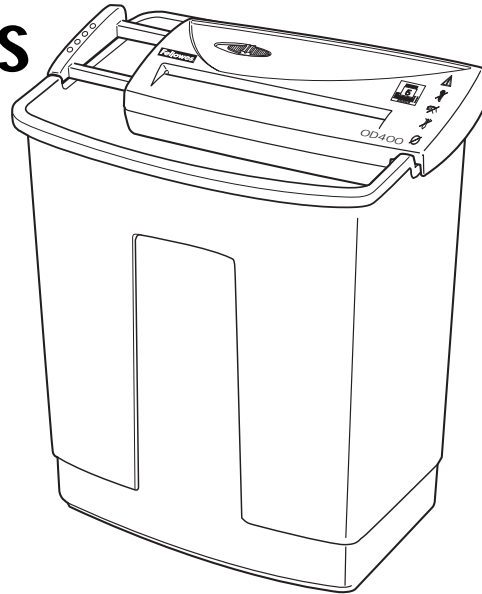


Fellowes®

Paper Shredder Personal Series



Operating Instructions

Mode d'emploi

Instrucciones de funcionamiento

Bedienungsanleitung

Bedieningsinstructies

Istruzioni sul funzionamento

Model:

OD400

Safety Instructions

- Read and save these instructions.
- Follow all warnings and instructions marked on the product.
- Always turn off and unplug the machine before moving, cleaning, or conducting other than normal operation.
- Operate shredder from the power source indicated on the serial label. If you are not sure of the type of power available, consult your dealer or a power company.
- Power cord should be easily accessible because it serves as the disconnect switch. If the power cord is damaged, call the number listed under **Contact for Service**.
- Keep loose objects (jewelry, ties, long hair) away from shredder.
- CAUTION: Do not insert aerosol cleaners or lubricants into or around the machine. Some agents may combust, causing serious injury.
- Empty wastebasket frequently.
- Do not place shredder near water, over a radiator or a heat register.
- Do not rest anything on the power cord. Do not place machine where people will walk on the cord.
- The use of an extension cord is not recommended.
- Do not service this product yourself. An opened cover may expose you to dangerous voltage points or other risks, and will void manufacturer's warranty.
- Do not exceed recommended sheet capacity or usage.
- Do not shred continuous forms.
- Do not shred labels, transparencies, glossy paper, newsprint, plastic or cardboard.
- Keep out of the reach of children and pets.
- Never insert your hand or fingers into feed opening.

Installation

- Plug power cord into jack on the unit.
- Position shredder securely on basket and extend adjustable arm so shredder solidly rests on basket edges.
- Plug power cord into a standard AC outlet with the appropriate power requirements as stated on the serial number label adhered to the bottom of the shredder.

Cleaning

- Unplug the unit from the wall before cleaning.
- Housing can be cleaned with a cloth, dampened with a mild soap and water solution.

Operation

Prepare paper to be shredded. Remove staples and paper clips and make sure to feed no more than the recommended 5 sheet capacity at one time.

1. Slide the main switch to the AUTO position to activate the standby mode.
2. OD400 automatically STARTS when paper is placed in entry and STOPS when finished shredding.

Paper Jams

- Slide switch to the REVERSE position to clear the paper. Always unplug the unit before attempting manual removal of paper.

Sheet Capacity and Usage

- Do not exceed recommended sheet capacity.
- Folding paper to fit the entry increases the thickness and recommended capacity may be exceeded.

Sheets Per Pass

| Model | US 20# Paper 120V/60Hz | 64 GSM 100V/50Hz | 80 GSM 230V/50Hz | 80 GSM 240V/50Hz |
|-------|---------------------------|---------------------|---------------------|---------------------|
| OD400 | 5 | 5 | 5 | 5 |

Table A Different paper weights and electrical currents will affect capacity.

Specifications

| | |
|-----------------------|--|
| Entry width | 9" (230mm) |
| Power Source | 120V-60Hz (N. America) |
| Shredding Speed | 10 FPM (3MPM) |
| Dimensions | 17-1/4" x 14-3/4" x 10" 438 x 375 x 254mm |
| Recommended Daily Use | 50-75 |
| Weight | 9.5 lbs. (4.3 kg) |

Overload Protection

This shredder is protected by a built-in thermal overload device that serves to protect the motor from overuse. When continuous shredding is conducted for an extended period of time, the shredder will automatically turn itself off to cool down. When shredding is automatically stopped, allow the unit to stand for about 30 minutes before using it again.

Important Note

This paper shredder is not intended to shred high volumes of paper. Please refer to the specifications for the recommended daily usage and sheet capacity of this shredder. Please note that if the paper is wider than the entry, and you fold it to fit, the paper thickness increases and the recommended capacity may be exceeded.

Limited Warranty

Fellowes Manufacturing Company warrants the cutting cylinders and all other parts of this Fellowes shredder to be free from defects in material and workmanship for one year 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 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 state to state.

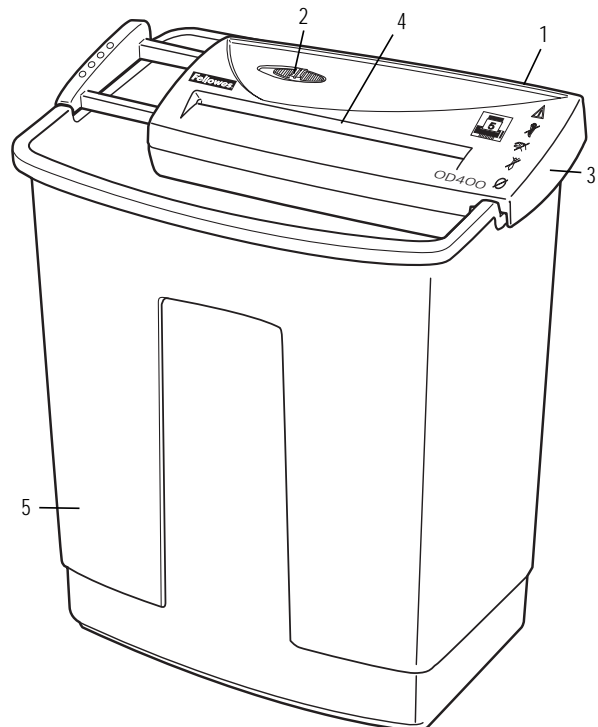
For more detail or to obtain service under this warranty, please contact Fellowes Customer Service at 1-800-955-0959, Monday through Friday, 8 AM - 5 PM (Central Standard Time).

For specific instructions on obtaining service under this warranty on machines purchased outside the USA, contact the appropriate location listed in the **Contact for Service** section of this instruction manual.

Warrantor: Fellowes Manufacturing Company.

Parts Identification

1. Power Jack
2. Power Switch
3. Housing
4. Paper Entry
5. Wastebasket



**Contact For Service
Vos Contacts Fellowes
Sus Contactos Fellowes
Ihr Fellowes Kontakt
Uw Fellowes Contacten
Vostri Contatti Fellowes**

| | |
|----------------|--|
| United States | 1-800-955-0959 |
| Australia | (In Melbourne) (03) 9330-3211 (Outside Melbourne) 1-800-331-177 |
| Canada | 1-800-665-4339 |
| United Kingdom | 01302-885 331 |
| Japan | +81-3-5496-2401 |
| Benelux | +31-(0)347-377988 |
| Italy | +39-071730041 |
| Germany | +49-5131-49770 |
| France | +33-(0)4-72-08-25-45 |

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<http://www.fellowes.com>

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