



# POWERSHRED® 69Cb

THE WORLD'S **TOUGHEST** SHREDDERS™



Please read these instructions before use.  
Do not discard: keep for future reference.

**Fellowes**

Quality Office Products Since 1917



## KEY

- |                          |                            |  |
|--------------------------|----------------------------|--|
| A. SafeSense® Technology | E. Disconnect power switch | H. Control Switch and Indicator lights |
| B. Paper entry           | F. See safety instructions | 1. Reverse                             |
| C. Pull-out Bin          | G. Casters                 | 2. Auto On (green)                     |
| D. Window                |                            | 3. Overheat (red)                      |
|                          |                            | 4. Door open (red)                     |
|                          |                            | 5. Remove Paper (red)                  |
|                          |                            | 6. SafeSense® indicator (yellow)       |

## CAPABILITIES

**Will shred:** Paper, credit cards, staples and small paper clips

**Will not shred:** Adhesive labels, CD/DVDs, continuous form paper, transparencies, newspaper, cardboard, large paper clips, laminates, file folders, X-rays or plastic other than noted above

### Paper shred size:

Cross-Cut ..... 5/32 in. x 2 in. (3.9mm x 50mm)

### Maximum:

Sheets per pass ..... 10\*  
Cards per pass ..... 1\*  
Paper entry width ..... 9 in. (229mm)

\*8.5 in. x 11 in., 20lb., (75g) paper at 120V/60 Hz, 2.5Amps; heavier paper, humidity or other than rated voltage may reduce capacity. Recommended daily usage rates: 300 sheets; 10 credit cards. 10 sheets per pass.

Fellowes SafeSense® shredders are designed to be operated in home and office environments ranging between 50 – 80 degrees Fahrenheit (10 – 26 degrees Celsius) and 40 – 80% relative humidity.

## ADVANCED PRODUCT FEATURES



### Jam Blocker

Blocks jams before they start



### Patented SafeSense® Technology

Stops shredding when hands touch the paper opening



## IMPORTANT SAFETY INSTRUCTIONS — Read Before Using!



- Keep away from children and pets. Keep hands away from paper entry. Always set to off or unplug when not in use.
- Keep foreign objects – gloves, jewelry, clothing, hair, etc. – away from shredder openings. If object enters top opening, switch to Reverse (R) to back out object.
- Never use aerosol products, petroleum based lubricants or other flammable products on or near shredder. Do not use canned air on shredder.
- Do not use if damaged or defective. Do not disassemble shredder. Do not place near or over heat source or water.
- Operation, maintenance, and service requirements are covered in the instruction manual. Read the entire instruction manual before operating shredders.

- This shredder has a Disconnect Power Switch (E) that must be in the ON (I) position to operate shredder. In case of emergency, move switch to OFF (O) position. This action will stop shredder immediately.
- Avoid touching exposed cutting blades under shredder head.
- Shredder must be plugged into a properly grounded wall outlet or socket of the voltage and amperage designated on the label. The grounded outlet or socket must be installed near the equipment and easily accessible. Energy converters, transformers, or extension cords should not be used with this product.
- FIRE HAZARD — Do NOT shred greeting cards with sound chips or batteries.
- For indoor use only.

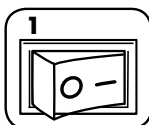
## BASIC SHREDDING OPERATION



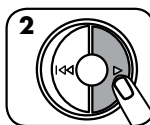
**Continuous operation:** 10 minutes maximum

**NOTE:** Shredder runs briefly after each pass to clear entry. Continuous operation beyond 10 minutes will trigger 20-minute cool down period.

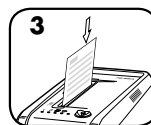
### PAPER/CARD



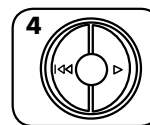
Plug in and put disconnect power switch in ON (I) position



Press Auto On (▶) to activate



Feed paper/card straight into paper entry and release



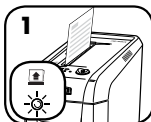
When finished shredding set to OFF

[www.fellowes.com](http://www.fellowes.com) features an extensive on-line support section with a number of self-service options



## JAM BLOCKER SYSTEM OPERATION

**Blocks jams before they start.**



If Remove Paper icon (⏏) is illuminated, there is too much paper for the shredder to power through



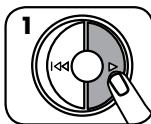
Reduce paper quantity to an acceptable amount and refeed into paper entry



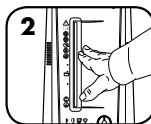
**Paper jam:** Shredder will automatically reverse the paper out for easy removal

## SAFESENSE® TECHNOLOGY OPERATION

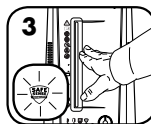
### SET-UP AND TESTING



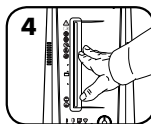
Press Auto On (▶)



Touch test area and look for the SafeSense® indicator to illuminate



SafeSense® is active and working properly



If hand is held on SafeSense® area more than 2 minutes shredder will shut off

### Indicator lights:



Wait 20 minutes for motor to cool down



Make sure bin is pushed in



Remove paper



Yellow - SafeSense® active

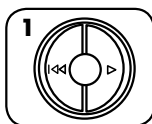
## BASIC PRODUCT MAINTENANCE AND TROUBLESHOOTING

### OILING SHREDDER

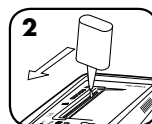


All cross-cut shredders require oil for peak performance. If not oiled, a machine may experience diminished sheet capacity, intrusive noise when shredding and could ultimately stop running. To avoid these problems, we recommend you oil your shredder each time you empty your waste bin.

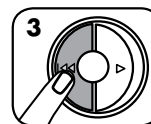
### FOLLOW OILING PROCEDURE BELOW AND REPEAT TWICE



Set to Off



\*Apply oil across entry



Press and hold Reverse (◀◀) 2-3 seconds



\*Only use a non-aerosol vegetable oil in long nozzle container such as Fellowes 35250



Go to Support Section at [www.fellowes.com](http://www.fellowes.com) or see back page of manual for useful telephone numbers.



# POWERSHRED® 69Cb

## THE WORLD'S **TOUGHEST** SHREDDERS™

### LIMITED PRODUCT WARRANTY

Limited Warranty: Fellowes, Inc. ("Fellowes") warrants the parts of the machine to be free of defects in material and workmanship and provides service and support for 1 year from the date of purchase by the original consumer. Fellowes warrants the cutting blades of the machine to be free from defects in material and workmanship for 5 years from the date of purchase by the original consumer. 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, failure to comply with product usage standards, shredder operation using an improper power supply (other than listed on the label), or unauthorized repair. Fellowes reserves the right to charge the

consumers for any additional costs incurred by Fellowes to provide parts or services outside of the country where the shredder is initially sold by an authorized reseller. 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. 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 us or your dealer.

### Questions or Concerns?

#### [www.fellowes.com](http://www.fellowes.com)

- ☒ Troubleshooting
- ☒ Registration
- ☒ Manuals

#### Customer Service & Support

- ☒ Troubleshooting
- ☒ Replacement parts
- ☒ General questions

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