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Fellowes 92CS

Fellowes Powershred 92Cs 18 Sheet Cross-Cut Shredder User Manual

Model: 92CS

1. INTRODUCTION

This manual provides essential instructions for the safe and efficient operation, setup, and maintenance of your Fellowes Powershred 92Cs Cross-Cut Shredder. Please read this manual thoroughly before using the shredder to ensure proper function and to prevent injury or damage.

The Fellowes Powershred 92Cs is designed for deskside use, capable of shredding confidential documents, credit cards, CDs/DVDs, staples, paper clips, and unopened junk mail into small cross-cut particles for enhanced security.



This image displays the Fellowes Powershred 92Cs cross-cut shredder, a black unit with a transparent window on the front

showing shredded paper inside the pull-out bin. The top panel features control buttons and the paper entry slot.

2. IMPORTANT SAFETY INSTRUCTIONS

To reduce the risk of fire, electric shock, or injury, always follow these basic safety precautions:

- Read all instructions before use.
- Keep children and pets away from the shredder.
- Keep loose clothing, jewelry, hair, and other foreign objects away from the paper entry.
- Do not place hands or fingers into the paper entry. The shredder features **SafeSense® Technology**, which automatically stops shredding when hands touch the paper opening, but caution is still advised.
- Unplug the shredder when not in use for extended periods or before cleaning.
- Do not use aerosol products, petroleum-based lubricants, or other flammable products on or near the shredder.
- Do not shred metal objects, large paper clips, or hard plastic (except credit cards and CDs/DVDs as specified).
- Ensure the shredder is placed on a stable, level surface.
- Do not operate the shredder if the power cord is damaged.

3. 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 there is adequate space around the unit for ventilation and access to the power outlet.
3. **Install the Bin:** The 7-gallon pull-out bin should be correctly inserted into the shredder cabinet. The shredder will not operate if the bin is not properly seated due to the interlock switch safety feature.
4. **Connect Power:** Plug the power cord into a standard electrical outlet.

4. OPERATING INSTRUCTIONS

4.1 Powering On/Off

- Press the power button (**U**) on the control panel to turn the shredder on. The shredder will enter standby mode.
- To turn off, press the power button again.
- The shredder features an energy-saving **Sleep Mode**, which automatically shuts down the shredder after 2 minutes of inactivity.

4.2 Shredding Documents

- Ensure the shredder is in standby mode (powered on).
- Insert up to 18 sheets of paper (80gsm) into the 9-inch paper entry slot. The shredder will automatically start shredding.
- For optimal performance and to prevent jams, avoid exceeding the maximum sheet capacity.
- The shredder can continuously operate for up to 30 minutes before requiring a cool-down period. An indicator light may illuminate if the shredder overheats.

4.3 Shredding Other Materials

The 92Cs is designed to shred:

- **Staples and Paper Clips:** Small staples and paper clips do not need to be removed from documents.
- **Credit Cards:** Insert one credit card at a time into the designated slot (if present, otherwise use the main paper entry).
- **CDs/DVDs:** Insert one CD or DVD at a time into the designated slot (if present, otherwise use the main paper entry).
- **Unopened Junk Mail:** Small quantities of unopened junk mail can be shredded.

5. MAINTENANCE

5.1 Emptying the Waste Bin

- When the waste bin is full, the shredder will stop operating, and a 'bin full' indicator light may illuminate.
- Pull out the 7-gallon bin from the front of the shredder.
- Empty the shredded material into a suitable recycling or waste container.
- Reinsert the bin firmly until it clicks into place. The shredder will resume operation.

5.2 Oiling the Shredder

Regular oiling is crucial for maintaining shredder performance and extending its lifespan. Use Fellowes shredder oil or a vegetable-based oil (avoid aerosol lubricants).

1. Apply a thin line of oil across the paper entry slot.
2. Run a few sheets of paper through the shredder to distribute the oil.
3. Repeat this process after every 30 minutes of accumulated shredding or at least twice a month.

5.3 Cleaning

- Always unplug the shredder before cleaning.
- Wipe the exterior of the shredder with a soft, damp cloth. Do not use abrasive cleaners or solvents.
- Periodically clean the SafeSense® sensors (located near the paper entry) with a soft, dry cloth to ensure proper function.

6. TROUBLESHOOTING

Problem	Possible Cause	Solution
Shredder does not start.	Not plugged in; Bin not fully inserted; Overheat; Power button not pressed.	Ensure power cord is secure; Push bin in completely; Allow shredder to cool down; Press power button.
Paper jam.	Too much paper inserted; Material not suitable for shredding.	The shredder features Auto Reverse to help clear jams. If a jam occurs, the shredder will automatically stop and reverse. Remove excess paper. If needed, press the reverse button (<) to clear the jam, then the forward button (>) to resume.

Problem	Possible Cause	Solution
Shredder stops during operation.	Overheat; Bin full; SafeSense® activated.	Allow shredder to cool down; Empty the waste bin; Remove hands or objects from the paper entry area.
Shredder is noisy.	Needs oiling; Material being shredded.	Oil the shredder blades as per maintenance instructions; The SilentShred™ feature minimizes noise, but some operational sound is normal.

7. SPECIFICATIONS

- **Model:** 92CS
- **Cut Type:** Cross-Cut
- **Cut Size:** 5/32" x 1-1/2" (P-4 Security Level)
- **Sheet Capacity:** 18 sheets (80gsm)
- **Paper Entry Width:** 9 inches
- **Bin Capacity:** 7 gallons (pull-out)
- **Maximum Run Time:** 30 minutes continuous
- **Cool Down Time:** Approximately 40 minutes after continuous run time
- **Shreds:** Paper, Staples, Paper Clips, Credit Cards, CDs/DVDs, Unopened Junk Mail
- **Safety Features:** SafeSense® Technology, Interlock Switch
- **Jam Prevention:** Auto Reverse
- **Noise Features:** SilentShred™
- **Energy Efficient:** Sleep Mode
- **Dimensions (H x W x D):** 21.5 x 16 x 12.5 inches
- **Item Weight:** 34 pounds

8. WARRANTY AND SUPPORT

The Fellowes Powershred 92Cs shredder comes with a **2-year warranty on the machine** and a **Lifetime warranty on the cutters**.

For technical support, warranty claims, or to purchase accessories, please visit the official Fellowes website or contact their customer service department. Refer to the contact information provided with your product packaging or on the Fellowes website.