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Fellowes 4772001

Fellowes Powershred 7C Crosscut Shredder User Manual

Model: 4772001

INTRODUCTION

The Fellowes Powershred 7C Crosscut Shredder is designed for personal use, providing secure disposal of sensitive documents. This manual provides essential information for the safe and efficient operation, setup, and maintenance of your shredder.



Image: The Fellowes Powershred 7C Crosscut Shredder, a compact black unit with a transparent window on the front displaying cross-cut shredded paper. The top features the paper entry slot and control panel.

IMPORTANT SAFETY INFORMATION

Please read these safety instructions carefully before using the shredder. Failure to follow these instructions could result in injury or damage to the shredder.

- **Keep hands and fingers away from the paper entry slot.** The shredder blades are sharp and can cause severe injury.
- **Keep loose clothing, jewelry, and long hair away from the paper entry slot.** These items can become entangled in the shredder mechanism.
- **Keep children and pets away from the shredder.** This appliance is not intended for use by children.
- **Do not insert more than the recommended sheet capacity (7 sheets) at one time.** Overloading can cause jams and damage the motor.
- **Do not shred adhesive labels, continuous forms, newsprint, or plastic other than credit cards.** These materials can damage the shredder.
- **Always unplug the shredder when moving, cleaning, or emptying the waste bin.**
- **Do not use aerosol products, petroleum-based lubricants, or flammable products on or near the shredder.**
- The shredder features a **Patented SafetyLock** which disables the shredder for added safety protection. Ensure it is engaged when not in use or during maintenance.

SETUP

1. **Unpack the Shredder:** Carefully remove the shredder from its packaging.
2. **Position the Shredder:** Place the shredder on a flat, stable surface. Ensure it is near a standard electrical outlet.
3. **Attach the Waste Bin:** The shredder head lifts off. Place the shredder head securely onto the provided 3.8-gallon waste bin. Ensure it is seated correctly to activate the safety switch.
4. **Connect to Power:** Plug the power cord into a grounded electrical outlet.
5. **Engage SafetyLock:** Locate the SafetyLock feature, typically a slide switch on the top of the shredder. Slide it to the "unlocked" position for operation. Slide it to the "locked" position when not in use.

OPERATING INSTRUCTIONS

Basic Shredding

1. Ensure the shredder is plugged in and the SafetyLock is in the "unlocked" position.
2. Set the control switch to the "Auto" (or "On") position. The shredder is now ready to operate.
3. Insert up to 7 sheets of paper into the paper entry slot. The shredder will automatically start and stop once the paper has passed through.
4. For credit cards, insert one card at a time into the designated credit card entry slot (if separate, otherwise use the main slot).

Continuous Operation and Cool-down

The Powershred 7C is designed for individual use and can shred continuously for up to 4 minutes. After this period, the shredder requires a 30-minute cool-down period to prevent overheating. If the shredder stops due to overheating, allow it to cool down before resuming operation.

Reverse Function

In case of a paper jam, switch the control to the "Reverse" position. This will reverse the shredding mechanism, allowing

you to pull out the jammed paper. Once cleared, switch back to "Auto" to resume shredding.

MAINTENANCE

Emptying the Waste Bin

Regularly check and empty the 3.8-gallon waste bin to prevent paper jams and ensure optimal performance. To empty, unplug the shredder and carefully lift the shredder head off the bin.

Oiling the Shredder Blades

To maintain peak performance and extend the life of your shredder, it is recommended to oil the shredder blades periodically, especially after emptying the waste bin multiple times or if performance seems to decrease. Use a vegetable-based shredder oil (not aerosol or flammable lubricants). Apply a thin line of oil across the paper entry slot, then run a few sheets of paper through the shredder.

Cleaning

Unplug the shredder before cleaning. Wipe the exterior of the shredder with a soft, damp cloth. Do not use abrasive cleaners or solvents.

TROUBLESHOOTING

| Problem | Possible Cause | Solution |
|--|--|---|
| Shredder does not turn on. | Not plugged in. SafetyLock engaged. Shredder head not seated correctly. Overheated. | Ensure power cord is securely plugged into a working outlet. Disengage SafetyLock. Lift and re-seat the shredder head firmly onto the waste bin. Allow 30 minutes for the shredder to cool down. |
| Paper jam. | Overloaded with too many sheets. Waste bin is full. Shredding inappropriate materials. | Switch to "Reverse" to clear the jam. Reduce sheet count for future shredding. Empty the waste bin. Ensure only recommended materials are shredded. |
| Shredder runs slowly or makes unusual noise. | Blades need oiling. Waste bin is too full. | Oil the shredder blades as per maintenance instructions. Empty the waste bin. |

SPECIFICATIONS

- **Model:** Fellowes Powershred 7C
- **Model Number:** 4772001
- **Shred Type:** Cross-Cut
- **Security Level:** P-4 (5/32 in. x 1-3/8 in. particles)

- **Sheet Capacity:** 7 sheets per pass
- **Shreds:** Paper, staples, paper clips, plastic credit cards
- **Waste Bin Capacity:** 3.8 gallons
- **Continuous Run Time:** Up to 4 minutes
- **Cool-down Period:** 30 minutes
- **Dimensions (H x W x D):** Approximately 15.13 x 11.75 x 7.88 inches
- **Weight:** Approximately 9 pounds
- **Color:** Black

WARRANTY AND SUPPORT

For warranty information and technical support, please refer to the official Fellowes website or contact Fellowes customer service directly. Keep your purchase receipt as proof of purchase for warranty claims.

Fellowes Contact Information:

Website: www.fellowes.com

Customer Service: Refer to the website for regional contact numbers.