



## OPERATING INSTRUCTIONS



**4200SC**  
**4200CC**  
**C-420HS**



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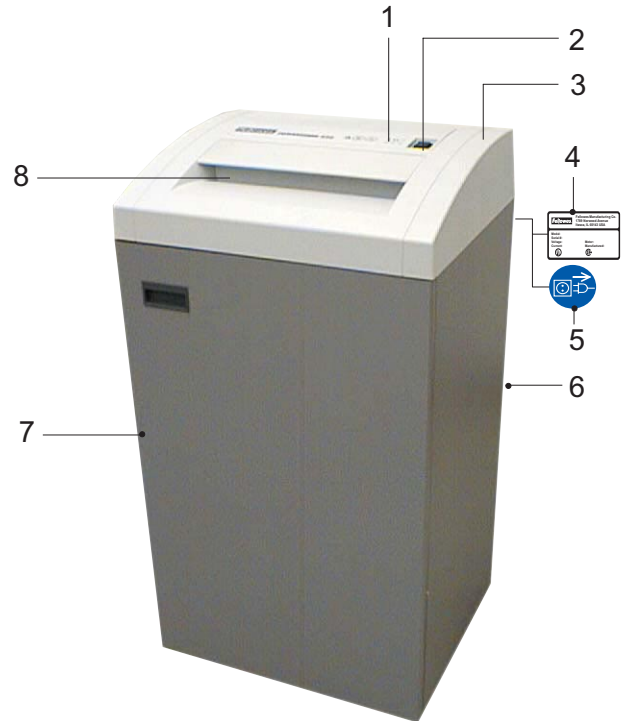
ENGLISH	Paper shredder Fellowes 4200SC/4200CC/C-420HS .....	3-8
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## 1. Important Safety Instructions

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



**4200SC**  
**4200CC**  
**C-420HS**

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

### 3. Technical Specifications

	Model 4200SC	Model 4200CC	Model C-420HS
<b>Cutting Style</b>	Strip Cut	Cross Cut	High Security Cross Cut
<b>Shred Size</b>	7/32" (5.8 mm)	5/32" x 1 1/2" (3.9 x 40 mm)	1/25" x 1/5" (1 x 5 mm)
<b>*Sheet capacity U.S. (75 g/m²):</b>	36 - 38	22 - 24	7
<b>Speed</b>	32 FPM (160 mm/sec)	30 FPM (150 mm/sec)	43 FPM (220 mm/sec)
<b>Entry width</b>	12" (300 mm)		
<b>Motor power</b>	120 Volt 60 Hz units: 1.93 H.P.		
<b>Voltage</b> (Depending on country)	120 V 60 Hz		
<b>Dimensions (H x W x D)</b>	35 1/4" x 19 3/4" x 16 1/2"		
<b>Weight</b>	97 lbs (44 kg)	106 lbs (48 kg)	108 lbs (49 kg)
<b>Waste container volume</b>	26.5 gallons (100 liters)		
<b>Noise level</b>	In Idle 56 dB Under load 62 dB strip cuts and 70 dB cross cuts		

#### 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

- Refer to separate set-up instructions for proper assembly
- 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



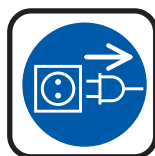
Never insert hand, fingers or any foreign objects into the feed opening.

**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



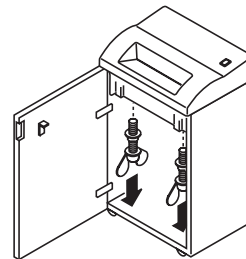
Insert plug in power outlet

#### 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.

#### Before start-up

- Undo the wing screws securing the unit during transportation



#### 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.

## 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



Red LED lights



- 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 C-420HS *will not* run forward again unless the jammed material has been completely removed from the throat

### Motor Overheating



Red LED lights

- Paper shredder switches off automatically.



- Press rocker switch to center position (2).

- Allow shredder to cool down for approximately 15-20 minutes.



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

### Cabinet door 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 empty waste 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 4200SC and 4200CC, or 5 years from the date of purchase by the original purchaser in the case of model C-420HS. 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](http://www.fellowes.com) or write to us at:

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

## 12. Contact for Service

### Helpline

Australia	+ 1-800-33-11-77
Canada	+ 1-800-665-4339
Mexico	+ 1-800-234-1185
United States	+ 1-800-955-0959

### Fellowes

Australia	+ 61-3-8336-9700
Benelux	+ 31-(0)-76-523-2090
Canada	+ 1-905-475-6320
Deutschland	+ 49-(0)-5131-49770
France	+ 33-(0)-1-30-06-86-80
Italia	+ 39-071-730041
Japan	+ 81-(0)-3-5496-2401
Korea	+ 82-(0)-2-3462-2884
Malaysia	+ 60-(0)-35122-1231
Polska	+ 48-(22)-771-47-40
Spain	+ 34-91-748-05-01
Singapore	+ 65-6221-3811
United Kingdom	+ 44-(0)-1302-836836
United States	+ 1-630-893-1600



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<http://www.fellowes.com>

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