extension cord is used with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating.
11. Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous live parts or other risks.
12. Unplug this product and refer servicing to qualified personnel under the following conditions:
 - A) When the power cord or plug is damaged or frayed.
 - B) If liquid has been spilled on the product.
 - C) If the product has been exposed to rain.
 - D) If the product does not operate normally when the operating instructions are followed.
 - E) If the product has been dropped or the casing has been damaged.
13. Keep out of the reach of children.
14. This shredder should be operated only with an operator in attendance.
15. Do not use flammable synthetic oil, petroleum-based products, or aerosols of any kind on or near shredder at any time.

2. Parts Identification



- | | |
|------------------|------------------------|
| 1. LED display | 5. Caution label |
| 2. Rocker switch | 6. Cabinet |
| 3. Cover | 7. Cabinet access door |
| 4. Serial label | 8. Paper feed opening |



- | | |
|------------------|------------------------|
| 1. Rocker switch | 6. Cabinet |
| 2. LED display | 7. Cabinet access door |
| 3. Cover | 8. Paper feed opening |
| 4. Serial label | 9. Paper guide roller |
| 5. Caution label | |

3. Technical Specifications

Model 320	Model 320C	Model 320-2HS	Model 380	Model 380C
Cutting Style				
Strip Cut	Cross Cut	High Security Cross Cut	Strip Cut	Cross Cut
Shred Size				
5/32" (3.9mm) 7/32" (5.8mm)	5/32" x 1 1/8" (3.9 x 30mm)	1/25" x 1/5" (1 x 5 mm)	5/32" (3.9mm) 7/32" (5.8mm)	5/32" x 1 1/8" (3.9 x 30mm)
*Sheet capacity				
U.S. (75 g/m²):				
N/A 26 - 28	14 - 16	5	N/A 26 - 28	14 - 16
Europe (70 g/m²):				
22 - 24 28 - 30	16 - 18	5 - 6	22 - 24 28 - 30	16 - 18
Speed				
28 FPM (140 mm/sec)	22 FPM (110 mm/sec)	41 FPM (210 mm/sec)	28 FPM (140 mm/sec)	22 FPM (110 mm/sec)
Entry width				
10" (255 mm)		15" (386 mm)		
Motor power				
		120 V 60 Hz 0.9 H.P. 230 V 50 Hz 0.67 kW		
Voltage (Depending on country)				
		120 V 60 Hz 230/240 V 50 Hz		
Dimensions (H x W x D)				
30 3/4" x 17 1/2" x 13 5/8" (781 x 446 x 345 mm)		34" x 21 1/4" x 16 5/8" (864 x 540 x 422 mm)		
Weight				
66 lbs (30 kg)	71 lbs (32 kg)	75 lbs (34 kg)	86 lbs (39 kg)	
Waste container volume				
19 gallons (72 liters)		30.5 gallons (115 liters)		
Noise level				
		In idle 56 dB Under load 62 dB strip cuts and 70 dB cross cuts		

* Paper DIN 19307 SM 4a - 70

4. Supplies

- Bags for cut material
(Packed in dispenser carton, 50 or 100 bags to a roll depending on size. Contact Fellowes or your local Fellowes dealer for the stock number of the bag that fits your machine.)
- Cutting block oil for cross-cut units
Stock # 35250

5. Installation

- Operate this product only from the type of power source indicated on the marking label
- Install the paper shredder so that the plug is easily accessible
- Shredder must be operated only in upright position
- Set up paper shredder so that the ventilation slots are unobstructed. To ensure sufficient ventilation of the shredder a minimum distance of 4" (10 cm) to the wall or to the furniture must be maintained.

6. Caution



Never insert hand, fingers or any foreign objects into the feed opening.
Serious injury may result.



Keep all loose articles of clothing, ties, jewelery, long hair or other loose objects away from feed opening.
Injury may result.



Always turn off and unplug the machine before moving, servicing, cleaning or any other conduct other than normal operation.
Serious injury may result.

7. Operation



Read operating instructions **before** putting shredder into operation



Insert plug in power outlet

Install waste bag for shredded material

- Open front door and completely remove bag frame from cabinet
- Fold new bag around frame.
Allow bag to overhang frame by approximately 7" (20 cm).
- Slide frame with bag back into cabinet
- Close cabinet door.

Switching equipment ON



- Press rocker switch to pos. 1
 - Switch locks in "on" position
 - Equipment is ready for operation (stand by)



- Green LED lights
- Feed paper
 - The shredding process is started by photo-cells in the paper feed opening. Insert paper and shredding begins automatically.
 - When the shredding is complete, the cutting system automatically stops after approx. 3 sec.

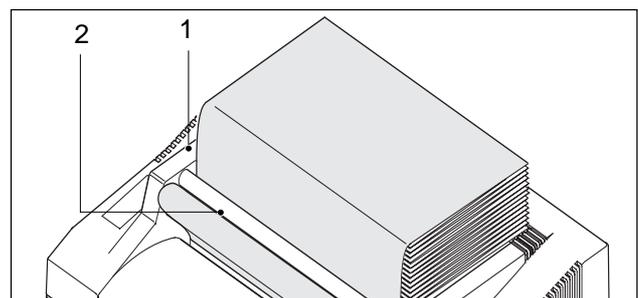
Switching equipment OFF



- Press rocker switch to pos. 3
 - Switch resets to center position and the machine is turned off.

Feeding continuous forms (model 380/380C only)

- Pass the leading edge of the form under the paper guide roller (1) and into the paper feed opening (2).



8. Checklist for Inoperative Machine

If the equipment does not work properly, please check the following points first:

- Is the plug inserted?
- Is the switch turned on?
- Is the cabinet door closed?
- Is waste receptacle full?
Empty waste bag.
- Is there a paper jam in the shredder?
- Is the motor overheated?
Switch machine off and allow motor to cool down for approximately 15–20 min.

If none of the above applies and the equipment still does not run, please contact our customer service department.

9. Malfunctions

Paper jam



- Press rocker switch to center position (2) to stop the cutting system



- Press and hold down rocker switch in pos. 3 to reverse the cutting system and back out jammed material (paper is pushed out)

Caution!



Do not attempt to force the jammed material through the machine by alternating the cutting system between forward and reverse

- Remove excess paper



- Return switch to pos. 1 and continue shredding in smaller quantities so as not to jam the machine further

Note:

The 320-2HS *will not run* forward again unless the jammed material has been completely removed from the throat

Door contact ajar / bag full



- Red LED lights
- Paper shredder switches off automatically.



- Press rocker switch to center position (2).

- Make sure cabinet door is properly closed and/or exchange cut material bag.



- Return switch to "on" position (1) and continue shredding

10. Maintenance

(Cross cut unit only)

- When shredding capacity drops or the noise increases.

- Apply oil over full width of cutting cylinders through the paper entry (Fellowes Powershred Lubricant # 35250).

CAUTION: Do not use flammable synthetic oil, petroleum-based products, or aerosol lubricants of any kind.



- Run cutting system forward and backward several times without feeding paper.

- Continue shredding.



11. Warranty

Limited Warranty

Fellowes, Inc. warrants the cutting cylinders of the machine to be free from defects in material and workmanship for 20 years from the date of purchase by the original consumer in the case of models 320, 320C, 380, 380C, 420, 420C, 520 and 520C or 5 years from the date of purchase by the original purchaser in the case of models 320-2HS, 420-2HS and 480-2HS. Fellowes warrants all other parts of the machine to be free of defects in material and workmanship for 2 years from the date of purchase by the original consumer (applies to all models covered in this manual). 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. 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 this warranty. 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 see below.

Fellowes offers toll free consumer service in the following regions: United States, Canada, Mexico, Australia, and Europe. Residents in these regions should contact the appropriate Consumer Helpline located on the back of this manual.

If you are unable to access the Consumer Helpline from your calling area, call the nearest Fellowes location, also listed on the back of this manual. You may also contact your local dealer, contact us online at www.fellowes.com or write to us at:

Fellowes, Inc.
ATTN: Customer Service
1789 Norwood Avenue
Itasca, IL 60143
USA

12. Contact for Service

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
Canada	905-475-6320
France	+ 33 (0) 2-99-22-71-22
Germany	+ 39 (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