

Fellowes®

POWERSHRED®

**OPERATING INSTRUCTIONS
NOTICE D'UTILISATION
MANUAL DEL PROPIETARIO
BETRIEBSANLEITUNG**



**520
520C**

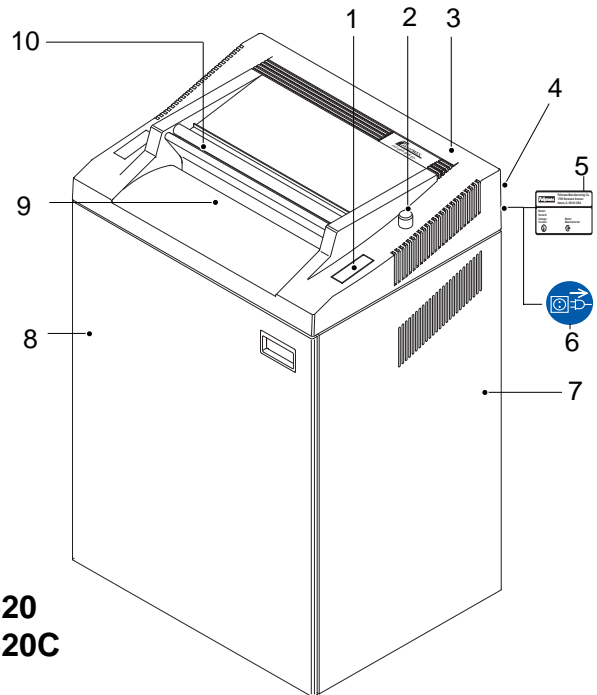
ENGLISH	Paper shredder Fellowes 520/520C	3–8
FRANÇAIS	Déchiqueteuse Fellowes 520/520C	9–14
ESPAÑOL	Destruyector de documentos Fellowes 520/520C	15–20
DEUTSCH	Aktenvernichter Fellowes 520/520C	21-26

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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



**520
520C**

- | | |
|-----------------------------------|------------------------|
| 1. Membrane keyboard | 6. Caution label |
| 2. Security key lock (520HS only) | 7. Cabinet |
| 3. Cover | 8. Cabinet access door |
| 4. Main power switch | 9. Paper feed opening |
| 5. Serial Label | 10. Paper guide roller |



Ready for operation

green LED



Cut material bag full

red LED



Paper jam – electric motor overloaded

red LED



Front door not closed

red LED



On

shredder is switched on – cutting system runs forward



Stop

cutting head stops – shredder remains ready for operation



Reversing

cutting system runs in reverse

3. Technical Specifications

	Model 520		Model 520C
Cutting style	Strip cut		Cross cut
Shred size	5/32" (3.9 mm)	1/4" (5.8 mm)	5/32" x 2" (3.9 x 50 mm)
*Sheet capacity -			
U.S. (75 g/m ²)	28	38-40	26-28
Europe (70 g/m ²)	35	50	32
Speed	32 FPM (143 mm/s)		25 FPM (100 mm/s)
Entry width	16"(400 mm)		
Motor power	120 V / 60 Hz units: 2.25 HP 230/240 V / 50 Hz units: 1,6 kW		
Input voltage (Depending on country)	120 V, 60 Hz 230 V, 50 Hz		
Dimensions (H x W x D)	36 ¹ / ₄ " x 23 ¹ / ₂ " x 18 ¹ / ₂ " (921 x 597 x 470 mm)		
Weight	179 lbs. (81 kg)	206 lbs. (93 kg)	
Waste container volume	41.2 gallons (156 liters)		
Noise level	In idle 60dB Under load 68 dB strip cuts and 75 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

- 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.

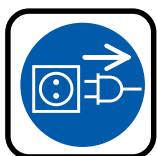
6. Caution



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.

Switching equipment on



- Set main power switch (located on back of shredder) to ON (1) position.
- (On the 520 HS, the security key lock switch must also be turned on)



- Green LED lights
- Equipment is ready for operation (standby)

To shred paper



- Press green arrow button at least 4 sec
- Cutting system runs in forward direction
- Insert paper into the paper feed opening
- Shredding occurs
- or
- Feed paper
- The shredding process is started by a photo-cell in the paper feeding opening

When the paper feeding opening is free again, the cutting system automatically switches off after approx. 3 sec. and returns to standby.

When shredding is completed



- Push stop button
- Cutting system stops
- Equipment returns to "ready-to-operate" (standby) condition

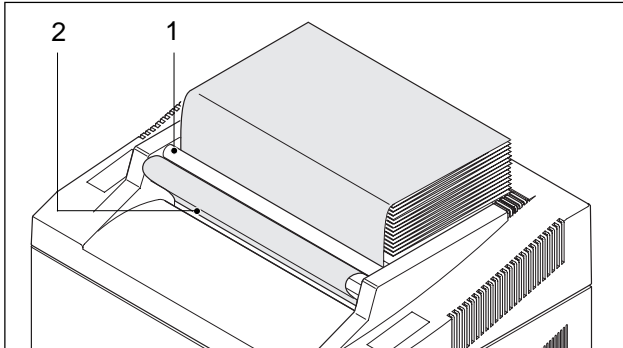
Switching equipment off



- Set main power switch (located on back of shredder) to OFF (0) position.

Feeding continuous forms

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



8. Malfunctions

Paper jam



- Red LED on keyboard lights
- Shredder reverses automatically and runs in this mode for a few seconds.
 - Pull out jam and remove excess paper.

Caution!



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

If paper jam cannot be removed



- Hold down reverse button until paper can be pulled out of the cutting system.



- Press green arrow button at least 4 sec
 - Continue shredding in smaller quantities so as not to jam the machine further.
- or
- Continue shredding in smaller quantities so as not to jam the machine further.
 - The shredding process is started by a photo-cell in the paper feeding opening

Electronic motor overheated



- Red LED on keyboard lights
- Shredder switches off automatically.
 - Allow shredder to cool down for approx. 15-20 min.



- Press green arrow button at least 4 sec

Cabinet door contact ajar / bag full



- Red LED lights
- Shredder switches off automatically.



- Make sure cabinet door is properly closed and/or empty waste container.



- Press green arrow button at least 4 sec

9. 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.

10. 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 the waste receptacle full?
Empty waste bag.
- Is there a paper jam in the shredder?
See Malfunctions
- 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.

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 320HS, 420HS and 480HS. 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